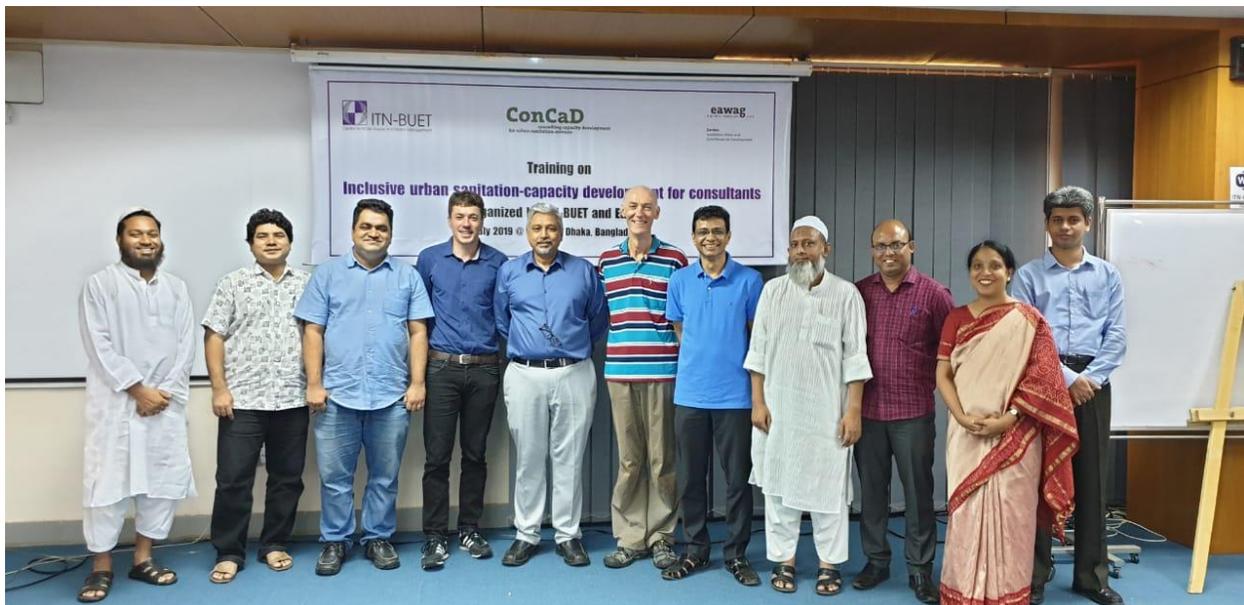


Training of Trainers (ToT)

inclusive urban sanitation-capacity building for consultants



30 June – 04 July 2019

Organized by ITN-BUET and Eawag/ConCAD

at ITN-BUET, Dhaka

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1 Introduction

1.1 Background

Eawag and ITN-BUET signed a Letter of Agreement (LoA) on September 12, 2018 to collaborate for strengthening the learning and capacity building for consulting firms and individual consultants on City Wide Inclusive Sanitation (CWIS) under the project “Building Consulting Capacity for City-wide Inclusive Sanitation (ConCAD) in 2019 and 2020. The expected outcome of this initiative is to increase the capacity of consulting firms and individual consultants – initially in five targeted countries (Bangladesh, Nepal, Ivory Coast, Uganda and Zambia) – to conceive, design and implement inclusive urban sanitation projects and programs. This ConCAD initiative has been taken because consultants play key roles in urban sanitation development as they work for governments, municipalities and international funding institutions.

Eawag is developing a curriculum containing core global face-to-face and digital training materials. To build capacity of ITN-BUET on ConCAD, Eawag provided technical and financial support and conducted a five-daylong training of trainers (ToT) at ITN-BUET from 30 June to 04 July 2019.

1.2 Objectives

The primary objectives of this ConCAD ToT was to build capacity of ITN-BUET to conduct ConCAD training for the consulting firms and individuals through:

- Creating trainers who will conduct future training for consultants on inclusive urban sanitation
- Introducing the core participatory training materials to master trainers
- Introducing the training of inclusive urban sanitation to the govt. organizations (DPHE, LGED, WASA) and development banks (World Bank, ABD, IsDB etc.) who will engage consultants in urban sanitation projects
- Receiving feedback on global contents of training materials for contextualization into Bangladesh context
- Strengthening partner institutes of ITN-BUET such as KUET, CUET, SUST, DUET for future collaboration.

1.3 Expected outcomes

By end of this ToT, participants will

- Be able to diagnosis the urban sanitation situation and its challenges, identify the solutions and key messages to the consultant’s/consulting firms for bidding on sanitation programs

- Be able to use the ConCAD Trainers guide to prepare himself/herself to run the future ConCAD course as master trainer
- Be able to apply the teaching methodologies and adult teaching skills used in the three-day ConCAD course.

1.4 Participants and Trainers

Total 18 participants attended the workshop. Nine (9) participants, representatives and faculty member from ITN-BUET, BUET (Dhaka), KUET (Khulna), CUET (Chattagram) and SUST (Sylhet) participated in five-daylong ToT. Day 1 & 5 focused on adult learning and discussion on core materials for contextualization. Another nine (9) participants from govt. organizations (DPHE, LGED, WASA) and development banks (World Bank, ABD, IsDB etc.) attended in the three-daylong core training (Day 2, 3 & 4). List of participants is attached in **Annex-I**.

Mr. Darryl Jackson, Senior Sanitation Trainer of ConCAD and Mr. Vasco Schelbert, ConCAD project Coordinator of Eawag facilitated the five-daylong ToT. They have already conducted similar trainings in Uganda, Zambia & Nepal.

2 Overview of 5-daylong training workshop

The program schedule designed by Eawag/ConCAD ToT is given bellows. The schedule includes adult learning skills and techniques, core content of ConCAD training and review of contents, introduction of trainer’s guide and practice of training materials. Detail is given in **Annex-II**.

Table 1: Summary of the plans for Bangladesh's ToT

Day	Date	Short title	Short summary of issue covered
Day-1	30 June 2019	ToT Day 1	Introduction to principles of adult learning, participatory and blended learning methodologies,
Day-2	01 July 2019	ConCAD Day 1	Analyze sanitation situation using Diagnostics and Data
Day-3	02 July 2019	ConCAD Day 2	Urban Sanitation Solutions
Day-4	03 July 2019	ConCAD Day 3	Sanitation Solutions in Practice
Day-5	04 July 2019	ToT Day 2	Discuss the core materials and select face-to-face and digital materials for contextualization

2.1 Orientation on adult learning skills and techniques

On Day-1, trainers introduced principles of adult learning, skills and techniques and participatory and blended learning methodologies. Discussion focused on urban sanitation, facilitation, skills and techniques require to be the good facilitator and how to design a workshop.

Initially, trainers conducted a refresher playing Sudoku puzzle to demonstrate how to think differently. Then, participants are oriented primarily on target

audience for adult learning, needs of adult learners, different methods of learning such as VARK (visual, aural, reading/writing and kinesthetic), outcomes of adult learning and planning for conducting a workshop for adult learners. Participants also became familiar with the steps of teaching (e.g., linking, inputting, processing and applying).

Some exercise on learning skills and techniques took place. Participants shared group works and presentation. Participants also conducted exercise for designing a workshop using a guiding template. During sessions, facilitators gave the participants different short quizzes on the subject matters, and online evaluation on adult learnings.

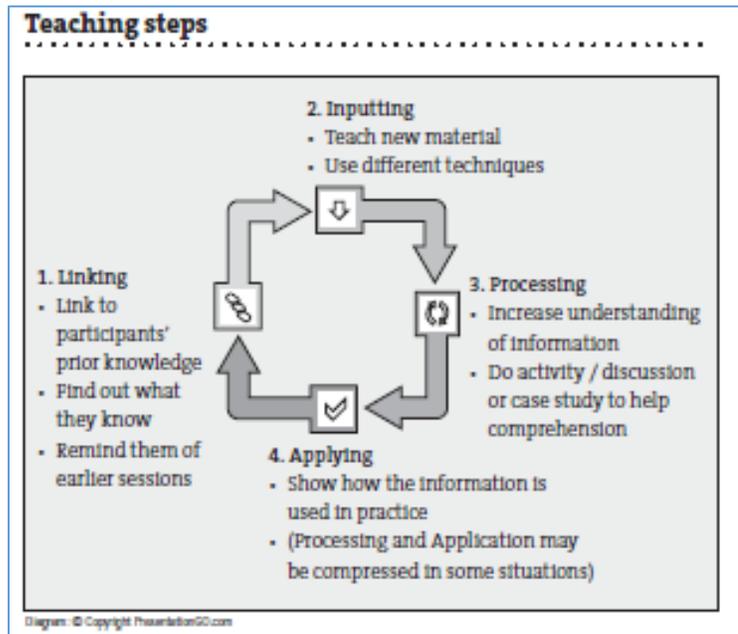


Figure 1: Review of group work and presentation on workshop design

2.2 Urban sanitation-situation analysis, solutions and practice- ConCAD Day 1-3 (Day 2-4)

On ConCAD Day-1, participants were introduced with different diagnostic tools to analyze the sanitation situation, collection of data such as SFD for understanding on safely managed sanitation situation, mapping of stakeholders in sanitation project process to identify the stakeholders and their engagement, and city service delivery assessment (CSDA) to examine the current situation of enabling environment. Modern GIS based household survey tool “KoBoToolbox” was introduced in the training.

Different sanitation solutions such as improvement of enabling environment, identifying the interventions require, regulatory systems, financing for urban sanitation, private sector involvement etc. were discussed on ConCAD Day 2. Trainers also presented different case of several cities within and outside Bangladesh. The software part of the sanitation program such as behavior change, how it matters into the program, frameworks and tools to analyze the behavior such as SaniFOAM (Focus, Opportunity, Attitude and Motivation), RANAS (Risk, Attitudes, Norms, Abilities and Self-regulation) and the interventions to be designed and developed were presented. Importantly, the compendium of different sanitation systems and technologies to get idea of technical solutions, fecal sludge management systems, community engagement, working with political economy were covered. Also, participants did an exercise into groups to prepare bid document, which have been evaluated by the trainers and best bid was rewarded.

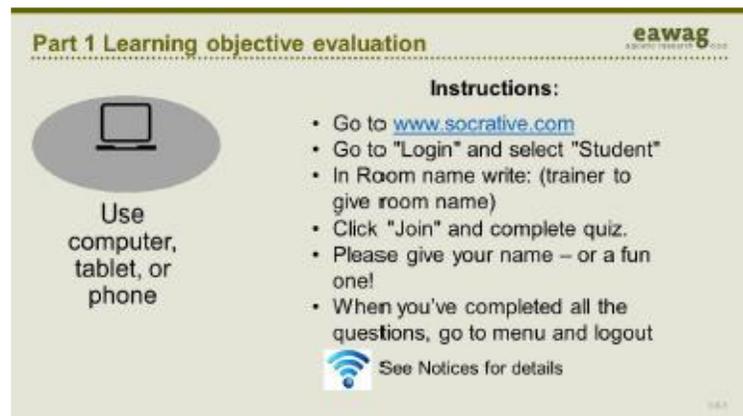
In ConCAD Day-3, participants are divided into two groups and given a case to practice for designing sanitation program for Khulna City where current FSM program is ongoing. Participants did exercises, prepare the visual presentation using the template given by the trainers and discussed different issues on the designed sanitation program for Khulna City. Also three video cases of different aspects of city wide inclusive sanitation- CWIS were presented to get idea of different aspects to be kept in mind during designing sanitation program for a city.

2.3 Feedback on core materials and contextualization

On the last day of 5-daylong ToT, participants reviewed the ConCAD course materials to identify which contents need to be contextualized for Bangladeshi participants to be offered in future. ToT participants also gave their overall comments on the form of presentation (PowerPoint, video, lecture etc.) of content materials. The trainers introduced participants to trainers' guides and practice using the material for their guide and facilitation support to run future courses.

3 Learning objective evaluation

At the end of each day training, trainers evaluated each participant on learning objectives through online evaluation exam. Participants and trainers discussed on their reflections immediately after each evaluation, which eventually helped them to improvise and adapt the learning method.



Part 1 Learning objective evaluation eawag

Instructions:

- Go to www.socrative.com
- Go to "Login" and select "Student"
- In Room name write: (trainer to give room name)
- Click "Join" and complete quiz.
- Please give your name – or a fun one!
- When you've completed all the questions, go to menu and logout

Use computer, tablet, or phone

See Notices for details

4 Certificate awarding

Trainers distributed certificates from Eawag among the participants that gives a recognition for the future trainers. Along with the certificate, soft copy of all training materials have been given to the participants for their further study to prepare themselves as trainers to run the training.



5 Outcomes

- Achieved overall ConCAD Learning objectives through presentations, group work exercise and online evaluation and preparation of bid document on sanitation project in a city.
- Become familiar with the ConCAD Trainers guide to prepare himself/herself to run the future ConCAD course as trainer.
- Become confident to apply the teaching methodologies and adult teaching skills.
- Established networking between ITN-BUET and Eawag/ConCAD for future collaboration.
- Strengthening the previous networking of ITN-BUET with its regional partners such as KUET, CUET, DUET, SUST etc.
- Engineers of DPHE, LGED, WASA trained on the training content of inclusive urban sanitation.
- Finally, a pool of local trainers is created for facilitating similar training in the future.

6 Challenges

- Training contents should be contextualized into Bangladesh context with more emphasizing on preparation of case study, video, local media/context and technological trend
- Online evaluation questions were found not easy for some of the participants
- The ToT session were packed and duplicate slides were found in some sessions which wasted time.
- Most of the ToT participants were faculty member of university, but professional engineers were invited but they did not participate in ToT, only ConCAD training.
- All the participants were engineers and no representatives from development banks attended the ToT.
- Sitting arrangement was not suitable for this type long duration training.

7 Lesson learned

- A mix group of participants including faculty, professional engineers, professionals working in social aspects, business aspects and planning could be included as participants
- Proper documentation of Bangladesh sanitation case should be ensured
- Training materials should be contextualized into Bangladesh context
- A kind of pre-training involving the ToT participants would be needed before running future training course.

8 Conclusions

The training materials will be contextualized from global into local context in partnership with Eawag. ITN-BUET plans to offer training using the revised materials.

Annex-I: List of Participants

Participants for 5 days ToT		
Sl. No.	Name	Designation/Organization
	Dr. Kh. Mahbub Hassan	Professor, Department of Civil Engineering, KUET, Khulna
	Dr. Muhammad Azizul Hoque	Professor & Head, Dept. of Civil & Environmental Engineering, SUST, Sylhet
	Dr. Asiful Hoque	Professor, Dept. of Civil Engineering, CUET, Chattagram
	Prof. Dr. Rowshan Momtaz	Professor, Dept. of Civil Engineering, BUET
	Dr. Sheikh Mokhlesur Rahman	Assistant Professor, Dept. of Civil Engineering, BUET
	Dr. Muhammad Ashraf Ali	Professor, Dept. of Civil Engineering, BUET & Director, ITN-BUET
	Md. Azizur Rahman	Research Officer, ITN-BUET
	Alauddin Ahmed	Project Manager, ITN-BUET
	Dr. Md. Mujibur Rahman	Advisor, Capacity Building Program, ITN-BUET
Invited participant for 3 days ConCAD training		
Sl. No.	Name	Designation/Organization
	Engr. Md. Wazed Ali	Project Director, 23 Paurashava project
	Nazrul Islam Mian	Project Director, 32 Paurashava project
	Shishir Kumar Biswas	Executive Engineer, 23 Paurashava project, DPHE
	Sharmistha Debnath	Executive Engineer, DPHE
	Nadia Ferdousi	Deputy Project Director, Cox's Bazar Ukhiya project
	Uttam Kumar Roy	Commercial Manager, Dhaka WASA
	Dr. Md. Akramul Alam	Professor, Dept. of Civil Engineering, DUET, Gazipur
	Md. Al-Amin Faisal	Sr. Assistant Engineer, LGED
	Md. Fakhru Islam	Assistant Engineer, LGED

Annex-II: Detail program schedule

Day 1 – ConCaD Course (Monday 01 July)		
	Start time	End time
Registration (and coffee??)	8:30	8:55
Welcome by Director of Institute and opening	8:55	9:00
1.0 Introduction to course	9:00	9:15
1.1 City-wide inclusive sanitation & urban management	9:15	10:25
Break	10:25	10:50
1.2 Faecal Sludge and Excreta Flow Diagrams (SFDs)	10:50	11:50
1.3 Stakeholder engagement, the enabling environment and gender	11:50	12:40
Introduction to CWIS Bidding Challenge	12:40	12:50
Lunch	12:50	13:50
1.4 CSDA	13:50	14:45
1.5 Evidence & research	14:45	15:30
Break	15:30	16:00
1.7 Groupwork: The CWIS Bidding Challenge	16:00	17:10
1.8 Wrap-up	17:10	17:35
End of day	17:35	
Day 2 – Sanitation Solutions (Tuesday 02 July)		
2.0 Recap day 1 and LOs day 2	9:00	9:10
2.1 Enabling environment	9:10	9:35
2.2 Regulation	9:35	10:15
2.3 Financing urban sanitation	10:15	10:40
Break	10:40	11:10
2.4 Working with private sector	11:10	11:35
2.5 Behaviour change and social marketing	11:35	12:05
2.6 Compendium & Technologies Part A	12:05	12:35
Lunch	12:35	13:35
2.6 Compendium & Technologies Part B	13:35	14:10
2.7 FS Treatment	14:10	14:45
Break	14:45	15:15
2.8 Community Engagement	15:15	15:50
2.9 Working politically	15:50	16:05
2.99 Day 2 evaluation	16:05	16:20
2.10 Groupwork: The CWIS Challenge and close (groups hand in their bids before)	16:20	17:30
Day 3 – Sanitation Solutions in Practice (Wed 03 July)		
Review of Day 2 and LOs Day 3	9:00	9:15
3.1 a & b – Case Studies:	9:15	10:00
Break	10:00	10:30
3.1 c & d – Case Studies:	10:30	11:15
3.3a Politics of Sanitation: Introduction	11:15	11:25
3.3b Politics of Sanitation: Role Play START	11:25	12:30
Lunch	12:30	13:30
3.3c Politics of Sanitation: feedback	13:30	13:55
3.4 Programming sanitation interventions	13:55	14:45
3.5 Consulting for CWIS	14:45	15:30
3.6 Contract award for CWIS Bidding Challenge	15:30	15:45
Break	15:45	16:15
3.7 Day 3 and overall course evaluation + feedback	16:15	16:45
End of day	16:45	