

TRAINING BRIEF

Appendix-1A

General Brief

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| 1. Training Code | TF-182-NIRDPR-2018 |
| 2. Training Title | CIRDAP-NIRDPR Collaborative International Training Programme on Waste to wealth- Value Recovery from Agro Processing |
| 3. Timing and Duration | 04-13 October 2018 (10 days, excluding arrival and departure) |
| 4. Venue | NIRD& PR, Hyderabad, India |
| 5. Implementing agencies | <p>Centre on Integrated Rural Development for Asia and the Pacific (CIRDAP)
 'Chameli House', 17 Topkhana Road,
 Dhaka-1000, Bangladesh
 Tel: +88-02-9558751, 9559686, 9586509, 9586510
 Fax: +88-02-9562035, 9571880
 E-mail: dgcirdap@cirdap.org; training@cirdap.org</p> <p>National Institute of Rural Development & Panchayati Raj (NIRD&PR)
 Rajendranagar, Hyderabad- 500 030, India
 Tel: +91-40-24008526
 Fax: +91-040-24016500, 24015277
 E-mail: training.nird@gov.in; sivaram.nird@gov.in</p> |
| 6. Sponsoring agencies | Ministry of Rural Development (MoRD), Government of India |
| 7. Number of overseas participants | Up to eighteen (18) qualified participants |
| 8. Number of local participant | Up to two (2) qualified participants |
| 9. Closing date | 20 September 2018 |

10. Background

Agricultural development is mostly limited in production while equal emphasis needed to be given in the post-harvest value and marketing as well to promote agro-processing industry as an effective and sustainable agricultural market. Some of CMCs (e.g. Malaysia, Indonesia, and Thailand) have made remarkable progress in agro-processing sector and this progress may accelerated significantly by progressive agriculture practices, improve marketing techniques and modern processing facilities.

However, one of the challenge agriculture is facing today is lack of skilled people in agri-business in many countries, resulted huge amount of agro products turn into waste and slow down the progress

of this industry. Also, agriculture development is mostly limited to production but equal emphasis should be given to post harvest value and marketing as well. For the agricultural development, countries need to promote agro-processing and agro-food waste processing industry that leads to effective and sustainable agriculture marketing.

Traditionally agricultural wastes defined as, residues that came from the growing and processing of raw agricultural products such as fruits, vegetables, meat, poultry, dairy products, and crops which are non-productive material but might be benefitted for human. This is the high time for us, to change the concept of waste from “unusable” to “resource/wealth” by converting it into secondary material with modifications.

In this context, CIRDAP in collaboration with NIRDPR organized an international training programme on “Waste to wealth- value recovery from agro processing” in March, 2018. Considering the effectiveness and demand of this training course in CMCs, CIRDAP in collaboration with NIRDPR is being organized the training again to share innovative, smart and best approaches to make food waste into wealth in CIRDAP Member Countries.

11. Objectives

- (i) To familiarize with Agro food processing wastes as valuable resources for industrial and domestic application;
- (ii) To identify the opportunities of Agro waste processing for poverty alleviation and sustainability of the rural development;
- (iii) To focus on the Asia – Pacific trends of value recovery from agro processing, and to introduce different agro- food waste processing technique to address rural livelihood opportunities;
- (iv) To equip participants with the skills of project design, operation and maintenance (O&M), and Management of waste management project;
- (v) To explain the process and importance of information, education and communication (IEC), and Behavioral Change Communication (BCC) in waste management project.

12. Methodology

Training methods include a combination of lectures-cum-discussions, panel and case discussions, appropriate mix of various participatory training methods through mock exercises and audio-visual presentations, inter and intra group discussions and sharing of country experiences, group assignment and exercises. Field visit will be highly interactive and focus will be more on practical orientation. In addition, appropriate energizers, ice-breakers, etc., will be used in training programme. Tentative course contents are:

- (i) Basic concept of agro processing, agro-food waste processing;
- (ii) Agro Food Wastes Processing: the concept of waste minimization, recycling, reuse and reduce (3Rs);
- (iii) Importance/benefit, obstructs/ constrains, and opportunities of agro-food wastes processing;
- (iv) Asia- Pacific trends of agro-food processing and food-waste processing;
- (v) Agro-food wastes processing technique, approaches, cost effective technology;
- (vi) Waste management project: planning, design, framework, management, monitoring and evaluation;
- (vii) Social impact: social mobilization, community participation, operation and maintenance (O&M), IEC, BCC, citizen responsibility, etc.;
- (viii) Role of Government, NGOs, community based organizations, people’s representatives, donors, and public-private partnership;

Selection Criteria

The participants are expected to possess the following qualifications:

1. **Current position:** The participants are mid and senior level government officials, working under rural development and poverty alleviation, agriculture, rural entrepreneurship development, small and medium industries, and other relevant department of national and local government agencies
2. **Work experience:** At least five (5) years of experience in the position described above.
3. **Education:** University degree or equivalent qualification from a recognized university/institution.
4. **Language:** The training is conducted in English, and participants are frequently required to make oral and written presentations. They must, therefore, be proficient in spoken and written English.
5. **Health:** Participants to complete a number of individual and group activities, and strenuous fieldwork. It is therefore, recommended to the member countries, not to nominate candidates who are likely to suffer from physical and mental stress.
6. **Age:** Eligible candidate should be between 30 and 45 years of old.
7. **Certificate:** Participants are required to attend the entire training program to receive the CIRDAP-NIRD&PR certificate of attendance.
8. **Medical certification:** Examination to be done by a qualified medical physician to certify the nominee's fitness to travel (land and air) by distance, long hours and meet the tight schedules.

Application Procedure:

1. **Ministry Role:** Nominations must be submitted to training@cirdap.org in the prescribe nomination form by 20 September 2018. You are requested to collect all nominations from relevant organizations and select according to criteria.
2. **Role of other Organization:** You have to send your nominations to the CIRDAP contact ministry by 18 September 2018
3. **Participant's Role:** For applying, participant has to follow the steps:
 - Click the link <http://cirdap.org/capacity-building/>
 - Click on the programme [Waste to Wealth, 04-13 October 2018, Iran](#)
 - Download necessary document namely participant profile, medical form and training brief
 - Fill up participant profile and medical and put necessary seal and signature
 - Upload clear scan copy of the following documents in <https://goo.gl/BE3Rf1>

	Type of Documents	Format	Rename as
1.	Participant profile	PDF	Applicant's first name_profile (e.g. bbx_profile)
2.	Medical Form	PDF	Applicant's first name_medical (e.g. bbx_medical)
3.	Passport with 6 month validity	PDF	Applicant's first name_passport (e.g. bbx_passport)

- After adding all documents, click submit.
- After submission, applicants will get a notification.

Country Paper

Training participants are requested to submit and present a country paper on **‘The Current scenario of Agricultural based Food Processing and Food Waste Management in ... (name of their respective country)’**.

1. An ideal country paper may content:
 - a. **Governing structure** (a brief description of specific ministry or government institute/s, who are responsible for cited issues);
 - b. **Rules/ regulations/ policies /strategies** (a brief of existing or proposed rules-regulations- policies- plan and strategies on cited issues);
 - c. **Present practices** (a brief description on agri based waste management and agro-food processing activities undertaken by any ministry or institute or department or other government or non-government bodies);
 - d. **Limitations, challenges and opportunities** (Participant will identify specific limitation-challenges- opportunities have in his/her own country’s perspective); and
 - e. **Way forwards** (Participant will point out his/her own idea to way forward of country’s limitation- challenges and way of utilizing the opportunities. S/he will generate idea to use of agro based food processing and waste management for rural development and poverty alleviation).
 - f. Participants are free to write any other issues - related or relevant with training topic, in the context of their own countries perspective.
2. The country paper should be written on A4 size paper with 1” margin in all side, and maximum 3,000 (three thousand) words.
3. The participant have to prepare a power point presentation based on their country paper. The presentation time for each paper will be about five (5) minutes with another five (5) minutes Q&A session. However, paper presentation time may vary.
4. The country paper and the power point presentation to be submitted by **20 September 2018**. Both files should be renamed with first name_country paper(e.g jack_country paper) and first name_ppt (Jack_ppt) and submit through this link: <http://cirdap.org/capacity-building/>

Financial Arrangements

(i). To be borne by participants or participating countries

- a. Participants' insurance premiums: All participants are expected to be fully insured against accident and illness (including hospitalization and death) for the entire duration of the training and travel. A copy of the travel insurance certificate must be submitted to the CIRDAP Secretariat before participation. Neither the CIRDAP nor the NIRD&PR will be responsible for any eventuality arising from accident or illness.
- b. All expenses related to visa fees and airport taxes.
- c. Any expenses incurred by participants for stop-overs on the way to and from the training venue, as well as for extra stay at the training venue before and/or after the official training period because of early arrival or late departure, for example, due to either limited available flights or any other reason.
- d. All other expenditure relating to travel within the applicant(s) country and in transit, miscellaneous expenses etc. will have to be met by the participant or their concern organization.

(ii). To be borne by the implementing agencies (CIRDAP-NIRD&PR)

- a. Per diem allowances and accommodation for up to 18 overseas participants and 02 local participants for **10 days**, at the rate to be specified later.
- b. All local implementation costs (venue, workshop facilities aid kit, local travel arrangements etc.) for all participants.
- c. All assignment costs for resource persons.
- d. Round-trip economy-class international airfare by the most direct route between the international airport nearest to the participants' place of work and India.

CIRDAP Selection Guideline

1. Each participating ministry or institute is requested to nominate three candidates in the order of preference. Please ensure that candidates nominated meet the qualifications specified under section 3 above.
2. No form of self-nomination will be accepted.
3. Please note that nomination of a candidate does not necessarily guarantee that s/he will be selected. Selection is at the discretion of the CIRDAP Secretariat. A basic criterion for selection is the homogeneity of the participants in terms of qualifications and work experience. Non-selection, therefore, does not mean that the candidates concerned are not competent enough. Sometimes candidates are not selected because they are over qualified for a training.
4. Each nomination should be accompanied by the necessary documents. A nomination lacking any of necessary documents (specified under section 4 above) may not be considered.
5. Member countries are requested to adhere to the **nomination deadline given on page 1**. The Secretariat may not consider late nominations as they have in the past resulted in considerable difficulties to the implementing organization in its preparatory work for the training.
6. If a selected participant becomes unable to attend, s/he should inform to the CIRDAP Secretariat immediately and give the reason for withdrawal.

Actions by the CIRDAP Secretariat

- a. Under normal circumstances, candidates who are selected will be informed of their acceptance at least three weeks prior to the start of the project.
- b. If some candidates fail to qualify or be unable to participate after selection, or if some member countries fail to nominate any candidate, their slots may be filled by alternates from the same or another member country on a merit basis.

Evaluation of Participants

If the conduct/attendance/performance of a participant is not satisfactory, these will be reported to the CIRDAP director concerned.

Other issue

Without prior approval from the coordinator, Participants are requested not to invite any family member or friend in the training venue, accommodation arrangement, during field trip, and other official programmes.