

গণপ্রজাতন্ত্রী বাংলাদেশ সরকার
স্থানীয় সরকার, পল্লী উন্নয়ন ও সমবায় মন্ত্রণালয়
পল্লী উন্নয়ন ও সমবায় বিভাগ
প্রশাসন শাখা-১
www.rdc.gov.bd

স্মারক-৪৭.০০.০০০০.০৩১.২৫.০১৩.১৫(অংশ-৫)/ ২৬২৫

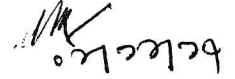
১৭ কার্তিক, ১৪২৪ বঙ্গাব্দ
তারিখঃ -----
০১ নভেম্বর, ২০১৭ খ্রিস্টাব্দ

বিষয়ঃ Invitation to CIRDAP-NIRD&PR Collaborative International Training Programme on
“Social Audit in Rural Development Programmes” 15-24 January, 2018 in Myanmar.

সূত্রঃ TF-176-NIRD-2018-1268, তারিখঃ ০৩/১০/২০১৭।

উপর্যুক্ত বিষয়ে CIRDAP এর সুত্রোক্ত পত্রের ছায়ািলিপি অত্রসাথে প্রেরণ করা হলো। উক্ত কোর্সের বিপরীতে উপর্যুক্ত প্রার্থী মনোনয়ন প্রদানপূর্বক সংযুক্ত জীবন বৃত্তান্ত ফরম ২০১৪ (২নং বাছাই কমিটির জন্য যা ইতোমধ্যে প্রেরণ করা হয়েছে, উক্ত বাছাই কমিটির ফরমে অবশ্যই ইংরেজীতে নামের বানান ও পদবী উল্লেখ করতে হবে) পূরণ করে আগামী ২৩/১১/২০১৭ তারিখের মধ্যে এ বিভাগের প্রশাসন শাখা-১ এ প্রেরণের প্রয়োজনীয় ব্যবস্থা গ্রহণের জন্য নির্দেশক্রমে অনুরোধ করা হলো। নির্ধারিত তারিখের পর প্রাপ্ত কোন মনোনয়ন গ্রহণযোগ্য হবেনা।

সংযুক্তিঃ বর্ণনা মোতাবেক।


(খন্দকার নূরুল হক)
সিনিয়র সহকারী সচিব
ফোনঃ +৮৮-০২-৯৫৭০৬৪৬
(e-mail: a_sec_1@ymail.com)

বিতরণ (জ্যেষ্ঠতার ক্রমানুসারে নয়)ঃ

- ১। মহাপরিচালক, বিআরডিবি, ঢাকা।
- ২। এ বিভাগের সকল কর্মকর্তা (আগ্রহী কর্মকর্তাদের আবেদন করার জন্য অনুরোধ করা হলো)।
- ৩। নিবন্ধক ও মহাপরিচালক, সমবায় অধিদপ্তর, ঢাকা।
- ৪। মহাপরিচালক, বার্ড, কুমিল্লা/আরডিএ, বগুড়া/বাপার্ড, গোপালগঞ্জ।
- ৫। ব্যবস্থাপনা পরিচালক, বাংলাদেশ দুগ্ধ উৎপাদনকারী সমবায় ইউনিয়ন (মিল্ক ভিটা), তেজগাঁও, ঢাকা।
- ৬। ব্যবস্থাপনা পরিচালক, ক্ষুদ্র কৃষক উন্নয়ন ফাউন্ডেশন (এসএফডিএফ), পল্লী ভবন (৭ম তলা), ৫, কাওরান বাজার, ঢাকা।
- ৭। ব্যবস্থাপনা পরিচালক, পল্লী দারিদ্র্য বিমোচন ফাউন্ডেশন (পিডিবিএফ), হাউজ নং- ০৫, এভিনিউ-০৩, হাজী রোড, বৃন্দাবন, মিরপুর-২, ঢাকা।
- ৮। সিস্টেম এনালিস্ট, পল্লী উন্নয়ন ও সমবায় বিভাগ। (ওয়েব সাইটে প্রকাশের জন্য পত্রটির কপি প্রেরণ করা হলো)।



CENTRE ON INTEGRATED RURAL DEVELOPMENT FOR ASIA AND THE PACIFIC

(An Inter-Governmental Organization for prosperous Rural Communities)

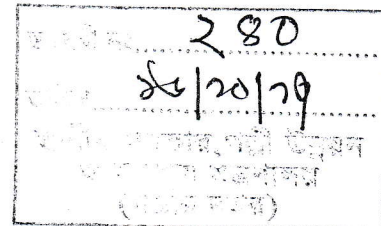
সচিব
স্থানীয় সরকার বিভাগ/পল্লী উন্নয়ন ও সমবায় বিভাগ

03 October 2017

TF 176 -NIRD-2018- 1288

The Honorable Ms. Mafruha Sultana
Secretary (in charge)
Rural Development and Cooperative Division
Ministry of Local Government, Rural Development and Cooperatives
Government of the People's Republic of Bangladesh
Bangladesh Secretariat, Dhaka-1000, BANGLADESH

মন্ত্রীর একান্ত সচিব
স্থানীয় সরকার, পল্লী উন্নয়ন
ও সমবায় মন্ত্রণালয়



Dear Madam ,

Subject: Invitation to CIRDAP- NIRD&PR Collaborative International Training Programme on 'Social Audit in Rural Development Programmes', 15-24 January 2018 in Myanmar.

ডায়েরী নং ১২৮৮ তাং ০৩/১০/১৭

☐ যুগ্ম-সচিব (বাঃ)

☐ যুগ্ম-সচিব আইন

☐ যুগ্ম-সচিব (প্রঃ শাঃ-২)

☐ উপ-সচিব (প্রঃ শাঃ)

অতিরিক্ত সচিব (প্রঃ ও বাঃ)
পল্লী উন্নয়ন ও সমবায় বিভাগ

Greetings from CIRDAP!

The Centre on Integrated Rural Development for Asia and the Pacific (CIRDAP) and the National Institute of Rural Development and Panchayati Raj (NIRD&PR) are organizing an international training programme on 'Social Audit in Rural Development Programmes' from 15-24 January 2018 at Myanmar. The training is sponsored by the Ministry of Rural Development, Government of India, for the year 2017-18, as a kind gesture for regional cooperation for sharing experiences among CIRDAP member countries of Asia-Pacific.

You are requested to nominate three suitable candidates for the training, and send to CIRDAP secretariat by **01 December 2017**. The nominations, should be one from your ministry, one from CIRDAP Link Institute and another from other Ministry or Statutory Bodies/Institutes dealing with the themes of the workshop (e.g. Agriculture etc.). CIRDAP will select one candidate according to eligibility criteria, and inform you the final selection by or on **20 December 2017**. As preparatory work takes considerable time, we request you to expedite selection process and send the nomination within the due date. A training brief is attached as an annex-1 for details.

Training participants are requested to prepare a country paper and a power point presentation on 'The Current Monitoring and Evaluation Practices on key Rural Development (RD) Programmes/ Activities, and Built-in Social Accountability Mechanisms in the RD programmes in ... (name of their respective country)', and submit both files to submissiontocirdap@gmail.com by **30 December 2017**. The contents of country paper and presentation guideline is attached under section-14 of the training brief.



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

Therefore, it's an earnest request to your high office to nominate candidates according to criteria, and sent to these email: dg@cirdap.org; training@cirdap.org by **01 December 2017**. You have to send nomination through an official letter along with filled in participant profile form (annex-2). Participant profile form should be filled in by Nominee. **No form of self-nomination will be accepted.**

In conclusion, please note that, we have notified the CIRDAP Link Institutes and other relevant Ministries or Statutory Bodies/Institutes to submit their nominations by **20 November 2017**, directly to your office, and you should submit three nominations to CIRDAP Secretariat by **01 December 2017**. Should you seek clarification, you can contract CIRDAP through Programme Officer, Training Ms. Elora Sharmeen; e-mail: elora@cirdap.org; Cell phone: +88-01817123583; Land phone : +88-02-9558751, Ext 209; Fax: +880-2-9562035, 9571880.

I look forward to your favorable consideration

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Tevita G. Boseiwaqa Taginavulau', is written over a horizontal line.

Tevita G. Boseiwaqa Taginavulau
Director General

Enclose: As stated.

CC: Mr. M. Maududur Rashid Safdar
Director General
Bangladesh Academy for Rural Development (BARD)
Kotbari, Comilla, **BANGLADESH**

268

Centre on Integrated Rural Development for Asia and the Pacific
Dhaka

Annex-1

TRAINING BRIEF

25 September 2017

1. Training Code TF-176-NIRD-2018
2. Training Title CIRDAP-NIRD Collaborative International Training Programme on Social Audit in Rural Development Programmes
3. Timing and Duration 15-24 January 2018 (10 days, excluding arrival and departure)
4. Venue Myanmar
5. Implementing agencies
Centre on Integrated Rural Development for Asia and the Pacific (CIRDAP)
'Chameli House', 17 Topkhana Road,
Dhaka-1000, Bangladesh
Tel: +88-02-9553751, 9559686, 9586509, 9586510
Fax: +88-02-9562035, 9571880
E-mail: dg@cirdap.org; training@cirdap.org

National Institute of Rural Development & Panchayati Raj (NIRD&PR)
Rajendranagar, Hyderabad- 500 030, India
Tel: +91-40-24008526
Fax: +91-040-24015500, 24015277
E-mail: rpachari.nird@gov.in ; madhavarao.nird@gov.in
6. Sponsoring agencies Ministry of Rural Development (MoRD), Government of India
7. Number of overseas participants Up to eighteen (18) qualified participants
8. Number of local participant Up to two (2) qualified participants
9. Closing Date for Nominations 01 December 2017
10. Objectives
 - a. To discuss the need, concept and approaches of social accountability mechanisms in general and social audits in particular;
 - b. To make the participant understand the provisions of different rural development programmes with reference to social accountability mechanisms;
 - c. To enable the participants to understand and critically review the approach and practice of social audit ;
 - d. To expose the participants to the best practices of social audit in rural development programmes in India; and
 - e. To have hands on experience by conducting one mock social audit in one village of Myanmar.

260

11. Background

Towards achieving good Governance, transparency, responsiveness and accountability are non-negotiable. But to ensure the same, designing appropriate systems and institutionalizing them has always been a challenge. The beneficiaries are rarely made aware of the objectives of the rural developmental programmes and the corollary, rights and entitlements. Hence streamlining the service delivery systems is critical to programming and implementation of any scheme of development.

It is equally important that the poor, for whom a programme or scheme is being implemented, are made aware of their rights and entitlements. They should also be given an opportunity to participate in the planning, decision making, implementation, monitoring and evaluation of the schemes. In the process, the poor should own the scheme and the delivery system should be made accountable to the community. It is in this context that the process of 'making demands on the delivery system by the people, becomes realistic and the social audit becomes an instrument of change.

Social audit, as one of the tool of social accountability mechanism, is a process by which the people, the final beneficiaries of any scheme, programme, policy or law, are empowered to audit such schemes, programmes, policies and laws. Social audit thus complements financial audit and audits the quality, performance and choices of a programme/policy.

A social audit is thus an in depth scrutiny or analysis of working of any public utility vis-a-vis its social relevance. Social Audit of a programme or a scheme is done by the community with active involvement of the primary stakeholders.

12. Scope and Methodology

The existence of formal mechanisms of accountability requires demanding, alert and responsible community, civil society and proactive public servants. Social audit provides the venue to demand transparency and accountability in all the initiatives from the public system which was otherwise closed to the citizens.

Training methods include a combination of lectures-cum-discussions, panel and case discussions, appropriate mix of various participatory training methods through mock exercises and audio-visual presentations, inter and intra group discussions and sharing of country experiences, group assignment and exercises. Field visit will be highly interactive and focus will be more on practical orientation. In addition, appropriate energizers, ice-breakers, etc., will be used in training programme.

13. Qualifications of Candidates

The participants are expected to possess the following qualifications:

Current position	The participants are mid and senior level government officials, working under rural development and poverty alleviation, agriculture, livelihoods, and other relevant department of national and local government agencies.
Work experience	At least five (5) years of experience in the position described above.
Education	University degree or equivalent qualification from a recognized university/ institution.
Language	The training is conducted in English, and participants are frequently required to make oral and written presentations. They must therefore be proficient in spoken and written English.

262

Health	Participants to complete a number of individual and group activities, and strenuous fieldwork. It is therefore, recommended to the member countries, not to nominate candidates who are likely to suffer from physical and mental stress.
Age	Eligible candidate should be between 30 and 45 years of old.
Certificate	Participants are required to attend the entire training program to receive the CIRDAP-NIRD&PR certificate of attendance.

14. Country Paper

- a. Training participants are requested to submit and present a country paper on **'The Current Monitoring and Evaluation Practices on Key Rural Development (RD) Programmes/ Activities, and Built-in Social Accountability Mechanism in the RD programmes in ... (name of their respective country)'**.

An ideal country paper may content:

- I. **Governing/ Institutional structure** (a brief description of specific ministry or government institute/s, who are responsible for cited issues);
 - II. **Rules/ regulations/ policies /strategies and Operational Manual** (a brief of existing rules-regulations- policies- strategies and operational manual on cited issues);
 - III. **Present practices and status** (a brief description of current monitoring and evaluation practices and status of rural development activities, and built-in social accountability mechanism undertaken by any Ministry or institute or department or other government or non-government bodies);
 - IV. **Capacity building of Institutions, human resources and community** (a brief of current status of capacity building of national to local level governing institutes in teams of rural development activities, and capacity building of community to implement rural development programmes or activities; and a short description of potential human resources);
 - V. **Limitations, challenges and opportunities** (participant will point-out his/her own perception on limitation- challenges- opportunities have in their country or the concern Ministry/ bodies to implement monitoring and evaluation of rural development programme); and
 - VI. **Way forward** (participant will describe his/her idea to way forward of country's limitation-challenges, and way of utilizing the opportunities. S/he will generate idea to use of social audit for rural development and poverty alleviation).
 - VII. Participants are free to write any other issues - related or relevant with training topic, in the context of their own countries perspective.
- b. The country paper should be written on A4 size paper with 1" margin in all side, and maximum 3,000 (three thousand) words.
- c. The participant also has to prepare a power point presentation based on their country paper. The presentation time for each paper will be five (5) minutes with another five (5) minutes Q&A session.
- d. The country paper and the power point presentation to be submitted by **30 December 2017**. Both files should be renamed with training code, country and participant's name (eg. TF_176_NIRD_2018_Bangladesh_Ahmed), and email to submissiontocirdap@gmail.com.

15. Financial Arrangements

15 (i). To be borne by participants or participating countries

- a. Participants' insurance: All participants are expected to be fully insured against accident and illness (including hospitalization and death) for the entire duration of the training and travel. A copy of the travel insurance certificate must be submitted to the CIRDAP Secretariat before participation. Neither the CIRDAP nor the NIRD&PR will be responsible for any eventuality arising from accident or illness.
- b. All expenses related to visa fees and airport taxes.
- c. Any expenses incurred by participants for stop-overs on the way to and from the training venue, as well as for extra stay at the training venue before and/or after the official training period because of early arrival or late departure, for example, due to either limited available flights or any other reason.
- d. All other expenditure relating to travel within the applicant(s) country and in transit, miscellaneous expenses etc. will have to be met by the participant or their concern organization.

15 (ii). To be borne by the implementing agencies (CIRDAP-NIRD&PR)

- a. Per diem allowances and accommodation for up to 18 overseas participants and 02 local participants for up to eleven (11) days, at the rate to be specified later.
- b. All local implementation costs (venue, workshop facilities aid kit, local travel arrangements, etc.) for all participants.
- c. All assignment costs for resource persons.
- d. Round-trip economy-class international airfare by the most direct route between the international airport nearest to the participants' place of work and India.

16. Actions by Member Countries

- a. Each participating ministry or institute is requested to nominate three or more candidates in the order of preference. Please ensure that candidates nominated meet the qualifications specified under section 13 above.
- b. No form of self-nomination will be accepted.
- c. Please note that nomination of a candidate does not necessarily guarantee that s/he will be selected. Selection is at the discretion of the CIRDAP Secretariat. A basic criterion for selection is the homogeneity of the participants in terms of qualifications and work experience. Non-selection, therefore, does not mean that the candidates concerned are not competent enough. Sometimes candidates are not selected because they are overqualified for a training.
- d. Each nomination should be accompanied by the necessary documents. A nomination, lacking any of these documents may not be considered: one copy of the candidate's profile on the CIRDAP profile form along with a passport-size photograph. The profile form is given as an annex-2. The nomination documents should be sent to the Director General, CIRDAP Secretariat, Chameli House, 17 Topkhana Road, Dhaka-1000, Bangladesh (e-mail: dg@cirdap.org, training@cirpad.org, fax: 00-88-02-9562035, 9571880).

200

e. The CIRDAP Medical Declaration Form: Every selected candidate must complete and submit a copy of the CIRDAP Medical Declaration form, and submit to training@cirdap.org by **30 December 2017**. Please note that all medical certification, by a licensed physician is required. The medical form is given as an annex-3.

f. Member countries are requested to adhere to the nomination deadline given on page 1. The CIRDAP Secretariat may not consider late nominations as they have in the past resulted in considerable difficulties to the implementing organization in its preparatory work for the training.

g. If a selected participant becomes unable to attend, s/he should inform to the CIRDAP Secretariat immediately and give the reason for withdrawal.

17. Actions by the CIRDAP Secretariat

a. Under normal circumstances, candidates who are selected will be informed of their acceptance by or on **20 December 2017**.

b. If some candidates fail to qualify or be unable to participate after selection, or if some member countries fail to nominate any candidate, their slots may be filled by alternates from the same or another member country on a merit basis.

18. Evaluation of Participants

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

19. Other issue

Participants' are requested not to invite any family member or friend in the training venue, accommodation arrangement, during field trip, and other official programmes, without the approval by the Coordinator.



Elora Sharmeen
Programme Officer, Training



Centre on Integrated Rural Development for Asia and the Pacific (CIRDAP)
17 Topkhana Road, GPO Box 2883, Dhaka 1000, Bangladesh
Phone: 880-2-9586509 – 10 Fax: 880-2-9562035 E-mail: training@cirdap.org

26/11/07
An

PARTICIPANT MEDICAL FORM

(Filled by registered Physician)

(Please type to fill in the form or use capital letter if hand written)

1. Name:			
2. Please write the name of the Programme you will attend with date and venue:			
3. Designation and Name of Organization:			
4. Weight:	(kg)	5. Height:	6. Blood group:
7. Blood pressure:		8. Blood sugar:	(fasting); (after 2hrs)
9. HIV test :		10. HBsAg test:	
11. If the person have any allergy tendency:		If yes, please specify:	
12. Comments on general physical appearance:			
13. Comments on his/her mental health:			
14. Comments on TB and other branchial test:			
15. Name of physician (Block letter):		16. Physicians signature and seal:	
Registration no. :			
Name of affiliated hospital:			
Place, City, Country:			
Mobile/Cell phone:			
E-mail:			