

TRAINING MODULES FOR SOCIAL MOBILISATION & INSTITUTION DEVELOPMENT (SM&ID)

DAY-NULM MIZORAM

MIZORAM STATE URBAN LIVELIHOODS MISSION

Prepared & issued by
Mizoram State Urban Livelihoods Mission Society
Urban Dev. & Poverty Alleviation Department, Government of Mizoram

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Chapter 1 : Capacity Building for Community Institutions- SHG's and their Federation

Mizoram State Urban Livelihoods Mission (MzSULM) come up with a Training Modules for Social Mobilisation & Institution Development (SM&ID) which shall be adopted and to be applied by all Community Organizers, Resource Organizations, Training Agency and other District functionaries at all levels. It is arranged for the benefit of all the stakeholders under Social Mobilisation & Institution Development (SM&ID) component of DAY-NULM.

Objective

The basic objectives of Capacity Building for Community Institution is imparting knowledge through Intensive Training and provide other capacity building inputs to the community members.

Need for Training

The core belief is that the poor are entrepreneurial and have innate desire to come out of poverty. The challenge here is to unleash their capabilities to generate meaningful and sustainable livelihoods. DAY-NULM rests on the foundation that the mobilization of urban poor households to form their own institutions is important investment for the effective and sustainable poverty reduction programme. DAY-NULM aims to provide continuous and carefully designed handholding support to community structures viz..SHG, ALF, CLF. For this, Intensive Training strategy shall be adopted for all the stakeholders and equipped them with requisite skills to manage their community institution to achieve sustainability.

Training Methods to be adopted

1. Classroom teaching
2. PowerPoint Presentation
3. Group Discussion
4. Experience sharing
5. Exposure Visits / Field Visits

Expected Participants

1. Grass-root Level (First tier)– All the stakeholders at grass-root level i.e SHGs as indicated by the DAY-NULM in urban areas.
2. Area Level (Second tier) –All the functioning SHGs at Grass-root level, SHGs going through Final Evaluation for entering into Area Level Federation.
3. City Level (Third tier) – All the functioning Area Level Federations, ALF going through Final Evaluation for entering into City Level Federation.

Course Break up for all Training Programme

Sl. No	Training Modules	Participant Level	Minimum Duration (in days)	Number of Participant	Date	Budget (in ₹)
1	Principles & Concept of SHG and Federation	SHG, ALF, CLF	1	To be decided	To be decided	590 to 750 per person per day
2	Formation & Management of SHG and Federation	SHG, ALF, CLF	1	-do-	-do-	590 to 750 per person per day
3	Financial Management & Book Keeping	SHG, ALF, CLF	1	-do-	-do-	590 to 750 per person per day
4	Financial Inclusion & Bank Linkage	SHG, ALF, CLF	1	-do-	-do-	590 to 750 per person per day
5	Micro-planning for Income Generating Activities	SHG, ALF, CLF	1	-do-	-do-	590 to 750 per person per day
6	Leadership & Communication Skills	SHG, ALF, CLF	1	-do-	-do-	590 to 750 per person per day
7	Components of NULM and other Social Assistance Programme under Government	SHG, ALF, CLF	1	-do-	-do-	590 to 750 per person per day
8	Field visits	For all level	1	-do-	-do-	590 to 750 per person per day

NOTE: Training fee provision of ₹ 590 - 750 per day is not applicable for SHG handholding Training by CMMU/RO/URP, etc

Frequency of Training

The frequency of Trainings for a period of one Financial Year shall be decided upon the target set as per the Annual Action Plan of MzSULMs in every Financial Year.

Sl. no	Level	Target	No of Training	No of Person
1	Grass-root Level (First tier)	SHG	As per AAP	As per AAP
2	Area Level (Second tier)	ALF	As per AAP	As per AAP
3	City Level (Third tier)	CLF	As per AAP	As per AAP
4	Financial Literacy Camps with Banks	SHG, ALF, CLF	As per AAP	As per AAP

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Venue of Training

All the Training shall be organized at the venue which is most suitable and convenient for the stakeholders. At the time of Training the Training venue for SHGs, ALFs and CLFs shall be arranged by City Mission Management Unit (CMMU).

Suggested readings

1. Operational Guidelines for DAY- NULM (English and Mizo Version)
2. Training Modules of SM&ID available at MIS portal (136 pages – to be downloaded and print by CMMU)
3. Training Manual – SHG (Mizo Version)
4. Training Manual – ALF (Mizo Version)
5. Training Manual – CLF (Mizo Version)

Chapter 2 : Capacity Building Training for Self Help Groups (First tier)

Objective

To impart knowledge and requisite skills through handholding support to community members as well as members of SHG for effective management of their community institutions i.e SHG

Expected Participants

1. Community Members
2. Members of SHG

Method of Training

1. Group discussion
2. Experience sharing
3. Field visit to best practices

Duration of the Course

The duration of the Capacity Building Training for Grass-root level (first tier) - SHGs shall range between 1 to 10 days Training. The duration and issues to be covered shall be decided based on the participants group at the time of Training.

Venue of Training

The place for Capacity Building Training for Grass-root level (first tier)– SHGs shall be decided upon the convenience of the participants prior to the commencement of the Course. At the time of planning, the venue should be decided according to the convenience and most suitable for the stakeholders.

Capacity Building training for Self Help Groups does not have daily training fund provision. Resource Organizations (ROs) are engaged to provide training for 24 months at the rate of Rs 10,000 per SHG.

Course Content of the Capacity Building Training for Self Help Groups (First-tier)

Sl. no	Training Code	Name of Training Course	Duration (in days)
1	Enter your respective Training code generated from MIS	Concepts and approaches to formation of SHG <ul style="list-style-type: none"> - Principles of SHG – Formation and Management - Guide to registration – SHG Inventory Sheet - Promotion of Financial Inclusion through SHG - Promotion of Bank Linkage through SHG - Promotion of Credit Linkage through SHG 	1
2	Enter your respective Training code generated from MIS	Financial Management and Book Keeping <ul style="list-style-type: none"> - SHG Attendance Register - SHG Meeting Minute - SHG Cash Book - SHG Group Pass Book - SHG Loan Pass Book - SHG Individual Pass Book 	2
3	Enter your respective Training code generated from MIS	Importance of SHG Grading <ul style="list-style-type: none"> - Monthly Grading - Grading for Revolving Fund - Grading for Credit Linkage - Grading for entry into ALF 	1
4	Enter your respective Training code generated from MIS	Income Generating Activities (IGA's) for SHG Convergence of support services	1
5	Enter your respective Training code generated from MIS	Inter-personal skills <ul style="list-style-type: none"> - Communication - Decision Making - Conflict resolution - Self –assessment - Any other 	1
6	Enter your respective Training code generated from MIS	Financial Literacy Camps <ul style="list-style-type: none"> - Importance of Savings through Bank - Opening of SB Account for SHG members 	1
7	Enter your respective Training code generated from MIS	DAY-NULM <ul style="list-style-type: none"> -ESTP -SEP -SUSV -SUH 	1
8	Enter your respective Training code generated from MIS	Panchasutra(5 basic principles of SHG)	1
9	Enter your respective Training code generated from MIS	Business Plan format	1

Note: Training Code shall be generated by MIS once the Training Courses are entered by each CMMU. Course addition can be done any point of time.

Tentative Session plan

Tentative Session Plan cannot be made for Training for SHG at the grass-root level. However, the Training should be provided to the SHGs in an intensive manner. The daily Training schedule for SHG facilitator should be formulated by the Resource Organization according to the prior needs identified from the SHG grading.

Training Manual for SHG

MzSULM prepared Training Manual for SHG in local language so that the Books of Accounts maintain by SHG under DAY- NULM should be similar with each other. The Training Manual should be adopted by all COs, ROs /URPs in any Training on SHG Book keeping. The Training Manual is prepared in congruent with the Common Book of Accounts introduced to the SHG by MzSULM.

The Training Manual provides sample Meeting Minutes, Cash Book and SHG Rules and Regulation as per DAY-NULM Operational Guidelines.

Suggested readings

1. Operational Guidelines for DAY- NULM (English and Mizo Version)
2. Training Modules of SM&ID available at MIS portal (136 pages – to be downloaded and print by CMMU)
3. Training Manual – SHG (Mizo Version)

Chapter 3: Capacity Building Training for Area Level Federation (Second-tier)

Objective

To impart knowledge and requisite skills through handholding support to Area Level Federation members for effective management of their community institutions i.e ALF.

Expected Participants

1. Elected representative of SHG

Method of Training

1. Class room lecture
2. Power point presentation
3. Group discussion
4. Experience sharing
5. Field visit to best practices

Duration of the Course

The duration of the Capacity Building Training for Area level (second tier) - ALFs shall range between 1 to 10 days Training. The duration is inclusive of Field visit and issues to be covered shall be decided based on the participant group at the time of Training.

Venue of Training

The place for Capacity Building Training for Area level (second tier)- ALFs shall be decided upon the convenience of the participants prior to the commencement of the Course. At the time of planning, the venue should be decided according to the convenience and most suitable for the stakeholders.

Course Content of the Capacity Building Training for Area level (second-tier) – ALF

Sl. no	Training Code	Name of Training Course	Duration (in days)
1		ALF-Concept & management of ALFs - Based on Bye laws of ALF based on The Mizoram Cooperative Societies Amended Rules, 2012 - Based on the Mizoram Societies Registration Act, 2005	1
2		ALF- Meeting process, agenda fixation	1

3	ALF - Financial Management and Book Keeping - ALF Attendance Register - ALF Meeting Minute - ALF Cash Book - ALF Group Pass Book - ALF Loan Pass Book - ALF Member SHG Pass Book	2
4	ALF - Review and Monitoring of SHGs through Grading of SHGs by ALFs - Monthly Grading - Grading for Revolving Fund - Grading for Credit Linkage - Grading for entry into ALF	1
5	ALF - Annual Report & Auditing procedure of ALF	1
6	ALF - Monitoring of URPs & Book keepers	1
7	ALF - Capacity building of SHGs and URPs	1
8	ALF - Livelihood activities of SHGs and Business Plan formulation	1
9	ALF - DAY-NULM -ESTP -SEP -SUSV -SUH	1
10	ALF - Linkage with CLF, City livelihood Center and other institutions	1
11	ALF -Convergence with ULBs and other departments	1
12	ALF - Exposure visit for ALF members	3

Note: Training Code to be entered and generated by each CMMU at MIS on their own..
Course addition can be done any point of time.

Tentative Session Plan for Training for Area Level (second-tier) – Area Level Federation (ALF)

Time	Topic	Resource Person/ Concerned Persons
DAY ONE		
9:00 – 9: 30	Registration	Participants
9: 30-10:00	Tea break	
10: 00-11:00	Inauguration & Brief Introduction	Training Co-ordinator
11: 00-12:00	Topic to be chosen	
12:00 - 1:00	Lunch Break	
1:00-2: 30	Topic to be chosen	
2: 30 - 3: 00	Tea break	
3: 00 – 4: 30	Topic to be chosen	

4: 30 – 5: 30	Topic to be chosen	
DAY TWO		
9: 00 - 10 :00	Recapitulation	Training Co-ordinator
10: 00 - 10: 30	Topic to be chosen	
10: 30- 12: 00	Topic to be chosen	
12: 00 - 1:00	Lunch Break	
1 :00– 2.30	Topic to be chosen	
2: 30 - 3: 00	Tea Break	
3: 00 – 4: 30	Topic to be chosen	
4: 30 – 5: 30	Topic to be chosen	
DAY THREE		
9: 00 - 10 : 00	Recapitulation	Training Co-ordinator
10: 00 - 10 : 30	Topic to be chosen	
10 : 30 - 12 : 00	Topic to be chosen	
12: 00 - 1: 00	Lunch Break	
1 : 00 – 2.30	Topic to be chosen	
2 : 30 - 3: 00	Tea Break	
3: 00 – 4 : 30	Topic to be chosen	
4 : 30 – 5 : 30	Topic to be chosen	
DAY FOUR		
9: 00 - 10 : 00	Recapitulation	Training Co-ordinator
10: 00 - 10 : 30	Topic to be chosen	
10 : 30 - 12 : 00	Topic to be chosen	
12: 00 - 1: 00	Lunch Break	
1 : 00 – 2.30	Topic to be chosen	
2 : 30 - 3: 00	Tea Break	
3: 00 – 4 : 30	Topic to be chosen	
4 : 30 – 5 : 30	Topic to be chosen	
DAY FIVE		
9 :00- 3:00	Field Visits	Training Co-ordinator
3:00-4:00	Evaluation and Valediction	Training Co-ordinator
	OR	
9: 00 - 10 : 00	Recapitulation	Training Co-ordinator
10: 00 - 10 : 30	Topic to be chosen	
10 : 30 - 12 : 00	Topic to be chosen	
12: 00 - 1: 00	Lunch Break	
1 : 00 – 2.30	Topic to be chosen	
2 : 30 - 3: 00	Tea Break	
3: 00 – 4 : 30	Topic to be chosen	
4 : 30 – 5 : 30	Topic to be chosen	

Budget Estimates

I. Budget estimate is ₹ 670/person/day – For Training Agency

Sl.no	Expenses item	Training rate break-up (in ₹)	
		Per person per day	30 person batch per day
1	Honorarium of Resource Persons	80	2400
2	Training allowance to ALF Members	360	10800
3	Lunch, Snacks, Tea and Water	150	4500
4	Printing of reading materials	20	600
5	Banner	5	150
6	Hall rent	50	1500
7	Miscellaneous Expenses	5	150
	Total	670	20100

II. Budget estimate is ₹ 750/person/day – For CMMU

Sl.no	Expenses item	Training rate break-up (in ₹)	
		Per person per day	30 person batch per day
1	Training allowance to ALF Members	360	10800
2	Lunch, Snacks, Tea and Water	150	4500
3	Printing of reading materials	20	600
4	Banner	5	150
5	Hall rent	50	1500
6	Vehicle hiring charge for Field Visit	80	2400
7	Visit fee payable ALF visited at Field Visit	80	2400
8	Miscellaneous Expenses	5	150
	Total	750	22500

III. Budget estimate is ₹ 590/person/day – For CMMU without field visit

Sl.no	Expenses item	Training rate break-up (in ₹)	
		Per person per day	30 person batch per day
1	Training allowance to ALF Members	360	10800
2	Lunch, Snacks, Tea and Water	150	4500
3	Printing of reading materials	20	600
4	Banner	5	150
5	Hall rent	50	1500
6	Miscellaneous Expenses	5	150
	Total	590	17700

Suggested readings

1. Operational Guidelines for DAY- NULM (English and Mizo Version)
2. Training Modules of SM&ID available at MIS portal (136 pages – to be downloaded and printed by CMMU)
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4. Training Manual – ALF (Mizo Version)

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Chapter 4 : Capacity Building Training for City Level Federation (Third-tier)

Objective

To impart knowledge and requisite skills through handholding support to Area Level Federation members for effective management of their community institutions i.e CLF.

Expected Participants

1. Elected representative of ALF's

Method of Training

1. Class room lecture
2. Power point presentation
3. Group discussion
4. Experience sharing
5. Field visit to best practices

Duration of the Course

The duration of the Capacity Building Training for City level (third-tier) – CLFs shall range between 1 to 10 days Training. The duration is inclusive of Field visit and issues to be covered shall be decided based on the participant group at the time of Training.

Venue of Training

The place for Capacity Building Training for City level (third-tier)– CLFs shall be decided upon the convenience of the participants prior to the commencement of the Course. At the time of planning, the venue should be decided according to the convenience and most suitable for the stakeholders.

Course Content of the Capacity Building Training for City level (third-tier)– CLF

1. Concepts and approaches to development in formation of City Level Federation
2. Principles of SHG Federation – Formation and Management
3. Guide to registration under Society Registration Act, 2005
4. Financial Management and Book Keeping for CLF
5. Grading of SHGs
6. Credit linkage of SHGs and ALFs under their Area
7. Convergence of support services for income generating activities for CLFs
8. Leadership and communication skills
9. Financial Literacy
10. Field visit to best practising ALF

Note: Course addition can be done any point of time

**Tentative Session Plan for Training for City level (third-tier) –
City Level Federation (CLF)**

Time	Topic	Resource Person/ Concerned Persons
DAY ONE		
9:00 – 9: 30	Registration	Participants
9: 30-10:00	Tea break	
10: 00-11:00	Inauguration & Brief Introduction	Training Co-ordinator
11: 00-12:00	Topic to be chosen	
12:00 - 1:00	Lunch Break	
1:00-2: 30	Topic to be chosen	
2: 30 - 3: 00	Tea break	
3: 00 – 4: 30	Topic to be chosen	
4: 30 – 5: 30	Topic to be chosen	
DAY TWO		
9: 00 - 10 :00	Recapitulation	Training Co-ordinator
10: 00 - 10: 30	Topic to be chosen	
10: 30- 12: 00	Topic to be chosen	
12: 00 - 1:00	Lunch Break	
1 :00– 2.30	Topic to be chosen	
2: 30 - 3: 00	Tea Break	
3: 00 – 4: 30	Topic to be chosen	
4: 30 – 5: 30	Topic to be chosen	
DAY THREE		
9: 00 -10 : 00	Recapitulation	Training Co-ordinator
10: 00 - 10 : 30	Topic to be chosen	
10 : 30 - 12 : 00	Topic to be chosen	
12: 00 - 1: 00	Lunch Break	
1 : 00 – 2.30	Topic to be chosen	
2 : 30 - 3: 00	Tea Break	
3: 00 – 4 : 30	Topic to be chosen	
4 : 30 – 5 : 30	Topic to be chosen	
DAY FOUR		
9: 00 - 10 : 00	Recapitulation	Training Co-ordinator
10: 00 - 10 : 30	Topic to be chosen	
10 : 30 - 12 : 00	Topic to be chosen	
12: 00 - 1: 00	Lunch Break	
1 : 00 – 2.30	Topic to be chosen	
2 : 30 - 3: 00	Tea Break	
3: 00 – 4 : 30	Topic to be chosen	
4 : 30 – 5 : 30	Topic to be chosen	
DAY FIVE		
9 :00- 3:00	Field Visits	Training Co-ordinator
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	OR	
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