

DISTRICT & KUM BAN ORIENTATION MEETING

Prior to the meeting, the district coordinator should make sure that key counterparts are appropriately briefed and that the materials have been distributed at least 3 days in advance of the meeting.

Location:

Government District Meeting Hall

Chairman:

Provincial Governor or vice Provincial Governor (member of the PRF Administrative Board) assisted by the District Governor for the new districts

Participants:

District line departments, members of the PMT, PRF provincial and district staff, KB committee, KB head, mass-based organizations

Objectives:

- Presentation of PRF objectives, principles, rules, and procedures;
- Selection of the Kum ban facilitators;
- Confirmation or selection of the members of the district Feedback and Resolution Committee;
- Training for the District Feedback and Resolution committee members.

Expected outcomes:

- All district and Kum ban stakeholders are aware of and understand PRF objectives, principles, rules, and procedures (including rights and responsibilities of communities);
- Roles of Kum ban facilitators explained to all stakeholders;
- Kum ban facilitators selected;
- Feedback and Resolution committee members selected and trained;
- Better understanding and coordination with all concerned departments, MBO, NGOs and other projects working in the district (including the private sector);
- Schedule for the Village Vision meetings discussed and confirmed.

Activities and responsibilities:

Same meeting agenda as Provincial Orientation Meeting (see Section 5.2. Provincial Orientation meeting), concluding with planning and scheduling of the Village Visioning Meetings

Duration:

1-3 days (depending on whether it is an old or new PRF area)

Follow-up:

The district coordinator ensures that there is proper follow-up with the key actors. The MoUs with line ministries need to be discussed with respective line departments at the district level.

PLANNING

Selection of Kum ban Facilitators

The profile of the Kum ban Facilitators (KFs) and their roles are described in section 3.9. PRF Kum ban facilitators. On average, each Kum ban has 2 facilitators – one male and one female. Each KF should handle not more than 4 villages, so in cases where KB has more than 8 villages, more facilitators should be selected based on need.

In principle, communities have final authority to select KFs. However, for the first year's initial planning stages, notably the Village Vision meetings, KFs will be selected by PRF District and Provincial Teams, with input from District and Kum ban authorities. In Kum bans where PRF has already been operating, the previous KFs will be asked to continue their role provided they have proved capable in the KF role during PRF I. In all cases, KF selections will be ratified – or KFs will be replaced – at the Village Vision Meeting (see Section 5.5. Village vision meeting).

During the Final Kum ban Accountability meeting (see Section 6.8.1. Final Kum ban accountability meeting), villagers will be asked to nominate new candidates for KFs, for the following year's PRF activities, or to re-nominate existing KFs, based on an evaluation of their performance.

Training of Kum ban Facilitators

All KFs within a participating district will be trained together. Training will be organized and trainers provided by the PRF Provincial and District teams.

Training is expected to be spread over a period of five days, taking place between the District Orientation Meeting and the Village Vision meetings.

Training will focus on making KFs familiar with all key aspects of PRF and with participatory training techniques to be used at village and Kum ban-level meetings. This training will also be used to prepare and schedule the Village Vision meeting.

Location:

Government District Meeting Hall

Trainers:

PRF provincial (MoT) and PRF district staff (ToT)

Training Content:

- PRF Objectives and Processes;
- Technical Training;
- Finance Management;
- Procurement;
- Safeguards;

- Feedback and Resolution Mechanism;
- Training on participatory and communication techniques (e.g., how to communicate and include different groups; speaking in public, etc.).

Duration:

5 days