

## **Training Module**

### ***Monitoring Committees Zila/ Tehsil and Union Councils***



**Assistance to Governance Reforms and Practices in  
Balochistan AGRPB**

## **Contents**

- 1 Summery
- 2 Objectives of the training
3. Session 1 Monitoring
- 4 Session 2 Purpose and structure
- 5 Session 3 Task Analysis Exercise
- 6 Session 4 Duties and Responsibilities
- 7 Session 5 How to write a report
- 8 Session 6 Problems Tree
- 9 Training Evaluation

## **Schedule**

| <b>Time</b>  | <b>Activity</b>                                    | <b>Key Learning Points/Themes</b>                |
|--------------|--|--|
| <b>Day 1</b> |  |  |
| 0900-0905    | Workshop Opening and                               | Opening of the workshop<br>Welcome<br>Recitation |
| 0905-0915    | Setting of rules<br>regulation for the<br>training |  |
| 0915-0945    | Objectives of training                             |  |
| 0945-1030    | Monitoring   |  |
| 1030-1145    | Purpose and Structure<br>of MC Presentation        |  |
| 1145-1200    | Tea Break  |  |
| 1200-0100    | Duties and functions of<br>the MCs                 |  |
| 0100-0200    | Lunch & Prayer                                     |  |
| 0200-0300    | Linkages and its<br>importance                     |  |
| 0300-0400    | Purpose of the Reports/<br>How to write a report   |  |
| 0400-0415    | Evaluation and follow<br>up                        |  |
|              |  |  |

| Time         | Session/Activity   | Key Learning Points/Themes  |
|--------------|--|---|
| <b>DAY 1</b> |  |   |
| 0830-0900    | Registration   |   |
| 0900-1000    | <b>1.1 Workshop Opening and Welcome</b>                        | <ul style="list-style-type: none"> <li>▪ Opening of the workshop</li> <li>▪ Welcome</li> <li>▪ UNESCO's support in the disaster-affected districts and the context for this workshop</li> </ul>   |
| 1000-1015    | Tea break  |   |
| 1015-1045    | <b>1.2 Introduction and Objectives</b>                         | <ul style="list-style-type: none"> <li>▪ Workshop objectives and agenda shared</li> <li>▪ Participants introduced to one another</li> </ul>   |
| 1045-1230    | <b>1.3 Introduction to education project cycle management</b>  | <ul style="list-style-type: none"> <li>▪ Steps in the project cycle</li> <li>▪ Contextual analysis: effects of the disaster on education in the affected districts</li> </ul>   |
| 1230-1330    | Lunch  |   |
| 1330-1445    | <b>1.4 Vision Statements</b>                                   | <ul style="list-style-type: none"> <li>▪ Preparation of vision statements</li> <li>▪ Agree on one vision statement for planning purposes</li> </ul>   |
| 1445 - 1530  | <b>1.5.Using SWOT analysis</b>                                 | <ul style="list-style-type: none"> <li>▪ Introduction to the SWOT analysis tool</li> <li>▪ Practice using SWOT with an example</li> <li>▪ Identification of educational problems in the-affected areas that can be analysed using SWOT</li> </ul>   |
| 1530-1545    | Tea break  |   |
| 1545-1700    | <b>1.6 SWOT analysis: practical exercise</b>                   | <ul style="list-style-type: none"> <li>▪ Practice using SWOT analysis based on identified problems of access and quality in the-affected areas</li> <li>▪ Identification of strategies based on the SWOT analysis</li> </ul>  |
| 1700         | Adjourn  |   |
| <b>DAY 2</b> |  |   |
| 8:30-9:00    | <b>Day 1 Review</b>  |   |
| 9:00-10:30   | <b>2.1 The Learning System</b>                                 | <ul style="list-style-type: none"> <li>▪ The various components of the learning system and how they are inter-related</li> <li>▪ The relationship between the learner, the teaching/learning system, the education sectors and the environment</li> <li>▪ The link between values and rights and how values are reflected in the learning system</li> </ul> |
| 10:30-11:00  | Tea break  |   |
| 11:00-13:00  | <b>2.2 Practical steps in ensuring a rights-based approach</b> | <ul style="list-style-type: none"> <li>▪ Evaluate educational actions within the context of a rights-based approach</li> <li>▪ Why a rights-based approach is particularly important in disaster/emergency situations</li> </ul>  |
| 13:00-14:00  | Lunch  |   |
| 14:00-15:00  | <b>2.3 Dimensions of educational quality</b>                   | <ul style="list-style-type: none"> <li>▪ Discussion of the various components of quality education</li> <li>▪ How certain inputs or processes affect educational quality</li> </ul>   |
| 15:00-15:15  | Tea break  |   |
| 15:15-16:30  | <b>2.4 Dimensions exercise</b>                                 | <ul style="list-style-type: none"> <li>▪ Outline of priority responses to achieving educational quality</li> </ul>  |
| 16:30        | Adjourn  |   |

## **Summary**

The facilitation in formation and to produce the reports of Monitoring Committees at all three tiers in Project focused Districts is an important activity of the Assistance to Governance Reforms and Practices in Balochistan Project.

This training of MC's members is designed for the capacity building and its effective utilization for strengthening the Governance reforms. The Training would provide opportunity of skill enhancement of MC's members about monitoring and its better usage in their concerned constituencies Training would also support the linkages building among monitoring committees at all tiers for the sack of good planning and monitoring of social development interventions.

The Curriculum is based on participatory methodology. It creates the initiation of participatory development approach among the participants leading them towards the institutional development and utilizing their potentials in a productive way.

***Refresher Workshop for members of Monitoring Committees Zila, Tehsil  
and Union Councils***

|                        |  |
|------------------------|--|
| Duration:              | 01 Days  |
| Target Group           | Members of Monitoring Committees of 25 to 30 Members               |
| Nature of Clientele    | Members of MCs of all three tiers (Zila, Tehsil and Union Council) |
| Number of Participants | Maximum 30   |

**Objectives**

- To create awareness among MC's members about the objectives of Monitoring committees
- To provide an orientation about roles and responsibilities of the Monitoring Committees members
- To Enhance the monitoring skill of the participants
- To encourage the members of MCs to play an active role in the social development interventions in their respective constituencies
- To sensitized the members of MCs about the importance of the reporting
- To improve the report writing techniques of the participants

## **Session 1**

### **Objectives of the Training**

**Time: 01 Hrs**

### **Purpose of the session**

This session would be consist of probing, Question answering and general discussion. The purpose of this session is to sensitize the participants about the objectives of the training, making it more participatory and including the inputs of the trainees about objectives if there is any.

### **Materials**

Large posters, markers, any kind of scrap material, colors, etc.

### **Procedure**

The trainer would ask the participants about the purpose of the training and would display their points. The probing of this session would provide an opportunity of frankness of participants with trainer and would ensure the participation by the participants. After a details discussion and probing the trainer would share the following points with the participants and would ask for the inputs of trainees.

Divide the participants in to three or four groups for better participation.

Objective of the training:

- Monitoring & its objectives;
- New Amendments by Government of Balochistan ;
- Structure of MCs at District/Tehsil/UC level;
- Roles & Responsibilities;
- Process of Monitoring;
- Linkages among District, Tehsil & Union Council Monitoring Committees;
- Linkages of Monitoring Committees with CCBs;
- New reporting formats;

- To keep the participants at village level and to introduce the concept of development through community participation.
- To gather information about a community and its issues by having participants create their own communities map (village profile)
- This exercise helps the participants in playing a major role in successful participatory planning and provides an opportunity to discuss their problems and possible solutions.

### **Note**

If this activity takes time the trainer should not compel the participants for concluding because the session is most important to ensure the participation of trainees in the whole day training

### **Guidelines for the Trainer**

- Note their points on chart or board for their encouragement and compare these points with objectives prepared by the trainer
- Objectives of the training should be prepared in display form for sharing with trainees.
- Encourage each participants to express his or her view in this session

### **Points to be considered during wrap-up session**

- Discuss and focus specific issues related to the purpose of the training and avoid the detail discussion on forth coming topics in training
- Discuss the advantages of collective approach

## **Session 2**

### **Monitoring and its Objectives**

**Time 30 minutes**

#### **Purpose**

- To share the concept and the definitions of the Monitoring
- To sensitize the participants about purpose of monitoring in spite of inspection

#### **Material**

Markers, colored Cards and Posters

#### **Note**

This exercise is specifically designed to identify the resistances towards self-help and then solution can be discussed later on.

#### **Procedure**

- The different color cards with markers would be provided to trainees
- The participants would ask to write the definition of the Monitoring in one color card
- Ask them to write down the three purpose of the monitoring committees
- Display the cards on board or chard
- Make the groups of mane matters cards
- Discuss the cards and ask trainees for explanation if the matter is confusing with identifying the writer of card
- Display and share the pre prepared definitions and purposed of the monitoring with trainees
- Discussed and elaborate the key definition and purpose of the monitoring

#### **Note for Trainer**

The trainer would try to involve the trainees in the discussion on trainer's made definition and purposes. It would give the feed back to the trainer and would ensure the participation. Trainer may ask questions from trainees about displayed definition and purposes.

## **Monitoring**

It is systematic collection and analysis of information to enable the stakeholders to determine whether key activities are being carried out as planned and are achieving the desired results or not. Monitoring provides feedback to the management, which shall be used to improve operational plans and to take corrective action.

## **Purposes**

To analyse the information collected through the various channels and to assess whether the following is taking place:

- ◆ Judicious use of available resources;
- ◆ Implementation is as per plans;
- ◆ Targets are being met;
- ◆ Service delivery is improving;
- ◆ Administration is responsive to people's need and
- ◆ There is transparency in functioning of offices.

## **Session: 3**

### **Task Analysis Exercise**

**Time 2 Hrs**

### **Purpose**

The purpose of this session is to enable the participants in identifying their tasks and responsibilities to ensure the effective monitoring of their respective field.

### **Material**

Long strips of papers with tasks, glue sticks, long sheet of papers.

### **Procedure**

- Explain the participants about the tasks to write on paper strips and ask them to sort out the responsibilities of individual and collective members of the committee. Participants have to write the responsibilities against each task.
- Divide the participants in to the group not exceeding six in each.
- Ask the participants to present in a plenary for further discussion in the end.

### **Identifying Skills**

Explain to the participants that each task requires, knowledge, skills and attitude

**Note**

Participants will also ask to write down the skills involved against each responsibility.

**Task Analysis**

The following written responsibilities are used for the task analysis exercise. Participants in groups would be asked to short out the strips and write down the responsibilities and skills against each task.

1. Gather information about the functioning of an office through concerned head of office.
2. Analyse information in its true perspective and evaluate the performance of an office or services.
3. Make suitable suggestions/recommendation for the improvement of efficiency of the office.
4. The recommendations shall be prepared as prescribed on form A.
5. The MC shall function without interfering the day to day work and shall not cause any harassment or command.
6. Any MC member violating the set rules shall be removed by respective council.
7. Any functionary being aggrieved may report to the code of conduct committee of concerned council.
8. The concerned MC may recommend to the competent authority the payment of bonuses or performance pay.
9. The monitoring committee may seek information from CCBs, Village & Neighbour Councils.
10. The concerned office shall provide information about the main activities on prescribed form containing following information.
11. Available resources, human & financial plans, targets, schedules, cost estimates, activities, inputs, cost of services, overheads, cost effectiveness measures, progress updates, responsiveness to people.
12. A copy of plans, targets and progress report of each activity shall be provided to the MC.

## **Session 4**

### **Objective and exercise of reporting**

**Time 45 minutes**

#### **Purpose of the session**

- To share the concept of reporting
- Acquaintance with reporting formats
- Utilization of reporting formats
- Reporting learning by doing

#### **Material**

Reporting format, pens, chart, rubbers, pencils and small markers etc

#### **Procedure**

- Explain the participants about reporting and its importance. Provide copies of reporting formats and ask them to thoroughly study it.
- Divide the participants in to the groups. For each group identify a service/facility and guide them to write a report keeping in mind the monitoring process.
- Presentation of reports prepared by each group

#### **Points for Trainer**

- Guide the groups continuously during exercise and try to keep all the group focused
- Ask the participants about the task for sensitization
- Provide the cards and ask the participants to write the purpose of reporting it time allows

## **Session 5**

### **Linkages and its Importance**

**Time 1 Hr**

#### **Purpose**

- To aware the participants about the importance of linkages

- To highlight the linkages procedure for effective monitoring
- To display the linkages follow for insuring the impact of monitoring
- To sensitize the participants about linkages as key technique for making the monitoring meaning full

**Material**

Flow Diagram, Cards and markers

**Procedure**

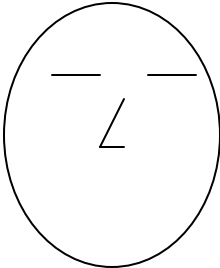

Ask the participants to describe the linkages and why the linkages are necessary? Put their views on board and discuss the points. Elaborate the importance of linkages and ensure role play if the time allows otherwise display the diagram of linkages flow and involved the participants fully for feed back and brain storing.

**Evaluation of the Training**

**Mood Barometer**

Ask every participant to put one dot on of three boxes in vertical order showing their interest in training at end of each day.

Explain that first face showing very interesting second is normal and third is boring.

|   |  |
|---|--|
|  |  |
|  |  |