



**Centre on Integrated Rural Development for Asia and the Pacific  
Dhaka**

**Annex-A  
Section-1**

**General Brief**

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| <b>1. Training Code</b>                   | TF-198-NIRDPR-2019  |
| <b>2. Training Title</b>                  | CIRDAP – NIRDPR Collaborative International Training Programme on Participatory Rural Development   |
| <b>3. Date and Duration</b>               | 14 – 23 October 2019 (10 days excluding arrival and departure day)  |
| <b>4. Venue</b>                           | National Institute of Rural Development & Panchayati Raj (NIRDPR), Hyderabad, India   |
| <b>5. Implementing agencies</b>           | Centre on Integrated Rural Development for Asia and the Pacific (CIRDAP);<br>National Institute of Rural Development & Panchayati Raj (NIRDPR); |
| <b>6. Funding agencies</b>                | Ministry of Rural Development (MoRD), Government of India;  |
| <b>7. Number of overseas participants</b> | Up to twenty (20)   |
| <b>8. Number of local participant</b>     | Up to four (04)   |
| <b>9. Closing date</b>                    | 15 September 2019   |

**10. Background**

A development could only be sustainable when people actively participate in its planning and development process. It has recorded that a good number of developing countries are using the participatory development tools and techniques for planning and management of Rural Development projects.

This process enhance the sense of responsibility among the society and enable a greater degree of social acceptance of the projects. Further, field evidences indicate that the information/data had shared by the rural people have high validity and reliability.

A need to upgrade policy makers and executives knowledge, skills and attitudes in the context of concepts, approaches, tools and techniques of participatory development for effective grassroots level planning, monitoring and evaluation of development projects is acutely observed among CMCs.

In this context, CIRDAP in collaboration with NIRDPR is proposing to organize an international training programme on “Participatory Rural Development” to share smart and best approaches of participatory planning for the rural development projects in CIRDAP Member Countries.

## **11. Objectives**

The prime objectives of this training are likely:

- (i) to expose the development functionaries to the concepts, approaches, tools and techniques of participatory development for improved community participation;
- (ii) to expose the preparation of micro level plans, implementation, monitoring and evaluation of development projects;
- (iii) to impart knowledge of and equip the participants with the skills of participatory development through 'hands on experience' via study visits in India;

## **12. Methodology**

The Training Methodology of the programme focuses on interactive lectures, small group discussions, appropriate mix of various participatory training methods through mock exercises and audio-visual presentations, field visits and sharing of success stories and other participatory methods.

The participants will make their country presentations for cross-country learnings. Also, each CIRDAP Member Country participant (s) will prepare a report on back home action plan based on classroom and field visits inputs, which will be implemented at their back home.

### *Study Visit*

A three/four days study visit will organize to expose the participants to the best practices of rural development projects through community participation. The participants will practice 'hands on experience' by using participatory development tools and techniques in the villages. The aim of this is to enable participants to document lessons from the best practice villages and draw appropriate suggestions for pursuing similar programmes in their respective countries.



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**Section-2**

**Eligibility 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, rural entrepreneurship development, and other relevant department of national and local government agencies.
2. **Education:** University degree or equivalent qualification from a recognized university/institution.
3. **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.
4. **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.
5. **Certificate:** Participants are required to attend the entire training program to receive the CIRDAP-NIRD&PR certificate of attendance.





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**Country Paper**

Training participants are requested to submit and present a country paper on 'Participatory Rural Development ... (name of their respective country)'.

1. An ideal country paper may content:
  - a. **Governing/ Institutional structure** (a brief description of specific ministry or government institute/s, who are responsible for cited issues);
  - b. **Rules/ regulations/ policies /strategies and Operational Manual** (a brief of existing rules-regulations- policies- strategies and operational manual on cited issues);
  - c. **Present practices and status** (a brief description of current Participatory Rural Development practices 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);
  - 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 the concept of Participatory Rural Development.
  - 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 has 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 **30<sup>th</sup> September' 2019**. Both files should be renamed with first name\_country paper or PPT (e.g Jack\_country paper or Jack\_ppt) and submit to [training@cirdap.org](mailto:training@cirdap.org)
5. Please note that, submitting country paper is a mandatory part of the programme. Based on it, all participants will present their paper during the training.



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**Section-4**

**Financial Arrangements**

**(i) To be borne by the 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 20 overseas participants and 04 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





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**Section-5**

**1.0 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 2 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 2 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.
7. New nomination(s) will get preference to be selected for the programme.

**2.0 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 programme.
- 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.

**3.0 Evaluation of Participants**

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

**4.0 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.