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National Rural Livelihood Mission
Government of India



Kudumbashree
Kerala State Poverty Eradication Mission
Government of Kerala

Kudumbashree - National Resource Organization

FACILITATOR'S GUIDE

PHASE-I MODULES

PRI - CBO CONVERGENCE PROJECT

Publisher

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FOREWORD

The PRI-CBO Convergence Project implemented by the Ministry of Rural Development, and supported by Kudumbashree National Resource Organisation (NRO) aims to strengthen the interface between Panchayati Raj Institutions (PRIs) and Community-Based Organisations (CBOs) to promote participatory governance and inclusive local development. Through this initiative, community institutions and local governments are encouraged to work together to identify local issues, improve service delivery, and ensure that the voices of vulnerable and marginalised communities are reflected in development processes.

As the project has been implemented across different states, the need for a structured reference document for community cadres and CBO representatives became evident. In response to this, this Facilitator Guide has been developed to support field-level facilitators, Local Resource Persons (LRPs), Block Resource Person (BRP) District Resource Person (DRP) and CBO members in effectively carrying out the activities under the project. This guide provides practical guidance on the processes and activities carried out in the field during the 18-month project period. It outlines the roles and responsibilities of CBO members and community cadres, helping them clearly understand their functions within the project. The guide also serves as a reference for facilitators, offering step-by-step support on how to plan, conduct, and follow up on various activities at the field level.

It is hoped that this guide will support facilitators and community leaders in strengthening local governance processes and enabling communities to actively engage in local development initiatives. It has also been developed to assist CBO members and community cadres in carrying out their roles and responsibilities effectively and to serve as a reference document that they can refer to whenever they have queries or require clarity while implementing activities in the field. Through collective efforts outlined in this facilitation guide, CBOs and cadres will be able to build stronger community institutions with enhanced support from local governing bodies.

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ABBREVIATION

ACRONYM	MEANING
ALMSC	Anganwadi Level Monitoring and Support Committee
ADPM	Additional District Project Manager
BDO	Block Development Officer
BLCC	Block Level Coordination Committee
BMD	Block Mission Director
BMMU	Block Mission Management Unit
BPM	Block Project Manager
BRP	Block Resource Person
CBO	Community-based organisation
CEO	Chief Executive Officer
CLF	Cluster Level Federation
COO	Chief Operating Officer
CRP	Community Resource Person
DFS	District Functional Specialist
DLCC	District Level Coordination Committee
DMM	District Mission Manager
DMMU	District Mission Management Unit
DRP	District Resource Person
DTC	District Training Coordinator

ABBREVIATION

ACRONYM	MEANING
DPM	District Project Manager
EC	Executive Committee
GP	Gram Panchayat
GPPFT	Gram Panchayat Planning Facilitation Team
GPCC	Gram Panchayat Coordination Committee
GPDP	Gram Panchayat Development Plan
IB-CB	Institution Building-Capacity Building
ICDS	Integrated Child Development Service
IEC	Information, Education, and Communication
JD	Job Description
KS-NRO	Kudumbashree National Resource Organisation
LRP	Local Resource Person
MRP	Mentor Resource Person
MGNREGS	Mahatma Gandhi National Rural Employment Guarantee Scheme
MoM	Minutes of Meeting
NGO	Non-Government Organization
NMMU	National Mission Management Unit
NRLM	National Rural Livelihood Mission
PRI-CBO	Panchayati Raj Institution-Community-Based Organisation

ABBREVIATION

ACRONYM	MEANING
PGSRD	Public Goods, Services and Resource Development
PRA	Participatory Rural (Rapid) Appraisal
RTE	Right to Education
SAC	Social Action Committee
SBM	Swatch Bharat Mission
SDP	Social Development Plan
SHG	Self Help Group
SIRD	State Institute of Rural Development
SISD	Social Inclusion Social Development
SLCC	State Level Coordination Committee
SLO	State Level Orientation
SMC	School Management Committee
SMD	State Mission Director
SMMU	State Mission Management Unit
SOF	State Operational Framework
SPC	State Project Coordinator
SPM	State Programme Manager
SRLM	State Rural Livelihoods Mission
SRP	State Resource Person

ABBREVIATION

ACRONYM	MEANING
ToT	Training of Trainers
VC	Village Council
VO	Village Organisation
VOCC	Village Organisation Coordination Committee
VHSNC	Village Health, Sanitation and Nutrition Committee
VPRP	Village Prosperity Resilience Plan
WCD	Women and Child Department
WERs	Women Elected Representatives

INTRODUCTION

The PRI-CBO Convergence Project is an initiative of the Ministry of Rural Development (MoRD) supported by Kudumbashree National Resource Organisation (NRO) which aims at strengthening collaboration between Panchayati Raj Institutions (PRIs) and Community-Based Organisations (CBOs). The project seeks to institutionalise structured engagement between Local Government bodies and community institutions to enhance participatory governance, inclusive planning, and effective service delivery at the grassroots level. The core objective of the project is to build a sustainable interface between PRIs and CBOs so that the needs of vulnerable and marginalised communities are systematically integrated into local development planning and implementation.

Through capacity building, development of community cadres, structured convergence platforms, and facilitation support, the project promotes joint planning, improved access to entitlements, and greater accountability in governance processes. One key component of the PRI-CBO Convergence Project includes strengthening CBOs to engage effectively with PRIs, supporting Panchayats in participatory planning processes, facilitating convergence of schemes such as MGNREGS and other welfare programmes, and promoting active participation of women in Gram Sabhas and other convergence platforms. Overall, the PRI-CBO Convergence Project contributes to deepening decentralised governance, enhancing community ownership, and ensuring that development interventions are responsive, inclusive, and community-driven.

PRI-CBO Convergence programme is developed strategically that focuses on continuous engagement between PRI and CBOs. More than the mere achievement of activity, the programme follows a process oriented approach that focuses relationship building, trust and coordination between Cadres and CBOs. They play a very important role towards this approach at the field level. Therefore, it is very important to build the capacity of the cadres and CBOs in the right approach so as to help them engage effectively in processing their shared roles and responsibilities.

INTRODUCTION

As the project has been rolled out across multiple states, this Facilitator Guide has been created for Community-Based Organisations (CBOs) and cadres as a practical resource to aid in the effective facilitation, coordination, and execution of community-led governance and development activities under the PRI-CBO Convergence framework.

This facilitation guide is prepared based on the collective experiences and learnings from the field across different states implementing the PRI-CBO Convergence Programme. This booklet aims to equip the facilitators with comprehensive guidance regarding their roles and responsibilities, standardized procedures, and effective facilitation techniques while collaborating with community institutions and local government entities. The guide will help in the context of enhancing institutional collaboration between Panchayati Raj Institutions (PRIs) and CBOs, with facilitators and cadres playing an essential role in fostering participatory planning, inclusive decision-making, and accountability at the grassroots level. By detailing fundamental principles, key practices to follow and avoid, and various facilitation methods, the booklet aspires to promote professionalism, and efficiency in field-level interactions.

The document serves as a guide for facilitation especially for the two levels of facilitators - for cadres (District Resource Person/Block Resource Person/Local Resource Person) and CBOs (Cluster Level Federation , Village Organisation , SHG). And in some activities, a facilitation guide is also provided for the DPM, BPM and NRO team wherever their roles are significantly important.

In this document, a step-by-step guiding note has been provided for the facilitators to follow in order to implement the programme effectively and to create impacts and sustainability.

INTRODUCTION

Objectives of the booklet:

The objectives below provide a framework for the Facilitator Guide booklet, the objectives ensure clarity of purpose, define the expected roles and responsibilities to be fulfilled by the facilitators. The modules in this guide have been systematically developed in alignment with the objectives to ensure better learning outcomes, content delivery, and monitoring mechanisms. This structured approach promotes consistency, accountability, and effectiveness in the field.

1

To help facilitators understand the importance of their roles and responsibilities in the community

2

To provide clarity on the key activities to be undertaken by facilitators at various levels

3

To guide facilitators on how to plan, conduct, and facilitate activities effectively

4

To enable facilitators to monitor and verify that all activities are carried out as per the checklist

CHAPTER 1

STRUCTURE OF THE GUIDE

This Facilitator Guide has been prepared in a simple and step-by-step manner so that cadres, CBO leaders, and facilitators at all levels can easily understand and use it in their field work. The guide is not only a book to read, but a working tool that can be carried to meetings, training, Gram Sabha preparations, and review sessions. Each part of the guide is linked with the next, so that facilitators can clearly see how their actions support the overall PRI-CBO convergence process.

The structure of the guide follows the actual journey of the programme, starting from orientation and capacity building, moving towards planning and coordination, and finally leading to convergence, monitoring, and sustainability. It helps facilitators understand not only what needs to be done, but also why it is important and how it should be done in their day to day project affairs.

TOPIC	CONTENT
Purpose of the Facilitator Guide: Who will use this Guide?	This section explains who the facilitators are, such as DRPs, BRPs, LRPs, CLF Managers and CBOs, and what role each of them plays. It also clarifies which level they work at and whom they support. This helps everyone to understand their responsibility and how their work is connected to others in the system
General Preparedness for Facilitators	This part explains what a facilitator should know and prepare before starting any activity. It talks about understanding the programme, knowing the community, respecting local institutions, and being clear about one's role. It also highlights the importance of communication, participation, and planning so that every session becomes meaningful and inclusive
Qualities of Facilitator	This section explains that a good facilitator should have a clear understanding of the project, its objectives, and guidelines, along with strong knowledge of PRIs, CBOs, and line departments. The facilitator should also have knowledge of the local context, including community needs and vulnerable groups, and maintain clarity about their role as a guide. They should also be familiar with training materials and use them effectively, while also ensuring proper documentation, timely reporting, and regular follow-up.
Activity-wise Facilitation Guide	This is the main working section of the book. Each activity is explained with its purpose, the people involved, and the role of the facilitator. It clearly describes what should be done before the session, how to conduct the session, and what follow-up is required. This helps facilitators confidently plan and conduct activities at the village, GP, block, and district levels

CHAPTER 1

TOPICS TO BE COVERED

S.No	Quarter	Activity
1	QUARTER 1	State level orientation (SLO) on PRI-CBO convergence project
2		District level orientation(DLO) on PRI-CBO convergence project
3		District resource person(DRP) selection
4		Block level orientation on PRI-CBO convergence project
5		Block resource person(BRP) selection
6		Local resource person(LRP) selection
7		DRP/BRP training
8		LRP training
9		CLF manager training orientation on PRI-CBO convergence project
10		CLF orientation on PRI-CBO convergence project
11		VO orientation on PRI-CBO convergence project
12		Orientation to PRI/VC representatives on PRI-CBO convergence project

CHAPTER 1

TOPICS TO BE COVERED

S.No	Quarter	Activity
13	QUARTER 2	Orientation to PRI/VC representatives on functional committees
14		Orientation to CLF and VO on Grama sabha
15		DRP/BRP training on PRI-CBO convergence
16		LRP training on PRI-CBO convergence
17	QUARTER 3	DRP/BRP ToT on Village Organisation Coordination Committee(VOCC)
18		LRP ToT on Village Organisation Coordination Committee(VOCC)
19		CLF orientation on Village Organisation Coordination Committee(VOCC)
20		VO orientation on Village Organisation Coordination Committee(VOCC)
21		Formation of VOCC at GP level
22		Orientation to PRI/VC representatives on VOCC and GPCC
23		DRP/BRP ToT on Gram Panchayat Coordination Committee(GPCC)

CHAPTER 1

TOPICS TO BE COVERED

S.No	Quarter	Activity
24	QUARTER 4	LRP ToT on Gram Panchayat Coordination Committee(GPCC)
25		CLF orientation Gram Panchayat Coordination Committee(GPCC)
26		VO orientation on Gram Panchayat Coordination Committee(GPCC)
27		Formation of GPCC at GP level
28		Capacity building of GPCC & Follow up on VPRP
29		Meetings with the Line departments (State/District/Block)
30	QUARTER 5	DRP ToT on Citizens' committees
31		LRP ToT on Citizens' committees
32		CLF manager orientation on Citizens' committees
33		CLF orientation on Citizens' committees
34		CBO orientation on Anganwadi level Monitoring and Support committee(ALMSC)
35		CBO orientation on Village Health, Sanitation and Nutrition committee (VHSNC)

CHAPTER 1

TOPICS TO BE COVERED

S.No	Quarter	Activity
36	QUARTER 6	CBO orientation on School Management committee (SMC)
37		Stakeholders' workshop and formation of SMC
38		MGNREGS plan preparation
39		Revisiting VPRP
40		"Walking down the lane"- Community workshop

Note: Some of these activities can happen at a different timeline than the one given in the table based on the needs and context of the state. The facilitator can use the table to find the activity and prepare accordingly.

CHAPTER 2

PURPOSE OF FACILITATOR'S GUIDE WHO WILL USE THE GUIDE?

This Facilitator Guide has been prepared to support the facilitators in carrying out their role effectively under the PRI-CBO Convergence. The role of the facilitator is to go beyond conducting meetings or completing activities. They are expected to support institutions, guide discussions, build trust, and help PRIs and CBOs work together in a meaningful way. This guide is designed to support facilitators throughout this process.

This guide also provides clear and structured guidance to facilitators in carrying out their roles and responsibilities effectively. It outlines what needs to be done, how each activity should be conducted, and every step listed out in a proper order. The guide explains the facilitation process for different activities in a simple and systematic manner. It provides clear steps to follow along with practical checklists that highlight the key deliverables for each quarter. This helps ensure that activities are conducted in an organised and consistent way.

The document serves as a practical reference that can be used before, during, and after activities. It promotes a common approach across different levels while allowing flexibility to adapt to local contexts and ground realities. This guide reduces confusion and strengthens coordination by providing facilitators with clear direction. It supports them in carrying out their responsibilities effectively.

This guide is intended for facilitators who work at different levels in the PRI-CBO convergence programme-District Resource Persons (DRPs), Block Resource Persons (BRPs) and Local Resource Persons (LRPs). These facilitators play a key role in guiding processes, supporting coordination, and strengthening collaboration between PRIs and CBOs. Although their roles differ, they are responsible for ensuring that activities are conducted effectively and that convergence efforts move forward in a structured manner. The guide also supports Community-Based Organisations (CBOs), including SHGs, VOs, and CLFs, by clarifying processes of coordination and participation, thereby strengthening institutional collaboration at the grassroots level.

CHAPTER 2

PURPOSE OF FACILITATOR'S GUIDE: WHO WILL USE THE GUIDE?

2.1 CBOs

Community-Based Organisations (CBOs) play an important role in strengthening community participation. Within this structure, Cluster Level Federations (CLFs) and CLF Managers have key responsibilities in ensuring coordination, monitoring, and effective functioning of community institutions.

CLF Managers are professional staff members who support the Cluster Level Federation in carrying out its roles and responsibilities. They are selected by the mission based on their educational qualifications, experience in working with community institutions, and administrative and coordination skills. They assist in organising meetings, preparing agendas, maintaining documentation, reviewing reports submitted by cadres, and verifying data to ensure accuracy. They also help strengthen coordination with PRI representatives and line departments at the cluster and block levels.

Cluster Level Federations (CLFs) are federated community institutions formed by Village Organisations (VOs). They function at the cluster level and represent the collective of SHGs and VOs. CLFs provide leadership in planning, monitoring, and reviewing convergence activities. They regularly guide and support BRPs, LRPs, and other community cadres, review progress, and help resolve operational issues. CLFs also coordinate with PRI bodies and government departments at block level to ensure that community priorities are reflected in planning and implementation processes.

CHAPTER 2

PURPOSE OF FACILITATOR'S GUIDE: WHO WILL USE THE GUIDE?

2.2 Cadres

2.2.1 District Resource Persons (DRPs)

District Resource Persons (DRPs) are district-level facilitators who support implementation by serving as a link between state-level guidance and district-level coordination. One DRP is selected for each district and is drawn from experienced SRLM staff or community cadres, including IBCB/SISD cadres, Internal Mentors, and active women leaders with strong field experience.

This guide supports DRPs in planning and conducting training and orientations for BRP and LRP, CLF leaders, and PRI representatives. The DRP will also assist them in providing handholding support to LRPs for addressing coordination challenges at the field level. DRPs function at the district and block levels, coordinating closely with the State Mission Management Unit (SMMU), District Mission Management Unit (DMMU), and Block Mission Management Unit (BMMU) team to ensure effective implementation, resolve field-level challenges, and strengthen convergence between PRIs and CBOs.

2.2.2 Block Resource Persons (BRPs)

Block Resource Persons (BRPs) are facilitators who work at the block level to support the smooth implementation of the PRI-CBO Convergence Programme. They act as an important link between the district team and the Gram Panchayats, ensuring that guidance and plans from the district are carried out at the grassroots level. The BRPs shall be selected from the existing pool of cadres or upgraded from the pool of internal mentors or the Local Resource Group of the pilot project. BRPs are selected through a structured cadre selection process conducted at the District level, similar to the process followed for District Resource Persons (DRPs).

BRPs function at the block level and work closely with the Block Mission Management Unit (BMMU). They support and guide Local Resource Persons (LRPs) across Gram Panchayats within the block. They may also assist District Resource Persons (DRPs) in organising block-level trainings, orientations, and review meetings to strengthen implementation.

CHAPTER 2

PURPOSE OF FACILITATOR'S GUIDE: WHO WILL USE THE GUIDE?

2.2 Cadres

2.2.3 Local Resource Persons (LRPs)

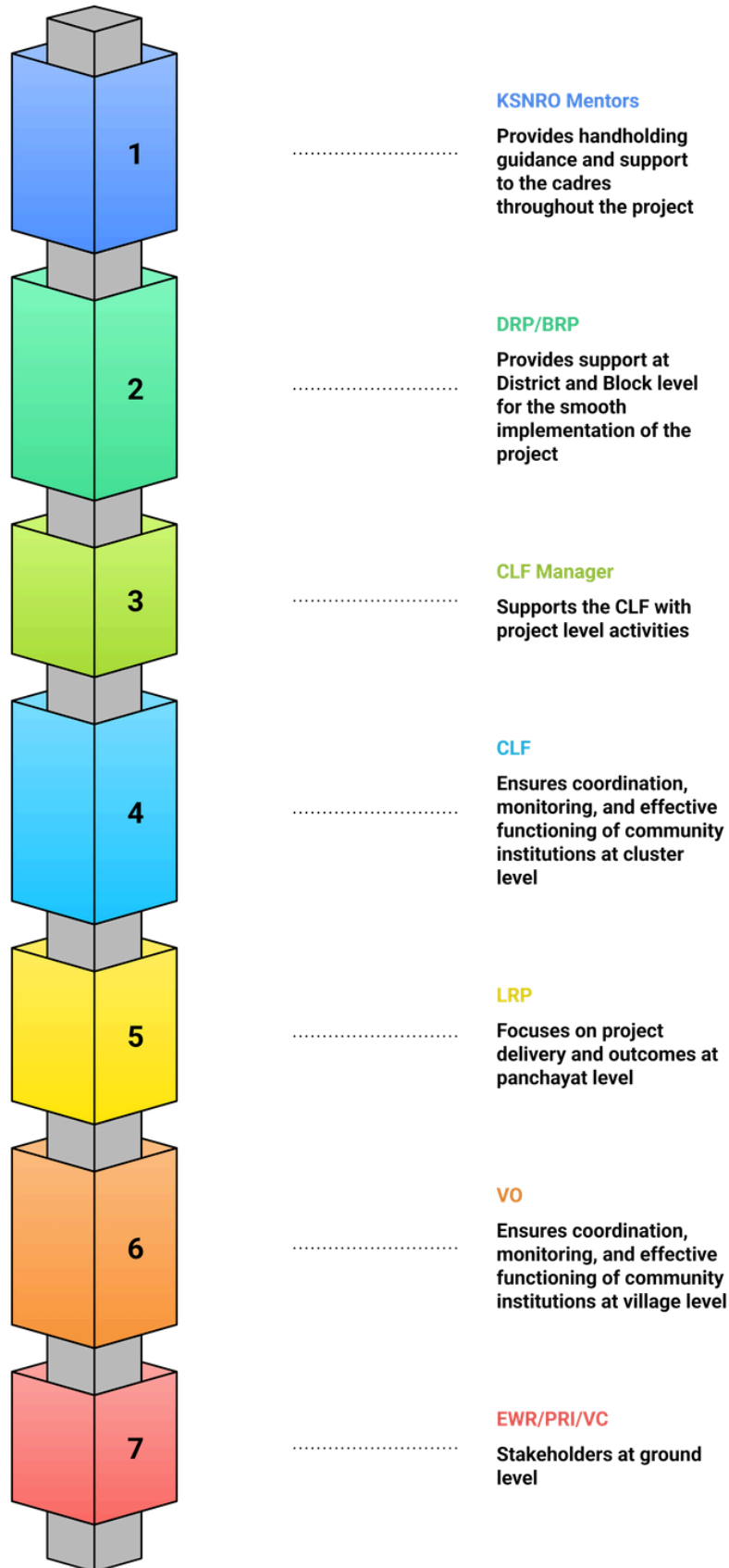
Local Resource Persons (LRPs) are community-level facilitators selected from within Self-Help Groups (SHGs) and Village Organisations (VOs) at the Gram Panchayat level. One LRP is selected from each Gram Panchayat, with scope for additional LRPs based on the number of SHG households. LRPs are selected through a structured process involving CLF-level screening and block-level selection, and are trained and supported by DRPs and block teams.

The main role of LRPs is to facilitate SHGs, VOs, and community members by conducting meetings, supporting planning processes, and enabling participation in platforms such as Gram Sabha and PRI committees. LRPs work at the village and Gram Panchayat levels and coordinate closely with PRI members, VO leaders, CLFs, and block-level functionaries. LRPs mainly facilitate CBOs and community members at the village and GP level. This facilitator guide helps LRPs ensure participation, raise community issues in the right forums, and strengthen coordination between PRIs and CBOs

CHAPTER 2

PURPOSE OF FACILITATOR'S GUIDE: WHO WILL USE THE GUIDE?

Cascading structure of Training and Orientation



CHAPTER 3

GENERAL PREPAREDNESS FOR FACILITATORS

Facilitators play a very important role in taking the idea of PRI-CBO convergence to the ground. Being prepared goes beyond simply knowing the module or agenda. It also involves understanding people, institutions, and local realities, and contextualising the module according to the local context. When facilitators are well prepared, activities become smoother, discussions are more meaningful, and trust is built with community institutions. This section explains some basic areas where facilitators need to prepare themselves before engaging with CBOs and PRI representatives.

General preparedness for the Facilitator



CHAPTER 3

GENERAL PREPAREDNESS FOR FACILITATORS

3.1 Understanding the concept of PRI-CBO Convergence, about the project/ activities

Before facilitating any activity, facilitators should clearly understand what PRI-CBO convergence is and why it is important. At the field level, convergence should not remain a concept. Facilitators should be able to explain how working together can help in better planning, implementation and problem solving at the village level. They should be able to identify opportunities for convergence and guide the community to work on it.

It is important to understand what changes are expected at different levels such as the village, GP, VO and CLF. Facilitators should also be able to link convergence with things that people already experience, such as Gram Sabha planning, accessing services, or resolving local issues. Using simple language and local examples helps community members relate better to the idea.

3.2 Clarity on the Role of the Facilitator

Facilitators should be very clear about their own role and have a deep understanding on how their work supports the process, guide discussions and help institutions move forward. They are not expected to take decisions on behalf of the community or instruct people on what to do, rather help them think and guide them to perform their roles.

Having this clarity helps facilitators avoid unnecessary control during meetings. It also encourages ownership among CBO members and PRI representatives, which is essential for long-term sustainability.

3.3 Understanding the Roles of PRIs and CBOs

Facilitators should have a basic understanding of how PRIs and CBOs function. This includes knowing the roles of Gram Sabha, GP members and standing committees, as well as the roles of SHGs, VOs, CLFs and their sub-committees.

CHAPTER 3

GENERAL PREPAREDNESS FOR FACILITATORS

3.4 Familiarity with Modules and Guidelines

Before conducting any session, facilitators should go through the relevant modules and guidelines. This helps them understand the objectives of the activity, key discussion points and the suggested process.

Facilitators are not expected to memorise the content in the module. However, they are encouraged to review and become familiar with the content in advance so that they can facilitate the session confidently and smoothly, without needing to read directly from the module. They also need to contextualise the module according to the local context, which helps participants relate to the content and understand it better. Being familiar with reporting formats and checklists further supports smooth completion of activities.

3.5 Understanding the Community and Local Context

Every village and GP has its own context. Facilitators should try to understand the social and economic situation of the area, the functioning level of SHGs, VOs and CLFs, and the participation of different groups.

Having a clear understanding of the local leadership, group dynamics and power relations helps facilitators handle discussions sensitively. This allows facilitators to adapt activities according to the situation on the ground rather than following the module mechanically.

3.6 Planning, Preparation and Communication

The Facilitators should plan in advance by considering who is likely to attend and how to ensure active participation from everyone, as often some individuals speak more while others remain silent. Simple methods such as forming small groups, giving each person an opportunity to speak, and encouraging quieter members can help improve participation. The facilitator must ensure to have a comfortable environment where women and marginalized members feel confident to share their views.

CHAPTER 3

GENERAL PREPAREDNESS FOR FACILITATORS

3.7 Documentation and Follow-up

Facilitators should make it a practice to note down key points from discussions, decisions taken and action plans prepared. Documentation helps in tracking progress and planning follow-up activities. Following up on agreed actions during subsequent meetings shows seriousness and helps build accountability among institutions.

3.8 Attitude and Professional Behaviour

The facilitator's attitude matters most in the field. Respecting community members, being patient during discussions, and remaining neutral in disagreements creates a positive environment. Facilitators should follow basic ethical practices such as maintaining confidentiality and treating everyone with dignity. This helps in building trust and credibility over time.

CHAPTER 4

QUALITIES OF A FACILITATOR

“The cadre is not the centre of the programme - the community is”

Cadres at every level i.e. LRP, BRP and DRP are first and foremost facilitators. Becoming a facilitator is not about giving instructions or making decisions on behalf of communities. It is about creating conditions in which communities can reflect, plan, voice their demands, and take ownership of their development.

1. Depth of Understanding About the Project and its Concepts

Before facilitating any session, the facilitator should have an in-depth understanding of the PRI-CBO Convergence programme, its vision, objectives, key activities, and activity timeline. Conceptual clarity about why the project exists and how each activity connects to the goal of community self-reliance is essential.

The facilitator must ensure to be thoroughly familiar with the Cadre Policy and all relevant guidelines. He/She should also be able to confidently answer community questions about the programme, explain sub-committee processes, Gram Sabha protocols, and beneficiary selection criteria without hesitation.

2. Understanding the Structure and Functioning of PRIs, CBOs, and Line Departments

Have a thorough understanding of how Panchayati Raj Institutions function roles of elected representatives, Gram Sabha processes, and panchayat planning and budgeting cycles. Knowing the structure of SHGs, VOs, and CLFs, how sub-committees operate, and how CBO institutions connect with the panchayat.

The facilitator must maintain working knowledge of line departments and the schemes related to health, social welfare, agriculture, and MGNREGS. This enables you to help communities identify entitlements and raise demands through the correct platforms.

3. Understanding the Local Context

Before designing or delivering any session, the facilitator must have a deep understanding of the structure of local governments, composition, source of livelihoods, seasonal patterns in the community.

CHAPTER 4

QUALITIES OF A FACILITATOR

Also which groups are more marginalised and may need additional encouragement to participate. The facilitator can also use examples from the community's real-life experiences.

4. Clarity on Your Own Role

The facilitator must have a clear understanding of their roles and responsibilities before engaging with the community. This includes knowing what is expected of them and the purpose of each session. A facilitator should not dominate discussions or impose decisions, but to guide conversations, encourage participation, and support the community in making informed choices.

Being clear about one's role also helps in maintaining neutrality and ensuring that all activities are conducted as planned. It enables the facilitator to respond confidently to questions, handle challenges effectively, and stay focused on the overall objectives of the project.

5. Familiarity with Modules, Guidelines, and IEC Materials

The facilitator should clearly understand all training modules, programme guidelines, and IEC materials related to the project and its activities. They need to be familiar with the key messages, the order of activities, and how the content is structured to gradually build community understanding.

The facilitator should effectively use IEC materials such as flipcharts, posters, and booklets, and follow the guidelines consistently in every session to ensure the programme is delivered in a standardised and accountable manner.

6. Documentation and Consistent Follow-Up

Complete the activity register on the same day after each session. Clearly note the action points, responsible persons, and follow-up timelines. Ensure that monthly reports are submitted on time to your respective reporting officer.

CHAPTER 4

QUALITIES OF A FACILITATOR


Regularly follow up with the community between sessions to check if commitments are being implemented, such as whether sub-committees have met and Gram Sabha decisions have been carried out. Continuous follow-up helps turn one-time activities into long-term community change.

7. Patience and the Ability to Listen

The facilitator should listen more to what the participants have to say and consciously create space for everyone to share especially women, older persons, and marginalized groups. Avoid rushing discussions or dismissing any viewpoint, and don't feel the need to fill every moment of silence. Understand that community change is gradual. Stay patient even if people seem slow to engage or are unsure and hesitant. Showing frustration can quickly break trust, so it is important to stay calm and steady while gently keeping the process moving.

Self-Reflection Checklist for Facilitators

Use this checklist before and after each training session to reflect on your own practice.

 Before and After Session, Ask yourself:	
	Do I have a thorough understanding of the session objectives, key messages, and the relevant module content?
	Am I familiar with the IEC materials I will use today, and do I have a plan to use them interactively?
	Do I know enough about this specific community's context – their social dynamics, prior experiences, and any sensitivities – to adapt my facilitation accordingly?
	Am I clear about my role in this session and the boundaries of my responsibility?
	Have I prepared the time, venue, and seating to ensure women can comfortably participate?
	Am I prepared to listen more than I speak and to hold space for quieter voices?
	Do I have my activity register ready to record action points, responsible persons, and follow-up dates after the session?
	Have I reviewed open action points from my previous session in this community and followed up on commitments made?
	Am I going into this session without bias toward any community member or group?
	After the session: What worked well? What would I do differently? What do I need to learn more about before my next session?

CHAPTER 5

ACTIVITY WISE FACILITATOR GUIDE

Chapter 5 is specifically designed to guide facilitators Cadres and CBO representatives—to implement the project activities with preparedness, clarity, and effectiveness. It comprehensively covers all quarter-wise activities, including the introduction, objectives, details of facilitators and participants, detailed step-by-step activity checklists, an overall quarterly checklist, and space for facilitator's note.

- **Introduction:** It will give a summary of the activity and purpose of the activity.
- **Objectives:** It will provide what is expected from the particular activity.
- **Basic details:** Details of facilitators, duration and participants are provided for preparation, communication and participation.
- **Step-by-step checklist:** Mainly contains three-levels of checklist - **Pre, During and Post.**
 - **Pre-training/session:** It basically means what basic preparation or communication that the facilitators have to make before conducting the sessions/ meeting/ training/ workshop. Adhering to the guides as per the pre-checklist is the key to the success of the session.
 - **During the session:** *This section guides the facilitators how the sessions should be conducted as per the modules and provides different approaches & strategies to achieve the objectives of the activity.*
 - **Post-training/session:** *Post-checklist provides next steps (immediate, mid-term and long-term tasks) against the activity. Post-checklist guides towards the success of the next or further activity.*

Note: Following carefully all the levels of the checklist is core to the success for proper implementation.

Quarterly checklist: This section provides an overall checklist for a particular quarter which the facilitators need to complete and assess towards the end of the quarter.

CHAPTER 5

ACTIVITY WISE FACILITATOR GUIDE

Space for Facilitator's Note: Towards the end of each quarter, a space for facilitators note has been provided for maintaining learning diaries and writing important points.

Facilitators (Cadres and CBOs) are expected to thoroughly prepare for each activity by carefully referring to the provided guidance notes and systematically follow the step-by-step checklists (Pre, During, and Post training/session/orientation/workshop).

Following these structured checklists will not only ensure the achievement of intended objectives and outcomes but will also strengthen field-level implementation, enhance quality, and promote long-term sustainability of the programme interventions.

CHAPTER 5

ACTIVITY WISE FACILITATOR GUIDE

QUARTER 1

ACTIVITY 1: State level orientation on PRI-CBO convergence project

Introduction

This activity is designed to orient key state level stakeholders on the PRI-CBO Convergence Project. The orientation focuses on building a shared understanding of the project, its objectives, implementation approach, and the roles of different stakeholders.

The State Level Orientation provides a common platform for SRLM staff, line departments and resource persons to understand how convergence can strengthen rural development efforts. The session also supports planning for rollout, coordination across departments, and preparation of action plans for implementation at district and block levels.

Objectives

- Build an understanding of the PRI-CBO Convergence Project and its role in addressing rural poverty.
- Clarify roles and responsibilities of SRLM staff (SMMU, DMMU and BMMU), PRIs, line departments and other stakeholders for effective implementation.
- Strengthen coordination and thematic integration within SRLM for smooth project rollout.
- Support districts and blocks in preparing activity plans aligned with the project timeline.
- Introduce monitoring, documentation and review mechanisms to track progress and implementation

Level	Facilitator	Duration	Participants
State Level	SMMU/ Kudumbashree NRO	2 days	SMD / CEO, COO, SPM/SMM- All thematic, PM- All thematic, DMM/BMM, District Thematic Expert (nodal person from DMMU must be present), Representatives from SIRD (Director/ Deputy Director/ Course Faculty/ Nodal person/Faculty incharge of VPRP-GPDP), Representatives from DoPR (Project Director/Assistant Director (District/Block), Officials from Line Departments (Women and Child Department, Education, Health, Tribal Affairs)

State level orientation on PRI-CBO convergence

Checklist to be followed by Facilitator (SMMU/Kudumbashree-NRO)

Pre-training/meeting	During the session	Post training/meeting
<ul style="list-style-type: none"> • Finalize dates, venue and detailed two-day schedule • Confirm participation of SRLM leadership, PRIs, line departments and SIRD • Prepare detailed PPTs on PRI-CBO convergence, SoF document, implementation architecture, cadre engagement, monitoring and documentation • Circulate agenda and expectations well in advance • Ensure the group discussion template is prepared for the session • Attendance sheet for the session is prepared • The approved SoF, activity calendar and cadre policy will be discussed with all the participants 	<ul style="list-style-type: none"> • Explain convergence concept using state-specific examples • Clarify roles of SRLM with specific emphasis on SMMU, DMMU and BMMU, along with PRIs, line departments and thematic teams and what support are expected from them • Facilitate experience sharing across districts and departments, if the state has piloted PRI-CBO convergence project • Guide district-wise planning aligned with the SoF, log frame and agreed timelines. • Ensure discussions remain implementation-focused. • Key discussion points or decisions are captured properly & minuted and reported • Attendance/ Registration completed 	<ul style="list-style-type: none"> • Compile key discussion points and decisions in SLO reports and share them with all the participants • Finalize district wise action plans and timelines and circulate the copies to all the concerned departments • Share monitoring and reporting formats • Analyse the gaps in SLO and make changes accordingly while preparing for DLO.

State level orientation on PRI-CBO convergence

- Inform and ensure the nodal person from the state documents the meeting by writing the minutes of the meeting.
- Ensure equipments like projector and kit for the meetings are prepared

CHAPTER 5

ACTIVITY WISE FACILITATOR GUIDE

QUARTER 1

ACTIVITY 2: District level orientation on PRI-CBO convergence project

Introduction

This activity is designed to orient district- and block-level staff on the PRI-CBO Convergence Project. The orientation aims to build clarity on the project concept, implementation architecture and first-quarter rollout plan.

The district-level orientation acts as a bridge between the state-level planning and block-level execution. It helps district and block teams understand their roles and responsibilities and prepares them to support cadres and CBOs during implementation. The session also focuses on planning district- and block-level activities for the first quarter.

Objectives

By the end of the orientation, participants should be able to:

- Understand the concept and objectives of the PRI-CBO Convergence Project
- Gain clarity on roles and responsibilities at district, block and field levels.
- Understand the implementation architecture and cadre engagement process.
- Become familiar with first-quarter activities and rollout strategy.
- Prepare block-wise activity plans with timelines for the first quarter.

Level	Facilitator	Duration	Participants
District Level	District nodal person (State specific)	1 day	District Mission Manager /District Program Manager /Assistant District Program Manager, Officials from Line Departments (Women and Child Department, Education, Health, Tribal Affairs)

Checklist to be followed by Facilitator (District Nodal person- State specific)

Pre-training/meeting	During the session	Post training/meeting
<ul style="list-style-type: none"> • Inform SMMU regarding the DLO in advance • Prepare invitation list and send it to the participants • Finalize agenda, venue and participant list • Inform district and block officials • Prepare PPTs on implementation architecture, cadre roles and first-quarter activities • Ensure the registration document is prepared • Ensure the IEC materials for the sessions and activities are prepared • Ensure projectors, whiteboard, whiteboard markers are available in the venue before the session starts • Ensure the SoF document is ready for presentation during the session 	<ul style="list-style-type: none"> • Explain convergence concept using state-specific examples • Clarify roles of SRLM with specific emphasis on SMMU, DMMU and BMMU, along with PRIs, line departments and thematic teams and what support are expected from them • Clarify the roles of cadres • Facilitate block-wise planning with timelines • Clarify the roles of the line departments and the support expected from them • Address operational doubts and coordination issues • Ensure the discussion pointers minutised and reported 	<ul style="list-style-type: none"> • Finalize block level first-quarter plans • Share reporting formats and timelines • Preparation for BLO. • Ensure shared responsibility with BMMU in facilitation of BLO. • Plan district level review meetings • Ensure letters for DRP/BRP cadre selection and application process are issued in a timely manner. • Preparation for DRP/BRP selection. • Compile all the key discussions and decisions and share with all concerned departments

CHAPTER 5

ACTIVITY WISE FACILITATOR GUIDE

QUARTER 1

ACTIVITY 3: DRP/BRP selection

Introduction

A pool of District Resource Persons will be developed at the state level who will act as the internal pool for the state. These DRPs can be selected from the existing IB - CB cadre, active women and internal mentor pool (*in the case of Convergence pilot states*) or as per the approved cadre policy

The DRPs will provide training to CLF, CLF managers and LRPs at Block level for interface between the two institutions of PRI and CBO. They will provide handholding support to the Local Resource Person and Block Resource Person, feedback to SRLM on the trainings/activities carried out and also facilitate all block level trainings and orientations for PRI members, with support from BMMU.

Objectives

- To identify suitable candidates who have the required understanding and skills to work as DRPs and BRPs.
- To understand candidates' communication, facilitation and problem-solving abilities.
- To understand candidates' interest, motivation and readiness to take up the DRP role.
- To identify a strong pool of DRPs who can support training and field implementation of the PRI-CBO Convergence Project.

Level	Facilitator	Duration	Participants
State/ District	DMM/ District Nodal Person	1 day	DRP/BRPs candidates

DRP/BRP selection

Checklist to be followed by Facilitator (DMM/ District nodal person)

Pre-training/meeting	During the session	Post training/meeting
<ul style="list-style-type: none"> • Ensure approved cadre policy is available for reference. • Put up file and get approval for the notification • Publish notification regarding DRP/BRP selection along with JD. • Prepare application form and circulate the forms for the applicants • Support the SRLM in Designing Selection Criteria • Preliminary screening based on defined eligibility must be conducted • Scoring sheet, Question papers/ Case studies must be prepared and be made available based on the selection process • Verify candidate's grassroots work, community acceptance, and credibility at SHG/VO/CLF level. • Confirm the final list and inform the candidates for participation. 	<ul style="list-style-type: none"> • Facilitating assessment process - written tests, group discussions, communication skills, confidence, clarity of concepts, and community connect. • Ensuring transparency & fairness like maintaining documentation, scoring sheets, and objective evaluation methods. • Prevent bias and ensure equal opportunity. • Prepare rank list and recommend suitable candidates to district/state mission authorities. 	<ul style="list-style-type: none"> • The process of selection should be documented and a report should be prepared • The list of selected candidates must be prepared • The SRLM should publish the result of the DRP/ BRPselection • Organize induction sessions to clarify roles, expectations, deliverables, and reporting mechanisms. • Ensure clarity of work plans and timelines as per the modules/ norms • Provide continuous guidance during initial field assignments. • Conduct joint field visits and review sessions. • Monitor and review the performance of DRPs/BRPs. • Ensure DRPs/BRPs maintain proper records, reports, and evidence of activities.

DRP/BRP selection

Checklist to be followed by Cadres (DRP/BRP)		
Pre-training/meeting	During the session	Post training/meeting
<ul style="list-style-type: none"> • Submit application and required documents. • Confirm your participation. • Prepare for the selection process. 	<ul style="list-style-type: none"> • Attend the selection process. 	<ul style="list-style-type: none"> • Once selected, attend training to receive orientation on PRI-CBO convergence programme.
Checklist to be followed by Cadres (DRP/BRP)		
Pre-training/meeting	During the session	Post training/meeting
<ul style="list-style-type: none"> • Identify and discuss within CBOs for suitable candidates and inform them. • Circulate the notification to suitable candidates. • Encourage the identified candidates to submit applications and attend the selection process. 	<p>--</p>	<ul style="list-style-type: none"> • Once DRP/BRP are trained, take guidance and support from the selected cadres. • Support the cadres in implementing field-level activities.

CHAPTER 5

ACTIVITY WISE FACILITATOR GUIDE

QUARTER 1

ACTIVITY 4: Block Level Orientation on PRI-CBO Convergence

Introduction

This activity is designed to orient block-level staff and cadres on the PRI-CBO Convergence project. The block-level orientation focuses on building a clear understanding of the project concept, implementation structure and first-quarter rollout plan.

The session prepares block teams to operationalise the project on the ground by clarifying roles and responsibilities, orienting them on cadre engagement, and supporting them to plan block-level activities. This orientation acts as a key link between district-level planning and field-level execution with CBOs.

Objectives

By the end of the orientation, participants should be able to:

- Understand the concept and objectives of the PRI-CBO Convergence Project.
- Gain clarity on roles and responsibilities at block and field levels.
- Understand the implementation architecture and cadre engagement process.
- Familiarization with first-quarter rollout activities at the block level.
- Prepare an activity plan and timeline for BRP and LRP selection and related activities.

Level	Facilitator	Duration	Participants
Block level	BMMU, Block nodal person	1 day	BDO, BPM, Cluster coordinators, Area coordinators- All thematic cadres

Block level orientation on PRI-CBO convergence

Checklist to be followed by Facilitator (Block nodal person)		
Pre-training/meeting	During the session	Post training/meeting
<ul style="list-style-type: none"> • Prepare invitation list and send it to the participants • Ensure the registration document is prepared • Ensure the IEC materials for the sessions and activities are prepared • Ensure projectors, whiteboard, whiteboard markers are available in the venue before the session starts • Ensure the SoF document is ready for presentation during the session 	<ul style="list-style-type: none"> • Explain what is the concept of convergence with local examples • Clarify roles of block mission and cadres • Facilitate block-level activity planning • Encourage questions and discussion 	<ul style="list-style-type: none"> • Finalise Block level action plan • Finalize reporting formats and monitoring tools. • Initiate cadre-related activities like selection of LRPs • Letters/circulars for initiating field level activity are issued and circulated. • Document the orientation and prepare a report to be submitted to the SRLM
Checklist to be followed by CBO (CLF)		
Pre-training/meeting	During the session	Post-training/meeting
--	--	<ul style="list-style-type: none"> • Cadres prepare for CLFs and VOs orientation.

Block level orientation on PRI-CBO convergence

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- Follow up the LRP selection process.
- Prepare schedule for DRP/LRP training and orientation to CLF and VO with BMMU team.
- Preparation for LRP training.

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ACTIVITY WISE FACILITATOR GUIDE

QUARTER 1

ACTIVITY 5: LRP selection

Introduction

This session is designed to select suitable Local Resource Persons (LRPs) who will support PRI-CBO convergence work at the Gram Panchayat level. LRPs will work closely with DRPs, BRPs, CLFs and block teams to strengthen community institutions and facilitate coordination with Panchayats.

The selection process helps identify candidates who have the required understanding, skills and motivation to work with communities and support field implementation of project activities.

Objectives

- To identify suitable candidates who can effectively take up the role of Local Resource Person.
- To understand candidates' knowledge of community institutions, Panchayat systems and local issues.
- To assess communication, facilitation, teamwork and problem-solving skills of candidates.
- To select a capable pool of LRPs who can support PRI-CBO convergence activities at the village level.

Level	Facilitator	Duration	Participants
Block level	BMMU in coordination with CLF & NRO team	1 day	LRP candidates, CLF EC

LRP selection

Checklist to be followed by Facilitator (BMMU in coordination with CLF & NRO team)

Pre-training/meeting	During the session	Post training/meeting
<ul style="list-style-type: none"> • Ensure approved cadre policy is available for reference. • Prepare a Job description based on the cadre policy and requirement. • Publish notification for LRP selection along with JD. • Prepare application form and circulate. • Support the district team in designing selection criteria • Support CLFs in screening of applications based on defined eligibility and merit parameters. • Verify candidate's grassroots work, community acceptance, and credibility at SHG/VO/CLF level. • Confirm the final list and inform the candidates for participation. 	<ul style="list-style-type: none"> • Facilitate assessment process - written tests, group discussions, communication skills, confidence, clarity of concepts, and community connect. • Ensure transparency & fairness like maintaining documentation, scoring sheets, and objective evaluation methods. • Prevent bias and ensure equal opportunity. • Compile evaluation findings and recommend suitable candidates to district/state mission authorities. 	<ul style="list-style-type: none"> • Publish and inform the list of selected LRPs to SRLM and CLF. • Organize induction sessions to clarify roles, expectations, deliverables, and reporting mechanisms. • Ensure clarity of work plans and timelines. • Capacity building and training. • Provide continuous guidance during initial field assignments. • Conduct joint field visits and review sessions. • Monitor and review the performance of LRPs. • Ensure LRPs maintain proper records, reports, and evidence of activities. • Encourage peer learning, exposure visits, and knowledge sharing platforms.

LRP selection

Checklist to be followed by the Cadres (LRP)

Pre-training/meeting	During the session	Post training/meeting
<ul style="list-style-type: none"> • Submit application and required documents. • Confirm your participation. • Prepare for the selection process. 	<ul style="list-style-type: none"> • Active participation in the selection process 	<ul style="list-style-type: none"> • Once selected, attend training to receive orientation on PRI-CBO convergence programme.

Checklist to be followed by CBO (CLF)

Pre-training/meeting	During the session	Post training/meeting
<ul style="list-style-type: none"> • Identify and discuss within CBOs meeting suitable candidates and inform them. • Circulate the selection notification to suitable candidates. • Encourage the identified candidates to submit applications and attain the selection process. 	<p>--</p>	<p>--</p>

CHAPTER 5

ACTIVITY WISE FACILITATOR GUIDE

QUARTER 1

ACTIVITY 6: DRP/BRP training (ToT for Quarter 1)

Introduction

This training is designed to prepare District Resource Persons for their role in the PRI - CBO Convergence Project. Over fifteen days, the programme helps DRPs to understand rural poverty, systems of local governments, and the functioning of SRLM, PRIs, and CBOs. Along with classroom sessions, the training places strong emphasis on field immersion so that participants can connect concepts with real ground realities. By the end of the training, DRPs are expected to confidently support and guide Local Resource Persons (LRPs), CLFs, and block teams in implementing convergence activities.

Objectives

- Build a clear understanding of rural poverty, governance structures, and SRLM interventions
- Develop strong conceptual clarity on the PRI-CBO Convergence project and its activities
- Develop an understanding and clarity on the roles and responsibilities of DRP/BRPs in the project
- Prepare DRPs to train, guide, and mentor LRPs and CLF-level institutions
- Develop clarity on the reporting structures and various formats to be followed by the DRP/BRPs
- Strengthen facilitation, communication, documentation, and monitoring skills
- Enable DRPs to translate learning into field action through immersion and practice

Level	Facilitator	Duration	Participants
District level	Mentor Resource Person, State Project Coordinator and SRLM representative	15 days (including 7 days of field immersion)	District Resource Persons (DRPs)/Block Resource Persons (BRPs)

Checklist to be followed by Facilitator (Mentor Resource Person, SPC and SRLM representative)

Pre-training/meeting	During the session	Post training/meeting
<ul style="list-style-type: none"> • Ensure the registration document is prepared • Finalize 15 day training schedule including field immersion • Ensure the IEC materials for the sessions and activities are prepared • Ensure projectors, whiteboard, whiteboard markers are available in the venue before the session starts • Attendance sheet for the session should be prepared • Ensure the participation of targeted audience • Prepare modules, PPTs, immersion plans and monitoring formats 	<ul style="list-style-type: none"> • Build conceptual clarity on poverty, governance and convergence • Conduct participatory sessions • Guide field immersion and reflection • Practice facilitation, mentoring and documentation skills 	<ul style="list-style-type: none"> • Accompany DRP for field level learning as part of DRP training. • DRPs will do immersion learnings and prepare presentations for district level presentation as conclusion of DRP training. • Documentation of the DRP training should be done and a report must be prepared • The report of the training should be submitted to the SMMU/SRLM • Work calendar of the DRPs must be prepared • Get proper clarification on roles towards LRPs and CLFs • Support mentors/SRPs in finalizing the reporting formats. • Plan schedule and prepare for LRP trainings, training materials. • Provide handholding support to CLF Manager and LRPs.

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ACTIVITY WISE FACILITATOR GUIDE

QUARTER 1

ACTIVITY 7: LRP training

Introduction

This training is meant to prepare Local Resource Persons for their role as field-level facilitators under the PRI-CBO Convergence project. Over six days, the training helps LRPs understand community institutions, local government institutions, civic literacy, and their responsibilities as LRPs in supporting convergence project at the village level. Along with classroom sessions, LRPs undertake a field assignment to closely observe and understand Gram Panchayat functioning and local issues. The training focuses on building confidence, clarity, and practical facilitation skills required for working with SHGs, VOs, CLFs, and PRIs.

Objectives

- Help LRPs clearly understand the project, their roles and responsibilities under the project
- Build motivation to work on local development and community issues
- Introduce the PRI-CBO convergence approach and its relevance at village level
- Develop understanding of civic literacy, rights, and entitlements
- Prepare LRPs to conduct VO orientation and assist in PRI orientations effectively
- Equip LRPs with basic facilitation, communication, and reporting skills

Level	Facilitator	Duration	Participants
Block / CLF Level	BMMU nodal, District Resource Person (DRP), CLF managers can also act as co-facilitators	6 Days (4 days classroom based + 2 days field assignment)	All LRPs

LRP training (ToT for Quarter 1)

Checklist to be followed by facilitator (BMMU nodal, DRP)

Pre-training/meeting	During the session	Post training/meeting
<ul style="list-style-type: none"> • Ensure LRP selection has been completed. • Ensure the registration document is prepared • Ensure the IEC materials for the sessions and activities are prepared • Ensure projectors, whiteboard, whiteboard markers are available in the venue before the session starts • Attendance sheet for the session should be prepared • Prepare GP profile formats; print modules and materials • Brief CLF managers about training. 	<ul style="list-style-type: none"> • Conduct participatory sessions using role plays and group work • Explain civic literacy and functioning of PRIs • Guide field assignments and observation • Take note of field immersion formats (GP profiling format) 	<ul style="list-style-type: none"> • Review GP profiles and field outputs • Finalize VO and PRI orientation calendar • Documentation of the LRP training should be done and a report must be prepared • The report of the training should be submitted to the SMMU/SRLM • LRPs to prepare plans for VO and PRI and necessary materials • LRPs to support VO-level action planning and reporting • LRPs to conduct VO and PRI orientations at village level • Discuss monthly plans with DRPs. • Updation of monitoring formats/MIS • Submit monthly plans and reports at CLF and block level.

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ACTIVITY WISE FACILITATOR GUIDE

QUARTER 1

ACTIVITY 8: CLF manager orientation

Introduction

This orientation is meant to help CLF managers clearly understand the PRI-CBO Convergence project and their role in taking it forward at the ground level. As CLFs function as apex institutions, CLF managers play a key role in guiding, coordinating and monitoring convergence activities with Panchayats and line departments.

Through discussions, experience sharing and simple group activities, the session helps CLF managers connect their existing responsibilities with their new responsibilities of implementing the PRI-CBO Convergence project. The orientation also strengthens their understanding of Panchayat systems, convergence platforms and monitoring processes so that they can support VOs, LRPs and PRI representatives more effectively.

Objectives

By the end of the orientation, participants should be able to:

- Clearly understand the PRI-CBO Convergence project and its universal rollout
- Identify the specific roles of CLF managers in planning, coordination and monitoring
- Link existing CLF activities with PRI-CBO convergence work
- Prepare activity plan/calendar for the CLF manager
- Support VOs, LRPs and CLFs in implementing project activities
- Use simple indicators to review and monitor the progress of convergence project

Level	Facilitator	Duration	Participants
CLF Level	District Resource Person (DRP)	6 Hours	CLF Managers / Cluster Coordinators

CLF manager orientation

Checklist to be followed by facilitator (DRP)

Pre-training/meeting	During the session	Post training/meeting
<ul style="list-style-type: none"> • Finalize date and venue • Inform CLF managers • Prepare PPTs, monitoring formats and IEC • Ensure customisation of IEC according to the CLF manager’s roles • Review SoF and convergence indicators • Briefing of DMM/BMM on the modules. 	<ul style="list-style-type: none"> • Link the role of CLF with respect to doing the PRI–CBO convergence project with their current roles (of CLF) • Explain how CLF will coordinate 6/. with PRIs and line departments. • Practice monitoring tools. 	<ul style="list-style-type: none"> • Documentation of the CLF manager training should be done and a report must be prepared • The report of the training should be submitted to the SMMU/SRLM • Support CLF managers in guiding VO’s and LRPs • Plan follow-up reviews • Finalising the date for CLF orientation. • Provide handholding support to CLF manager. • Conduct regular capacity building initiatives with CLF Managers on their roles and responsibilities

CLF manager orientation

Checklist to be followed by CBO (CLF/VO)

Pre-training/meeting	During the session	Post training/meeting
<ul style="list-style-type: none">• CLF managers should review previous activities and confirm their participation.	--	<ul style="list-style-type: none">• Review CLF managers in CLF meetings and report to BMMU• CLF managers will guide and support CLF/VOs in implementing convergence activities.

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ACTIVITY WISE FACILITATOR GUIDE

QUARTER 1

ACTIVITY 9: CLF orientation on PRI-CBO convergence

Introduction

This orientation is meant to help CLF Executive Committee members understand the PRI-CBO Convergence project and their role in taking the project forward. As an apex institution, the CLF plays a critical role in linking SHGs, VOs and Panchayats for village development and poverty reduction.

Through simple discussions and group activities, the session helps CLF members understand Panchayat structures, civic responsibility and the importance of working together with PRIs and line departments. The orientation also supports CLFs in planning activities, preparing VO-level orientation calendars and monitoring convergence work in a systematic way.

Objectives

- Understand the Panchayat structure and key PRI functionaries
- Understand the PRI-CBO Convergence project and why it is important
- Link CLF responsibilities with convergence activities
- To understand the concept of civic literacy and civic responsibility
- To understand why CBOs should work together with PRI and its relevance
- To make the CLF prepare a calendar for VO level orientation on PRI-CBO Convergence
- To plan and monitor convergence activities at the CLF level

Level	Facilitator	Duration	Participants
CLF level	BMMU nodal, District Resource Person (DRP), Block Resource Person (BRP)	4 hours	BMMU Staff - Cluster Coordinator, CLF EC Members

Checklist to be followed by Cadres (LRP)

Pre-training/meeting	During the session	Post training/meeting
<ul style="list-style-type: none"> • Ensure the registration document is prepared • Attendance sheet for the session should be prepared • Ensure the IEC materials are translated and customised according to the CLF. • Ensure projectors, whiteboard, whiteboard markers are available at the venue before the session starts • Prepare templates for activity calendar • Inform CLF EC members in advance through the BRPs • Prepare PPTs, flipcharts and formats • Review module, SoF and VPRP linkages thoroughly 	<ul style="list-style-type: none"> • Explain structure of PRIs and their roles • Introduce PRI-CBO convergence project • Link CLF responsibilities with convergence activities, civic rights and civic responsibilities • Facilitate group work to prepare VO-level orientation calendar and intervention plan • Develop reporting/ monitoring format of the CLF 	<ul style="list-style-type: none"> • Finalize VO level orientations calendar for all the VOs • Share monitoring and reporting formats • Clarify the role of CLF in follow-up • Plan review through CLF meetings

CLF orientation on PRI-CBO convergence

Checklist to be followed by CBO (CLF)		
Pre-training/meeting	During the session	Post training/meeting
<ul style="list-style-type: none"> Mobilize all CLF members for CLF orientation. 	<ul style="list-style-type: none"> Ensure to get a clear understanding on the project and roles and responsibilities of CLFs. Ensure to have a clear understanding of CLF level activities. CLF EC supports VO and LRP during village-level orientation and convergence activities 	<ul style="list-style-type: none"> Take part and support in the VO orientation. After receiving training the CLF members should be able to apply and demonstrate skills in the field. Follow the instructions provided by the DRP/CLF manager. Identify issues from VPRP and plan action accordingly. Collect weekly/monthly reports and data from LRP and submit them to BMMU/DRP. Conduct monthly review of LRPs at CLF level and document key issues if there are any. Extent constant support to VOs and liaise with PRIs.

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ACTIVITY WISE FACILITATOR GUIDE

QUARTER 1

ACTIVITY 10: VO orientation on PRI-CBO convergence

Introduction

This orientation is meant to help VO members clearly understand the PRI-CBO Convergence project and their role in it. VO members already work closely with SHGs and the community. Through this session, they will learn how their existing work connects with the Gram Panchayat, Gram Sabha and government departments.

The orientation helps VO members understand why working together with PRIs is important for village development. It also introduces basic ideas of civic literacy, planning, and collective action. By the end of the session, VO members should feel confident to take up PRI-CBO convergence activities at the village level.

Objectives

- To help VO members understand the PRIs, its structure and importance of Gram Sabha
- To explain the idea and importance of PRI-CBO convergence project
- To make the VO members understand their role in the PRI-CBO Convergence project and way ahead
- To make the VO identify forums where VOs can work with PRIs
- To introduce the concept of civic literacy and citizens' responsibilities
- To make the VO identify major issues prevalent in their village (based on VPRP) and plan interventions
- To prepare a basic activity plan and assign responsibilities at VO level

Level	Facilitator	Duration	Participants
VO level	Local Resource Person (LRP)	4 hours	BMMU Staff - Cluster Coordinator, VO Members

Checklist to be followed by Facilitator (LRP)

Pre-training/meeting	During the session	Post training/meeting
<ul style="list-style-type: none"> • Finalize date and venue • Ensure the registration document is prepared • Attendance sheet for the session should be prepared • Ensure the IEC materials for the sessions and activities are prepared • Ensure projectors, whiteboard, whiteboard markers are available in the venue before the session starts • Ensure the IEC materials are translated and customised according to the CLF. • Prepare templates for activity calendar for the VO • Ensure data of VPRP of the previous year is collected and is ready for the session 	<ul style="list-style-type: none"> • Explain PRI structure, Gram Sabha and convergence in simple language • Identify village issues from VPRP • Facilitate preparation of VO activity plan 	<ul style="list-style-type: none"> • Finalize VO calendar and responsibilities • Initiate activities of the project • Share plan with CLF and LRP • Documentation of the VO orientation should be done and a report must be prepared • The report of the training should be submitted to the BMMU/SRLM

VO orientation on PRI-CBO convergence

Checklist to be followed by CBO (VO)		
Pre-training/meeting	During the session	Post training/meeting
<ul style="list-style-type: none"> Mobilize VO members for VO orientation. 	<ul style="list-style-type: none"> Ensure to get a clear understanding of the project and roles and responsibilities of VOs. Ensure to have a clear understanding of VO level activities. Prepare VO activity plan 	<ul style="list-style-type: none"> Get VO level plans/activities from LRPs. Implement the VO level activities. Regularly conduct follow-up and consultative meetings with PRIs. VO members raise identified issues and implement activities. VO members document progress and report to CLF VO members prepare to engage with PRI and Gram Sabhas.

COMMON CHECKLIST- QUARTER 1

This is the common checklist for the quarter 1 activities which can be later filled after the activities have taken place

S.No	Activity	Tasks	Completion status(Yes/No)	Remarks
1	State level Orientation	State Level Orientation conducted as per approved schedule		
		Roles and responsibilities of SRLM, PRIs and line departments explained		
		District and block teams oriented on implementation architecture of project and SoF		
		District wise plans and timelines prepared		
		Monitoring and reporting formats shared with districts		
2	District level Orientation	District Level Orientation conducted for district and block officials		
		Implementation architecture of project and cadre engagement process explained		
		Block wise activity plans for Quarter 1 prepared		

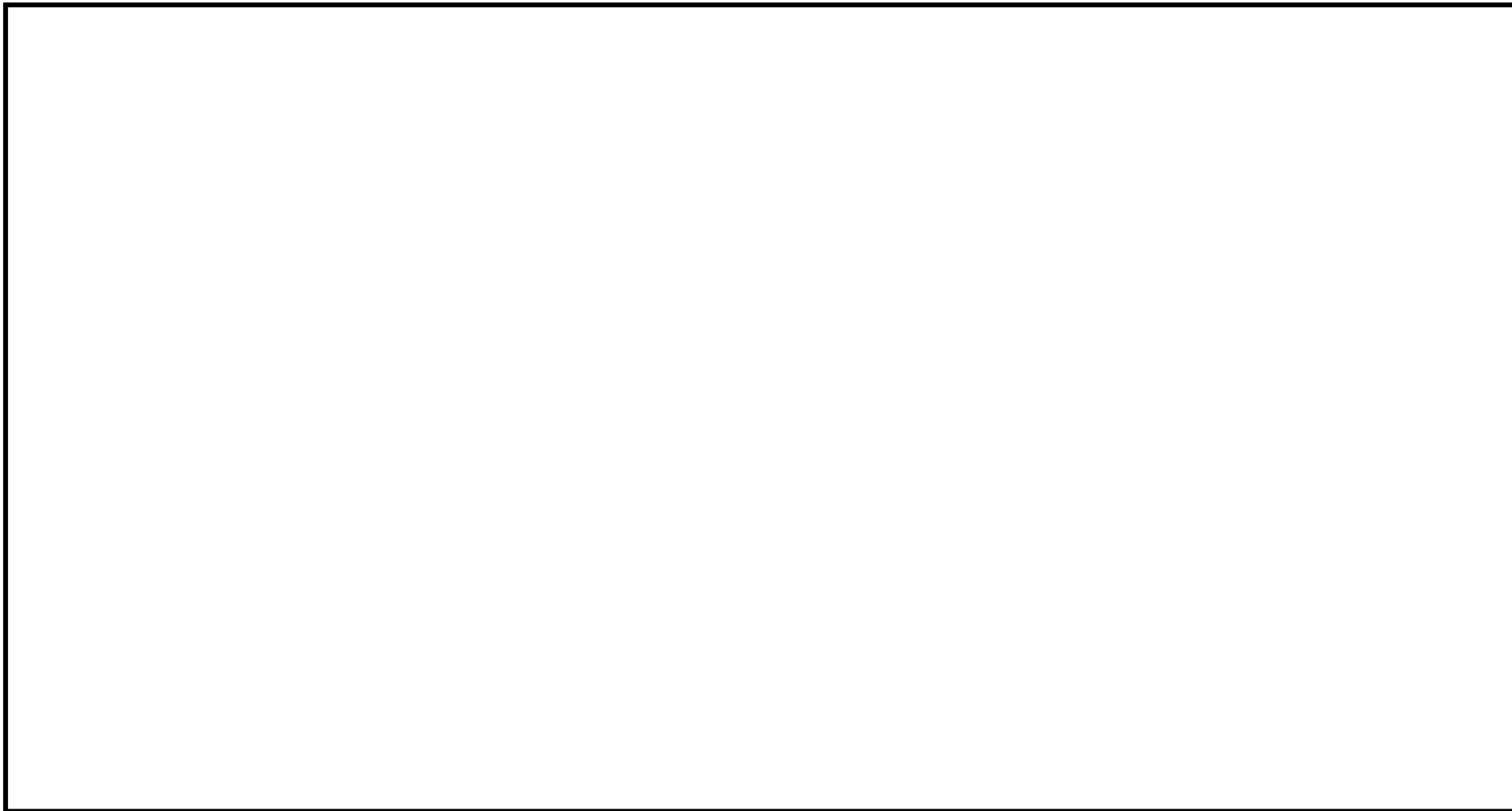
		Reporting formats and timelines shared with block teams		
		Preparations initiated for Block Level Orientation and cadre selection		
3	DRP selection	Advertisement for DRP selection issued and applications received		
		Screening and assessment process conducted as per guidelines		
		Final list of selected DRPs prepared and communicated		
		Selected DRPs oriented on roles and responsibilities		
		Work plans and reporting mechanisms explained to DRPs		
4	Block level orientation	Block Level Orientation conducted for block officials and cadres		
		Block level implementation plan and timelines prepared		
		Roles and responsibilities of block teams and cadres clarified		

		Cadre engagement and selection process initiated		
		Reporting formats and monitoring mechanisms shared		
5	LRP Selection	Advertisement issued and application process for LRP selection initiated		
		Applications of LRPs screened and checked		
		Selection process conducted with transparent evaluation methods		
		Final list of selected LRPs prepared and communicated		
		Induction and orientation of LRPs conducted		
6	DRP/BRP ToT	DRP/BRP training conducted as per the approved schedule		
		Participants trained on PRI-CBO convergence concepts and implementation		
		Field immersion and practical learning sessions completed		

		Facilitation, documentation and mentoring skills developed		
7	LRP TRAINING	LRP training conducted for all selected LRPs		
		LRPs oriented on civic literacy, PRI functioning and convergence activities		
		Field assignments and GP profile preparation completed		
		LRPs prepared plans for VO and PRI orientation		
		Reporting and follow-up mechanisms explained to LRPs		
8	CLF manager orientation	Orientation conducted for CLF Managers		
		Roles of CLF managers in PRI-CBO convergence clarified		
		Monitoring tools and reporting formats explained		
		CLF Managers prepared support plans for CLF Orientation		

9	CLF orientation	Orientation conducted for CLF Executive Committee members		
		PRI structure and convergence concept explained		
		Role of CLF in supporting convergence activities clarified		
		VO level orientation calendar prepared		
		Monitoring and reporting responsibilities explained		
10	VO orientation	VO level orientation conducted for VO members		
		PRI structure, Gram Sabha and convergence concept explained		
		Village issues identified based on VPRP		
		VO level activity plan and responsibilities prepared		

Facilitator notes:

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CHAPTER 5

ACTIVITY WISE FACILITATOR GUIDE

QUARTER 2

ACTIVITY 1: DRP and BRP ToT

Introduction

This session is designed for District Resource Persons (DRPs) and Block Resource Persons (BRPs) involved in the PRI-CBO Convergence project. It aims to strengthen their understanding of local governance processes and equip them with the knowledge and practical skills required to support effective project implementation. The session focuses on project planning, community engagement, and coordination between PRIs and CBOs, enabling participants to play an active role in strengthening convergence and local governance at the district and block levels. The roles and responsibilities given below would guide the facilitator to carry out the session smoothly.

Objectives

- To enhance the participants' understanding on the PRI-CBO Convergence project, its importance in achieving project goals.
- Familiarise participants with the Gram Panchayat Development Plan (GPDP) and steps for GPDP preparation.
- Orient participants on the relevance, composition, and functions of GPPFT (Gram Panchayat Planning Facilitation Team) and WPFT (Ward Planning Facilitation Team).
- Highlight the importance of CBO (Community-Based Organisation) participation in GPPFT and WPFT.
- Develop a deep understanding of Gram Sabha, its importance, and the roles of PRIs and CBOs in conducting effective Gram Sabhas.
- Familiarise District Resource Persons (DRPs) and Block Resource Persons (BRPs) with their roles and responsibilities.
- Prepare participants to train and orient others on the PRI-CBO Convergence approach and related activities.

Level	Facilitator	Duration	Participants
District level	SRLM Officials and NRO team	5 days	DRPs/BRPs

Checklist to be followed by the facilitator (SRLM officials/ NRO team)

Pre-training/meeting	During the session	Post training/meeting
<ul style="list-style-type: none"> • Refresh key concepts on PRI–CBO convergence, GPDP, GPPFT/WPFT, and Gram Sabha processes • Ensure the registration document is prepared • Attendance sheet for the session should be prepared • Ensure the IEC materials for the sessions and activities are prepared • Ensure projectors, whiteboard, whiteboard markers are available in the venue before the session starts • Prepare materials for knowledge quiz, poverty analysis, and ideal village exercises • Ensure the IEC materials are translated and customised • Prepare templates for activity calendar • Prepared case studies and structure for mock Gram Sabha session 	<ul style="list-style-type: none"> • Conduct sessions on Gram Sabha, multidimensional poverty, and PRI–CBO convergence • Facilitate sessions on GPDP steps and the functioning of GPPFT and WPFT • Conduct calendar preparation and CLF diary exercises for practical understanding • Conduct preparatory activity sessions and mock Gram Sabha for role clarity • Facilitate group activities on CBO coordination with PRI and line departments • Deliver sessions on communication, teamwork, facilitation, and presentation skills • Guide participants in preparing and presenting module-based field plans 	<ul style="list-style-type: none"> • Compile participant presentations and consolidate quarterly field-level action plans for PRI–CBO convergence implementation • Share training outcomes and implementation roadmap with BMMU, SMMU, SPC, DRPs, and BRPs • Plan mentoring and field support schedules for effective roll-out of convergence activities • Document key capacity gaps identified during the training for future strengthening • Ensure preparation of the activity calendar for the upcoming quarter • Follow up with DRPs/BRPs regarding the quarterly plan • Provide additional support to DRPs/BRPs, if required, for the quarterly plan • Document and prepare a report on the 5-day training

DRP/BRP ToT

- Prepare content for sessions on roles of DRP/BRP and facilitation skills
- Coordinate facilitation responsibilities with SMMU, SPC, and mentors
- with SMMU, SPC, and Mentors
- Ensure the template for quarterly plan is prepared beforehand

CHAPTER 5

ACTIVITY WISE FACILITATOR GUIDE

QUARTER 2

ACTIVITY 2: LRP ToT

Introduction

This session is designed for Local Resource Persons (LRPs) associated with the PRI-CBO Convergence project. It seeks to strengthen their understanding of local governance processes and enhance their practical skills to support effective project implementation at the grassroots level. The session focuses on building capacities related to community engagement, planning processes, and coordination between PRIs and CBOs, enabling LRPs to contribute meaningfully to convergence and local governance initiatives. The roles and responsibilities given below should be followed by the facilitator (DRP/BRPs) throughout all stages of the session, including preparation, facilitation, and follow-up.

Objectives

- To enhance understanding of the LRPs on PRI-CBO Convergence project and its importance.
- To familiarise LRPs with the steps of preparing Gram Panchayat Development Plan (GPDP).
- To orient participants on the relevance, composition, and functions of GPPFT and WPFT .
- To highlight the importance of CBO participation in GPPFT and WPFT.
- To develop a deep understanding among the LRPs on Gram Sabha, its importance, and the roles of PRIs and CBOs in conducting effective Gram Sabhas.
- To familiarise Local Resource Persons (LRPs) with their roles and responsibilities.
- To equip the participants to train and orient others on the PRI-CBO Convergence project and related activities.

Level	Facilitator	Duration	Participants
Gram Panchayat Level	DRP/BRP	3 days	LRPs

Checklist to be followed by the facilitator (DRP/BRP)

Pre-training/meeting	During the session	Post training/meeting
<ul style="list-style-type: none"> • Ensure the registration document is prepared • Attendance sheet for the session should be prepared • Ensure the IEC materials for the sessions and activities are prepared • Ensure projectors, whiteboard, whiteboard markers are available in the venue before the session starts • Prepare materials for knowledge quiz, poverty analysis, and ideal village exercises • Ensure the IEC materials are translated and customised • Prepare templates for activity calendar • Refresh key concepts on PRI-CBO Convergence, GPDP steps, GPPFT/WPFT roles, and Gram Sabha processes 	<ul style="list-style-type: none"> • Clarify the PRI-CBO Convergence approach and roles of LRPs in implementation • Facilitate key sessions on GPDP process, functional committees, and Gram Sabha • Conduct interactive activities including quizzes, group discussions, and mock Gram Sabha • Guide participants in preparing field-level plans and quarterly action plans 	<ul style="list-style-type: none"> • Collect feedback from participants • Compile participant presentations and consolidate quarterly field-level action plans • Share training outcomes and follow-up plan with BMMU, DRP, and BRP • Plan mentoring and field support schedule for LRPs • Guide LRPs to initiate PRI-CBO convergence activities at the GP level, including support to GPDP processes, functional committees, and Gram Sabha mobilisation • Ensure preparation of Activity calendar for the upcoming quarter • Follow up with the DRP/BRP regarding the quarterly plan • Provide additional support to the DRP/BRP if required for the quarterly plan • Document and prepare a report on the 3 days training

LRP ToT

<ul style="list-style-type: none">• Prepare materials for knowledge quiz, multidimensional poverty discussion, and ideal village activity• Prepare videos and presentations for GDPD familiarisation and Gram Sabha sessions• Design mock Gram Sabha and case study exercises with clear role allocation• Prepare materials for communication, teamwork, and presentation skill sessions• Coordinate with BMMU, DRP, and BRP on session responsibilities	--	--
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CHAPTER 5

ACTIVITY WISE FACILITATOR GUIDE

QUARTER 2

ACTIVITY 3: Orientation to PRI/VC representatives

Introduction

This session aims to orient Local Government (PRI) representatives on the importance of working closely with Community-Based Organisations (CBOs), particularly SHG federations, to address rural poverty. It outlines how PRI-CBO convergence supports better local governance by enabling SHGs to participate in planning, implementation, and monitoring of government programmes. It also emphasises the need for coordination to ensure that development initiatives are inclusive, participatory, and responsive to local needs. The roles and responsibilities described below will guide the facilitators to prepare themselves before the session, during the session, and how follow-up should be carried out after the session.

Objectives

- To make the PRI members understand the idea of poverty and the existing status of development in their respective Panchayats
- To orient the PRI members about multi-dimensional poverty and to understand their strategies to address the issues with the resources/services available
- To orient the PRI members about the relevance of working with CBOs and the existing platforms for convergence
- To orient the PRI members on the NRLM poverty reduction model, the structure of CBOs, and SRLM as a supporting mission
- To orient the PRI members on the Convergence project
- To facilitate PRI members' to identify of possible areas of partnership with the CBO network for village development

Level	Facilitator	Duration	Participants
GP level	DRP/BRPs/LRPs	2.5 hours	PRI members and functionaries (Member/Panchayat Secretary, Panchayat technical staff, JE/PTA)

Village council/ VEC/ Local government representatives as per the state context must be included in this orientation. for eg, VC in North eastern India, Commune panchayat in puducherry including Women Elected representatives

Checklist to be followed by the facilitator (DRP/BRP)

Pre-training/meeting	During the session	Post training/meeting
<ul style="list-style-type: none"> • Coordinate with BMMU and CLF to ensure participation of PRI members (elected representatives, Secretary, technical staff) • Review GPDP calendar, Gram Sabha schedule, and current Panchayat development priorities • Collect basic information on poverty status and vulnerable households in the Panchayat • Review existing scheme coverage and major development gaps in the GP • Ensure data of the previous year's VPRP is collected and ready for the session • Ensure GPPFT and WPFT guidelines are presented during the session • Prepare an activity format for identifying gaps in village development and possible areas of partnership 	<ul style="list-style-type: none"> • Explain the purpose of PRI-CBO convergence and its relevance to local governance • Facilitate discussion on poverty and key development challenges in the Panchayat • Guide PRI members to identify development gaps and vision for an ideal village • Present NRLM/CBO structure and clarify roles in poverty reduction • Highlight collaboration areas in GPDP, Gram Sabha, and beneficiary identification • Record key discussion points and agreed action areas 	<ul style="list-style-type: none"> • Share key outcomes of the orientation with PRI and BMMU • Schedule the first PRI-CBO coordination meeting within a week, with a clear focus on aligning VPRP priorities with upcoming GPDP and Gram Sabha processes • Coordinate with CLF/VO to consolidate VPRP demands for discussion with PRI • Ensure PRIs agree for CBO participation in GPDP planning, Gram Sabha, and relevant committees • Initiate activation/strengthening of GPPFT and WPFT with CBO representation in all the GPs • Document agreed action points and follow-up plan.

Orientation to PRI/VC representatives

<ul style="list-style-type: none"> • Prepare materials to explain: <ol style="list-style-type: none"> 1) NRLM/SRLM structure and CBO network 2) PRI-CBO convergence concept 3) Role of SHGs in planning and monitoring • Ensure logistics (projector, chart paper, markers, attendance sheet) are in place 		
Checklist to be followed by CBO (CLF/VO)		
Pre-training/meeting	During the session	Post training/meeting
<ul style="list-style-type: none"> • Ensure attendance and registration sheets are prepared • Inform participants about the training date, venue, and objectives • Identify SHG representatives to attend the orientation • Review SHG participation in Gram Sabha and PRI processes 	<ul style="list-style-type: none"> • Actively participate in discussions on poverty and village development • Share ground realities and challenges faced by SHGs • Engage in identifying possible collaboration areas with PRI • Seek clarity on roles in planning, monitoring, and beneficiary identification 	<ul style="list-style-type: none"> • Inform SHGs about key outcomes and agreed convergence areas from the PRI orientation • Initiate follow-up with PRI representatives for the first coordination meeting at the GP level • Consolidate VPRP priorities and vulnerable household data for presentation in the upcoming Gram Sabha

Orientation to PRI/VC representatives

- Collect examples of local issues faced by vulnerable households
- Prepare to share field-level experiences and expectations from PRI

- Mobilise SHG members for active participation in Gram Sabha and GPDG discussions
- Engage with PRI to ensure inclusion of CBO representatives in GPPFT/WPFT
- Follow up with GP to place VPRP priorities and convergence issues in the Gram Sabha agenda

CHAPTER 5

ACTIVITY WISE FACILITATOR GUIDE

QUARTER 2

ACTIVITY 4: Orientation to CLF/VO representatives on Gram sabha

Introduction

This session focuses on building a clear understanding of the Gram Sabha, its importance, and its role in local governance. It highlights how effective preparation, active participation, and follow-up can strengthen inclusiveness, transparency, and accountability. Through discussions and interactive activities, participants will understand the distinct roles of the Gram Sabha and the Gram Panchayat, and learn how community participation can improve planning, decision-making, and implementation at the grassroots level. The roles and responsibilities given below should be followed by the facilitator throughout all stages of the session, including preparation, facilitation, and follow-up..

Objectives

- To help participants understand the concept and importance of Gram Sabha in local governance, including its role in planning, service delivery, and accountability
- To raise awareness about the significance of the Gram Sabha in promoting inclusivity, social justice, and community participation
- To clarify the roles and responsibilities of CBO members, both before and after the Gram Sabha meetings
- To emphasise the importance of strengthening the existing committees within the CBOs
- To develop a strategic plan for GPDP Gram Sabha mobilisation activities

Level	Facilitator	Duration	Participants
CLF and VO level (Block and GP level)	DRP/BRPs/LRPs	7 hours	Executive members of CLF and VO

Checklist to be followed by the facilitator (DRP/BRPs/LRPs)

Pre-training/meeting	During the session	Post training/meeting
<ul style="list-style-type: none"> • Ensure the registration document is prepared • Attendance sheet for the session should be prepared • Ensure the IEC materials for the sessions and activities are prepared • Ensure projectors, whiteboard, whiteboard markers are available in the venue before the session starts • Ensure the IEC materials are translated and customised. • Minutes and attendance of previous Grama sabha meeting should be made available • Review upcoming Gram Sabha date, agenda, and GPDP timeline • Analyse previous Gram Sabha participation gaps and challenges • Prepare content on powers and functions of Gram Sabha and the role of SHGs/CBOs 	<ul style="list-style-type: none"> • Explain the purpose, powers, and structure of the Gram Sabha • Clarify the distinction between Gram Panchayat and Gram Sabha roles • Facilitate discussion on participation gaps and barriers • Conduct and debrief the mock Gram Sabha exercise • Guide participants to prepare for raising VPRP issues in the upcoming Gram Sabha • Document key learning points and agreed action steps 	<ul style="list-style-type: none"> • Support CLF/VO in preparing a pre-Gram Sabha mobilisation plan • Coordinate with PRI to ensure inclusion of VPRP priorities in the Gram Sabha agenda • Ensure SHG role allocation for issue presentation in the Gram Sabha • Follow up on preparedness of CLF/VO before the Gram Sabha is conducted • Share action plan and follow-up status with BMMU • Document and prepare a report on the orientation

Orientation to CLF/VO representatives on Gram sabha

<ul style="list-style-type: none"> • Design the mock Gram Sabha exercise with clear role allocation • Coordinate with BMMU/DRPs/LRPs on session flow and responsibilities • Prepare required IEC materials and facilitation tools 		
Checklist to be followed by CBO (CLF/VO)		
Pre-training/meeting	During the session	Post training/meeting
<ul style="list-style-type: none"> • Inform participants about the training date, venue, and objectives • Identify SHG/VO representatives and ensure their participation • Review previous Gram Sabha participation and identify gaps • Consolidate key village issues and VPRP priorities to be raised • Prepare to share local experiences related to Gram Sabha mobilisation 	<ul style="list-style-type: none"> • Actively participate in discussions on Gram Sabha roles and functions • Share experiences on participation challenges and mobilisation efforts • Engage in group discussions and mock Gram Sabha exercises • Reflect on roles in pre-, during, and post-Gram Sabha processes • Contribute to preparing an action plan for the upcoming Gram Sabha • Provide feedback on the session 	<ul style="list-style-type: none"> • Give a brief to SHG/VO members on key learnings and agreed action points • Consolidate VPRP priorities and issues for presentation in the Gram Sabha • Coordinate with PRI representatives regarding agenda and participation • Mobilise SHG members for active participation in the Gram Sabha • Assign responsibilities for issue presentation and follow-up • Follow up on decisions taken in the Gram Sabha

CHAPTER 5

ACTIVITY WISE FACILITATOR GUIDE

QUARTER 2

ACTIVITY 5: Orientation to PRI/VC representatives on Functional Committees

Introduction

This session aims to familiarise officials and elected members of Local Self-Government Institutions (LSGIs) with their role in the planning process. It focuses on understanding the functions of the Gram/Village Panchayat Planning Facilitation Team (GPPFT), the Ward Planning Facilitation Team (WPFT), and Community-Based Organisations (CBOs) in supporting participatory and inclusive planning. The session highlights how institutions work together through committees to identify local needs, set priorities, and contribute effectively to the GPDP planning process. Below are mentioned the roles and responsibilities that would help the facilitator while conducting this session

Objectives

- Various steps involved in GPDP Preparation
- Importance of GPPFT and WPFT in GPDP preparation, composition and functioning
- Role of the GPPFT and WPFT in the planning process
- Identify developmental priorities for their respective Gram Panchayats/wards and make a rough plan highlighting the role of GPPFT and WPFT

Level	Facilitator	Duration	Participants
Gram Panchayat level	Block Development Officer (BDO), Block Mission Management Unit (BMMU) nodal person & District Resource Person (DRP)	4.5 hours	Panchayat Secretary, Elected Representatives (Sarpanch/Pradhan/President) and Ward Members

Checklist to be followed by the facilitator (BMM/nodal person/DRP)

Pre-training/meeting	During the session	Post training/meeting
<ul style="list-style-type: none"> • Ensure the registration document is prepared • Ensure the IEC materials are translated and customised • Ensure projectors, whiteboard, whiteboard markers are available in the venue before the session starts • Attendance sheet for the session should be prepared • Refresh steps for preparing GPDP and planning guidelines • Collect information on the status of GPPFT and WPFT formation in the concerned GP • Review GPDP calendar and planning timelines for the Panchayat • Prepare presentation on GPDP process and roles of GPPFT and WPFT • Prepare content on SHG/CBO participation in planning committees 	<ul style="list-style-type: none"> • Explain the step-by-step GPDP preparation process • Clarify the relevance, composition, and functions of GPPFT and WPFT • Highlight the role of SHG/CBO participation in committee functioning • Facilitate discussion on existing gaps in committee functioning • Conduct calendar preparation exercise for GPDP activities • Guide participants to identify developmental priorities for their GP • Summarise agreed planning timelines and committee responsibilities 	<ul style="list-style-type: none"> • Document agreed GPDP calendar and committee responsibilities • Follow up on formal constitution or strengthening of GPPFT and WPFT • Coordinate with PRI and CBO representatives for operationalising committee meetings • Support integration of identified developmental priorities into the GPDP process • Share follow-up action plan with BDO, BMMU, and DRP

Orientation to PRI/VC representatives on Functional Committees

<ul style="list-style-type: none"> Design calendar preparation exercise for GPDP process and roles of GPPFT and WPFT Coordinate with BDO, BMMU nodal, and DRP on session flow and facilitation roles Arrange required materials for presentations and group discussions 		
Checklist to be followed by the CBO		
Pre-training/meeting	During the session	Post training/meeting
<ul style="list-style-type: none"> Review the current status of GPPFT and WPFT in the Gram Panchayat Reflect on previous GPDP planning experience and participation gaps Identify key developmental issues to be discussed in the session 	<ul style="list-style-type: none"> Actively participate in discussions on GPDP preparation steps Clarify roles and responsibilities in GPPFT and WPFT Engage in calendar preparation exercise for the planning process Contribute to identifying developmental priorities at the GP/Ward level 	<ul style="list-style-type: none"> Initiate steps for formation or strengthening of GPPFT and WPFT Schedule committee meetings as per the agreed GPDP calendar Coordinate between PRI and CBO members for active committee functioning Begin consolidation of developmental priorities for inclusion in the GPDP

COMMON CHECKLIST- QUARTER 2

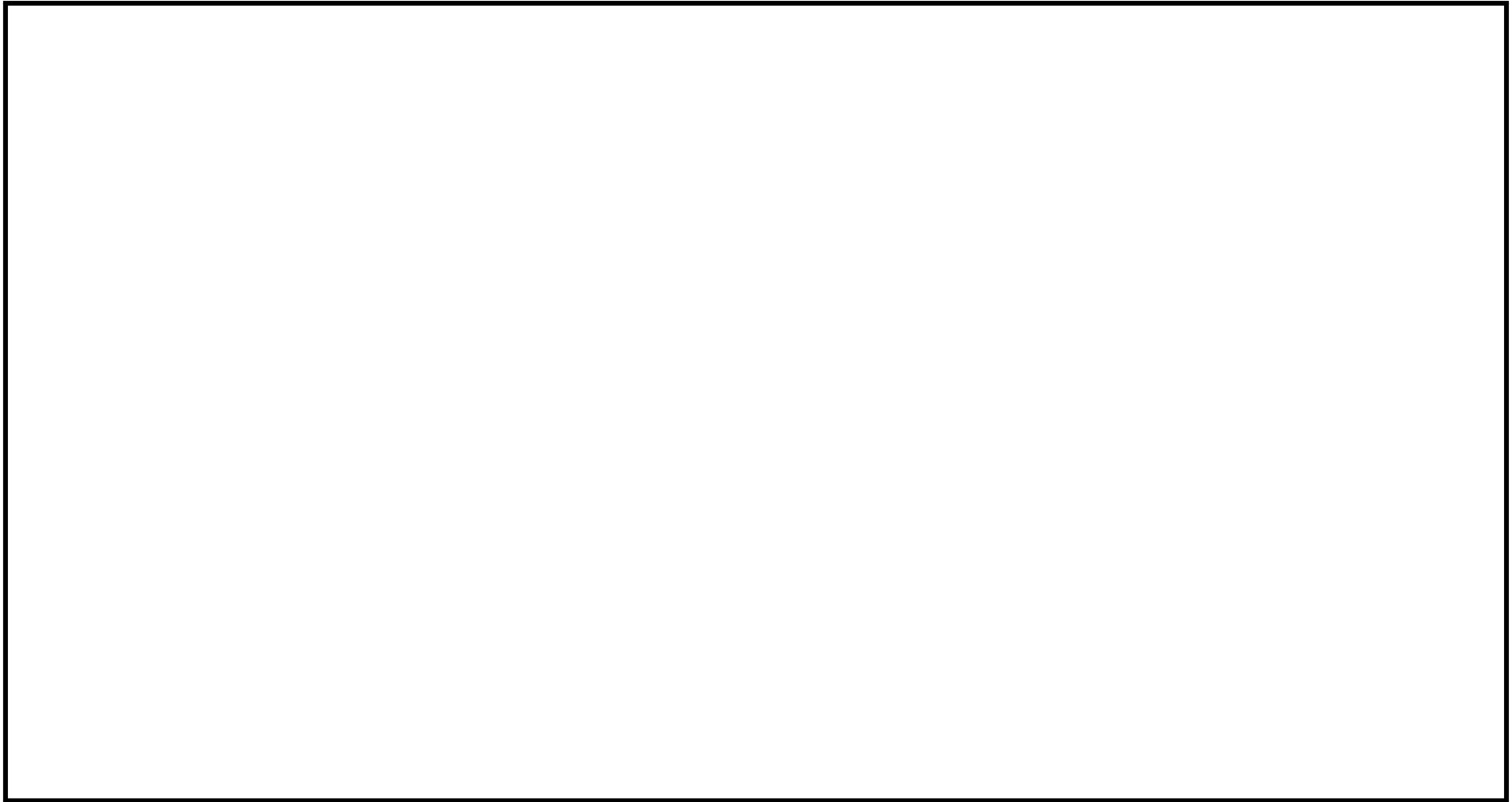
This is the common checklist for the quarter 2 activities which can be later filled after the activities have taken place

S.No	Activity	Tasks	Completion status(Yes/No)	Remarks
1	DRP and BRP ToT	5 days of training completed		
		Role clarity achieved		
		Field-level action plans prepared		
2	LRP ToT	3 days of training completed		
		VO and PRI orientation plans prepared		
3	Orientation to Local Government (PRI) representatives	PRI members oriented		
		Roles of the PRI members are clarified		
		Identified areas for convergence		

COMMON CHECKLIST- QUARTER 2

4	Orientation to CLF and VO representatives on Gram Sabha	Gram Sabha roles are understood		
		Mock Gram Sabha conducted		
		Gram Sabha mobilisation plan prepared		
5	Orientation to the elected representatives on Functional Committees	GDPD process explained		
		GPPFT/WPFT roles clarified		
		Identified the committee gaps		

Facilitator notes:

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CHAPTER 5

ACTIVITY WISE FACILITATOR GUIDE

QUARTER 3

ACTIVITY 1: DRP/BRP ToT on VOCC

Introduction

This 5-day residential orientation workshop is designed for District Resource Persons (DRPs) and Block Resource Persons (BRPs) involved in the PRI-CBO Convergence project. The workshop is facilitated by SRLM officials and the NRO team, with the objective of providing comprehensive training on the concept, significance, and functioning of the Village Organisation Coordination Committee (VOCC), as well as equipping District Resource Persons (DRPs) for orientation to others.

Objectives

- To introduce the participants on the concept of Village Organisation Coordination Committee (VOCC).
- To orient participants on the significance of VOCC, its subcommittees, and their duties and responsibilities.
- To discuss the role of VO in VOCC and the coordination mechanism.
- To familiarise District Resource Persons (DRPs) / Block Resource Persons (BRPs) with their roles and responsibilities.
- To equip the participants to train and orient others on VOCC concepts and activities.

Level	Facilitator	Duration	Participants
District level	SRLM officials and NRO team	5 days (Residential training)	District Resource Person/ Block Resource Person

Checklist to be followed by the facilitator (SRLM staff/NRO team)

Pre-training/meeting	During the session	Post training/meeting
<ul style="list-style-type: none"> • Ensure that the previous quarter’s activities have been conducted • Ensure that the state has circulated the letters about ToT to the respective districts • Share information about the training to the participants well in advance • Ensure the registration document is prepared • Attendance sheet for the session should be prepared • Ensure the IEC materials for the sessions and activities are prepared • Ensure projectors, whiteboard, whiteboard markers are available in the venue before the session starts • Prepare templates for activity calendar 	<ul style="list-style-type: none"> • Ensure that all the parts in the modules have been covered during the session by following the time given in the schedule for each session • Ensure that the participants actively participate in all the activities and discussions related to VOCC • Explain the roles and responsibilities along with the composition of VOCC • Explain the roles of CLF/VO related to VOCC • Orient about the roles and responsibilities of DRP/BRP/LRP • Provide feedback to the presentation by the DRPs while referring to the instructions given in the module 	<ul style="list-style-type: none"> • Follow up with the DRP/BRP regarding their quarterly plan on regular intervals • Provide additional support to the DRP/BRP if required for the quarterly plan • Accompany the DRP/BRP to the training sessions/ meeting to provide support and feedback • Ensure preparation of Activity calendar for the upcoming quarter • Follow up with the DRP/BRP regarding the quarterly plan • Provide additional support to the DRP/BRP if required for the quarterly plan • Document and prepare a report on the 5 days training

Checklist to be followed by the Cadres (DRP/BRP)

Pre-training/meeting	During the session	Post training/meeting
<ul style="list-style-type: none"> • Prepare a presentation on the previous quarter's activities, challenges faced and major learnings 	<ul style="list-style-type: none"> • Prepare and present a presentation on the roles of CLF/ VO/ VOCC during the session • Prepare quarterly plan for LRP training, VOCC orientation, and formation for their respective districts or blocks during the session 	<ul style="list-style-type: none"> • Coordinate with the BMMU team to finalise the date, time and venue for the LRP ToT • Make preparations for the facilitation of LRP orientation on VOCC • Inform the LRPs to prepare a presentation on the previous quarter's activities, challenges faced and major learnings

CHAPTER 5

ACTIVITY WISE FACILITATOR GUIDE

QUARTER 3

ACTIVITY 2: LRP ToT on VOCC

Introduction

This 3-day residential workshop is designed for Local Resource Persons (LRPs) involved in the PRI-CBO Convergence project. The workshop is facilitated by District Resource Persons (DRPs) and the Block Mission Management Unit (BMMU) staff, with the objective of providing comprehensive training on the concept, significance, and functioning of the Village Organisation Coordination Committee (VOCC), as well as equipping LRPs for orientation to others as well as formation of VOCC in their respective villages.

Objectives

- To introduce the participants on Village Organisation Coordination Committee (VOCC)
- To orient participants on the significance of forming a VOCC, its subcommittees, and their duties and responsibilities.
- To discuss the role of VO in VOCC and the coordination mechanism.
- To familiarise Local Resource Persons (LRPs) with their roles and responsibilities.
- To equip participants to train and orient others on VOCC concepts and activities.

Level	Facilitator	Duration	Participants
District Level	BMMU nodal person, District Resource Person (DRP) / Block Resource Person (BRP)	3 days (Residential Training)	Local Resource Person (LRP)

Checklist to be followed by the facilitator (DRP/BRP)

Pre-training/meeting	During the session	Post training/meeting
<ul style="list-style-type: none"> • Ensure that the previous quarter's activities have been conducted • Ensure that the state has circulated the letters about ToT to the respective districts • Share information about the training to the participants well in advance • Ensure the registration document is prepared • Ensure the IEC materials for the sessions and activities are prepared • Ensure projectors, whiteboard, Whiteboard markers are available in the venue before the session starts • Attendance sheet for the session should be prepared • Prepare templates for activity calendar 	<ul style="list-style-type: none"> • Ensure that all the parts in the modules have been covered during the session by following the time given in the schedule for each session • Ensure that the participants actively participate in all the activities and discussions related to VOCC • Explain the roles and responsibilities along with the composition of VOCC • Explain the roles of CLF/VO related to VOCC • Orient about the roles and responsibilities of LRPs • Provide feedback to the presentation by the LRPs while referring to the instructions given in the module 	<ul style="list-style-type: none"> • Facilitator must ensure that all the IEC materials have been distributed after the session • Ensure that attendance sheet and feedback register has been filled • Accompany the LRPs to one of the trainings to monitor and provide feedback • Conduct follow up meetings on the status of the training in various panchayats • Follow up with the LRPs regarding their quarterly plan • Coordinate with the BMMU team to finalise the date, time and venue for the CLF orientation • Ensure the BMMU circulates the information and schedule for the orientation well in advance • Ensure preparation of Activity calendar for the upcoming quarter • Follow up with the DRP/BRP regarding the quarterly plan

LRP ToT on VOCC

		<ul style="list-style-type: none"> • Provide additional support to the DRP/BRP if required for the quarterly plan • Document and prepare a report on the 3 days training
Checklist to be followed by the LRPs		
Pre-training/meeting	During the session	Post training/meeting
<ul style="list-style-type: none"> • Prepare a presentation on the previous quarter's activities, challenges faced and major learnings 	<ul style="list-style-type: none"> • Presentation on the roles of CLF/ VO/ VOCC during the session • Actively take part in the group activities and engage in the discussions • Prepare quarterly plan for CLF, VO orientation on VOCC and formation for their respective cluster and village during the session 	<ul style="list-style-type: none"> • Conduct meeting with CLF and VOs for the preparation of the VOCC orientation • Make preparations for CLF/VO orientation on VOCC

CHAPTER 5

ACTIVITY WISE FACILITATOR GUIDE

QUARTER 3

ACTIVITY 3: CLF orientation on VOCC

Introduction

This module fosters effective coordination and cooperation among Village Organisations within the Cluster-Level Federation (CLF) framework. It aims to comprehensively understand the VOCC and its significance in achieving this goal.

The VOCC is not just an entity but a team that brings together multiple Village Organisations within a cluster. Through the VOCC, these VOs work together towards common goals and objectives, for communication, cooperation, and coordination with the local governments and departments. This collective approach helps to address shared challenges, leverage resources, and implement cohesive development initiatives.

Objectives

- To orient the CLF on the concept of VOCC
- To make the CLF aware of the relevance of VOCC
- To make CLF aware of their engagement capacity with VOCC
- To establish a monitoring mechanism between CLF and VOCC

Level	Facilitator	Duration	Participants
CLF level	Block Resource Person (BRP), District Resource Person (DRP)	4 hours	BMMU Staff - Cluster Coordinator, CLF Members, CLF level cadres

CLF orientation on VOCC

Checklist to be followed by the facilitator (DRP/BRP)

Pre-training/meeting	During the session	Post training/meeting
<ul style="list-style-type: none"> • Finalise orientation date, venue and time • Arrange required stationery equipment (projector, mic, speaker, extension boards) • Print CLF orientation modules, handouts, guidelines and reference materials • Arrange facilitation materials such as charts, markers, sticky notes and flipcharts • Attendance sheet for the session should be prepared • Communicate the orientation schedule, venue and reporting time to all CLF representatives • Inform participants to bring notebooks, pens and updated CLF records/registers 	<ul style="list-style-type: none"> • Ensure that all the parts in the modules have been covered during the session by following the time given in the schedule for each session • Ensure that the participants actively participate in all the activities and discussions related to VOCC • Explain the roles and responsibilities along with the composition of VOCC • Explain the role of CLF related to VOCC 	<ul style="list-style-type: none"> • Receive feedback from the participants about the session • Coordinate with the LRPs to conduct VO orientation at their respective panchayats • Shared action plan and follow-up status with BMMU • Document and prepare a report on the orientation. • Set up regular meetings with CLFs to understand the challenges/issues regarding the VOCC

CLF orientation on VOCC

Checklist to be followed by the CLF members

Pre-training/meeting	During the session	Post training/meeting
<ul style="list-style-type: none">• Mobilise the CLF members, cluster coordinator and ensure everyone attends the training	<ul style="list-style-type: none">• Actively take part in the group activities and engage in the discussions	<ul style="list-style-type: none">• Ensure records are being maintained regarding VOCC by the CLF• Coordinate with the BMMU team to finalise the date, time and venue for the CLF orientation• Ensure the BMMU circulates the information and schedule for the orientation well in advance• Encourage the VO members to actively participate in the formation of VOCC• Set up regular meeting with VOs to understand the challenges/issues regarding the VOCC

CHAPTER 5

ACTIVITY WISE FACILITATOR GUIDE

QUARTER 3

ACTIVITY 4: VO orientation on VOCC

Introduction

This module aims to orient the VOs on VOCC and provide a comprehensive understanding of its significance in fostering effective coordination at the Panchayat level. The VOCC is pivotal, bringing together multiple Village Organisations within a panchayat to work collectively towards common goals and objectives. It serves as a platform for communication, cooperation, and coordination among the PRIs and CBOs, enabling them to address shared challenges, leverage resources, and implement cohesive development initiatives.

Objectives

- To orient the VO members on VOCC
- To refresh the VO members on the functions, roles and responsibilities of VO
- To nominate of VOCC members from VO-EC members

Level	Facilitator	Duration	Participants
Panchayat Level	Local Resource Person (LRP)	3.5 hours	VO EC members, VO cadres

Checklist to be followed by the facilitator (LRPs)

Pre-training/meeting	During the session	Post training/meeting
<ul style="list-style-type: none"> • Finalise orientation date, venue and time • Arrange required stationery equipment (projector, mic, speaker, extension boards) • Print VO orientation modules, handouts, guidelines and reference materials • Arrange facilitation materials such as charts, markers, sticky notes and flipcharts • Communicate the orientation schedule, venue and reporting time to all VO representatives • Inform participants to bring notebooks, pens and updated VO records/registers 	<ul style="list-style-type: none"> • Ensure that all the parts in the modules have been covered during the session by following the time given in the schedule for each session • Ensure that the participants actively participate in all the activities and discussions related to VOCC • Explain the roles and responsibilities along with the composition of VOCC • Explain the roles of VO related to VOCC • Explain the rules of nomination for VOCC members from each VO • Facilitate the nomination process of the VOCC members • Conduct an election if more people are interested from a single VO • Ensure that the nomination process is transparent and fair 	<ul style="list-style-type: none"> • Receive feedback from the participants about the session • Make arrangements for the formation of VOCC in their panchayat (venue, time) • Mobilise the VO EC members in their panchayats to attend the VOCC formation session • Set up regular meeting with VOs to understand the challenges/issues regarding the VOCC formation and functioning

Checklist to be followed by the VO members

Pre-training/meeting	During the session	Post training/meeting
<ul style="list-style-type: none">• Mobilise the VO EC members from every VOs in the panchayat and make sure everyone participates in the orientation	<ul style="list-style-type: none">• Actively take part in the group activities and engage in the discussions• Encourage the VO members to nominate themselves for VOCC	<ul style="list-style-type: none">• Encourage the VO members to actively participate in the formation of VOCC• Encourage the VO members to nominate members for VOCC• The VOCC members should attend the training regarding the VOCC formation

CHAPTER 5

ACTIVITY WISE FACILITATOR GUIDE

QUARTER 3

ACTIVITY 5: Formation of VOCC at GP level

Introduction

This module is designed to form the VOCC and provide a comprehensive understanding of its significance in fostering effective coordination and collaboration at the GP level. The VOCC is a critical entity, bringing together multiple village organisations within a panchayat to work collectively towards common goals and objectives. It serves as a platform for communication, cooperation, and coordination among the PRIs and CBOs, enabling them to address common challenges, leverage resources, and implement cohesive development initiatives.

Objectives

- To orient the VOCC on their roles and responsibilities
- To form VOCC at the GP level
- To increase the awareness of the relevance of VOCC
- To prepare the upcoming plans for VOCC

Level	Facilitator	Duration	Participants
Panchayat Level	Local Resource Person (LRP)	5 hours 45 minutes	<ul style="list-style-type: none">• VOCC nominated members• CLF-OB

Formation of VOCC at GP level

Checklist to be followed by the facilitator (LRPs)

Pre-training/meeting	During the session	Post training/meeting
<ul style="list-style-type: none"> • Finalise orientation date, venue and time • Arrange required stationery equipment (projector, mic, speaker, extension boards) • Print VOCC formation modules, handouts, guidelines and reference materials • Arrange facilitation materials such as charts, markers, sticky notes and flipcharts • Communicate the orientation schedule, venue and reporting time to all VOCC members and CLF EC members • Inform participants to bring notebooks, pens and updated VOCC registers 	<ul style="list-style-type: none"> • Explain the concept of VOCC as a refresher • Facilitate the reflection on challenges faced by the VOs • Orient the CLF EC about their engagement with VOCC • Facilitate the nomination of convenors of three subcommittees of VOCC • Facilitate the process of preparing the upcoming plans for VOCC 	<ul style="list-style-type: none"> • Receive feedback from the participants about the session • Set up regular meeting with CLF-EC to understand the challenges/issues regarding the VOCC • Follow up on the plan made by the VOCC to take updates and provided any support needed

Formation of VOCC at GP level

Checklist to be followed by the CBOs (VOs)		
Pre-training/meeting	During the session	Post training/meeting
<ul style="list-style-type: none">• Ensure the VOCC is formed and are mobilised to attend the training	<ul style="list-style-type: none">• Nominate the convenors for three subcommittees• Prepare a plan for the upcoming months for VOCC	<ul style="list-style-type: none">• Ensure a monthly meeting of VOCC before the CLF meeting• VOCC office bearers to present regular updates on ongoing and upcoming activities in the CLF monthly meeting• Ensure CLF sub-committee members review the work of VOCC committee convenors by checking the book of records• Support VOCC in coordinating with block-level line departments

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ACTIVITY WISE FACILITATOR GUIDE

QUARTER 3

ACTIVITY 6: Orientation to PRI/VC on VOCC and GPCC

Introduction

This module aims to familiarise the officials and elected members of Local Self-Government Institutions (LSGIs) with the following institutions:

1. Village Organisation Coordination Committee (VOCC)
2. Gram Panchayat Coordination Committee (GPCC)

Objectives

- To orient the participants on the concept of VOCC and GPCC.
- To make the participants aware of the relevance of VOCC and GPCC.
- To make the participants aware of the roles and responsibilities of VOCC and GPCC

Level	Facilitator	Duration	Participants
Panchayat Level	Local Resource Person (LRP)	6.5 hours	VOCC Members, GPCC Members, PRI/VC Members

Checklist to be followed by the facilitator (LRPs)

Pre-training/meeting	During the session	Post training/meeting
<ul style="list-style-type: none"> • Finalise orientation date, venue and time • Arrange required stationery equipment (projector, mic, speaker, extension boards) • Print PRI/VC orientation modules, handouts, guidelines and reference materials • Arrange facilitation materials such as charts, markers, sticky notes and flipcharts • Communicate the orientation schedule, venue and reporting time to all PRI/VC representatives 	<ul style="list-style-type: none"> • Ensure that all the parts in the modules have been covered during the session by following the time given in the schedule for each session • Orient about the PRI-CBO convergence project to the PRI/VC members • Ensure that the participants actively participate in all the activities and discussions related to VOCC • Highlight the necessity and importance of forming GPCC to facilitate inclusive development discussions • Ensure orientation is given to the PRI/VC members about the VOCC and GPCC • Explain about the roles, responsibilities and composition of GPCC 	<ul style="list-style-type: none"> • Set up a follow meeting with the PRI/VC to discuss the formation of GPCC • Receive feedback from the participants about the session

Checklist to be followed by the CBOs (CLF/VO)

Pre-training/meeting	During the session	Post training/meeting
Coordinate with their PRI members along with the VOCC/GPCC members to attend the orientation session	--	<ul style="list-style-type: none">• Coordinate with their panchayat's PRI members regarding the formation of GPCC• Organise a meeting with PRI/VC members and VOCC members for the formation of GPCC

COMMON CHECKLIST- QUARTER 3

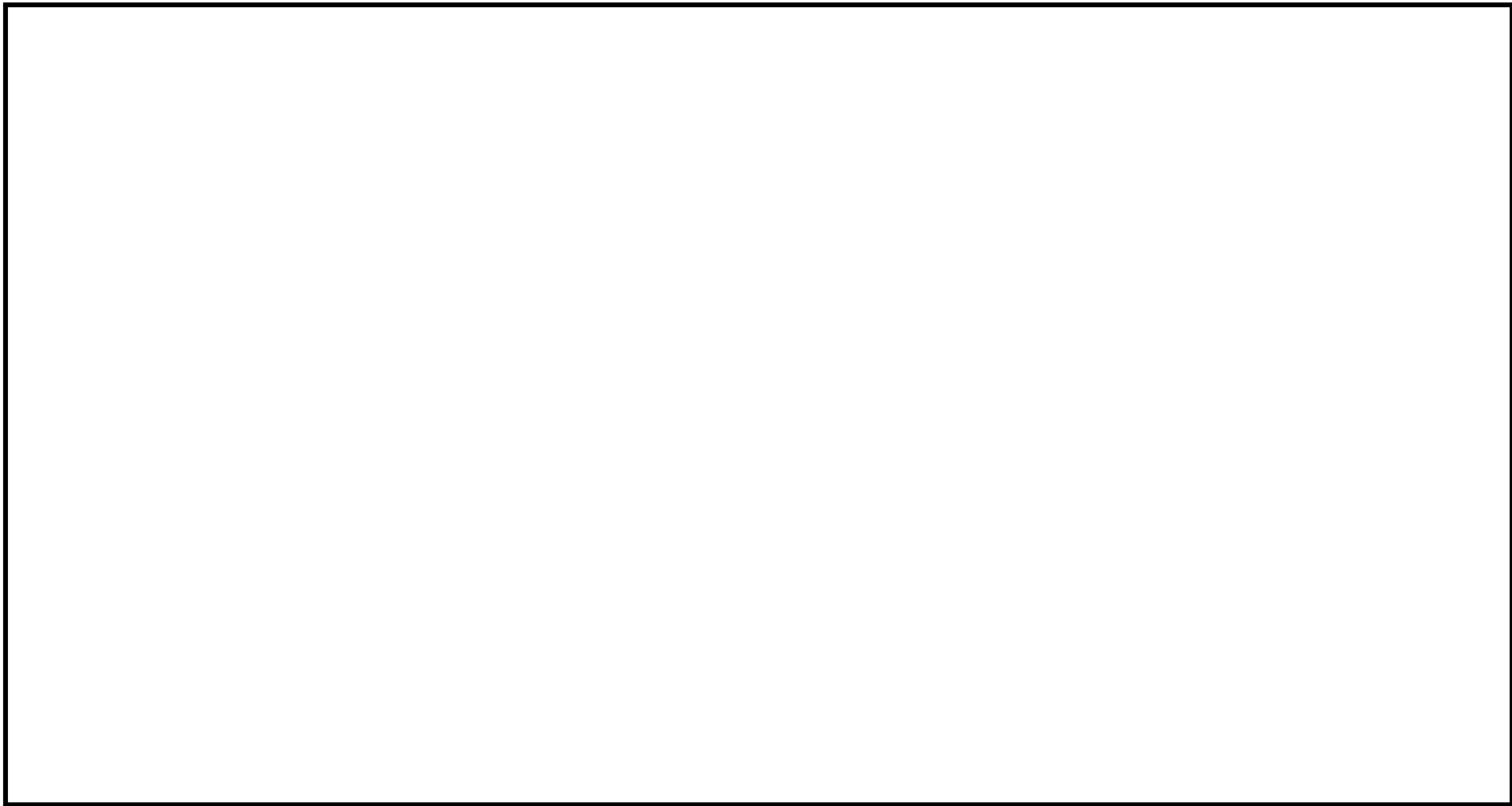
This is the common checklist for the quarter 3 activities which can be later filled after the activities have taken place

S.No	Activity	Tasks	Completion status(Yes/No)	Remarks
1	DRP and BRP ToT	All the activities of the previous quarter have been completed		
		5 days of ToT completed		
		All of the DRPs/BRPs are trained on VOCC during the ToT		
		Training materials developed for the ToT		
2	LRP ToT	3 days of ToT completed		
		All of the LRPs are trained on VOCC		
		Preparation of quarterly plans by LRPs		
3	CLF orientation on VOCC	All of the CLF members, cluster coordinators are trained on VOCC		

COMMON CHECKLIST- QUARTER 3

		Role clarity of CLF members with regard to VOCC		
		CLF maintains proper records of VOCC in the cluster		
4	VO orientation on VOCC	All of the VO members are trained on VOCC		
		Formation of VOCC by nominating members from each VOs		
5	Formation of VOCC at GP level	Nomination of VOCC members in every GP		
		Formation of VOCC in every GP		
		Regular meeting with the VO/CLF to discuss about the challenges/issues/updates regarding VOCC		
6	Orientation to PRI/VC on VOCC and GPCC	Orientation have been conducted in all the panchayats		

Facilitator notes:

A large, empty rectangular box with a black border, intended for the facilitator to take notes during the session.

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ACTIVITY WISE FACILITATOR GUIDE

QUARTER 4

ACTIVITY 1: DRP/BRP ToT on GPCC

Introduction

This 5-day residential Training of Trainers (ToT) is designed for District Resource Persons (DRPs) and Block Resource Persons (BRPs) under the PRI-CBO Convergence project. The training is facilitated by the Kudumbashree NRO team and SRLM representatives.

The workshop aims to build a clear understanding of the concept, need, structure, and functioning of the Gram Panchayat Coordination Committee (GPCC). It also equips DRPs/BRPs with the knowledge and facilitation skills required to support the formation, strengthening, and regular functioning of GPCCs at the Gram Panchayat level. The training focuses on convergence between Panchayati Raj Institutions (PRIs), Community-Based Organisations (CBOs), and frontline workers to ensure better planning, coordination, and implementation of development programmes at the local level.

Objectives

- To orient participants on the concept and need of the Gram Panchayat Coordination Committee (GPCC)
- To familiarise participants with the structure, composition, objectives, functions, and roles and responsibilities of GPCC members.
- To explain the integration of VPRP with GPDP and role of GPCC in it.
- To strengthen the understanding of convergence among PRI representatives, CBOs, and frontline workers
- To equip the DRPs/BRPs to facilitate GPCC formation, conduct meetings, and provide continuous handholding support at the panchayat level.

Level	Facilitator	Duration	Participants
District Level / Block Level	NRO Team and SRLM Representatives	5 Days (Residential Training)	District Resource Persons (DRPs) / Block Resource Persons (BRPs)

Checklist to be followed by the facilitator (LRPs)

Pre-training/meeting	During the session	Post training/meeting
<ul style="list-style-type: none"> • Ensure that the state guidelines and official letters regarding GPCC formation are shared with districts. • Inform participants about the training schedule well in advance. • Ensure training hall, accommodation, and logistics arrangements are completed. • Ensure the registration document is prepared • Attendance sheet for the session should be prepared • Ensure the IEC materials for the sessions and activities are prepared • Ensure projectors, whiteboard, whiteboard markers are available in the venue before the session starts • Prepare templates for activity calendar 	<ul style="list-style-type: none"> • Ensure clear understanding of the concept, objectives, structure, and functioning of GPCC among participants. • Ensure active participation through group discussions, practical exercises, and experience sharing to strengthen learning. • Ensure clarity on roles, responsibilities, meeting procedures, reporting systems, and integration of VPRP with GPDP. • Ensure preparation of practical action plans for GPCC formation and strengthening at block and district level. • Ensure constructive feedback is provided and all doubts related to convergence processes are clarified. 	<ul style="list-style-type: none"> • Ensure sharing of all relevant IEC materials and concept notes to all the relevant stakeholders. • Support DRPs/BRPs in preparing action plans for GPCC formation in their respective Panchayats. • Conduct follow-up calls/meetings to track GPCC formation and meeting status. • Provide field-level mentoring support during initial GPCC meetings. • Follow up with the DRP/BRP regarding the quarterly plan • Provide additional support to the DRP/BRP if required for the quarterly plan • Document and prepare a report on the 5 days training

Checklist to be followed by the DRPs/BRPs

Pre-training/meeting	During the session	Post training/meeting
<ul style="list-style-type: none"> • Refresh the GPCC training module and state guidelines before attending the ToT. • Prepare a brief note on the current status of convergence activities in their district/block • Bring relevant data related to VPRP, GPDP, and Panchayat-level planning (if available) 	<ul style="list-style-type: none"> • Ensure active participation in discussions, group work, and practical exercises to clearly understand GPCC processes. • Ensure to engage in the training and clarify all doubts related to roles, reporting, and convergence. • Ensure preparation of a block/district-level action plan for GPCC formation and strengthening 	<ul style="list-style-type: none"> • Prepare and conduct GPCC orientation for PRI members, CBO leaders, and frontline workers in a structured manner. • Facilitate formation of GPCC at the Gram Panchayat level as per state guidelines. • Support the conduct of regular quarterly GPCC meetings with proper documentation of minutes and decisions. • Discuss and integrate VPRP priorities into GPDP through GPCC meetings. • Follow up on action points and submit regular progress reports to the district/state team

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ACTIVITY WISE FACILITATOR GUIDE

QUARTER 4

ACTIVITY 2: LRP ToT on GPCC

Introduction

This 3-day non-residential training programme is designed for Local Resource Persons (LRPs) under the PRI-CBO Convergence project. The training is facilitated by District Resource Persons (DRPs) and Block Resource Persons (BRPs).

The purpose of this training is to build a clear understanding among LRPs about the concept, structure, objectives, and functioning of the Gram Panchayat Coordination Committee (GPCC). The training equips LRPs with the necessary knowledge and facilitation skills to support the formation of GPCC, organise meetings, and strengthen convergence between Panchayati Raj Institutions (PRIs), Community-Based Organisations (CBOs), and frontline workers at the Gram Panchayat level.

The training also focuses on the integration of Village prosperity resilience Plan (VPRP) with Gram Panchayat Development Plan (GPDP) and role of GPCC in it for effective local and implementation.

Objectives

- To introduce the concept and importance of the Gram Panchayat Coordination Committee (GPCC).
- To familiarise participants with the composition, roles, and responsibilities of GPCC members.
- To explain the process of GPCC formation and quarterly meetings.
- To orient LRPs on integration of VPRP with GPDP and role of GPCC in it.
- To build the facilitation skills of LRPs for conducting orientations at CLF, VO, and Panchayat level.
- To equip LRPs to develop a quarterly action plan for GPCC formation and strengthening.

Level	Facilitator	Duration	Participants
Block Level	District Resource Person (DRP) / Block Resource Person (BRP)	3 Days (non-residential training)	Local Resource Persons (LRPs)

Checklist to be followed by the facilitator (DRP/BRP)

Pre-training/meeting	During the session	Post training/meeting
<ul style="list-style-type: none"> • Share official communication regarding LRP training with blocks. • Inform participants about venue and schedule • Ensure the registration document is prepared • Attendance sheet for the session should be prepared • Ensure the IEC materials for the sessions and activities are prepared • Ensure projectors, whiteboard, whiteboard markers are available in the venue before the session starts 	<ul style="list-style-type: none"> • Cover sessions as per schedule with proper time management. • Explain GPCC concept, structure, and documentation process clearly. • Facilitate group activities, role plays, and mock GPCC meetings. • Encourage experience sharing and participation 	<ul style="list-style-type: none"> • Support LRPs in preparing quarterly action plans. • Provide feedback and mentoring support. • Follow up on GPCC formation and meetings. • Monitor and review action plans submitted by LRPs. • Ensure preparation of activity calendar for the upcoming quarter • Follow up with the DRP/BRP regarding the quarterly plan • Provide additional support to the DRP/BRP if required for the quarterly plan • Document and prepare a report on the 3 days training

Checklist to be followed by the LRPs

Pre-training/meeting	During the session	Post training/meeting
<ul style="list-style-type: none"> • Review previous convergence activities conducted in their villages/clusters. • Collect basic data related to VPRP and GPDP status (if available). • Be prepared to share field experiences, challenges, and learnings. 	<ul style="list-style-type: none"> • Actively participate in discussions, group work, and mock exercises. • Practice facilitation skills for GPCC orientation and meeting processes. • Prepare a tentative quarterly action plan for GPCC formation and strengthening in their respective villages. • Clarify doubts related to roles, documentation, and reporting systems 	<ul style="list-style-type: none"> • Conduct orientation sessions for CLFs, VOs, PRI members, and frontline workers on GPCC. • Facilitate the formation of GPCC in Gram Panchayats where not yet formed. • Support Panchayat in conducting regular GPCC meetings. • Ensure proper documentation of meeting minutes and follow-up actions. • Submit progress updates to DRP/BRP as per reporting schedule. • Provide additional support to the DRP/BRP if required for the quarterly plan • Document and prepare a report on the 5 days training

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ACTIVITY WISE FACILITATOR GUIDE

QUARTER 4

ACTIVITY 3: Orientation to CLF on GPCC

Introduction

This one-day orientation programme is designed for Cluster Level Federation (CLF) leaders under the PRI-CBO Convergence project. The orientation is facilitated by Local Resource Persons (LRPs) with support from DRPs/BRPs.

The purpose of this orientation is to strengthen the understanding of CLF leaders on the concept, need, structure, and functioning of the Gram Panchayat Coordination Committee (GPCC). It focuses on clarifying the role of CLF in GPCC, promoting convergence between PRI representatives and CBOs, and ensuring effective participation of community institutions in Panchayat-level planning and implementation.

The orientation also highlights the importance of integrating VPRP priorities into GPDP through active engagement in GPCC meetings.

Objectives

- To introduce the concept and purpose of the Gram Panchayat Coordination Committee (GPCC).
- To explain the structure, composition, and functions of GPCC.
- To clarify the roles and responsibilities of CLF representatives in GPCC.
- To strengthen coordination between CLF, VO, PRI members, and frontline workers.
- To encourage active participation of CLF in VPRP-GPDP convergence through GPCC

Level	Facilitator	Duration	Participants
Cluster Level	Local Resource Person (LRP)/ Block Resource Person(BRP) with support from DRP	1 Day	CLF Office Bearers, Executive Committee Members

Checklist to be followed by the facilitator (DRP/BRP/LRP)

Pre-training/meeting	During the session	Post training/meeting
<ul style="list-style-type: none"> • Ensure the registration document is prepared • Inform CLF leaders about the orientation date, venue, and objectives in advance. • Coordinate with CLF for arranging venue and seating. • Ensure IEC materials include GPCC concept notes, videos, case studies, activity materials, projector, whiteboard, markers, chart papers, and other required material . • Attendance sheet for the session should be prepared • Review the orientation module and session flow beforehand. 	<ul style="list-style-type: none"> • Clearly explain the concept, objectives, and need for GPCC. • Describe the composition and structure of GPCC and the representation of CLF. • Explain the roles and responsibilities of CLF members in GPCC meetings. • Discuss integration of VPRP with GPDP through the GPCC platform. • Facilitate participatory discussions on challenges in convergence and possible solutions. • Encourage CLF leaders to actively engage in GPCC meetings and follow-up actions 	<ul style="list-style-type: none"> • Preparation for PRI orientation on GPCC for PRI and preparatory meeting with PRIs for GPCC formation • Support CLF leaders in nominating representatives to GPCC (if not already done). • Follow up on participation of CLF representatives in GPCC meetings. • Provide handholding support for effective contribution in GPCC discussions. • Share action plan and follow-up status with BMMU • Document and prepare a report on the orientation

Checklist to be followed by the CLF		
Pre-training/meeting	During the session	Post training/meeting
<ul style="list-style-type: none"> • Review previous convergence activities and participation in Panchayat meetings. • Identify existing challenges in coordination with PRI and other stakeholders. 	<ul style="list-style-type: none"> • Actively participate in discussions and share field experiences. • Understand the structure and functioning of GPCC clearly. • Clarify roles and responsibilities of CLF representatives in GPCC 	<ul style="list-style-type: none"> • Coordinate with VO leaders and DRP/BRP/LRP to plan and complete GPCC orientation at VO level, ensuring maximum participation. • Nominate or confirm CLF representatives to GPCC and guide VOs to understand their roles in the convergence process. • Coordinate with PRI members to conduct preparatory meetings and assist the Panchayat in organizing the first GPCC meeting and raising VPRP priorities and community issues. • Follow up on decisions taken in GPCC meetings, ensure regular participation in subsequent meetings, and support implementation at the village level

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ACTIVITY WISE FACILITATOR GUIDE

QUARTER 4

ACTIVITY 4: Orientation to Village Organisation (VO) on GPCC

Introduction

This one-day orientation programme is designed for members of the Village Organisation (VO) under the PRI-CBO Convergence project. The session is facilitated by Block Resource Persons (BRPs) / Local Resource Persons (LRPs) with support from Kudumbashree NRO team and SRLM representatives.

The orientation aims to sensitise VO members about the need, structure, objectives, and functioning of the Gram Panchayat Coordination Committee (GPCC). It strengthens the understanding of VOs regarding their key role in convergence, community mobilisation, VPRP preparation, and active participation in Panchayat-level planning processes.

The session uses participatory methods such as storytelling, role plays, SWOT analysis, games, and mock meeting procedures to ensure better understanding and engagement.

Objectives

- To sensitize VO representatives about the need to form GPCC.
- To reinforce the duties and responsibilities of VOs in village development.
- To familiarise participants with the structure, objectives, and functioning of GPCC.
- To strengthen understanding of convergence between PRI, CBOs, and frontline workers.
- To prepare VO members to actively participate in GPCC meetings and follow-up actions.

Level	Facilitator	Duration	Participants
Village / Cluster Level	BRP / LRP with support from NRO team & SRLM representatives	1 Day	VO members

Checklist to be followed by the facilitator (DRP/BRP/LRP)

Pre-training/meeting	During the session	Post training/meeting
<ul style="list-style-type: none"> • Inform VO members about the orientation date, time, and venue in advance. • Ensure availability of registration sheet and attendance register. • Arrange necessary logistics including seating, projector, board, markers, chart papers, matchsticks, props, and IEC materials. • Attendance sheet for the session should be prepared • Keep a copy of the State-issued GPCC guidelines/order. • Review the session plan and activity flow beforehand. 	<ul style="list-style-type: none"> • Ensure participants clearly understand the purpose and importance of GPCC at the Panchayat level. • Ensure clarity on the structure, formation process, and roles and responsibilities of GPCC members as per State guidelines. • Ensure understanding of the role of VO in GPCC, especially in VPRP preparation, community mobilisation, monitoring, and convergence. • Ensure practical understanding of coordination, meeting procedures, and documentation through simple discussions and exercises. • Ensure all key points are summarised and doubts are clarified for clear understanding among participants. 	<ul style="list-style-type: none"> • Ensure attendance and feedback are recorded. • Support VO in nominating representatives to GPCC. • Ensure proper maintenance of GPCC meeting records and minutes. • Follow up to ensure quarterly GPCC meetings are conducted regularly. • Provide handholding support during initial meetings. • Shared action plan and follow-up status with BMMU • Document and prepare a report on the orientation

Checklist to be followed by the Village Organisation (VO)

Pre-training/meeting	During the session	Post training/meeting
<ul style="list-style-type: none"> • Have an idea about the current status of VPRP and participation in Panchayat meetings. • Identify major village-level issues related to livelihood, health, education, sanitation, or social development 	<ul style="list-style-type: none"> • Actively participate in storytelling, role plays, group discussions, and SWOT activity. • Understand the need and importance of GPCC for convergence. • Clarify roles of VO in GPCC meetings and planning process. • Contribute ideas for quarterly planning and community participation 	<ul style="list-style-type: none"> • Nominate/confirm VO representative or VOCC coordinator to GPCC. • Prepare VPRP aligned with Panchayat Sankalp and GPDP. • Participate actively in quarterly GPCC meetings. • Maintain proper records of discussions, decisions, and follow-up actions. • Mobilise community participation in Gram Sabha, Mahila Sabha, and Ward Sabha • Follow up on implementation of decisions taken in GPCC meetings

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ACTIVITY WISE FACILITATOR GUIDE

QUARTER 4

ACTIVITY 5: Formation of Gram Panchayat Coordination Committee (GPCC)

Introduction

The Gram Panchayat Coordination Committee (GPCC) is a Gram Panchayat-level convergence platform that brings together Panchayati Raj Institution (PRI) members, Community-Based Organisation (CBO) representatives, frontline workers, and key stakeholders.

The GPCC functions as a structured coordination mechanism to jointly plan, review, and address community issues. It strengthens collaboration between community institutions and government systems, ensuring that priorities identified in the Village Prosperity Resilience Plan (VPRP) are systematically followed up through Gram Sabha, Gram Panchayat Development Plan (GPDP), and line department processes.

Through regular meetings and clear role allocation, GPCC promotes transparency, accountability, and effective service delivery at the Gram Panchayat level.

Objectives

- To establish a functional and inclusive GPCC at the Gram Panchayat level.
- To clarify the roles and responsibilities of PRI members, CBO representatives, and frontline workers within GPCC.
- To create a regular coordination mechanism for convergence and improved service delivery.
- To ensure that community priorities emerging from VPRP are reviewed and acted upon through GPCC

Level	Facilitator	Duration	Participants
Block / Gram Panchayat Level	DRP / BRP / LRP	1 Day	PRI Members, CBO Members (CLF/VO), frontline workers, Line department representatives

Formation of GPCC

Checklist to be followed by the facilitator (DRP/BRP/LRP)

Pre-training/meeting	During the session	Post training/meeting
<ul style="list-style-type: none"> • Prepare content explaining GPCC purpose, structure, composition, roles, and Terms of Reference (TOR). • Share model GPCC resolution/notification format with DMMU/BMMU for reference. • Prepare a simple GPCC meeting agenda and minutes format. • Coordinate with Gram Panchayat to finalise meeting date and venue. • Identify PRI members, CBO representatives, frontline workers, and key department officials to be included. • Mobilise participants and prepare a summary of key VPRP issues for discussion. 	<ul style="list-style-type: none"> • Explain the concept, need, and benefits of GPCC using local examples. • Demonstrate linkage of GPCC with VPRP, Gram Sabha, and GPDP processes. • Facilitate formation of GPCC with consensus from participants. • Clarify composition, member roles, meeting frequency, and responsibilities. • Demonstrate a mock GPCC meeting to explain agenda setting, discussion, and documentation. • Finalise and approve member list and meeting schedule 	<ul style="list-style-type: none"> • Share GPCC formation details with Block and District teams immediately after formation. • Circulate the Minutes of Meeting (MoM) and approved member list to all GPCC members, clearly mentioning decisions taken and meeting schedule. • Support proper documentation of GPCC resolution and meeting minutes. • Accompany cadres to 1–2 initial GPCC meetings to provide handholding support and guidance. • Provide feedback for improvement in meeting conduct and documentation, and ensure that the first quarterly review meeting is conducted on time.

Formation of GPCC

Checklist to be followed by PRI/CBO members

Pre-training/meeting	During the session	Post training/meeting
<ul style="list-style-type: none"> • Review key village-level issues identified in VPRP. • Coordinate with Panchayat members and community institutions. 	<ul style="list-style-type: none"> • Participate actively in discussions on structure and functioning of GPCC. • Agree on member composition and representation. • Finalise meeting frequency and key agenda points. 	<ul style="list-style-type: none"> • Prepare and conduct CBO-level meetings (VO/CLF) before each GPCC meeting to review VPRP priorities and convergence progress. • Compile updates from VOs, discuss them at CLF level, and coordinate with the GPCC Coordinator to prepare key issues for presentation in the GPCC meeting. • Hold regular GPCC meetings at least once in a quarter, ensuring VPRP priorities are discussed and linked with GPDP. • Maintain proper attendance and minutes records, and regularly follow up on action points in subsequent meetings

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ACTIVITY WISE FACILITATOR GUIDE

QUARTER 4

ACTIVITY 6: Capacity building of GPCC & Follow-up

Introduction

This activity focuses on strengthening the functioning of the Gram Panchayat Coordination Committee (GPCC) through structured capacity building and continuous follow-up support. After the formation of GPCC and orientation of CLF and VO members, it is essential to ensure that the committee functions effectively as a convergence platform at the Gram Panchayat level.

The capacity building session is facilitated by DRP/BRP with support from LRPs and aims to enhance the understanding of GPCC members regarding their roles, meeting procedures, documentation, convergence planning, and monitoring mechanisms.

The follow-up component ensures that GPCC meetings are conducted regularly, decisions are implemented, and convergence outcomes are visible at the community level

Objectives

- To strengthen the functional understanding of GPCC members.
- To clarify roles and responsibilities of Chairperson, Member Secretary, and other members.
- To familiarise the way of conducting structured GPCC meetings.
- To support integration of VPRP into GPDP, using the GPCC platform.
- To establish monitoring and reporting mechanisms for GPCC activities.
- To ensure regular follow-up and institutionalisation of GPCC processes.

Level	Facilitator	Duration	Participants
Gram Panchayat Level	DRP/BRP with support from LRP	1 Day (Capacity Building) + Continuous Follow-up	GPCC Members (PRI representatives, CLF/VO representatives, Frontline Workers, Line Department Officials)

Checklist to be followed by the facilitator (DRP/BRP)

Pre-training/meeting	During the session	Post training/meeting
<ul style="list-style-type: none"> • Review status of GPCC formation and previous meetings conducted. • Coordinate with Panchayat for fixing date and venue. • Inform all GPCC members in advance. • Prepare training materials including GPCC guidelines, meeting formats, reporting templates, and IEC materials. • Arrange necessary logistics such as attendance register, projector (if required), whiteboard, and stationery. 	<ul style="list-style-type: none"> • Ensure members clearly understand the purpose, structure, and importance of GPCC as a convergence platform. • Ensure clarity on roles and responsibilities of each member, along with meeting procedures, agenda preparation, and documentation process. • Ensure proper review of VPRP priorities and their integration into GPDP, while strengthening coordination with line departments and frontline workers. • Ensure practical understanding through simple exercises and discussion on challenges faced in conducting GPCC meetings. • Ensure preparation of a clear quarterly action plan with defined roles and timelines. 	<ul style="list-style-type: none"> • Ensure attendance and feedback records are maintained. • Support GPCC in scheduling quarterly meetings. • Monitor regularity and quality of GPCC meetings. • Review meeting minutes and follow-up actions. • Provide handholding support during initial meetings. • Share periodic progress reports with district/block teams.

Checklist to be followed by GPCC members

Pre-training/meeting	During the session	Post training/meeting
<ul style="list-style-type: none"> • Review previous GPCC meeting minutes and pending action points. • Identify key issues from village and Panchayat level for discussion. 	<ul style="list-style-type: none"> • Actively participate in discussions and planning exercises. • Clarify doubts regarding roles and meeting procedures. • Contribute to preparation of quarterly convergence action plan. 	<ul style="list-style-type: none"> • Prepare and conduct GPCC meetings regularly with clear agenda and active participation of all members. • Discuss VPRP priorities and community issues in the meeting and follow up with the Panchayat to integrate them into GPDP. • Maintain and develop proper records of meetings. • Regularly follow up on scheme implementation.

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ACTIVITY WISE FACILITATOR GUIDE

QUARTER 4

ACTIVITY 7: Orientation to Elected Women Representatives (EWR) on Gender and MGNREGS

Introduction

This 3-day training programme is designed for Elected Women Representatives (EWRs) to strengthen their understanding of gender, women's empowerment, and their leadership role in local governance. The training is facilitated by District Resource Persons (DRPs), Kudumbashree NRO team members, and resource persons from SIRD.

The programme focuses on building self-awareness about gender roles, addressing social barriers, and enhancing knowledge about entitlements under the Mahatma Gandhi National Rural Employment Guarantee Scheme (MGNREGS). It also emphasises the role of Panchayats and SHG federations in promoting women's empowerment and ensuring effective implementation of development programmes. Through participatory activities, case studies, and structured discussions, the training enables EWRs to actively engage in Gram Sabha processes, ensure women's participation, and strengthen convergence between PRI and CBO platforms

Objectives

- To create an environment for self-realisation among Elected Women Representatives regarding gender roles and equality.
- To enhance women's participation in local development processes.
- To increase awareness of entitlements under MGNREGS and their significance for women's empowerment.
- To strengthen the role of EWRs in promoting gender justice through Panchayat platforms.
- To build understanding of convergence between Panchayat, SHGs, and other community institutions.

Level	Facilitator	Duration	Participants
Block Level	DRP, Kudumbashree NRO Team / Resource Person from SIRD	3 Days	Elected Women Representatives (EWRs)

Checklist to be followed by the facilitator (DRP/NRO/SIRD)

Pre-training/meeting	During the session	Post training/meeting
<ul style="list-style-type: none"> • Ensure official communication has been circulated to selected EWRs. • Confirm venue, seating arrangements, and training logistics. • Prepare registration sheet and attendance register. • Arrange IEC materials, chart papers, markers, projector, and printed case studies. • Review session plan including gender activities and MGNREGS presentation slides. • Ensure availability of materials for games and participatory exercises. 	<ul style="list-style-type: none"> • Ensure participants understand the purpose of the training and the importance of gender equality in local governance and livelihoods. • Ensure clear discussion on gender roles, challenges faced by women, and their leadership opportunities. • Ensure proper explanation of MGNREGS as a rights-based scheme, including job card registration, work demand, wage payments, unemployment allowance, and worksite facilities. • Ensure clarity on the role of Gram Sabha in transparency and social audit, while encouraging sharing of field experiences and clearing doubts. 	<ul style="list-style-type: none"> • Prepare the key strategies based on collected feedback and key observations during training and ensure they are documented. • Share training materials (soft copies if required) and important reference documents with participants. • Follow up with EWRs to promote awareness in Gram Sabha and encourage community participation in MGNREGS. • Support EWRs in coordinating with CBOs (VOs/CLFs) for identification of labour demand, identification of sites and preparation of MGNREGS plans based on VPRP priorities. • Encourage EWRs to monitor MGNREGS implementation, ensure transparency, and document good practices and learnings from the field.

Checklist to be followed by the Elected Women Representatives (EWRs)

Pre-training/meeting	During the session	Post training/meeting
<ul style="list-style-type: none"> • Review existing challenges faced by women in the Panchayat. • Reflect on participation of women in Gram Sabha and MGNREGS activities. 	<ul style="list-style-type: none"> • Actively participate in gender self-realisation exercises and discussions. • Share experiences related to women’s employment and governance challenges. • Engage in group work and case study presentations. • Clarify doubts regarding MGNREGS entitlements and procedures. 	<ul style="list-style-type: none"> • Create awareness among women and vulnerable families about Gram Sabha participation, MGNREGS rights, job card registration, and work demand process, and mobilise SHGs, VOs, and CLFs to take active part. • Work with CBOs to prioritise VPRP demands, identify labour needs, and support preparation of the MGNREGS annual plan with proper inclusion of eligible households. • Monitor worksite facilities, equal wages, and timely payments, and regularly raise gender and livelihood issues in Panchayat and GPCC meetings with proper follow-up.

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ACTIVITY WISE FACILITATOR GUIDE

QUARTER 4

ACTIVITY 8: Meetings with Line Departments at State / District / Block Levels

Introduction

Effective convergence depends on strong coordination between Panchayati Raj Institutions (PRIs), Community Based Organisations (CBOs), and line departments. This activity focuses on organising structured meetings at State, District, and Block levels to strengthen institutional linkages and ensure that community priorities are addressed through appropriate schemes and services.

These meetings provide a formal platform to review issues identified in the Village Prosperity Resilience Plan (VPRP), map them with relevant departmental schemes, resolve implementation bottlenecks, and ensure timely service delivery. Regular interaction improves inter-departmental coordination, enhances accountability, and strengthens responsiveness to community needs.

Objectives

- Strengthen coordination between PRIs, CBOs, and Line Departments for effective convergence.
- Link VPRP issues with relevant departmental schemes and services.
- Resolve implementation bottlenecks through joint planning and review.
- Establish a systematic follow-up mechanism for service delivery at multiple levels.

Level	Facilitator	Duration	Participants
State / District / Block Levels	DRP / BRP / LRP	3 Hours	Line department officials, PRI members, CBO members, administrative officials

Meetings with Line Departments at State / District / Block Levels

Checklist to be followed by the facilitator (SRLM official/NRO/DRP/BRP/LRP)		
Pre-training/meeting	During the session	Post training/meeting
<ul style="list-style-type: none"> • Prepare a meeting agenda highlighting key convergence themes. • Compile VPRP issue summary at Block/District level. • Identify relevant departments based on issue categories (livelihood, health, education, sanitation, infrastructure, etc.). • Coordinate with DMMU/BMMU and share meeting plans. • Inform PRI and CBO representatives about the meeting objectives. • Prepare issue-to-scheme mapping template for discussion. 	<ul style="list-style-type: none"> • Ensure clear explanation of the purpose and importance of convergence, and present key community issues with supporting data and examples. • Ensure mapping of VPRP priorities with relevant departmental schemes and discuss gaps in implementation or service delivery. • Ensure cadres and PRI members confidently present issues and understand scheme timelines, eligibility, and procedures. • Ensure joint discussion with departments to identify solutions and agree on practical responsibilities and timelines. • Ensure all action points and commitments from departments are properly recorded for follow-up. 	<ul style="list-style-type: none"> • Review action points and commitments made during the meeting. • Track resolution status of issues through follow-up calls/meetings. • Update VPRP tracking sheet with progress details. • Share progress updates with GPCC and higher-level officials. • Provide mentoring support to cadres on follow-up methods. • Plan the next review meeting to assess progress.

Meetings with Line Departments at State / District / Block Levels

Checklist to be followed by PRI and CBO members		
Pre-training/meeting	During the session	Post training/meeting
<ul style="list-style-type: none"> • Review key VPRP issues requiring departmental support. • Prepare brief case examples or data to present. 	<ul style="list-style-type: none"> • Present community issues clearly and factually. • Engage in discussions on scheme linkages and timelines. • Seek clarification on procedures and responsibilities. 	<ul style="list-style-type: none"> • Follow up with concerned departments on agreed actions. • Inform GPCC and Gram Sabha about progress. • Monitor service delivery at village level. • Update issue tracking records regularly.

When this quarter activities are implemented together, they create a continuous cycle of participation, coordination and follow-up at every level of governance and focus on strengthening convergence between PRIs, CBOs, line departments, and community members through structured training, orientations, and coordination meetings. GPCCs were formed and strengthened to create a regular platform for planning, review, and follow-up of VPRP issues. Capacity building of cadres, CLFs, VOs, and Elected Women Representatives are improved and they have clarity on roles, gender awareness, and MGNREGS entitlements. Meetings with Line Departments helped link community priorities with relevant schemes and resolve implementation gaps. Overall, the quarter strengthened coordination, accountability, and community participation at the Gram Panchayat level.

COMMON CHECKLIST- QUARTER 4

This is the common checklist for the quarter 4 activities which can be later filled after the activities have taken place

S.No	Activity	Tasks	Completion status(Yes/No)	Remarks
1	DRP and BRP ToT on GPCC	ToT conducted as per approved schedule		
		All DRPs/BRPs trained on GPCC concept, formation process, and roles		
		Training materials and session plans prepared and used		
		Action plan for block-level rollout prepared		
2	LRP Training on GPCC	Training conducted for all identified LRPs		
		LRPs oriented on GPCC structure, functions, and documentation		
		LRPs prepared Panchayat-level quarterly action plans		
		Reporting and follow-up mechanism explained		

COMMON CHECKLIST- QUARTER 4

3	Orientation to CLF on GPCC	Orientation conducted for all CLF leaders		
		Roles and responsibilities of CLF in GPCC clarified		
		Support plan for VO orientation prepared		
		Documentation formats shared with CLFs		
4	Orientation to VO on GPCC	VO-level orientation completed in all targeted villages		
		VO members informed about GPCC objectives and representation		
		Nomination process for GPCC representatives completed		
		Participation and reporting process explained		

COMMON CHECKLIST- QUARTER 4

3	Orientation to CLF on GPCC	Orientation conducted for all CLF leaders		
		Roles and responsibilities of CLF in GPCC clarified		
		Support plan for VO orientation prepared		
		Documentation formats shared with CLFs		
4	Orientation to VO on GPCC	VO-level orientation completed in all targeted villages		
		VO members informed about GPCC objectives and representation		
		Nomination process for GPCC representatives completed		
		Participation and reporting process explained		

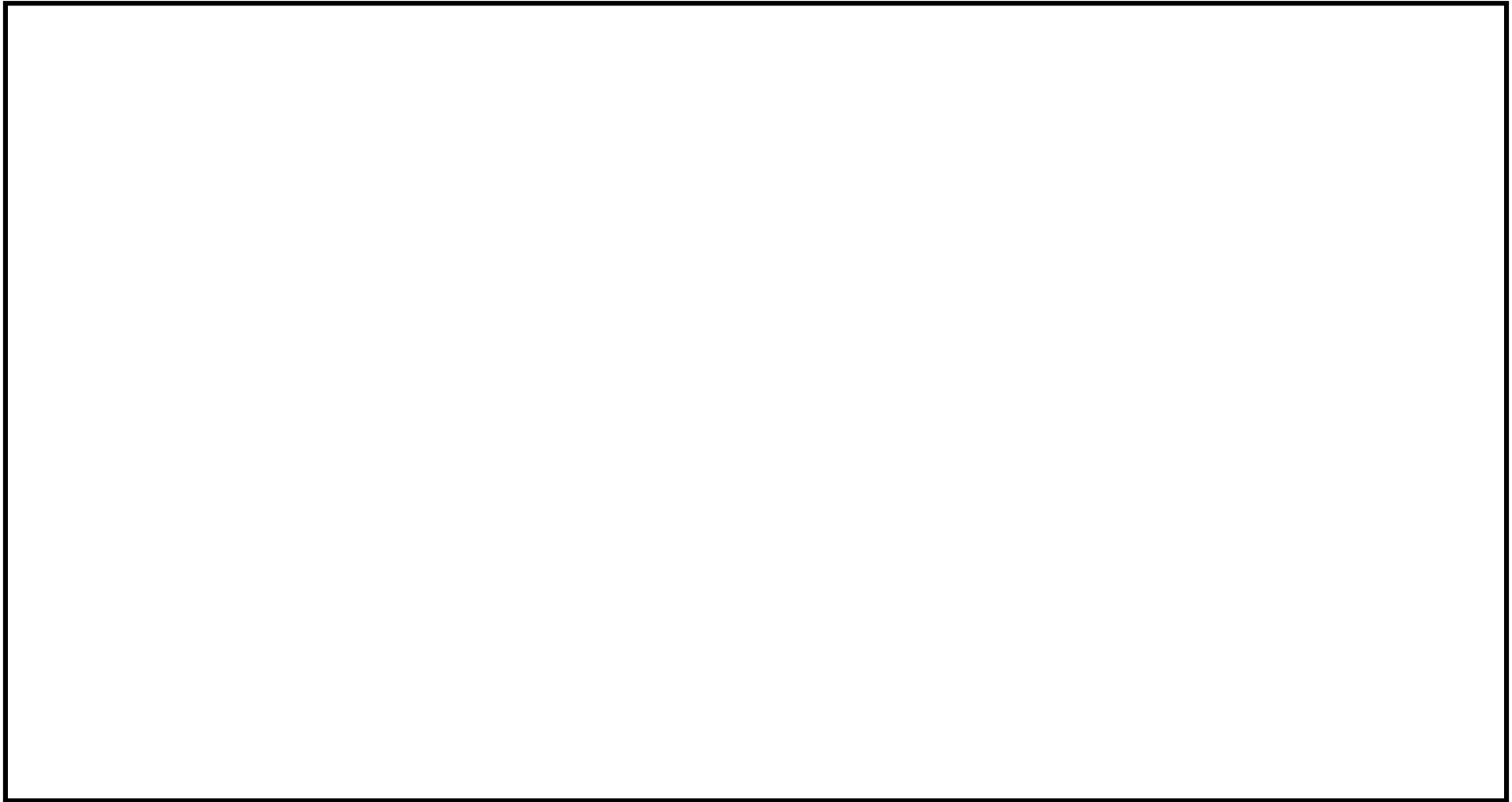
COMMON CHECKLIST- QUARTER 4

5	Formation of GPCC	GPCC members nominated as per guidelines		
		GPCC formally constituted at Gram Panchayat level		
		Member list approved and documented		
		First GPCC meeting conducted		
6	Capacity Building of GPCC & Follow-up	Regular quarterly meetings conducted		
		VPRP priorities discussed and linked with GPDP		
		Minutes, resolutions, and attendance properly maintained		
		Follow-up on action points and convergence activities ensured		

COMMON CHECKLIST- QUARTER 4

7	Orientation to EWR on Gender and MGNREGS	Orientation conducted for all targeted EWRs		
		Gender roles and leadership discussed		
		MGNREGS entitlements and planning process explained		
		EWRs supported in plan preparation with CBOs		
8	Meetings with Line Departments (State/District/Block)	Coordination meetings conducted with relevant departments		
		Convergence areas identified and discussed		
		Agreed action points documented		
		Follow-up mechanism established for implementation		

Facilitator notes:

A large, empty rectangular box with a black border, intended for the facilitator to take notes during the session.

CHAPTER 5

ACTIVITY WISE FACILITATOR GUIDE

QUARTER 5

ACTIVITY 1: DRP ToT on Citizens' Committee

Introduction

This module focuses on providing training to the DRPs on the quarter 5 activities which includes orientation to the citizens committee. The training module has been divided into 5 days where the DRPs will be provided classroom training as well as an opportunity to facilitate the session for their better understanding. The sessions focus on providing brief understanding of the citizens committee, ToT for LRP and technical sessions on report writing and documentation of successful case stories

Objectives

- To provide clear understanding to the DRPs on the structure, roles, and functions of each Citizen Committee : Anganwadi Level Monitoring and Support Committee (ALMSC), Village Health Sanitation and Nutrition Committee (VHSNC) and School Management Committee (SMC).
- To enhance the facilitation and mentoring skills of DRPs to conduct orientation and training sessions for Local Resource Persons (LRPs) and Community-Based Organisations (CBOs)
- To develop DRPs' capacity in field planning, report writing, and documentation.

Level	Facilitator	Duration	Participants
District level	NRO team	5 days	DRP

Checklist to be followed by the facilitator (SRLM official/NRO/DRP/BRP/LRP)		
Pre-training/meeting	During the session	Post training/meeting
<ul style="list-style-type: none"> • Ensure that the previous quarter's activities have been conducted • Ensure that the state has circulated the letters about ToT to the respective districts • Share information about the training to the participants well in advance • Ensure to go through guidelines and modules before the session. • Ensure the IEC materials for the sessions and activities are prepared • Ensure projectors, whiteboard, whiteboard markers are available in the venue before the session starts • Finalize the date ,venue and time 	<ul style="list-style-type: none"> • Ensure that the module is being covered following the timeline of the session • Ensure that participants actively participate in all the discussions related to ALMSC, VHSNC and SMC • Encourage the participants to share their experiences or challenges • Give everyone the opportunity to speak 	<ul style="list-style-type: none"> • Follow up with the DRP/BRP regarding their quarterly plan • Documentation of the DRP training should be done and a report must be prepared • The report of the training should be submitted to the SRLM • Work calendar of the DRPs must be prepared • Follow up to ensure that ALMSC, VHSNC and SMC meetings are conducted • Accompany the DRP/BRP to the training sessions/ meeting to provide support and feedback

Checklist to be followed by the CBO (CLF)

Pre-training/meeting	During the session	Post training/meeting
<ul style="list-style-type: none"> • Prepare a presentation on the previous quarter's activities, • Ensure to highlights on the challenges faced and Major learnings 	<ul style="list-style-type: none"> • Prepare and present a presentation on the roles of CLF/ VO during the session • Prepare quarterly plan for LRP training, citizens committee orientation. 	<ul style="list-style-type: none"> • Make preparations for LRP orientation on Citizens Committee • Inform the LRPs to prepare a presentation on the previous quarter's activities, challenges faced and major learnings • Coordinate with the BMM to finalise the date, time and venue for the LRP ToT on citizens committee

CHAPTER 5

ACTIVITY WISE FACILITATOR GUIDE

QUARTER 5

ACTIVITY 2: LRP ToT on Citizens' Committee

Introduction

This module focuses on providing training to the LRPs on the quarter 5 activities which includes orientation to the citizens committee. The training module has been divided into 3 days where the LRPs will be provided classroom training as well as an opportunity to facilitate the session for their better understanding. The sessions are designed to provide a brief overview of the Citizens' Committee and hands-on practice with the Q5 modules.

Objectives

- To provide clear understanding to the LRPs on the structure, roles, and functions of each Citizen Committee : a. Anganwadi Level Monitoring and Support Committee (ALMSC), b. Village Health Sanitation and Nutrition Committee (VHSNC) and School Management Committee (SMC).
- To enhance the facilitation and mentoring skills of BRPs to conduct orientation and training sessions for Community-Based Organisations (CBOs) and various citizens committees

Level	Facilitator	Duration	Participants
Block/CLF level	BMMU team, DRP / BRP	3 days	LRP

Checklist to be followed by the facilitator (DRP/BRP)

Pre-training/meeting	During the session	Post training/meeting
<ul style="list-style-type: none"> • Ensure that the previous quarter's activities have been conducted • Ensure that the state has circulated the letters about ToT to the respective districts • Share information about the training to the participants well in advance • Ensure the IEC materials for the sessions and activities are prepared • Ensure projectors, whiteboard, Whiteboard markers are available in the venue before the session starts 	<ul style="list-style-type: none"> • Ensure that the module is being rolled-out with the specified time allotted for each session • Ensure that the participants actively participate in all the activities and discussions related to Citizens Committee • Explain the roles and responsibilities along with the composition of ALMSC, VHSNC and SMC • Explain the roles of CLF/VO related to Citizens Committee 	<ul style="list-style-type: none"> • Facilitator must ensure that all the IEC materials have been distributed after the session • Ensure that attendance sheet and feedback register has been filled • Accompany the LRPs to one of the trainings to monitor and provide feedback • Documentation of the LRP training should be done and a report must be prepared • The report of the training should be submitted to the SRLM • Discuss monthly plans with DRPs. • Conduct follow up meetings on the status of the training in various panchayats related to Citizens Committee • Follow up with the LRPs regarding their quarterly plan

LRP ToT on Citizens' committee

Checklist to be followed by the LRPs		
Pre-training/meeting	During the session	Post training/meeting
<ul style="list-style-type: none">• Prepare a presentation on the previous quarter's activities, challenges faced and major learnings	<ul style="list-style-type: none">• Presentation on the roles of CLF/VO during the session• Actively take part in the group activities and engage in the discussions• Participate in prepare quarterly plan for CLF, VO orientation on Citizens Committee	<ul style="list-style-type: none">• Make preparations for CLF/VO orientation on Citizens Committee• Conduct meeting with CLF and VOs for the preparation of the ALMSC,VHSNC and SMC orientation• Ensure the formation and capacity building of Citizens Committees.

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ACTIVITY WISE FACILITATOR GUIDE

QUARTER 5

ACTIVITY 3: Citizens' Committees Orientation for CLF Manager

Introduction

This module is designed to orient Community Level Federation (CLF) managers on the concept, structure, and function of the Citizens' Committee. It explores the key roles and responsibilities CLF managers are expected to undertake these committees. Through interactive group activities, the participants will gain a deeper understanding of the multifaceted responsibilities of the CLF as an apex body. The module also aims to enhance the knowledge of the Citizens' Committee and the importance of Community-Based Organisation (CBO) participation in these committees. This orientation will enable CLF managers to appreciate the value of Citizens' Committees in facilitating effective grassroots governance and public service delivery.

Objectives

The primary objectives of the training are:

- To understand the roles and responsibilities of CLF managers regarding the Citizens' Committee
- To review the current initiatives and activities undertaken by respective CLF managers
- To orient CLF managers on the structure and purpose of the Citizens' Committee
- To clarify the specific role of CLF managers in ensuring the effective functioning of the Citizens' Committee

Level	Facilitator	Duration	Participants
Block/CLF level	DRP	3 hours	CLF managers

Checklist to be followed by the facilitator (DRP)

Pre-training/meeting	During the session	Post training/meeting
<ul style="list-style-type: none"> • Ensure that the facilitator is well-versed with the objectives of the session before conducting the orientation. • Ensuring that there is a review of guidelines of ALMSC, SMC, and VHSNC. • Ensure VO/SHG representatives are nominated. • Ensure that the CLF members are well oriented on roles and expectations. 	<ul style="list-style-type: none"> • Ensure VO/SHG representatives actively participate. • Ensure that the meeting minutes are recorded properly. • Encourage interactive discussions, group work, and experience sharing. • Help participants reflect on how ALMSC, SMC, and VHSNC function in their own villages. 	<ul style="list-style-type: none"> • Ensure participants of SHG/VO representatives from all the three committees • Follow up on the issues that have been raised in these meetings • Document all the issues from the community • Support in development plan, village development plan or social development plan • Mobilize and support with community awareness • Maintain records and registers that are to be submitted to CLF

Citizen Committees Orientation for CLF Manager

Checklist to be followed by CLF		
Pre-training/meeting	During the session	Post training/meeting
<ul style="list-style-type: none"> • Verify formation status of ALMSC, SMC, and VHSNC. • Ensure to check whether reconstitution is required • Collect all the guidelines related to ALMSC,VHSNC and SMC 	<ul style="list-style-type: none"> • Actively participate in discussions. • Support community mobilisation activities. • Participate in discussions on School Development Plans (SDP) and Village Health Plans. • Discuss how to raise unresolved issues and how to address them 	<ul style="list-style-type: none"> • Provide guidance for SHG / VO members • Support the newly formed committees in understanding guideline and the roles and responsibilities • Collect all the data related to school drops out , health related issues or social issues and submit to the CLF

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ACTIVITY WISE FACILITATOR GUIDE

QUARTER 5

ACTIVITY 4: CLF orientation on Citizens' Committee

Introduction

This module is designed to orient the Community Level Federation (CLF) on the concept, structure, and function of the Citizens' Committee. It explores the key roles and responsibilities CLF are expected to undertake in these committees. Through interactive group activities, the participants will gain a deeper understanding of the multifaceted responsibilities of the CLF as an apex body. The module also aims to enhance the knowledge of the Citizens' Committee and the importance of Community-Based Organisation (CBO) participation. This orientation will enable CLF to appreciate the value of Citizens' Committees in facilitating effective grassroots governance and public service delivery.

Objectives

The primary objectives of the training are:

- To make the CLF understand the purpose, composition, and functioning of the Citizen committees.
- To review the current initiatives and activities undertaken by respective Citizen committees
- To clarify the specific role of CLF in ensuring the effective functioning of the Citizens' Committee, particularly in monitoring and preparing development plans.

Level	Facilitator	Duration	Participants
Block/CLF level	DRP	3 hours	CLF

Checklist to be followed by the facilitator (DRP)

Pre-training/meeting	During the session	Post training/meeting
<ul style="list-style-type: none"> • Ensure the registration document is prepared • Ensure the IEC materials for the sessions and activities are prepared • Ensure projectors, whiteboard, whiteboard markers are available in the venue before the session starts • Attendance sheet for the session should be prepared • Ensure that the citizens committee are functioning • Ensure that SHG/VO representatives are a part of these committees • Ensure that 50% women participation, inclusion of marginalised households and parents of enrolled children are members of the citizens committee 	<ul style="list-style-type: none"> • Ensure to engage in discussion • Share individual experiences • Participate in discussions on School Development Plans and village plan • Ensure that the meeting minutes are recorded properly. • Encourage interactive discussions, group work, and experience sharing. • Help participants reflect on how ALMSC, SMC, and VHSNC function in their own villages. 	<ul style="list-style-type: none"> • Monitor and ensure SHG/VO representatives attend committee meetings regularly. • Ensure that Anganwadi nutrition & growth monitoring is being done • School attendance & mid-day meals are being monitored also Health services for the community • Ensure SHG voices are included in planning. • Coordinate with PRI, School teachers, Frontline workers • Maintain records to be shared with CLF

CLF orientation on Citizens' committee

Checklist to be followed by the CBO (CLF)

Pre-training/meeting	During the session	Post training/meeting
<ul style="list-style-type: none">• Ensure to meet with PRI members and frontline workers• Ensure to explain the importance of these citizens committee	<ul style="list-style-type: none">• Ensure that women speak freely, voices from the marginalised are heard• Help participants identify gaps and clarify them	<ul style="list-style-type: none">• Support new elected committee members• Monitor that representation norms are followed• Ensure plans are realistic

CHAPTER 5

ACTIVITY WISE FACILITATOR GUIDE

QUARTER 5

ACTIVITY 5: CBO Orientation on Anganwadi Level Monitoring and Support Committee (ALMSC)

Introduction

This module is designed to orient the Community Level Federation (CLF) on the concept, structure, and function of Anganwadi Level Monitoring and Support Committee. It explores the key roles and responsibilities CLF are expected to undertake in these committees. Through interactive group activities, the participants will gain a deeper understanding of the multifaceted responsibilities of the CLF as an apex body. The module also aims to enhance the knowledge on ALMSC and the importance of Community-Based Organisation (CBO) participation. This orientation will enable CLF to appreciate the ALMSC in facilitating effective grassroots governance and public service delivery.

Objectives

- To understand the purpose, composition, and functioning of the ALMSC.
- To review the current initiatives and activities undertaken by ALMSC
- To clarify the specific role of CLF in ensuring the effective functioning of the ALMSC

Level	Facilitator	Duration	Participants
CLF level	LRP	5 hours	CBO members

Checklist to be followed by the facilitator (DRP)

Pre-training/meeting	During the session	Post training/meeting
<ul style="list-style-type: none"> • Ensure the registration document is prepared • Ensure the IEC materials for the sessions and activities are prepared • Ensure projectors, whiteboard, whiteboard markers are available in the venue before the session starts • Attendance sheet for the session should be prepared • Ensure that the citizens committee are functioning • Ensure that SHG/VO representatives are a part of these committees • Ensure that 50% women participation, inclusion of marginalised households and parents of enrolled children are members of the citizens committee 	<ul style="list-style-type: none"> • Ensure to engage in discussion • Share individual experiences • Participate in discussions on School Development Plans and village plan • Ensure that the meeting minutes are recorded properly. • Encourage interactive discussions, group work, and experience sharing. • Help participants reflect on how ALMSC, SMC, and VHSNC function in their own villages. 	<ul style="list-style-type: none"> • Monitor and ensure SHG/VO representatives attend committee meetings regularly. • Ensure that Anganwadi nutrition & growth monitoring is being done • School attendance & mid-day meals are being monitored also Health services for the community • Ensure SHG voices are included in planning. • Coordinate with PRI, School teachers, Frontline workers • Maintain records to be shared with CLF

Checklist to be followed by the CBO (CLF)

Pre-training/meeting	During the session	Post training/meeting
<ul style="list-style-type: none"> • Coordinate with SHG members • Ensure participation of mothers of anganwadi children, pregnant women, and community representatives. • Ensure to mobilise marginalised households. 	<ul style="list-style-type: none"> • Actively participate during the session • Clear understanding on the roles of CBOs in ALMSC. • Participate in the nomination and constitution of the ALMSC. • Identify and discuss issues from VPRP related to anganwadi center . 	<ul style="list-style-type: none"> • Ensure visits to anganwadi centers • Ensure to submit reports to CLF/Blocks • Coordinate with Panchayat, Health workers (ASHA/ANM) for addressing gaps • Ensure to follow up with departments. • Encourage parents and community members to take responsibility for maintaining and supporting the anganwadi center.

CHAPTER 5

ACTIVITY WISE FACILITATOR GUIDE

QUARTER 5

ACTIVITY 6: CBO orientation on Village Health Sanitation and Nutrition Committee (VHSNC)

Introduction

The Village Health, Sanitation, and Nutrition Committee (VHSNC) is a key component of the National Health Mission (NHM). It was established to address health-related issues and their underlying socio-economic determinants at the village level. Under NHM, VHSNCs are envisioned as vital instruments for local-level community action, supporting decentralised health planning and fostering grassroots engagement.

Objectives

- To build a clear understanding among stakeholders about the concept, structure, and role of VHSNC.
- To highlight the importance of VHSNCs in improving health, sanitation, and nutrition outcomes at the village level and in strengthening community participation in local health governance.
- To facilitate the formation of the VHSNC by guiding the nomination of members, particularly from the Self-Help Group (SHG) federations and other relevant community platforms.

Level	Facilitator	Duration	Participants
CLF level	LRP	5 hours	CBO members

Checklist to be followed by the facilitator (LRP)

Pre-training/meeting	During the session	Post training/meeting
<ul style="list-style-type: none"> • Ensure the registration document is prepared • Ensure the IEC materials for the sessions and activities are prepared • Ensure projectors, whiteboard, Whiteboard markers are available in the venue before the session starts • Attendance sheet for the session should be prepared • Ensure that during the orientation on VHSNC the structure, roles and responsibilities are being covered • Ensure inclusion of women, SC/ST, marginalised community representatives are also present. • Coordinate with ASHA and ANM before the meeting. 	<ul style="list-style-type: none"> • Promote awareness on hygiene, breastfeeding, nutrition and sanitation. • Ensure community voices are heard in decision-making. • Actively participate during the session • Clear understanding on the roles of CBOs in VHSNC . • Identify and discuss issues from VPRP related to health and hygiene. 	<ul style="list-style-type: none"> • Ensure monthly VHSNC meetings are conducted. • Ensure that health camps, cleanliness drives and nutrition support is being implemented • Ensure that issues related to health from SHM meetings are being included • Ensure that the children are being monitored for their growth and immunity • Support the ASHAA and ANM • Coordinate with health, ICDS, education department for better convergence • Support awareness campaigns and home visits if required.

Checklist to be followed by the CLF		
Pre-training/meeting	During the session	Post training/meeting
<ul style="list-style-type: none"> • Ensure that VHSNC exist • Support the community in nominating and reconstruction of this committee • Ensure 50% women representation • Ensure to coordinate with AHSA and ANM • Ensure participation of SHG representatives Pregnant women and Frontline workers • Mobilise community participation 	<ul style="list-style-type: none"> • Ensure the minutes has been recorded • Actively participate in discussions • Get a clear understanding on the roles of CBOs in VHSNC. • Understand why CLF/VO participation matters related to health, nutrition and hygiene. • Identify and discuss issues from VPRP related to health and sanitation. 	<ul style="list-style-type: none"> • Provide updates to the blocks • Ensure to clarify roles and responsibilities • Ensure to visit Anganwadi centres and Sub-centres to see the functioning • Ensure to follow up on the responsibilities assigned • Follow up on unsolved issues with GP and blocks

COMMON CHECKLIST- QUARTER 5

This is the common checklist for the quarter 5 activities which can be later filled after the activities have taken place

S.No	Activity	Tasks	Completion status(Yes/No)	Remarks
1	DRP ToT on Citizens' committee	Review the previous quarter activities		
		Sessions are conducted as per timeline with active participation from all		
		Finalise date, time, venue, and inform participants in advance		
		Follow up on DRP/BRP action plans and ensure committee meetings are conducted		
		Preparation of modules and prepare required materials before the session		
2	LRP ToT on Citizens Committee	ToT and training programmes are communicated to all concerned stakeholders in a timely manner		
		Ensure to follow up on the implementation of quarterly action plans and the formation of Citizens Committees		
		Monitor overall progress and extend necessary guidance and support to LRPs		

COMMON CHECKLIST- QUARTER 5

		Provide clear guidance on the roles and responsibilities of ALMSC, VHSNC, SMC, and CLF/VO		
3	Citizen Committees Orientation for CLF Manager	Ensure to verify committee formation or reconstitution status		
		Ensure participation of SHG/VO representatives		
		Facilitate sessions and encourage active discussions		
		Support development plans and community awareness		
		Follow up on issues and committee functioning		
		Maintain records and report to the CLF		
4	Citizen Committees Orientation for CLF	Ensure Citizens Committees (ALMSC, VHSNC, SMC) are formed and functioning.		
		Ensure representation of SHG/VO members, women, and marginalised groups		

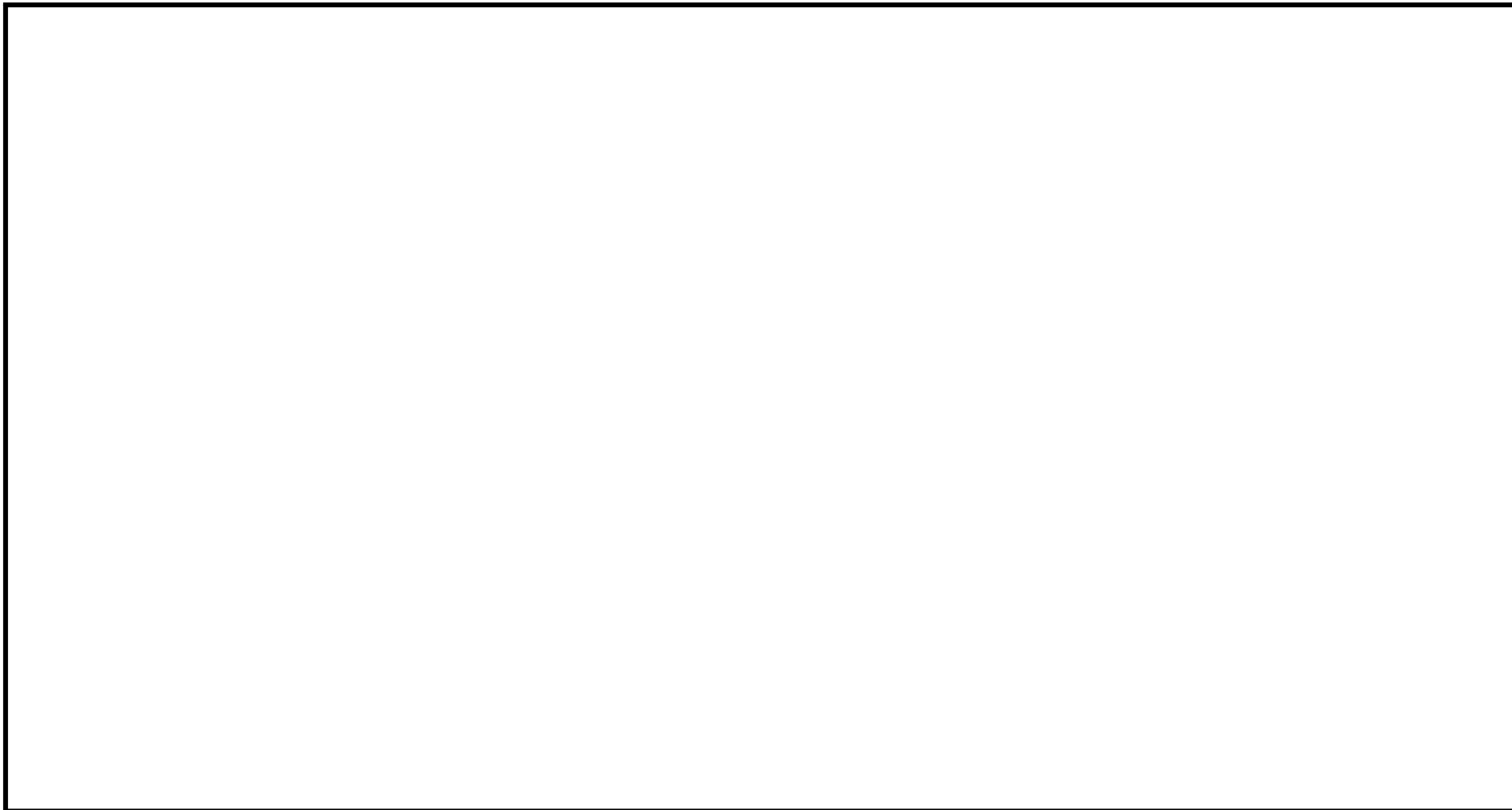
COMMON CHECKLIST- QUARTER 5

		Ensure to coordinate with PRI members and frontline workers		
		Support committee members and follow up on action points		
		Ensure to share updates and records with the CLF		
5	CBO orientation on Anganwadi Level Monitoring and Support Committee (ALMSCs)	Review ALMSC guidelines and finalise date, time, and venue		
		Ensure to conduct sessions as per objectives and ensure equal participation		
		Support formation and functioning of the ALMSC		
		Discuss and address the Anganwadi-related issues		
		Monitor Anganwadi services and coordinate with frontline worker		
		Ensure to follow up on issues and submit updates to CLF/Block		

COMMON CHECKLIST- QUARTER 5

6	CBO Orientation on Village Health Sanitation and Nutrition Committee (VHSNCs)	Ensure VHSNC is formed and functioning with proper representation, including women and marginalised groups		
		Coordinate with ASHA, ANM, and other frontline workers		
		Ensure participation of SHG members and community representatives		
		Cover roles and responsibilities of VHSNC during orientation		
		Support/promote awareness on hygiene, nutrition, and sanitation		
		Ensure to coordinate with relevant departments and follow up on action points		

Facilitator notes:

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CHAPTER 5

ACTIVITY WISE FACILITATOR GUIDE

QUARTER 6

ACTIVITY 1: CBO orientation on SMC

Introduction

CBO orientation on SMC aims to build the understanding and capacity of SHGs, VOs, and CLFs to actively participate in and strengthen the functioning of School Management Committees at the village level. The orientation helps CBO members understand the roles, responsibilities, and legal mandate of SMC under the RTE Act, and how community institutions can support school development, monitoring, and accountability. CBO members will learn how different issues on education, health, nutrition etc of poor households can be taken to platforms like SMC for action

Objectives

- Build CBO leaders' understanding of their role in engaging with SMC for improving access to basic services.
- Enable CBO to use VPRP effectively as a tool for convergence and identify community needs and link them with Gram Sabha, GPDP, and committee-level actions.

Level	Facilitator	Duration	Participants
CLF / VO	DRP/LRP	6 hours	All CLF/VO members

Checklist to be followed by the facilitator (DRP/LRP)

Pre-training/meeting	During the session	Post training/meeting
<ul style="list-style-type: none"> • Ensure the registration document is prepared • Attendance sheet for the session should be prepared • Ensure the IEC materials for the sessions and activities are prepared • Ensure projectors, whiteboard, whiteboard markers are available in the venue before the session starts • Get ready with content like understanding of SMC roles, structure and legal mandate (RTE Act) • Build a thorough understanding on functioning of SMC and its importance (refer guidelines, RTE). • Refer to the Citizens Committees guidelines for preparation. • Prior briefing of the content/sessions– DRP to DMMU, BRP to BMMU and LRP to CLF 	<ul style="list-style-type: none"> • Sessions are conducted in simple, easy to understand. • Build clear understanding on SMC to CBOs. • After each session pick up a few participants and ask them to summarize the session. • Demonstrate the process such as conduct mock exercises and role plays on how CBO members should speak in SMC meetings. • Help CLF/VO to identify issues from VPRP related to school, education. • Explain how these issues can be raised in SMC meetings. • Demonstrate the process of raising issues through role play. 	<ul style="list-style-type: none"> • Accompany LRPs to 1–2 VOs and demonstrate orientation on SMC. • DRP will observe LRPs’ facilitation to VO and provide inputs. • Preparation for SMC constitution. • Discuss with CLF/VO about candidature nomination, their leadership skills and capabilities. • Prepare the CLF/VO leaders how to speak, what to speak during the SMC formation/training/meeting. • Be updated of the meetings and decisions taken in SMC meetings. • Compile the decisions taken in SMC meetings and discuss them in CBO meetings.

CBO orientation on SMC

Checklist to be followed by the CLF		
Pre-training/meeting	During the session	Post training/meeting
<ul style="list-style-type: none"> • Get the SMC guideline in prior and develop basic understanding on SMC. • Create awareness among members about SMC orientation and the schedule. • Finalize participants from CLF/VO. 	<ul style="list-style-type: none"> • Get a clear understanding on the roles of CBOs in SMC. • Understand why CLF/VO participation matters in education, health, nutrition, entitlements. • Identify and discuss issues from VPRP related to school, education. 	<ul style="list-style-type: none"> • Prepare for SMC constitution/formation. • Discuss in CBO meetings about the right candidate for SMC. • Inform all CBO members regarding the schedule for formation of SMC. • Capable candidates among CBO leaders are informed for participation. • Build mutual trust and clarity of roles CLF/VO, PRI and SMC.

CHAPTER 5

ACTIVITY WISE FACILITATOR GUIDE

QUARTER 6

ACTIVITY 2: Stakeholders workshop on Citizens' committees (ALMSC, VHSNC & SMC)

Introduction

The stakeholder workshop on Citizens Committees is a collaborative platform that brings together PRI members, CBO leaders, frontline workers, line departments and community representatives to strengthen community-led governance and service delivery. The workshop focuses on enhancing the effectiveness of ALMSC (Anganwadi Level Monitoring & Support Committee), Village Health Sanitation and Nutrition Committee (VHSNC), and School Management Committee (SMC) as key citizen forums for monitoring education, health, and nutrition services at the grassroots level.

The workshop aims to clarify roles and responsibilities, promote convergence among institutions, and build a shared action plan to ensure accountability, transparency, and improved outcomes for children and communities.

This workshop will be conducted at State, District and Block level with education, WCD, ICDS and health departments.

Objectives

- To strengthen understanding of the functions, roles and mandates of Citizens Committees (ALMSC, VHSNC and SMC) for effective grassroots governance.
- To promote convergence & coordination among PRIs, CBOs, frontline workers, and citizen committees and line departments to improve education, health, and nutrition services.
- To facilitate preparation of joint follow-up plans for regular meetings, monitoring, and community accountability.

Level	Facilitator	Duration	Participants
State, District & Block	SMMU, DMMU and BMMU	1 day	Line departments, frontline workers, PRI members, CBO leaders, cadres and community representatives

**Stakeholders workshop on Citizens' committees
(ALMSC, VHSNC & SMC)**

Checklist to be followed by the facilitator (SPM,DPM&BPM)

Pre-training/meeting	During the session	Post training/meeting
<ul style="list-style-type: none"> • Ensure the registration document is prepared • Ensure projectors, whiteboard, whiteboard markers are available in the venue before the session starts • Attendance sheet for the session should be prepared • Contextualize and prepare guidelines on citizens committees based on the state's context. • Guidelines on citizens committees are approved in advance. • Prepare for a stakeholder workshop – like prepare concept notes, program schedule and send invitations to departments. • Understand the specific national/state guidelines on citizens committees. • IEC materials are prepared, printed and ready for sharing. 	<ul style="list-style-type: none"> • Facilitate the sessions. • Create proper understanding on functions and mandate of citizens committees at grassroots level. • Discuss the importance of CBOs role in citizens committees. • Discuss monitoring and follow-up plan. 	<ul style="list-style-type: none"> • Consolidate the discussed monitoring and follow-up plan. • Prepare the meeting minutes (MoM) highlighting key decisions taken and shared across all stakeholders. • Provide support in facilitating orientation on citizens committees at CBO/village level. • Support formation, capacity building & functionality of citizens committees. • Follow-up with education, WCD, ICDS and health departments and fix the solution to issues.

**Stakeholders workshop on Citizens' committees
(ALMSC, VHSNC & SMC)**

Checklist to be followed by CBO (CLF)		
Pre-training/meeting	During the session	Post training/meeting
--	<ul style="list-style-type: none"> Attend and develop a proper understanding on citizens committees 	<ul style="list-style-type: none"> Prepare a schedule on orientation on citizens committees for CBO level. Share the schedule with CLF and VO. Prepare sessions for orientation on citizens committees at CBO level. Complete the orientation at CBO and VO level. List down where formation of citizens committees take place. Make a tentative schedule on formation of citizens committees and finalize during orientation.

CHAPTER 5

ACTIVITY WISE FACILITATOR GUIDE

QUARTER 6

ACTIVITY 3: Formation on SMCs

Introduction

A stakeholder workshop for School Management Committees (SMCs) is conducted to orient key actors—parents, teachers, PRI members, SHG representatives, and education officials on the purpose, roles, and legal provisions of SMCs under the RTE Act. The workshop builds a common understanding of community participation in school governance, child rights, and improvement of school functioning. During the process, eligible members are identified and the SMC is formed through a transparent and participatory approach, ensuring representation of parents, women, and disadvantaged groups.

Objectives

- Build clear understanding among stakeholders on roles, responsibilities, and legal provisions of SMCs for effective school governance.
- Ensure equal participation and representation for formation of SMCs.
- To strengthen community ownership and accountability in school development.

Level	Facilitator	Duration	Participants
Village/GP	DRPs, BRPs, LRPs, SRLM	6 hours	CLF/VO/SHG representatives, PRI members, headmaster & teachers of school, parents, frontline workers, NGO representatives, youth, local leaders.

Formation on SMCs

Checklist to be followed by the facilitator (DPM)		
Pre-training/meeting	During the session	Post training/meeting
<ul style="list-style-type: none"> • Get the approved guidelines on Citizens committee (SMC) • Review State's specific SMC guidelines (RTE Act norms), roles of CBOs in SMCs. • Map current status of SMCs in target blocks (existence, functionality, gaps). • Identify key participants - cadres (DRPs/LRPs), PRI members, Head Teachers, Education Dept., SHG leaders. • Ensure the registration document is prepared • Ensure the IEC materials for the sessions and activities are prepared • Ensure projectors, whiteboard, Whiteboard markers are available in the venue before the session starts • Attendance sheet for the session should be prepared 	<ul style="list-style-type: none"> • Follow the modules and sessions' notes. • Sessions are conducted in simple, easy to understand. • Ensure the approved guidelines are discussed elaborately especially the roles and responsibility of CBOs and SMCs. • Clarify the collaboration approaches between CBOs and SMCs. • The formation process is facilitated. • Equal representation of stakeholders is ensured. • Ensure selection process is followed as per guidelines. 	<ul style="list-style-type: none"> • Support cadres in preparation for the first SMC meeting after formation. • Conduct prior meetings between CLF/VO and PRI on interaction with SMC. • Arrange and attend the initial SMC meeting to support in rapport and trust building. • Ensure the decisions taken in SMC meetings are discussed in the CLF/VO & SAC committee. • Plan for next SMC meeting. • Ensure regular participation of CBOs in SMC meetings. • Train the selected CBO members on preparation of SDP. • Take a follow-up from CBO regarding SMC meetings once conducted. • Compile the decisions taken in SMC meetings to discuss at CBO level.

Formation on SMCs

Checklist to be followed by the CBO (CLF)		
Pre-training/meeting	During the session	Post training/meeting
<ul style="list-style-type: none"> • Ensure prior orientation on SMC at CLF and VO level are completed. • Refresh understanding on role of CBOs in SMC. • Discuss in CLF/VO meeting regarding a capable CBO candidate for representation in SMC. • Inform all CBO members regarding the formation of SMC. • Capable candidates among CBO leaders are informed for participation. 	<ul style="list-style-type: none"> • Have an understanding on the role of CBOs in SMC. • Understand why CLF/VO participation matters in education, health, nutrition, entitlements. • Discuss issues from VPRP related to school, education and discuss how CBO can contribute in solving issues through SMC. 	<ul style="list-style-type: none"> • Discuss with CLF/VO members and identify issues related to school/education & health. • Take up the issue in the SMC meeting and seek solutions to issues. • Participate in SMC meetings regularly. • Discuss with CBO members on important decisions taken in SMC meetings. • Build mutual trust and clarity of roles CLF/VO, PRI and SMC.

CHAPTER 5

ACTIVITY WISE FACILITATOR GUIDE

QUARTER 6

ACTIVITY 4: MGNREGS plan preparation

Introduction

MGNREGS plan preparation at the SHG level is important because SHG members are closely connected to household realities, livelihood needs, and local resource challenges. Their participation ensures that the works proposed under MGNREGS truly reflect community priorities, especially of poor and vulnerable families. SHGs help identify demand for wage employment, suitable asset-creation works, and issues related to water, land, agriculture, and livelihoods. By engaging in the planning process, SHGs strengthen people's participation, promote women's leadership and ensure that MGNREGS works contribute directly to enhancing income, resource management, and long-term village development.

Objectives

- To increase awareness on entitlements, livelihood and PGSRD opportunities under MGNREGS.
- To identify genuine livelihood and wage employment needs of poor and vulnerable households through SHG participation.
- To ensure community-driven selection of works that improve natural resources, agriculture, and local livelihoods.

Level	Facilitator	Duration	Participants
Village/GP	DRPs, BRPs, LRPs, SRLM	6 hours	CLF/VO/SHG representatives, PRI members, representatives from line departments, community members

Formation on MGNREGS plan preparation

Checklist to be followed by the facilitator (DRP)

Pre-training/meeting	During the session	Post training/meeting
<ul style="list-style-type: none"> • Refer state MGNREGS guidelines, permissible works, planning timeline. • Get the CBO-wise orientation schedule and prepare accordingly. • Gather village data on livelihoods, natural resources, and existing assets. • Get the GP wise schedule for MGNREGS plan preparation and Gram Sabha well in advance. 	<ul style="list-style-type: none"> • Conduct PRA exercises like resource mapping (on PGSRD, SDP etc) and help CBOs to map the village issues under MGNREGS. • Involve CBOs/participants in the planning process by allowing them to present their knowledge and views. • Appoint among CBOs to record properly the issues evolved. • Help CBOs to consolidate the plan in booklet form that can be presented and discussed during the Gram Sabha. • Discuss and share the timeline/schedule of GP level MGNREGS plan preparation. • Prepare and share the schedule of plan preparation for CBO level. 	<ul style="list-style-type: none"> • Support CBO in consolidating MGNREGS related demands. • Guide CBO leaders in preparing the MGNREGS demand booklet. • Prepare/train CBO leaders regarding presentation of MGNREGS plan in Gram Sabha. • Provide MGNREGS tracking tools for recording. • Support in making follow plan with CBOs • Follow-up GP regarding integration status of MGNREGS demands. • Conduct meeting between CBO and PRI regarding follow-up of progress of MGNREGS demands submitted.

Checklist to be followed by the CBO (CLF)

Pre-training/meeting	During the session	Post training/meeting
<ul style="list-style-type: none"> • Have a basic understanding of MGNREGS guideline, permissible works. • Get the GP-wise MGNREGS plan preparation schedule/timeline. • Discussion with CBO members in advance about MGNREGS demands. • Ensure that the final booklet is ready for presentation during Gram Sabha. • Plan mobilization strategy with CBOs members (house visit, poster, rally etc) for ensuring community participation. • Organize consultation meeting between PRI & CBO • Ensure that VO leaders brief and discuss the MGNREGS booklet with PRI before final presentation. 	<ul style="list-style-type: none"> • Involve in PRA exercise like resource mapping (on PGSRD, SDP etc) • Involve actively in the MGNREGS planning process. • Ensure all household/village demands are mapped under MGNREGS. 	<ul style="list-style-type: none"> • CBO leaders will present their demands in the Gram Sabha. • Submit the final MGNREGS plan booklet in Gram Sabha. • Constantly follow-up PRI regarding progress of the MGNREGS demands submitted. • Monitor the MGNREGS works. • Discuss constantly in CBO meetings related to MGNREGS works and progress.

CHAPTER 5

ACTIVITY WISE FACILITATOR GUIDE

QUARTER 6

ACTIVITY 5: Revisiting VPRP

Introduction

Revisiting the VPRP is a periodic process to review, update, and realign the village development priorities identified by the community through SHGs and CBOs. It helps capture newly emerged needs, include left-out vulnerable households, and assess the status of demands placed earlier with Gram Panchayat and line departments. This process strengthens PRI-CBO convergence by ensuring that community voices remain current, realistic, and actionable.

Objectives

- To update and validate current needs and priorities of vulnerable households and the village based on present realities.
- To strengthen convergence and action by aligning revised community demands with Gram Panchayat plans and government schemes.

Level	Facilitator	Duration	Participants
Village/GP	DRPs, BRPs, LRPs, SRLM	1 day	CLF/VO/SHG representatives, PRI members, representatives from line departments, community members, representatives from various established committees.

Revisiting VPRP

Checklist to be followed by the facilitator (DRP)

Pre-training/meeting	During the session	Post training/meeting
<ul style="list-style-type: none"> • Ensure the registration document is prepared • Attendance sheet for the session should be prepared • Review previous VPRP documents, action taken reports, and gaps in implementation. • Understand current village socio-economic changes, new demands, and vulnerable households. • Prepare updated formats, PRA tools, and checklists for data validation and inclusion. • Collect latest scheme guidelines (MGNREGS, SBM, NRLM, pensions, etc.) for convergence inputs. • Brief CBO on facilitation approach, probing questions, and documentation process. 	<ul style="list-style-type: none"> • Guide CBO in mapping of VPRP demands to GPDP, MGNREGS, and departmental schemes. • Demonstrate CBO in reviewing the previous VPRP documents. • Share the VPRP status, achievements and pending. • Encourage SHG/VO members to be actively involved in revisiting the VPRP. • Record only updated information and revised priorities, keeping the VPRP simple and actionable. • Ensure updates are based on discussions in SHG/VO meetings and actual needs and not assumptions. 	<ul style="list-style-type: none"> • Make actionable convergence plans with CBOs. • Check inclusion of left-out and vulnerable households. • Ensure VPRP formats are properly updated, consolidated at VO/CLF level, and ready for submission. • Ensure that the revisited VPRP plans are ready for presentation during Gram Sabha. • Prepare CBOs for presentation of updated demands in Gram Sabha. • Arrange and support CBOs for a convergence camp. • Liaison with PRI and line department for convergence camp. • Monitor and follow-up on VPRP tracking register at CBO level. • Prepare reports and case studies related to VPRP progress and submit them to CLF and Nodal Persons.

Revisiting VPRP

Checklist to be followed by the CBO		
Pre-training/meeting	During the session	Post training/meeting
<ul style="list-style-type: none"> • Review previous VPRP documents, action taken reports, and gaps in implementation. • Plan strategy to ensure participation of CBOs, PRI members, and frontline workers. • Identify left-out households and prioritize categories for inclusion. • Check convergence status like what demands were addressed? What is pending? • Mobilization and publicity through rally, procession, street play etc. for revisiting VPRP. 	<ul style="list-style-type: none"> • Involve in PRA exercise like resource mapping (on PGSRD, SDP etc) • Involve actively in revisiting the VPRP process. • Based on pending demands, revisit the VPRP through a planning process. • Record and update the VPRP. 	<ul style="list-style-type: none"> • Preparation and submission of updated VPRP demands in Gram Sabha. • Plan and organize a convergence camp. • Follow-up and track VPRP demand. • Maintain and document VPRP achievements at CBO level. • Submits VPRP progress and achievements to CLF/Cadres. • Constantly discuss with CLF/VO members on VPRP and follow-up in GPCC meetings.

CHAPTER 5

ACTIVITY WISE FACILITATOR GUIDE

QUARTER 6

ACTIVITY 6: 'WALKING DOWN THE LANE'- A community workshop

Introduction

A participatory reflection workshop conducted at the end of the programme to review the journey, capture learnings, and ensure sustainability of PRI-CBO convergence efforts. The exit workshop is a transition from facilitator-led to community-led convergence and follow-up.

Key Processes

- To review the timeline of activities and milestones achieved.
- To share success stories and challenges faced.
- To review the status of convergence platforms, citizen committees and VPRP.
- To assign responsibility to concerned CLF/BMMU/DMMU.

Objectives

- Reflect on progress made in VPRP, committee participation, and convergence with PRI/departments.
- Recognize roles of SHGs, VOs, PRI members, and cadres in strengthening local governance.
- Identify practices that should continue after programme exit

Level	Facilitator	Duration	Participants
Village/GP	Cadres/SRLM along with CLF	1 day	CLF/VO/SHG members, PRI members, representatives from line departments, community members, representatives from various established committees.

Checklist to be followed by the facilitator (SRLM/CLF)

Pre-training/meeting	During the session	Post training/meeting
<ul style="list-style-type: none"> • Ensure the registration document is prepared • Ensure projectors, whiteboard, Whiteboard markers are available in the venue before the session starts • Attendance sheet for the session should be prepared • Compile key achievements, meeting registers, convergence records, committee minutes, case stories, good practices. • Prepare a booklet of the achievements in coordination with DMMU/BMMU and CBOs. • Prepare format to assign responsibilities for unfinished tasks and continuity. • List key achievements from start to exit: Convergence platforms, engagement of citizens committees, VPRP & Gram Sabha participation, scheme linkages. 	<ul style="list-style-type: none"> • Facilitate the workshop and encourage reflection sharing by CBO members and community. • Key milestones achieved and best practices are shared. • Compile agreed actions from the workshop. • Plan for future action. • Handover responsibilities clearly to local leaders as an approach towards ownership and sustainability. • Release and disseminate the booklets with community and stakeholders. 	<ul style="list-style-type: none"> • Encourage SHGs/VOs to independently implement the program without external facilitation. • Provide minimal handholding support and guidance. • Fix a monitoring and review mechanism in CLF/VO meetings. • Support in making exit reports.

<ul style="list-style-type: none"> • Coordinate mobilization and stakeholders' invitation. • Ensure presence of SHG/VO leaders, PRI members, committee members, and community. • Prepare key stakeholders for reflection and process sharing. 	--	--
Checklist to be followed by the CBO (CLF)		
Pre-training/meeting	During the session	Post training/meeting
<ul style="list-style-type: none"> • Help cadres in compiling key achievements by sharing data and information. • Support cadres in finalizing the final achievement booklet. • CBOs make publicity through rally, procession and notices regarding the exit workshop. • Mobilize the community for large participation. • Discuss on shared responsibility among CBO members for preparation and different role play during the workshop. 	<ul style="list-style-type: none"> • Actively participate in the workshop and share experiences. • Discuss the sustainability plan with the community. 	<ul style="list-style-type: none"> • Re-discuss the sustainability plan at CBO levels. • Sustainability plans are shared with community and key stakeholders. • CBOs will conduct the activities independently. • Regular review and follow-up in CBO meetings. • Make an action plan in CBO meetings.

COMMON CHECKLIST- QUARTER 6

This is the common checklist for the quarter 6 activities which can be later filled after the activities have taken place

S.No	Activity	Tasks	Completion status(Yes/No)	Remarks
1	CBO orientation on SMC	Ensure the orientations are completed at CBO levels.		
		Ensure full participation of CBOs members.		
		Discussion and Planning for formation of SMC done at CBO level.		
		Reports and details of the orientation submitted		
2	Stakeholders Workshop on Citizens Committees	Workshop conducted at State, District & Block level.		
		Ensure participation of different stakeholders at State, District & Block level in the workshop.		
		Workshop attendance and reports submitted.		
		Action plans prepared and submitted by stakeholders.		

COMMON CHECKLIST- QUARTER 6

3	Formation of SMC	Ensure the completion of formation of SMCs.		
		Ensure participation of CBO members in SMCs.		
		List of SMCs formed and members submitted.		
		Role clarity checklist completed.		
4	MGNREGS plan preparation	Preparation of MGNREGS plans are completed at CBOs level.		
		Ensure CBOs active participation at GPs level preparation of MGNREGS plan.		
		List of MGNREGS demands are prepared and consolidated for submission by CBOs.		
		MGNREGS plans are submitted by CBOs at GP level.		
		MGNREGS plan documented in registers.		

COMMON CHECKLIST- QUARTER 6

5	Revisiting VPRP	Ensure revisiting of VPRP are completed at CBOs level.		
		Ensure active participation of CBO members in revisiting VPRP.		
		Ensure revisiting of VPRP are completed at GP level by CBOs.		
		Ensure participation of PRI members and other stakeholders in revisiting VPRP at GP level.		
		Updated VPRP plans are submitted at GPs by CBOs.		
		Updated the VPRP tracking sheet based on new plans.		
		Left out demands and action points are documented.		
6	Walking down the Lane – A community workshop	Community Workshop conducted at State, District & Block.		
		Community Workshops are conducted at GP level.		

COMMON CHECKLIST- QUARTER 6

		Ensure participants from CBO, PRIs, frontline workers, departments, various committees etc in the workshop.		
		Sustainability plans and shared responsibilities are discussed.		

Facilitator's notes:

CONCLUSION

The PRI-CBO Convergence Programme, as outlined in this Facilitator Guide, represents a structured and sustained effort to strengthen the relationship between Panchayati Raj Institutions and Community-Based Organisations for inclusive local development. Over six quarters, facilitators, cadres, and CBO members have worked together to build capacity, form convergence platforms, strengthen citizens' committees, and ensure that the priorities of vulnerable and marginalized communities are reflected in local planning and governance processes. This guide has provided step-by-step guidance on each of these activities, along with clear checklists, facilitation notes, and quarterly review tools to support field-level implementation. The activities covered from state-level orientations and cadre development to strengthening convergence platform at each level, MGNREGS planning, and the most importantly integration of VPRP into GDP are interconnected and build upon each other to create a sustainable process of community-led governance at the grassroots level.

It is expected that cadres and CBO members will continue to use this guide as a reference even after the formal programme period concludes. The relationships built between PRIs and CBOs, the convergence platforms established, and the capacities developed among LRPs, BRPs, DRPs, and CBO leaders are intended to be sustained beyond the 18-month project cycle. CBOs and cadres are encouraged to regularly review their roles and responsibilities, maintain documentation, follow up on action points, and continue to support communities in raising their demands through the appropriate platforms. The success of the PRI-CBO Convergence Programme ultimately depends on the commitment of every facilitator and community institution to keep the process moving forward with consistency, accountability, and a genuine focus on community well-being.