

**Capacity Building Training on  
Organisation Development and Proposal Writing**

# REPORT



Submitted to

**Free the Beloved Nepali Daughters**

Netherland

Aasish Samajik Sewa Samaj

Butwal

**Prepared by**

Ramsharan Paudel

Kathmandu Nepal, Dudhpokhari, Champadevi

Cell – 9851010185

Email: paudelramsharan@gmail.com

## **FOREWORD**

To develop the organisation and its effectiveness through human resource empowerment, Asish Sewa Samaj Nepal (ASSN) in the generous support of Free the Beloved Nepali girls, Netherlands, organised four days (11-14 August 2021) Organisation Development and Proposal Writing Training in Chitwan. Preparing the organisation members and staff as the critical thinkers for taking the organisation to the next level as the adaptive and positive behavioural pattern was the main thrust of the training.

The learning session became more interesting and impactful as all the participants showed active participation in learning more about the organisation development along with proposal and report writing. When it came to the skill of communication development and assertive psychosocial counselling, the participants increased their interest in learning. As the participants from different borders, it also served as an opportunity to share the problems they usually face and the ways for the solution.

The participants were enthusiastic and respectful to each other and they had been eager to share their experiences and life reality regarding day to day demands and challenges of work. Especially the training focused on the local fundraising skill, organisation development and policy backstopping for making the organisation stronger. To demystify the organisation development process, all the participants were asked to recall from where the organisation started its journey and where they are.

It is obvious that the task of fundraising has been ever challenging for any organisation. Only the trained members with a strong organisation foundation can expand the organisation through fundraising, linkage development and impacting the local organisation as well. As a facilitator, I found that all the staff and board members were seen committed to taking the organisation activities to the next level so that they can competitively work for combating human trafficking.

The four days' training was very successful to draw the attention of the participants to the organisation development for impactful project design and implementation. Creating impactful results in coordination with local government, target beneficiaries, supporting partners were key components of the training. Yes, we need to agree that the time of training in comparison with the contents to be incorporated was very less. However, we tried to incorporate in detail by staying up to dinner time and with the assignment to be carried out at night.

Finally, I would like to express my gratitude to Free the Beloved Nepali Daughters, Ms Ruchaha, and ASSN team members for letting me be part of the organisation. I would also commit to supporting the team on my behalf to help raise funds, develop skills and support in the days to come.

With regards,

**Ramsharan Paudel**

Trainer/Facilitator

## **INTRODUCTION**

Four-day-long organisation development and content writing training held in Chitwan, Nepal especially focused on empowering the board members and staff of ASSN in terms of fundraising, proposal writing, report writing, counselling skill development and understanding basic policies that are fundamental for effective organisation operation. It was so designed to suit the need of the organisation and planned to organize in coordination with Free the Beloved Nepali Daughters and ASSN.

Altogether 20 staff and board members participated in the training and got benefitted from the event. The staff from border surveillance, finance, program and counsellor equally participated discussed the different contents of the training.

## **OBJECTIVES OF THE TRAINING:**

The overall objective of the training was to enhance the capacity of the trainees on understanding organisation development and its component to effectively plan the program and yield a lasting impact in society.

Further, the training objectives were to:

- Capacitate ASSN to raise its funds and develop skills to run the organisation sustainably
- Build a strategy that gives answers to good governances for the NGO itself, its workers and target groups to create the greatest impact possible with the available resources
- Help develop the reporting and proposal writing training
- Develop basic counselling techniques/framework

## **TRAINING METHODOLOGY**

The training was conducted in the participatory process, whereas some conceptual topics were explained in the lecture method. Group exercises, Brainstorming, role-play and sharing were the mainly adopted methods in various sessions of the training.

This report covered the sessions, commitments of the participants and evaluation of the training.

### 3. TRAINING ACTIVITY

#### Day one

#### INAUGURATION OF THE TRAINING

Inauguration session is a very important moment of any training to keep the participants eager for learning during the whole session. And as the purpose of the training was to strengthen the organisation network and linkages, ASSN invited the Ward Chairperson of the Municipality as the chief guest. Mr Yub Raj B.K., Founder Chairperson, facilitated and highlighted the importance of training and requested honest participation.



Figure 1: Ward Chairperson Inauguration the Training

In the inauguration session, the Organisation Chairperson shared that the organisation could only progress when the human resource associated with it were updated, learning-oriented and receptive to the change.

Finally, Ward Chairperson thanked ASSN for inviting him to the organization's formal event the first time. He also suggested coordinating with the local government and developing the partnership to sustainably combat human trafficking. He further added that human trafficking is a heinous crime in society and the government and civil society organisations should work hand in hand to mitigate such inhuman works of trafficking of girls and women.

The chairperson concluded the inauguration ceremony wishing and expecting in-depth learning on proposal and report writing. She further accentuated her continuous commitment to fight the issues of human trafficking and be a part of the organisation forever. She also offered her help to all the staff and board members in the hour of need.

## **INTRODUCTION OF THE PARTICIPANTS**

All the participants, invitees and resource persons expressed their introduction as per the set bullets as,

- Name
- Address
- What are your talents?

The trainer Ramsharan Paudel facilitated the introductory session. He requested the participants to give their information describing their name, address, talent and answer to the above-mentioned questions.

## **GROUND RULES**

After the introductory session, the trainer, Ramsharan Paudel, asked the participants to prepare the ground rules for the common understanding and to systematize the training period, but it was felt that there is no need for a written form of the ground rules. All participants agreed to be self-disciplinary. However, three points were to be considered as

- Expression of ideas, experiences and thoughts
- Confidentiality
- Respect each other's views
- Equality
- Punctuality

Similarly, a different team was formed: Training Management, Monitoring and Evaluation and Reporting. The duty was segregated and the group was formed. Each group member was allocated with the tasks in the team.

## **DAILY TIMETABLE**

As the contents of the training were more than that of a time available, with the consent of the trainees, the training duration was prepared.

The training started at 8:30 every morning and ended at 5:00 every day. In between, there was a tea break 10:30-10:45, a lunch break 1:00 pm to 2 pm. Similarly, tea and cookies were served at 3:30 pm for 15 minutes. Though the scheduled ending of the day was 5:00 pm every day, the participants and trainer both worked beyond the schedule to meet the expectations of the participants.

The trainer Ramsharan Paudel shared the training session plan prepared for four days and explained the contents coverage. It was also shared that some more topics are to be discussed as per the time available. Basically, the training was prepared as per the general need assessment done by ASSN and Free the Beloved Nepali Daughters, it was focused on the organisation development and sustainability through the empowerment of existing staff and board members.

## **EXPECTATION COLLECTION**

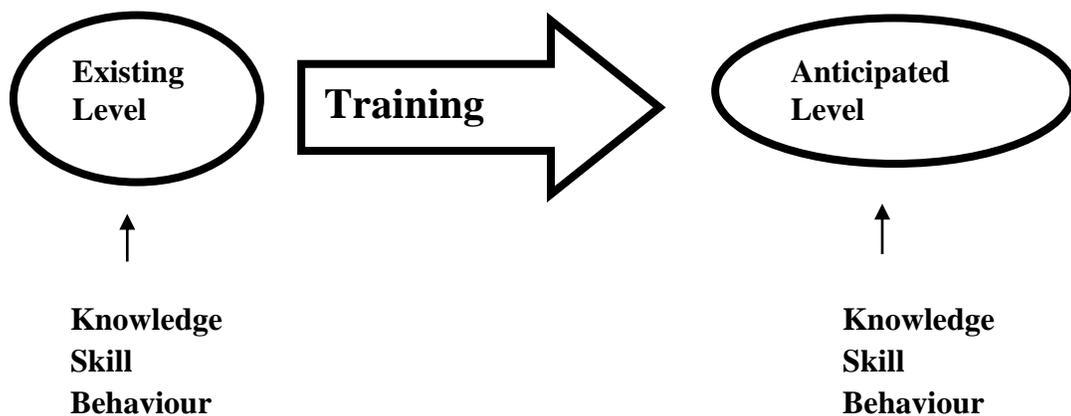
The trainer further collected the expectations from the trainees. The trainees wrote their expectations in the Meta card and handed it over to the volunteers. Then the trainer went through the expectations one by one and highlighted which skill or knowledge were going to be learnt.

The major expectations collected from the participants were:

- to know roles and responsibilities in the organisations
- to learn the skill of writing a report
- to understand the proposal writing technique
- to develop communication skill
- to learn about the basic legal points about human trafficking
- to learn the fundamental framework of counselling

## **What is training?**

Then the trainer shared the importance of why training is required. He shared the training is to empower somebody with knowledge, a skill that will ultimately change the practice and behaviour.



The trainer highlighted that the organisation is investing to empower them so that their skills and practice are improved. The trainer further stressed the skill development for effective performance and contribution to the organization as well.

## SHARING OF THE TRAINING OBJECTIVES

The training objectives and the basic expectations of the participants must be in the same line. After reading out the expectation the trainer articulated the training objectives so that they would find which session covers their expectations.

## SESSION II: SWOT ANALYSIS

In this session, the participants were asked to know about the organization and its overall objectives. When the staffs and members contribute their time to the organisation, they should first understand on which line they have to act so that the mission of the organisation is reflected in their actions and behaviour. To better understand this, the trainer elucidated what SWOT is and why this is crucial to effectively plan the activities.

The trainer first shared the implications of the SWOT and the trainees got engaged in practising the same.



To make the SWOT clearly understood, the trainer used the above picture and held a discussion session. The participants were not familiar with this approach. So it took a bit longer to comprehend the topics. The trainer used practical examples to make sure they understand it.

Then the participants were divided into four groups and asked to discuss and write the following:

- SWOT Analysis by Participants (Group Work and Presentation)

- Best Practices, Milestones (event, date/year) and Key achievements (qualitative and quantitative)
- Brainstorming session on Vision, Mission and Objectives

The participants worked on it. Especially the board members also remained active in this session. The discussion was very interesting because it was about the organisation and they were part of it. The SWOT analysis by the participants was prepared, presented and commented on. The main strength of the organisation was that it has been working on the issues of human trafficking and developed an in-depth understanding of it. It already existed in many borders where the border team inspect, interact and intercept the potential victims of trafficking. Similarly, the dedicated executive committee along with board members committed staff, and adherence to legal requirements was also seen as



*Figure 2: The group work on the SWOT Analysis*

the strengths. Another fact we found was that the staff and members were all dedicated to the organization's work. Many other strengths were also discussed and the staff also learned that the organisation they were working for had a wonderful mission of saving the girls/women from being trafficked. The executive members also shared many real-life experiences of rescue, interception and difficulties the organisation faced.

Similarly, the trainees listed and presented weaknesses, threats and opportunities that they have. The group work helped them understand the organisation and its vision and mission as well.

In the meantime, the trainees were made aware of the planning and goal of the organisation. To tap the opportunity they have, they should have a clear goal as outlined in the figure below:



*Figure 3: Essentials of Goals and Planning*

## **Day Two**

### **RECAPITULATION OF THE PREVIOUS DAY**

The Reporting Group presented the recap of the previous day that included the training method, the contents they discussed, the changes they have felt and the suggestion they would like to share. Similarly, the Training Management and Monitoring and Evaluation Committee shared their findings. This activity was done to revise the learnings and make the training more participatory that helped all trainees be more responsible with their learning.

### **DISCUSSION ON VISION, MISSION, GOALS AND OBJECTIVES**

On the first day, the participants knew a lot more about the organisation. The session came to a close with the sharing of essentials for planning and goal setting. To add more clarity, a brainstorming session was held in which both the organisation members and staff were asked to discuss the clarity of vision, mission, goal and objectives of the organisations.

The first session of the second day focused on the clarity of the goals and objectives of the organisation. The facilitator shed light on the framework of understanding the organisation. As the board of trustee were more responsible for imparting the knowledge on the thematic areas and on how the organisation was developed.



*Figure 4: The Founder, Yuv Raj B.K., clarifying the queries of organisation goal and objectives.*

All the participants first discussed in a group, shared their presentations. To make the time effective, the participants were divided into four groups named Vision, Mission, Goals and Objectives. Each group worked for one hour and presented their work.

The organisation members clarified and added extra information about the organisation. Further, any questions that were raised in terms of inception and themes of the organisation was addressed by the Founder, Mr Yuba Raj Bika.

## **RECALLING OF BEST PRACTICES**

After the VMGO exercise, the facilitator focused on the listing best practices of the organisation performed to date. For this, the same group was mobilised and asked to enlist the best practices.

The group prepared the list and shared the same in front of the group. Some of the best practices along with the strengths of the organisations they enlisted are outlined below:

- Updating the organisation legal status from its inception to date
- Expansion of the border checkpoints
- Provision of the comprehensive services and counselling brief exercise was performed
- Dedicated team to counter women and girls trafficking
- Sound network with Nepal police and line agencies
- Availability of human resources with the understanding and issues and the like

## **PROPOSAL WRITING**

Writing a proposal is an essential skill for fundraising and expanding the services to the organisation. Thus, the facilitator presented basic guidelines which showed the techniques and ways to draft and finalise the proposal with a special focus on the anti-trafficking project. The group work and discussion were some of the key methods of the session.

From the interaction, the steps in writing a proposal were clearly



*Figure 5: Problem tree analysis being done and the participant expressing the views*

outlined. The following steps on the writing were presented

- Background information
- Project Rationale
- Target Group/ beneficiaries
- Project goal, objectives
- Proposed activities
- Implementation Methodology
- Expected Output and outcome
- Financial benefits
- Sustainability
- Annexures

### **DISCUSSION ON THE LAWS CONCERNING HUMAN RIGHTS AND HUMAN TRAFFICKING**

Once the project proposal writing was finished, the facilitator shifted the training session on the information and law and provisions against human rights and human trafficking. The issues were briefly presented and discussed to make a unanimous understanding of the subject matters.

The topics discussed and interacted were:

- Human Trafficking and Transportation (Control) Act, 2064
  - Definition and types of human trafficking
  - Origin, medium and destination of human trafficking
  - Population at risk
  - Estimated Number of people trafficked yearly in entertainment sectors, foreign employment, child labour and internal trafficking
- Provision of Constitution of Nepal concerning anti-trafficking movement.
- Techniques to handle the cases of human trafficking followed by the counselling

### **Day Three**

The reporter of day two presented the activities carried over on the second day. Similarly, the evaluator presented the evaluation based on contents, facilitation and management sectors.

After the presentation of the evaluation, the trainer elaborated on the importance of review in day to day life and project activities as well. He stressed that each individual is required to review their work, output and project objectives so that further activities could be improved.

Finally, the trainer welcomed the participants to the most important topics of Report Writing.

## **REPORT WRITING**

Before getting into the presentation, the participants were asked what the report is from their perspectives. Each participant expressed their ideas. The trainer further linked the daily reporting with the project reporting as well.

For making the understanding a bit deeper, the groups were divided and asked to discuss what the reporting is. Their findings were:

- It is a detail about the activities carried out.
- It is a document for submitting to the donor.
- It is a donor's requirement
- It is a learning document...

The discussion also helped them go back to their activities and how they reported. For making their exercise better, an activity was selected and they had to report on it on the following day.

To clarify the trainer shared the definition:

- The report is a clear presentation of activity, event, environment and subject matter
- A report is a communication in which the writer sends the detail to the person or organisation who asks for it to understand the status of the project.
- The report can be oral, in writing and visual.
- The report can include or not include the recommendation

## **OBJECTIVES OF THE REPORTING**

Writing a report is an essential activity in project cycle management. Thus the participants further discussed and came to the conclusion outlined below:

- Provide the demanded information
- Clarify the demanded information and confirm the same
- Recommend certain activities and learning



*Figure 6: Group work on report writing*

- Affect the decision-making process
- Initiate the further program
- Record the learning for the future reference

Then the trainer presented the meaning of the report and how it should be by presenting the following Acronym-REPORT

**R:** Written with *Reader* at the back of the mind

**E:** Edited

**P:** *Planned* before writing and *presented* in a visually appealing way so that it is easily read and understood.

**O:** **Organized** in the standard prescribed

**R:** *Revised / rewritten* (very essential element)

**T:** *Timely* Submitted

After elucidating the above terms, the trainer presented the **Three FYs of Reporting**

- Simplify
- Justify
- Quantify

The importance of a simple, just and quantified report was discussed among the group members. The trainer explained that the report should be able to simplify the information provide, justify it with valid reasons and quantify for making it measurable. If these three FYs are considered while presenting the report, one can produce an informative and convincing report to the individual or organisation/partner.

To make the understanding of the report clearer, the trainer asked them to discuss the types of reports. Many expressed their ideas based on their understanding. To sum up the sharing, the trainer further outlined their sharing to shape the understanding.

### **Types of Report**

- Event Report
- Field Report
- Periodic Report
- Progress Report

<b>S.N.</b>	<b>Types and Basis</b>	<b>Remarks</b>
<b>1.</b>	Based on length	Long and short
<b>2.</b>	Based on Subject	Training/Visit/Monitoring/Progress
<b>3.</b>	Based on Period	Daily/Weekly/Monthly/Periodic

4.	Based on style	Explanatory/Visual/ infographic
5.	Based on distribution	Internal/External/Public
6.	Based on tone	Informal/ Formal
7.	Based on the objectives	Informative/Discussion-oriented/ Convincing

### **Seven C's of a Good Report**

- Correct
- Concise
- Clear
- Complete
- Convincing
- Coherent
- Courteous

### **ABC's of an Authentic Report**

- **A:** Accurate
- **B:** Brief
- **C:** Clear

The trainer minutely involved the participants while discussing the above topics and elucidated them with examples. Finally, the theoretical sessions were completed, the main points below to consider while writing the report.

### **THINGS TO CONSIDER**

- "Write To Express, Not to Impress"
- "It is not the big word, but the right word that counts."
- "Readers want Quality, not Quantity"

### **REPORT WRITING PRACTICE**

The discussion with real-life examples of report writing went on throughout the day. The participants felt so glad that they learnt the best part of reporting which is the prime work of their jobs.

For this, the groups were divided into four groups and each group had two write a brief report on certain incidence. The event was provided to them and there were to draft a report and present the same. The group members began drafting based on the teachings. The trainer addressed the issues raised by the participants. The work was to be accomplished by the night and had to be presented in the following days. So they worked longer even at night.

## **Day Four**

### **RECAPITULATION OF THE PREVIOUS DAY**

The fourth and final day of the training session was very important to all the participants and trainers. We were bundling up the knowledge gained and had some obligation to assume the duties in their respective feel. Like other days, the Reporting Group shared the 3rd days' activities which seemed a bit more intensive concerning the topics covered.

The reporter of day one presented the activities carried over on the first day. Similarly, the Monitoring and evaluation team presented their findings. While sharing, both teams presented that the third day was vital to them as it incorporated the session that was their daily chores in the project implementation.



*Figure 7: Group Work*

### **PRESENTATION OF THE REPORT**

On the third day, the participants went with the assignment which was yet to be finalised. Thus, all the participants came to the training hall before eight in the morning and started working. The trainer also appeared early to boost up and support their report writing activities. All participants worked in a group and showed utmost interest in developing their report as a professional one. There were interactions with the trainer where the

confusion appeared. The trainer also showed the practice example and motivated them to write, edit and present their good piece of works.

After the work is done, each group presented their report. The participants were asked to question and comment on the report for making it better. After the participants commented, the trainer provided feed to each report presented.

In nutshell, the participants prepared a standard report which was further clarified by the question/answer session. The trainer pinpointed the areas to be improved. However, the trainer found the participants so laborious and learning-oriented.



*Figure 8: The trainer providing technical feedback in the report presented by the participant*

## **DISCUSSION SESSION ON REPORTING AND JOB RESPONSIBILITIES**

As part of the reporting and understanding of the organisation structure further, the Founder of the organisation, Yub Raj B.K., took the session. Before this session, the trainer clarified the purpose of the session. During this session, the organisation also shared the duties and responsibilities of the newly recruited staff.

Further, all the forms and formats of the organisation were discussed, practised to fill and verified by the organisation members. Similarly, the financial unit also oriented the staff on the process of basic advance management, procurement procedures and record keeping. Similarly, the staffs were more familiar with their job responsibilities.

## **INTERACTION WITH THE MS RUCHAMA, FROM NETHERLAND**

It was the special day for all the participants, board members and trainer as well that there was a chance of interaction with the representative of Free the Beloved Nepali Daughters, Ms Ruchama. A WhatsApp call was arranged and an interaction between Ruchama and the participants occurred.

The participants became so blessed to see the love of Ruchama to Nepali daughters and participants. She also share how she got associated with ASSN and how she wanted to see it growing. The trainer translated the messages of both



*Figure 9: Ruchama giving message and motivation through video call*

participants and

Ruchama. Finally she wished the better future and learning of the staff and ASSN and administered a prayers. All the participants were proud to see Ruchama and listen to her. They prayed for her arrival to Nepal and work with her.

## **CONCLUSIONS AND RECOMMENDATIONS**

Despite the short duration, the training was accomplished in the desired formats. The participants reflected the intention of learning and acted accordingly. Basically, they got to know about the organisation, their roles in developing it to the next level, proposal writing, report writing, counselling techniques and purpose for working.

The participants also expressed that the training was a success and it was the first time they were exposed to such a learning environment. The trainees thus worked beyond the normal hours and tried to learn further. From the interaction with the board of ASSN and participants following recommendations has been made

1. The organisation should develop a human resource development plan to take the organisation to the next level
2. The basic organisation policies for instances Financial Policies, Procurement Policies, Human Resource Policies, Gender and Social Inclusion Policy are mandatory. The organisation needs to take immediate action and start developing these policies.

3. The organisation's activities should also be reflected in the website and digital platform.
4. As human trafficking is an international and national issue, the organisation should start working with the Nepal government to raise funds locally.
5. A clear guideline/job description depicting the roles and responsibilities of staff are required. So the initiating this task through the development of the policy is suggested.
6. For sustaining the fund raising, a dedicated committee backed with expert is recommended.
7. The organisation is recommended to develop some model of proposal to present as and when required.
8. A refresher training to these participants to review the changes realised after training is suggested.
- 9.

### **Some other photos**



*Figure 10: The president handing over the token of love to Trainer*



*Figure 11: The participants presenting the reporting framework*



*Figure 12: The training certificate being handed over*



*Figure 13: Ruchama being listened by the participants through video call*



*Figure 14: The participants at the time of farewell of the trainer*