

## TRAINING ACTIVITIES

### I. Training of Master Trainers (MOT)

Training of Master Trainers will be organized in three areas:

- Training of Master Trainers on Community Capacity Building;
- Training of Master Trainers on Preparation, Implementation and Maintenance of Sub-projects; and
- Training of Master Trainers on FM & procurement

MOT should be dynamic people from PRF central, provincial and district levels, and should have strong empathy for the poor. The training of MOT will be delivered by outside experts. Training manuals with associated tools will be developed for all three areas. The initial training will be conducted at central level, followed by subsequent training (including on the job training) at the provincial and district levels.

Training topics provided to PRF will depend on their functions and responsibilities and including training on:

- PRFP principles, procedures, rules, regulations, structure and organization, the sub-projects' menu of options etc.
- The main differences between PRF previous cycles and the present/ future ones:
- Feedback and Resolution Mechanism:
- Environmental and Social safeguards.
- Gender issues
- Detailed directions on how to train Kum ban facilitators and village teams including the presentation of related training material, logistics, techniques and curricula.
- Facilitation techniques, including the use of IEC materials, and the principles and techniques of successful adult education (including techniques for the training of non-literate adults) as well as gender, culture and ethnicity.
- Integrated rural development and poverty reduction strategies, with particular emphasis on bottom-up, inclusive planning and community empowerment.
- Financial management, bookkeeping, accounting, and contract management. Accounting methods for non-literate communities will also be covered, transparency being the underlying principle.
- Engineering and technical material including surveying, designs, budgeting, procurement, construction supervision and operations and maintenance for rural communities, with rural communities and by rural communities. The topics will depend upon the specific sub-project implemented in each village.

### II. b) Training of Trainers (TOT)

Following the MOT, it is expected that PRF MOT, provide "training of trainers" (TOT) sessions for PRF functionaries at the provincial and district levels (including the consultants recruited in the new province and in the new districts).

Training of ToT will be organized in three areas:

- Training of Trainers on Community Capacity Building
- Training of Trainers on Preparation, Implementation and Maintenance of sub-projects
- Training of Trainers on FM and Procurement

TOT should be PRF consultants at district levels as well as relevant counterparts from line-ministries. Training manuals with associated tools will be developed for all three areas. The initial training will be conducted at district level, followed by subsequent training (including on the job training) at the district levels, KB and village levels.

The training topics covered will be the same as for the MOT, but targeted to the TOTs.

### **III. Specific Trainings for Central, Provincial and District on M&Es**

Specific training sessions for central, provincial and district M&E consultants will be organized. The list of trainings will be developed based on the findings of the capacity needs assessment that will be implemented the first year of PRF II.

### **IV. Training for Kum ban Team Members**

TOTs with the assistance of MOTs, will be responsible for training all Kum ban team members, including:

- PRF KB facilitator team
- PRF KB Procurement team
- PRF KB FM team

Materials for the training will be prepared in Vientiane, but will be adapted to local needs. Thus, the Kum ban team members will receive training corresponding to their needs and responsibilities. During the implementation of the sub-project cycle, the Kum ban teams will receive the following training:

- *During the planning process:*

*The Kum ban Facilitators and Community Team Leader*, will receive training on PRF principles, procedures, rules, program reporting requirements etc. as well as facilitation of the village socialization and vision meeting, the social and environmental safeguards guidelines, the Feedback and Resolution Mechanism, the use of all related IEC Tools and topics pertaining to the community development field including participatory planning approaches, gender, and ethnic group sensitization.

- *During the implementation process*

*The Kum ban Facilitators, Kum ban Procurement Team members, Kum ban FM Team members*, will receive training in finance management and procurement methodologies as well as PRF Processes, Roles and Responsibilities, Structure; the Feedback and Resolution Mechanism; the Social and Environmental Guidelines (Environmental and Social Management Framework; Compensation and Resettlement Policy Framework; Ethnic Group Policy Framework and Simplified Pest Management Plan), technical training, etc.

### **V. Training at the village level**

During the Village Vision Meeting, PRF teams will teach basic communication and negotiating skills to village representatives. In order to guarantee that all Village Representatives, especially those from smaller ethnic groups, women, and people with disability understand and participate, PRF teams will ensure that a Kum ban Facilitator, acting

as an interpreter and/or translator, is present. For villages where there are two or more ethnic languages, PRF will use the services of interpreters who can translate in these respective languages. The training materials used will be simplified to suit village needs (e.g. handouts with many illustrations – see IEC Manual).

The training of the *village Preparation, Implementation & Maintenance of Sub-projects team* will enable them to supervise and monitor the construction of funded infrastructures (subcontracted sub-projects) or construct the infrastructure themselves (community-force account). The training will focus on PRF Processes and include Technical Trainings. This team will also receive training on PRF Processes; Community ownership and empowerment as well as Technical Trainings related to long-term operation and maintenance of infrastructures. It will also include training on DRM principles, including building back better, and Social and Environmental Guidelines (Environmental and Social Management Framework; Compensation and Resettlement Policy Framework; Ethnic Group Policy Framework and Simplified Pest Management Plans) etc.

## **VI. Monthly Meetings and Refresher Training for Kum ban Facilitators**

Kum ban Facilitators meet with the PRF team monthly during sub-projects' implementation. These meetings are used to review progress, discuss problems and solutions revise schedules, evaluate performance and provide refresher training. A few hours is set aside, as part of on-the-job training, to discuss case studies, to share experiences - including problems and innovations, as well as success stories. Similarly, the district PRF teams meet monthly (for one or two full days) with the provincial PRF team. These meetings are used to review progress, discuss problems, revise schedules and for on-the-job training. A few hours of these monthly meetings are also used to meet with district level officials to keep them informed of progress and to seek assistance for villagers in solving problems that arise. These meetings are also useful in that activities which cannot be funded by PRF can be submitted to the government or through the government officials to other donors or organizations. District officials must report to provincial authorities and so it is essential they are kept informed of program developments.

Kum ban facilitators and community team leader are also encouraged to attend other Kum bans' accountability meetings to observe financial management, program implementation and share their respective experiences. These visits aim at encouraging and facilitating exchanges on lessons learned between Kum ban Facilitators so they improve their capacity to fulfilled their responsibilities.

This is achieved as follows:

- The Kum ban Facilitators prepare the meeting in advance;
- The Kum ban teams provide feedback to other Kum ban team members after the meeting;
- The Kum ban Facilitators write a report that is kept at the PRF's office as well as at the Kum ban and district level and that is displayed on the Kum ban information board.