

## **GENDA: WEEK 8**

1. Review of Week 7 and Program Summary
2. Homework Follow Up  
Meet with Political Leaders
3. Identifying Community Needs  
Part 6: Utilizing the Survey Data
4. Project Monitoring and Management  
Part 5: Attaining Outside Resources
5. Empowering the Women's Caucus  
Part 3: Future Goals and Activities
6. End of Program Evaluation
7. Ending and Certificates

*homework: 0*

### **Materials Needed:**

- ✓ *Sample of compiled survey data on brown paper*
- ✓ *Cartoons on attaining outside resources (without the headings)*
- ✓ *Certificates for each participant*
- ✓ *Brown paper*
- ✓ *Markers*
- ✓ *Tape*
- ✓ *Scissors*
- ✓ *Extra files, handouts and supplies for any new participants*

### **Handouts Needed:**

- ★ *List of NGO and line agency resources (H8-A)*
- ★ *Cartoon handouts on attaining outside resources (H8-B)*
- ★ *Ideas for Women's Caucus activities (H8-C)*
- ★ *Handouts for those participants who have missed the earlier sessions*

## **Review of Week 7 and Program Summary**

Ask the participants to recall the topics from last week's session. Ask questions to review the main points and clarify any confusion. Make sure that all the of the participants understand the main points.

Now ask the participants to recall some of the activities and topics from the training program. Ask them to state these. Next give a brief summary of each of all main topic areas. Start from the beginning and show how the different parts of these topics built upon the next.

## **Homework Follow Up**

### **★ *Meet with Political Leaders***

Every participant should take a turn and report back to the group on their meeting with political leaders for about 2 to 3 minutes. They should first state the name and position of the leader with whom they met. Ask the participants if this exercise was useful and what next steps they should take to further advance within their respective parties. Ask the participants if they had any problems meeting with the leaders. Encourage applause after each short presentation.

## **3. Identifying Community Needs**

### **Part 6: Utilizing the Data**

Explain to the participants that during this session they will learn how to utilize the household survey data after it has been compiled.

### **★ *Group Discussion***

Start this session by asking one of the participants who has completed the survey in her ward and compiled her data to use her results as an example. On brown paper, list the major findings of her compiled data. (Do not list all the areas, only a few of the major areas of need). If no one has compiled the data from their surveys, use the example of data compiled for the previous week.

Lead a discussion on how the participants can utilize the data so that the results of the survey lead to projects for the VDC. Use the following questions as a guide:

What are the main problems (3 to 4 only) in this ward, according to the household survey results?

What kind of solutions or programs might help to solve these problems?

Now that you have the data, how can you advocate at the ward and VDC level for these types of programs?

#### ***Possible Answers:***

☛ By showing the survey results to Ward and VDC officials; and

- ☞ By seeking people's support for the projects.

What if there is resistance to your data and ideas? How would you handle it?

*Possible Answers:*

- ☞ By trying to persuade by using logic;
- ☞ By showing the filled in survey forms as evidence;
- ☞ By seeking the support and help of the would-be beneficiaries of such projects.

Suppose there is a problem of domestic violence (husbands beating their wives) in your ward. How would you help to solve this problem at the ward or VDC level?

*Possible Answers:*

- ☞ By finding out the facts before going to the Ward Committee or VDC;
- ☞ By reinforcing on the need for peace keeping for the development of the community;
- ☞ By seeking the support of *Ama Samuhu* and other women's groups.

## **Project Monitoring and Management**

### **Part 5: Attaining Outside Resources**

Explain to the participants that during this session they will learn to identify outside resources, both NGO and GO. They will also learn about how they can access these resources to explore whether they can support programs in their own VDC and ward.

#### ***Resource List***

*Preparation:* Prepare in advance a list of local NGOs and government line agencies that conduct programs in the district, with contact information. See resource list H8-A as an example. Make copies of the contact information you have prepared and distribute them to the participants. Be sure that all of the participants are clear about how to read the list, which should show which INGOs also support local NGOs, phone numbers, addresses, and contact people.

#### ***Puzzle and Group Discussion***

*Preparation:* write down each of the following headings on a long piece of paper that can be seen when taped in front of the group:

**Identify Community Needs and Solutions;**  
**Identify Appropriate Resources (from list or other);**  
**Seek Support from the Ward Committee;**  
**Seek Support from the VDC Committee;**

## **Contact the Resources**

Lead a discussion about how the women representatives can proceed in attaining outside assistance by contacting the organizations from the resource list. First tape in the wrong order the five pieces of paper with the above five actions. Ask the participants to order the pieces of paper so that the process is correct.

Then ask the following questions.

Which of the steps in this process seem easy, which difficult?

After you contact the resource person at the NGO or GO, what will you say

Make a list of the comments from the second question. Ask leading questions if necessary, such as "Will you tell them your name and position?" Make sure that the following are mentioned in terms of the answer for question 2:

introduction, including name, VDC and position;  
purpose of the meeting;  
how you identified the problem and show the data;  
ask about what kind of assistance is available; and  
ask about the process for attaining assistance.

### **★ Role Play**

Ask two participants to role play women representatives meeting with NGO representatives, played by the trainers. Instruct the participants to pretend that they are seeking assistance for two programs such as a literacy class and a water pump. Ask the other participants to critique the role play and offer suggestions for improvement.

★ *distribute the handout on this topic:*  
*Cartoons on attaining outside resources. (H8-B)*

## **5. Empowering the Women's Caucus** **Part 3: Future Goals and Activities**

Explain that the objective of this session is to discuss ways that the women's caucus can continue to function and be effective after the completion of the training program.

### **★ Group Discussion**

Conduct a group discussion by asking a series of questions to the group. After each question, try to encourage the group to reach a decision by consensus. List the decisions reached by the group on brown paper. The questions are as follows:

Now that the training is completed, what are your plans as a caucus to continue meeting?

*Possible Answers:*

- ☒ Meeting regularly;
- ☒ Running a savings and credit program for caucus members that would encourage the members to meet;
- ☒ Developing a good constitution.

What kind of activities have you done as a group since the establishment of the caucus?

- 3 If you have not done or set any programs yet, what would you like to do as a caucus?

Give the women a list of suggested caucus activities and suggest to them that these activities can be used as extra homework assignments for the future. Explain that some of these ideas have already been discussed by women representatives in other VDCs. Finally, encourage the women representatives to select the activities that they find the most useful and for which they have the greatest chance of success. Possible activities include:

Complete the household surveys in each ward (in wards where there has been a problem, women who are finished with their own wards might be able to help out) and tabulate the data. Work together to conduct a survey yearly.

Bring needed programs to the VDC by identifying possible resources as a group. Contact the persons mentioned on the resource list to explore bringing programs which address problems reflected in the survey findings.

Conduct another women's networking meeting to identify ways of working together as part of a large network of women activists in your VDC.

Start a campaign for more women to be on user group committees for projects in your VDC. Set a goal (i.e. 30% or 50%) and lobby to pass such a rule at the VDC board and the next VDC Council meeting. Get other voters involved in this campaign. In each ward, make a list of active women who are interested in being involved on user group committees.

Be active by attending VDC committee meetings as a group. Ask the VDC committee if you have a right to attend the meetings (you do) and show your interest by attending. Motivate male ward representatives to hold regular ward meetings twice a month.

Start a budget and savings group from the women representatives and involve other women from each of the wards. Meet regularly and decide as a group how to spend the money earned from interest.

Initiate a community campaign against a particular women's issues (such as the need for family planning or the need for children to be educated) in your VDC by involving activists and voters. Involve people in the solutions for this or other problems. Gather as a group at the VDC and make sure that your voices are heard.

Lobby as a caucus to be able to determine how to spend the human resources budget.

If you discover that the VDC funds available for human resources are not enough to cover the needs, lobby as a group to have a higher percentage of funds to go to these programs, rather than the construction projects of the development budget. The 25% targeted at human resources is only a minimum.

4. How often are you meeting as a caucus?

(Suggest that they continue meeting twice a month, or monthly.)

5. As a group, how are you going to handle conflicts and disagreements that arise in the future?

*Possible Answers:*

- ☛ By discussing the problems as a group;
- ☛ By working across the party lines;
- ☛ By respecting every one's thoughts.

6. Who is taking responsibility for running the meetings and organizing the activities?

7. Is your caucus having any problems so far?

★ ***Distribute the handout on this topic:***

*advice for the caucus. (H8-C)*  
*handouts for the participants who have missed the earlier sessions.*

#### **End of Program Evaluation**

Conduct an evaluation of the eight-week program by leading a discussion asking the following questions. Allow for each woman to respond to each of the questions to maximize participation by everyone in the group. Explain to the group that the main purpose of the evaluation is for NDI to improve the training program in the future. Therefore, their honest feedback about the program is necessary and important for other women who will participate in the program in the future. For each comment, note down the participants' responses and her name. It might be easier for one trainer to lead the discussion, and the other to take detailed notes.

## **END OF PROGRAM EVALUATION**

### **Women Representatives Training Program**

#### **Discussion Question Guide:**

- After eight weeks of the training program, in general, how did you like the program?
2. Which particular topics or sessions did you feel were the most important?
  3. What piece advice from the training program did you feel was most important?
  4. Which of the types of activities did you find the most effective for learning? (i.e. role plays, case studies, cartoons, group discussions, etc.)
- Did you like the homework assignments? Why or why not?
6. How did you find the organization of, and schedule for, the training?
- Was eight weeks too long or too short?
8. Do you have any feedback or suggestions for NDI regarding the structure, organization or management of the training program?
  9. If NDI trains other women representatives in other VDCs, what advice can you give NDI that would improve the training program?
  10. What new types of activities have you accomplished that you might attribute to your participation in the training program?
- Do you feel your confidence has increased due to your participation in the training program?
12. What kind of goals or activities do you have planned as a caucus, after the completion of the eight-week training program?

#### **Ending and Certificates**

Distribute certificates to each of the participants and thank them for their participation in the program. Invite the VDC president, VDC vice president, VDC secretary, and Ward Presidents to the ceremony. If they assisted in the training, make a special effort to recognize their contributions in front of the group. Pay special thanks to the VDC (or the room owner) for supporting the program by providing the room and to the VDC for encouraging participation by the women representatives.