

**REASON FOR CHOOSING IX RESIDENTIAL IFT**

Conventional summative evaluation practice involving the use of before-after measurement of results provides information on the outcomes of an intervention. Such measurement tells us nothing about the process that connected the outputs to the inputs and therefore provides no insights into why a particular outcome was achieved. It is commonly presumed that simply replicating the same inputs under similar conditions will consistently produce the same output. But practically the next social and environmental setting will never be exactly the same and, even if it were, intervening forces would almost always change the outcome. So knowing only the result provides no guidance regarding how future performance might be improved. It is the *process documentation* that could help then! Process documentation exercises greatly deepen perspectives on the context and meaning of development action.

Otherwise too, the project implementing personnel often lack necessary skills of documenting and reporting their own achievements in the projects. Analyzing the situations, the processes of interventions made and the achievements/outputs is difficult task for the project personnel. Training imparts skills of concurrent documentation of processes involved in the project, analyzing the gathered information, collating it and

preparing varied types of communication documents e.g. quarterly/annual progress reports, newsletter, case studies, etc. It simultaneously inculcates skills of disseminating the documented stuff in medium-friendly way. Moreover, during the implementation of development projects various case stories and success stories generate that can not only reveal the processes of execution but also give rise to learning. But these stories remain undocumented due to the lack of necessary skills at the part of organization or responsible personnel. IX Residential IFT program is also to impart skills among project executives of how to write case and success stories.

**MODULE OF IX RESIDENTIAL IFT**

Tentative module of IX Residential IFT is as under:

**Day.1**

- Process Documentation: The Concepts
- Importance of Process Writing
- What should be Documented?
- How to Document the Process?
- Planning of Process Documentation - I

**Day.2**

- Importance of Case Story/Study in Process Documentation
- Techniques of Case Story/Study Writing

- Techniques of Newsletter Preparation
- Planning of Process Documentation - II

**Day.3**

- Field Visit for Process Documentation
- Practice of Writing a Process Document
- Practice of Case Story/Study Writing

**Day.4**

- Analysis of Written Process Document
- Analysis of Written Case Stories/Studies
- Practice of Newsletter Making

**Day.5**

- Techniques of Dissemination of Documented Information
- Outreach Tools for Dissemination

**WHO CAN PARTICIPATE IX RESIDENTIAL IFT?**

- NGO workers & managers
- Development (Government) projects executives
- Executives of support/funding agencies
- Others involved in process documentation

**MEDIUM OF IX RESIDENTIAL IFT**

The medium of instructions will be English with mix up of Hindi. Knowing English is essential for participating the IX Residential IFT.

**LEARNING STRATEGY & METHODS**

- Combination of theory and practice (more)
- Critical and substantive reflections of participant's own personal capacities

- Group deliberation and experiential activities
- Handouts and reading materials
- Visuals and pictorials
- Residential venue and learning practice without formal time limits

**PLACE & VENUE OF IX RESIDENTIAL IFT**

Hotel Chandramukhi  
Highway Road (Near Octroi Barior)  
Manali - 175 131 (Distt. Kullu), HP  
Tel: +91-1902-253279, 253879 Fax: 253047

**ACCOMMODATION & LOGISTICS**

Place of training, Hotel Chandramukhi, is one of the nicest locations in tourist city of Manali.

Participants will be provided with the accommodation on DOUBLE SHARED basis. Rooms are equipped with linen, quilt, chair, table, attached toilet-bath, etc. Daily cleaning of rooms is ensured.

Water supply is generally adequate in the hotel. However, the possibility of occasional interruption in water supply cannot be ruled out, viewing the scarcity of water in the mountains. Electricity supply is plenty, with generator facility. LCD projector available.

**CONTRIBUTION TOWARDS THE COST**

The nominal contribution is towards the cost of (i) accommodation, (ii) vegetarian food, (iii)

reading material kit, (iv) CD-ROM (to be provided at the end of training), (v) release of official offer letter to facilitate visa process (for foreigners), and (vi) general guidance.

**For Indian Participants**

A non-refundable contribution of Rs. 9900 per participant is to be paid through DD once the Application is approved. DD should be made in favour of GRASSROOTS INSTITUTE payable at Delhi or Kullu. Receipt for contribution amount will be produced. The contribution can also be deposited by cash/local cheque in the account of GRASSROOTS INSTITUTE. The account details can be obtained from Coordinator Training before depositing the contribution.

**For Foreign Participants**

A non-refundable contribution of Indian Rs. 11900 per participant is to be paid through DD once the Application is approved. DD should be made in favour of GRASSROOTS INSTITUTE payable at Delhi or Kullu. Receipt for contribution amount will be produced.

**DEADLINE FOR APPLICATION & PAYMENT**

Application Submission: 15 April 2011  
Payment of Contribution: 18 April 2011

**TRAVEL FOR IX RESIDENTIAL IFT**

The travel and transport expenses to Manali (and venue of training) and back would be taken care of by the participant(s) or sponsoring organization. The organizers are unable to support for any travel or transport expenses and or arrangements. Applicant is required to make his/her own bookings etc.

**HOW TO REGISTER?**

Applicants should fill in the Application Form that can be downloaded from our website, and should submit by our e-mail quickly to the Grassroots Institute. Registration will be done on receipt of Contribution only.

**AVAILABILITY OF PLACES**

IX Residential IFT has vacancies for 24 persons only. The places will be booked on first come first served basis.

**WHOM & WHERE TO CONTACT?**

*Mr. Chuni Lal (Coordinator Training)*  
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