

***Assessment of Sustainability of Open Defecation Free
Cities in Uttar Pradesh***

Report

***Submitted to
Department of Urban Development
Government of Uttar Pradesh***

***Conducted by
Dr. Rajeev Narayan
Dr. Nasruddin***



***Regional Centre for Urban and Environmental Studies
Lucknow***

CONTENTS

	Preface and Acknowledgement	I-III
Chapter: 1	Introduction	1-41
Chapter: 2	Urban Sanitation in Uttar Pradesh	42- 56
Chapter: 3	Lucknow Nagar Nigam	57-124
Chapter :4	Barabanki Nagar Palika Parishad	125-163
Chapter: 5	Malihabad Nagar Panchayat	164-200
Chapter: 6	Comparative Analysis of Views of Communities	201-270
Chapter: 7	Perception Analysis of Officials	271-290
Chapter :8	Conclusion and Suggestions	291-301
Annexure	Interview Schedule for Municipal Official	I – IV
	Interview Schedule for Household	I- VIII
	Bibliography	1-8

MEMORANDUM OF UNDERSTANDING
BETWEEN
STATE GOVERNMENT OF UTTAR PRADESH
AND
Regional Centre for Urban & Environmental Studies, Lucknow
(RCUES, Lucknow)

(NAME OF THE TRAINING ENTITY)

1. The Ministry of Urban Development, Government of India (hereinafter called MOUD), has launched the Atal Mission for Rejuvenation and Urban Transformation (AMRUT) for facilitating the provision of urban services in 500 cities across the country. The mission emphasizes capacity building as a necessary component and provides funds and other non-financial support explicitly for this purpose.
2. As part of the AMRUT mission, the State government of Uttar Pradesh (hereinafter called state) is committed to building the capacity of elected representatives and officials from cities for undertaking the various tasks envisaged under the mission, with a focus on the following departments/areas and Subjects
 - **Finance & Revenue:** Revenue, Accounts, Finance and Market/Tax Departments
 - **Engineering and public Health:** Public Works/Water Works/Street Lighting, Public Health and Sanitation, Horticulture and Gardens Departments
 - **Town Planning:** Town Planning, Building and Town Survey, Encroachment and License Departments
 - **Administration:** Administration, Establishment, Law, Lease, Public Relations, Record Room, Computers Departments

ए० के० गुप्ता
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निकट कुलसचिव कार्यालय
लखनऊ विश्वविद्यालय, लखनऊ

(श्री प्रकाश सिंह)
सचिव,
नगर विकास, नगरीय रोजगार
एवं ग्रामीण विकास विभाग
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3. The necessary funds for roll out of the individual capacity building plan will be from the ongoing Capacity Building for Urban Development (CBUD) Project of the MOUD, supported by the World Bank;
4. Individual Capacity Building Training Courses will be aligned to the Training Needs Assessment and Strategic Training Plan conducted under the CBUD Project (can be accessed at www.jnnurm.nic.in);
5. The State intends to get into MOUs with one or more training entities empanelled by the MOUD under the mission, for rolling out individual capacity building activities as per its specific requirements;
6. The National Institute of Urban Affairs, New Delhi (hereinafter called NIUA) is the strategic partner of the MOUD in capacity building and will provide single window services for capacity building under AMRUT;
7. Accordingly, the State has requested the **RCUES Lucknow** (hereinafter called Training Entity) to provide individual capacity building services in the following subject areas as defined in this MOU;
 - Finance & Revenue
 - Engineering and Public Health
 - Town Planning
 - Administration
8. With a view to further clarify the respective roles and responsibilities for implementing individual capacity building in the state under the AMRUT mission (hereinafter referred to as the 'Training Programme'), the State and the Training Entity have decided to enter into a Memorandum of Understanding (MOU), and agree on the following:

ए० के० गुप्ता
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[Signature]
(प्रकाश सिंह)
सचिव,
नगर विकास, नगरीय राजगार,
सर्व शहरी अनुदान विभाग,
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9. The Training Entity agrees to undertake the following:

a. Design of Training Programme

- i. The Training Entity will design the Training Programme after assessing the knowledge and skill needs of the trainees through a process of self-assessment. For this purpose the questionnaire used in the Training Needs Assessment conducted under the CBUD Project will be used (can be accessed at www.jnnurm.nic.in) . The self-assessment should be done after conducting the first capsule/Orientation Capsule mentioned in Clause 9.b(i) below.
- ii. The Training Entity will maintain a database of all trainees including, inter-alia, the profile of the trainees, details of their present work, the name and designation of their supervising officer, present level of knowledge and skills, specific knowledge needs and required training subjects for the department-specific Capsules mentioned in Clause 9.b(i) below, in the formats specified by NIUA/MOUD/CBUD.
- iii. Develop training content and session-wise learning objectives for the Department-Specific Capsules based on the profile and needs of the assigned participant trainees and finalize the same in consultation with NIUA. (Note that NIUA will design the evaluation/testing methodology for session-wise training outcomes on the basis of a consolidated training agenda, which must be shared with NIUA during the quarter preceding the quarter in which the training has to commence.)

b. Roll-Out of Training Programme

- i. Conduct the Training Programme (maximum batch size of 30 participants) for all trainees as assigned by the State, in line with the capacity building guidelines under the AMRUT mission. The following overall training strategy is proposed to be adopted for each trainee:

ए० के० गुप्ता
अपर निदेशक
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Topic	Duration
Orientation Capsule covering subjects as indicated by NIUA	1 programme of 3 day duration
Department – Specific Capsules as per the specific needs of the participant	2 programme of 3 day duration each
*NOTE: Each participant will receive training through a total of 3 training capsules of 37days each in 1 year	

- ii. Conduct training programmes (all 3 capsules) for each participant trainee with a gap of three-four calendar months between each programme.
- iii. Conduct one Sensitization Programme for each Elected Representative in the state during the Mission period as assigned and directed by the State. Each Sensitization Programme must include orientation to the urban sector in the State and exposure visits to models and best practices in the form of relevant projects within the State or in another state. States with a larger number of elected representatives may conduct multiple programmes concurrently. The models and best practices will be identified by the Training Entity in consultation with the State and NIUA. The Sensitization programme will be properly documented as per a standardized format provided by NIUA.

c. Evaluation and Post-Training Support

- i. The Training Entity will collect post-training feedback from the trainees after the completion of each capsule, in the manner and as per formats discussed and finalized with the NIUA. The format will cover, Inter-alia, the following aspects:

ए० के० गुप्ता
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श्री प्रकाश सिंह)
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नगर विकास, नगरीय राजगार
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1. Feedback on quality and appropriateness of training facilities, pedagogy, curriculum and faculty
 2. Self-assessment by trainees of their learning outcomes from each session.
 3. Self-assessment by trainees of their learning outcomes after completing 3-4 months of work and before the start of every subsequent capsule.
- ii. Make suitable adjustments and changes to the Training programme and related activities based on the feedback received from the participants and NIUA from time to time.
- iii. Assign Coaches (members of the faculty who impart training) to each batch of trainees, for answering specific queries and sharpening job specific knowledge and skills of trainees during the intervening period between each capsule.
- iv. Assign a Mentor, in consultation with the State, to each group of trainees from a ULB, who will be identified from amongst the retired central, state or municipal services, for providing overall guidance to the assigned group of ULB staff related to job specific knowledge and skills as well as personal/career development.
- v. Obtain from the Supervisors of the trainees, an assessment report of the trainees working under their charge, before the start of the next capsule as per a format finalized in consultation with NIUA.
- vi. Conduct at own cost, one additional bridge/remediation capsule by making changes in training modules, training methods and trainers, in case the training impact study does not indicate any positive change in the knowledge and skill of the trainees. NIUA will make a reasonable effort to identify and highlight

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निकट कुलसचिव कार्यालय

लखनऊ विश्वविद्यालय, लखनऊ

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उ० प्र० शासन

the concerns raised through evaluation & monitoring and share the same with the Training Entity in the shortest possible time.

d. Reporting Requirements

- i. Submit quarterly updates to the State and NIUA as per a mutually agreed Management Information System (MIS) and the database of trainees mentioned in above Clause 9.a(ii). The data should include all data necessary to comply with the timelines and provisions mentioned in Clause 14.
- ii. Submit a detailed Annual Training Report including capsule-wise and participant-wise details, hurdles faced in implementation and way forward along with changes in work plan if any, to the State and the NIUA, such that it may be incorporated in the State Annual Action Plan (SAAP) for the subsequent year.
- iii. Provide any additional information sought by the State or NIUA regarding the training programmes within 15 days of receipt of such requests.

e. Other Responsibilities

- i. Organize and conduct study visits of models and best practices implemented or being implemented in a ULB, for all trainees who have completed 3 capsules of classroom training. The sites for each study visit to be finalized in consultation with the State and NIUA.
- ii. The State, MOUD, CBUD and NIUA will strive to tie-up additional funding from donors and bilateral & multilateral organizations to facilitate exposure visits to overseas locations on competitive basis, such that the trainees with the best record of achievement and command of learning outcomes may receive international exposure in addition to domestic

ए० के० गुप्ता
अपर निदेशक
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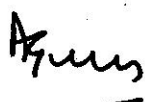
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exposure. Such international exposure visits will cover subjects related to urban management in other countries.

- iii. The State, MOUD, CBUD and NIUA will assist the Training Entity in establishing collaboration with an institution/organization of repute having expertise in the relevant sectors in the countries to be visited, such that the international partner can introduce an element of classroom training/briefing during the exposure visits, in addition to site visits.
- iv. Design and conduct national/regional workshops/seminars/consultations as requested by NIUA/State periodically, independently or in collaboration with NIUA, to ensure adequate coverage of the area/subject which are necessary for developing appropriate knowledge and skills for application in the ULB. This will be in accordance with page no. 66, Annexure 7, para 9, of the AMRUT mission guidelines.
- v. Participate in National/Regional workshops organized by NIUA from time to time.
- vi. Cooperate with and support the terms from NIUA or any third-party assigned by NIUA for conducting in-training and post-training monitoring and evaluations from time to time.

10. The State agrees to the following:

- a. Through the state Mission Management Unit (hereinafter called SMMU) created under the AMRUT mission, provide timely details and nominations of participant trainees to the Training Entity for the roll out of training programmes and to ensure adequate participation in the training programmes.
- b. Through the SMMU, provide support to the Training Entity for undertaking the various tasks assigned under this MOU.


ए० के० गुप्ता
अपर निदेशक
क्षेत्रीय नगर एवं पर्यावरण अध्ययन केन्द्र
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c. Facilitate timely payments to the Training Entity and all other entities/organizations/agencies which will be involved with the Training Programme and Sensitization Programme and other related activities such as exposure visits.

d. Ensure that the SMMU updates the database regularly for Input into the MIS mentioned in Clause 9.d(i) and submits the consolidated quarterly and annual progress reports to NIUA.

11. Duration of the MOU: The MOU shall be effective from 27th January 2016 and shall, unless terminated by the Parties in accordance with the provisions hereto or extended by mutual consent expressed in writing by the Parties, remain in force up to March 2019 (as per the AMRUT guidelines).

12. Non-exclusivity: Nothing in this MOU prevents either party from entering into a similar MOU with another party, be it a state government or a Training Entity.

13. Financial Terms:

a. Financial norms for funding of the training programmes, national exposure visits and workshops will be as per admissible rates under the toolkit for Comprehensive Capacity Building Programmes (CCBP), April 2013, p.11 & 18 of the MOUD (can be accessed at jnnurm.nic.in).

b. Payments will be linked to training outputs (number of programmes conducted) on a quarterly basis. However, as per above-mentioned Clause 9.c(vi), the Training Entity may need to conduct an additional/remedial capsule if the training outcomes are not achieved.

c. The Training Entity will raise Invoices to the Project Director, CBUD project, along with the acceptance of the ULB/State for the activities completed, on a quarterly basis.

d. All invoices will be supported through the following:

ए० के० गुप्ता
अपर निदेशक
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(श्री प्रकाश सिंह)
सचिव,
नगर विकास, नगरीय रोजगार
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उ० प्र० शासन

- i. Details of each training programme being claimed in terms of date, venue, number of participants, particulars of the participants (name, designation, ULB and contacts details);
- ii. Details of cost of each training (as per permissible heads under CCBP)

e. Applicable norms as per CCBP toolkit are indicated below:

i. Training Programmes

No	Costs	Residential (INR)		Non-residential (INR)	
		ERs & senior ULB officials	Other ULB staff	ERs & senior ULB officials	other ULB Staff
1	Lodging and/or boarding per person/day	2700	1700	300	300
2	Reading material and training kit per person	700	700	700	700
3	Honorarium per session	1100	1100	1100	1100
4	TA for Guest faculty* per programme	13750	13750	13750	13750
5	Training hall charges per day	5000	5000	5000	5000

ए० के० गुप्ता
अपर निदेशक
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6	Site Visit/local transportation per programme	10000	10000	10000	10000
7	Institutional charges per day	5500	5500	5500	5500
8	Copier, documentation and internet charges per day	3300	3300	3300	3300
9	Administrative Charge	10% of total cost	10% of total cost	10% of total cost	10% of total cost

Note:

*This is applicable to the faculty/resource person invited outside from the training institution(s) undertaking the programme

This may be enhanced to INR 15000/- per person (subject to actuals) per programme for NE States.

ii. **Coaches:** Cost of coaches will be covered by cost of training capsules

iii. **Mentors:** Cost of mentors will be borne by the State

iv. **State/National exposure Visits:**

1. The travel costs as per State Government TA/DA Rules+ lump sum allowance per day as decided by the programme Oversight Committee under the chairpersonship of the state Government Secretary concerned.
2. The costs associated with exposure visits, to the organizing training institute will be borne by the State.

ए० के० गुप्ता
अपर निदेशक
क्षेत्रीय नगर एवं पर्यावरण अध्ययन केन्द्र
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[Signature]

(श्री प्रकाश सिंह)
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v. **Workshops/Seminars/Consultations (subject to approval of specific proposals by MOUD):**

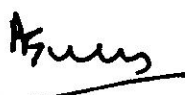
1. The maximum support for this activity is given in the table below.


National Workshop	INR 5 lakh per event
Regional Workshop	INR 3 lakh per event
State Level Workshop	INR 2 lakh per event

2. External Resource Persons/Experts: A maximum of INR 50,000/- per workshop including costs, boarding & lodging and honorarium. For States in the North East Region and special category states the maximum amount would be INR 75,000/-

vi. **International Study Tours:** The payment for International Study Tours shall be paid based on specific proposal for each study tour and approved by the MOUD.

ए० के० गुप्ता
अपर निदेशक
क्षेत्रीय नगर एवं पर्यावरण अध्ययन केन्द्र
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14. Expected Timelines:

Training Plan for roll out of first capsule to all assigned participant trainees	Within 15 days of signing of MOU
Training Plan for remaining 2 capsules for all assigned participant trainees	Within 15 days of roll out of first capsule to all assigned trainees
Finalization of training content and learning objectives for each capsule in consultation with NIUA	Before actual roll out of the capsule
Roll out of capsule 1 to assigned trainees	Within 3 months of signing of MOU
Roll out of capsule 2 to assigned trainees	Within 7 months of signing of MOU
Roll out of capsule 3 to assigned trainees	Within 11 months
Exposure visits for all assigned trainees	Within 12 months of signing of MOU
Delivery of Bridge/Remedial Capsule 4 if necessary	Within 12 months of signing of MOU
Contact programme by assigned coach	Every month after first capsule
Submission of progress in QIS format	Every 3 months after signing of MOU
Submission of annual progress report	Within 13 months of signing of MOU
<i>*All steps will be repeated on a yearly basis</i>	

For and on behalf of the
STATE

Signature, date and stamp
(श्री प्रकाश सिंह)
मुख्य,
नगर विकास, नगरीय योजना
एवं गरीबी हन्तन विभाग
ख० प्र० शासन

Name

Designation

For and on behalf of the
TRAINING PARTNER

Signature, date and stamp

Name

Designation

A. K. GUPTA

Additional D^y

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निकट कुलसचिव कार्या
लखनऊ विश्वविद्यालय, ल

प्रेषक,

अपर मिशन निदेशक (अमृत),
नगरीय निकाय निदेशालय (उ०प्र०),
चौथा तल, गोमती नगर विस्तार, सेक्टर-7, लखनऊ।

नाम
24.6.19

सेवा में,

अपर निदेशक,
क्षेत्रीय नगर एवं पर्यावरण अध्ययन केन्द्र (RCUES),
लखनऊ।

पत्रांक: एसएमएमयू/ 3193 /518(CB-2)/2019

दिनांक: 24 जून, 2019

विषय: अमृत मिशन के अन्तर्गत राज्य मिशन निदेशक (अमृत) एवं RCUES, लखनऊ के मध्य क्षमता संवर्द्धन (Capacity Building) हेतु वर्ष 2019-20 हेतु MoU निष्पादित किए जाने के संबंध में।

महोदया,

कृपया उपर्युक्त विषयक अमृत मिशन के अन्तर्गत क्षमता संवर्द्धन (Capacity Building) हेतु प्रशिक्षण कार्यक्रम कराये जाने के सम्बन्ध में राज्य मिशन निदेशक (अमृत) द्वारा वर्ष 2019-20 हेतु Memorandum of Understanding (MoU) पर हस्ताक्षर कर दिया गया है।

MoU की एक प्रति इस आशय के साथ प्रेषित की जा रही है कि MoU के अनुसार नगरीय स्थानीय निकायों में क्षमता संवर्द्धन (Capacity Building) से सम्बन्धित कार्ययोजना बना कर ट्रेनिंग कैलेंडर मिशन निदेशालय (अमृत) को शीघ्र प्रस्तुत करते हुए लक्ष्य की पूर्ति हेतु अग्रेतर कार्यवाही कराने का कष्ट करें।

भवदीय,

24/6/19

(पी. के. श्रीवास्तव)
अपर मिशन निदेशक (अमृत)

प्रतिलिपि:

1. प्रमुख सचिव, उ०प्र० शासन नगर विकास अनुभाग-5 को सूचनार्थ प्रेषित।

24/6/19

(पी. के. श्रीवास्तव)
अपर मिशन निदेशक (अमृत)

MEMORANDUM OF UNDERSTANDING

BETWEEN

MISSION DIRECTOR, STATE MISSION DIRECTORATE – AMRUT
GOVERNMENT OF UTTAR PRADESH

AND

REGIONAL CENTRE FOR URBAN AND ENVIRONMENTAL STUDIES,
LUCKNOW (RCUES)

1. The Ministry of Housing and Urban Affairs (MoHUA), Government of India is implementing several flagship urban missions/ schemes for the overall development of the urban sector. Successful roll out of these ambitious missions in states/cities requires large scale capacities for planning, design, procurement, implementation and management of stakeholders. Recognizing such a need for capacity building of technical functionaries and elected representatives involved in the implementation of these Missions, the MoHUA is implementing an Integrated Capacity Building Framework covering all the missions.
2. As part of this framework, the **Mission Director, State Mission Directorate – AMRUT, Government of Uttar Pradesh** (hereinafter called **State**) is committed to building the capacity of :
 - a. Elected representatives;
 - b. Functionaries from ULBs;
 - c. Functionaries from state departments/ parastatal agencies involved in implementation of the urban missions in the cities;
 - d. Other functionaries involved in the implementation of the various missions including specialists of City and State Level Technical Committees (CLTC/SLTCs) and Mission Management Units (CMMU/SMMUs);
 - e. Any other functionaries involved in mission implementation.

And undertake the tasks related to Integrated Capacity Building that is required for achieving mission objectives;

Additional Director, RCUES Lucknow

(Er. A. K. Gupta)
Additional Director
Regional Centre for Urban & Environmental Studies,
Ministry of Housing and Urban Affairs, Government of India
Adj. Registrar's Office, Lucknow University Campus
Lucknow-226007

3. The necessary funding for roll out of the training programmes will be met from the ongoing Capacity Building for Urban Development (CBUD) Project of the MoHUA, supported by the World Bank;
4. The **State** intends to get into MoUs with one or more training entities empanelled by the MoHUA, for rolling out capacity building activities as per its specific requirements;
5. The National Institute of Urban Affairs, New Delhi (hereinafter called NIUA) is the strategic partner of the MoHUA in capacity building and will provide single window services for capacity building under the Integrated Capacity Building Framework;
6. Accordingly, the **State** has requested the **Regional Centre for Urban and Environmental Studies, Lucknow (RCUES)** (hereinafter called Training Entity) to provide capacity building services in the following categories (areas of expertise) based on the category-wise empanelment list of MoHUA (tick/select the applicable options as per MoHUA empanelment):
 - Finance & Revenue
 - Engineering and Public Health
 - Town Planning
 - Administration
 - Urban Social Aspects
7. With a view to further clarify the respective roles and responsibilities for implementing capacity building activities (hereinafter referred to as the 'Training Programme'), the State and the Training Entity have decided to enter into a Memorandum of Understanding (MoU), and agree on the following:
8. **The Training Entity agrees to undertake the following:**
 - a. **Design of Training Programme**
 - i. Design the Training Programme after assessing the knowledge and skill needs of the trainees through a process of self-assessment. For this purpose, the Training Entity shall administer a "Self-Assessment Form for Assessing Training Needs" (as per revised format prescribed by NIUA) to all participants during the roll out of the first capsule mentioned in Clause 8.a(i).
 - ii. Prepare a training calendar (financial year-wise) in discussion with the **State** covering subjects of relevance as identified by participants during the first capsule, and as per mission-specific needs identified in discussion with the **State** and NIUA and publish on their respective website.

Develop high-quality training content and session-wise learning objectives for all the capsules and share the same with NIUA for their feedback and suggestions. In order to prevent delays in roll out, training entities can roll out such modules and make requisite changes/improvements as and when they receive feedback from the NIUA.
 - iii. Ensure adequate use of innovative pedagogy such as use of multi-media facilities and audio-visual material, case study discussions, discussions with implementers, individual

Additional Director, RCUES Lucknow

(Er. A. K. Gupta).
Additional Director

Regional Centre for Urban & Environmental Studies,
Ministry of Housing and Urban Affairs, Government of India
Adj. Registrar's Office, Lucknow University Campus
Lucknow-226007

and group exercises (learning by doing) etc. in all training programmes to improve the learning outcomes of the programmes.

b. Implementation of Training Programme

- i. Conduct the Training Programme for all trainees as assigned by the **State**, in line with the Operational Guidelines for the Integrated Capacity Building Framework conveyed by the MoHUA. The following overall training strategy is proposed to be adopted for each trainee:

TECHNICAL FUNCTIONARIES	
Training Capsules* for each trainee	Number and duration
Integrated Orientation Capsule (As per outline provided by MoHUA vide OM NoK-14012/101(25)/2017-CBUD dated 18 th September 2017 and 9th October 2017)	1 programme of 3 day duration
Customized Capsules 2 and 3 (These will be customized to the specific needs of the participants through subjects identified through a TNA conducted during the roll out of the first capsule. Subjects may also be aligned to mission-specific TNA information provided by the MoHUA from time to time and the specific priorities of respective state governments)	2 programmes of 3 day duration each
*NOTE: Each participant will receive training through a total of 3 training capsules of 3-days each in 1 year	

- ii. Complete all 3 capsules for each participant trainee, preferably with a gap of 3-4 calendar months between each programme, during which the training will be applied in their work by the participants.
- iii. Conduct one exposure visit (maximum 3 days excluding travel days) to best practice sites in India, over and above the 3 capsules detailed above. Locations/ best practices shall be chosen by the Training Entities in consultation with the State and the NIUA.
- iv. Conduct Sensitization Programmes for **elected representative in the State**, as assigned and directed by the **State**. The training shall include site-visit(s) and/or discussions with implementers/ practitioners/ project champions to learn from best practices in India, as identified by the Training Entities in consultation with the Competent State Authorities. Such sensitization programmes will be designed for a maximum period of 2 days and imparted once, as per the indicative outline provided by the MoHUA vide OM NoK-14012/101(25)/2017-CBUD dated 18th September 2017 and 28th November 2017. It must be ensured that the pedagogy adopted for elected representatives is innovative, interactive and involves exposure to good practices.
- v. Conduct theme based State-level workshops as assigned and directed by the **State** from time to time.

Additional Director, RCUES Lucknow

(Er. A. K. Gupta).
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Regional Centre for Urban & Environmental Studies,
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Lucknow-226007

c. Evaluation and Post-Training Support

- i. The Training Entity will collect post-training feedback from the trainees after the completion of each capsule, in the manner and as per formats discussed and finalized with the NIUA. The format will cover, inter-alia, the following aspects:
 1. Feedback on quality and appropriateness of training facilities, pedagogy, curriculum and faculty
 2. Self-assessment by trainees of their learning outcomes from each session
 3. Self-assessment by trainees of their learning outcomes after completing 2-3 months of work and before the start of every subsequent capsule
- ii. Make suitable adjustments and changes to the Training programme and related activities based on the feedback received from the participants and NIUA from time to time.
- iii. Conduct at own cost, one additional bridge/remediation capsule by making changes in training modules, training methods and trainers, in case the training impact study by NIUA does not indicate any positive change in the knowledge and skill of the trainees. NIUA will make a reasonable effort to identify and highlight the concerns raised through evaluation & monitoring and share the same with the Training Entity in the shortest possible time.

d. Reporting Requirements

- i. Submit MIS and related reports to the State and NIUA by the 10th of every month as outlined under the Operational Guidelines and as per formats prescribed by NIUA.
- ii. Submit a detailed Annual Training Report (financial year-wise) by the 30th of April each year, including capsule-wise and participant-wise details, hurdles faced in implementation and way forward along with changes in work plan if any, to the State and the NIUA.
- iii. Provide any additional information sought by the State or NIUA/ MoHUA regarding the training programmes within 15 days of receipt of such requests.
- iv. Cooperate with and support the teams from NIUA or any third-party assigned by NIUA for conducting in-training and post-training monitoring and evaluations from time to time

9. The State agrees to the following:

- a. The State shall provide timely details and nominations of participant trainees to the Training Entity for the roll out of training programmes and ensure adequate participation in the training programmes.
- b. Provide support to the Training Entity for undertaking the various tasks assigned under this MOU, including inter-alia preparation of an annual training calendar, preparation of batches and identification of subjects for customized capsules 2 and 3.
- c. Facilitate timely payments to the Training Entity by ensuring time-bound review and clearance of payment requests and transmission of the same to the MoHUA for payment.

MEMORANDUM OF UNDERSTANDING

The **State** shall complete the entire process within a period of 15 days after receipt of all required documents in final form (including suggested corrections/modifications if any).

10. Duration of the MOU: The MOU shall be effective from 24/06/2019 and shall, unless terminated by the Parties in accordance with the provisions hereto or extended by mutual consent expressed in writing by the Parties, remain in force up to 31/03/2020 (as per Operational Guidelines).

11. Non-exclusivity: Nothing in this MoU prevents either party from entering into a similar MoU with another party, be it a State government or a Training Entity.

12. Financial Terms:

- a. All payments and procedures for raising claims will be as per the financial modalities set out under the Operational Guidelines for the Integrated Capacity Building Framework conveyed by MoHUA vide OM NoK-14012/101(25)/2017-CBUD dated 29th December 2017.
- b. Payments will be linked to training outputs (number of programmes conducted) on a quarterly basis. However, as per above-mentioned Clause 8.c(iii), the Training Entity may need to conduct an additional/remedial capsule if the training outcomes are not achieved.
- c. All invoices will be raised in the name of **"Mission Director CBUD Project"**
- d. Payment for training programmes will be made under the CBUD project on the basis of rates given under Clause 12(f) below. This may be amended by MoHUA from time to time. The rates applicable at the time of conduct of the programmes shall be considered for processing of claims.
- e. The following must be additionally noted for invoicing purposes.

Training programmes for technical functionaries	<ul style="list-style-type: none">• All travel costs of participants travelling to institutes for training programmes shall be borne by States/ULBs• All other costs will be as per Clause 12(f)• The amount payable shall be fixed as per Clause 12(f) irrespective of the actual expenditure by the Training Entity under the various heads.
Exposure visits	<ul style="list-style-type: none">• All travel costs of participants for exposure visits shall be borne by respective State Governments.• All other costs for accommodation, venue for local lectures, training material etc. will be as per Clause 12(f).• The amount payable shall be fixed as per Clause 12(f) irrespective of the actual expenditure by the Training Entity under the various heads, except travel costs for local transportation and site visits, which may be claimed by the Training Entity as per actual.
Theme based State-level workshops as assigned and directed by the State from time	<ul style="list-style-type: none">• Travel costs of participants travelling for the workshops shall be borne by States/ULBs.• All other costs such as board and lodging, venue costs, training material etc. will be as per approved budget by State and actual expenditure up to a maximum amount indicated in Clause 12(f).

Additional Director, RCUES Lucknow

(Er. A. K. Gupta)

Additional Director
Regional Centre for Urban & Environmental Studies,
Ministry of Housing and Urban Affairs, Government of India
Adj. Registrar's Office, Lucknow University Campus
Lucknow-226007

MEMORANDUM OF UNDERSTANDING

to time.	<ul style="list-style-type: none"> State workshops will need the approval of the State Mission Director
Goods and Service tax	<ul style="list-style-type: none"> All costs approved under the programme are inclusive of applicable taxes Training entities will need to submit proof of payment of GST along with the invoices

f. Applicable rates as per CCBP norms for training are indicated below:

i. Training Programme

S. No.	Costs	Residential (INR)		Non-residential (INR)	
		ERs & senior ULB officials	Other ULB staff	ERs & senior ULB officials	Other ULB staff
1	Lodging and/or boarding per person/ day	2700	1700	300	300
2	Reading material and training kit per person	700	700	700	700
3	Honorarium per session	1100	1100	1100	1100
4	TA for Guest faculty* per programme	13750	13750	13750	13750
5	Training hall charges per day	5000	5000	5000	5000
6	Site visit/local transportation per programme	10000	10000	10000	10000
7	Institutional charges per day	5500	5500	5500	5500
8	Copier, documentation and internet charges per day	3300	3300	3300	3300
9	Administrative charge	10% of total cost	10% of total cost	10% of total cost	10% of total cost
Note: *This is applicable to the faculty/resource person invited outside from the training institution(s) undertaking the programme					

ii. Workshops/ Seminars/ Consultations (subject to approval of specific proposals by State):

1. The maximum support for this activity is given in the table below.

State level workshop	INR 2 lakh per event
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2. External Resource Persons/Experts: A maximum of INR 50,000/- per workshop including travel costs, boarding & lodging and honorarium.

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MEMORANDUM OF UNDERSTANDING

13. Indicative Timelines:

Milestones	Time Period
Training Plan for roll out of various capsules	Within 30days of signing of MOU
Finalization of training content and learning objectives for each capsule in consultation with NIUA	Before actual roll out of the capsule
Roll out of capsule 1to assigned trainees	Within 3 months of signing of MOU
Roll out of capsule 2 to assigned trainees	Within 7 months of signing of MOU
Roll out of capsule 3 to assigned trainees	Within 11 months
Exposure visits for all assigned trainees	Within 12 months of signing of MOU
Delivery of Bridge/Remedial Capsule 4 if necessary	Within 12 months of signing of MOU
Submission of MIS and related reports	10 th of every month during MOU period
Submission of annual progress report	30 th April (for every preceding financial year)

For and on behalf of the
MISSION DIRECTOR, STATE MISSION
DIRECTORATE – AMRUT
GOVERNMENT OF UTTAR PRADESH

Signature, date and stamp

(Anurag Yadav)

Name: **Mr. ANURAG YADAV**
State Mission Director (AMRUT)
Urban Development Department
Government of U.P

Designation: **MISSION DIRECTOR – AMRUT,
GOVERNMENT OF UTTAR PRADESH**

For and on behalf of the
REGIONAL CENTRE FOR URBAN AND
ENVIRONMENTAL STUDIES, LUCKNOW (RCUES)

Signature, date and stamp

(Er. A. K. Gupta)

Name:

Designation:

Additional Director
Regional Centre for Urban & Environmental Studies,
Ministry of Housing and Urban Affairs, Government of India
Adj. Registrar's Office, Lucknow University Campus
Lucknow-226007