Improving Sustainability of Impacts of Agricultural Water Management Interventions in Challenging Contexts

SESSION CARDS

Community Engagement in Small Scale Irrigation, River Diversion, and Reservoir Systems Training Curriculum

International Water Management Institute

IFAD
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imawesa

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MODULE 1
Session 1

Course Introduction

(2-3H)

Session summary

Trainees will discuss their experience and interests related to community engagement in water resources development. They will form 5 working groups and learn about the course schedule and approach. They will complete any administrative requirements

Learning objectives

- To better understand each other's backgrounds and skills
- To learn about examples of communities working together
- To gain a common understanding of the training approach and schedule
- To form small collaborative groups
- To complete any necessary paperwork and be prepared to travel to the field

Time

2-3 hours
(depends on time for any welcoming remarks, ceremony, etc. and time allocated for discussion)
The session plan and approximate timings are **suggestions** only, and should be **revised** to suit the context and the participants' learning needs.

Trainee Leadership Group roles

Trainee leadership groups are formed and briefed in this session

Materials and equipment

- Sticky labels / nametags
- Pens & paper for participants
- Large sheets of paper / flipchart
- Colored markers
- Flipchart stand/easel or means of fixing paper to the wall (if available)
- Course schedule
- Participant workbooks
- Forms needed for reimbursement and other administrative formalities

Module 1 Session 1 Course Introduction

Time	Event	Notes	Equipment
30 mins	Group introductions	Give out name badges / labels Introductions round: each person introduces themselves: Include agency represented, previous experience in community engagement and what they hope to do as a result of the course Agree ‘how we are going to work together’ (establish ‘ground rules’)	Nametags / labels
15 mins	Pair interviews	Pair all participants including trainers with someone they don’t know Interview one another (5 min each) about previous personal or professional experience in which local stakeholders led the planning, implementation, and management of a local service improvement (water or non-water) Discuss useful principles, lessons, and techniques for promoting community engagement	
30 mins	Plenary	Feedback round: One person from each pair presents 1-2 lessons Plenary discussion Trainer records key points	Flipchart, markers
30 mins	*BREAK*	*May include welcoming remarks from a local dignitary or senior official*	
30 mins	Course overview	Present a brief overview of the course Allow time for Q&A & discussion	Powerpoint if using
15 mins	Course materials	Give out participant workbooks and briefly introduce contents Invite trainees to make notes, drawings and diagrams in the workbooks at any time during the course Explain they will keep the workbook as a resource / reference after the course	Workbooks
15 mins	Create work / leadership groups	Divide trainees into five mixed groups according to skills, agency, etc. Explain that as part of training, groups will work to complete tasks, and each group will take turns to help facilitate (moderating discussions, taking notes, timekeeping) Allocate groups to modules; Module One group decide on roles for chair, timekeeper, and recorder for next session	
15 mins	Formalities	Explain any logistics and complete administrative formalities	
	CLOSE		

MODULE 1
Session 2

Participatory Methods
(2H)

Session summary
Trainees will discuss previous experience with participatory methods, learn about techniques, plan which methods to use, and practice interviewing skills

Learning objectives
- To identify existing experience of participatory methods
- To review participatory techniques and identify what methods to apply
- To practice and develop interview skills

Time
2 hours
The session plan and approximate timings are **suggestions** only, and should be **revised** to suit the context and the participants' learning needs.

Trainee Leadership Group roles
Group 1 act as chair, note-taker, timekeeper

Materials and equipment
- Flipcharts
- Colored markers
- Post-it notes
- Flipchart stands (easels)

Participatory Methods resources in the participant workbooks:
- Overview of participatory methods
- Case study materials
- Questions for appreciative interviews

Module 1 Session 2 Participatory Methods

Time	Event	Notes	Equipment
10 mins	Previous experience assessment	Ask trainees about their experience to date with participatory rapid appraisal (PRA) and other participatory methods	
15 mins	Overview of participatory methods	Summarize relevant methods, highlighting examples in the case study and later in the course	Powerpoint if using Participant Workbook Modules 2 & 3
20 mins	Breakout groups	In the groups created in the previous session, discuss the methods most relevant to the issues they are working on in current work	
15 mins	Plenary	Each group briefly summarizes methods they think will be useful, and raises any comments or questions about methods	
15 mins	Response	Trainer/s respond to comments and questions ** note any need for additional support to apply participatory methods **	
15 mins	Introduction to Appreciative Inquiry	Explain key concepts of appreciative inquiry, building on positive experiences that people feel good about Introduce questions to be used for appreciative interviews	Workbook Module 2
20 mins	Practice pairs (fishbowl)	A pair of trainees practices an appreciative interview, using the form in the workbook Other trainees sit around them in a circle observing (fishbowl technique) (10 min) Invite comments on interviewing techniques (10 min)	
	CLOSE		

AFTER THE SESSION: Trainers should discuss if any trainees need additional support to apply participatory methods and modify future modules' content accordingly.

MODULE 1
Session 3

Case Study
(2H)

Session summary
Trainees will role-play a simulation exercise on water resources improvement issues and opportunities, using a case-study example to preview the content of Modules 2,3 and 4

Learning objectives
- To understand and appreciate challenges involved in the participatory design of water resources improvements
- To become familiar with the tools they will be using and creating later in the course
- To be able to summarize their analyses and recommendations
- To be able to summarize key points for a system improvement plan
- To gain insights into the possible perspectives of different stakeholders

Time
2 hours
The session plan and approximate timings are **suggestions** only, and should be **revised** to suit the context and the participants' learning needs.

Trainee Leadership Group roles
Group 1 act as chair, note-taker, timekeeper

Materials and equipment
- Role cards

Case study resources in the participant workbook:
- Introductory description of the case study
- Role Descriptions
- Sketch map
- Prioritized list of problems, opportunities, and proposed improvements
- Community livelihood calendar
- Social network map
- Rules

Time	Event	Notes	Equipment
10 mins	Introduction	Introduce case study exercise Explain objectives: • To understand the challenges involved in participatory design of water resources improvements • To familiarize with tools and practice using them to create the case for support for a community Introduce the case study materials in the participant workbook Explain that the exercise is a role-playing exercise divided into community member and project implementer roles	Case study materials
15 mins	Roles	Allocate roles (random or assigned) and distribute role cards Give time for participants to consider the role they are to play	Role cards
15 mins	Group preparation	Divide into 2 groups – community members and project implementers Community members group reviews case study materials to familiarize with the local situation Project implementers discuss appropriate methods & approaches to working with the community	Participant workbook
45 mins	Dialogue role play	Project implementers open dialogue with community members Divide into 2 or more groups to discuss the project with the goal of understanding 1. Irrigated agriculture system 2. Development history of irrigation infrastructure 3. Rules-in-use 4. Market opportunities (30 min) Community members discuss with project implementers what they would need to do to get support from the district program (15 min)	
15 mins	Plenary 1 Gaining assistance	List summary of key information and local knowledge useful in preparing an application for assistance from the district support program	
30 mins	Plenary 2 Analysis	Summarize analysis and recommendations for the case study Allow time for discussion	
	CLOSE		

MODULE 1
Session 4

Check-in
(30 min)

Session summary
All participants will review how they feel about the activities during the module and discuss any comments or suggestions for changes to the next module

Session objectives
- To allow trainees to give feedback that helps adjust the course to their needs
- To identify problems and suggestions
- To engage trainees in adapting the course to their needs and managing the flow of activities during training

Time
30 minutes
The session plan and approximate timings are **suggestions** only, and should be **revised** to suit the context and the participants' learning needs.

Participants
All trainees and trainers. This session will be led by Trainee Leadership Group 1

Materials and equipment
- Flipchart
- Markers

Module 1 Session 4 Check-in

Time	Event	Notes	Equipment
15 mins	Feedback	Ask each person in turn to briefly mention one thing they feel went well about the first module, and one thing that they feel didn’t go well or could be improved Make brief notes on flipchart summarizing likes and suggestions	
15 mins	Response	Ask questions to clarify any points that are unclear, summarize common concerns, and discuss what might be done to make the training go well tomorrow	
	CLOSE		

MODULE 1
Participatory Methods

Learning outcomes for Module 1

Session 1 – Course Introduction

No specific learning outcomes

Session 2 – Participatory Methods

Participants will be able to:

- objectively review participatory methods and techniques, and identify which methods to apply in communities
- interview local stakeholders proficiently using appreciative techniques

Session 3 – Case Study

Participants will be able to:

- describe the challenges associated with the participatory design of water resources improvement
- recognise different stakeholder perspectives
- identify appropriate tools and use them confidently
- summarise their analysis and recommendations and explain the key points for a system improvement plan

Session 4 – Check-in

No specific learning outcomes

MODULE 2
Session 1

District Authority Briefing
(1H)

Session summary
Trainees and facilitators will make a courtesy visit to local authorities to demonstrate that local protocols are being followed, ensure that the authorities are aware of the activities and to gain input from their experience, suggestions and ideas

Learning objectives
- To walkthrough the process of meeting and interacting with local authorities and gaining their understanding and support of a project
- To identify any needs/opportunities for coordination have been identified
- To gain relevant contacts
- To learn about local authorities' experience and ideas concerning community engagement in small scale water resources development

Time
~1 hour plus time to travel to district office
The session plan and approximate timings are **suggestions** only, and should be **revised** to suit the context and the participants' learning needs.

Trainee Leadership Group roles
Facilitator will lead the visit and Group 2 act as note-taker and timekeeper

Materials and equipment
- Project Brochure or brief (one-page) description of the program

NOTE: The meeting appointment should be agreed well in advance of the course dates and formally confirmed shortly beforehand

Meeting prompts

- Express thanks for the opportunity to meet
- Explain the purpose of meeting: to describe the program and learn about relevant local experience and ideas
- Offer to give a short description of the program
- Distribute the brief or brochure about the program
- Be ready to respond to questions or engage in a more free-form discussion
- Ask about local accomplishments in improving small-scale irrigation systems
- Ask for ideas about how to work better with farmers
- Confirm the appropriate contact(s) for future activities
- Re-iterate thanks for meeting

MODULE 2
Session 2

Community Introduction

(1H)

Session summary

Trainees and trainers will explain the training program to the community and prepare for trainees and community members to participate together in the system walkthrough and later discussions

Learning objectives

- To be able to set up an informative community introduction session
- To prepare for the walkthrough with a participatory approach
- To introduce a diverse range of community members in the task groups

Time

~1 hour
The session plan and approximate timings are **suggestions** only, and should be **revised** to suit the context and the participants' learning needs.

Trainee Leadership Group roles

Group 2 act as chair, note-taker and timekeeper
Group 2 brief trainees on welcome activities

Materials and equipment

- Brochure or brief (one-page) description of the program

NOTE: The meeting appointment should be agreed well in advance of the course dates and formally confirmed shortly beforehand. Meet community leaders on arrival at the site to reconfirm time and location as agreed and scheduled during preparatory visit.

Meeting preparation

- Trainers and trainees should go to the meeting location at least a half an hour in advance
- If necessary, arrange seating, preferably in a large circle
- Brief trainees to welcome people as they arrive and engage them in conversation around local agriculture and other aspects of village life, e.g. how farming has been this year, weather, and local events

Meeting prompts

- Consult with village leaders to decide when to formally begin the meeting
- Local leader formally opens meeting
- Briefly explain activities planned for the residential modules
- Emphasize that the scope includes considering potential changes in irrigated agriculture, crop marketing, domestic and other water use, and rules affecting water management, as well as possible infrastructure improvements
- Make very clear that the activities carried out on-site should contribute to developing a better proposal for improvements, which the community can then pursue further, but that there is no guarantee of future funding
- Divide community participants into 5 smaller groups for additional discussion of the system walkthrough and other activities. Combine each community participant group with a trainee group to form task groups. There should be as many or more community participants as trainees in each task group
- Each task group selects a moderator, note-taker, timekeeper, and reporter
- Discuss the plans for the walkthrough and other activities
- Ask for questions and suggestions from community members concerning the walkthrough and other activities
- In plenary, the reporter for each task group summarizes key points from their group
- Clarification and further discussion if necessary

MODULE 2
Session 3

System Walkthrough

(3-6H)

Session summary

All participants will walk around the water system and discuss the current situation and potential improvements. They will gain a common perspective of the past accomplishments and current challenges and opportunities the water users face and a broad understanding of the system including major water source(s) and uses, potential expansion areas and locations with special opportunities or problems, such as orchards, gardens, high-value crops, livestock watering, etc., and areas prone to flooding, water shortage, salinity, etc.

Learning objectives

- To gain an initial common understanding about ownership, water rights and allocation, rules in use and roles of the users, particularly as these relate to potential changes
- To be able to carry out discussions in the field evaluating current and future water use with community water users fully integrated into the task groups
- To understand 'location-specific needs' from the point of view of the user community and those providing technical advice
- To develop concepts for cost-effective designs that improve water service delivery in response to opportunities and bottlenecks identified by water users
- To collect enough information to support the development of feasible options for possible system improvements

Time

3-6+ hours, depending on the distance from the stream diversion to the command area and the size of the system, including coverage of the major water source(s) and uses. Allow time for travel to and from site, and plenty of time for discussions in the field. The session plan and approximate timings are **suggestions** only, and should be **revised** to suit the context and the participants' learning needs.

Trainee Leadership Group roles

Group 2 act as note-taker for all whole-group discussions

Participants

All trainers, trainees and community participants in their task groups allocated in session 2

Materials and equipment

- Footwear suitable for walking along paths, canals, and field bunds, including possible muddy or flooded areas
- Hats
- Umbrellas or water proof clothes / ponchos if rain is likely
- 30 meter measuring tape
- Calculator
- GPS and camera, including cellphone GPS and cameras (if available)

System Walkthrough resources in the participant workbook:

- Topographic map
- Area map
- Sketch paper / grid paper
- Current unit cost rates for works materials

Key outputs from the System Walkthrough

By the end of the walkthrough task groups will have achieved the following goals:

- Stakeholder ownership of the concepts for potential improvements
- A list of potential improvements in the system
- Identification of key locations for potential improvements
- Notes on implications including changes in domestic use, cropping, marketing, etc.
- Overview of the system governance as a basis for further probing into changes that may be desirable for better system operation and maintenance
- Shared understanding of the interest in - and feasibility of - improving water services
- Initial discussion of how water will be allocated and maintenance work and costs shared

NOTE: The route for the walkthrough should be identified and agreed with community leaders during the preparatory visit

Time	Event	Notes	Equipment

10 mins	Briefing	Explain route and procedure for walkthrough
		Remind participants of scope of project:
		• Possible changes for
		    • irrigated agriculture
		    • crop marketing
		    • domestic and other water use
		    • rules affecting water management
		• Possible infrastructure improvements
		Remind participants to stop and discuss at any locations of potential change or improvement
		Remind trainees to use the discussion topic prompts to ensure that all relevant areas of discussion are covered and information is gained
		Remind participants to take measurements, draw sketches and diagrams for any changes	

	Travel	Go to main water source by most direct route Follow onward route covering major water uses At appropriate points call the groups together to share and summarize information from all participants. Clarify and discuss as necessary	
	Walkthrough prompts	At the main water source, prompt discussion on the following topics: • Upstream and downstream water uses • Customary or formal water rights • Quantity of water the community is allowed to divert into the system • Flows and seasonal variation • Water use requirements & seasonal variation • Impact of potential expansion • Impact of upstream land-use • Water quality variation & impact	

	Whole-group plenary prompts	During plenary discussions, prompt a systematic review of improvements suggested
		Checklist:
		• Implications for changes in
		    • Operations
		    • Rules
		    • Infrastructure
		    • Maintenance
		• Alternative solutions
		    • Design / materials
		    • Tradeoffs between investment &	

		servicing/upkeep costs ● Opportunities for cooperation in operation and maintenance	
	Community Participant groups	At the end of the walkthrough, ask community participants to divide into groups to discussion major aspects of possible improvements in detail Topics may include: ● Cropping patterns and marketing ● Changes in infrastructure and water service delivery for crops ● Expected impacts and ways of enhancing them ● Management rules related to decision making ● Sharing benefits and costs ● Monitoring ● Enforcement Discussions can take place in the field or in a central location / meeting area	
	Trainee groups	Return to community for appreciative interview briefing	
	CLOSE		

MODULE 2
Session 4

Community Interviews

(3H)

Session summary

Trainees will undertake interviews with members of the community to learn about local conditions and any previous successful collective action, whether water or non-water. They will gather stories, identify the local capacity for working together in irrigation and other activities, and discover their aspirations for the future

Learning objectives

- To be able to carry out appreciative interviews successfully
- To document stories about successful local collective action for irrigation and other activities
- To identify common themes in what people feel is successful collective action and what they would like to enhance
- To assess the local capacity for collective action, as demonstrated by examples given in interviews

Time

~3 hours.
Allow approx. 30 minutes per interview. The session plan and approximate timings are **suggestions** only, and should be **revised** to suit the context and the participants' learning needs.

Trainee Leadership Group roles

Group 2 ensure the group reassembles after interviews and act as chair, note-taker and timekeeper for plenary

Materials and equipment

- Question guide in participant workbook
- Pen/pencil

Time	**Event**	**Notes**	**Equipment**
15 mins	Briefing	Explain purpose of interviews Remind trainees of interview technique: ● Appreciative ● Encourage people to talk about their lives and livelihoods first ● Discuss questions in the interview guide Briefly review range of stakeholders e.g. poor farmers in potential expansion area, women heads of households, local traders, irrigation leaders, head-end/tail-end, smallholder, larger landowner, different type of water user Remind trainees they should each carry out at least two interviews: one woman and one man, and with different kinds of stakeholders Interviews should last approx. 30 minutes	
15 mins	Pairing and logistics	Divide trainees into pairs, with someone from a different task team Assign / trainees choose specific kinds of stakeholders to interview Agree return time at end of exercise	
2 hours 15 mins		INTERVIEWS	
30 mins		Re-assemble group for plenary discussion Using rounds, take turns for trainees to share stories from the interviews In plenary, identify and record common themes	
	CLOSE		

MODULE 2
Session 5

Check-in
(15 min)

Session summary
All participants will review how they feel about the activities during the module and discuss any comments or suggestions for changes to the next module

Session objectives
- To allow trainees to give feedback that helps adjust the course to their needs
- To identify problems and suggestions
- To engage trainees in adapting the course to their needs and managing the flow of activities during training

Time
30 minutes
The session plan and approximate timings are **suggestions** only, and should be **revised** to suit the context and the participants' learning needs.

Participants
All trainees and trainers. This session will be led by Trainee Leadership Group 2

Materials and equipment
- Flipchart
- Markers

Module 2 Session 5 Check-in

Time	Event	Notes	Equipment
15 mins	Feedback	Ask each person in turn to briefly mention one thing they feel went well about the first module, and one thing that they feel didn't go well or could be improved Make brief notes on flipchart summarizing likes and suggestions	
15 mins	Response	Ask questions to clarify any points that are unclear, summarize common concerns, and discuss what might be done to make the training go well tomorrow	
	CLOSE		

MODULE 2
Water System Walkthrough

Learning outcomes for Module 2

Session 1 – District Authority Briefing

No specific learning outcomes

Session 2 – Community Introduction

Participants will be able to:

- prepare and facilitate a community introduction session
- prepare for a system walkthrough
- organise and brief small task groups

Session 3 – System Walkthrough

Participants will be able to:

- recognise and debate issues such as current and future water use with community water users and task groups
- describe ‘location specific needs’ from a users’ perspective and from the perspective of those providing technical advice
- summarise and explain issues such as ownership, water rights and allocation, rules in use and roles of users
- identify and gather appropriate information to support the development of options for improving water systems
- produce concepts or give examples of cost-effective designs to improve water service delivery

Session 4 – Community Interviews

Participants will be able to:

- use appreciative interview techniques to assess the local capacity for collective action, and gather specific stories about ‘local collective action for irrigation’ from community stakeholders
- document stories about local collective action for irrigation and other activities
- identify and summarise the common themes relating to successful collective action

Session 5 – Check-in

No specific learning outcomes

MODULE 3
Session 1

Participation in the Project Cycle

(1.5H)

Session summary

Trainees will identify the steps required to plan and implement a project. They will identify opportunities for improving community participation

Learning objectives

- To be able to describe in sequence the steps involved in planning and implementation of a project
- To be able to work in a group to develop a comprehensive activity sequence from initial proposal stage to ongoing maintenance stage
- To be able to identify opportunities for improving community engagement for each of those steps

Time

~1.5 hours
The session plan and approximate timings are **suggestions** only, and should be **revised** to suit the context and the participants' learning needs.

Trainee Leadership Group roles

Group 3 act as chair, note-taker and timekeeper

Participants

Trainees. If conducted in a location in the community, then open to whoever wants to observe or take part

Materials and equipment

- Large index cards or A5 sheets of paper
- Small colored cards
- Colored markers
- Tape or temporary adhesive

Time	Event	Notes	Equipment
10 mins	Introduction	Explain purpose of session: To systematically review the implementation process To use & reflect on experiences from Module 2 To discuss opportunities for improving community engagement Trainers should ensure that the session emphasizes practical ways of dealing with participation under real conditions, e.g. dealing with budget delays and uncertainty, targets, deadlines, approvals, staff constraints, stakeholder concerns	Powerpoint if using
15 mins	Major phases	In plenary, identify major phases in a project/program cycle Write on cards or sheets of paper. Participants lay out cards or post on a wall in sequence from initial proposal to continuing operation and maintenance	Large index cards/paper Tape / tack
35 mins	Detailed stages	Working in task groups, pairs or individually, participants add detail (either using more cards or adding steps to the sequence) For each step added, discuss how participation currently works and how it could be improved	
20 mins	Opportunities for engagement	Each participant identifies one specific activity in which there is now some form of effective community engagement, and one suggestion about how community engagement might be improved in a specific activity Add these into the sequence using different color pens or different color cards	Colored card &/ Colored markers
10 mins	Conclusion	Invite final comments in a round or similar format	
	CLOSE		

MODULE 3
Session 2

Analysis and Design Discussions

(2-4H)

Session summary

Task teams will discuss and analyze factors that affect the potential for improving irrigation and other water uses, and cooperatively consider the options for improvement

Learning objectives

- To be able to analyze factors that affect water resources development
- To be able to work with a community to identify options, constraints and priorities

Time

~2-4 hours (with groups working in parallel): adapt time allowed to suit the group.

Trainee Leadership Group tasks

Group 3 act as chair, note-taker and timekeeper
Welcome community participants and ensure they are reunited with their trainee group

Participants

All trainees and community participants

Materials and equipment

- Large sheets of paper / flipcharts
- Small colored cards
- Colored markers
- Tape or temporary adhesive

Analysis and design resources in the participant workbook:

- Group task briefs
- Secondary data on village population, by gender, agricultural production, etc.

Key outputs from the Analysis & Design Discussions

- Sketch map
- Livelihood calendar
- Organization chart
- Recommendations for changes in rules
- Concept drawings
- Value chain chart
- Initial impact analysis & recommendations

Time	Event	Notes	Equipment
10 mins	Briefing	Welcome community participants Introduce this session as a continuation of work done during and after the walkthrough Aim is to analyze issues in more depth and develop specific action points in response	
50 mins	Visual tool	Each task group should create a visual tool relevant to their group topic. (Some groups may have more than one topic.) The tasks are summarized below and described in more detail in the participant workbook. They match the tools generated by the trainers for the case study in Module 1	Participant workbook Large paper, colored markers
40 mins	Change proposals	Task groups identify the three to seven most important changes needed in relation to their topic Groups record changes e.g. one per card, and discuss how the changes should be clustered and ranked by importance Add considerations of benefits and costs, and any changes that might be needed in governance arrangements to support and enable the improvements Add the proposed changes to the tool	Colored cards or markers
20 mins	Group reflection	Trainee members of the groups use appreciative round or similar tool to ensure that all participants have had the opportunit opi6ry to input	
	CLOSE		

Group tasks:

Detailed instructions for participants are found in the participant workbook

- Prepare a simple **sketch map** of the system showing the locations of possible improvements
- Discuss possible changes in **infrastructure** (and related water allocation and distribution) in more depth
- Prepare a **livelihood calendar** showing the current cropping patterns and potential changes in the agricultural cycle for the type and timing of irrigated crops and other water uses
- Discuss the current inputs needed to produce, use and sell crops. Identify which links would be most beneficial for farmers if improved. Prepare a **value chain chart** with four sections showing suppliers/sources, inputs, major crops, buyers and users
- Discuss the individuals and organizations with major roles related to irrigation and water management. Prepare an **organization chart,** showing the structure of local water management and links to related organizations
- **Initial impact analysis** of water use
- Review of **water governance**

MODULE 3
Session 3

Check-in
(15 min)

Session summary
All trainees will review how they feel about the activities during the module and discuss any comments or suggestions for changes to the next module

Session objectives
- To allow trainees to give feedback that helps adjust the course to their needs
- To identify problems and suggestions
- To engage trainees in adapting the course to their needs and managing the flow of activities during training

Time
30 minutes
The session plan and approximate timings are **suggestions** only, and should be **revised** to suit the context and the participants' learning needs.

Participants
All trainees and trainers. This session will be led by Trainee Leadership Group 3

Materials and equipment
- Flipchart
- Markers

Time	Event	Notes	Equipment
15 mins	Feedback	Ask each person in turn to briefly mention one thing they feel went well about the first module, and one thing that they feel didn’t go well or could be improved Make brief notes on flipchart summarizing likes and suggestions	
15 mins	Response	Ask questions to clarify any points that are unclear, summarize common concerns, and discuss what might be done to make the training go well tomorrow	
	CLOSE		

MODULE 3
Planning and Process Tools

Learning outcomes for Module 3

Session 1 – Participation in the Project Cycle

Participants will be able to:

- describe in sequence the steps involved in planning and implementing a project
- collaboratively develop a comprehensive sequence of activities, from initial proposal stage through to implementation and ongoing maintenance
- evaluate the level of community participation in each step
- recognise opportunities for improving community participation at each step

Session 2 – Analysis and Design Discussions

Participants will be able to:

- recognise, describe and analyse factors that affect water resources development
- work collaboratively with community stakeholders to develop and prioritise options, and identify constraints
- use cost-benefit analysis to evaluate options for improvements

Session 3 – Check-in

No specific learning outcomes

MODULE 4
Session 1

Design Integration
(2H)

Session summary
Trainees will present the results of their task-team work in Module 3. They will discuss the links and dependencies between the various proposed changes

Learning objectives
- To be able to present the results of collaborative work to a group
- To be able to work cooperatively with different group members to evaluate a range of ideas for improvements
- To be able to integrate changes into a proposal, modifying the original proposals as necessary

Time
2 hours
The session plan and approximate timings are **suggestions** only, and should be **revised** to suit the context and the participants' learning needs.

Trainee Leadership Group roles
Group 4 act as chair, note-taker and timekeeper
Group 4 manage formation of cross-cutting groups for discussion

Participants
Trainees. Community members are welcome to observe and to participate if they choose

Materials and equipment
- Large sheets of paper
- Easels / flipchart stands
- Markers
- Tape
- Outputs from the Analysis and Design Discussions

Key outputs from Design Integration
- List of action points for system improvement, grouped according to where the planned changes will occur (irrigation, cropping patterns, marketing, rules, infrastructure, maintenance and other aspects of the system)

Time	**Event**	**Notes**	**Equipment**
35 mins	Group Feedback	Based on the previous Module's activities, task teams present the main changes proposed, including cropping patterns, marketing, infrastructure, maintenance, rules and their monitoring and enforcement, infrastructure (5 min per output)	Presentation outputs
10 mins	Group integration	Participants reorganize into three cross-cutting groups, each with one person from each task team	
30 mins	Integrated group discussion	Groups discuss proposed changes, particularly linkages between different changes, constraints and opportunities, and suggest modifications to proposed changes. Each group prepares a one-page summary of their recommendations for the major proposed changes (30 min)	Large paper Colored markers
30 mins	Plenary	Integrated groups present back to whole group (5 min per group) Discuss results. Identify points of agreement (common ground) and points on which there is not yet agreement, and which may need additional study or discussion	
15 mins	Integrated group discussion	Return to cross-cutting groups and prepare specific action points for ● Overall planning ● Construction ● Operation and maintenance	
	CLOSE		

MODULE 4
Session 2

Community Consultation on Improvement Proposal

(3H)

Session summary

Trainee and community participant task teams will present the draft ideas for system improvement to the wider community and stakeholder group. They will lead a discussion of key points to create a memorandum of agreement for system improvement

Learning objectives

- To be able to present the results of collaborative work to a community
- To be able to agree a shared understanding of proposed improvements
- To identify points of agreement about responsibilities, and points needing further discussion
- To be able to agree an action plan for a community

Time

~3 hours
The session plan and approximate timings are **suggestions** only, and should be **revised** to suit the context and the participants' learning needs.

Trainee Leadership Group roles

Group 4 act as chair, note-taker and timekeeper
Group 4 manage formation of discussion clusters

Participants

All trainers, trainees, community participants and stakeholders

Materials and equipment

- Draft action points for proposed improvements
- Presentation outputs (tools) i.e. design sketches, system sketch map, calendar, etc. prepared in Module 3
- Paper (A4 or A5 or large cards/post-its)
- Pens/pencils for notes and comments
- Markers
- Large sheets of paper
- Tape
- Flipchart stands / easels

Meeting preparation

- Trainers and trainees should go to the meeting location at least a half an hour in advance
- If necessary, arrange seating
- Trainees post draft action plan, design sketches, charts, maps and other materials on walls, including large sheets of paper summarizing results of earlier discussions
- Have available cards or sheets of paper for people to write comments with their questions and suggestions, one per sheet, and post on wall
- Brief trainees to welcome people as they arrive and engage them in conversation on purpose and progress of the course

Time	Event	Notes	Equipment
5 mins	Introduction	To begin the formal meeting, explain the proposed meeting process, including role of meeting chair/moderator. Check for acceptability and suggestions related to process, make adjustments if necessary	
10 mins	Local Leader Presentation	Local leader(s) summarize highlights of previous sessions about local accomplishments, and aspirations, and proposed changes in infrastructure, operation and maintenance	
25 mins	Task Team Presentations	Representatives of task teams present key points, priority improvements, and options that may depend on further technical analysis and budget availability. Where possible, invite community members of teams to lead &/ contribute to presentations 25 minutes	Presentation outputs & draft action points
40 mins	Cluster Discussions	Divide all participants into small groups of 6-10 people Each group selects a moderator, recorder, reporter and timekeeper Group discussions: Ideas about the project, summarizing key points on separate sheets of paper (20 min) Proposed action points for next steps the community could take, and who would be responsible for different activities (10 min)	Large paper Markers
30 mins	Plenary, Q&A	Groups present their comments in plenary session (3 min per group) Presenters respond to specific comments, including acknowledgement of points that may require further attention Trainers facilitate question and answer and general discussion	

55 mins	Conclusions	Leader(s) present summaries: ● Points on which there appears to be consensus ● Points on which further attention is needed (due to technical or financial issues, lack of consensus, or other reasons) ● Draft action plan for next steps that the community can take Trainers facilitate limited discussion of specific points (in plenary or breakout groups), with cutoff time to limit discussion if resolution/consensus seems unlikely to be reached quickly Leader(s) present summaries: ● Points of agreement ● Points for further attention ● Actions and responsibilities for next steps	
	CLOSE		

MODULE 4
Session 3

Check-in
(15 min)

Session summary
All trainees will review how they feel about the activities during the module and discuss any comments or suggestions for changes to the next module

Session objectives
- To allow trainees to give feedback that helps adjust the course to their needs
- To identify problems and suggestions
- To engage trainees in adapting the course to their needs and managing the flow of activities during training

Time
30 minutes
The session plan and approximate timings are **suggestions** only, and should be **revised** to suit the context and the participants' learning needs.

Participants
All trainees and trainers. This session will be led by Trainee Leadership Group 4

Materials and equipment
- Flipchart
- Markers

Module 4 Session 3 **Check-in**

Time	Event	Notes	Equipment
15 mins	Feedback	Ask each person in turn to briefly mention one thing they feel went well about the first module, and one thing that they feel didn’t go well or could be improved Make brief notes on flipchart summarizing likes and suggestions	
15 mins	Response	Ask questions to clarify any points that are unclear, summarize common concerns, and discuss what might be done to make the training go well tomorrow	
	CLOSE		

MODULE 4
Community Engagement

Learning outcomes for Module 4

Session 1 – Design Integration

Participants will be able to:

- clearly and concisely present the results of collaborative work to a group of colleagues
- work collaboratively with different group members in order to evaluate a range of changes or options for improvements
- accurately integrate agreed changes into a new proposal
- modify an original proposal by accurately integrating agreed changes

Session 2 – Community Consultation on Improvement Proposal

Participants will be able to:

- clearly and concisely present the results of collaborative work to a local community
- debate proposed improvements with a local community and wider stakeholder group
- facilitate (or broker) a shared understanding of the proposed improvements
- recognise and record points of agreement (for example about responsibilities), and points needing further discussion and debate
- facilitate (or broker) the development of an agreed action plan for a community

Session 3 – Check-in

No specific learning outcomes

MODULE 5
Session 1

Planning for Participation

(2H)

Session summary

The trainees will identify specific ways in which community engagement can be improved in development of small-scale reservoir and canal systems, using their ideas and experiences from the course and previously

Learning objectives

- To be able to identify activities where there is potential for improving community engagement and success in water resources development
- To reflect on their own previous experience and what they have learned from the course
- To make specific recommendations about practical ways to improve community engagement and success in development of small-scale reservoir and canal systems

Time

~ 2 hours

The session plan and approximate timings are **suggestions** only, and should be **revised** to suit the context and the participants' learning needs.

Trainee Leadership Group roles

Group 5 act as chair, note-taker and timekeeper

Participants

Trainees and trainers and others present, which may include community members, program managers, local leaders, etc., depending on where and when the session takes place

Materials and equipment

- Flow chart or timeline (Gantt Chart) showing key implementation activities (prepared or modified by participants as best suits the group)
- Colored markers

Time	Event	Notes	Equipment
45 mins	Small group task	In small groups, review the series of activities involved in implementation of water resources development Use material from Module 3 Session 1 Participation in the Project Cycle for reference Prepare (or modify draft) timeline / flow chart to ensure it includes all major activities by the community and by any other organizations, at the following stages: ● Early steps ● Continuing operation ● Maintenance ● Monitoring ● Evaluation	All previous presentation outputs Gantt chart
15 mins	Integrating engagement	In small groups, highlight the steps where there are opportunities to improve community engagement and success in system development	
15 mins	Improvement recommendations	In small groups, identify and summarize specific recommendations for how participation and success in system development could be improved	
45 mins	Reporting & discussion	Groups report their main recommendations to the whole group Discuss in plenary	
	CLOSE		

MODULE 5
Session 2

Training Evaluation

(30min – 1H)

Session summary

Trainees will provide feedback on what they liked and didn't like and offer suggestions for improvement

Learning objectives

- To experience an appreciative and reflective feedback session
- To be able to evaluate the course and identify problems and successes
- To be able to engage a group in offering constructive suggestions for change

Time

30-60+ minutes, depending on time for discussion
The session plan and approximate timings are **suggestions** only, and should be **revised** to suit the context and the participants' learning needs.

Participants

All trainees and trainers. This session will be led by Trainee Leadership Group 5

Materials and equipment

- Pens/pencils
- Cards
- Large sheets of paper
- Markers
- Tape
- Easels, if breakout groups will be used

Key outputs from Training Evaluation

- Written evaluations from individual participants
- Group recommendations for the course: what to keep and what to change
- Two-column summary of comments and ways to respond

Time	Event	Notes	Equipment
15 mins	Individual reflection	Participants each summarise reflection on the training under the headings: What did you like best? What did you like least? Suggestions for the future	Cards, pens
30 mins	Group discussion	Discuss views, especially suggestions Either in breakout groups first then moving to plenary, or as a whole group As a whole group, work methodically through the modules and sessions to identify what worked well and what could be improved Summarize as a whole group in two-column format under the headings: What to keep What to change	Large paper Markers
30 mins	Trainer response	Summarize and appreciate all feedback and emphasize constructive ways to respond If any points need clarifying or discussing, use an appreciative approach to cover them briefly Remind the group that the goal of the activity is to listen to their feedback Thank the group for their ideas Explain that feedback will be considered in planning future training Provide contact details so further comments can be made	
	CLOSE		

AFTER THE SESSION: Trainers should prepare a summary of key points from the feedback and discuss ways of responding. This could be done using a two-column format.

MODULE 5
Session 3

Follow-up and Closing Ceremony

(2H)

Session summary

Trainees will identify practical actions they could take to improve community engagement. They will make recommendations for improving community engagement in projects and programs. Trainees will receive course materials and completion certificates

Learning objectives

- To be able to identify specific follow-up actions to be implemented in their own work
- To be able to make wider recommendations on how projects and programs can improve participation

Time

~2 hours
The session plan and approximate timings are **suggestions** only, and should be **revised** to suit the context and the participants' learning needs.

Materials and equipment

- Large index cards or equivalent
- Markers
- Large sheets of paper
- Course completion certificates
- USB flashdrive with course materials and supporting documents (if not previously distributed)

Time	Event	Notes	Equipment
10 mins	Individual reflection	Participants each write at least three things they could do in their own work to improve community engagement Stick the cards onto a wall	Cards, pens
30 mins	Group reflection	In their groups, identify three recommendations for improving participation in projects and programs. Recommendations may be small and specific, or larger changes in policies, budgets, staffing, schedules, etc. Groups present their recommendations	Large paper Markers
	CLOSING CEREMONY		
10 mins	Sponsors reflection	Representative of sponsoring organization offers concluding remarks	
10 mins	Participants summary	Representative(s) of participants offer concluding remarks	
20 mins	Awards	Call participants names one-by-one. Participants take down their card and read aloud their personal improvement objectives for better community engagement Present course completion certificates	Certificates Additional course materials
10 mins	Thanks	Vote of thanks to those who contributed to course preparation and implementation	
	CLOSE		

MODULE 5
Collaboration and Consolidation

Learning outcomes for Module 5

Session 1 – Planning for Participation

Participants will be able to:

- identify opportunities - and suggest activities - for improving community engagement in water resources development
- critically reflect on their own experience and give examples of what they have learned from the course
- identify and outline practical ways in which community engagement in the development of small-scale reservoir and canal systems can be improved, and offer specific recommendations that will increase the likelihood success

Session 2 – Training Evaluation

Participants will be able to:

- design and facilitate an appreciative and reflective feedback session
- evaluate a training course, and objectively describe what worked well and what could be improved
- elicit constructive suggestions for change from a group of workshop participants

Session 3 – Follow-up and Closing Ceremony

Participants will be able to:

- identify, describe and prioritise specific follow up actions to be implemented in their own work
- offer specific recommendations on how participation in projects and programs could be improved