ATAL BHUJAL YOJANA HARYANA

STANDARD OPERATING PROCEDURE

For Management Level
Trainings

Prepared and Issued by:

State Project Management Unit - Atal Bhujal Yojana

Irrigation & Water Resources Department Govt. of Haryana

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ATAL BHUJAL YOJANA

Atal Bhujal Yojana (or, Atal Jal) is a groundwater management scheme launched by honorable Prime Minister Narendra Modi on the 95th birth anniversary of former Prime Minister Atal Bihari Vajpayee on 25 December 2019. The purpose of the scheme is to improve groundwater management in seven states of India, In these selected seven states Haryana is one of the where Atal Bhujal Yojana is being implemented by the I & WR department.
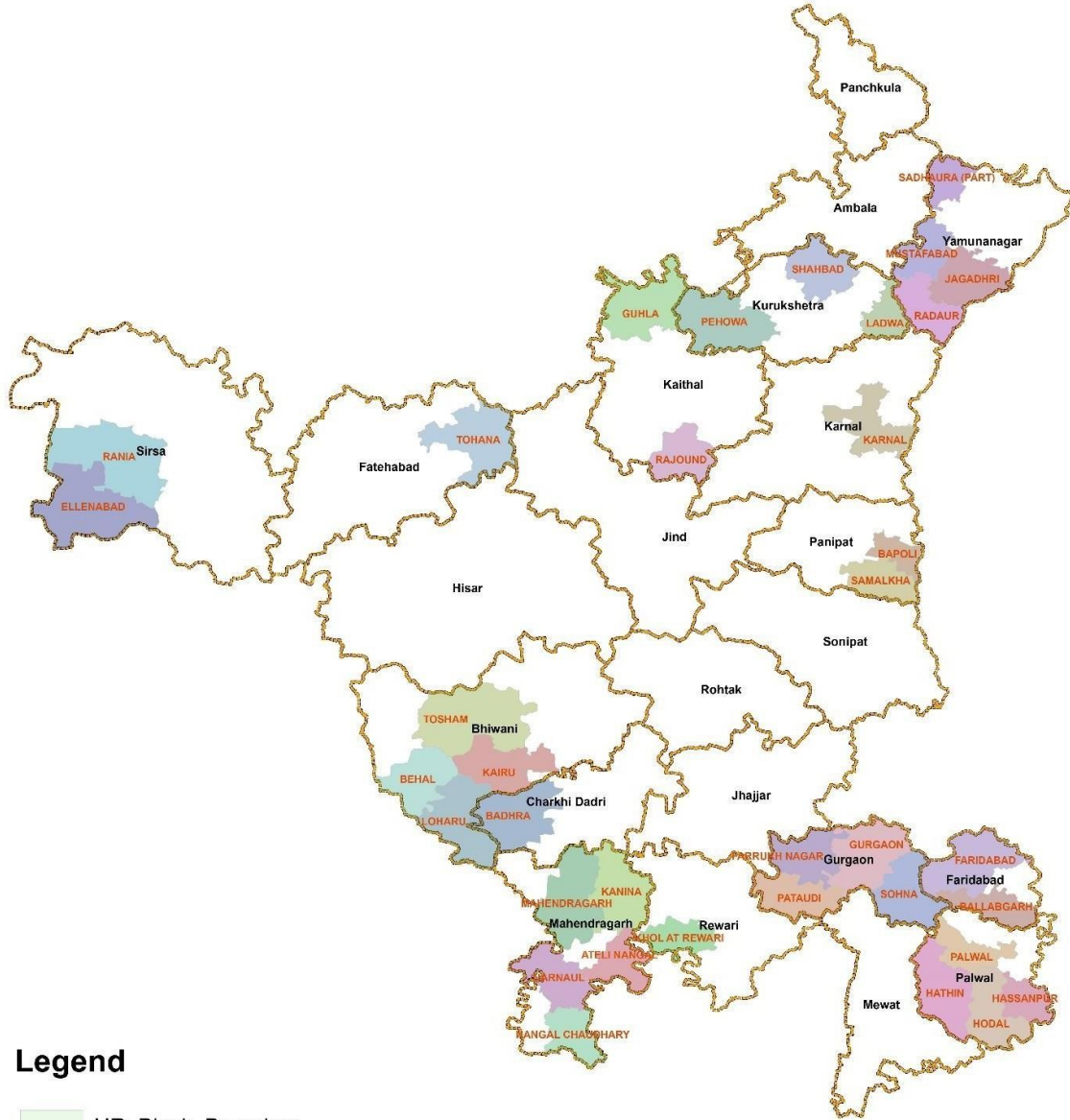
The primary objective of this Scheme is "to improve the management of groundwater resources in the water-stressed areas of the selected States". Atal Jal is targeted at sustain able ground water management, mainly through convergence among various on-going schemes with the active involvement of local communities and stake holders.

Atal Bhujal Yojana (Atal Jal) aims to demonstrate community-led sustainable groundwater management that can be taken to scale. The scheme has been designed as a pilot with the principal objective of strengthening the institutional framework for Participatory Groundwater Management (PGWM). It also aims to bring about behavioral change at the community level through awareness programs and capacity building to foster sustainable groundwater management. Atal Jal is targeted at sustainable groundwater management, mainly through convergence among various ongoing schemes with the active involvement of local communities and stakeholders.

Atal Bhujal Yojana in Haryana

S.No.	Name of District	Name of Blocks	No. of Blocks
1	Yamunanagar	Jagadhari, Mustafabad, Radaur, Sadhura	4
2	Karnal	Karnal	1
3	Panipat	Bapoli, Samalkha	2
4	Kaithal	Gulha, Rajaund	2
5	Kurushetra	Ladwa, Pehwa, Shahabad	3
6	Sirsa	Raina, Ellanabad	2
7	Fatehabad	Tohana	1
8	Gurugram	Farukhanagar, Pataudi, Sohana, Gurugram	4
9	Faridabad	Faridabad, Ballabhgarh	2
10	Rewari	Khol	1
11	Palwal	Palwal, Hassanpur, Hathin, Hodal	4
12	Bhiwani	Behal, Kairu, Loharu, Tosham	4
13	Charkhi Dadri	Badhra	1
14	Mahendergarh	Nangal choudhary, Narnaul, Kanina, Ateli, Mahendergarh	5
	Total Blocks		36

DISTRICT AND BLOCK BOUNDARY (ATAL BHUJAL PROJECT)

Panchkula

SADHAURA (PART)

Ambala

Yamunanagar

MUSTAFABAD

SHAHBAD

JAGADHRI

GUHLA

Kurukshetra

PEHOWA

LADWA

RADAUR

Kaithal

Karnal

KARNAL

Sirsa

RANIA

TOHANA

RAJOUND

ELLENABAD

Fatehabad

Jind

Panipat

BAPOLI

SAMALKHA

Hisar

Sonipat

Rohtak

TOSHAM

Bhiwani

BEHAL

KAIRU

Jhajjar

Charkhi Dadri

LOHARU

BADHRA

GURGAON

FARIDABAD

FARRUKH NAGAR

Gurgaon

Faridabad

KANINA

PATAUDI

SOHNA

BALLABGARH

MAHENDRAGARH

Rewari

Mahendragarh

KHOL AT REWARI

PALWAL

ATELI NANGAL

HASSANPUR

NARNAUL

Palwal

HATHIN

Mewat

HODAL

MANGAL CHAUDHARY

Legend

HR_Block_Boundary

HR_District_Boundary

0 5 10 20 30 40
Miles

Need for CB Agency

Capacity-building agencies (CB Agency) are engaged for capacity building, reorientation of different stakeholders, dissemination of knowledge and information, development of high-quality print and audio-visual content, documentation of best practices and to transform the eco- system of participatory ground water management under Atal Bhujal Yojana.

Grouping of blocks for community-level training under Atal Bhujal Yojana, Haryana
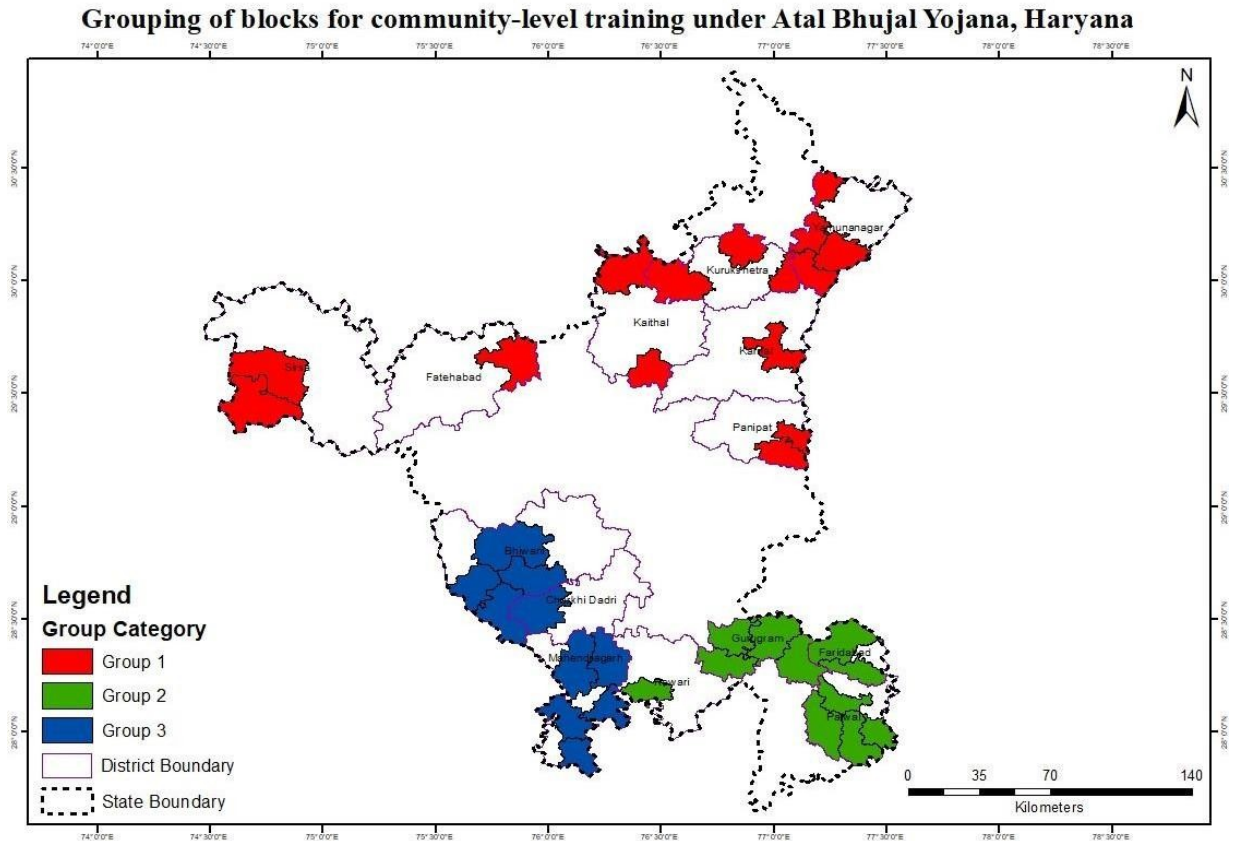
The key objectives of CB Agency are as follows:
- Rapidly up scale the capacity building processes and methods using the full potential of physical and virtual space;
- Design, develop and implement capacity- building programs to create new generations of responsible and responsive leadership in the water sector at Block, District & State levels.
- Facilitate participants to gain insights, enhance their knowledge, further develops of skills.
- Development of high-quality video and audio reading and learning material to not only make text- centric content more readable, digestible and memorable but also to craft compelling messages, related to the water sector, that speak volumes;
- Document case studies, success stories and best practices in the sector for wider dissemination and;
- Promote accelerated implementation on the scale and with speed' by enabling

appreciation of professional requirements as well as sensitization to the socio-economic, technological environment.

Number of trainings

Training at State level functionaries	2
Training at District level functionaries (2 training each district)	28
Training at Block level functionaries (2 training each block)	72

* Note: <mark>*Training at each level must be on an average of minimum 2 days but may vary from training to training. It can be either a 2-day training or 2 trainings for 1 day each along with an exposure visit at each level (i.e. State/District and Block).*</mark>

Nature & Scope of work

The main task of this assignment under Atal Bhujal Yojana is to provide management training level to SPMU, TSA, DPMU and DIP members including officials of line departments at different level.

Description of the task

The detailed scope of work is not limited to the following activities:

A. Content development and training design

a. Formulate the training strategy and calendar for each sector separately.

b. Assistance in designing training content sector wise.

c. Assistance in developing the course content for face-to-face training. The training content is to be developed in Hindi & English.

d. Provide the training material and performance aid for the participants, other relevant support materials/ hand-outs, adapted to each sector's needs during the training sessions;

e. Pre, and post-training assessment of the participants through an objective test. Feedback report in the format provided by the SPMU to be obtained from the participants.

f. The training agency will regularly update the content based on the feedback received in the training sessions and deliver the updated content in upcoming training sessions.

g. The training Agency shall prepare reports, bring out analysis and incorporate suitable augmentations in design, content and delivery as desired by the SPMU.

h. Audio-visual learning aids and participatory and interactive training exercises like group discussions, role -plays, write-shops, storytelling etc.

i. Any other related activity.

B. Overall Programme Management:

a. This includes coordinating with intermediaries, scheduling participants in batches, sending invites to participants, necessary follow-ups to ensure timely presence in training, devising motivational tools to encourage involvement in the training and all kind of communication with the participants and other stakeholders.

b. It is expected to depute full-time, dedicated, two members for the trainings.

C. Conduct Training programs

a. Co-ordination with various intermediaries for scheduling the sessions and preparation of training kit/material (such as soft copy of the training material in a pen drive, note pad and pen etc.) would be done by the training institute/organization.

b. The language for delivery would be in Hindi/English or vernacular, as required for a specific audience.

c. The agency to provide photographs of the start and end of the session and upload a five-minute video of all the training sessions on MIS portal developed by the SPMU.

d. Pre and post-session tests to be conducted to assess the understanding and outcome of the training.

e. Feedback from the participants to be compulsorily obtained.

f. Attendance sheet and instructor's report on the trainees to be compiled and obtained for each session.

g. Fortnightly report comprising of additional details viz. performance vis-a-vis targets allotted, the status of training requests received and conducted, feedback analysis, queries received from different sectors and other parameters as specified by the SPMU

h. Photos and videos captured as evidence of training need to be stored in a repository like a google drive/cloud or in a Pen drive which is to be submitted to the SPMU.

i. Any other activity that may be required for delivery of training and coordination with participants/organization/D&P Department

j. As a part of undertaking this training assignment, it will be the responsibility of the institute/training agency (ies) to provide the following in the location(s) where the training will be imparted.

- Writing material-pads and pen

- Programme content and delivery

- Good ambiance and ventilation with commensurate space in the training classroom

- Water, tea /coffee with snacks along with lunch to the participants

- <mark>Soft copy of the training material prepared should be shared with the participants in pen drive</mark>.

D. Batch Size:

The training programs will be conducted in batches throughout the validity of the contract. The minimum batch size should be of 25-40 trainees.

E. Methodology:

- The Training Program shall be organized separately for all the sectors by incorporating sector-specific features, processes, benefits and exercises for evaluation. Thus, each training module shall be built for a specific sector, relevant to the needs of the sector and shall also include presentations with physical handouts for information and dissemination. Training conducted for one sector shall not be counted towards the achievement of another sector.

F. Reporting

a. The training agency is expected to submit a daily and weekly training report on the conduct of training batch/session to the SPMU in soft copy and a quarterly report duly signed-stamped by competent authority in a hard copy to the SPMU.

b. The Reports shall include the following:

   i. Training schedule for all the trainings to be submitted within the first 10 days.

   ii. Performance report vis-a-vis the targets.

   iii. Report of the training conducted date, start and end time, venue detail (address-own or client's), name of the trainer, his contact details, name of the sector intermediary, and the number of participants.

   iv. Participants feedback analysis report as devised by the SPMU in the form of Hardcopy or Online format;

   v. Representative/training session photographs

   vi. A soft copy of the content and performance or other relevant materials delivered to trainees

   vii. Provide the copy of the attendance sheet, feedback forms, instructor's report and pre- session and post-session test report for every session conducted within 15 days to the SPMU.

   viii. Queries received during the training.

   ix. The contact details of all the participants with mobile number.

   x. Any other document as specified by SPMU.

Timeline of Activities for CB Agency

S. No.	Activity	Timeline
1	Orientation of CB agencies, functional grid plan, operating process and targets	Within 10 days of LOA. A repeat of same once the complete team of the agency will be placed i.e., at end of 2 months from LOA
2	Deployment of the core team	Within 15 days of LOA
3	Deployment of admin and logistics wings	Within 15 days of LOA
4	Deployment of field trainers	Within 21 days of LOA
5	Orientation on CB agencies, functional grid plan, operating process and targets	Within 21 days of LOA
6	Hand seeking with respective groups stakeholders	Within 21 days of LOA
7	TNA	Within 30 days of LOA
8	Annual Action Plan	Within 30 days of LOA
9	Module development for Training 1 i.e. for State Level Functionaries	Within 45 days of LOA
10	Quarterly review by SPMU	At the end of 90 days of LOA
11	TOT for Training 1	Within 60 days of LOA
12	Completing Training 1	Between 60 to 120 days of LOA
13	Module development for Training 2 i.e. for District Level Functionaries	Within 135 days of LOA
14	TOT for Training 2	Within 135 days of LOA
15	Completing Training 2	Between 135 to 180 days of LOA
16	Half-yearly review by SPMU	At the end of 180 days of LOA
17	Module development for Training 3 i.e. for Block Level Functionaries	Within 225 days of LOA
18	TOT for Training 3	Within 225 days of LOA
19	Completing Training 3	Between 270 to 315 days of LOA
20	Impact assessment report (Annual)	Within 315 days of LOA

Process for Conducting TNA

- Coordinate with State/District/Block level Officers for better understanding and convergence
- Draft preparation of format of survey questionnaire and assessment methodology by CB agency
- Sharing with SPMU and TSA-SPMU for comments and feedback
- Comments and feedback of SPMU and TSA-SPMU within 5 working days of submission by CB agency
- Revision and finalization of format by CB agency
- Approval by SPMU and TSA-SPMU within 3 working days of submission by CB agency

- Rolling out of the survey by the agency
- Analysis and planning by agency
- Draft TNA report sharing with SPMU and TSA-SPMU for comments and feedback
- Comments and feedback of SPMU and TSA-SPMU within 5 working days of submission by CB agency
- Revision and finalisation of TNA report by CB agency based on feedback/inputs of SPMU
- Identification of main topics and sub-topics for content management and training sessions will be done based on final TNA report approved by SPMU
- Approval by SPMU and TSA-SPMU within 4 working days of submission by CB agency

Process for Development of Training Manual

- Preparation of outline of training manual by CB agency (including content, content type, instruction mode)
- Sharing with SPMU and TSA-SPMU for their comments and feedback
- Comments and feedback by SPMU and TSA-SPMU within 3 working days of submission by CB agency
- Preparation of draft training manual by CB Agency
- Comments and feedback by SPMU and TSA-SPMU within 5 working days of submission by CB agency
- Revision and finalisation of training manual by CB Agency
- Approval by SPMU and TSA-SPMU within 4 working days of submission by CB agency

Process for Each physical training (non-residential)

Pre-Training tasks
- The CB agency will register the training on the Atal Jal MIS portal
- Intimation to respective SPMU through email in 1-month advance and request for participants list in format provided in Annex 2.
- The SPMU will provide the participants' list within 5 working days of receiving the communication
- The training agency will finalize the venue in 25 days advance
- The training agency will form district whatsapp group and post training schedule, training material (pre and post), photos, videos, newspapers cutting, any other updates etc.
- Invitation to all the Block, District & State through official letter and all participants via call, WhatsApp group and through SPMU in 20 days advance
- First reminder to all participants in 7 days advance along with a copy of the outline of course contents and schedule of training to the participants and request them to come prepared for sharing their experience through making presentations and/or in interactions.
- Second reminder to all participants in 1-2 days advance.
- In all communications to participants, SPMU representatives should be kept in the loop.

- Range for number of participants for offline training programme are 25. If the number of participants is more than the capacity of one training room, the CB agency may carry out the training in batches as per their convenience.
- In this case, the number of trainings will be counted based on the number of block/district/state participating and the same will be applicable for payment of service. In such case, the CB agency may have to take up additional logistic measure to accommodate the needs of participants including stay, food, hall and likewise. The training can't be clubbed in case of online trainings and/or a combination of online and physical training.
- The CB agency will be responsible to prepare training modules, content development, audio-visual tools for training, development of participative learning exercises and games, simple, easy to understand and practical reading materials, session layout design, and other related materials.

During training
- The CB agency will set up the mandatory logistic arrangements at the training venue. The list of mandatory logistic arrangements for training at the block/district/state level is provided in Annex 5.
- The CB agency will take the attendance of participants in the format provided by SPMU. The attendance template is provided in the annex 1.
- The CB agency will conduct the training as per the approved schedule.
- The CB agency will hand over the resource material to all participants
- CB agency should plan the field visits which is relevant to the topic of the training.
- The training programme content should be updated regularly based on feedback received from the trainees and new development.
- CB agency must ensure that the training materials prepared are standardized and of high quality. The CB agency will invite eminent and nationally reputed professionals as resource persons and ensure that there is a judicious blend of internal and external resource persons.
- SPMU will not provide funds for deploying additional manpower in CB agency. SPMU will make payment only to the extent of sanctioned amount as per CB agency financial norms for the approved activities.
- Active participation of participants should be ensured by encouraging them to raise their doubts, make observation and comments.

Post Training
- The CB agency will share a brief training note and 4 photos with SPMU/DPMU IEC experts for circulation in social and print media.
- The CB agency will update the MIS details in accordance with the NPMU standard format and process.
- The CB agency will conduct a follow-up training or digital crash course or revision class with all participants and take follow up of training task assigned to all participants
- The CB agency will prepare the training completion report as per the format provided in the Annex 3 and submit it to SPMU for verification and subsequently share with the SPMU and TSA-SPMU for needful action.

- Expectation analysis of participants and feedback compilation will be the responsibility of the CB agency. Expectation analysis will be conducted at the beginning and feedback compilation will be done at the end of the program.
- SPMU may conduct third – party independent evaluation of the training outcomes, as and when require.

Process for Each Online Training

Pre-Training tasks
- The CB agency will register the training on the Atal Jal MIS portal
- There is no ceiling on the limit of participants for online programme. Depending on the subject of the online training and the complexity of the content, batch sizes may be finalized so as to ensure appropriate training, learning, assessment and feedback.
- In case, the CB agency is opting for online trainings, the number of trainings will be the double of the total number of trainings at any level. The online trainings should be conducted on the principle of Low dose High frequency method.
- Range for number of participants for offline training programme is 25-40. If the number of participants is more than the capacity of one training room, the CB agency may carry out the training in batches as per their convenience.
- In this case, the number of trainings will be counted based on the number of block/district/state participating and the same will be applicable for payment of service.
- Intimation to respective SPMU through email in 1-month advance and request for participants list in format provided in Annex 2.
- The SPMU will provide the participants' list within 5 working days of receiving the communication
- First reminder to all participants in 7 days advance along with the information about the video conferencing platform, login credentials and detailed schedule for attending the training programme.
- Second reminder to all participants in 1-2 days advance along with an explicit demo on the usage of the platform.
- In all communications to participants, the SPMU representatives should be kept in the loop.

During training
- The CB agency will take the attendance of participants in the format provided by SPMU through QR based tools. The attendance template is provided in the annex 1.
- The CB agency will conduct the training as per the approved schedule.
- The CB agency will share the resource material in digital mode to all participants
- All trainings will be attended by the SPMU/DPMU representatives

Post Training
- The CB agency will share a brief training note and 4 photos with SPMU/DPMU IEC experts for circulation in social and print media.
- The CB agency will submit an impact assessment report to SPMU on half-yearly and yearly basis i.e. before completion of 1 year.
- The CB agency will update the MIS details in accordance with the NPMU standard format and process.

- The CB agency will conduct a follow-up training or digital crash course or revision class with all participants and take follow up of training task assigned to all participants
- The CB agency will prepare the training completion report as per the format provided in the Annex 3 and submit it to DPMU for verification and subsequently share with the SPMU and TSA-SPMU for needful action.

Process for Each Exposure Visit

Pre-Training tasks

- The CB agency will identify the potential site for the field visit.
- The CB agency will conduct a field/exposure visit to the potential site along with the SPMU/DPMU representative.
- The CB agency will register the visit planned on the Atal Jal MIS portal
- Intimation to respective SPMU/DPMU through email in 1-month advance and request for participants list in format provided in Annex 2.
- The SPMU/DPMU will provide the participants' list within 5 working days of receiving the communication
- Invitation to the Block and District through official letter and all participants via call, WhatsApp group and through DPMU team in 20 days advance
- First reminder to all participants in 7 days advance along with a copy of the outline of agenda of field visit and schedule of the visit to the participants and request them to come prepared for sharing their experience through making presentations and/or in interactions. Also, the CB agency will share the movement plan with all participants that includes the mode of travel, meeting point, departure time, returning time, destination details, point person from CB agency and alike. In the case of women participants, the field visit (from departure till returning) will be conducted only between sunrise and sunset hours.
- Second reminder to all participants in 1-2 days advance along with the movement plan with all participants that includes the mode of travel, meeting point, departure time, returning time, destination details, point person from CB agency and alike.
- In all communications to participants, the SPMU representatives should be kept in the loop.

During training
- The CB agency will set up the mandatory logistic arrangements. The list of mandatory logistic arrangements for field visits/exposure visits is provided in Annex 5.
- The CB agency will take the attendance of participants in the format provided by SPMU. The attendance template is provided in the annex 1.
- The CB agency will conduct the field visit as per the approved schedule.
- The CB agency will hand over the resource material to all participants

Post Training
- The CB agency will share a brief field visit note and 4 photos with SPMU/DPMU IEC experts for circulation in social and print media.
- The CB agency will update the MIS details in accordance with the NPMU standard format and process.

- The CB agency will conduct a follow-up discussion or digital crash course or revision class with all participants and take follow up of field visit assigned to all participants
- The CB agency will prepare the field visit completion report as per the format provided in the Annex 4 and submit it to SPMU/ DPMU for verification and subsequently share with the SPMU and TSA-SPMU for needful action.

Planning and Reporting
Revised Annual Action Plan (AAP)
- The revised Annual action plan will be prepared within 7 days from the date of signing of Letter of agreement.
- The CB agency will prepare the Annual action plan in the format provided in Annex 10.
- The CB agency will prepare the AAP.
- The CB agency will share the AAP with the respective SPMU for their comments and feedback.
- The SPMU will provide the comments on AAP in consultation with all other stakeholders within 5 working days of submission by the CB agency.
- Revision and finalisation by CB agency.
- The SPMU and TSA-SPMU will revert or approve the AAP within 5 working days of submission by the CB agency.

Monthly Action Plan (MAP)
- The monthly action plan will be prepared 10 days in advance from the start of the respectivemonth.
- The CB agency will prepare the MAP in the format provided in Annex 8.
- The CB agency will prepare the MAP.
- The CB agency will submit the MAP with the respective SPMU for their comments and feedback.
- The SPMU will provide the comments on MAP in consultation with all other stakeholders within 3working days of submission by the CB agency.
- Revision and finalisation by CB agency.
- The SPMU and TSA-SPMU will revert or approve the MAP within 5 working days of submission by the CB agency.

Payment Terms and Process
Funding will be provided as per the cost norms mentioned below.

Level of training	Payment per training (in INR)
Training at State level functionaries	150000 (including all taxes)
Training at District level functionaries	50000 (including all taxes)
Training at Block level functionaries	25000 (including all taxes)

Payment to the Training Partner will be made after verification of training deliverables as mentioned below. The Training Partner will submit monthly district wise report about trainings conducted in the respective month. The 100% payment for that quarter period will be made after the approval by State Project Management Unit (SPMU) online and offline report and hard copy of report should be submitted to SPMU with an invoice.

Deductions from bills:

The rates quoted by the Contractor shall be deemed to be inclusive of the rates and other taxes on all material that the Contractor will have to purchase and use for performance of this Contract

- Deduction shall be made from every bill on account of Income Tax as per applicable GST from time to time as applicable.

The funding will cover the following:

- Online training programmes
- course fee
- training module with study materials & exercises
- resource person(s),
- collaterals – letters, posters, social media posts, etc.,
- coordination with resource persons and participants,
- video conferencing platform,
- post-completion documents,
- follow-up with participants for success stories,
- responding to queries of alumni, etc.

a. **Residential programmes (ranging from 2 to 5 days);**
- course fee,
- training kit,
- soft copy of training module in pen drive,
- resource person(s),
- coordination with resource persons and participants
- follow-up with participants for success stories,
- responding to queries of alumni, etc.
- post-completion documents

b. **Non-residential (day based) programmes;**
- course fee,
- training module and kit,
- food and refreshments, etc.
- resource person(s),
- coordination with resource persons and participants
- follow-up with participants for success stories,
- responding to queries of alumni, etc.
- post-completion documents

c. **Honorarium to external resource persons/ experts;**

d. **Study tour component, etc.**

e. **Module development**

f. **Field exposure visits**
- Travel arrangements
- food and refreshments, etc.

Release of Funds

- The CB agency will raise the invoice quarterly along with the quarterly progress report based on the number of trainings conducted in accordance with the unit cost stated. The quarterly report will be submitted in the format provided in the annex 9.
- The CB agency will share the quarterly progress report to DPMU for vetting and approval.
- The DPMU will revert or approve the quarterly progress report within 7 working days of submission by the CB agency
- Post DPMU's approval, the CB agency will submit the quarterly progress report and invoice with SPMU for vetting and approval
- The SPMU will revert or approve the AAP within 15 working days of submission by the CB agency and forward for needful action for payment release.

Other Details

The CB agency must be able to mobilize and maintain a team of qualified and high-quality professionals consistent with the requirements of a complex work program. The Consultant's team must have relevant National standard experience, required expertise, and familiar with local conditions and laws. Other than the training professional, the CB agency needs to place at least 6 professionals in its office to operationalize the work as well as liaising with SPMU and other actors. The indicative list of professionals is as follows. (These professionals could also be the trainers of agency. This list is not for technical evaluation purpose. For technical evaluation, earlier mentioned modalities will be followed.)

S. No.	Key Position	Minimum Qualification and Professional Experience Desired
1	Coordinator cum Team Leader	Post Graduate Degree in project Management/ Mass Media/ Social Sciences/ Rural Development and related fields. Shall have at least 10 years" of experience in project management relating to Water Management/rural development.
2	Subject matter specialist – Water management	Post Graduate Degree in Water policy and governance, Water management, Water science, social work; shall have at least 10 years" of experience in Water Management.
3	Senior Trainer – Sociologist (IEC)	Post Graduate Degree in Social Sciences/ Environment Sciences/ Social Work/ Rural Development Minimum Ten Years of Experience in conducting and developing modules for water management related trainings. Programme in Rural Development sector preferably in Water Management. Excellent Communication Skill

S. No.	Key Position	Minimum Qualification and Professional Experience Desired
4	Senior Event Manager	Should be a graduate with thorough knowledge in event coordination/management. The Person shall have minimum 10 years of relevant professional experience in managing events, in rural and sub urban areas. Involvement in Water Awareness program or any other similar program through NGO or any other organizations/ agencies will be preferred
5	Admin support staff (2 person)	At least graduate in social science or equivalent and professional experience in providing admin support to similar program of capacity building in water sector or similar sector.
Please note: The CB agency will provide the CVs of above professionals to the Department for shortlisting, and replacement (if any) in future with prior one-month notice and complete knowledge transfer.		

Role and Responsibilities of Training Partner Institute/Training Agency

▪ Training should be organized at the respective Block, District & State level.

▪ The primary responsibility of organizing training is lies with selected Training Institutes.

▪ The training partner agency will be responsible for offline/online registration of trainees.

▪ The Training Partner will be responsible for receiving the collected information of the trainees from the District Implementation Partner, DPMU and uploading it on the MIS system before the commencement of the training.

▪ The Training Partner will appoint a nodal person who will coordinate and inform State Project Management Unit and District Project Management Unit about the training schedule and other updates about the training.

▪ The Training Partner shall make necessary arrangements of IT equipment (Digital camera, LCD Projector, Laptop, Sound system etc.) and chart paper, related games material at the training venue for training delivery.

▪ The Training Partner shall take the approval of SPMU for final selection of key resources to be deployed in the project.

▪ The Training Partner shall ensure that the key resources deployed in this project shall not be replaced and in case of replacement, prior notice of 1 month shall be given to the SPMU for proper knowledge transfer.

▪ Each training to be conducted at Block/District/State level should be of 1 day but may vary from training to training. One exposure/field visit should be conducted at Block/District/State level.

▪ A repository of documents/training material shall be uploaded on google drive which can be shared with all the participants and other stakeholders for ease of access.

▪ The Training Partner shall develop jingles/campaigns/surveys/questionnaires/feedback forms for the training programmes.

▪ The Training Partner shall prepare a topic on behaviour change/crop diversification/smart agri use/use of micro irrigation/use of drip and sprinklers which can be delivered in the training sessions.

▪ The Training Partner shall use social media platforms to upload content like tweets on tweeter, photos on facebook/MIS portal, videos on youtube channel/MIS portal.

▪ The Training Partner shall invite external resources (Industry experts) to deliver lectures either offline/online.

▪ The Training Partner shall make use of mentimeter or other tools to make the trainings interactive.

▪ The Training Partner shall use banners of Atal Bhujal Yojana while delivering trainings.

▪ The Training Partner shall adhere to the guidelines of Atal Bhujal Yojana, framework and approach for capacity building 2020 issued by Govt. of India.

▪ The Training Partner shall also comply with the terms and conditions issued in the EoI as well as in this SoP document.

▪ The Training Partner shall adhere to the latest notifications and updates in future related to Atal Bhujal Yojana by Govt of India as well as Govt. of India.

▪ Below material should be given to the participants/ trainees during the training.

1. Soft copy of the training content in a pen drive,

2. Tea/Coffee with Snacks and Lunch

3. Stationary – pen, notebook

4. Certificate or E-Certificate of Participation (a small questionnaire may be prepared by the training agency to assess the knowledge gained by the participant).

▪ Training Partner should develop two books/e-books for each training in Hindi. The first book should be facilitators guide for the trainer and the second book should be reading material for participants as well as trainers. For developing training booklet content, the Training Partner should refer the training outline prepared by SPMU consisting of profile of target audience, training objectives, duration, main sessions and expected training output as mentioned in **Annexure-11**. The Training Partner will distribute the reading material in the form of soft copy/ pen drive.

▪ The training material to be prepared by Training Partner agency and it should be reviewed and checked by SPMU and DPMU. Also, for each training, the training partner should organize TOT of deployed resource persons.

▪ TOT training logistic and training plan will be part of this assignment and no separate funds will be provided for this task.

▪ Training partner should inform TOT dates well in advance along with training schedule to SPMU.

▪ A soft copy of the reading material (either in handouts/pen drive) should be provided to each block/district.

▪ Training Report: It is necessary to prepare training report for each of the training conducted at Block/District/State level. The training report in online and offline format must cover below points:

✓ Trainee Attendance Sheet

✓ Training-wise program agenda

✓ Training date and venue

✓ Photographs of training programs (with timestamp)

✓ Proof of submission of physical/ soft copy of the training material at the Block/District/State office.

✓ Training report should include training number, date, venue address, photograph, subject or session details / proceedings, trainee feedback, attendance (male, female, others etc.)

✓ Trainee Feedback- Importance and usefulness of training

✓ Training Outcomes

▪ The Training Partner will be provided with the necessary format by SPMU for preparing the training report.

▪ Each training shall be ended up with the preparation of Action Plan with the participation of trainings. The follow up of this Action Plan shall be taken up in the next round of training.

▪ All the training reports should be updated and uploaded on MIS by the Training partner in the given format.

Role and Responsibilities of Other Stakeholders

SPMU
- o Vetting and approval of Annual action plan
- o Vetting and approval of Quarterly Progress Report
- o Vetting and approval of all training materials/manual, TNA format and report.
- o Preparing all necessary guidelines and templates.
- o Facilitation in providing the participants' list
- o Sharing all necessary data and information with CB agency.
- o Conducting a periodic review of CB agency
- o Coherence with other entities in planning and implementation of Annual action plan
- o Fund release to CB agency

SPMU TSA
- o Support in Vetting and approval of Annual action plan
- o Support in Vetting and approval of Quarterly Progress Report
- o Support in Review of the monthly action plan
- o Support in Facilitation in the preparation of all necessary guidelines and templates.
- o Support in Providing the technical inputs and value addition in the training manual, TNA format and report and other necessary documents.
- o Support in Vetting and approval of all training manual, TNA format and report.
- o Support in Sharing all necessary data and information with CB agency.
- o Support in Facilitating the periodic review of CB agency
- o Support in Facilitation of the coherence with other entities in planning and implementation of Annual action plan
- o And any other responsibility that directed by SPMU within the working domain of SPMU – TSA.

DPMU & DIP

- Assist training partner agency for preparing training calendar Support in organization
- of training Inform DIP and GPS regarding proposed training and take follow up organization
- for successful Conduct training monitoring and give feedback to SPMU
- The training material to be prepared by Training Partner agency and it should be reviewed
- and checked by SPMU and DPMU.
- DPMU & DIP will provide necessary assistance for taking training work forward at Block and District level, it will be the responsibility of the DPMU & DIP to share/ communicate the training schedule with the participants at least 5 days in advance and ensure their attendance on the day of training for the entire training program.
- DPMU/DIP will intimate any change in the training calendar to all stakeholders including participants at least two days in advance.
- It will be the responsibility of the DPMU/DIP to secure the availability of training location.
- The community mobilizer of DIPs will have to be present at the training venue on the day of training for the entire duration of the program. Community mobilizer will assist resource persons during the training as per requirement of resource person.

Any Other Agency or Stakeholders of Atal Bhujal Yojana Haryana

- Providing the technical inputs and value addition in the training manual, TNA format and report.
- Sharing all necessary data and information with CB agency.
- All necessary field facilitation to CB agency in implementing the Annual Action Plan and in overall in-field coordination.
- And any other responsibility directed by SPMU within the working domain of agency or stakeholders of Atal Bhujal Yojana Haryana.

Other Terms and Conditions

- The CB agency will share the profile of all professionals engaged as part of this project that includes the core staff, master trainers, external professionals, admin team, field trainers and alike. The SPMU holds the right to conduct a competency evaluation of CB agency team members and also, may direct to change the team member in case of non-competency.
- Logistics Arrangements
  - In case of online training, on receipt of the list of nominations, the CB agency should intimate the participants about the video conferencing platform, login credentials and detailed schedule for attending the training programme. A demo on the usage of the platform should be explicitly shared with the participants at least 2 days before commencing the programme.
  - In case of a classroom-based training programme, the CB agency should intimate the participants about the venue of the courses, how to reach the place (with a detailed location map), transport facilities, and a detailed schedule of

the programme. The CB agency should provide information about the contact person of the CB agency for further communication to the participants.

- To ensure the effective outcome of the training, the CB agency should forward a copy of the outline of course contents well in advance to the participants and request them to come prepared for sharing their experience through interactions.
- The CB agency will be responsible to prepare training modules, content development, audio-visual tools for training, development of participative learning exercises and games, simple, easy- to-understand and practical reading materials, session layout design, and other related materials. The resource material should be prepared in the local language and should be efficiently contextualized as per the needs of any specific block or district.
- Textbook copying of reading material is highly discouraged. Pre and post-tests may be considered to measure learning. The material thus prepared will be circulated amongst the participants at the beginning of the program.
- All the resource material/information/data/web portal and alike that will be collected/created/compiled/analysed during the engagement period will be the collective property of IWRD and CB agency. The CB agency will hand over the same to IWRD as and when desired. The CB agency will also hand over all the credentials and ownership of digital platforms (website/MIS/social media handles/email accounts and alike) to IWRD as and when desired.
- The modules may be so designed and developed that they are a combination of – classroom instruction; practice opportunities such as role-playing exercises, focus groups, case studies, on- field exercises/demonstration or small group assignments; on-the-job skills-based training; delivery of paper-based hand-outs for individual reading and study; the completion of e-learning modules on a computer; among others.
- More thrust should be given on interactive and participatory approach, experience sharing, peer learning and techniques like brainstorming sessions among the participants than the conventional lecture methodology.
- Active participation of participants should be ensured by encouraging them to raise their doubts, make observations and comments.
- At the end of each training event, the CB will take the feedback of all participants in the format provided in Annex 6 (English version) or in Annex 7 (Hindi version).
- The CB agency must ensure that the training materials prepared are standardized and of high quality. The CB agency will invite eminent and nationally reputed professionals as resource persons and ensure that there is a judicious blend of internal and external resource persons.
- SPMU will not provide funds for deploying additional manpower in the CB agency. SPMU will make payment only to the extent of the sanctioned amount as per CB agency financial norms.
- The CB agency is also expected to develop audio-visual content that is engaging, memorable, and crafted for compelling strong messages for water sensitivity and other similar topics.
- The SPMU holds the right to revise the guidelines of SOP as and when desired, with mutual consent of training agency.

Service Level Agreement/Penalty

The following are the service levels and associated penalties:

Activity	Service Description	Measurement Parameter	Service Level (Rating out of 10)	Penalty	Remarks
Delivery of Training	The training quality should be above par	Average Feedback rating by the trainees calculated for the training batch	> =8 (Greater than 8 is Excellent) >=6 <= 8 (Rating between 6 to 8 is Good) >=5 <= 6 (Rating between 5 to 6 is Satisfactory) Rating below 5 (Not Acceptable)	0% 2% 5% 8%	Penalty will not be more than 8% of the total value mentioned in the work order
	Conduct of training as per agreed schedule	No. of week delay in Conduct of training	NA	For each week delay, 5% (five percent) of the training fees of the concerned training programme	

Annex 1: Attendance Sheet for training at State/District/Block level

		Atal Bhujal Yojana - Haryana				*CB Agency logo*
		Attendance Sheet for training at Block/District/State level				
Name of CB Agency						
Name of State/District/Block						
Date and time		Venue				
Mode of training		Non-residential		Online		Exposure visit

S. No.	Name of Participant	Gender • Female(F) • Male (M) • Other (O)	Caste • General • OBC • SC • ST	Age	Occupation	Phone Number	Signature

Signature of lead trainer
Name and designation
Date and time

Signature of DIP representative
Name and designation
Date and time

Annex 2: List of Participants for training at State/District/Block level

		Atal Bhujal Yojana - Haryana	*CB Agency logo*
		List of Participants for training at Block/District/State level	
Name of CB Agency			
Name of State/District/Block -			
Date and time		Venue	
Mode of training	Non-residential	Online	Exposure visit

S. No.	Name of Participant	Gender • Female(F) • Male (M) • Other (O)	Caste • General • OBC • SC • ST	Age	Occupation	Phone Number

Signature of DIP representative   Signature of DPMU representative
Name and designation   Name and designation
Date and time   Date and time

Annex 3: Training (non-residential) Completion Report

	Atal Bhujal Yojana - Haryana	*CB Agency logo*
Training (non-residential) Completion Report		
Name of CB Agency		
Name of State/District/Block		

S. No.	Item	Details	Description
	Topic of Training		
	Starting – date and time		
	Ending – date and time		
	Venue		
	Number of Female Participants		
	Number of Male Participants		
	Number of other Participants		
	Total Participants		
	Lead trainer name		
	Supporting trainers name		
	Type of resource material used (PPT, workbook, hand notes, booklets, videos, case studies, others)		Provide link of all resource material
	Whether soft copy of training material distributed in a pen drive (Yes/ No)		
	Whether all resource material circulated (Yes/ No)		
	Whether feedback session conducted (Yes/ No)		

S. No.	Item	Details	Description

S. No.	Item	Details	Description
	Whether AV is shown on the common screen (Yes/ No)		
	Whether post-training follow up made (Yes/ No)		
	Whether a WhatsApp group created for the participants (Yes/No)		Please share the link of WhatsApp group
	Attach 4 Geotagged photos of the training		
	Attach attendance sheet of the training		
	Attach filled feedback form of 50% participants		
	Give a summary of training (100 words)		

Signature of lead trainer

Name and designation

Date and time

Signature of DIP representative

Name and designation

Date and time

Signature of DPMU representative

Name and designation

Date and time

Annex 4: Exposure visit Completion Report

		Atal Bhujal Yojana - Haryana		*CB Agency logo*
		Exposure visit Completion Report		
Name of CB Agency				
Name of State/District/Block				

S. No.	Item	Details	Description
	Agenda of exposure visit		
	Starting – date and time		
	Ending – date and time		
	Destination for exposure visit		
	Number of Female Participants		
	Number of Male Participants		
	Number of other Participants		
	Total Participants		
	Lead facilitator name		
	Supporting facilitator name		
	Type of resource material used (PPT, workbook, hand notes, booklets, videos, case studies, others)		Provide link of all resource material
	Whether soft copy of training material distributed in a pen drive (Yes/ No)		
	Whether all resource material circulated (Yes/ No)		

S. No.	Item	Details	Description
	Whether feedback session conducted (Yes/ No)		
	Whether AV is shown on the common screen (Yes/ No)		
	Whether post-training follow up made (Yes/ No)		
	Whether a WhatsApp group created for the participants (Yes/No)		Please share the link of WhatsApp group
	Attach 4 Geotagged photos of the training		
	Attach attendance sheet of the training		
	Attach filled feedback form of 50% participants		
	Give a summary of training (250 words)		

Signature of lead trainer

Name and designation

Date and time

Signature of DIP representative

Name and designation

Date and time

Signature of DPMU representative

Name and designation

Date and time

Annex 5: Mandatory logistics checklist for training at State/District/Block level

	Atal Bhujal Yojana - Haryana	
	Mandatory logistics checklist for training at State/District/Block level	

Non-residential training

S. No.	Item	Description
1	Poster of Training	
2	Meeting hall and Sitting arrangement	A meeting hall with necessary amenities such as light, fan, and chair - tables in case of classroom lecture/training or carpet in case of group activity in an open space
3	Refreshments	Tea/coffee/lemonade with snacks as well as lunch (if applicable)
4	Drinking water facility	
5	Toilet facility	
6	Projector and display arrangements	
7	Black/Green/Whiteboard	
8	Audio-visual system	
9	Training kit	A folder containing the Note pad, pen, pencil, soft copy of all resource manuals, workbooks and others alike in a pen drive
10	Supporting equipment/ demonstration tools	As demanded by the subject of particular training

Exposure visit

S. No.	Item	Description
1	Poster/Banner of exposure visit	
2	Transportation arrangement for exposure visit	Taxi, Cab, Bus or any other suitable mode of travel.
3	Refreshments and Food	Tea/coffee/lemonade with snacks as well as lunch (if applicable)

Exposure visit		
S. No.	**Item**	**Description**
4	Drinking water facility	
5	Training kit	A folder containing the Note pad, pen, pencil, soft copy of all resource manuals, workbooks and other alike in a pen drive.
6	Supporting equipment/ demonstration tools	As demanded by the subject of particular training

Annex 6: Feedback form for Participants

		Atal Bhujal Yojana - Haryana	*CB Agency logo*
		Feedback form for participants	
Name of CB Agency			
Name of State/District/Block			
Participant's name		Participant's Gender	
Participant's Caste		Participant's Phone number	
Topic of Training			
Date and time		Venue	
Mode of training	Non-residential	Online	Exposure visit

S. No.	Question	Excellent (8-10)	Good (6-8)	Satisfactory (5-6)	Not Satisfactory (Less than 5)
1	Had you found the training relevant?				
2	How was the quality of content used?				
3	Was the trainer well versed in the subject of training?				
4	Was the trainer enthusiastic about the subject of training?				
5	How was the quality of instruction?				
6	Were participants encouraged for the discussion and practice?				
7	Were participants' questions and doubts answered?				
8	How was the quality of the classroom?				

S. No.	Question	Excellent (8-10)	Good (6-8)	Satisfactory (5-6)	Not Satisfactory (Less than 5)
9	Had you found the training useful?				

S. No.	Question	Yes/No (Kindly tick one option)
1	Are participants provided with a soft copy of all resource material in a pen drive?	
2	Is refreshment/food provided during the training?	
3	Had videos shown during the training?	
4	Had participants provided with hand on tools during training?	
5	Is participant informed about the meeting a week prior?	
6	Were participants briefed about the agenda of the training in the beginning?	
7	Was training conducted as per the prior notified schedule?	
8	Were participants charged any sort of fee during training?	
9	Was the local language used as a mode of instruction by the trainer?	
10	Do you want more such trainings?	

Please share your learning:

Any complaints from the participant's side:

Any suggestion from the participant's side:

Any compliment from the participant's side:

Signature of Participant

Name of Participant

Date and Time

Place

Annex 7: प्रतिभागियों के लिए प्रतिक्रिया प्रपत्र

		अटल भूजल – हरियाणा	**CB Agency logo**

प्रतिभागियों के लिए प्रतिक्रिया प्रपत्र			
CB एजेंसी का नाम			
जिले का नाम		ब्लॉक का नाम	
प्रतिभगी का नाम		प्रतिभागी का लिंग	
प्रतिभगी की जाती		प्रतिभागी का फोन नंबर	
प्रशिक्षण का विषय			
दिनांक और समय		स्थान	
प्रशिक्षण का तरीका	गैर आवासीय	ऑनलाइन	अध्ययन यात्रा

Sr. No.	प्रश्न	अति उत्कृष्ट	अच्छा	संतोषजनक	निष्पक्ष	ख़राब
		(कृप्या एक विकल्प पर टिक करें)				
	क्या आपको प्रशिक्षण प्रासंगिक लगा है?					
	उपयोग की गई सामग्री की गुणवत्ता कैसी थी?					
	क्या ट्रेनर प्रशिक्षण के विषय में अच्छी तरह से वाकिफ था?					
	क्या ट्रेनर प्रशिक्षण के दौरान उत्साहित था?					
	शिक्षण गुणवत्ता कैसी थी?					
	क्या प्रतिभागियों को चर्चा और अभ्यास के लिए प्रोत्साहित किया गया था?					
	क्या प्रतिभागियों के सवालों और संदेहों का जवाब दिया गया था?					
	कक्षा की गुणवत्ता कैसी थी					
	क्या आपको प्रशिक्षण उपयोगी लगा है?					

Sr. No.	प्रश्न	हॉ/ नहीं (कृप्या एक विकल्प पर टिक करें)
	क्या प्रतिभागियों को सभी संसाधन सामग्री की हार्ड कॉपी प्रदान की गई थी?	
	क्या प्रशिक्षण के दौरान जलपान/ भोजन प्रदान किया गया था?	
	क्या प्रशिक्षण के दौरान वीडियो दिखाए गए थे?	
	क्या प्रतिभागियों को उपकरणों इस्तेमाल करने का प्रशिक्षण प्रदान किया गया था?	
	क्या प्रतिभागियों को एक सप्ताह पहले प्रशिक्षण के बारे में सूचित किया गया था?	
	क्या प्रतिभागियों को शुरुआत में प्रशिक्षण के एजेंडे के बारे में बताया गया था?	
	क्या पहले बताये गए कार्यक्रम के अनुसार प्रशिक्षण आयोजित किया गया था?	
	क्या प्रतिभागियों को प्रशिक्षण के दौरान किसी भी प्रकार का शुल्क लिया गया था?	
	क्या स्थानीय भाषा का उपयोग ट्रेनर द्वारा निर्देश के तरीके के रूप में किया गया था?	
	क्या आप इस तरह के और प्रशिक्षण चाहते हैं?	

इस प्रशिक्षण से आपने क्या सीखा?

प्रतिभागी की ओर से कोई भी शिकायतः

प्रतिभागी की ओर से कोई सुझावः

प्रतिभागी की तरफ से कोई भी प्रशंसाः

प्रतिभागी के हस्ताक्षर

प्रतिभागी का नाम

दिनांक और समय

स्थान

Annex 8: Monthly Action Plan

		Atal Bhujal Yojana - Haryana		CB Agency logo
		Monthly Action Plan		
Name of CB Agency				
Name of State/District/Block				
Year		Month		

S. No.	Date (DD/MM/YYYY)	Training Level (State/District/ Block)	Name of District/Block	Name of the trainers	Targeted no. of participants	Proposed Venue/ Location	Agenda of the training

Signature of CB agency representative   Signature of DPMU representative
Name and designation   Name and designation
Date and time   Date and time

Annex 9: Quarterly Progress Report

		Atal Bhujal Yojana - Haryana		*CB Agency logo*
		Quarterly Progress Report		
Name of CB Agency				
Name of block/district				
Year		Quarter	MM/YY to MM/YY	

S.No.	Date of Actual Training (DD/MM/YYYY)	Training Level (State/District/ Block)	Name of District/Block	Name of the trainers	Total no. of participants trained	Training Venue/Location	Agenda of the training

Key challenges faced during the respective quarter:

Major learnings during the respective quarter:

Signature of CB agency representative
Name and designation
Date and time

Signature of DIP representative
Name and designation
Date and time

Signature of DPMU representative
Name and designation
Date and time

Signature of SPMU TSA representative
Name and designation
Date and time

Signature of SPMU representative
Name and designation
Date and time

Annex 10: Revised Annual Action Plan

		Atal Bhujal Yojana - Haryana		*CB Agency logo*
		Revised Annual Action Plan		
Name of CB Agency				
Name of Group		Year		

S.No.	Date of Actual Training (DD/MM/YYYY)	Training Level (State/District/ Block)	Name of District/Block	Name of the trainers	Total no. of participants trained	Training Venue/Location	Agenda of the training
	Total no. of District/Block to be covered						
	Total no. of participants to be trained						
	Total no. of training sessions to be conducted						

State the approach and methodology to implement the stated plan:	
Brief the Feedback mechanism:	
Brief the Monitoring mechanism:	
Any risk and mitigation plan:	

Signature of CB agency representative
Name and designation
Date and time

Signature of SPMU TSA representative
Name and designation
Date and time

Signature of SPMU representative
Name and designation
Date and time

Annex 11: Tentative Training Outline

SL. No	Name of the Programme	Objective	Expected outcome	Mode of the programme (Online/Offline)	Residential/Non-residential	No. of programmes	Minimum Batch size	Duration (in days)
1	Application of IoT & technology in measurement, monitoring & evaluation of underground water system	To expose participants with modem/alternative water saving technologies	Participants gain an understanding on water efficient techniques & technologies including promotion of micro irrigation techniques such as sprinkler & drip irrigation, AI & Innovations in increasing water use efficiency & maintaining its quality in agriculture, industry & domestic sector, incentivize recycling of water including waste water.	Offline	Residential	1	25-40	2 (including 1 day exposure visit)
2	Effective actions for convergence of ongoing government schemes with ABY	Policy planning. Case studies & implementation overview as well as there interrelationships	Improved policies at State & District level. Better revenue generation, better	Online		1	25-40	

SL. No	Name of the Programme	Objective	Expected outcome	Mode of the programme (Online/Offline)	Residential/Non-residential	No. of programmes	Minimum Batch size	Duration (in days)
		with subsequent impact on resources & stakeholders	understanding of Central & State govt. scheme such as JJM, SBM, MGNREGS, PMKSY, State scheme etc which have succeed. In replenishment of groundwater resources to some extent & consequent rise in groundwater levels.					
1	Planning, implementation, operation & maintenance of groundwater management interventions	a) Introducing bottom – up planning of groundwater interventions through community – led WSPs b) Improving government spending through the planning, process and c) Implementing participatory groundwater management, including both supply	Repair, renovation & restoration of wate5r bodies, strategies for managing declining groundwater table.	Offline	Residential	1	25-40	1

SL. No	Name of the Programme	Objective	Expected outcome	Mode of the programme (Online/Offline)	Residential/Non-residential	No. of programmes	Minimum Batch size	Duration (in days)
		& demand side measures. All these activities will help improve the management of groundwater resources & thereby all alleviate the scarcity of water that increasingly affects large parts of India, including areas targeted by this project.						
1	Sustainability of groundwater sources	To find reliable and resilient mechanism for underground water sources	Knowledge that aids selection and design of sustainable underground water sources options, sources of underground water	Offline	Non-Residential (NR)	6	25-40	2
2	Institutional Strengthening under Atal Bhujal Yojana		Training shall cover the following themes: Computerize accounting and procurement systems, training to enhance fiduciary	Offline	Residential	6	25-40	2

SL. No	Name of the Programme	Objective	Expected outcome	Mode of the programme (Online/Offline)	Residential/Non-residential	No. of programmes	Minimum Batch size	Duration (in days)
			capacities at both state and district-level implementing agencies					
3	Assessment of the impact of climate change on water resources	Assessment of the impact of climate change on water resources in terms of availability as well as the quality of the water from surface and groundwater sources, which inter-alia includes (i) collection of necessary data (ii) research & studies to project impact of climate change on water resources (iii) development of suitable models; and (iv)development of suitable techniques for efficient utilization of water & conversion of poor quality water in to fresh water	Projection of impact of climate change on surface and ground water including its water quality	online		6	25-40	2
4	Preparation & Review of District Water Budget	Preparation of community-led Water Security plans, Preparation of District	Understanding and updating of water budget & water security	Offline	Non-Residential (NR)	8	25-40	3 (Including 1 day exposure

SL. No	Name of the Programme	Objective	Expected outcome	Mode of the programme (Online/Offline)	Residential/Non-residential	No. of programmes	Minimum Batch size	Duration (in days)
		Level Plans for implementation of WSPS and preparation of District Annual Work Plan (AWP) and Budget	plans that have been formulated by the community					visit)
1	Participatory planning & development of mass communication strategy	Community participation is critical in enhancing rural sustainability in terms of managing indigenous water harvesting structures and technical agencies can help mitigate problems related to rural resources	Role of community, community engagement tools and techniques & the situations where they can be effectively used to understand department roles & responsibilities, case studies & future outlook and their capacity building	Offline	Residential	10	25-40	3
2	Water budgeting, and crop planning/ crop rotation	To monitor underground water supply regularly to reduce the losses in the distribution system	Assessing the total available water from all sources (both ground & surface), domestic/ agriculture/ industrial	Offline	Residential	10	25-40	3

SL. No	Name of the Programme	Objective	Expected outcome	Mode of the programme (Online/Offline)	Residential/Non-residential	No. of programmes	Minimum Batch size	Duration (in days)
			purposes, fund availability under schemes, IoT based solutions					
3	Strengthening Institutional framework for participatory groundwater management	Citizen & state action for water conservation, augmentation & preservation		Offline	NR	14	25-40	2
4	Leadership Development in sustainable groundwater management	To develop human capacities at all levels in order to provide adequate, equitable and sustainable services. Exposure to underground or surface water sources knowledge that aids selection and design of sustainable water supply options in different parts of India including in crisis situations	Generating a collective vision and building consensus on the appropriate path to achieving common goals. Harmonious exchange and integration of local capacity and local knowledge with the external technical information and social skills	Offline	Residential	14	25-40	2
5	Good Governance	To understand the concept, features and importance of good governance in the	Nations of Good Governance, Good governance	Offline	Non-residential	12	25-40	2

SL. No	Name of the Programme	Objective	Expected outcome	Mode of the programme (Online/Offline)	Residential/Non-residential	No. of programmes	Minimum Batch size	Duration (in days)
		context of underground water system planned implemented and managed bottom up	challenge for underground water system, participation challenge in water, reasons to organize public participation, forms or levels of user's participation, recent trends, case studies					
6	Skilling & Employment Generation	To appreciate and understand the employment generation potential of underground water supply and sustainable sanitation services provide. To develop strategies for incorporating skill development and employment generation outcomes in underground water supply	Skill & its importance from Employment, Employability, Decent work and Sustainable Development Perspectives, Employment generation, How to incorporate employing opportunities in underground water supply and related sectors, Development of	Offline	Residential	12	25-40	2

SL. No	Name of the Programme	Objective	Expected outcome	Mode of the programme (Online/Offline)	Residential/Non-residential	No. of programmes	Minimum Batch size	Duration (in days)
			skills and competencies to ensure employment					

* Note: ==Training at each level must be on an average of minimum 2 days but may vary from training to training. It can be either a 2-day training or 2 trainings for 1 day each along with an exposure visit at each level (i.e. State/District and Block).==