Training on

BUILDING CAPACITIES FOR SUSTAINABLE DEVELOPMENT GOALS (SDGs) STRATEGIES AND ACTIONS

[To the District Level Officials of Line Departments]

TRAINING MODULE

Jointly organised by

Kerala Institute of Local Administration | National Foundation for India

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Training on

Building Capacities for Sustainable Development Goals (SDGs) - Strategies and Actions

[To the District/Middle Level Officials of Line Departments]

TRAINING MODULE

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2018 December

Preface

The Sustainable Development Goals (SDGs), resolved by UN in 2015 as the sucessor of Millenium Development Goals (MDGs), to be attained by 2030 in a phased manner. The SDGs can be attained only through concerted efforts from all stakeholders viz. Government agencies, local governments, civil society, etc. There are plenty of schemes and mechanism available on the subject áreas of SDGs, but what requires is the SDGs-focused planning and implementation. In order to build capacities in this direction, KILA has designed three different Training Modules, targeting [i] District/Middle Level Officials of State Government Departments/Institutions, [ii] Elected Representatives of Local Governments, and [iii] Civil Society. The present Training Module by KILA intends to build the capacities of District/Middle level Officials of the State Government Departments/Institutions.

This Training Module contains Session Plans and presentation materials; along with a Work Book. The Work Book covers a planning and monitoring framework, inwhich the participants have to go through State level data, compare them with District level data, and to identify the development gaps, if any. Based on the identified development gaps, intervention strategies can be formulated. It enables the participants to map various schemes and explore convergence possibilities. The monitoring framework introduced in the Work Book helps the participants to monitor the progress in attaining SDGs from different angles.

To mainstream and localise the SDGs in to the state level, KILA in collaboration with National Foundation for India (NFI) has been organising various capacity building programmes and workshops in Kerala. The support of NFI, especially Ms. Radhika Mathur (Programme Officer), in this direction is prodigious in accomplish the implementation of various programmes at grassroot level. The present Module along with Work Book was designed by Dr.J.B.Rajan (Associate Professor) and Mrs.Sukanya (Research Associate) of KILA. This was vetted in the State Level Workshop held on 29th November 2018 at KILA and National Level Workshop held on 15th December 2018 at KILA. The Research Associates of KILA engaged in CPMU [Dr.Sandheep.G, Dr.Rajesh.R, Dr.Vinod Gopal, and Mr.Vishnu.R.S], under the guidance of Mr.Sreekumar.B (Joint Director of CPMU), have extended their support in collection of necessary data for the preparation of Work Book. I hope that the knowledge and skills imparted, through this Training Module and allied Work Book, will equip the targeted officials towards the attainment of SDGs.

Dr. Joy Elamon
Director, KILA

21/12/2018

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I. Overview of the Programme

1. Context

The Sustainable Development Goals (SDGs) are a set of universal goals and targets, resolved in the UN Assembly in 2015 by 193 countries. These 17 SDGs are built on the broader perspectives of 5 Ps – Planet, People, Prosperity, Peace, and Partnership. The SDGs can be attained only through intensive development interventions. The Line Departments have plenty of schemes on development spheres that need to be focused towards the attainment of SDGs. This requires knowledge of the functionaries on the SDGs, targets, and indicators and the skills in outcome-oriented planning by utilizing the potential of various schemes. In view of this, KILA has designed a Module for training the functionaries of various departments at the district level; as the district level Officials will be able to streamline the perspectives in the planning process.

2. Purpose and Objectives of the Training

The purpose of this training is to enable the participants with the necessary knowledge, skill, and attitude to efficiently plan and implement the programmes; with the focus on Sustainable Development Goals (SDGs). With this purpose, the objectives are that the participants will be able to:

- Describe the background of SDGs.
- Describe the SDGs.
- List the Targets against the specific Goals.
- Assess the current status of SDGs in Kerala V District.
- Map the Schemes against concerned SDGs, and identify the critical gaps.
- Prepare Convergence Matrix of select Schemes, for attaining SDGs.
- Describe the Monitoring Strategy for SGDs.

3. Training Participants

- District Officers of Different Departments/Institutions, especially Deputy Director/Assistant Director/Regional Director cadres.

  There are 169 State Government Departments/Institutions/Agencies; thus the total number of expected participants will be 4,932 [14 districts x 169 departments/institutions/agencies x two Officials].

The average number of participants per district is 350. The average number of participants per batch is 60. Hence there will be 6 batches per district; that will be conducted simultaneously. There will be 84 batches for the programme.

4. Training Sessions

Session 1	:	SDGs - An Overview
Session 2	:	Specific Goals - Targets and Indicators
Session 3	:	Where are we? Current Development Status of Kerala V District
Session 4	:	Formulation of Strategies to Attain SDGs at District Level
Session 5	:	Mapping of Schemes for attaining SDGs & Identifying Critical Gaps
Session 6	:	Convergence of Schemes and activities for Attaining SDGs
Session 7	:	Monitoring of SDGs

5. Duration of Training

- One day; 6 hours.

6. Training Methodology

(i) Approach of Training

The approach of training is to align the thinking and analytical frame of mind of the participants towards SDGs.

(ii) Methods

The training programme envisage participatory training methods viz.

- Interactive Lecture.
- Group/Guided Reading.
- Group Discussion.
- Group Activity.

(iii) Work Book

The Work Book is the main training tool that enable the participants to analatically look into the present status with regard to SDGs and to plan based on the indicators. The data on the state status is given in the Work Book, whereas the participants are requested to bring district level data. For this, district data template will be send to the participants along with the invitation letter.

(iv) Tackling Uncertainty in Training

As mentioned in (ii) above, the smooth conduct of the training depends on the filling up of Workbook; for which the participants have to bring district level

data. Not bringing the required data will create uncertainty in training. To tackle this, clear instruction shall be given in the invitation letter and appended the data template without fail.

7. Resource Persons

State Planning Board has set up a Task Force on SDGs; which comprise of experts from different development sectors. Also officials from Task Force is heavily involved in the coordination of planning within the department concerned. The Planning Department is also coordinating the planning of all departments. Hence the Tasforce Members and Officials from Planning Department will form the Resource Team of this training. Keeping in view of the special nature of the training and the necessity of having required number of Trainers, KILA has conducted Training of Trainers (ToT) for the Taskforce and Planning Department Officials.

8. Training Materials

- For Trainers:
  - Training Module
- For Trainees:
  - Hand Book on SDGs
  - Hand Book on Schemes with Activities
  - Work Book and Templates

9. Organising of Training

The training will be organised in a decentralised manner – district-wise or region-wise; with the support of resource team. The Course Director steer the programme and the Course Coordinator will look into the operational aspects of the programme. The Facilitators of Peoples Plan Campaign (PPC) will coordinate the district level activities. The sessions will be facilitated by the Resource Persons, who have successfully completed ToT.

10. Evaluation

The programme will be evaluated from different angles – academic and training management. These are assessed using questionnaires, as below.

i. The overall evaluation of training will be assessed using Form 1- 'Evaluation of Training'; which assess both training administration as well as gain in knowledge. The knowledge gain of the participants will be assessed through self evaluation approach.

ii. The performance of faculty in handling sessions will be evaluated using Form 2- Evaluation of Resource Persons.

iii. For evaluating the post training impact, the use of templates introduced through the Work Book can be assessed in future.

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Training on Building Capacities for Sustainable Development Goals: Strategies and Actions

(For the District/Middle Level Line Department Officials)

Venue: Kerala Institute of Local Administration (KILA)

Date: __ /__/ 2018-19
Time: 09.30 - 17.30

Course Director : Dr. J.B. Rajan (Associate Professor, KILA)
Co-ordinator : Mrs. Sukanya. K.U (Research Associate, KILA)

II. Progamme Schedule

09.30 - 10.00		Registration
10.00 - 10.20		Inaugural Session
10.20 – 10.30		Programme Briefing; Rules, Selecting Leader/Reporter
10.30 – 10.45	Tea Break	
10.45 – 11.30	Session 1	SDGs – An Overview
11.30 – 12.00	Session 2	Specific Goals – Targets and Indicators
12.00 – 12.50	Session 3	Where are we? Current Development Status of Kerala V District
12.50 - 13.45	Lunch Break	
13.45 - 14.35	Session 4	Formulation of Strategies to attain SDGs at District Level
14.35 - 15.25	Session 5	Mapping of Schemes for attaining SDGs & Identifying Critical Gaps
15.25 -15.40	Tea Break	
15.40 -17.00	Session 6	Convergence of Schemes and Activities for Attaining SDGs
17.00 – 17.15	Session 7	Monitoring of SDGs
17.15 – 17.30		Evaluation & Valedictory

III. Session Plans, Presentation Materials, Training Tools

Session 1:

1 Topic : **SDGs – An Overview**

2 Objectives : At the end of the session, the participants will be able to;

i. Describe the background of Sustainable Development.
ii. Describe MDGs
iii. Describe SDGs
iv. Comparison of MDGs and SDGs
v. List out 17 Goals corresponding Targets and perspectives

3 Time : 45 Minutes

4 Venue : Lecture Hall

5 Content / Methodology :

Sl. No.	Content	Time (Min.)	Method	Tools
1	Background of Sustainable Development	5	Interactive Lecture [Note 1]	Slide 1, 2
2	What is MDGs?	5	Lecture	Slide 3
3	What is SDGs?	5	Lecture	Slide 4
4	Comparison between MDGs and SDGs	5	Lecture	Slide 5
5	Overview of Targets and Indicators	10	[Note 2]	Slide 6, 7
6	What is Goals, Targets, Indicators?	10	Interactive Lecture [Note 3]	Slide 8
7	5 Pillars of SDGs	5	Lecture	Slide 9

Note 1:

Briefly mention about the concept Stockholm Conference in 1972, definition of sustainable development in 1983, Human Development through Child Rights in 1990, Agenda 21 in 1992, and Millennium Declaration in 2000.

Note 2:

The Trainer just mentions that there are 169 Targets and 244 Global indicators for measurement of SDGs. However NITI Aayog has developed 306 National Indicators and scroll through the list of Targets and Indicators; no need to detail it. But inform that the Targets and Indicators will be dealt with in the subsequent sessions.

Note 3:

Ask the question – What do you mean by goals, targets and indicators? Then Few.

SESSION: 1

SDG- An Overview

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Sustainable Development - Milestones

- 1972: Stockholm Conference – Human Environment
- 1983: World Commission on Environment & Development – Sustainable Development
- 1990: Human Development through Child Rights
- 1992: Rio De Janeiro – Agenda 21
- 2000: Millennium Summit – Millennium Declaration > MDGs
- 2012: Rio+20 – The Future We Want
- 2015: UN Sustainable Development Summit – Transforming Our World: The 2030 Agenda for Sustainable Development

KILA 2

What is MDG?

- The MDGs are eight goals with measurable targets and clear deadlines for improving the worlds poorest people.
- To meet these goals, leaders of 189 countries signed the historic millennium declaration at the United Nations Millennium Summit in 2000.
- Eight goals that range from providing universal primary education to avoiding child and maternal mortality were set with a target achievement date of 2015.

KILA 3

What is SDGs?

"Transforming our World: the 2030 Agenda for Sustainable Development."

- Spear headed by the United Nations, through a deliberative process involving its 193 Member States, as well as global civil society, the goals are contained in paragraph 54 United Nations Resolution A/RES/70/1 of 25 September 2015.
- The 17 Sustainable Development Goals (SDGs), with 169 targets

KILA 4

Comparison between MDGs and SDGs

Factors	MDGs	SDGs
Zero Goals	To reduce	To end, eradicate, or eliminate
Comprehensive Coverage	-	No one will be left behind
Universal Goals	-	Apply to every one or universal.
More Comprehensive	-	Covers all areas; from poverty and health to climate change, from education and safe cities to modern energy, and from economic growth to peace.
More Goals/Targets	Had only 8 goals and 48 targets	Has 17 goals, 169 targets, and about 300 indicators
Covers New Areas	-	Covers new areas viz. climate change, child labour, migrants, trafficking, violence against children, corruption, governance, peaceful societies, monitoring, etc.
Inclusion / Equity	-	Have more focus on inclusion, people in vulnerable situation, persons with disabilities, human rights, etc.

17 SDGs Goals

169 Targets

Indicators:
Global – 244
National - 306

Wht do you mean by:

- Goals?
- Targets?
- Indicators?

KILA 8

5 P's

KILA 9

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Session 2:

1. Topic : **Specific Goals – Targets and Indicators**
2. Objectives : After the session, the participants will be able to;
   i. Identify the SDGs concerned for their Department/ Institution
   ii. List out the Targets and Indicators of specific SDGs.
3. Time : 30 Minutes
4. Venue : Lecture Hall
5. Content/ Methodology:

Sl. No.	Content	Time (Min)	Method	Tools
1	Matching SDGs with Mandates of Department/Institution	05	Lecture (Note 1)	Slide 1, 2, 3
2	Specific SDGs – Targets and Indicators	20	Group Reading (Note 2)	Hand Book on SDGs; Slide 4, 5, 6, 7, 8
3	Question & Answer	05		Slide 9

Note 1:

i. Show the SDGs structure for reinforcing SDGs [Slide 2].

ii. Ask the question – Can we identify the SDGs that are relevant to our Department/Institution? [Slide 3].

iii. As the participants to note down SDGs concerned to this Department/Institution in the Work Book.

Note 2:

i. Mention the grouping of Goals and Targets into four [Slide 4, 5, 6, 7].

ii. Divide the participants into four groups [Slide 4, 5, 6, 7]. On the basis of the functional similarities of the Goals and Targets, groups have been classified.

iii. Group Reading of Booklet on SDGs, in the separate four groups. For this, Facilitator directs each group to select a Leader. (The Hand Book on SDGs to be distributed to the participants in advance).

iv. The Leader in each group is requested to read the Goals one by one and their corresponding Targets and Indicators; Time:

The Facilitator concludes that in order to attain SDGs, we need to move on with the targets; on time-bound basis. For this, Indicator is the measuring rode.

SESSION 2

Specific Goals – Targets and Indicators of SDGs

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Can we identify the SDGs that are relevant to our Department/ Institution?

KILA 3

INEQUALITY, POVERTY, HUGER (Group1)

01. End poverty in all its forms
02. End hunger, achieve food security and improved nutrition and promote sustainable agriculture
10. Reduce Inequality within and among countries
12. Ensure sustainable consumption and production patterns

KILA 4

HEALTH, EDUCATION, GENDER (Group2)

03. Ensure healthy lives and promote well-being for all at all ages
04. Ensure inclusive and equitable quality education and promote lifelong learning opportunities for all
05. Achieve gender equality and empower all women and girls
06. Ensure availability and sustainable management of water and sanitation for all

KILA 5

GROWTH, HABITAT, JUSTICE (Group 3)

08. Promote sustained, inclusive and sustainable economic growth, full and productive employment and decent work for all
09. Build resilient infrastructure, promote inclusive and sustainable industrialization and foster innovation
11. Make cities and human settlements inclusive, safe, resilient and sustainable
16. Promote peaceful and inclusive societies for sustainable development, provide access to justice for all and build effective, accountable and inclusive institutions at all levels.

KILA 6

ENERGY, ECOSYSTEMS, CLIMATE (Group4)

07. Ensure access to affordable, reliable, sustainable and modern energy for all
13. Take urgent action to combat climate change and its impacts
14. Conserve and sustainably use the oceans, seas and marine resources for sustainable development
15. Protect, restore and promote sustainable use of terrestrial ecosystems, sustainably manage forests, combat desertification, and halt and reverse land degradation and halt biodiversity loss

KILA 7

Specific SDGs, Targets and Indicators

- We have 4 Groups now.
- Select a Leader from each group.
- Let us read the concerned SDGs, Targets and Indicators.

KILA 8

Any Questions?

KILA 9

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Session 3:

1. Topic : **Where are we? Current Development Status of Kerala V District**
2. Objectives : After the session, the participants will be able to:
   i. Ascertain the current status of SDGs in Kerala.
   ii. Compare and differentiate the status of indicators concerned to the targets of specific SDGs in Kerala & District.
   iii. Analyse contributing factors of difference between State & District on indicators of SDG
3. Time : 50 Minutes
4. Venue : Lecture Hall
5. Content/ Methodology:

Sl. No.	Content	Time (Min.)	Method	Tools
1	Status of SDGs in Kerala and District	05	Lecture (Note 1)	Slide 1, 2
2	Status of SDGs in Kerala and District – Gap Identification	40 [30+10]	Group Activity (Note 2)	Slide 3-5; Work Book on SDGs - Form 3.1
3	Question & Answers, Conclusion	05	Interactive Lecture	Slide 6

Note 1:

i. Highlight the importance of Indicators on specific SDGs in Kerala & District.

Note 2:

i. Announce that the four groups in Session 2 will continue [ppt 3].
   a. Mention that a Work Book is in circulation, which covers the status of Kerala with respect to development indicators. Also mention that the developmental gaps [between State and District] to be identified based on Form 3.1 in the Work Book. Ask the participants to go through the current status of Kerala and fill up District status. Then identify the gaps with respect to the Indicators on specific Targets. [ppt 4]. [List of Indicators to be send to the Participants, along with the invitation letter

and inform that they need to bring the district data while coming for the training].

b. Announce the time for Group Activity and presentation in plenary [ppt 5].

iii. After the identification of development gaps using the Work Book, any two groups have to present them in the plenary. [5 minutes per presentation]

Extract from Work Book:

Form 3.1: Current Status of of SDGs in Kerala and District

[Specimen]

[State Data to be filled in advance and printed for circulation]

Goal . . . : ……..

Targets	**Indicators**	**Status in**		**Development Gaps**	**What is the Benchmark?**
		Kerala	**District**		
Targets ……					
Targets ……					
Targets ……					
Targets ……					

SESSION 3

Where are we?
Current Status of Kerala and Districts

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Let us identify the Gaps on SDGs – Kerala V Our District?

KILA 2

Let us Work together in Groups ?

Group 1
INEQUALITY, POVERTY, HUNGER

Goals 1, 2, 10, 12

KILA 3

Let us Work together in Groups ?

(Group2)
HEALTH, EDUCATION, GENDER

Goals 3, 4, 5, 6

KILA 4

Let us Work together in Groups ?

(Group 3)
GROWTH, HABITAT, JUSTICE

Goals 8, 9, 11, 16

KILA 5

Let us Work together in Groups ?

(Group 4)
ENERGY, ECO-SYSTEMS, CLIMATE

Goals7, 13, 14, 15

KILA 6

Work Book – Form 3.1

Goal: .....

Targets	Indicators	Status in		Development Gaps	What is the Bench Marks?
		Kerala	District		
Targets					
Targets					
Targets					

Group Activity

- Select a New LEADER
- Time Allocation for groups

  Preparation : 30 min

  Presentation : 20 min (Plenary)

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Any Questions… ?

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Session 4:

1 Subject : **Formulation of Strategies to Attain SDGs at District Level**

2 Objectives : After the session, the participants will be able to;;

i. Formulate the strategies of each Targets and Indicators of SDGs at district level

ii. Identify the methods to attain SDGs.

3 Time : 50 Minutes

4 Venue : Lecture Hall

5 Content / Methodology :

Sl. No.	Content	Time (Min.)	Method	Tools
1	Strategies to attain SDGs – Introduction	05	Lecture (Note 1)	Slide 1, 2
2	Strategies to attain SDGs – Formulation	40 (30+10)	Group Activity (Note 2)	Slide 3, 4, 5, 6; Work Book on SDGs – Form 4.1
3	Question & Answers, Conclusion	05	Interactive Lecture	Slide 7

Note 1:

i. Explain the importance of formulating strategies for attaining SDGs and the Facilitator describes how it can be formulated.

Note 2:

i. Announce that the four groups in Session 2 will continue [ppt 3].

ii. [a] Ask the participants to go through the development gaps identified in the Work Book identified in Form 3.1 of Session 3 : choose one Indicator as example. Think of strategies for the attainment of SDGs at District level [Form 4.1 of Work Book], with respect to the select Indicator on specific Targets. [ppt 4]. Explain the Form 4.1, with an example.

[b] Announce the time for group activity and presentation in plenary [ppt 5].

[c] Also mention that the developmental gaps identical in Session 3 (See the Workbook) to be taken from here. Based on which, development strategies column needs to be filled.

iii. After the identification of the development Strategies using the Workbook, the representative of any two groups have to present them in the plenary.

Extract from Work Book:

Form 4.1: Formulation of Strategies to Attain SDGs at District Level*

Goal ……

Targets	Indicators	District Level Status	Development Gaps	Activities	What strategies to fill development gaps?
Target 1					
Target 2					
Target ..					
Target ..					
Target					

*Explain the Form 4.1, with an example.

Session 4

Formulation of Strategies to Attain SDGs at District Level

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How to formulate Strategies to attain SDGs at district level?

Let us Work Together in Groups

Group 1 INEQUALITY, POVERTY, HUGER Goals 1, 2, 10, 12	(Group2) HEALTH, EDUCATION, GENDER Goals 3, 4, 5, 6
(Group 3) GROWTH, HABITAT, JUSTICE Goals 8, 9, 11, 16	(Group 4) ENERGY, ECOSYSTEMS, CLIMATE Goals7, 13, 14, 15

KILA 3

Form 4.1: Formulation of Strategies to attain SDGs at District level :

Goal .....

Targets	Indicators	District Level Status	Identification of Gaps	What strategies to fill development gaps?
Targets				
Targets				
Targets				
Targets				

Let us Work Together in a Group

- Choose one Indicator, as an example and work on it
- Select a New Leader
- Time Allocation

Preparation : 30 min

Presentation : 20 min (Plenary)

Select a Leader to facilitate

KILA 5

ANY QUESTION .....?

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Session 5:

1. Subject : **Mapping of Schemes for Attaining SDGs & Identifying Critical Gaps**
2. Objectives : After the session, the participants will be able to:
   i. Describe the Schemes of each Target and Indicators of SDGs.
   ii. Identify the critical gaps between the Schemes and SDGs.
3. Time : 50 Minutes
4. Venue : Lecture Hall
5. Content/ Methodology:

Sl. No.	Content	Time (Min.)	Method	Tools
1.	Mapping of Schemes - Introduction	05	Presentation (Note 1)	Slide 1, 2
2.	Mapping of Scheme for SDGs	40 [30 + 10]	Group Activity (Note 2)	Slide 3, 4, 5; Work Book on SDGs – Form 5.1 State Plan Schemes
3.	Conclusion	05	Interactive Lecture	Slide 6

Note 1:

i. The Facilitator can point out the need for Mapping of Schemes by making the participants to think of various schemes of availability with them. Explain with examples viz. MGNREGS, SSA, SBA, etc. and how to map various Schemes that are applicable for concerned targets.

Note 2:

i. Announce that the four groups in Session 2 will continue [ppt 3].

ii. [a] Inform the participants to go through Workbook [Form 5.1] and to map schemes for SDGs at District level, with respect to the Indicators on specific Targets [ppt 4]. A copy of 'State Plan Schemes' to be given to each group and to be collected back.

[b] Announce the time for group activity and presentation in plenary [ppt 5].

iii. After the identification of the Schemes using the Workbook, the representative of any two groups have to present them in the plenary. [5 minutes per presentation]

iv. Ask them to list the Schemes to attain each Targets and Indicators of SDGs using Form 5.1 in the Work Book and also identify the critical gaps between the Schemes & Goals.

Extract from Work Book:

Form 5.1: Mapping of Schemes for attaining SDGs & Analyze the Gaps.

SDG ..: … … …. …… …… …….

Targets	Indicators	Schemes its Components	Identification of Critical Gaps between the Schemes and Goals*	Suggestion, if any
(1)	(2)	(3)	(4)	(5)

*The initial gaps with respect to schemes and its component to address the goal concerned, [column 4]. Any suggestions on initial gaps can be given in column 5.

Session 5

Mapping of Schemes for Attaining SDGs & Identification of Critical Gaps

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What are the Schemes available with us?

How it would help us to Attain SDGs?

Let us Work Together in a Group

Group 1 **INEQUALITY, POVERTY, HUGER** Goals 1, 2, 10, 12	**Group2** **HEALTH, EDUCATION, GENDER** Goals 3, 4, 5, 6
Group 3 **GROWTH, HABITAT, JUSTICE** Goals 8, 9, 11, 16	Group 4 ENERGY, ECOSYSTEMS, CLIMATE Goals7, 13, 14, 15

Form 5.1: Mapping Schemes for SDGs

SDGs: .....

Targets	Indicators	Schemes its components	Identification of Critical Gaps between the Schemes and Goals	Suggestions if any

KILA 4

Let us Map the Schemes

- Select a Leader
- Time Allocation

Preparation : 30 min (Group)

Presentation : 20 min (Plenary)

Select a Leader to facilitate

KILA 5

Any Questions .....?

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Session 6:

1. Subject : **Convergence of Schemes for Attaining SDGs**
2. Objectives : At the end of the session, the participants will be able to;
   i. Define Convergence
   ii. List out different types of convergence
   iii. Explain the need for convergence of various schemes
   iv. Explain inter-linkage between different goals/targets with schemes
   v. Develop Convergence Matrix for the attainment of SDGs
3. Time : 80 Minutes
4. Venue : Common Hall
5. Content/ Methodology:

Sl. No.	Content	Time (Min.)	Method	Tools
1.	Convergence – Why? How?	10	Lecture (Note 1)	Slide 1, 2
2.	Convergence of Schemes	10	Lecture; Guided Reading (Note 2)	Slide 3, 4; Hand Book on Schemes with Goals/Targets
3.	Identifying the source and fund allocation for different schemes	30 [20+10]	Group Activity (Note 3)	Slide 5; Work Book – Form 6.1
4.	Convergence of schemes for attaining SDGs	30	Group Activity (Note 4)	Slide 6; Work Book – Box 6.1.1 & Form 6.2

Note 1:

i. The Facilitator asks the participants What is Convergence? then, Why Convergence? And how convergence can be possible? Note down the points in White Board or Charts. Then explain the concept, types, and need for convergence [Slide 2]. Also discuss the inter-linkage between different goals and targets.

Note 2:

i. Announce that the four groups in Session 2 will continue [Slide 3].

ii. Group Reading of Hand Book on Schemes with Activities, in the separate four groups [Slide 4]. In each group, there should be a Leader. The Facilitator

announces to select a Leader from each group. [The Hand Book should be distributed to the Participants in advance].

iii. The Leader is requested to read the Goals one by one and their corresponding Targets with Schemes and Activities. And also find the scope of convergence of schemes.

Note 3:

i. Ask them to identify the source and fund allocation for different schemes.

ii. After the identification of the fund allocation of different Schemes using the Work Book [form 6.1], the representative of any two groups have to present them in the Plenary [Slide 5].

Extract from Work Book:

Form 6.1: Identification of Sources of Funds for Attaining SDGs

Sl. No.	Schemes	Functioning	Integration of Projects	Fund Allocation of Projects	Sources
(1)	(2)	(3)	(4)	(5)	(6)

Note 4:

i. Announce that the four groups in Session 2 will continue [ppt 6].

ii. Ask the Participants to go through the sample of integration schemes through Convergence Matrix (Example in Box 6.1.1)

iii. Ask the participants to fill Convergence Matrix (form 6.2) by choosing a Goal and Target [ppt 7].

iv. Mention that the Work Book is in circulation. Announce the time for group discussion and presentation in plenary [Form 6.2].

v. Ask one of the group to make a presentation of Sample Convergence Matrix.

Extract from Work Book:

Box 6.1.1: Convergence Matrix
(An Example)

Components	Resources/Schemes		
	Mahatma Gandhi National Rural Employment Guarantee Scheme (MGNREGS)	**Pradhan Mantri Krishi Sinchayee Yojana (PMKSY)**	**Dairy Development Department**
Activities	Construction of Cattle Shed	Bio Gas plant	Distribution of Cows
Financial Assistance	Rs 40,000/-	Rs 12,000/-	Rs. 60,000/-
Implementing Officer	Secretary, Grama Panchayat	Secretary, Watershed Committee	Diary Extension Officer
Approval of Governing Body	Grama Panchayat	Project Implementing Agency	Diary Development Department
Technical Sanction	Technical Committee	A.E, LSGD Dept.	Diary Development Department
Implementing Time line	-	-	-
Monitoring	Vigilance and Monitoring Committee	Ward level Coordination Committee	Deputy Director Dairy Development Department

Extract from Work Book:

Form 6.2: Convergence Matrix
(How to prepare?)

Goal: ……
Targets: ……..

Components	Resources/Schemes				
	1	**2**	**.**	**.**	**N**
Activities					
Allocation (Rs.)					
Implementing Officer					
Administrative Sanction					
Technical Sanction					
Time					
Monitoring					

Session 6

Convergence of Schemes for Attaining SDGs

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CONVERGENCE OF SCHEMES:
WHAT? WHY? HOW?

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Let us Work in Groups

Group 1 INEQUALITY, POVERTY, HUGER Goals 1, 2, 10, 12	(Group2) HEALTH, EDUCATION, GENDER Goals 3, 4, 5, 6
(Group 3) GROWTH, HABITAT, JUSTICE Goals 8, 9, 11, 16	(Group 4) ENERGY, ECOSYSTEMS, CLIMATE Goals7, 13, 14, 15

KILA 3

Schemes and Funds

- Select a New Leader
- Time allocation for booklet reading in Groups: 10 min
- Plenary: 5 min

KILA 4

Form 6.1 Identification of Sources of Funds for attaining SDGs.

Sl.No	Schemes	Functioning	Integration of Projects	Fund Allocation of Projects	Sources

KILA 5

Box 6.1.1: Convergence Matrix a Specimen

Applicable Missions	*Mahatma Gandhi National Rural Employment Generation Scheme*	*Pradhan Mantri Krishi Sinchayee Yoiana (PMKSY)*	*Dairy Development Department*
Activities	*Construction of Coop*	*Bio Gas Plant*	*Distribution of Cows*
Money Distributed	*Rs 40000*	*Rs 12000*	*Rs 60000*
Executing Officer	*Secretary Grama Panchayat*	*Secretary water shed committee*	*Diary Extension Officer*
Ruling Permission	*Grama Panchayat*	*Project Executing Agency*	*Diary Development Department*
Technical Permission	*Technical Committee*	*A.E (LSGD) Dept*	*Diary Development Department*
Executing Time Schedule	-	-	-
Supervision	*Vigilance and Monitoring Committee*	*Ward level Coordination Committee*	*Deputy Director Dairy development department*

KILA 6

Convergence of Schemes for Attaining SDGs

- Time allocation for Group Activity
  - Preparation : 30 min (Groups)
  - Presentation : 20 min (Plenary)

KILA 7

Form 6.2: Convergence Matrix
(How to Prepare?)

Goal:.....

Targets:

Components	Resources/ Schemes			
	1	2	3	.....n

ANY QUESTION.....?

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Session 7:

1. Subject : **Monitoring of SDGs**
2. Objectives : At the end of the session, the participants will be able to;
   i. Define Monitoring
   ii. List out types of Monitoring
   iii. Explain the method of doing Monitoring
3. Time : 20 Minutes
4. Venue : Lecture Hall
5. Content/ Methodology:

Sl. No.	Content	Time (Min.)	Method	Tools
1.	Monitoring – What? Why?	5	Interactive Lecture (Note 1)	Slide 1, 2
2.	Ways of Monitoring	5	Lecture (Note 2)	Slide 3, 4
3	Monitoring Templates	10	Lecture; Guided Reading (Note 3)	Slide 5, 6, 7; Work Book - Form 7.1, 7.2, 7.3.

Note 1:

The Facilitator asks the Participants What is Monitoring?, then, asks Why Monitoring? Note down the points in the White Board/Chart. Then discuss the need and rationale of Monitoring.

Note 2:

The Facilitator points out the different ways of Monitoring SDGs viz. Activities, Financial Aspects, Targets and Goals. [ppt 1 and 2].

Note 3:

[i] The Facilitator introduces the Monitoring Templates – Form 7.1, Form 7.2, and Form 7.3 given in Work Book.

[ii] Ask the Participants to go through the Forms one by one.

[iii] Ensure that the Participants are clear with the task of filling the Forms, as part of Monitoring.

N.B. : *This session is joint to introduce the concept of Monitoring; not to go into the details of it. There will be a detailed follow up training on Monitoring of SDGs at a later stage. Hence the present short session is intended just to introduce the concept.*

Extract from Work Book:

Form 7.1: SDGs - Monitoring of Activities with Timeline

Implementing Agency:……..

Goal .. ..: …….

Targets	Indicator	Activities	Timeline		Remarks
			Deadline	Actual	

Extract from Work Book:

Form 7.2: SDGs - Monitoring of Financial Aspects

Implementing Agency:……..

Goal .. ..: …….

Targets	Indicator	Financial Rs		Remarks
		Outlay for ….	Achievement by ……	

Extract from Work Book:

Form 7.3: SDGs - Monitoring of Targets and Goals

Implementing Agency:……

Goal .. ..: …….

Targets .. ..: …….

Indicator	Indicator - Measurement		Remarks
	Expected for …..	Achievement by ……	

Session 7

Monitoring of SGDs

KERALA INSTITUTE OF LOCAL ADMINISTRATION

Monitoring

- What?
- Why?

KILA 2

Ways of Monitoring

- Activities with Timeline
- Financial aspects
- Targets
- Goals

KILA 3

Form 7.1: SDGs- Monitoring of Activities with Timeline

Goal: .....

Targets	Indicators	Activities	Timeline		Remarks
			Deadline	Actual	

KILA 4

Form 7.2:

SDGs- Monitoring of Financial aspects

Goal: .....

Targets	Indicators	Financial Rs		Remarks
		Outlay for	Achievement by	

KILA 5

Form 7.3: SDGs- Monitoring of Targets and Goals

Implementing Agency:.....

Goal:..... Targets:.....

Indicator	Indicator Measurement		Remarks
	Expected for	Achievement by	

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IV. Annexures to Module

Annexure 1: Guidelines for Course Coordinator

Kerala Institute of Local Administration (KILA)
Mulamkunnathukavu, Thrissur - 680 581

One day Training on
Building Capacities for Sustainable Development Goals (SDGs): Strategies and Actions

Guidelines for Course Coordinator

1. Participation

1.1 To ensure the full participation and punctuality of the Training Participants, Coordinator should contact over telephone in advance. S/he should also be ensured that invitation is send to the participants one week in advance.

2. Arrangement of Hall

2.1 The Forms required in each session should be arranged in the hall in advance. Module should be kept unreachable to the Training Participants.

2.2 Training Accessories like complaint box, markers, chart papers, mike battery, tag, clips, stapler, white papers, chart board, white board, files etc. should be arranged in advance.

2.3. Ensure that the seating arrangements is conducive for the activities of the training and for the required number of Participants.

3. Registration

3.1 The training administration should ensure that all Training Participants had filled the Registration Form duly and signed.

3.2. Punctuality

(i) Programme should start in time. Don't wait for late-comers.

(ii) Coordinator should reach the Venue at least half an hour before Registration (at 9 a.m.).

4. Inauguration

Inauguration session should be conducted in a simple manner, with a welcome and brief introduction; and to be completed in fifteen minutes. The Coordinator welcomes the Participants and Director/Course Director brief the programme. In their absence, the Coordinator shall brief the training.

5. Training Rules

The rules to be observed for the successful conduct of training should be explained with the help of slides.

- Punctuality, mobile phone in silent mode, selection of Leader/Reporter, etc.
- Name of the Leader and the Reporter and the rules should be recorded in a separate Chart and exhibited in the hall.
- The list of bye-standers including Drivers, if any, should be prepared and handed over to the section concerned.
- The details regarding Duty Certificate should be gathered and Certificates prepared in advance.

6. Sessions

6.1 It should be ensured that sessions are handled according to the Session Plan and completed in time. Form 2: Evaluation of Resource Persons (Annexure 3) should be filled towards the end of each session itself; hence distributed after programme briefing. It should be submitted to the Course Director after each batch.

6.2 It should be ensured that Resource Persons are helping in facilitating the groups. At this time, Resource Persons and Coordinator should not go out and also should not attend telephone calls.

6.3 The average knowledge gain based on the data in 6 B of Form 1: Evaluation of Training (Annexure 2) should be computed by the Coordinator; with the help of Resource Persons and be announced in the valedictory. The computation is as below:

i. Take the summation of the value 'before the training' and divide it by the number of participants. The result will be average knowledge level before the training.

ii. Take summation of the value 'after the training' and divide it by the number of participants. The result will be average knowledge level after the training.

iii. Compute average knowledge gain using the following formula:

$$\text{Knowledge Gain} = \frac{[\text{Post Score} - \text{Pre Score}]}{\text{Pre Score}} \times 100$$

iv. The result in [iii] above – Knowledge Gain – can be written in a chart paper, displayed and announced in the valedictory.

7. Conclusion

7.1 Certificate

Certificate should be checked in advance and arranged for distribution.

8. Programme Reporting

8.1 Reporting

- Reporter, in consultation with the Leader, should present the report. Coordinator should convey if there is any special reference in the report.
- After training, Attendance List of Participants and Resource Persons, Evaluation Forms [Forms 1 and 2], Batch-wise Report [Form 3], Programme Level Report [Form 4], Training Logistics feedback [Form 5], and Programme Schedule with the name of Resource Person should be submitted to the Course Director.

9. General Information

9.1. Date and time of Training should not be changed without the consent of KILA.

10. Feedback Form

Evaluation through feedback form

11. Evaluation of Training

i. The Training programme will be evaluated during the training and after the training.

ii. During the training, evaluation will be made through trainees feedback.

iii. After the training, its impacts will be evaluated through follow up of Action Plan.

Annexure 6:

T.P. Code : .....

Form 5: Training Logistics Feedback

Kerala Institute of Local Administrtion

Mulamkunnathukavu, Thrissur-680 581000000

FEEDBACK ON TRAINING LOGISTICS

1. Name of the Programme : .....
2. Date of Training : .....
3. Venue : .....

(Marks can be between 1 to 10; 1 for very poor and 10 for very good)

1. Resistration counter arranged properly?

1	2	3	4	5	6	7	8	9	10

2. Hall arranged properly?

1	2	3	4	5	6	7	8	9	10

3. Training materials (chart , marker etc.) arranged properly?

1	2	3	4	5	6	7	8	9	10

4. Khalasis obeyed the direction of Coordinator?

1	2	3	4	5	6	7	8	9	10

5. Khalasis was active in distribution of materials during session?

1	2	3	4	5	6	7	8	9	10

6. Khalasis completed d all actions from beginning to end of training?

1	2	3	4	5	6	7	8	9	10

7. All electronic items switched off?

1	2	3	4	5	6	7	8	9	10

8. The training materials handed on duly?

1	2	3	4	5	6	7	8	9	10

9. The cleaningnes of class room?

1	2	3	4	5	6	7	8	9	10

10. Computer, LCD, PAS worked properly?

1	2	3	4	5	6	7	8	9	10

11. The quality of training materials?

1	2	3	4	5	6	7	8	9	10

12. The quality of food?

1	2	3	4	5	6	7	8	9	10

13. The quality of accommodation?

1	2	3	4	5	6	7	8	9	10

14. The quality of wash room, surroundings?

1	2	3	4	5	6	7	8	9	10

15. The behavior of Receptionist?

1	2	3	4	5	6	7	8	9	10

16. The behavior of Security?

1	2	3	4	5	6	7	8	9	10

17. The response on any problem informed?

1	2	3	4	5	6	7	8	9	10

18. Attendance Sheet and certificate is provided on time?

1	2	3	4	5	6	7	8	9	10

If any of the question has got make less than 5, then the reason any be finalized .

Name of Course Coordinator and Signature :

Name of Course Director and Signature :

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