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JEEVIKA

An Initiative of Government of Bihar for Poverty Alleviation

Bihar Rural Livelihoods Promotion Society
State Rural Livelihoods Mission, Bihar



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Advisory on Community Managed Training Centers (CMTC)

Training and Learning Centers (TLCs) are functioning at district level for ensuring development of Community Resource Person and strengthening of CBOs, CPs, and Community leaders through continuous trainings. For supporting TLCs, a decentralized extension centers are required for supporting large scale capacity building activities across 38 districts of Bihar. In the pursuit of same, special supportive arrangement needs to be made as CMTC (*a sub-centre of TLC*) for providing continuous capacity building activities. In a district, based on the geographical spread and training requirement 1-3 such centers can be established.

CMTC being sub-center of TLC will be governed by the objective, functions, and mandate of TLC. Monitoring and Capacity building subcommittee of TLC will support in day-to-day functioning of CMTC like resource management, TNA, CMTC CB Calendar, batch planning, budget, IEC management etc.

Infrastructure:

CMTC needs to be situated in an accessible place wherein means of communication is easy. It must be equipped with all the facilities for conducting residential training facilities. Infrastructure augmentation can be done based on the office order: **1498 dated 01/09/2020 regarding infrastructure support fund to CLF and Training Center.**

It is important that this should be housed in a government infrastructure which has been fully handed over to CBOs and are in usable condition. It can also be housed in CLF which is having sufficient space to accommodate the training requirement. It must have adequate space for conducting residential trainings of 30 to 35 persons with at least one classroom/ training hall and enough rooms (*dormitory*) for lodging of participants. The center must have sufficient toilets separately for male and female with covered bathing space within its premises. Also, it needs to have sufficient water supply and electricity with proper security arrangements.

In case of rented building, an agreement will be made for at least 11 months between landlord and the concerned TLC and will be reviewed on regular basis on the experience of both the parties. For the initial one year, the project will be providing financial assistance to TLC for CMTC rent and other miscellaneous expenses. Subsequently, TLC will provide all the financial assistance in its smooth functioning.

In case of any refurbishment required in the premises, an amount of Rs.2,84,300/- can be used as per office order no: **BRLPS/Proj.-IBCB/1764/20/1498 Dated: 01/09/2020** subject to the approval of competent authority based on the proposal received through TLC/ district. TLC will operate the day-to-day expenditure of CMTC. CMTC will not have its separate bank account. CMTC will provide '*training prativedan*' on monthly basis to TLC. The physical and financial reports will also be submitted to the TLC.

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Books of Records: CMTC will maintain four types of Books of Record. These are namely Stock book, Fixed asset register, Training register and Consumption register. In addition to this, it will also maintain a petty cashbook and can also maintain registers as per need and requirement.

Staff Support: In the initial period of establishment of CMTC, the concerned CLF Coordinator/ CLF anchor will support its establishment and functionality. The concerned CLF bookkeeper and one of the CLF CF supports in other functions of CMTC. The staff of TLC will also assist in establishment and functionality of CMTC in the district.

Once CMTC are functional, a separate staff namely CMTC Coordinator and CMTC Bookkeeper is envisaged (a *separate guidance note will be given*)

Management of Capacity Building Programmes

The following steps need to be followed for conduction/ coordination of training programmes:

1. The training need assessment (TNA) will be centrally done by TLC at district level.
2. Based on TNA/ training requirement, a quarterly capacity building calendar will be prepared at TLC. The plan will include residential training, non-residential trainings, exposure visits, workshops, block meetings and extending resource support to CBOs in field etc. The consolidated quarter plan will be distributed/ decentralized at CMTCs in a district. The quarter plan will be reviewed every month by the TLC board.
3. After receiving the plan, CMTC will conduct trainings as per the plan and training protocol of the TLC.
4. To meet the day-to-day petty expenditures, a cash amount of Rs. 5,000/- (*maximum*) will be provided to the concerned anchor of CMTC. All bills and vouchers will be submitted to TLC and payments will be made through cheques. All the other stationeries including printing material, feedback forms and other items will be purchased at TLC and distributed at the CMTCs.

Cost Norms and other expenditure in CMTC: CMTC will be governed by the approved cost norms of TLC in that district. The one-time support to its establishment will continue as per the office order no.- ***BRLPS/Proj.- IBCB/1764/20/1498 Dated: 01/09/2020.*** The procurement will be done by the TLC through community procurement norms. The expenditures such as, room-rent, cleaning and hygiene expenses and petty expenses for the initial 3 months can be booked under 'office premise refurbishment' head which needs to be duly approved in the board of TLC and minutised.

The DPM/ In Charge is hereby directed to review the pace and performance of CMTC on a regular basis and make them functional by September'22.

(Rahul Kumar)

Chief Executive Officer cum State Mission Director

Enclosure: *annexure1: Approved office order of CMTC.*

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2. SPMs/SFM/PMs/AFMs/PO
3. DPMs/Thematic Managers/TOs/BPMs
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