



Department of Drinking Water and Sanitation, Ministry of Jal Shakti  
Government of India

## Facilitator Guide



Training of Gram Panchayat Sarpanch and Panchayat Secretaries

On

*Sujal and Swachh Gaon*



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## Chapter

# 1

## About the Facilitator Guide

### Introduction

The Government of India has launched a capacity strengthening initiative to ensure sustenance of open defecation free status and taking up ODF + agenda along with improved access to safe and secure water supply through Jal Jeevan Mission (JJM) Programme. Success of these initiatives is directly linked to motivated and capacitated GP level functionaries mainly Sarpanch, village secretaries and Swachhagrahis. It is critical to strengthen capacities of the village functionaries regarding their role in ODF+ and JJM, activities for achieving desired results and relevant subject knowledge.

In order to reach out to around two and half lack GPs in the country; a large pool of field trainers is required. The DDWS proposes to create a pool of competent human resources to cater to the capacity building needs of GPs in a cascading mode. As a part of this initiative, 4 Field Trainers (FTs) will be identified from each district to be trained through five-day Trainings of Trainers (ToTs). These FTs will further train Sarpanchs, village secretaries and Swachhagrahis through 3 day trainings.

### Target Users

This guide is a training resource which will be used by field trainers who will be experienced trainers /facilitators with proven knowledge and skills in delivering trainings. Field Trainers will be key functionaries responsible for direct training to Sarpanchs and Panchayat Secretaries.

### Purpose of the Guide

The main purpose of this facilitator guide is to assist the trainers in designing and facilitating the 3 day Sarpanch trainings. This document provides guidance on objectives, methodology for facilitation, key learning points, process for session delivery and reference material for each session of the training programme to help the field trainers in planning, delivery and evaluation of the training.

## Contents of the Guide

This guide book firstly provides brief information about the training which includes objective of the training program, targeted participants, and major topics covered in the training program. The training outline and training schedule is presented in the subsequent sections, followed by detailed session plans which include-

- Session objectives
- Session duration
- Facilitation methodology
- Training aids to be used
- Key learning points
- Reference material
- IEC Material
- Process for session delivery

Other supportive documents i.e. pre and post evaluation questionnaire, formats for evaluation of training program, template for registration and attendance and the list of training material and aids required for training program are also provided in this facilitator's guide.

## Training Methodology

The contents of this guide will be delivered using a range of participatory and interactive training methodologies listed below-

- Lecture
- Large group discussions (in plenary)
- Small group work and discussions
- Audio visual clips
- Questioning techniques
- Experience sharing
- Brainstorming
- Role play
- Field visit
- Demonstrations
- Simulation
- Practice by doing/Assignment/Exercise

## Chapter

## 2

## Brief about the Training

This chapter assists the user in understanding objective of the training program, targeted participants, and major topics covered in the training program.

Sr No.	Component	Details
1.	<b>Subject</b>	Training of Gram Panchayat Sarpanch and Panchayat Secretaries on Sujal and Swachh Gaon
2.	<b>Training Objective</b>	<ul style="list-style-type: none"> <li>• The main objective is to build capacity of Sarpanchs and Panchayat secretaries to plan and implement appropriate strategies for becoming a Sujal and Swachh Gaon.</li> <li>• To motivate Sarpanchs and Panchayat secretaries to take an active leadership role in achieving the above objective.</li> </ul>
3.	<b>Total No. of Participants</b>	45 participants per batch
4.	<b>Participants details</b>	Sarpanchs and Panchayat Secretaries
5.	<b>Duration</b>	3 days (2.5 days classroom session, ½ day field visit)
6.	<b>Major topics covered during the training</b>	<p><b>Class room session –</b></p> <ol style="list-style-type: none"> <li><b>1. Importance of Water and Sanitation Service Delivery</b> – Features, benefits, component of Sujal and Swachh Gaon, key actions, opportunity for Sarpanch to reach everyone in the community with service.</li> <li><b>2. Jal Jeevan Mission (JJM)</b> - Aims, challenges, components, types of schemes, eligibility criteria for GP, funding pattern, role of Gram Panchayats in implementing Mandatory Source Sustainability and Grey Water Management, need for community participation</li> <li><b>3. Sujal Gaon-</b> Source sustainability, operation and maintenance of water supply facilities and water quality monitoring and surveillance.</li> <li><b>4. Swachh Gaon</b> - Safe toilet technologies &amp; common technical aberrations, retrofitting interventions, need to build a community toilet, accessible sanitation for Divyang, operation and maintenance of sanitation facilities, mobilization of GPDP fund for ODF Plus, solid waste management, grey water management, faecal sludge management.</li> <li><b>5. Resource Envelope for Water &amp; Sanitation facilities –</b> Convergence and Swachh Credit</li> <li><b>6. Information Education and Communication (IEC) for Sujal and Swachh Gaon</b></li> <li><b>7. Introduction and use of Trainee app</b></li> <li><b>8. Community led action planning process for Sujal and Swachh Gaon</b></li> <li><b>9. Action Planning for implementation of activities.</b></li> </ol>

		<p><b>Practical sessions –</b></p> <ul style="list-style-type: none"> <li>• Demonstration of Chlorination</li> <li>• Preparation of action plan for Sujal and Swachh Gaon</li> <li>• Field visit to a best practice on Water &amp; Sanitation</li> <li>• Demonstration of uploading action plan on the app</li> </ul>
7.	<b>Training schedule</b>	Attached in chapter 4
8.	<b>Training material and aids required for the training</b>	Attached in chapter 5

## Chapter

## 3

## Training Outline

This chapter assists the user in understanding the outline of the training

<i>No of sessions</i>	<i>Session Typology</i>
10	Cross Cutting Sessions
05	Drinking water Sessions
03	Sanitation Sessions
03	Field Visit

Session	Day & duration of sessions		Day & duration of sessions		Day & duration of sessions	
	Dur ation	Day – 1	Dur ation	Day - 2	Dur ation	Day – 3
Morning Session	1	45 min	60 min	240 min	240 min	3.1. Topic – Field Visit
		<b>1.1 Topic – Setting Environment</b> <ol style="list-style-type: none"> <li>Inaugural address by block/district level officials/ leaders (Block Pramukh)</li> <li>Activity based introduction by participants (Sharing of one best initiative in water and sanitation by each participant )</li> <li>Sharing objectives &amp; outcomes of workshop</li> </ol>		<b>2.1 Topic–Sustaining Open Defecation free Status</b> <ol style="list-style-type: none"> <li>Understanding safe toilet technologies &amp; common technical aberrations</li> <li>Retrofitting interventions</li> <li>Need to build a community toilet in the GP</li> <li>Accessible sanitation for Divyang</li> <li>How to set up a system for operation &amp; maintenance of toilets - HHs, public places and institutions (cleaning; pit emptying etc.)</li> <li>How best can GPDP funds and other sources used for ODF plus and O&amp;M of toilets</li> <li>Role and responsibility of village level stakeholders in implementation of this program-               <ul style="list-style-type: none"> <li>Listing of stakeholder</li> <li>Role and responsibility</li> </ul> </li> <li>Key messages for sustaining ODF &amp; crucial role of GP/ Sarpanch in ODF- S</li> </ol>		<ol style="list-style-type: none"> <li>Visit to good practices in Rural Piped Water Supply Scheme management and ODF Plus (as per local situation)</li> <li>Appreciate role of GP/Sarpanch, features of leadership and identify successes; challenges and solutions</li> </ol>

Session	Day & duration of sessions		Day & duration of sessions		Day & duration of sessions	
	Duration	Day – 1	Duration	Day - 2	Duration	Day – 3
2	60 min	<b>1.2 Topic- Importance of water and sanitation service delivery</b> <ol style="list-style-type: none"> <li>Features of Sujal and Swachh Gaon- photographic presentation</li> <li>Elaboration of Benefits – Health, Economic, Social.</li> <li>Components of Sujal and Swachh Gaon <ul style="list-style-type: none"> <li>Safe and Secure Drinking Water Supply and management (Source strengthening, Water Quality and O &amp; M).</li> <li>ODF Plus (ODF S and SLWM)</li> </ul> </li> <li>Achievements in ODF and gearing up for ODF Plus</li> <li>Specific actions needed on each component (Sujal &amp; Swachh)</li> <li>What is the role of Sarpanch and GP and village level institutional arrangement</li> <li>Opportunity for Sarpanch to reach everyone in the community with service</li> </ol>	75 min	<b>2.2 Topic Status and Operational Plan for Solid Liquid Waste Management</b> <ol style="list-style-type: none"> <li>Brain storming on current situation and issues of SLWM</li> <li>Listing of component of solid and liquid waste management</li> <li>Solid waste management <ul style="list-style-type: none"> <li>Biodegradable waste management – GOBARDHAN and community composting</li> <li>Non-biodegradable waste management including Plastic &amp; Menstrual waste</li> <li>Steps for biodegradable and non-biodegradable waste management</li> </ul> </li> <li>Summarize <ul style="list-style-type: none"> <li>What preparations needs to be done to kick start the program?</li> </ul> </li> <li>Key messages &amp; crucial role of GP/ Sarpanch in solid waste management</li> <li>Case studies of business models for organic and inorganic waste management</li> </ol>		Field visit continued



Session	Day & duration of sessions		Day & duration of sessions		Day & duration of sessions	
	Duration	Day – 1	Duration	Day - 2	Duration	Day – 3
3	60 min	<b>1.3 Topic – Jal Jeevan Mission (JJM) -</b> a. An overview of JJM b. Current Challenges c. Key components d. Types of schemes e. Eligibility criteria for GP f. Role of Gram Panchayats in implementing Mandatory Source Sustainability and Grey Water Management components g. Need for community participation	60 min	<b>2.3 Topic – Grey Water Management &amp; Faecal Sludge Management</b> a. Grey Water Management <ul style="list-style-type: none"> <li>• Concept, challenges, need of grey water management</li> <li>• Technology and steps for grey water management</li> <li>• Use of grey water for irrigation and increasing ground water table link with source sustainability session</li> </ul> b. Faecal Sludge Management <ul style="list-style-type: none"> <li>• Importance of faecal sludge management</li> <li>• Legal provisions for faecal sludge management</li> <li>• Technology for emptying, transportation and treatment of faecal sludge</li> </ul> c. Steps to be taken for faecal sludge management d. O&M of grey water management and FSM facilities e. Key messages and crucial role of GP/ Sarpanch in management of grey water and faecal sludge. f. Case studies of business models for grey		Field visit continued

	Day & duration of sessions		Day & duration of sessions		Day & duration of sessions	
	Ses sion n	Dur atio n	Dura tion	Day - 2	Dura tion	Day – 3
Afternoon session	4	45 min	45 min.	<p><b>2.4 Topic -Resource Envelope for Water &amp; Sanitation facilities</b></p> <ul style="list-style-type: none"> <li>a. Brainstorming and listing of activities and funding resources available for water and sanitation interventions at village level</li> <li>b. Summery table of funding resources for water and sanitation interventions – MGNREGA, SBSV, CSR, community contribution etc.</li> <li>c. Actions for prioritization of water and sanitation interventions under GPDP with example</li> <li>d. Swachh Credit – Concept, activities and key provisions</li> <li>e. Encourage community contribution for ownership</li> <li>f. Case Study – Convergence, Water.org (Maharashtra project)</li> </ul>	45 min	<p><b>3.2 Topic - Sharing of learnings of the field visit</b></p> <p>Preparation and presentation on key learnings from the field visit</p>

Session	Day & duration of sessions		Day & duration of sessions		Day & duration of sessions	
	Duration	Day – 1	Duration	Day - 2	Duration	Day – 3
5	60 min	<p><b>1.5 Topic- Sustainability of the ground water sources by using various methods of rainwater harvesting</b></p> <p>a. Source Sustainability interventions – conventional and non-conventional techniques,</p> <p>b. Source Augmentation interventions – Bore well recharge &amp; Roof Top Rain Water Harvesting - How to cover all Schools, Gram Panchayats and public buildings in the GP with RWH</p> <p>c. Potential of using grey water for recharging</p> <p>d. Community mobilization and contribution/<i>Shramdaan</i> for water conservation</p> <p>e. My responsibility as a Sarpanch in source sustainability</p>	60 min	<p><b>2.5 Topic- Information Education and Communication (IEC) for Sujal &amp; Swachh Gaon</b></p> <p>a. Importance of IEC in water and sanitation</p> <p>b. Key messages for ODF Plus &amp; water safety and security</p> <p>c. Methods of communication including wall painting 1+4 and its strategic location</p> <p>d. Specific tools for mobilizing families to take HH connection</p> <p>e. Planning for IEC activities at GP level (including funding for IEC activities)</p> <p>f. Identifying, engaging and training communicators</p> <p>g. Roles &amp; responsibilities of GP level stakeholders</p>	45 min	<p><b>3.3 Topic – Community led action planning process for Sujal &amp; Swachh Gaon</b></p> <p>a. Need and importance of village level planning process</p> <p>b. Activities to be completed by GP before and during planning process</p> <p>c. Process and formats</p> <p>d. Key actions for roll out</p>

Session	Day & duration of sessions		Day & duration of sessions		Day & duration of sessions	
	Duration	Day – 1	Duration	Day - 2	Duration	Day – 3
6	60 min	<b>1.6 Topic – Operation and maintenance of Water Supply scheme</b> <ol style="list-style-type: none"> <li>How to Technically manage the PWS scheme <ul style="list-style-type: none"> <li>Daily operations</li> <li>Minor repairing</li> <li>Preventive and Breakdown maintenance</li> </ul> </li> <li>How to make the PWS scheme financially sustainable? <ul style="list-style-type: none"> <li>Calculate O&amp;M budget</li> <li>Identify all financial sources and total money available</li> <li>Water User Charges calculations</li> <li>Water user charges collection mechanism</li> </ul> </li> <li>Institutional Management – <ul style="list-style-type: none"> <li>Models of O&amp;M – GP/contractor/SHGs etc.</li> <li>Hiring water operator/s</li> <li>Capacity building of operator</li> <li>Household awareness/ IEC</li> <li>Setting up grievance redressal system</li> <li>Record keeping and auditing</li> </ul> </li> <li>Key messages for efficient O&amp;M and crucial role of GP/ Sarpanch</li> </ol>	45 min	<b>2.6 Topic - App introduction</b> <ol style="list-style-type: none"> <li>Introduction and use of Trainee app</li> <li>Downloading the app on individual phones of participants</li> <li>Finalization and entry of data of GPs in the app for each GP</li> </ol>	45 min	<b>3.4 Topic- Action Planning and presentations</b> <ol style="list-style-type: none"> <li>Action plan preparation by each village</li> <li>Demo of Uploading of action plan on app.</li> </ol>

Session	Day & duration of sessions		Day & duration of sessions		Day & duration of sessions	
	Duration	Day – 1	Duration	Day - 2	Duration	Day – 3
7	60 min	<b>1.7 Topic – Essentials of Water Quality Monitoring and Surveillance</b>  <b>WQ Assessment:</b> a. Understand WQ issues and importance of safe water supply in your village b. How to conduct Sanitary survey c. Mandatory & routine tests using FTK d. Introduction to priority parameters of chemical contamination - Role of GPs and PHED/RWS departments <b>Action: Preventive &amp; Curative</b> e. Preventive measures -How to protect drinking water sources and system from contamination f. Chlorination for safe water along with OT test g. What records will have to be developed /generated and maintained and for how long h. Key messages for WQM and crucial role of GP/Sarpanch in WQM	45 min	<b>2.7 Topic –Planning of the field visit</b> a. Briefing about next day's field visit b. Sharing of checklist for compilation of key learning's and pointers for facilitation of discussion on a. Safe and Secured drinking water supply b. Sustaining ODF c. SLWM c. Group formation and task allocation for thematic areas	30 min	<b>3.5 Topic- Training Evaluation and valediction</b> <ul style="list-style-type: none"> <li>• Participants feedback</li> <li>• Certificate distribution</li> <li>• Valedictory address by one District level Official</li> <li>• Vote of thanks</li> </ul>

## Chapter



## Training Schedule

This chapter assists the user to plan and deliver the training as per time schedule.

Session No.	Time	Session Title
<b>Day 1</b>		
1.1	10.00 am to 10.45 am	Setting Environment
1.2	11.00 am to 12.00 am	Importance of water and sanitation service delivery
1.3	12.00 pm to 01.00 pm	Jal Jeevan Mission (JJM)
1.4	02.00 pm to 02.45 pm	Drinking water availability and demand in the village
1.5	02.45 pm to 03.45 pm	Sustainability of the ground water sources by using various methods of rainwater harvesting
1.6	04.00 pm to 05.00 pm	Operation and maintenance of water supply scheme
1.7	05.00 pm to 06.00 pm	Essentials of Water Quality Monitoring and Surveillance
<b>Day 2</b>		
2.1	09.30 am to 10.30 am	Sustaining Open Defecation free Status
2.2	10.45 am to 12.00 pm	Status and operational plan for solid liquid waste management
2.3	12.00 pm to 01.00 pm	Grey Water Management and Faecal Sludge Management
2.4	02.00 pm to 02.45 pm	Resource envelope for water & sanitation facilities
2.5	02.45 pm to 03.45 pm	Information Education and Communication (IEC) for Sujal and Swachh Gaon
2.6	04.00 pm to 04.45 pm	App introduction
2.7	04.45 pm to 05.30 pm	Planning of the field visit
<b>Day 3</b>		
3.1	09.00 am to 01.00 pm	Field visit to nearby site having good initiatives in water and sanitation
3.2	02.00 pm to 02.45 pm	Sharing of learnings of the field visit
3.3	02.45 pm to 03.30 pm	Community led action planning process for Sujal and Swachh Gaon
3.4	03.45 pm to 04.30 pm	Action planning and presentation
3.5	04.30 pm to 05.00 pm	Training Evaluation and valediction

## Chapter

## 5

## Session Plans

Day - 1

Though this chapter, the trainer will understand session wise topics to be delivered, objective of the session, key learning points and methodology to be adopted for facilitation of every session

### Session 1.1: Setting Environment

<b>Session Objectives</b>	<ul style="list-style-type: none"> <li>To introduce the participants with each other.</li> <li>To create an enabling learning environment for appreciating experiences and expertise within the group</li> <li>To inform participants about objectives of the training</li> <li>To establish ground rules for the training</li> <li>To develop broad understanding about current strategy of Government of India for strengthening of PRIs in the context of Sujal and Swachh Gaon.</li> </ul>
<b>Duration</b>	45 Minutes
<b>Methodology</b>	<ul style="list-style-type: none"> <li>Ice breaking</li> <li>PowerPoint presentation</li> </ul>
<b>Material</b>	<ul style="list-style-type: none"> <li>Training schedule</li> <li>Flip chart paper /white board and marker pen</li> </ul>
<b>Key learning points</b>	<ul style="list-style-type: none"> <li>Activity based introduction helps the participants to understand and respect each other and become familiar with the surroundings.</li> <li>Conducive learning environment is essential for experience and knowledge sharing.</li> <li>Common understanding about ToT objectives among the participants is essential for effective learning experience.</li> </ul>
<b>Reference Material</b>	-

### Facilitator Guidance (Process for session delivery)

Time slot in minute	Process
00-10	Facilitate registration of the participants.
11-25	Facilitate inauguration of the workshop and key note address by block/district officials by focusing on current strategy of Government of India for strengthening of PRIs in the context of Sujal and Swachh Gaon.

26-40	Begin the session informally with a warm welcome to the participants and self-introduction. Ask the participants to introduce themselves and briefly share one best initiative on water and sanitation in their village. Facilitate the ice breaking event. Provide pre training evaluation questionnaire to the participants and request them to fill
41-45	Share the workshop overview by explaining objectives and design of the Training. Wrap up the session by establishing ground rules for the training.

## Session 1.2: Importance of Water and Sanitation Service Delivery

<b>Session Objectives</b>	<ul style="list-style-type: none"> <li>To appreciate the efforts of Sarpanch and Secretary in providing water and sanitation facilities at village level.</li> <li>To describe the concept and components of Sujal and Swachh Gaon for sustainable use of water and sanitation facilities.</li> <li>To explain the social, economic and health benefits of Sujal and Swachh Gaon.</li> <li>To discuss the role of Sarpanch and other village level stakeholders for transforming villages into Sujal and Swachh Gaon</li> </ul>
<b>Duration</b>	60 minutes
<b>Methodology</b>	<ul style="list-style-type: none"> <li>Brainstorming</li> <li>Photographic presentation</li> <li>Group work</li> <li>PowerPoint presentation</li> <li>Audio visual clips</li> </ul>
<b>Training Aids</b>	<ul style="list-style-type: none"> <li>Flipcharts</li> <li>Markers</li> <li>Sketch Pens</li> <li>White Board</li> <li>LCD &amp; Laptop</li> </ul>
<b>Key learning points</b>	<ul style="list-style-type: none"> <li>O&amp;M of water and sanitation facilities is important for sustainable service delivery. Ensuring service delivery is a prime function entrusted to VWSC and GP.</li> <li>Sarpanch has a crucial role in transforming village into Sujal and Swachh Gaon. It is also an opportunity to take these facilities to every household in the village.</li> <li>Sarpanch will have to invest more time on water and sanitation initiatives which will help to save money and lead to improved health.</li> <li>To realize the dream of Sujal and Swachh Gaon, it will be necessary to strengthen and build the leadership capacities of the sarpanch.</li> <li>For transforming villages into Sujal and Swachh Gaon, Sarpanch will need to understand required activities and inculcate required skills through trainings.</li> </ul>
<b>Reference Material</b>	<ul style="list-style-type: none"> <li>Chapter 1 and 2 of the Resource book for Sarpanch</li> <li>Guideline on ODF(S) issued by MDWS on 15<sup>th</sup> December, 2016</li> <li>Training manual on sustainable sanitation developed by MDWS and UNICEF</li> <li>Guideline on ODF verification issued by MDWS on 3<sup>rd</sup> September, 2015</li> <li>Advisory on ODF sustainability issued by Government of India on 20<sup>th</sup> February 2018.</li> </ul>
<b>Reference Materials</b>	<p><b>IEC</b></p> <ul style="list-style-type: none"> <li>Short film 'Darwaza band', part 1&amp;2, MDWS</li> <li>PSAs on Water, MDWS</li> <li>PSA on Water Conservation, MDWS</li> <li>PSA on Demand for VWSC, UNICEF Delhi</li> <li>PSA on water for Sarpanch, UNICEF Delhi</li> </ul>



- Case study of Kasthuni Purab GP, Musafirkhana Block, Amethi District, Uttar Pradesh

## Facilitator Guidance (Process for session delivery)

Time slot in minute	Process
0-20	<ul style="list-style-type: none"> <li>• Begin the session by discussing key points to be covered during the session. Then, divide the participants into 2 groups.</li> <li>• <b>Group 1:</b> Through a photographic presentation, present an example of Sujal and Swachh Gaon that demonstrates good O&amp;M practices and sustainable use of water and sanitation facilities. Then, ask the group members to discuss with regards to the following points. Also ask them to note down the discussion points on a chart paper. <ul style="list-style-type: none"> <li>• What efforts were taken by the village to transform into Sujal and Swachh Gaon?</li> <li>• What role did the Sarpanch play?</li> <li>• What role did other village level stakeholders play?</li> <li>• What were the benefits of transforming the village into Sujal and Swachh Gaon?</li> </ul> </li> <li>• <b>Group 2:</b> Through a photographic presentation, present an example of a village with unsustainable use of water and sanitation facilities and their inefficient O&amp;M. Then, ask the group members to discuss with regards to the following points. Also ask them to note down the discussion points on a chart paper. <ul style="list-style-type: none"> <li>• What are the reasons for unsustainable use of water and sanitation facilities in the village?</li> <li>• Why is there a lack of proper system for O&amp;M of these facilities?</li> <li>• What issues were faced by the village due to lack of proper O&amp;M and unsustainable use of water and sanitation facilities?</li> </ul> </li> </ul>
21-30	<p>Ask both the groups to present the key discussion points. Then, deliberate on the following points in plenary-</p> <ul style="list-style-type: none"> <li>• What efforts have you taken to create water and sanitation facilities in your village and to ensure its sustainable use and O&amp;M?</li> <li>• According to you what should be the key features of Sujal and Swachh Gaon?</li> <li>• What needs to be done to transform your village into Sujal and Swachh Gaon?</li> </ul> <p>Based on the discussions, debrief the participants about key features of Sujal and Swachh Gaon, key role of a Sarpanch in transforming village into Sujal and Swachh Gaon. A short film may be used for highlighting key role of a Sarpanch.</p>
31-40	<p>Elaborate the social, economic and health benefits of Sujal and Swachh Gaon with suitable examples (For example, calculate how much money a family spends on health annually). IEC material/ PSA may be used to stress the social, economic and health benefits of Sujal and Swachh Gaon. Now, explain that most of the diseases are related to water and sanitation.</p>
41-50	<p>Linking to the previous discussion, explain the need of focusing on Sujal and Swachh Gaon. Then, explain concept and components of Sujal and Swachh Gaon. Explain specific actions needed for rolling out each component</p>
51-60	<p>In the end summarize by discussing how the role of a Sarpanch is important for transforming villages into Sujal and Swachh Gaon. Also, discuss the institutional structure at village level and how their participation is necessary in transforming villages into Sujal and Swachh Gaon. Motivational video/s of sarpanchs (champions, awardees) may be shown to further stress the role of a Sarpanch.</p>

## Session 1.3: Jal Jeevan Mission (JJM) -

<b>Session Objectives</b>	<ul style="list-style-type: none"> <li>To describe the key challenges pertaining to water safety and security</li> <li>To inform about Jal Jeevan Mission (JJM)- objectives, components, types of schemes, eligibility criteria, funding patten, etc.</li> <li>To discuss the role of Gram Panchayats in implementing Mandatory Source Sustainability and Grey Water Management components and ensuring community participation</li> </ul>
<b>Duration</b>	60 minutes
<b>Methodology</b>	<ul style="list-style-type: none"> <li>Brainstorming</li> <li>Power Point Presentation</li> <li>Audio visual clip</li> </ul>
<b>Training Aids</b>	<ul style="list-style-type: none"> <li>Flipcharts</li> <li>Markers</li> <li>Sketch Pens</li> <li>White Board</li> <li>LCD &amp;Laptop</li> </ul>
<b>Key learning points</b>	<ul style="list-style-type: none"> <li>Thorough understanding of key challenges is important to ensure sustainable and safe water supply</li> <li>Jal Jeevan Mission (JJM) is an opportunity for the sarpanchs to ensure sustainable and safe water supply through tap connection to every household.</li> <li>Sarpanch has a crucial role to play in in implementing Mandatory Source Sustainability and Grey Water Management components and ensuring community participation.</li> </ul>
<b>Reference Material</b>	<ul style="list-style-type: none"> <li>Chapter 3 of the Resource book for Sarpanch</li> <li>Program guideline</li> </ul>

## Facilitator Guidance (Process for session delivery)

Time slot in minute	Process
0-10	Begin the session by discussing key points to be covered during the session. Then, briefly present the aims and importance of JJM. Show a small clip on Jal Shakti abhiyan.
11-20	Then discuss the status of piped drinking water supply in the villages followed by challenges pertaining to sustainable and safe water at village level. Note down the discussion points on a chart paper and then lead the participants to understand about ways to mitigate these issues for ensuring sustainable and safe water supply in the villages.
21-40	Inform the participants about objectives, components, types of schemes, eligibility criteria, funding pattern etc. of JJM.

41-55	Lead the participants to understand that the programme is a good opportunity for Sarpanch to provide sustainable and safe water to every household. Underline the need for proactive and determined work to ensure availability of required water and sanitation funds. Then explain the role of Gram Panchayats in implementing Mandatory Source Sustainability and Grey Water Management components. Afterwards, discuss on the need for community participation and key areas for community participation.
56-60	Respond to the participants' queries and conclude the session.

## Session 1.4: Drinking Water Availability and Demand in the Village

<b>Session Objectives</b>	<ul style="list-style-type: none"> <li>• To discuss reasons of source failure</li> <li>• To calculate drinking water availability from identified sources in all seasons – preparation of drinking water budget</li> <li>• To discuss key actions for sustainable water supply (Demand and Supply side management)</li> <li>• To describe the role of Sarpanch/ Gram Panchayat in source sustainability</li> </ul>
<b>Duration</b>	45 minutes
<b>Methodology</b>	<ul style="list-style-type: none"> <li>• Brainstorming</li> <li>• Power Point Presentation</li> <li>• Short films, Videos</li> </ul>
<b>Training Aids</b>	<ul style="list-style-type: none"> <li>• Flipcharts</li> <li>• Markers</li> <li>• Sketch Pens</li> <li>• White Board</li> <li>• LCD &amp; Laptop</li> <li>• Power Point presentation</li> <li>• Case study on water budgeting</li> </ul>
<b>Key learning points</b>	<ul style="list-style-type: none"> <li>• Rain is the only source of fresh water and it is finite.</li> <li>• Extraction more than recharge, results in drying of water sources</li> <li>• Water Budget helps to understand the gap between available water and actual demand. This helps to take adequate measures for source sustainability.</li> <li>• Considering availability and use of water, priority should be given to drinking water and minimize use of water for irrigation by choice of appropriate crops.</li> <li>• Use of efficient technology options such as drip and sprinklers can be promoted to optimize use of water for irrigation.</li> </ul>
<b>Reference Material</b>	<ul style="list-style-type: none"> <li>• Chapter 4 of the Resource book for Sarpanch.</li> <li>• Training manual on Village water safety and security developed by UNICEF, Maharashtra.</li> <li>• Active panchayat book II – drinking water in Gram Panchayat by UNICEF Guide on sustainability of drinking water sources for implementers and users</li> </ul>
<b>Reference IEC Materials</b>	<ul style="list-style-type: none"> <li>• Uttarakhand Testimonial (Water), UNICEF Delhi</li> <li>• PSA on 'Kitanu Kaa Safaya' (Water), UNICEF Delhi</li> </ul>

## Facilitator Guidance (Process for session delivery)

Time slot in minute	Process
0-5	<p>Open the session by brainstorming on why sources fail?</p> <p>Facilitator can put forward a situation where water sources have dried up completely and initiate discussion on how it can be addressed. Here screening of small video clip on water scarcity can be very effective.</p> <p>This discussion should explain that rain is the only source of fresh water and it is finite. Take the discussion forward by explaining the importance of hydrogeological conditions for source strengthening</p>
6-10	<p>Discussion on cases where extraction is more than recharge resulting in drying of sources. Here use examples of ATM refusing to dispense cash in the absence of sufficient balance.</p>
11-30	<p>Discuss in plenary a case of typical village and status of drinking water sources</p> <ul style="list-style-type: none"> <li>• Ask participants about the status of drinking water sources in their village. How many sources are available, are they seasonal or perennial? Summarize the discussion with emphasizing on need to understand the availability and demand for planning actions for source sustainability.</li> <li>• Explain the concept of water budget using analogy of household budget preparation and present a sample water budgeting exercise.</li> </ul> <p>Then, discuss briefly about the objectives and interventions under newly launched Jal Shakti Abhiyan and creation of Jalshakti Mantralaya in government of India.</p> <p>Conclude with remark that both supply management (source sustainability) and demand management is required for source sustainability.</p>
31-45	<p>Summarize the discussion by highlighting the importance of water budgeting and source sustainability. Also, underline that Sarpanch and Gram Panchayat has constitutional responsibility of taking care of drinking water in their Gram Panchayat</p>

### Session 1.5: Sustainability of the Ground Water Sources by Using Various Methods of Rainwater Harvesting

<b>Session Objectives</b>	<ul style="list-style-type: none"> <li>• To discuss the methods of source sustainability (Conventional (Traditional) and Unconventional (artificial) measures)</li> <li>• To describe the bore well recharge and roof top rainwater harvesting techniques for source augmentation and how to cover all schools, Gram Panchayats and public buildings in the GP with RWH</li> <li>• To brief the importance of community mobilization for water conservation</li> <li>• To inform about ways of mobilizing resource through various programmes/schemes like MGNREGA, IWMP, etc. &amp; integration with Gram Panchayat Development</li> </ul>
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	Plan(GPDP) <ul style="list-style-type: none"> <li>To elaborate the Sarpanch's roles and responsibilities in source sustainability</li> </ul>
<b>Duration</b>	60 minutes
<b>Methodology</b>	<ul style="list-style-type: none"> <li>Brainstorming</li> <li>Power Point Presentation</li> <li>Audio visual clips</li> </ul>
<b>Training Aids</b>	<ul style="list-style-type: none"> <li>Flipcharts</li> <li>Markers</li> <li>Sketch Pens</li> <li>White Board</li> <li>LCD &amp; Laptop</li> </ul>
<b>Key learning points</b>	<ul style="list-style-type: none"> <li>Conventional (traditional) and unconventional (artificial) methods of recharging help in sustainability of ground water sources.</li> <li>Community action is must for water conservation and <i>Shramdaan</i> can ensure community ownership.</li> <li>Resources through various programmes/schemes like MGNREGA, IWMP, etc. should be tapped &amp; integrated effectively with GPDP for source sustainability.</li> <li>Role of Sarpanch is crucial in mobilising community for strengthening their drinking water sources.</li> </ul>
<b>Reference Material</b>	<ul style="list-style-type: none"> <li>Chapter 5 of the Resource book for Sarpanch.</li> <li>Training manual on Village water safety and security developed by UNICEF, Maharashtra.</li> <li>Convergence for sustainability by MDWS</li> <li>Mobilising technology for sustainability by MDWS</li> <li>Active panchayat book VI – water resource by UNICEF</li> <li>Guide on sustainability of drinking water sources for implementers and users.</li> </ul>
<b>Reference IEC Materials</b>	<ul style="list-style-type: none"> <li>IEC material on Rain water harvesting and Drip Irrigation, MDWS</li> <li>Posters on grey water, UNICEF Delhi &amp; Rajasthan</li> <li>Groundwater Experiences in Maharashtra - Groundwater Surveys and Development Agency (GSDA), Government of Maharashtra</li> </ul>

## Facilitator Guidance (Process for session delivery)

Time slot in minute	Process
0-20	Open the session with discussion on various Conventional methods for source sustainability List the potential methods and discuss in detail.

21- 30	Ask participants how community can be involved in water conservation and take the discussion forward to emphasize the significance of <i>Shramdaan</i> and list down various ways of involving community. Show a clip on community involvement in water conservation activities and underline the importance of mass movement at village level.
31 – 35	List down the unconventional recharge methods (GSDA, Government of Maharashtra) Discuss the methods for source augmentation and show a film on bore well recharge.
36-45	Discuss about roof top rainwater harvesting techniques and methods to cover all schools, Gram Panchayats and public buildings in the GP with RWH.
46-48	Broadly discuss about the use of grey water for groundwater recharge and inform participants that this will be discussed in grey water management session.
49-55	Ask participants to list various schemes that can be leveraged for taking up water conservation measures for source sustainability in the village. Then, brainstorm on the process of accessing funds from various listed schemes. Sharing of a case study where convergence is successfully achieved.
56-60	Discuss the role of Sarpanch in mobilizing community for strengthening their drinking water sources.

## Session 1.6: Operation and Maintenance of Water Supply Scheme

<b>Session Objectives</b>	<ul style="list-style-type: none"> <li>• To describe characteristic features of well-functioning water supply scheme with special reference to <ul style="list-style-type: none"> <li>◦ Technical aspects (Daily operations, timely preventive, regular maintenance and major repairs of technical components)</li> <li>◦ Financial aspects (preparation of budget for operation and maintenance, water tariff calculation and recovery)</li> <li>◦ Institutional aspects (Capacity building, IEC grievance redressal system, maintenance of record and how to face and manage audits.</li> </ul> </li> <li>• To describe the role of Gram Panchayat/ Sarpanch in enhancing community participation for O&amp;M</li> <li>• To discuss the key messages for efficient O&amp;M and crucial role of GP/ Sarpanch</li> </ul>
<b>Duration</b>	60 minutes
<b>Methodology</b>	<ul style="list-style-type: none"> <li>• Brainstorming</li> <li>• Group work</li> <li>• Power Point Presentation</li> </ul>
<b>Training Aids</b>	<ul style="list-style-type: none"> <li>• Flipcharts</li> <li>• Markers</li> <li>• Sketch Pens</li> <li>• White Board</li> <li>• LCD &amp; Laptop</li> <li>• Power Point presentation/ short films/ AV</li> <li>• Photographic case study</li> </ul>
<b>Key learning points</b>	<ul style="list-style-type: none"> <li>• Water supply system should be operated every day as per scheduled time for ensuring adequate water supply to every household.</li> <li>• Regular preventive maintenance is important for ensuring functioning of scheme for full designed life.</li> </ul>

	<ul style="list-style-type: none"> <li>• Minor damages should be identified and immediately repaired by the village water person using tool kit and spares provided by Gram Panchayat.</li> <li>• Preventive measures should be taken to avoid major damage to technical components and for optimal performance of the scheme.</li> <li>• Sarpanch in coordination with District Water Sanitation Mission (DWSM), Gram Panchayat Secretary and Gram Panchayat/VWSC members should calculate O&amp;M budget every year and levy water tariff.</li> <li>• Sarpanch in coordination with Gram Panchayat/VWSC has important role to establish mechanisms for timely collection of water tariff.</li> <li>• The performance of water supply scheme should be discussed in monthly meetings of Gram Panchayat/VWSC to take informed actions regarding O&amp;M, complaint redressal and community mobilization.</li> <li>• Sarpanch and Gram Panchayat/VWSC should monitor that the village water person is operating water supply scheme as per specified timing and is following daily chlorination.</li> <li>• Key messages for efficient O&amp;M may include timely payment of user charges to maintain the scheme, water conservation at HHS level, scheme components, water safety, awareness about the timings of water supply, etc.</li> </ul>
<b>Reference Material</b>	<ul style="list-style-type: none"> <li>• Chapter 6 of the Resource book for Sarpanch</li> <li>• Training manual on Village water safety and security developed by UNICEF, Maharashtra.</li> <li>• Active Panchayat book II – drinking water in Gram Panchayat by UNICEF.</li> </ul>

## Facilitator Guidance (Process for session delivery)

Time slot in minute	Process
0 – 10 min.	<p><b>Brainstorming: Key characteristics of well-functioning water supply scheme</b></p> <p>Begin the session with quick brainstorming on “What are the key characteristics of well-functioning water supply schemes”. With the help of power point presentation, display picture of villages showing well-functioning water supply scheme and dysfunctional water supply scheme. Consolidate key points and explain that operation and maintenance is the key for well-functioning water supply scheme and Gram Panchayat has major role to play in its management.</p>

11– 25	<p><b>Group work: Daily operation and technical maintenance:</b></p> <ul style="list-style-type: none"> <li>• Discuss with the help of PPT, basic elements of technical management of O&amp;M</li> <li>• Divide participants in three groups and explain following group work tasks: <ul style="list-style-type: none"> <li>○ Group 1: Identify tasks and role of Gram Panchayat in managing daily operation</li> <li>○ Group 2: Identify tasks and role of Gram Panchayat in managing preventive &amp; regular maintenance</li> <li>○ Group 3: Identify tasks and role of Gram Panchayat in managing major repairs</li> </ul> </li> <li>• Request groups to make presentations. Appreciate the presentations and after every presentation, discuss key messages of daily operation, preventive maintenance, minor repairs and comprehensive maintenance contract.</li> <li>• Conclude the exercise with a remark “For managing everything of well-functioning water supply scheme requires money and resources”.</li> </ul>
26 – 50	<p><b>Exercise: O&amp;M expenditure and Water tariff calculation:</b></p> <ul style="list-style-type: none"> <li>• Referring to earlier discussion on “For managing everything of well-functioning water supply scheme requires money” involve the participants in the exercise of O&amp;M expenditure calculation for a water supply scheme of 100 households. Please use white board for explaining calculations: <ul style="list-style-type: none"> <li>○ Step 1: Discuss components of operation expenditure</li> <li>○ Step 2: Discuss components of maintenance &amp; repairs expenditure</li> <li>○ Step 3: Discuss the concept and calculation of depreciation cost</li> <li>○ Step 4: Discuss approximate annual amounts for each and explain calculation of O&amp;M expenditure. At the end of step three emphasize on the total amount required to manage water supply scheme.</li> </ul> </li> <li>• Take the discussion forward and ask participants “From where this money will come?” Listen and appreciate participants’ responses and emphasize the need of people’s contribution as “water tariff”. Explain the water tariff calculation. Please follow: <ul style="list-style-type: none"> <li>○ Step 1: Please explain that the expenditure can be met through Gram Panchayat contribution and water tariff from users.</li> <li>○ Step 2: Explain water tariff calculation deducting Gram Panchayat contribution divided by total number of households.</li> </ul> </li> </ul> <p>Conclude the exercise with the key messages - Gram Panchayat can take technical support from junior engineer and coordination with Gram Panchayat/VWSC and Gram Panchayat Secretary for annual budgeting of water supply schemes. Also emphasize on institutional mechanisms for collection of water tariff in timely manner.</p>



51 – 60

**Institutional Arrangements:**

Define the role of Gram Panchayat, VWSC and water person in operation and maintenance of piped water supply scheme.

Discuss how to build the capacity of committee and water person for effective operation, maintenance and repairs of piped water supply scheme and organise various activities for ownership development.

Then discuss about setting up grievance redressal system and how to maintain various records and face & manage audits. Here, few examples from states, other programs may also be shared.

Conclude the discussion with the need for community mobilization and following key messages to be disseminated in the village:

- Every person should take care of his / her water facility
- Pay water tariff in time
- Do not waste precious drinking water

Respond to participants' queries and conclude the session by summarizing key learning points.

## Session 1.7: Essentials of Water Quality Monitoring and Surveillance

<b>Session Objectives</b>	<ul style="list-style-type: none"> <li>• To describe the water quality issues and importance of safe water supply</li> <li>• To discuss the methodology of sanitary survey</li> <li>• To inform about mandatory and routine water testing in block/district laboratories / by using FTK</li> <li>• To discuss priority parameters of chemical contamination</li> <li>• To elaborate preventive and curative measures for safe water supply <ul style="list-style-type: none"> <li>○ Ways to protect drinking water sources and system from contamination</li> <li>○ Daily chlorination process for safe water along with OT test</li> </ul> </li> <li>• To discuss the method and duration of record maintenance</li> <li>• To discuss role of Sarpanch and Grampanchayat in water quality management</li> </ul>
<b>Duration</b>	60 minutes
<b>Methodology</b>	<ul style="list-style-type: none"> <li>• Power Point presentation</li> <li>• Group work</li> <li>• Demonstration</li> </ul>
<b>Training Aids</b>	<ul style="list-style-type: none"> <li>• Flipcharts</li> <li>• Markers</li> <li>• Sketch Pens</li> <li>• White Board</li> <li>• LCD &amp; Laptop</li> <li>• Power Point presentation</li> <li>• 2 buckets, wooden stick, TCL Powder, OT Kit, FTK</li> </ul>
<b>Key learning points</b>	<ol style="list-style-type: none"> <li>a) Water often gets contaminated due to <ul style="list-style-type: none"> <li>○ Percolation of waste water in source</li> <li>○ Chemical contamination of source due to industrial effluents</li> <li>○ Infiltration of polluted water in pipelines</li> <li>○ Inadequate care of storage tank</li> <li>○ Inappropriate or no chlorination</li> <li>○ Inappropriate handling and storage of water at house hold level</li> </ul> </li> <li>b) Protection of source, storage tank and pipelines and daily chlorination are key actions at HH and/ or community level to prevent water contamination</li> <li>c) Daily chlorination is essential for water safety and Gram Panchayat has key role to monitor its appropriate procurement, storage and chlorination</li> <li>d) Community participation is equally important while conducting sanitary survey along with Gram Panchayat /VWSC members</li> <li>e) Gram Panchayat should use FTK for regular water testing and coordinate with block and district authorities to conduct mandatory tests for chemical and bacteriological contamination.</li> <li>f) Grampanchayat has to maintain various records for specified time duration to monitor and ensure regular safe water supply.</li> </ol>
<b>Reference Material</b>	<ul style="list-style-type: none"> <li>• Chapter 7 of the Resource book for Sarpanch</li> <li>• Training manual on Village water safety and security developed by UNICEF,</li> </ul>

Maharashtra.

- Active Panchayat book II – drinking water in Gram Panchayat.

## Facilitator Guidance (Process for session delivery)

Time slot in minute	Process
0 – 10 min.	Begin the session with quick brain storming on why safe water is important and what are the water quality issues at village level. Appreciate participants' responses and list them on white board. Then discuss the issues, importance and impacts of safe water supply. Quickly overview the contaminants of water. Briefly point out how WQ Assessment and preventive & curative measures are necessary for ensuring safe water supply.
11-20	<b>Sanitary survey:</b> Explain the significance of sanitary survey and steps for conducting the survey and discuss the ways to protect source and system of piped water supply from contamination.
21-35	Discuss about the importance and methods of disinfection of water for safe water supply and ask participants how chlorination process is carried out to disinfect water. Demonstrate chlorination process with the following steps- Step 1: Demonstrate essential material required for chlorination such as TCL powder, two clean plastic buckets, a wooden stick, clean cotton cloth for filtration and rope. Step 2: Take the measured quantity (5 gm for 1000 litre) of bleaching powder in first plastic bucket and add small quantity of water. Make a thick paste of bleaching powder with the help of a wooden stick. Step 3: Add more water to the bucket till the bucket is filled up to half. Then with the help of wooden stick please stir properly. Keep the bucket for some time so that un dissolved particles settle down. Step 4: With the use of clean cotton cloth filter the chlorine solution in another clean bucket. Please ensure that undissolved particles are separated. Step 5: Explain how chlorine solution has to be released carefully in the storage tank.
36-40	Discuss and clarify participants' queries and explain OT testing using chloro-scope. Explain about the importance of water quality testing Then, explain the precautions to be taken for safe handling and storage of water at household level.
41– 50	Explain use of FTK for regular water testing and mandatory laboratory water tests and actions to be taken in case of heavy bacteriological and chemical contamination
51-60	Discuss about various records that need to be maintained at village level to ensure regular and safe water supply. Then explain the role of Sarpanch and Grampanchayat in water quality management and conclude the session by discussing the following key messages for water quality management: <ul style="list-style-type: none"> <li>• Source protection</li> <li>• Cleanliness of water collection points</li> <li>• Protect distribution network</li> <li>• Proper chlorination</li> </ul>

## Session 2.1: Sustaining Open Defecation free Status

<b>Session Objectives</b>	<ul style="list-style-type: none"> <li>To discuss about the status of toilet construction and related technical aberrations</li> <li>To discuss about the methodology adopted for retrofitting of toilets and to trigger participants to take steps in this regard</li> <li>To discuss the need and process of accessible water and sanitation facilities for <i>divyang</i> at community and school level</li> <li>To explain O&amp;M of sanitation facilities at individual and community level and how to set up system for O&amp;M</li> <li>To inform the participants about availability of funds from GPDP and other sources for ODF Plus and O&amp;M</li> <li>To ensure involvement of key stakeholders in activities for sustainable use of sanitation facilities at village level</li> <li>To clarify roles and responsibilities of Sarpanch and GP in ensuring sustainable use of sanitation facilities</li> </ul>
<b>Duration</b>	60 Minutes
<b>Methodology</b>	<ul style="list-style-type: none"> <li>Brainstorming</li> <li>Audio-visual clips</li> <li>Power Point presentation</li> </ul>
<b>Training Aids</b>	<ul style="list-style-type: none"> <li>Flipcharts</li> <li>Markers</li> <li>Sketch Pens</li> <li>White Board</li> <li>LCD &amp; Laptop</li> </ul>
<b>Key learning points</b>	<ul style="list-style-type: none"> <li>It is important to address the technical aberrations in toilet construction and take suitable action for retrofitting of toilets to ensure their sustainable use.</li> <li>For providing toilet access to families without IHHLs, construction of community toilets is a solution.</li> <li>Accessibility to water and sanitation facilities at school and community level is the right of <i>divyang</i> so these facilities should be created in the villages for <i>divyang</i>.</li> <li>It is essential to develop O&amp;M system for sanitation facilities at village level for ensuring their sustainable use.</li> <li>ODF Plus and O&amp;M components should be integrated in the annual GPDP to avail required funds.</li> <li>Clarity on roles and responsibilities of village level stakeholders is important for carrying out different activities for sustaining ODF.</li> <li>The GP and Sarpanch have a key role in organizing activities for ODF Plus and O&amp;M. Therefore, Sarpanch has to use leadership skills for providing safe sanitation facilities and set up a system for O&amp;M of sanitation facilities for the community.</li> </ul>
<b>Reference Material</b>	<ul style="list-style-type: none"> <li>Chapter 8 of the Resource book for Sarpanch.</li> <li>ODF+: Keeping our villages clean issued by DDWS</li> <li>Guideline on ODF(S) issued by MDWS on 15<sup>th</sup> December, 2016</li> <li>Training manual on sustainable sanitation developed by MDWS and UNICEF</li> <li>Technical Training Manual for Masons developed by MDWS</li> <li>Presentation on retrofitting strategy for ODF in National ODF Sustainability Workshop –</li> </ul>

	<p>New Delhi 19 December 2017</p> <ul style="list-style-type: none"> <li>• Audio visual clip on cleaning of toilet – <a href="https://www.youtube.com/watch?v=zVq6gQlgPzE">https://www.youtube.com/watch?v=zVq6gQlgPzE</a></li> <li>• ‘Handbook on accessible household sanitation for person with disabilities’ by Government of India <a href="http://disabilityaffairs.gov.in/upload/uploadfiles/files/WASH%20Practitioners%20Manual-Samarthy.pdf">http://disabilityaffairs.gov.in/upload/uploadfiles/files/WASH%20Practitioners%20Manual-Samarthy.pdf</a></li> <li>• <a href="https://www.unicef.org/disabilities/files/WASH%20Disability%20Inclusion%20Practices%20program%20ming%20note%20-%20Draft%20for%20review.pdf">https://www.unicef.org/disabilities/files/WASH Disability Inclusion Practices program ming note - Draft for review.pdf</a></li> <li>• <a href="https://swachhbharatmission.gov.in/sbmcms/writereaddata/images/pdf/technical-notes-manuals/PWD-Guidelines.pdf">https://swachhbharatmission.gov.in/sbmcms/writereaddata/images/pdf/technical-notes-manuals/PWD-Guidelines.pdf</a></li> </ul>
<b>Reference IEC Materials</b>	<ul style="list-style-type: none"> <li>• Pocket Chart on steps of toilet construction, Government of UP and UNICEF Delhi</li> <li>• Handbook on how to construct twin pit toilet, UNICEF Delhi</li> <li>• PSA on twin pit toilet, MDWS – (Akshay Kumar and Bhumi Pednekar)</li> <li>• PSA on sustainability of twin pit toilets, MDWS (Amitabh Bachhan)</li> <li>• Film on retrofitting and other faulty contractions under development (UNICEF Delhi)</li> <li>• ODF S Poster and Pamphlets, Uttar Pradesh,</li> <li>• PSA (Radio clip) Saucha Singh, MDWS</li> <li>• PSA on SBM guidelines, UNICEF Delhi</li> <li>• Film on ‘Simple Toilet (Sopa Sandas)’ Construction (Nirmal Gram Nirman Kendra)</li> <li>• Film on ‘Mukh Dikhayi’</li> <li>• Film on ‘How a Twin pit toilet works’</li> </ul>

## Facilitator Guidance (Process for session delivery)

Time slot in minute	Process
0-10	Initiate the session by asking the participants about types of toilets constructed in their villages. Then, note down the information on the white board. Later, discuss about technical specifications (For example, toilet chamber size, height of pipe and septic tank etc.). Note down the discussed points on the chart paper.
11-25	Based on the above discussion, explain the participants the meaning of technically sound toilet. Then, discuss in detail the one pit, twin pit, septic tank type toilets and how they can be technically rectified. Later, discuss about ensuring the availability of skilled masons for construction of technically sound toilets and stress on the mason training for their skill development.
26-30	During this session sensitize the participants on importance of providing accessible water and sanitation facilities for <i>divyang</i> . Then, discuss about the standards and process of providing these facilities to them.
31-45	Discuss with the participants about existing system for O&M of sanitation facilities at individual and community level in the villages. Based on the discussed points explain them how they can ensure O&M of these facilities. Show video clips on toilet cleaning, pit emptying, and removal of faecal sludge etc. Later, request the participants to close their eyes, keep some <i>Sonkhad</i> in their hands and ask them to smell it. Conclude the session by asking them about their experience.
46- 50	Ask participants about the key village level stakeholders who can contribute in ODF Plus and operation and maintenance of sanitation facilities. Then discuss the steps for ODF(S), roles and responsibilities of village level stakeholders for carrying out different activities for sustaining ODF status in village.

51-60	<p>At end of the session, explain that GPs have the potential for contributing in ODF Plus and O&amp;M and Sarpanch leadership is at the centre in the entire process of Swachh Gaon creation. Discuss about how to set target and key actions for ODF Plus and O&amp;M. Conclude the session with the following key messages to ensure sustainable use of sanitation facilities</p> <ul style="list-style-type: none"> <li>• Sustained toilet use</li> <li>• Toilet access for new HHs</li> <li>• Maintenance and cleaning of toilets</li> <li>• Safe sanitation practices</li> <li>• Demystifying twin pit technology</li> <li>• Safe pit emptying and disposal</li> <li>• Options to upgrade toilets, retrofitting of toilets</li> </ul>
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## Session 2.2 Status and Operational Plan for Solid Liquid Waste Management

<b>Session Objectives</b>	<ul style="list-style-type: none"> <li>• To describe the current status, issues and importance of SLWM</li> <li>• To discuss different components of SLWM and importance of their management</li> <li>• To inform about organic and inorganic waste and different technologies for its management</li> <li>• To appreciate the participation of village level stakeholders for effective management of solid and liquid waste</li> <li>• To motivate participants to develop proper system for SLWM in their own villages.</li> </ul>
<b>Duration</b>	75 Minutes
<b>Methodology</b>	<ul style="list-style-type: none"> <li>• Case study based simulation</li> <li>• Group work</li> <li>• Power Point presentation</li> </ul>
<b>Training Aids</b>	<ul style="list-style-type: none"> <li>• Flipcharts</li> <li>• Markers</li> <li>• Sketch Pens</li> <li>• White Board</li> <li>• LCD &amp; Laptop</li> <li>• Photographic presentation</li> </ul>
<b>Key learning points</b>	<ul style="list-style-type: none"> <li>• In addition to use of sanitation facilities, there is a lot of scope for creation of solid and liquid waste management facilities to ensure public health in the villages.</li> <li>• Effective planning will help Sarpanchs to understand status of solid waste in the village and identify and implement suitable technology for solid waste.</li> <li>• Plastic waste is hazardous for environment and public health. Therefore, Sarpanch needs to generate awareness at HH level to reduce use of plastic and provide alternative options. Also, a system needs to be set up for plastic waste management.</li> <li>• Awareness generation for use and safe disposal of sanitary material is important tool for menstrual waste management</li> <li>• Gobardhan is an opportunity for GP to ensure organic waste management at village level.</li> </ul>

<b>Reference Material</b>	<ul style="list-style-type: none"> <li>• Chapters 9, 10, 11 of Resource book for Sarpanch.</li> <li>• Guidelines on SLWM issued by MDWS on 7th July 2014</li> <li>• ODF+: Keeping our villages clean issued by DDWS</li> <li>• Facilitator’s Guide on solid waste management in rural areas developed by NIRD</li> <li>• Solid Waste Management: SOP for Swachh Campus developed by NIRD</li> <li>• Solid Liquid Waste Management- Note by Government of India</li> <li>• Technological options for SLWM in rural areas developed by Government of India</li> <li>• Source book on SLWM in rural areas developed by Government of India</li> <li>• Case studies of Banwadi and Nagthane of Satara district developed by UNICEF, Maharashtra.</li> <li>• Establishment and Management of Community Sanitary Complexes in Rural Areas A handbook by MDWS</li> <li>• National guidelines on MHM, December 2015 issued by Government of India</li> <li>• Training manual on WASH and Health for MHM developed by WSSCC</li> <li>• Menstrual Hygiene Matters: Training guide for practitioners developed by WaterAid</li> </ul>
<b>Reference IEC Materials</b>	<ul style="list-style-type: none"> <li>• ODF S Flier, Uttarakhand</li> <li>• SLWM Handbook ,Uttarakhand</li> <li>• Menstrual Waste Management poster West Bengal</li> <li>• Waste disposal poster Bihar</li> <li>• Film on ‘Kachre se Kamai – Earn from waste’ (Hindi)</li> <li>• Film on Sabala Sanitary napkins, Peddapalli District, Kerala</li> </ul>

## Facilitator Guidance (Process for session delivery)

Time slot in minute	Process
0-15	<p>Begin the session by discussing key points to be covered under the session. Then, divide the participants into two groups.</p> <ul style="list-style-type: none"> <li>• <b>Group 1:</b> Through photographic presentation/ videos/ short films, present an example of Sujal and Swachh Gaon which took efforts for developing SLWM facilities. Then, ask the group members to discuss with regards to the following points. Also ask them to note down the discussion points on a chart paper. <ul style="list-style-type: none"> <li>• What were the issues of SLWM in the village?</li> <li>• What efforts did the villagers take for efficient SLWM?</li> <li>• How did they avail funds and carried out the implementation activities?</li> <li>• What steps did they take to ensure sustainability of created facilities?</li> <li>• What were the results of these efforts?</li> </ul> </li> <li>• <b>Group 2:</b> Through photographic presentation/ videos/ short films, present an example of a village in which there is one community which is not having SLWM facility while the other community having SLWM facility but not using it. Then, ask the group members to discuss with regards to the following points. Also ask them to note down the discussion points on a chart paper. <ul style="list-style-type: none"> <li>• What were the causes of emerging issues related to SLWM?</li> <li>• What do you think about community participation in sustainable use of facilities and role of GP to sustain and maintain these facilities?</li> <li>• What were the consequences of it?</li> </ul> </li> </ul>

	Ask both the groups to present the key discussion points. Then, deliberate on the key role of GP and Sarpanch in ensuring effective SLWM at village level and request them to understand key components of SLWM.
16-20	<p>Explain the meaning of solid and liquid waste management. List the following components of SLWM</p> <ul style="list-style-type: none"> <li>• Solid waste management –Bio degradable and non-biodegradable waste</li> <li>• Liquid waste management – Grey water and black water</li> <li>• FSM</li> </ul> <p>If possible, use some waste materials for live demo of waste typologies. Discuss in detail about solid waste management in this session and inform the participants that detailed discussion on Grey water management and FSM will be taken up in the subsequent session.</p>
21-35	Discuss the steps for managing bio degradable and non-biodegradable waste at HH and community level and different technologies available for its management. Take the discussion forward by informing participants about objectives of Gobardhan, village selection process, fund availability etc. Show audio visual clip on successful story on Gobardhan.
36-55	Discuss about impact of plastic waste on environment and public health and importance and options for its management. Then, inform about menstrual waste related issues and how they can establish system for its safe disposal.
56-65	Discuss how to kick start the programme and role of GP in taking actions for SLWM by involving village level stakeholders.
66-75	<p>Share a success story regarding organic waste management and conclude the session with the following key messages.</p> <ul style="list-style-type: none"> <li>• Segregation of bio degradable and non-biodegradable solid waste at household level is necessary</li> <li>• Bio-gas can be used for cooking, electricity, fuel &amp; bio resource electricity</li> </ul>

## Session 2.3 Grey Water Management and Faecal Sludge Management

<b>Session Objectives</b>	<ul style="list-style-type: none"> <li>• To describe the concept challenges and need of grey water management and FSM for creation of Swachh Gaon.</li> <li>• To inform the participants about different technologies and steps for grey water management at individual and community level.</li> <li>• To discuss the legal provisions for FSM</li> <li>• To describe FSM service value chain and technology for emptying, transportation and treatment of faecal sludge</li> <li>• To discuss the roles and responsibilities of Sarpanch for effective implementation of activities related to grey water management and FSM</li> <li>• To inform how O&amp;M of facilities can be done at village level</li> <li>• To discuss the steps to be taken for grey water management and FSM</li> </ul>
<b>Duration</b>	60 Minutes
<b>Methodology</b>	<ul style="list-style-type: none"> <li>• Case study based simulation</li> <li>• Group work</li> <li>• Power Point presentation</li> </ul>
<b>Training Aids</b>	<ul style="list-style-type: none"> <li>• Flipcharts</li> <li>• Markers</li> <li>• Sketch Pens</li> </ul>



	<ul style="list-style-type: none"> <li>• White Board</li> <li>• LCD &amp; Laptop</li> <li>• Case studies</li> <li>• Power Point presentation</li> </ul>
<b>Key learning points</b>	<ul style="list-style-type: none"> <li>• Grey water management and FSM are important for creation of Sujal and Swachh Gaon.</li> <li>• Properly managed grey water at household as well as community level can be reused for irrigation and ground water recharge.</li> <li>• Lack of grey water management and FSM may have an impact on health of villagers. It is the Sarpanch's responsibility to provide these facilities at village level.</li> <li>• Few states have legal provisions for FSM, and it is important to understand these.</li> <li>• Sarpanch can mobilize families for application of grey water management technologies at HH level and develop facilities at community level.</li> <li>• Sarpanch will have to identify service providers for emptying and transportation of faecal sludge and make families aware for timely emptying of faecal sludge.</li> </ul>
<b>Reference Material</b>	<ul style="list-style-type: none"> <li>• Chapter 12, 13 of Resource book for Sarpanch.</li> <li>• Guidelines on SLWM issued by MDWS on 7th July 2014</li> <li>• ODF+: Keeping our villages clean issued by DDWS</li> <li>• Facilitator's Guide on solid waste management in rural areas developed by NIRD</li> <li>• Solid Liquid Waste Management- Note by Government of India</li> <li>• Technological options for SLWM in rural areas developed by Government of India</li> <li>• Source book on SLWM in rural areas developed by Government of India</li> <li>• Training manual on faecal sludge management developed by water and sanitation department, Government of Maharashtra</li> <li>• Policy paper on Septage Management in India by CEE</li> <li>• Improving sanitation in Sinnar, Pune, Maharashtra detailed project report by Sinnar Municipal Corporation.</li> <li>• Training Module on Septage Management Plan PAS Project, CEPT University,</li> </ul>
<b>Reference IEC Materials</b>	<ul style="list-style-type: none"> <li>• FSM and grey Water Management Flex, Rajasthan</li> <li>• Film on Fecal sludge management at Devanalli District, Karnataka</li> </ul>

## Facilitator Guidance (Process for session delivery)

Time slot in minute	Process
0-10	<p>Begin the session by discussing the key points to be covered in the session.</p> <p>Ask participants about the current status of facilities for grey water management in the villages. Then, discuss about the issues created due to unavailability of services or unsustainable use of facilities. Note down the points shared by the participants on the white board.</p> <p>Lead the participants to understand that to mitigate these issues it is important to develop understanding on liquid waste management and its types.</p> <p>Explain the importance of grey water management by calculating the waste water generated per day in villages.</p>
11-20	<p>Discuss about grey water management technologies at individual and community level and use of properly managed grey water for irrigation and ground water recharge. Then discuss the</p>

	steps of grey water management.
21-30	Ask participants about types of toilets constructed at village level and note down the points shared by the participants on white board. Then, discuss the importance and legal provisions for effective management of faecal sludge.
31-40	Discuss about FSM service value chain and various technologies for emptying, transportation and treatment of faecal sludge.
41-50	Further explain the steps needed for FSM and stress on the role of Sarpanch in implementing them.
51-60	Discuss about O&M of facilities and share success stories on grey water management and FSM. Conclude the session by discussing following key messages <ul style="list-style-type: none"> <li>• Properly managed grey water is useful for irrigation and also helps to recharge ground water.</li> <li>• Safe pit emptying and disposal (FSM) is necessary for improved public health</li> </ul>

## Session 2.4 Resource Envelope for Water & Sanitation Facilities

<b>Session Objectives</b>	<ul style="list-style-type: none"> <li>• To describe the different funding sources available at GP level and activities which require funds</li> <li>• To inform the participants about various govt. programmes and schemes for dovetailing funding resources such as – Finance Commissions, Swachh Bharat Swachh Vidyalaya (SBSV), Kayakalp, NRLM, MGNREGA, District Mineral Fund, CSR, State specific schemes/ programmes, community contribution, Gram Panchayat own funds etc.</li> <li>• To define actions for prioritization of water and sanitation interventions under GPDP</li> <li>• To discuss the concept, activities, key provisions of Swachh Credit</li> <li>• To clarify role of GP level functionaries in mobilizing funds for sustainable and safe water and sanitation facilities</li> </ul>
<b>Duration</b>	45 Minutes
<b>Methodology</b>	<ul style="list-style-type: none"> <li>• Case study (Convergence &amp; Water.org (Maharashtra project))</li> <li>• Brainstorming</li> <li>• Power Point presentation</li> </ul>
<b>Training Aids</b>	<ul style="list-style-type: none"> <li>• Flipcharts</li> <li>• Markers</li> <li>• Sketch Pens</li> <li>• White Board</li> <li>• LCD &amp; Laptop</li> <li>• Written case studies</li> <li>• Power Point presentation</li> </ul>
<b>Key learning points</b>	<ul style="list-style-type: none"> <li>• GP has an important role in mobilizing funds for activities in creation of Sujal &amp; Swachh Gaon</li> <li>• Convergence of various schemes/ programmes and its integration to resource envelope of GPDP is crucial while planning resources for water and sanitation facilities.</li> <li>• Effective to be taken for prioritizing water and sanitation interventions in GPDP plan</li> <li>• Swachh Credit is important for providing financial support in creation or up gradation of sanitation and water facilities at individual level.</li> </ul>

<b>Reference material</b>	<ul style="list-style-type: none"> <li>Chapter 14 of the Resource book for Sarpanch.</li> <li>Training manual on ODF(S)- Sustainable sanitation under SBM(G) by Government of Maharashtra</li> <li>Training manual on sustainable sanitation developed by MDWS and UNICEF</li> </ul>
<b>Reference IEC Materials</b>	<ul style="list-style-type: none"> <li>Set of alternative financing posters available in Marathi and English(UNICEF Delhi,Water.org)</li> <li>Power point presentation on alternative finance by Water.org</li> </ul>

## Facilitator Guidance (Process for session delivery)

Time slot in minute	Process
0-10	Begin the session by asking participants about the schemes from where fund can be mobilized for water and sanitation works at village level. List down the schemes on chart paper. Then ask participant about the process to avail these funds. At the end of this discussion display table illustrating scheme wise works which can be taken up at village level along with the process.
11-20	Explain how these schemes can be incorporated within the GPDP with key action for prioritizing water and sanitation interventions. Give an example for improved clarity.
21-30	Discuss other funding sources like CSR and process of availing these funds for creation of water and sanitation facilities and O&M
31-35	Further discuss about the concept, activities, key provisions of Swachh Credit.
36-40	Explain with an example why community ownership is important in sustainable use of water and sanitation facilities. Discuss the importance of community contribution and <i>shramdaan</i> for developing community ownership.
41-45	Conclude the session by sharing a success story on convergence and alternative finance option (Share the case study of water.org)

## Session 2.5 Information Education and Communication (IEC) for Sujal & Swachh Gaon

<b>Session Objectives</b>	<ul style="list-style-type: none"> <li>To describe the importance of IEC for water and sanitation awareness</li> <li>To develop key messages on ODF Plus (ODF sustainability and safe water) at individual and community level</li> <li>To inform about steps for IEC (wall paintings 1+4)</li> <li>To develop tools for motivating HHs to get tap connection</li> <li>To discuss village level planning process for IEC activities, selection of communicator, process of fund mobilisation for IEC</li> <li>To clarify roles and responsibilities of various stakeholders for effective implementation of IEC activities.</li> </ul>
<b>Duration</b>	60 Minutes
<b>Methodology</b>	<ul style="list-style-type: none"> <li>Group work</li> <li>Power Point presentation</li> </ul>

<b>Training Aids</b>	<ul style="list-style-type: none"> <li>• Flipcharts</li> <li>• Markers</li> <li>• Sketch Pens</li> <li>• White Board</li> <li>• LCD &amp; Laptop</li> <li>• Live demo, templates, examples etc.</li> </ul>
<b>Key learning points</b>	<ul style="list-style-type: none"> <li>• IEC is an effective tool to create awareness on water and sanitation at Individual and community level.</li> <li>• It is important to develop and disseminate key messages for sustainable use of water and sanitation facilities.</li> <li>• For effective implementation of IEC activities planning, availability of materials and funds, selection of communicator and role of Sarpanch is crucial.</li> <li>• Key messages should be developed based on IEC activities to be carried out at HH and community level.</li> </ul>
<b>Reference material</b>	<ul style="list-style-type: none"> <li>• One day module for senior manager on community approach to sanitation</li> <li>• Two day module for middle level manager on community approach to sanitation</li> <li>• Five day module for community facilitator on community approach to sanitation</li> <li>• MDWS, Government of India. (2012). Sanitation and Hygiene Advocacy and Communication Framework (2012-2017).</li> <li>• MDWS, Government of India. (2016). Handbook on Technological Options for On-site Sanitation in Rural Areas. Retrieved from <a href="http://www.mdws.gov.in/sites/default/files/Final%20Draft_Handbook%20MDWS%2BWaterAid%20%20onsite%20sanitation.pdf">http://www.mdws.gov.in/sites/default/files/Final%20Draft_Handbook%20MDWS%2BWaterAid%20%20onsite%20sanitation.pdf</a></li> <li>• Ministry of Health, Liberia (n.d.). Behaviour Change Communication-Module 8</li> </ul>
<b>Reference IEC Materials</b>	<ul style="list-style-type: none"> <li>• 4+1 IEC posters</li> <li>• PSA on Safe storage and handling of water</li> <li>• PSA on water quality</li> <li>• PSA on keeping water sources clean</li> <li>• IEC planning template Delhi &amp; PriMove</li> <li>• ODF + posters UNICEF Bihar, West Bengal and Rajasthan</li> <li>• Film and presentations on water quality parameter, West Bengal</li> </ul>

## Facilitator Guidance (Process for session delivery)

Time slot in minute	Process
0-10	<p>Begin the session by discussing key points to be covered under the session.</p> <p>Ask the participants that in case of good news or an unfortunate incident in the village, what steps are taken by them to inform all villagers. Generally, following answers will be provided by the participants-</p> <ul style="list-style-type: none"> <li>• One village person is called and is asked to communicate the specific message.</li> <li>• Then, he is informed as to whom the message will be communicated.</li> <li>• Then the concerned households are communicated with the message,</li> <li>• Then delivery of the message to concerned HH is ensured by the presence of the particular family at the concerned place.</li> <li>• The message is also sometimes communicated through social media and mobile.</li> </ul> <p>Based on the above discussion inform the participants that the process adopted to</p>

	communicate specific message for specific action by specific target groups is called Information Education and Communication (IEC).
11-15	Inform the participants that a feeling of ownership is required for sustainable use of water and sanitation facilities and IEC activities are necessary for relevant behaviour change. Then discuss the importance and process of developing key messages for implementation of IEC activities through an example.
16-25	Then facilitate presentation on methods of IEC including wall painting (1+4) at strategic location.
26-30	Also describe the process for identifying, engaging and training of communicators. Make use of templates, examples from states etc. if possible.
31-50	<p>Divide the participants into 4 groups. Then ask each group to list key message, communication tool and communicator for the following given topics</p> <ul style="list-style-type: none"> <li>• Regular use of toilets</li> <li>• Organic waste management at individual level</li> <li>• Grey water management at individual level</li> <li>• Importance of HH tap connection</li> </ul> <p>Debrief the participants on development of key messages. Few relevant examples (IEC material templates, material being used in states, planning templates etc.) may be demonstrated if required.</p>
51-60	Discuss about the planning for IEC activities including fund mobilization. Wrap up the session by defining the role of village stakeholders in the IEC activities. Use examples (IEC material templates, material being used in states, planning templates etc.) for facilitation of the session.

## Session 2.6 App introduction

<b>Session Objectives</b>	<ul style="list-style-type: none"> <li>• To inform about the app developed by central government which compiles the information on water and sanitation activities in a village</li> <li>• To describe the process of data entry in the app</li> <li>• To motivate the participants for updating information in the app</li> </ul>
<b>Duration</b>	45 Minutes
<b>Methodology</b>	<ul style="list-style-type: none"> <li>• Power Point presentation</li> <li>• Demonstration</li> </ul>
<b>Training Aids</b>	<ul style="list-style-type: none"> <li>• Flipcharts</li> <li>• Markers</li> <li>• Sketch Pens</li> <li>• White Board</li> <li>• LCD &amp; Laptop</li> <li>• App</li> </ul>
<b>Key learning points</b>	<ul style="list-style-type: none"> <li>• Regular update of information in the app is necessary for understanding the GP wise status of works and monitoring the progress by higher levels</li> </ul>
<b>Reference material</b>	<ul style="list-style-type: none"> <li>• Chapter 15 of the Resource book for Sarpanch.</li> </ul>

## Facilitator Guidance (Process for session delivery)

Time slot in minute	Process
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0-10	Inform the participants that app will be a medium to collect information regarding water and sanitation status of the villages and also to monitor the progress made
11-40	Show the app on the screen and demonstrate the process of filling information in the app and ask them to fill the information as per instructions and also to update action plans in a periodic manner
41-45	Inform the participants about the deadline to update the information and respond to their queries.

## Session 2.7 Planning of the Field Visit

<b>Session Objectives</b>	<ul style="list-style-type: none"> <li>To understand objectives of the field visit</li> <li>To clarify roles and responsibilities of the participants during field work</li> <li>To enlighten participants about the village profile</li> </ul>
<b>Duration</b>	45 minutes
<b>Methodology</b>	<ul style="list-style-type: none"> <li>Power Point presentation</li> </ul>
<b>Training Aids</b>	<ul style="list-style-type: none"> <li>Flipcharts</li> <li>Markers</li> <li>Sketch Pens</li> <li>White Board</li> <li>LCD &amp; Laptop</li> <li>Formats and checklists</li> </ul>
<b>Key learning points</b>	<ul style="list-style-type: none"> <li>Clarity on roles during field visit is important for efficient and smooth facilitation of field visit.</li> </ul>

## Facilitator Guidance (Process for session delivery)

Time slot in minutes	Process
0-5	Share the objective of the field visit.
6-10	Divide the participants in three groups. Ensure that participants are divided equally. Request participant to sit in groups.
11-30	<p>Share the checklist for compilation of key learning's and pointers for facilitation of discussion on</p> <ul style="list-style-type: none"> <li>Safe and Secured drinking water supply</li> <li>Sustaining ODF</li> <li>SLWM</li> </ul> <p>Ask groups to select group leaders and assign the responsibility of facilitation and documentation of each task.</p> <p>Then define the role of team members during the field visit.</p> <p>Provide brief profile of the village and the community.</p>

31-45	Ask team to discuss within the group and prepare plan for facilitation of discussion during field visit. The facilitators will support the groups during preparation of the plan.
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## Session 3.2 Sharing of learnings of the field visit

<b>Session Objectives</b>	<ul style="list-style-type: none"> <li>To share key learnings from the field visit and how participants may replicate those in their own villages</li> <li>To understand the motivational level of participants required for achieving the goals of Sujal and Swachh Gaon</li> </ul>
<b>Duration</b>	45 minutes
<b>Methodology</b>	<ul style="list-style-type: none"> <li>Power Point presentation</li> </ul>
<b>Training Aids</b>	<ul style="list-style-type: none"> <li>Flipcharts</li> <li>Markers</li> <li>Sketch Pens</li> <li>White Board</li> <li>LCD &amp; Laptop</li> </ul>
<b>Key learning points</b>	<ul style="list-style-type: none"> <li>Experience sharing helps to reflect upon the measures that can be taken for replication and scaling up for creation of Sujal and Swachh Gaon.</li> </ul>
<b>Reference Material</b>	-

## Facilitator Guidance (Process for session delivery)

Time slot in minutes	Process
0-5	Begin the session by sharing the objectives of the session.
6-20	Request participants to sit in the group. Then, ask each group to prepare presentation on - What they learnt from the visit? - How are they going to replicate these measures in their own villages?
21-35	Then, ask 1-2 members of each group to share their experiences.
36-45	Summarize the key discussion points and share your observations and experiences.

## Session 3.3 Community Led Action Planning Process for Sujal and Swachh Gaon

<b>Session Objectives</b>	<ul style="list-style-type: none"> <li>To describe the need and importance of village level planning process for Sujal and Swachh Gaon</li> <li>To explain activities to be completed in three stages of village level planning process</li> <li>To discuss the process for identifying and mapping key stakeholders for the planning process</li> <li>To describe the process of deployment of each tool and its deliverables</li> <li>To develop understanding on budgeting exercise and convergence from other government programmes</li> <li>To clarify the process of village level planning process for effective implementation</li> </ul>
<b>Duration</b>	45 minutes
<b>Methodology</b>	<ul style="list-style-type: none"> <li>Power Point presentation</li> </ul>



<b>Training Aids</b>	<ul style="list-style-type: none"> <li>• Flipcharts</li> <li>• Markers</li> <li>• Sketch Pens</li> <li>• White Board</li> <li>• LCD &amp; Laptop</li> <li>• Audio visual clip</li> </ul>
<b>Key learning points</b>	<ul style="list-style-type: none"> <li>• The village level planning process is important for transforming villages into Sujal and Swachh Gaon.</li> <li>• Participatory process helps to understand key actions required for creation of Sujal and Swachh Gaon.</li> <li>• GP has critical role in organization of planning process to ensure community ownership.</li> </ul>
<b>Reference Material</b>	<ul style="list-style-type: none"> <li>• Chapter 16 of the Resource book for Sarpanch</li> <li>• Training manual on sustainable sanitation developed by MDWS and UNICEF</li> <li>• Training manual on - Sustainable sanitation under SBM(G) by Government of Maharashtra</li> </ul>

## Facilitator Guidance (Process for session delivery)

Time slot in minutes	Process
0-5	Initiate the session with the discussion on concept and importance of village level planning process and the role of GP before, during and after the planning process.
6-10	<ul style="list-style-type: none"> <li>• Connecting to previous discussion, share the process to be followed before, during and after the village level planning process.</li> <li>• Taking this session forward explain activities to be done before the planning process-               <ul style="list-style-type: none"> <li>- Informing villagers to participate during planning process</li> <li>- Organize meeting of village level key stakeholders</li> <li>- Identification of facilitator group</li> <li>- Resource mobilization</li> </ul> </li> </ul>
11-25	<ul style="list-style-type: none"> <li>• Continue the session by discussing the tools that will be used during the process and the role of GP during implementation of each tool.               <ul style="list-style-type: none"> <li>- Primary meeting</li> <li>- Assessment of household level sanitation facilities and its uses</li> <li>- Assessment of Institutional water and sanitation facilities (sanitation coverage and use)</li> <li>- Sanitation walk (Assessment of solid waste and liquid waste management)</li> <li>- Water facilities transact (drinking water supply)</li> <li>- WQ assessment</li> <li>- Plan preparation</li> <li>- Village meeting/gramsabha</li> </ul> </li> <li>• Trainer to use photographs and clips to explain the tools and share the planning templates and format to be filled up during implementation of each tool.</li> </ul>
26-35	<ul style="list-style-type: none"> <li>• Explain activities which need to be done after village level planning process-               <ul style="list-style-type: none"> <li>- Report preparation and submission</li> <li>- Village level meeting for finalization of next plan of action for implementation of village</li> </ul> </li> </ul>

	action plan - Activities for implementation of village action plan and it's monitoring.
36-40	<ul style="list-style-type: none"> <li>Show the audio visual clips of village level planning process</li> </ul>
41-45	<ul style="list-style-type: none"> <li>Conclude the session by responding to participants' queries</li> </ul>

## Session 3.4: Action Planning and presentations

<b>Session Objectives</b>	<ul style="list-style-type: none"> <li>To prepare 'Sujal and Swachh Gaon' action plan for GP</li> <li>To provide guidance to participants for preparing Sujal and Swachh Gaon action plan of his/her GP</li> <li>Demonstration of uploading the action plan in to the APP</li> </ul>
<b>Duration</b>	45 minutes
<b>Methodology</b>	PowerPoint presentation
<b>Training Aids</b>	<ul style="list-style-type: none"> <li>Flipcharts</li> <li>Markers</li> <li>Sketch Pens</li> <li>White Board</li> <li>LCD &amp; Laptop</li> </ul>
<b>Key learning points</b>	<ul style="list-style-type: none"> <li>Targeted action plan is important for timely achievement of Sujal and Swachh Gaon goals.</li> <li>The action plan for Sujal and Swachh Gaon should include key actions with allocation of resources.</li> <li>The process of uploading the action plan in the APP is explained to all Sarpanchs and Gram Sachivs</li> </ul>

## Facilitator Guidance (Process for session delivery)

Time slot in minute	Process
0-10	Request the participants from one village to form a group and to sit in groups according their villages.
11-35	Provide village action planning format to the groups and facilitate how to fill up the given format. Demonstration of uploading it in to the APP
36-45	Request 1 or 2 village groups to present their village action plan.

## Session 3.5: Training Evaluation and Valediction

<b>Session Objectives</b>	<ul style="list-style-type: none"> <li>To share overall training experience in plenary for cross learning</li> <li>To evaluate the outcomes of the training</li> <li>To take feedback on the process followed during 3 day training</li> </ul>
<b>Duration</b>	30 minutes
<b>Methodology</b>	PowerPoint presentation

<b>Training Aids</b>	<ul style="list-style-type: none"> <li>• Flipcharts</li> <li>• Markers</li> <li>• Sketch Pens</li> <li>• White Board</li> <li>• LCD &amp; Laptop</li> </ul>
<b>Key learning points</b>	<ul style="list-style-type: none"> <li>• Sharing of overall training experience will help to assimilate and consolidate the knowledge gained during the training.</li> <li>• Training feedback will enable the facilitators and trainers to evaluate the level of learning of participants.</li> </ul>

## Facilitator Guidance (Process for session delivery)

Time slot in minute	Process
0-5	Invite dignitaries on the dais and brief them about the training and its expected outcomes.
6-15	Ask the participants to share their overall training experience.
16-20	Request dignitaries (officials from State/Ministry/District) to facilitate key note and guide participants for effective roll out of the Sujal and Swachh Gaon.
21-25	Provide post training evaluation questionnaire and feedback form to the participants and request them to fill it up.
26-30	Collect the forms and wrap up the training.

## Chapter

## 6

## Pre-Post Training Assessment

This chapter presents the pre and post training evaluation questionnaire to understand the level of knowledge gained by the participants during the training.

### 6.1 Pre-Training Evaluation Questionnaire

Venue: .....

Date: .....

Please tick (v) the appropriate option

**1. Which of the following are components of a Sujal and Swachh Gaon?**

- Solid liquid waste management       Faecal sludge management  
 Menstrual health hygiene management       All of the above

**2. Which of the following is important for safe and secure water supply?**

- Water quality management    Operation and maintenance of water supply facilities  
 Water demand and supply side management       All of the above

**3. Which of the following is the original source of water?**

- Rain       Surface water       Ground water

**4. How much bleaching powder should be used for chlorination of 1000 litres drinking water?**

- 1 gm       5 gm  
 10 gm       Don't know

**5. What % of domestic water is drained out daily as liquid waste in rural India?**

- 45
- 60
- 80
- 70

**6. If a toilet is used by 5-6 persons, how many years does the pit take to get filled?**

- 1 year
- 4-5 year
- 1-2 year
- Don't know

**7. What should be the minimum distance (in metres) between toilet pit and drinking water source?**

- 1
- 3
- 5
- 10

**8. Which of the following product can be used to clean a twin pit toilet?**

- Lime
- Harpic
- Acid
- Lime or salt

**9. Which of the following is the recommended model of operation of Gobardhan scheme?**

- Gram Panchayat
- Bulk Waste Generator/ Entrepreneur
- All of the above
- SHG Federation
- Any Eligible Enterprise

**10. What are the untied sources of funds which can be used for water and sanitation interventions in GPDP**

- Pradhan Mantri Awas Yojana
- 14th Finance
- Pradhan Mantri Gramsadak Yojana
- None of the above

**Name of the participant:**

**Date:**

**Signature:**

## 6.2 Post-Training Evaluation Questionnaire

Venue: -----

Date: -----

Please tick (✓) the appropriate option

### 1. Which of the following are components of a Sujal and Swachh Gaon?

- Solid liquid waste management       Faecal sludge management  
 Menstrual health hygiene management       All of the above

### 2. Which of the following is important for safe and secure water supply?

- Water quality management     Operation and maintenance of water supply facilities  
 Water demand and supply side management       All of the above

### 3. Which of the following is the original source of water?

- Rain       Surface water       Ground water

### 4. How much bleaching powder should be used for chlorination of 1000 litres drinking water?

- 1 gm       5 gm  
 10 gm       Don't know

### 5. What % of domestic water is drained out daily as liquid waste in rural India?

- 45       80  
 60       70

### 6. If a toilet is used by 5-6 persons, how many years does the pit take to get filled?

- 1 year       1-2 year  
 4-5 year       Don't know

**7. What should be the minimum distance (in metres) between toilet pit and drinking water source?**

- 1  5  
 3  10

**8. Which of the following product can be used to clean a twin pit toilet?**

- Lime  Acid  
 Harpic  Lime or salt

**9. Which of the following is the recommended model of operation of Gobardhan scheme?**

- Gram Panchayat  SHG Federation  
 Bulk Waste Generator/ Entrepreneur  Any Eligible Enterprise  
 All of the above

**10. What are the untied sources of funds which can be used for water and sanitation interventions in GPDP**

- Pradhan Mantri Awas Yojana  Pradhan Mantri Gramsadak Yojana  
 14th Finance  None of the above

**Name of the participant:**

**Date:**

**Signature:**

## Chapter

## 7

## Template for Training Evaluation

With the help of this template, the user can understand the feedback of the trainees regarding the subject matter, methodology used by the trainer, facilities at the venue, etc.

## Training Evaluation Form


## Feedback Form

Name of the training:

Venue Duration:

Date :

Please tick (✓) the appropriate box. (1- Excellent 2- Good 3- Fair 4- Poor)

No.	Details				
		Excellent 1	2	Poor 3	4
<b>A.</b>	<b>Overall rating of the training program</b>				
<b>B.</b>	<b>Evaluation of Workshop effectiveness</b>				
1.	Functioning of the training aid used during the training				
2.	Usefulness of the resource material				
3.	Overall effectiveness of the workshop				
<b>C.</b>	<b>Evaluation of Resource persons</b>				
1.	Subject knowledge				
2.	Training facilitation				
3.	Demonstration skills				
4.	Group work facilitation				
5.	Co-ordination between resource persons & participants				
<b>D.</b>	<b>Facilities at the venue</b>				
1.	Facilities and cleanliness in the classroom				
2.	Lodging				
3.	Food				
4.	Discipline				
<b>E.</b>	<b>Did you get inputs/ ideas through the workshop for better performance at your work place? If yes, How?</b>				



1.	Knowledge-
2.	Skill-
3.	Attitude-
<b>F.</b>	<b>Suggestions for improving effectiveness of the training?</b>

## Chapter

## 8

## Registration and Attendance formats

This chapter presents a template for registering the training participants and an attendance sheet to mark their daily attendance.

**Subject: Training of Gram Panchayat Sarpanch and Panchayat Secretaries on Sujal and Swachh Gaon**

## Registration Sheet

Venue:-----

Duration : / /20

No.	Name of the participant	Designation	State	District	Department/Institution	Signature
1.						
2.						
3.						

**Subject : Training of Gram Panchayat Sarpanch and Panchayat Secretaries on Sujal and Swachh Gaon**

**Attendance sheet**

Venue: -----

Duration : / /20

No.	Name and designation	Department/Institution	Contact no. (O.) (M.) E-mail-	Signature		
				Day 1	Day 2	Day 3
1.						
2.						
3.						

## Chapter

## 9

## Training Aids

No.	Material	Unit
	<b>Material commonly required</b>	
1.	Colour chart paper (White, Pink, Yellow and sky blue)	20
2.	White Board With Stand	1
3.	White board Markers - Black, Blue, Red and Green	2 Each
4.	Permanent Markers - Black, Blue, Red and Green	4 Each
5.	Both side tape	2
6.	Sketch Pen (Packet)	4
7.	Pre- Test Questionnaire	45 copies
8.	Writing Pad	45
9.	Pen	45
10.	Folders	45
11.	Stapler and stapler pins	1
12.	White board Clips	4
13.	Extension board	1
14.	Banner	1
15.	Demonstration material	As per requirement
16.	Sound system, microphone and stand	1
17.	LCD Projector, screen	1 Unit
18.	laptop, speaker	1 unit
19.	White Paper A4 Size	40 papers
20.	Digital Camera	1
21.	Training manual	45 copies
22.	Post Test Questionnaire	45 copies
23.	Feedback Form	45 copies
24.	Scale	2
25.	Pencil	5
26.	Eraser	5
27.	Sharpener	5
	<b>Material required for field work</b>	
1.	Printed format for conducting HH survey.	
2.	Printed format for village action plan preparation	