

Capacity Development in SIP Formulation and Updating

Operational Guide 1 (OG-1): To Conduct “Regional-level ToT (R-ToT)”

A. Outline of R-ToT

(1) Name of the Training: Regional-level ToT (R-ToT) for Capacity Development in SIP Formulation and Updating

(2) Duration and Tentative Schedule:

- 4-day training in each of the five (5) Regions in November 2014

Development Region	Date	Venue	Remarks
Central	November 06 – 09, 2014	NCED, Bhaptapur	
Eastern	November 12 – 15, 2014	ETC, Biratnagar	
Western	November 12 – 15, 2014	RED hall, Pokhara	
Mid-western	November 23 – 26, 2014	ETC, Surkhet	
Far-western	November 23 – 26, 2014	ETC, Kanchanpur	

- One day prior to the training days will be needed for preparation by the facilitators' team

(3) Participants:

	Central (17D)	Western (15D)	Mid-W (14D)	Far-W (8D)	Eastern (15D)	Sub-total (69D)
DoE/NCED Trainers	4	0	0	0	0	4
RED/ETC-A Trainers	4	3	2	2	3	14
DEO (2 from each district)*	34	30	28	16	30	138
Sub-total	42	33	30	18	33	156

- It is recommended that one of the trainers/participants from the district may be head of Program Section (either ADEO or Section Officer).
- The other participant will be School Supervisor who is expected to work as “SIP Contact Person (SIP-CP).” S/he is expected to play an important role not only as trainers on SIP in the district but also as the focal person for any activities related with SIP.
- The participant from RED will be assigned as “SIP-CP” of the Region

(4) Trainers/Facilitators:

- Combination of trainers from MoE, RED, DoE, NCED, CDC, SISM2's Testing and Follow-up Districts, and SISM Project staff (approximately 10-20 for 5 R-ToTs)

(5) Overall Goal of the Capacity Development:

- To contribute to the improvement of the access to and the quality of basic education through enhancing the school-based management with community participation.

(6) Objectives of R-ToT:

- 1) To train District-level trainers, who will organize and facilitate District-level ToT (D-ToT) and to prepare them to guide and monitor the RC-W and School-level Workshop (SLW) in

their district;

- 2) To provide the participants with the knowledge and skills of how to support schools to achieve the quality education through improving the school management using SIP.

(7) Expected Outputs:

In the end of R-ToT, we will have:

- All participant refresh their knowledge/skills about the concept, contents and process of SIP;
- The implementation plan to organize D-ToT are ready; and
- All participants understand their ToR and are ready for preparing and conducting D-ToT and monitoring/supporting RC-Ws and SLWs as SIP Contact Person and his/her partner.

(8) Major Contents:

- 1) Opening, orientation, introduction, etc.
- 2) Brief analysis of the present situation
- 3) Close study of SIP Formulation Guidebook (SIP-FGB)
- 4) Concept of Child Friendly School
- 5) Study and practice of the School-level Workshop(SLW) Manual
- 6) School visit to practice SLW
- 7) Planning for cascade training in the district

(9) Training Materials:

The following 6 types of training materials are provided for all R-ToT participants:

- 1) SIP Formulation Guidebook (1 copy)
- 2) SLW Manual (1)
- 3) SSA Checklist (1)
- 4) Supplement (Reference) Booklet (1 for a facilitator and the other 2 for the use of DEO Office)
- 5) Operational Guide 2 (OG-2) to Conduct D-ToT (1)
- 6) Child Friendly Picture Poster (1)

Besides the above, the facilitators are requested to prepare hand-made training materials, which are explained in the training programme shown in the following pages.

B. Tentative Training Programme

Session	Contents	Materials/Tools
DAY-1		
Session 1 10:00 – 12:00 (120 min.)	Opening, Introduction and Orientation (1) Opening (30 min.) - Opening Remarks - Training Objectives - Brief introduction of the participants	- Banner - Meta-cards with objectives of the ToT
	(2) Briefing Capacity Development (CD) Plan (60 min.) - Key Policies and Strategies of CD for School Management Improvement in SSRP with PPT-1 - Brief presentation of SISM experience and cascade training with PPT-2 - Roles of DEO, SIP-CP and master trainers	- PPT-1 - PPT-2 - OG-2 and -3
	(3) Orientation of the Workshop (30 min.) - Orientation and schedule sharing - Establishing the ground rules - Appointment of management tasks for the training - Distribution and explanation of training material	- Table of management tasks
Break (15 min.)		
Session 2 12:15 – 13:45 (90 min.)	Situation Analysis of SIP - Group discussion and presentation - Analysis on the positive results, challenging areas, actions already taken, and actions which have to be taken regarding SIP - Presentation of group discussion	- Group discussion
Lunch Break (30 min.)		
Session 3 14:15 – 15:15 (60 min.)	Review of SIP Formulation Guidebook (1) - Reading and extracting the key points from Sections A and B - Sum up and highlighting of the key points from facilitator by PPT-3	- SIP-FGB - PPT-3
Break (15 min.)		
Session 4 15:30 – 16:50 (80 min.)	Review of SIP Formulation Guidebook (2) - Review of Annex 1 (Table 1-9) of Section C - Presentation of data of neighboring school by the head-teacher - Exercises of Tables 1-9 - Questions/Answers and Clarification	- 9 tables of data from a school - SIP-FGB
Closing 16:50 – 17:00 (10 min.)	Wrap- up and Closing of the Day	
DAY 2		
10:00 – 10:20 (20 min.)	Review of the Previous Day	
Session 5 10:20 – 11:20 (60 min.)	Review of SIP Formulation Guidebook (3) - Review of Annex 2 to 8 of Section C - Exercise of selected parts	SIP-FGB

Session	Contents	Materials/Tools
Break (10 min.)		
Session 6 11:30 – 13:00 (80 min.)	Orientation and Practice of Sessions in SLW-Manual (1) <ul style="list-style-type: none"> - Brief presentation of outline of SLW with PPT-4 - Overview of the SLW and Manual - Practice of Sessions 2, 3 and 4 	<ul style="list-style-type: none"> - SLW-M - PPT-4 - Pictures of different schools and classes - CFS picture - Attendance register of Classes 1-5 of a school - Table for listing the ways to help students improve attendance
Lunch Break (30 min.)		
Session 7 13:30 – 15:00 (80 min.)	Practice of Sessions in SLW-Manual (2) <ul style="list-style-type: none"> - Practice of Session 5, 6 and 7 of SLW 	<ul style="list-style-type: none"> - SLW-M - Newsprint with a blank multi-circles - Pictures of school, with weak supports and good support - Table for listing types of supports by every stakeholder - Illustrations of low and non-budgetary activities
Break (10 min.)		
Session 8 15:10 – 16:30 (70 min.)	Practice of Sessions in SLW-Manual (3) <ul style="list-style-type: none"> - Practice of Session 8, 9 and 10 of SLW 	<ul style="list-style-type: none"> - SLW-M/ - SSA checklist/List of areas which need urgent actions (priority areas)/Priority Program to be included in SIP - A table of SIP Preparation Plan, on newsprint - A chart of SIP Process, on newsprint
Session 9 16:30 – 16:50 (50 min.)	Preparation for the School Visit of Day 3 <ul style="list-style-type: none"> - Group division and role division - Outline of the school visit - Instructions 	
Closing 16:50 – 17:00 (10 min.)	Wrap-up and Closing of the Day	
DAY 3		
10:00 – 10:10 (10 min.)	Review of the Previous Day and preparation for the school visit	
10:10 – 11:00 (50 min.)	Move to School	
11:00 – 11:30 (30 min.)	Greeting, introduction and briefing about the day's activities to the head teacher and SMC.	

Session	Contents	Materials/Tools
11:30 – 13:00 (90 min.)	Mini-workshop (1) <ul style="list-style-type: none"> - Introduction and Orientation - Sharing of School Data/Information (Session 2 of SLW) - Attendance analysis (Session 4 of SLW) 	- 9 tables of school data & attendance registers
13:00 – 13:30 (30 min.)	Khaja	
13:30 – 15:30 (120 min.)	Mini-workshop (2) <ul style="list-style-type: none"> - Exercise on SSA 	- SSA checklist
(15 min.)	Break	
(15 min.)	Wrap-up and Closing	
DAY 4		
Session 10 10:00 – 11:30 (90 min.)	Review of the school visit	
Break (10 min.)		
Session 11 11:40 – 13:10 (90 min.)	Orientation of OG-2 and OG-3 Planning of District-level ToT	- OG- 2 & -3
Lunch Break (30 min.)		
Session 12 13:40 – 15:10 (90 min.)	Planning of District-level ToT, RC-W and SLW	- OG-2 & -3
15:10 – 15:30 Closing (30 min.)	Evaluation and Closing	