

ANNEXURE - A: BASIC INFORMATION ON GMC RELATED TRAINING, DAY WISE CONTENT DIVISION and AVAILIBITY OF RESOURCE AS PER CONTENT

[Note: This content mainly focuses 5 days ToT for MNGO Staffs. But 2 Days Training for GMC members is also indicated in detail in the Day wise content division part. The content for Guideline for GMC members (a reference document to fulfil their role and conduct mediation) will mainly cover the 2 days training content with strong focus of mediation skills]

A) Basic Information on Training:

Training Title	Training of Trainers (ToT) for MNGOs Staff on GMCs Capacity Development
Duration	5 Days [25 Learning Sessions including opening & closing, 5 Learning Sessions per day.]
Participants	32 PNGOs Staff <ul style="list-style-type: none"> - Migration NGO (OKUP, RMMRU & PROTTYASHI): Upazila Coordinator 23, PO-A2J 3 & District Coordinator 3 - Legal Aid NGO (BNWLA): District Coordinator - 3
Objectives	<ul style="list-style-type: none"> - To Enhance the facilitation skill of Migration NGOs (OKUP, RMMRU & PROTTYASHI) staff to conduct adult learning sessions. - To understand the core concepts of mediation - To learn and exercise the necessary key communication techniques and tools and mediation steps to conduct mediation. - To support the Local Level Mediators (GMC Members) in smooth functioning.
Training Language	Bengali
Facilitators	<ul style="list-style-type: none"> - BNWLA [Key Facilitator: PO-A2J, Supporting Role: PO-Case Management, Overall Supervision: PM/ BNWLA Program Head] - A facilitator from RMMRU/ Experienced Existing GMC Member - External expert on mediation - Helvetas (Technical Advisory: Legal Aid & ADR Expert, Overall Supervision: TL SIMS)
Module Development Plan	<p>a) Training (ToT) Manual for Migration NGOs Staff</p> <ul style="list-style-type: none"> - Both in English & Bengali Version - English version for internal or external sharing regionally and globally. (only soft copies) - Bengali Version for conducting the ToT (limited inhouse print) <p>b) Training Manual for GMC Members</p> <ul style="list-style-type: none"> - Both in English & Bengali Version - English version for internal or external sharing regionally and globally. (only soft copies) - Bengali Version for conducting the GMC members training (inhouse print) <p>c) Guideline for GMC Members</p> <ul style="list-style-type: none"> - Both in English & Bengali Version - English version for internal or external sharing regionally and globally. (only soft copies)

	<ul style="list-style-type: none"> - Bengali Version for distributing among GMC and Advisory Committee members (Press Print)
<p>Topics Primarily Considered (Elaborated in Day wise sessions)</p>	<ul style="list-style-type: none"> - Basic skills on training facilitation (general facilitation skills). - Basic tools and techniques of Mediation (communication) - 5 Stages of mediation - Briefing on Migration Framework in Bangladesh with a focus on a2j for MW (not a huge part, compared to the other things) - Briefing on trafficking - Safe Migration: Steps and Challenges (brief sharing based on induction workshop) - Legal Framework & National Laws (OMEA 2013), - Different case categories and appropriate channels > Compoundable and non-compoundable offences > which cases can be referred to ADR. - Referral Linkage & Case Referral (to BMET Arbitration Cell & Courts) - ADR Mechanism: Importance & Challenges, - GMC: Objectives, Member selection Criteria, Formation & Functions, Roles & Responsibility, ADR Mechanism, Challenges. - Role of PNGOs in GMC Functions. - Disputes & Mediation: What is dispute? Dispute resolutions? What is mediation? What is a mediator's attitude? What are mediation skills and how to develop and enhance mediation skills? - Particular issues faced by women and how to mediate gender-sensitively [GSE aspect: Issues faced by women, women participation, ADR conducted by women, Gender-sensitivity; Basic understanding on Sexual Harassment and VAW in migration process in COOs and CODs including prevention.] - Code of Conduct/ Do's and Don'ts for GMC: dealing individual case – respect, non-corruption, confidentiality.

B) Day wise Content Division & Analysis on Content Availability:

Day & Session No.	Session Title & Topics/ Content/ Sub-topics (What is going to cover?)	Remarks/ Review/ Comments
Day – 1, Session 1	Introductory Session <ul style="list-style-type: none"> ▪ Welcome Speech ▪ Objective Sharing ▪ Introduction/ Icebreaking ▪ Expectations ▪ Pre-Test 	<ul style="list-style-type: none"> - Time: 1hr 30mins - Methodology & Materials: VIPP/ Flash Card Review, Pre-test Sheet, Icebreaker, Speeches - Content: As common part of any training, no content is required to develop except Pre-test questions which will used as Post-test questions as well.
Day – 1, Session 2	Session on Adult Learning <ul style="list-style-type: none"> ▪ What is adult learning? ▪ Learning process of the adults ▪ How to deal with the adult learners 	<ul style="list-style-type: none"> - This session is for MNGOs Staff ToT - Time: 45mins - Methodology: Presentation, Discussion, Group exercises, Individual learning exercise - Content: Helevats Internal Source Check/ Consultant can incorporate for any other source.
Day – 1, Session 3	Session on Facilitation Skills	<ul style="list-style-type: none"> - This session is for MNGOs Staff ToT - Time: 1hr - Methodology: Learning Exercise, Discussion, Lecturette, Role play - Content: Helevats Internal Source Check/ Consultant can incorporate for any other source.
Day – 1, Session 4	Session on Training Techniques	<ul style="list-style-type: none"> - This session is for MNGOs Staff ToT - Time: 45mins - Methods: Learning Exercise, Discussion, Lecturette, Role play - Content: Helevats Internal Source Check/ Consultant can incorporate for any other source.
Day – 1, Session 5	Session on Preparing for a Training Course	<ul style="list-style-type: none"> - This session is for MNGOs Staff ToT - Time: 1hr - Methods: - Content: Helevats Internal Source Check/ Consultant can incorporate for any other source.
Day – 2, Session 1	Recap	<ul style="list-style-type: none"> - Time: 30mins - Methods & Materials: Customized by Facilitators - Content: No content required.

Day & Session No.	Session Title & Topics/ Content/ Sub-topics (What is going to cover?)	Remarks/ Review/ Comments
Day – 2, Session 2	Migration Framework in Bangladesh: A2J for MWs <ul style="list-style-type: none"> - Migration Framework - Briefing on trafficking - Safe Migration: Steps and Challenges - A2J Context & Situation for MWs 	<ul style="list-style-type: none"> - Time: 1hr - Methods & Materials: PPT, Lecture, Discussion, Knowledge Assessment - Content: Helvetas input with relevant documents and Consultant Develops. - For both MNGOs Staff & GMC Members Training.
Day – 2, Session 3	Legal Framework in Bangladesh: Redress Mechanism <ul style="list-style-type: none"> - Legal Framework - Formal & Informal Justice System - OEM Act 2013 (Key Part on rights, A2J/ Legal Aid/ Redress Channels) - Redress Channels & their features 	<ul style="list-style-type: none"> - Time: 1hr 15mins - Methods & Materials: PPT, Lecture, Discussion, Knowledge Assessment, Handout - Content: Helvetas input with relevant documents and Consultant Develops. - For both MNGOs Staff & GMC Members Training.
Day – 2, Session 4	ADR Mechanism: Importance & Challenges	<ul style="list-style-type: none"> - Time: 45 mins - Methods & Materials: PPT, Discussion - Content: Helvetas input with relevant documents and Consultant Develops. (SIMS PPT & PROKAS Study) - For both MNGOs Staff & GMC Members Training.
Day – 2, Session 5	SIMS Project Interventions on A2J <ul style="list-style-type: none"> - What will be done by SIMS? - Which redress channels will be focused? - Different case categories and appropriate channels - Compoundable and non-compoundable offences - Which cases can be referred to ADR? - Referral Linkage & Case Referral 	<ul style="list-style-type: none"> - Time: 1hr 30mins - Methods & Materials: PPT, Discussion - Content: Helvetas input with relevant documents and Consultant Develops. (SIMS ProDoc & Case Dealing Matrix) - For both MNGOs Staff & GMC Members Training.
Day – 3, Session 1	Recap	<ul style="list-style-type: none"> - Time: 30mins - Methods & Materials: Customized by Facilitators - Content: No content required.
Day – 3, Session 2	GMC <ul style="list-style-type: none"> - Objectives 	<ul style="list-style-type: none"> - Time: - Methods & Materials:

Day & Session No.	Session Title & Topics/ Content/ Sub-topics (What is going to cover?)	Remarks/ Review/ Comments
	<ul style="list-style-type: none"> - Features - GMC Model - Member selection Criteria - Formation - Functions, Roles & Responsibilities - Opportunities & Challenges. 	<ul style="list-style-type: none"> - Content: On basis of relevant documents Consultant Develops. (PROKAS Study in English, RMMRU Migration Disputes Mediation Manual in English and YPSA Bangla Module) - For both MNGOs Staff & GMC Members Training.
Day – 3, Session 3	GMC <ul style="list-style-type: none"> - Role of PNGOs (both Migration NGOs and Legal Aid NGO) in GMC Functions. - Documentation & Formats 	<ul style="list-style-type: none"> - Time: - Methods & Materials: - Content: Consultant Develops based on shared documents & ideas (PROKAS Study in English, RMMRU Migration Disputes Mediation Manual in English and YPSA Bangla Module; BNWLA also contributes in terms of formats) - For both MNGOs Staff & GMC Members Training.
Day – 3, Session 4	Role Play: Training Facilitation & Feedback	<ul style="list-style-type: none"> - Time: - Methods & Materials: Role Play - Content: No need for content
Day – 3, Session 5	Role Play: Training Facilitation & Feedback	<ul style="list-style-type: none"> - Time: - Methods & Materials: Role Play - Content: No need for content
Day – 4, Session 1	Recap	<ul style="list-style-type: none"> - Time: 30mins - Methods & Materials: Customized by Facilitators - Content: No content required.
Day – 4, Session 2	Disputes, Conflicts and Dispute resolution by Mediation <ul style="list-style-type: none"> - What is dispute/ conflicts with examples? - Dispute resolution principles and methods - What is mediation? - Basic principles of mediation - Features of Mediation - Stages/ Steps of Mediation - What is a mediator’s attitude? - What are mediation skills? - How to teach/ develop mediation skills? 	<ul style="list-style-type: none"> - Time: - Methods & Materials: - Content: All the relevant content is available in Helvetas Mediation Guide (Basic Guide to Mediation_Bangladesh) and there is some content in RMMRU Manual. Need to sum-up these documents in three sessions and as well reflect in the Guideline for GMC Members. And add some migration related practical examples. - Key work for external consultant - For both MNGOs Staff & GMC Members Training.

Day & Session No.	Session Title & Topics/ Content/ Sub-topics (What is going to cover?)	Remarks/ Review/ Comments
	- Tools and techniques for Mediation.	
Day – 4, Session 3	Disputes, Conflicts and Dispute resolution by Mediation (Continues from previous session)	Do
Day – 4, Session 4	Disputes, Conflicts and Dispute resolution by Mediation (Continues from previous session)	Do
Day – 4, Session 5	GSE Aspect in Mediation & Code of Conduct/ Dos and Don'ts - Particular Issues faced by women. - Basic understanding on Sexual Harassment and VAW in migration process in COOs and CODs including prevention. - Women Participation - how to mediate gender-sensitively - Mediation conducted my women. - Dealing each issue with respect, non-discrimination, non-corruption, confidentiality	<ul style="list-style-type: none"> - Time: - Methods & Materials: - Content: This section needs to be developed. - Key work for external consultant - For both MNGOs Staff & GMC Members Training.
Day – 5, Session 1	Recap	<ul style="list-style-type: none"> - Time: 45mins - Methods & Materials: Customized by Facilitators - Content: No content required.
Day – 5, Session 2	Role Play on Mediation & Feedback	<ul style="list-style-type: none"> - Time: - Methods & Materials: Role Play - Content: No need for content - For both MNGOs Staff & GMC Members Training.
Day – 5, Session 3	Role Play on Mediation & Feedback	- DO
Day – 5, Session 4	Role Play on Mediation & Feedback	- DO
Day – 5, Session 5	Closing Session	- Time: 45 mins

Day & Session No.	Session Title & Topics/ Content/ Sub-topics (What is going to cover?)	Remarks/ Review/ Comments
	<ul style="list-style-type: none"> ▪ Expectation Assessment in line with Objectives ▪ Post-Test ▪ Training Evaluation ▪ Closing Remarks 	<ul style="list-style-type: none"> - Methods & Materials: VIPP/ Flash Card Review, Post-test Sheet, Training evaluation sheet, Speeches - Content: 1) As like opening session, common part of training and no content is required to develop; 2) Post-test will be conducted by the same pre-test questions. And 3) Training evaluation sheet will be customized based on Helvetas standard/ template.