



Citizens' Voice Project

TRAINING REPORT

3 DAY TRAINING OF TRAINERS ON PARTICIPATORY PLANNING

July, 18-20, 2016

Rock City Resort - SWAT

Jul 2016,

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I. BACKGROUND

The three day training titled “Training of Trainers” on Participatory Planning’ for Cycle 10 “Enhancing the Capacity of Elected Representatives and Strengthening Citizens’ Engagement for Transparent, Responsive, Efficient and Accountable Local Governments” with an objective to build the capacity of Master Trainers from eight implementing partners was held at Rock City Resort - SWAT from 18th – 20th Jul, 2016. A total of 27 participants from eight organizations [See Annex i for list of organizations] participated in this training.

The purpose of this training was to train participants on the concept of Participatory Planning and Development and its role in the local government system. Training included various topics such as Participatory Development, Participatory Planning, Role of Local Government Representatives and various skills and traits required for effective participatory planning.

The training methodology was interactive as the trainers ensured that knowledge was not only disseminated but accurately perceived and understood by the participants. And in order to ensure this, trainers engaged participants in discussions and kept the forum open for feedback, queries and suggestions. These discussions and interactive sessions were supported through training material such as pre and post-test, power point presentations and handouts on participatory planning.

2. TRAINING OBJECTIVES

The objectives of this three-day training were as follows:

- To increase the understanding of participants on Participatory Development and its importance in Local Government System through training sessions
- To educate the participants about the current project cycle and to educate them about Councilors’ role in each step of project cycle through training sessions and discussions with support of relevant material;
- To enhance the understanding of participants through training sessions and discussions on the concept of participatory planning for Development schemes;
- To prepare the participants for upcoming trainings of 14,000 councilors in KPK through mock sessions with the support of relevant case studies and pre and post-tests

3. PARTICIPANTS’ PROFILE

The training participants included staff members of implementing partners and local government representatives. Total number of participants was 27 (males: 23; females: 4) who belonged to eight partner organizations (see Annex ii for list of participants).

4. RESOURCE PERSONS' PROFILE

The team which delivered sessions during the training comprised of 2 internal experts from Capacity Building Team - Citizens' Voice Project. Given below is a brief description of the trainers along with their sessions conducted by them (See Annex iii for detailed agenda).

#	Name	Designation	Session title
1	Mobeen Ajaib	Assistant Manager Capacity Building	<ol style="list-style-type: none">1. Welcome Address and setting the stage2. Participatory Development and its importance in Local Government Systems3. Project Cycle4. Participatory Planning5. Social Mobilization for Participatory Development6. Role of Councillors – District, Tehsil and Village Level7. Monitoring of Development Schemes8. Facilitation Skills9. Mock Sessions
2	Nazar Abbas Naqvi	Manager Capacity Building	<ol style="list-style-type: none">1. Council Meeting for Prioritization Ranking2. Types of Development Schemes3. Mock Sessions

5. VENUE AND DATE

The training was organized at Rock City Resort - SWAT from 18th – 20th Jul, 2016.

6. PROCEEDINGS

DAY 01 

SESSION I: INTRODUCTION TO WORKSHOP AND OBJECTIVES

The training began with recitations of Holy Quran and Bible keeping in view the diversity of group. It was formally initiated by Mobeen Ajaib – Assistant Manager Capacity Building who shared the objectives of training. Ubaid Ullah Chaudhary – Director CVP warmly welcomed the participants, thanked them for sparing time to attend these sessions, delivered the welcome note and invited Mr. Shahid Fayaz – CEO-TDEA to deliver the inaugural note. Moving on, CVP's introduction was shared by Mobeen Ajaib who divided the participants into two groups and the group for participatory planning

discussed the agenda and set the norms of trainings in detail. She also asked participants to share their expectations and fears regarding training. Pre-training assessment test was taken from the participants. Training norms were set with consensus from the participants. These were as follows:

- Participants respect each other's' point of view
- Respect the diversity in the group
- Ensure daily attendance as per schedule
- Put cell phones on silent
- All participants actively participate in discussion
- Avoid discussion with each other
- Be careful about social and gender sensitivity
- No pen tick tick

SESSION II: PARTICIPATORY DEVELOPMENT AND ITS IMPORTANCE IN LOCAL GOVERNMENT SYSTEM

In this session participants were introduced to the core concepts of development, local government system and participatory development. The discussion revolved around participatory development and its importance and role in the local government system. Participants were engaged in group work where all participants were divided into four groups and they were assigned a case study of Lodhran Pilot Project. All the groups were also given some questions regarding the case and they were asked to deliver their findings and answers through presentations. Participants successfully delivered the presentations which were followed by a detailed discussion for further clarity of the subject matter. Through this interactive session and group work, it was showcased that participatory approach achieves sustainability and efficacy when people are completely involved in the process.

SESSION III: PROJECT CYCLE

Project cycle was explained with the help of presentations and the trainer focused on 4 phases of the current cycle. Detailed discussion was held on each phase and queries of participants were answered. Moreover this session also had a brief discussion on the role of counselors and locally elected representatives at village council level.

SESSION IV: PARTICIPATORY PLANNING

The session began with an overview of participatory planning and the importance of participatory planning. The session also had group work where participants were divided into four groups and each group was assigned various elements of the participatory planning cycle. The groups presented their ideas on the process of the assigned elements and the session concluded with a detailed discussion on the process and steps of participatory planning.

SESSION V: SOCIAL MOBILIZATION FOR PARTICIPATORY DEVELOPMENT

The session on social mobilization for participatory development was one of the most interactive and discussion oriented sessions during the training and it began with a brief overview of social mobilization. Participants were asked about their opinion on social mobilization and how it is carried out. The need and importance of social mobilization was discussed by the trainer and after taking participants' opinion, trainer shared some useful methods of social mobilization. Moreover the challenges which arise during social mobilization were also discussed and remedial steps for these challenges were also shared with participants. Lastly the role of counselors as social mobilizers was discussed and some reflection was thrown on how counselors can carry out social mobilization for participatory development.

DAY 02



RECAP

Day 2 started off with previous day's recap, participants were asked to share the learning of first day. Participants were divided into two groups and were asked to question each other on the learning of day one. For this process, scores were noted and at the end of the exercise, correct answers were shared by the trainer and participants' efforts were appreciated. Participants also provided feedback on training contents, training delivery. They appreciated that contents were in line with their project activities and easy to understand and they liked the training methodology.

SESSION VI: COUNCIL MEETING FOR PRIORITIZATION RANKING

In this session an overview of prioritization was given to participants and details of why prioritization is important and how it is carried were discussed. The participants were oriented on the process of prioritization and the major steps involved in this process. Moreover the challenges of prioritization ranking were also discussed and suggestions were made to overcome the challenges. The trainer also reflected on the process of council meetings for prioritization ranking and how they are conducted.

SESSION VII: ROLE OF COUNCILORS – DISTRICT, TEHSIL AND VILLAGE LEVEL

This session included group work and discussion where the participants were divided into three groups and they were provided with three different handouts on the role of counselors at district level, tehsil level and village level. All the groups presented the roles and process with regards to these three tiers and the presentations were followed by a detailed briefing and discussion by the trainer on roles of counselors at these three levels.

SESSION VIII: TYPES OF DEVELOPMENT SCHEMES

In this session participants were introduced to the BDD4 Form and analysis was presented on the purpose and usefulness of this form and how it can be used. The twelve parts of this form were

elaborated in detail and this elaboration was followed by a detailed discussion. Later on, all the development schemes being carried out at district level, village level and village-neighborhood council level in KPK were discussed.

SESSION IX: MONITORING OF DEVELOPMENT SCHEMES

Monitoring of development schemes is crucial to their successful implementation hence the participants were briefed on what is monitoring and how it is carried out. A lot of discussion was carried out on the importance of monitoring and consequences faced if monitoring is not done appropriately. Similarly participants were briefed on monitoring committees operating in KPK and a reflection was shared with regards to their objectives and roles & responsibilities. Moreover the process of monitoring was discussed in details and some do's and don'ts of monitoring were discussed with participants. In the end a monitoring report template was shared with the participants and their queries about the topic were addressed.

SESSION X: FACILITATION SKILLS

This session was focused on the facilitation skills which are required by the participants and detailed briefing was given by the trainer on how sessions are to be facilitated and what are the do's and don'ts of facilitation.

PRACTICAL EXERCISE: PREPERATION FOR MOCK EXERCISE

In this session participants were assigned different topics and were asked to prepare their presentations on the assigned topics. Participants were also given relevant material to help them in preparation and the day was called off.

DAY: 03 

RECAP

Day 3 started off with an open discussion forum with a focus on previous day's recap; participants were asked to share the learning of previous two days. Participants also provided feedback on training contents, training delivery.

MOCK EXERCISE

All the participants presented their views and understanding on the assigned topics and they also shared their ideas for improvement. Later on the forum was opened for question and answers. The trainers were asked about their strengths and areas of improvements. The audience were asked to provide their input how the trainer performed. After the mock sessions, the facilitators/trainers provided their detailed input/feedback and shared the process for improvement. During this session, three participants could not qualify for the awards however they were given a second chance to present again. Two out of three participants presented and qualified for the award but the third participant did not present hence he was disqualified.

TRAINING EVALUATION AND POST-TEST

At the end of the training, participants were given workshop evaluation forms and trainer’s evaluation forms to share their feedback. In addition a post-training assessment test was also conducted to help gauge the perceived change in knowledge by the participants at the end of the training.

CERTIFICATE DISTRIBUTION AND CLOSING

Closing ceremony of the training was led by Mr. Jamil Hussain, Chief of Party. The ceremony was initiated with a note of thanks and he addressed the participants and asked about their learning experience and distributed training certificates. He thanked the participants for their active participation in the training. He also congratulated them on successful completion of this training course and hoped that the knowledge gained would help the implementing partners in effective and efficient implementation of the activities.

7. TRAINING EVALUATION

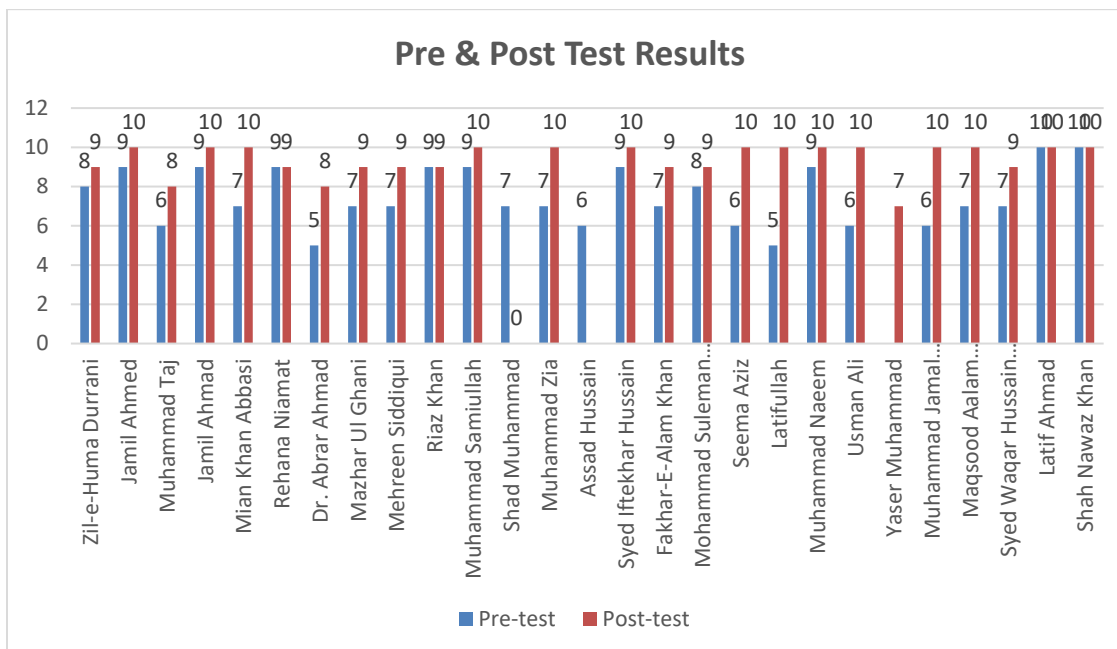
The participants showed an improvement in their level of knowledge.

A) Pre-Training Assessment of the Participants:

In the pre-test, two participants scored 10, seven participants scored 9, two participants scored, eight participants scored 7, five participants scored 6 and two participants scored 5 out of 10 marks.

B) Post-Training Assessment of the Participants:

In post-test, fourteen participants scored 10, eight participants scored 9, two participants scored 8, one participant scored 7 marks and one participant did not qualify for the award hence he did not take the post-test.

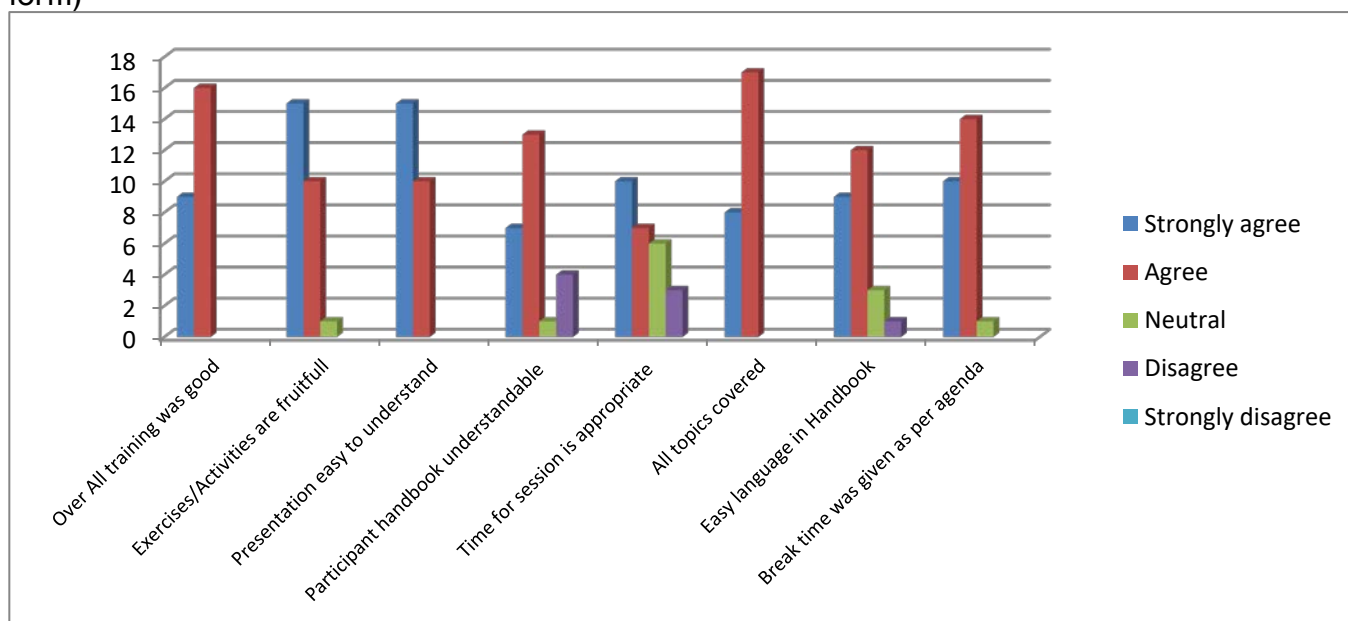


END OF WORKSHOP EVALUATION BY PARTICIPANTS

At the end of the training, feedback from participants was collected regarding training contents and trainer’s evaluation. 27 participants provided feedback by using two forms, i.e. trainer’s evaluation form and training evaluation form. A rating scale comprising of five scales (Strongly agree, Agree, Neutral, Disagree and Strongly disagree) was used to evaluate various aspects of training and trainer.

TRAINING EVALUATION:

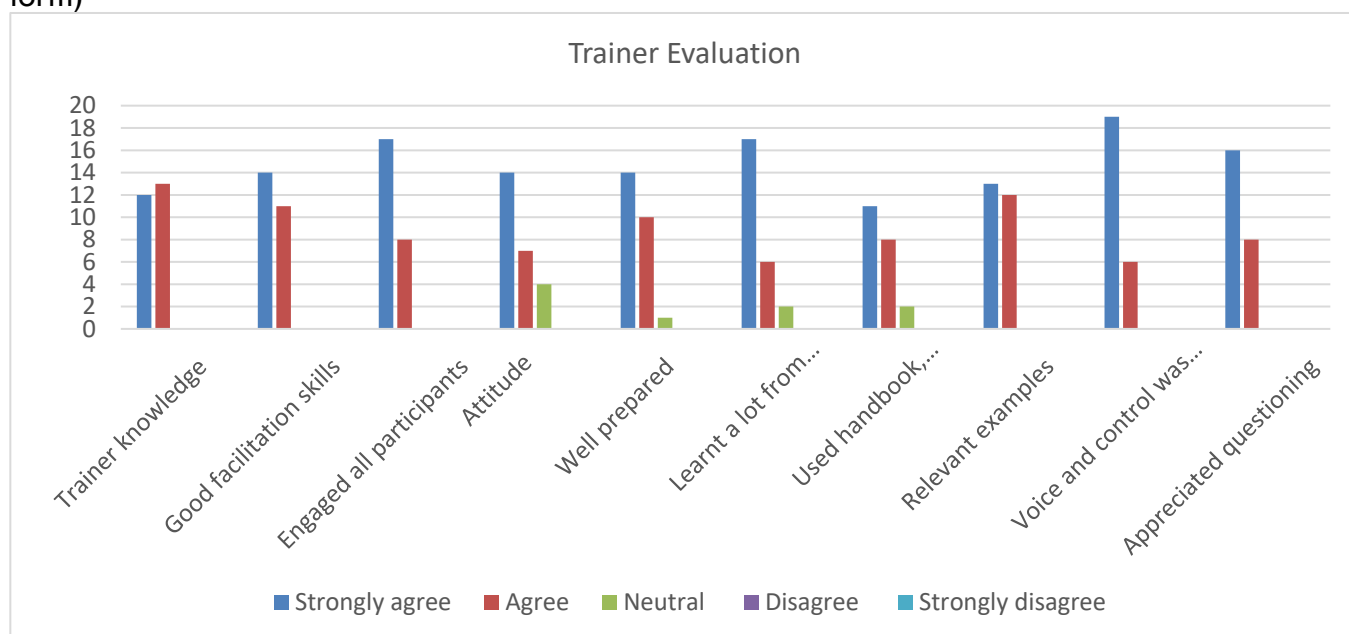
With regards to training, participants shared that training was very helpful and the content and exercises used in training helped them understand the topic and its significance. Participants found the training material to be very helpful and shared that presentations were very easy to understand because simple and easy terminologies were used in the material. Other factors such as time division and topics covered in during the training were well-received by the participants. (See Annex iv Training Evaluation form)



TRAINER’S EVALUATION:

The general feedback of participants about trainer was very positive as majority of the participants fully agreed and were appreciative of trainer’s level of knowledge, style and presentation, preparation and research about the topics and the efficient use of training material. Moreover participants also admired that trainer engaged participants in discussions and encouraged them to raise questions and not only this, his/her overall behavior towards participants was also good which made it easy for them to learn and understand. While sharing their opinion, participants said that all the sessions were informative and relevant to their area of interest; some participants also shared suggestions to improve such as more time and flexibility to be given to participants during mock sessions. (See Annex v Trainer Evaluation

form)



8. LESSONS LEARNT AND BEST PRACTICES:

- The changes in the format of the workshop helped keep it moving smoothly. More interactive sessions and practical exercises were ensured by the trainers, which helped participants underrate the training contents.
- As the TOT was individual activity, few of the session took more time than allocated. If next time such activity will be planned more time should be allocated to practical sessions.

9. RECOMMENDATIONS

- Participatory planning steps should be shared in details with more examples from KP.

ANNEXES

ANNEX I: LIST OF ORGANIZATIONS

1. Centre for Governance and Public Accountability (CGPA)
2. Empowerment Thru Creative Integration (ECI)
3. The Federation for Environment, Education, Development & Equal Rights (FEEDER)
4. Omar Asghar Khan Development Foundation (OAKDF)
5. People Empowerment & Consulting Enterprise (PEACE)
6. Society for Human and Institutional Development (SHID)
7. Human Integrated Development Organization (HIDO)
8. Step Towards Empowerment of Pupil (STEP)

ANNEX II: PARTICIPANTS' LIST

#	Name	Designation	Organization	Contact	E-Mail
1	Zil-e-Huma Durrani	Project Manager	Centre for Governance and Public Accountability (CGPA)	0345-9549156	zhuma@c-gpa.org
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9	Mehreen Siddiqui	Master Trainer	The Federation for Environment, Education, Development & Equal Rights (FEEDER)	0332-9328283	Mehreensiddique.siddique@gmail.com
10	Riaz Khan	Project Manager	Omar Asghar Khan Development Foundation (OAKDF)	0345-8509052	rkhan@oakdf.org.pk
11	Muhammad Samiullah	Master Trainer	Omar Asghar Khan Development Foundation (OAKDF)	0333-9272681	Msami.imasm@gmail.com
12	Shad Muhammad	Master Trainer	Omar Asghar Khan Development	0343-9526661	N/A

			Foundation (OAKDF)		
13	Muhammad Zia	Master Trainer	People Empowerment & Consulting Enterprise (PEACE)	0300-9022074	Zia_ziie@yahoo.com
14	Assad Hussain	Master Trainer	People Empowerment & Consulting Enterprise (PEACE)	0300-8305110	asadmardan@gmail.com
15	Syed Iftikhar Hussain	Program Manager	People Empowerment & Consulting Enterprise (PEACE)	0333-9170760	iftikhar.bacha@gmail.com
16	Fakhar-E-Alam Khan	Project Manager	Society for Human and Institutional Development (SHID)	0333-9226576	ffalam@gmail.com
17	Mohammad Suleman Khan	Master Trainer	Society for Human and Institutional Development (SHID)	0333-9103007	Suleman73@gmail.com
18	Seema Aziz	Master Trainer	Society for Human and Institutional Development (SHID)	0332-5029280	seemarwssp@yahoo.com
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21	Usman Ali	Master Trainer	Human Integrated Development Organization (HIDO)	0314-9637818	Usman.nashad@gmail.com
22	Yaser Muhammad	Master Trainer	Step Towards Empowerment of Pupil (STEP)	0321-5137313	Yaser_khushi@yahoo.com
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24	Maqsood Aalam Usafzai	Project Manager	Step Towards Empowerment of Pupil (STEP)	0314-9136622	Maqsoodusafzai0007@gmail.com

25	Syed Waqar Hussain Gilani	Project Manager	Centre for Governance and Public Accountability (CGPA)	0334-1771717	Waqargilani62@gmail.com
26	Latif Ahmad	Master Trainer	Centre for Governance and Public Accountability (CGPA)	0345-9004057	latifcdc@yahoo.com
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ANNEX III: AGENDA

Day 01		Topics
9:00 – 9:30	Registration	
9:30 – 10:30	Session 1: Welcome & Introduction (Introduction, Agenda, Norms Setting and Pre-test)	
10:30 – 11:30	Session 2: Participatory Development and its importance in Local Government system	
11:30 – 11:45	Tea Break	
11:45 – 13:00	Session 3: Project Cycle	
13:00 – 14:00	Lunch Break	
14:00 – 15:00	Session 4: Participatory Planning	
15:00 – 15:30	Tea Break	
15:30 – 17:00	Session 5: Social Mobilization for Participatory Development	
Day 02		
9:00 – 10:00	Recap of DAY I	
10:00 – 11:00	Session 6: Council meeting for Prioritization ranking	
11:00 – 11:15	Tea Break	
11:15 – 12:15	Session 7: Role of Councilors – District, Tehsil and Village level	
12:15 – 13:00	Session 8: Type of development schemes	
13:00 – 14:00	Lunch Break	
14:00 – 14:45	Session 9: Monitoring of Development schemes	
14:45 – 15:15	Session 10: Facilitation skills	
15:15 – 15:30	Tea break	
15:30 – 17:30	Preparation for mock exercises (Formation of teams, assignment of topics and preparation for exercise)	
Day 03		

9:00 – 9:15	Recap of DAY II
10:00 – 03:30	Mock Session/Presentations
03:30 – 04:00	Closing ceremony • Post-test, Training Evaluation and Award of certificates

ANNEX V: TRAINING EVALUATION

Participatory Planning						
#	Training evaluation	Strongly Agree	Agree	Neutral	Disagree	Strongly disagree
1	Over All training was good	9	16			
2	Exercises/Activities are fruitfull	15	10	1		
3	Presentation easy to understand	15	10			
4	Participant handbook understandable	7	13	1	4	
5	Time for session is appropriate	10	7	6	3	
6	All topics covered	8	17			
7	Easy language in Handbook	9	12	3	1	
8	Break time was given as per agenda	10	14	1		

ANNEX V: TRAINER EVALUATION

Trainer: Mobeen Ajaib					
Date of ToT: July 17-20, 2016					
#	Facilitator Skills	Strongly Agree	Agree	Neutral	Disagree
1	Trainer knowledge	12	13		
2	Good facilitation skills	14	11		
3	Engaged all participants	17	8		
4	Attitude	14	7	4	
5	Well prepared	14	10	1	
6	Learnt a lot from activities	17	6	2	
7	Used handbook, flipcharts and white board	11	8	2	
8	Relevant examples	13	12		
9	Voice and control was good	19	6		
10	Appreciated questioning	16	8		