

Q

MODULE

TRAINING OF WOMEN SHG LEADERS ON
WATER AND SANITATION MANAGEMENT

UNDER

GENDER MAINSTREAMING STRATEGY INITIATIVE

IN WATER FOR ASIAN CITIES PROGRAMME



Mahila Chetna Manch
Kalyani Hostel Parisar,
Shivaji Nagar,
Bhopal - 462016



UN-HABITAT

UN-HABITAT
Water for Asian Cities Programme Office,
EP-16/17, Chandragupta Marg,
Chanakyapuri,
New Delhi - 110021

202.1 00TR 19355

SHG Leader's Training in Water and Sanitation Management

Training Design

Duration:

A four-day training programme for SHG members on promotion and management of water and sanitation by users groups SHGs (Self Help Groups) of slum areas.

Objectives:

The objective of the training is to help women leaders in slum localities to develop a conceptual idea on Self Help Group and its activities so that after the training, the SHG can take over the water and sanitation management of the slum area, manage the public toilets and water supply. Also to equip them to undertake allied income generating activities like construction and maintenance thus enabling them to act as construction entrepreneurs/consultancies.

Training Method:

Participatory Learning and Action Methodology

No.of Participants

30 Women Leaders of SHG in a batch

Training Schedule:

Day One

Session-I

10.00 am to 11.00 am

General Orientation

Introduction of organization, WAC programme and training objectives, design and methodology
Introduction of participants and resource persons
Participant's expectations
Rules of the training workshop

Session-II

11.00 am to 12.45 pm

Group Orientation

Concept of SHG

- Objective of SHG formation
- Establishment of SHGs
- Bye-laws
- Conducting group meetings
- Maintaining Group records

Session-III

12.45 pm to 1.20 pm

Principles of SHG

- Solidarity

- Transparency
- Collective decision and work
- Behaviour and attitude towards group members

1.30 pm to 2.00 pm

Lunch

Session-IV

2.00 pm to 3.00 pm

Gender Orientation

Gender, water and sanitation

Gender and Sex

Gender division of labour

Mainstreaming Gender in Water and Sanitation

Role of SHG in implementation of GMS

Session-V

3.00 pm to 4.10 pm

Leadership Orientation

Collective participatory leadership for water and sanitation,

Conflict Management

Day Two

Session-I

10.00 am to 11.45 am

Skill Orientation

Report presentation of previous day

Communication skill

Session-II

11.45 am to 12.20 pm

Negotiation skill

Session-III

12.20 pm to 12.55 pm

Social capital, mobilization and collective decision making

Session-IV

12.55 pm to 1.55 pm

Networking and linkages

2.00 pm to 2.30 pm

Lunch

Session-V

2.30 pm to 4.00 pm

Technical skills-masonry, plumbing, water proofing

Day Three

Session-I

10.00 am to 11.45 am

Management Orientation

Report presentation of previous day

Project planning, demand mapping + data collection and analysis

Session-II

11.45 am to 12.45 pm

Action plans, budget, resource mobilization

Session-III
12.45 pm to 2.00 pm Implementation – work distribution, operation, maintenance and monitoring of community assets

2.00 pm to 2.30 pm Lunch

Session-IV
2.30 pm to 4.00 pm Maintenance of funds and finances

Day Four

Session-I
10.00 am to 11.30 am **Role Orientation**
Report presentation of previous day
Role of women leaders in:

- Hygiene – personal and community
- Conservation of water
- Waste Management

Session-II
11.30 am to 12.30 pm Community Participation in water and sanitation management
Working with men – cooperation

Session-III
12.30 pm to 1.00 pm Monitoring

Session-IV
1.00 pm to 1.30 pm Gender Audit of WATSAN services

1.30 pm to 2.00 pm Lunch

Session-V
2.00 pm to 2.30 pm Reporting
2.30 pm to 3.30 pm Feed back of participants
3.30 pm to 4.00 pm Closing

DAY 1

Session I	:	General Orientation
Session Theme	:	Introductions and Icebreaking
Duration	:	60 minutes
Session Objectives	:	<ul style="list-style-type: none">• To get the participants to know each other.• To introduce the WAC programme, training design, its purpose and method.• To get to know expectations of the participants.• To define the rules of training programme.
Expected learning outcomes	:	Participants and resource persons are acquainted with each other. Participants understand the workshop design, purpose and methodology Resource Persons become aware of participants expectations

Content

S. No.	Content	Methodology	Support material	Duration in mins.
1	Welcoming the participants and guests	Welcome address	-	5 min.
2	Overview of WAC programme, training its objective, design and methodology	Presentation	LCD projector, laptop & Screen	15 min.
3	Introduction of participants and resource persons	Individual introduction	-	15 min.
4	Expectation of participants from training workshop	Brainstorming	Flash cards & marker pen	20 min.
5	Rules of training workshop	Brainstorming	Flip chart & marker pen	5 min.

DAY 1

Session II	: Group Orientation
Session Theme	: Concept of SHG and its working
Duration	: 105 minutes
Session Objective	: <ul style="list-style-type: none">• To get participants to know about concept of SHG, objective of SHG formation.• To get participants to know how to establish SHG and to conduct group meetings.• To get participants to know procedures for record maintenance of the group.
Expected learning outcomes	: Participants, are acquainted with concept of SHG objective of SHG formation, establishment of SHGs, bye-laws.

Participants become aware of procedure of conducting group meetings and maintaining records.

Content

S. No.	Content	Methodology	Support material	Duration in min.
1	Concept of SHGs	Presentation	LCD projector, laptop & Screen	10 min.
2	Objective of SHGs formation	Brainstorming	Flip chart & marker pen	15 min.
3	Establishment of SHGs	Game-Trust building, Presentation	Transparencies and marker pen & OHP	10 min.
4	Bye-laws of group	Presentation	Transparencies, marker pen & OHP	15 min
5	Conducting group meetings	Role play		20 min.
6.	Maintaining group records	Presentation	transparencies & OHP	30 min.
6	Synthesis	Brainstorming	Flip chart & marker	5 min.

DAY 1

Session III	:	Group Orientation
Session Theme	:	Principles of SHG
Duration	:	35 minutes
Session Objective	:	<ul style="list-style-type: none">• To acquaint participants with principles of SHG.• To make participants aware about importance of solidarity, transparency and collective decision-making and working.• To make participants aware about their behaviour and attitude towards other group members.
Expected learning outcomes	:	Participants are acquainted with principles of SHG and the importance of solidarity, transparency, collective decision and working.

Participants also become aware of self behaviour and attitudes towards other group members in the groups.

Content

S. No.	Content	Methodology	Support material	Duration in min.
1	Principles of SHG	Brainstorming	Flash cards & marker pen	5 min.
2	Solidarity among group members	Game – To protect goat from attack of lion	-	5 min.
3	Enforcing / transparency through group working	Presentation	LCD projector ,laptop & Screen	5 min.
4	Collective decision	Lecture, Story	-	5 min.
5	Domination, submission, counter aggression, curbing, conflict, ego – set of methods how you respond to a situation	Self-reflection	Flash cards & marker pen	10 min.
6	Synthesis	Brainstorming	Flip charts & marker pen	5 min.

DAY 1

Session IV

: Gender Orientation

Session Theme

Introducing Gender Concepts in Water and Sanitation

Duration

: 60 minutes

Session Objective

- : • To acquaint participants with concept of sex and gender.
- To make participants aware about genderization of labour in water and sanitation sector.
- To make participants aware about Gender Mainstreaming Strategy in Water and Sanitation and role of SHG in its implementation.

Expected learning outcomes

- : Participants are acquainted with concept of gender and sex and also gender division of labour regarding water and Sanitation.

Participants become aware of gender mainstreaming strategy in water and sanitation services and their role in its implementation.

Content

S. No.	Content	Methodology	Support material	Duration in mins.
1	Concept of gender and sex	Presentation	LCD projector, Laptop & Screen	10 min.
2	Gender division of labour in water and sanitation	Gender analysis with case study	Flip chart & marker pen	15 min.
3	Division of skilled and unskilled work between women and men in constructing and maintaining water and sanitation .	Group work	Photos, Flip chart & marker pen	15 min.
4	Mainstreaming Gender in Water and Sanitation and role of SHGs in implementation of GMS	Presentation	LCD projector, Laptop & Screen	15 min.
5	Synthesis	Brainstorming	Flip chart & marker pen	5 min.

DAY I

Session V	: Leadership Orientation
Session Theme	: Collective and participatory leadership and Conflict management
Duration	: 70 minutes
Session Objective	: <ul style="list-style-type: none">• To get participants understand about importance of collective and participatory leadership.• To acquaint participants about qualities, attitudes and behaviour of a leader.• To acquaint participants about methods of conflict management.
Expected learning outcomes	: Participants understand the importance of collective participatory leadership. Participants are acquainted with qualities, attitudes and behaviour of a leader especially in conflict management between group members.

Content

S. No.	Content	Methodology	Support material	Duration in min.
1	Need of collective and participatory leadership	Brainstorming	Flip chart & marker per	10 min.
2	Qualities attitudes and behaviour of a leader	Group work	Flip chart & marker per	20 min.
3	Common responses to conflict in a group	Role play	Flip chart & marker per	15 min.
4	Conflict management	Presentation	LCD project, Laptop & Screen	20 min.
5	Synthesis	Brainstorming	Flip chart & marker per	5 min.

DAY II

Session I : **Skill Orientation**

Session Theme : Communication Skill

Duration : 105 minutes

Session Objective :

- Participants will understand about principles and process of communication
- Participants will learn various communication skills

Expected learning outcomes : Participants understand the principles and process of communication.

Participants will have better listening , speaking and writing skills to communicate with various people.

Content

S. No.	Content	Methodology	Support material	Duration in min.
1	Report of day one	Presentation	Flip chart	5 min.
2	Process and basic principles of communication	Presentation	LCD projector & Screen	5 min.
3	Barriers to effective communication	Brainstorming	LCD projector & Screen	10 min.
4	Developing communication skills:			
	a. Listening skills	Game	-	10 min.
	b. Speaking skills	Role Play	Flip chart & marker per	10 min.
	c. Writing skills	Group work	Flip chart & marker per	20 min.
5	Role of communication:			
	a. Communicating with community	Role Play	Flip chart & marker per	10 min.
	b. Communicating with group members	Presentation	LCD Projector, Laptop & Screen	10 min.
	b. Communicating with leaders	Presentation	LCD Projector, Laptop & Screen	10 min
	c. Communication with officials	Presentation	LCD Projector, Laptop & Screen	10 min
6	Synthesis	Brainstorming	Flip Chart and marker	5 min.

DAY II

Session II : Negotiation Skills

Session Theme : Developing Orientation Skills

Duration : 35 minutes

Session Objective :

- To develop understanding in participants on of the principles ,process of negotiation and to make them learn skills of negotiation.

Expected learning outcomes : Participants understand the principles of negotiation and use it effectively to get basic services.

Content

S. No.	Content	Methodology	Support material	Duration in min.
1	Understanding negotiation (definition, types, principle and process)	Presentation	LCD Projector, Laptop, & Screen	10 min.
2	Skills for successful negotiations	Presentation	LCD Projector, Laptop, & Screen	10 min.
3	Handling difficult negotiators	Group work	Flip chart & marker pen	10 min.
4	Synthesis	Brainstorming	Flip chart & marker pen	5 min.

DAY II

- Session III** : **Social Capital**
- Session Theme : Social Capital, mobilization and collective decision making
- Duration : 40 minutes
- Session Objective : • To acquaint participants with social capital and mobilization for collective decision on consensus basis.
- Expected learning outcomes : Participants are acquainted with social capital and social mobilization in water and services for collective decision making.

Content

S. No.	Content	Methodology	Support material	Duration in mins.
1	Concept of social capital	Presentation	LCD Projector, laptop & Screen	10 min.
2	Types of social capital	Brainstorming	Chart paper, marker pen	10 min.
3	Social mobilization for collective decision making	Presentation	LCD projector Laptop & Screen	15 min.
4	Synthesis	Brainstorming	Flip charts & Marker pen	5 min.

DAY II

Session IV : Networking Skills

Session theme : Networking and Linkages

Duration : 60 minutes

Session Objective : • To get participants learn about networking and linkages, its use in furthering the group objectives.

Expected learning outcomes : Participants are acquainted with networking skills and are able to forge alliances and linkages.

Content

S. No.	Content	Methodology	Support material	Duration in min.
1	Concept of network	Game	-	5 min.
2	Role of net work	Presentation	LCD projector Laptop & Screen	20 min.
2	Forming net work and linkages	Group work	Chart paper & Maker pen	30 min.
3	Synthesis	Brainstorming	Flip chart, marker pen	5 min.

DAY II

Session V	:	Skill Orientation
Session Theme	:	Technical skills
Duration	:	90 minutes
Session Objective	:	<ul style="list-style-type: none">To give practical demonstration to participants for hands on experience in masonry, plumbing, water proofing etc.
Expected learning outcomes	:	Participants are acquainted with technical skills like maintenance of water and sanitation utilities using masonry, plumbing, water proofing skills. They may explore further training and business.

Content

S. No.	Content	Methodology	Support material	Duration in min..
1	Masonry: Type of construction of bars, wall thickness, line and leveling, flooring, preparation of mortar for construction of toilets	Practical demonstration	Masonry implements & material	30 min.
2	Plumbing: Drainage materials and different fittings for water supply	Practical demonstration	Plumbing implements & material	30 min.
3	Water Proofing: Different methods	Practical demonstration	Water proofing material	25 min.
4	Synthesis	Brainstorming	Flip chart & marker pen	5 min.

DAY III

Session I	:	Management Orientation
Session Theme	:	Project Planning, Demand Mapping, Data Collection and Analysis.
Duration	:	105 minutes
Session Objective	:	<ul style="list-style-type: none">• To acquaint participants with demand mapping, data collection and analysis for planning.
Expected learning outcomes	:	Participants are acquainted with participatory methodology for project planning for water and sanitation service provision.

Content

S. No.	Content	Methodology	Support material	Duration in min.
1.	Report of day two	Presentation	Flip chart , marker pen	5 min.
2	Demand mapping	Group work	Chart paper & marker pen	30 min.
3	Data collection	Group work	Chart paper & marker pen	30 min.
4	Analysis to identify specific actions/activities and prioritize	Brainstorming	Flip chart & marker pen	35 min.
4	Synthesis	Brainstorming	Flip chart & marker pen	5 min.

DAY III

Session II	:	Management Orientation
Session Theme	:	Action Plan, Budget and Resource Mobilisation
Duration	:	60 minutes
Session Objective	:	<ul style="list-style-type: none">To acquaint participants with preparation of action plan, allocation of budget and process of resource mobilization.
Expected learning outcomes	:	Participants are acquainted with methodology for action planning. Participants understand the budgetary and resource mobilization processes.

Content

S. No.	Content	Methodology	Support material	Duration in min.
1	Preparation of Action Plan	Brainstorming	Chart paper & marker pen	30 min.
2	Understanding budget	Presentation	LCD projector, Laptop & Screen	15 min.
3	Resource mobilization	Brainstorming	Chart paper & marker pen	10 min.
4	Synthesis	Brainstorming	Flip chart & marker pen	5 min.

DAY III

Session III	:	Management Orientation
Session Theme	:	Implementation, Operation, Maintenance and Monitoring of Water and Sanitation Community Assets
Duration	:	75 minutes
Session Objective	:	<ul style="list-style-type: none">• To acquaint participants with implementation methods of water and sanitation projects.• To get participants understand procedures for operation, maintenance and monitoring of water and sanitation community assets.
Expected learning outcomes	:	Participants are acquainted with procedure for implementation of water and sanitation project. They also understand the procedure for operation ,maintenance and monitoring of water and sanitation utilities.

Content

S. No.	Content	Methodology	Support material	Duration in min.
1	Implementation of upgrading rehabilitation and construction of water and sanitation utilities	Brainstorming	Flip chart & marker pen	15 min.
2	Procedure for operation of community assets	Group work	Chart paper & marker pen	20 min.
3	Procedure for maintenance of community assets	Group work	Chart paper & marker pen	20min.
4	Monitoring of water and sanitation facilities	Brainstorming	Flash cards & marker pen	15 min.
4	Synthesis	Brainstorming	Flip chart & marker pen	5 min.

DAY III

Session IV : **Management Orientation**

Session Theme : Maintenance of Funds and Books of Accounts

Duration : 90 minutes

Session Objective :

- To acquaint participants with the fund management techniques.
- To make participants understand how to maintain various financial records.

Expected learning outcomes : Participants understand resource generation, fund management, fee collection and are able to maintain financial records like cash book, ledger, vouchers etc.

Content

S. No.	Content	Methodology	Support material	Duration in min.
1	Understanding fund management	Presentation	LCD projector, Laptop & Screen	25 min.
2	Maintaining cash book	Presentation & Group work	Chart paper & marker pen	30 min.
3	Maintaining ledger and vouchers etc.	Presentation & Group work	LCD projector, Laptop & Screen, Chart paper and marker pen	30 min.
4	Synthesis	Brainstorming	Flip chart & marker pen	5 min.

DAY IV

Session I	:	Role Orientation
Session Theme	:	Role of Women in Hygiene, Conservation of Water and Waste Management
Duration	:	90 minutes
Session Objective	:	<ul style="list-style-type: none">To get the participants to know about hygiene, water conservation and waste management.
Expected learning outcomes	:	Participants are acquainted with their role in maintenance of hygiene, conservation of water and waste management and are able to work for it.

Content

S. No.	Content	Methodology	Support material	Duration in min.
1	Role of women leaders in maintaining hygiene: 1. Personal	Presentation	LCD projector, Laptop & Screen	15 min.
	2. Community	Brainstorming	Chart paper & marker pen	15 min.
2	Role of women leaders in conservation of water	Group work	Chart paper, marker	20 min.
3	Waste Management	Presentation	LCD projector, Laptop & Screen	10 min.
		Group work	Chart paper, marker	20 min
4	Synthesis	Brainstorming	Flip chart & marker pen	5 min.

DAY IV

Session II	:	Role Orientation
Session Theme	:	Community Participation in Water and Sanitation Management
Duration	:	60 minutes
Session Objective	:	<ul style="list-style-type: none">• To get the participants to know participatory methodologies.• To prepare participants to seek cooperation of men in water and sanitation management.
Expected learning outcomes	:	Participants are acquainted with participatory methodologies. Participants are able to work with men.

Content

S. No.	Content	Methodology	Support material	Duration in min.
1	Understanding participatory methodologies	Presentation	LCD projector, Laptop & Screen	15 min.
2	Road block in participation of women	Group work	Chart paper & marker pen	20 min.
3.	Working with men	Group work	Chart paper & marker pen	20 min.
4	Synthesis	Brainstorming	Flip chart & marker pen	5 min.

DAY IV

Session III	:	Role Orientation
Session Theme	:	Monitoring
Duration	:	30 minutes
Session Objective	:	<ul style="list-style-type: none">• To get the participants to know methodology for monitoring.
Expected learning outcomes	:	Participants are acquainted with monitoring methodology and are able to monitor the project using gender sensitive indicators.

Content

S. No.	Content	Methodology	Support material	Duration in min.
1	Methodology of monitoring	Presentation	LCD projector, Laptop & Screen	10 min.
2	Gender sensitive indicators for monitoring, water and sanitation services	Presentation	LCD projector, Laptop & Screen	15 min.
3	Synthesis	Brainstorming	Flip chart & marker pen	5 min.

DAY IV

Session IV	:	Role Orientation
Session Theme	:	Gender Audit
Duration	:	30 minutes
Session Objective	:	<ul style="list-style-type: none">• To get the participants to understand and use gender audit of water and sanitation services.
Expected learning outcomes	:	Participants are acquainted with necessity of gender audit.

Participants understand the methodology and use gender audit to monitor gender mainstreaming in water and sanitation services.

Content

S. No.	Content	Methodology	Support material	Duration in min.
1	Understanding gender audit	Presentation	LCD projector, Laptop & Screen	10 min.
2	Doing gender audit	Group work	Chart paper & marker pen	15 min.
3	Synthesis	Brainstorming	Flip chart & marker pen	5 min.