



**Report on  
Capacity Building Training of Local Citizen's group**

**May 30, 2021**

## **Program Details**

**Training Title:** Capacity Building Training Program for Local Citizen Groups

**Participants:** Representatives of CSOs from Rupandehi and Sunsari district.

**Organizer:** Centre for Social Change, Pipalbot Marg – 01, Old Baneshwor, Kathmandu

**Supported by:** The Asia Foundation

Collaborators: Butwal Sub- Metropolitan city and Shuddhodhan Rural Municipality of Rupandehi district, Ramdhuni Municipality and Koshi Rural Municipality of Sunsari district

### **Training Date and Location:**

- March 19- 21, 2021 – Butwal, Rupandehi, Lumbini Province.
- March 24 – 26, 2021 – Itahari, Sunsari, Province no 1.

## **Introduction**

The project ‘Fostering Civic Engagements and Vigilance Capacity for Strengthening the Federal Governance System in Nepal’ aims to create an enabling environment to foster state-society relationship for strengthening and enhancing governance practices in Nepal. To enhance the dialogue, advocacy, negotiation, and watchdog capacity of local citizens’ groups and media to amplify their voice for enhancing the quality of local government actions, Centre for Social Change (CSC) with the support of The Asia Foundation (TAF) organized two separate three days long intensive capacity building training program to local citizen-led groups of four project locations of Rupandehi and Sunsari district. The major goal of this capacity building training program was to promote civil society and media’s participation in increasing public sector accountability and transparency in the local level.

The major objectives of the training program were:

1. To clarify and develop a common understanding among the participants on the concept, importance, and roles of Civil Society and CSOs in Nepal.
2. To motivate local citizen groups and their members to develop their vision, mission, goals, and strategic plan, highlighting the increasing importance of citizen groups in the federal governance system.
3. To develop necessary skills of citizen groups for creating good governance within their community and local government.

## **Training Manual on Capacity Building of Citizen Group**

During the months of November and December in 2020, an in-depth study was organized in order to understand the complexities and challenges existing among local citizen-led groups in rural municipalities. The findings of the study largely uncovered the capacity and resources constraints that existed among them. Five major findings of the assessment were:

- CSOs lack strategic plans and programs to operate them effectively at ground.
- CSOs lack information on government policies and regulations.
- CSOs lack opportunities for knowledge and skills upgradation.
- CSOs lack effective networking and coordination.
- CSOs lack resources or ineffective utilization of available resources.

Based on these findings, ‘**Training Manual on Capacity Building of Citizen Group**’ was prepared that mainly focused on explaining and engaging local citizen groups the following agendas:

- Concept and components of civil society, civic institutions, and civic engagement.
- Approaches on building strategic actions and directions for the civic institutions.
- Strengthening of the network, digital communication, and collaborative actions.
- Skills development opportunities and local resources.
- Government policies and tactics for effective coordination with government institutions.

### **Major themes discussed in the training were:**

- Perceptions about civic organization, role of civil society and its importance.
- The legislative policy rules or institutional system of the organization.
- Jurisdiction between the members, and employees of the working committee.
- Strategy and goal of civic organization.
- Good Governance, its challenges, and obstacles.
- Civic engagement tools and its uses.
- Citizen Engagement Charter.

## **Methodology**

**Design Phase:** Planning of the training program content began with the analysis of causes and effects of ‘Resource and Capacity Gaps’ that were identified by the initial assessment report. Based on that report, a training manual was developed focusing primarily on the immediate need of citizen groups at the local level. Participants were then selected based on their active local level engagement and considering the representation of diverse group from the project locations. A couple of local government representative led sessions were organized with the intension to improve relationships and interactions between citizen groups and government.

**Implementation Phase:** A participant-centered approach was used during the training program where the interaction between participants and their group-activities encouraged them to learn, understand, and plan for effective local level advocacy and actions. The residential modality was practiced creating an undivided attention for the participants in the training program. The technique of pre-test and post-test was used to measure the change in knowledge among the participants before and after the training program. Games, entertainment, and regular feedback sessions took place to energize, refresh, and improve the quality of the session regularly.

**Follow up Phase:** An informal group entitled ‘Local Governance Circle’ has been created in the local level and the group is urged to conduct regular meeting and grassroots initiatives to strengthen civic engagement and civic space related policies. CSC has planned to allocate some financial resources for the Local Governance Circle (LGC) to conduct grassroots meetings and activities to deliver their experiences gained through the training program on implementing strategic action. Though these activities will be decided by the local citizens groups, it will align with the project objective of strengthening relationship between citizen’s groups and the local government authorities, supporting in the endorsement of ‘Civic Engagement Charter’ at each local rural/municipality.

## **Highlights of the training program**

### **Session 1: Introduction part**

The session started by welcoming all the participants by district focal person. Nishchhal Kharal (Program Manager of CSC) then briefly shared the history of CSC and the project objectives. Participant's introduction part was facilitated by Kavita Chapagain (Program officer) where each participant formed a pair with other participants. Each participant then shared their partner's name, address, interest, profession, etc. with the group. After introduction part, expectations from the program were noted in a flip chart. Trainer Fatik Thapa then presented the objectives of the three-day training.

### **Session 2: Concepts and importance of Civil Society/Organization**

The session started with the brainstorming on the concept of 'civil society' and explanation of the significance of civil society. Trainer Fatik Thapa facilitated on establishing a common understanding on the concept of 'civil society' by every participant. Mainly the session discussed how CSOs operate in a the community in a way that distinct from both government and private sector. The of role civil society in urging government to maintain local level accountability and their role in advocacy and as a watchdog was discussed among the participants.

### **Session 3: Law, Policy and Regulations of Civil Society/Organization**

The third session focused on the law, policy, and regulations of civil society and was facilitated by Dibesh Shayami (Program Officer of CSC). The session focused on Constitution of Nepal and Organization Registration Act 2034 and highlighted the importance of other laws, policies, and regulations as per the constitution, including human resource management policy, financial and administrative regulations in the organization. With the help of graph and visual aids, NGOs registered in Province No. 1 and Lumbini Province and affiliated with the Social Welfare Council were illustrated.

### **Session 4: Role of Elected Officials and Employees in Civil Society / Organization**

This session explained the roles of elected officials and employees in the civic organizations and was facilitated by Kavita Chapagain (Program Officer of CSC). The session emphasized on the

importance of roles and performances of each individual in forming teamwork in an organization. Participants were divided into five groups and each group was given the task to write and present the different roles of members in organization.

### **Session 5: Thoughts, goals, and strategies of Civil society / Organization**

The fifth session of the training started with the brainstorming of ideas for forming any social organizations. This session was facilitated by Nishchhal Kharal (Program Manager) where he jumped into goal of creating any social organizations. The misunderstanding and lack of trust to CSOs by different stakeholders of the community was discussed.

The session further focused on identifying problems existing in the community. Then the problems root causes and effects were discussed in a form of 'Problem Tree Analysis'. Once the problem tree was analyzed by each group focusing on one particular problem, the team worked on identifying solutions to those problems, through which they were able to develop goal, objectives and activities for their action. The session also focused on identifying and analyzing strengthen, weakness, opportunities, and threat (SWOT) of participant organization.

### **Session 6: Self-Evaluation Practice of Civic Organization**

'Self-Evaluation Checklist' form was developed and handed over priorly to the participants for their organizations self-reflection and assessment. The Self-Evaluation session helped to measure overall capacity of the local citizen-led groups functioning in the grassroots level. It also provided organizations with a set of criteria to assess their current management and leadership capacity to plan and implement effective programming. Furthermore, this session enabled participants learning, fostered team sharing and encouraged reflective self-assessment.

### **Session 7: Good Governance in the local government and civic institutions**

Good Governance sessions led by the government officials was an effort from the training team to encourage, respect and follow principles of good governance. The session provided valuable insight about governance functionality in the local level. Mainly, sessions in both the districts highlighted the importance of participation, consensus decision making, accountability transparency, responsiveness, effective and efficiency, equitability and inclusivity. The session further discussed why it is important to minimize corruption and take the views of minorities into

account. The session further provided an opportunity for local citizen-led groups to have direct interaction with the government officials and build strong relationship between them.

### **Session 8: The Concept of Citizen Engagement**

This session explored the concept of civic engagement where lead trainer Fatik Thapa facilitated the discussions and group work. The facilitator demonstrated how the word citizen has transformed from 'Raiti' before 1950s, then to 'Prajā' during Panchayat until 1990s, then to 'Janta' during multiparty democracy until 2006 and 'Nagarik' during the democratic republic. The session emphasized on the people's role in organizing social in Nepal. The federal system of government would be stronger if the people involved in the governance and decision making process. Civic engagement explains working to make a difference in the civic life of one's community and developing the combination of knowledge, skills, values, and motivation to make that difference.

### **Session 9: Tools and Importance of Citizen Engagement**

This session was started by facilitator Nishchhal Kharal by showing a video explaining that explains a group work and engagement of people. The session emphasized the promotion the quality of life in a community, through both political and non-political processes. After explaining the objectives of citizen engagement, the facilitator explained the following tools of citizen engagement: public hearings, public audits, social audits, and citizen charters and described the seven stages of the development planning process of government. Session was then concluded by discussing with the participants about other ways to make the citizens aware of development activities such as yoga, gatherings, movement, street drama, music, dance, sports, etc.

Meanwhile, the participants were explained on the role of citizens to support government in the development work with the help of a video.

### **Session 10: Resources, Networks and Cooperation, People's Advocacy Campaign**

Initiating the session, Dibesh Sayami explained the meaning of network and the type of network and differentiated between network and collaboration. The goal of the session was to highlight the effective collaboration between members of the network.

For the participants, the Networking and Coordination was one of the interesting sessions. Different games, group activities within the training period also helped participants to get

connected. They were encouraged to build a network among themselves and to exchange contact details so they can participate in exchange visits after the training. Participants also committed to extending their networking activities to government officials as well as local institutions.

### **Session 11: Citizen Engagement Charter**

This was a brainstorming session that encouraged participants to develop negotiation and advocacy approaches to local government to establish a policy document within the local level for effective citizen engagement. The session was facilitated by Nishchhal Kharal, where he shared that the citizen involvement was essential to ensure good governance and it is only possible if such commitment is translated to public policy. The group work was conducted where the participants noted the roles of local government in the service delivery and development and role of citizens to monitor the progress of such actions. Initial draft was developed of ‘Civic Engagement Charter’ and session ended with the commitment from participants to lobby for the endorsement of Civic Engagement Charter.

### **Session 12: Good Governance and citizens group participation in local level**

‘Good Governance and citizens group participation in local level’ was a panel discussion that brought elected officials, government officials and representatives of CSOs together to understand and reflect the challenges of governance. The session helped in filling the gaps between local government and citizen groups and bridged them to strengthen their relationships. Attendance of the mayor, municipality president, Chief administrative officials showed that their concerns and willingness to listen to the voice of citizens. This session helped to foster civic engagement as a means of promoting public participation to improve local governance.

### **Session 13: Evaluation and Wrap Up**

The last session of the training program focused on the evaluation of the training program where the participants were given post training questions. The informal feedback was conducted, where participants expressed their feelings and understanding developed from the training program. One of the training participants, Sunil Harijan expressed that CSC can play an important role in empowering the civil society in their community, by facilitating discussion and meetings.

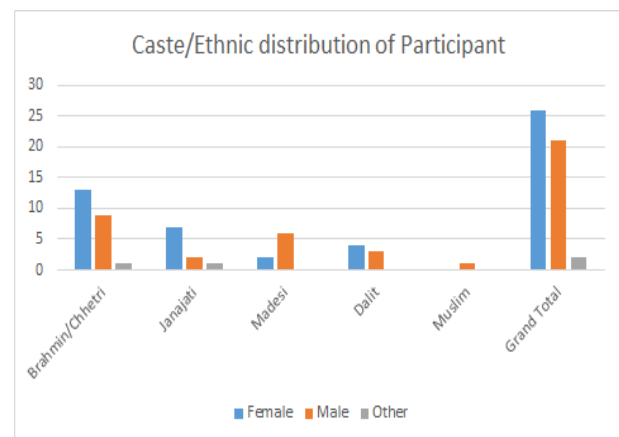


## Participants details

Participants were selected from the citizen-led groups who are active in local level programming and advocacy. Altogether there were 49 participants among which 53% were female and 4% from the LGBTI. 3 participants were represented from the disabilities group (1 Female, Rupandehi and 2 Male, Sunsari). The age group of the participants ranged from 18 years to 58 years where the age group of 30-39 were the highest. Details are provided in the table below.

District	Local Level	Female	Male	Other	Grand Total
Rupandehi	Butwal Sub-Metropolitan City	8	3	2	13
	Suddhodana Rural Municipality	5	7	-	12
Sunsari	Koshi Rural Municipality	7	6	-	13
	Ramdhuni Municipality	6	5	-	11
	<b>Grand Total</b>	<b>26</b>	<b>21</b>	<b>2</b>	<b>49</b>

Caste/ Ethnicity	Female	Male	Other	Grand Total
Brahmin/Chhetri	13	9	1	23
Janajati	7	2	1	10
Madesi	2	6		8
Dalit	4	3		7
Muslim		1		1
<b>Grand Total</b>	<b>26</b>	<b>21</b>	<b>2</b>	<b>49</b>



### **Immediate achievement from training**

- In Rupandehi and Sunsari districts, 49 participants from different communities received capacity building training.
- The ward chairman of Butwal sub-municipality has made a commitment to remove the problem of inconvenience caused to the disabled people in ward no 4.
- If the Koshi Municipality does not approve the development plan selected from the Toll / Basti / Ward, the chairperson has committed to inform the concerned stakeholders about the reasons for not approving it.
- This training has helped to build strong relationship with local government and CSOs.

### **Conclusion and the way forward**

These two different three-days training program helped participants to explain and establish a shared knowledge of the idea, relevance, and roles of civil society and CSOs in Nepal. It also encouraged local citizen groups and their members in developing their vision, purpose, goals, and strategic plan. Further, the training program contributed in creating an understanding to the role of citizen groups and the government institutions to create more accountable society.

The training program encouraged participants from both the districts from Rupendehi and Sunsari districts, the organization participants were encouraged to do following activities:

- Initiation of local level actions to the development of ‘Citizen Engagement Charter’, where local citizen groups will organize a consultation meeting with government authorities.
- Informal meetings between CSOs shall be organized in a regular basis in each project locations. Participants will create an informal network in due course of time and plan for local level initiatives to strengthen state-society relationship. CSC will facilitate in conducting meetings and local led activities where District Focal Person (DFP) will facilitate the meetings.
- Each participant CSOs shall organize an orientation programs highlighting the learnings of the training program.
- Regularly coordinate with local government units to monitor local government plans and actions. Also, encourage citizen engagement in local level planning, decision making and implementation process.
- CSOs shall put collaborative effort to strengthen local civic in each rural/municipality.

## Annex 1: Participants List

<b>Centre for Social Change</b> <b>Capacity Building Training to Local Citizen Group</b> <b>From March 19 - 21, 2021</b> <b>Butwal , Rupandehi</b>				
SN	Name	Gender	Organization	Position
1	Sita Kharel	Female	Nageswor Tole Samuha	Chairperson
2	Awantika Gharti	Other	Eklolai Sahara Dine Brikshya Samuha	Chairperson
3	Resham Neupane	Other	Sahasi Kadam Nepal	General Secretary
4	Rajan Tiwari	Male	Suddhodan 4	Member
5	Sukhiram Yadav	Male	Madeshi Samuha Saha Sayik	Joint Secretary
6	Ashmita Chaudhari	Female	Community Learning center	Member
7	Sunil Harijan	Male	Suddhodan Sky Network	Chairperson
8	Prem Pariyar	Male	Nepal Dalit Sangh, Rupandehi	Member
9	Gita Gautam Panthi	Female	Women for Change	Member
10	Huma Kanta Pandey	Male	Pharsatkar Byapar Sangh	Chairperson
11	Rajeswori Singh	Female	Aama Samuha, Pharsatkar	Chairperson
12	Gita Sharma Pandey	Female	Community Mobilizer	Chairperson
13	Laxmi Neupane Gautam	Female	Paschim Kalikanagar Khanipani Upavokta tatha Sarsafai Sanstha	Secretary
14	Ashmita Tharu	Female	Beluwa Krishi Sahakari Sanstha	Member
15	Ashok Kumar Baniya	Male	Suddhodhan Sky Network	Secretary
16	Sujit Mishra	Male	Manmateriya Friend Network	Member
17	Samikshya Balal	Female	Chadani Nepal	Member
18	Bijendra Man Shrestha	Male	Rupandehi District Fitness and Gym	Chairperson
19	Rabi Khadka	Male	Pharsatkar Youth Club	Joint Secretary
20	Janaki Ghimire Aryal	Female	Women for Human Rights, Single Mother Group	Chairperson
21	Bhagwati Belbase	Female	Center for Disaster Management	Member
22	Radha Timilsina	Female	Buddha Nagar Tole Sanstha	Member
23	Sabitra Ghimire	Female	Swatantra Bikash Samah Nepal	Chairperson
24	Sukaai Kohaar	Male	Madesi Samaj	Member
25	Ganga Bhandari	Female	IRDC	Member

**Centre for Social Change**  
**Capacity Building Training to Local Citizen Group**  
**From March 24 - 26, 2021**  
**Sunsari**

SN	Name	Gender	Organization	Position
1	Shivendra Kumar Das	Male	Human Rights protection Center	Chairperson
2	Sirjana Nepal	Female	Utthan Nepal, Sunsari	Chairperson
3	Aasha Kumari Chaudhary	Female	Tharu Mahila Utthan Samaj	Chairperson
4	Pabitra Thapa	Female	Friendship Youth Club	Member
5	Dayendra Kumari Dhungana	Female	Nagar Mahila Sanjal	Chairperson
6	Dilliram Chaulagain	Male	Aapanga Nagar Samiti	Chairperson
7	Aman Dhungel	Male	Namuna Nagar Bal Sanjal	Advisor
8	Dependra Bista	Male	Panchyak Club	Chairperson
9	Dharmendra kumar Mehat	Male	RUTE	Chairperson
10	Hajraj Mansuri	Male	Samajik Jeevan Kendra Nepal	Chairperson
11	Sudha Devi Sardar	Female	Rural Women Development Center	Chairperson
12	Raj Kumari Yadav	Female	Sakriya Manav Bikash Sanstha	Chairperson
13	Kabita Mandal	Female	Women Network	Chairperson
14	Manish Kafle	Male	Ramdhuni Youth Club	Member
15	Sunil Chaudhary	Male	Jana Jagriti Youth Club	Member
16	Saraswoti Chaudhary	Female	Tharu Mahila Sabha	Joint Secretary
17	Rita Kumari Mehata	Female	Batabaran tatha Jeevjantu Sanrakshan Sanstha	Member
18	Aarati Sadha	Female	Human Rights	Member
19	Anita Uranw	Female	Forum for Sustainable Community Development	Chairperson
20	Sajan Kumar Pathak	Male	Koshi Youth Network	Chairperson
21	Saraswoti Kumar Ram	Female	Dalit Sanjal	Member
22	Punam BK	Female	Ramdhuni Dalit Network	Secretary
23	Ramanand Mehta	Male	Disable Welfare Organization	Chairperson
24	Brajesh Yadav	Male	Social Development Organization Nepal	Chairperson

## Annex 2: Training Schedule

	08:30-10:00	10:00-10:15	10:15- 12:00	12:00-13:00	13:00-14:00	14:00-14:15	14:15-15:15	15:15-16:30
<b>Day 1</b>		Tea	Opening, Welcoming Participants, Introduction, Pre-Test Concept of Civil Society	Lunch	Bylaws, policies of Civil society	Tea	Roles and responsibilities of board members and staff	Vision, mission and Strategy of Civil Society
<b>Day 2</b>	Vision, Mission and Strategy of Civil Society- Practice  Presentation by Participants		Good Governance, Obstacles and practices of good governance  Chief administrative officer		Concept of Civic Engagement		Tools for Civic Engagement	Resources, Network and Collaboration
<b>Day 3</b>	Civic Engagement Charter		Panel Discussion between Local representative, Chief administrative officer and civil society members		Post Test Closing			

### Annex 3: Glimpses of training program



*Photo 1: Group Photo of training participants of Sunsari district*



*Photo 2: Program Manager from CSC facilitating session on strategic planning of the organization and their actions.*



Photo 3: Panel discussion program with mayor of Ramdhuni Municipality, president of Koshi Rural Municipality and Chief Administration Officer of Koshi Rural Municipality.



Photo 4: Panel discussion program with ward president – 11, Butwal Sub-Metropolitan city, Opposition leader and planning officer of Suddhodhan Municipality.



Photo 5: Participants from Koshi Rural Municipality sharing her experience of working with the Local Government.



Photo 6: Participants providing certificate to one another.