



Myanmar Red Cross Society

CBDRR Framework

Participants Handbook



Disclaimer

The Community-based Disaster Risk Reduction Participant Handbook is based on the CBDRR Manual and is part of the CBDRR Framework of Myanmar Red Cross Society. Efforts have been made to ensure the accuracy and reliability of the information contained in this document. The document remains open for correction and improvement.

Key Contributors

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Introduction to the Training

The 'CBDRR Training Course' is conducted by the Myanmar Red Cross Society with the support of the various Partner National Societies. The course was designed at the end of 2013 as part of the project 'Development of a Common CBDRR Framework for Myanmar Red Cross Society'. The CBDRR Training Course is based on the CBDRR Step-by-Step Methodology and its main goal is to teach MRCS Field Staff and MRCS RCVs to use the CBDRR Manual document which acts as a support document for the implementation of CBDRR programs in Myanmar.

The purpose of this 'Participant Handbook' is to help the course participants to follow the CBDRR Training Course. The handbook contains all the information that is needed by the participant to attend the training.

In Part A, the course curriculum is presented and the participants can find a detailed schedule of their training. Furthermore, any additional information that is required by the participants such as accommodation during the training, the exact location of the training etc. will be included in Part A.

In Part B, each of the sessions will be discussed separately. Key questions that participants should be able to answer after each session are posed and the participants are invited to note down their answer to each of the questions during or after each session to increase the learning effect.

In Part C, the supporting training documents will be presented. You can find a list with all participants and their contact details as well as a list of the facilitators in there.



Part

A

Basic Information

Course Curriculum

The course curriculum consists of 2 core modules (Module 2-3) which cover all the information included in the CBDRR Manual as well as two optional modules. Module 1 is an introductory module which is conducted during the standard CBDRR Training. Module 4 is only conducted during Training of Trainers. In the next paragraph, all 4 Modules are shortly presented.

Module 1: Understanding the Basics

Module 1 introduces the participants to the basics of CBDRR implementation of MRCS. Module 1 includes a short introduction to the CBDRR Manual to familiarize the participants with the document. Furthermore, general aspects of CBDRR in the context of Myanmar are discussed to ensure that all participants have the same knowledge level.

Module 2: Implementing the Program

Module 2 introduces the participants to the 9 CBDRR steps that are followed by MRCS when implementing community- and school-based programs. The key points for each of the steps are discussed and participants will be trained to use the CBDRR Manual as reference in future program implementation.

Module 3: Ensuring Sustainability

Module 3 introduces the participants to two aspects that are often forgotten when it comes to program implementation. One session will deal with the development and implementation of an exit strategy, and another session will introduce the participants in detail to the process of impact measurement.

Module 4: Being a Facilitator

Module 4 is an optional module which will only be administered during a ToT. The module introduces the participants to facilitation skills and some exercises are carried out that will help the participants to be a facilitator of the course themselves in the end.

Day 1 CBDRR Training		
Time	Activity	Responsible Person
	Inauguration Session	
08:30 – 09:00	Registration	
09:00 – 10:30	Welcome Speech	
10:30 – 10:45	Coffee break	
10:45 – 12:30	Training Introduction	
12:30 – 13:30	Lunch break	
Module 1: Understanding the Basics		
13:30 – 14:15	Module 1 Session 1	
14:15 – 15:15	Module 1 Session 2	
15:15 – 15:30	Coffee break	
15:30 – 17:00	Module 1 Session 3	

Day 2 CBDRR Training		
Time	Activity	Responsible Person
Module 2: Implementing the Program		
9:00 – 10:30	Module 2 Session 1	
10:30 – 10:45	Coffee break	
10:45 – 12:30	Module 2 Session 2	
12:30 – 13:30	Lunch break	
13:30 – 13:45	Module 2 Session 3	
15:00 – 15:15	Coffee break	
15:15 – 17:00	Module 2 Session 3 cont'd	

Day 3 CBDRR Training		
Time	Activity	Responsible Person
Module 2: Implementing the Program		
9:00 – 10:30	Module 2 Session 4	
10:30 – 10:45	Coffee break	
10:45 – 12:30	Module 2 Session 4 cont'd	
12:30 – 13:30	Lunch break	
13:30 – 15:00	Module 2 Session 5	
15:00 – 15:15	Coffee break	
15:15 – 17:00	Module 2 Session 6	



Day 4 CBDRR Training		
Time	Activity	Responsible Person
Module 3: Ensuring Sustainability		
9:00 – 10:30	Module 3 Session 1	
10:30 – 10:45	Coffee break	
10:45 – 12:30	Module 3 Session 2	
12:30 – 13:30	Lunch break	
Module 4: Simulation Exercise		
13:30 – 15:00	Wrap up and Award Ceremony	

Day 1 ToT CBDRR Training		
Time	Activity	Responsible Person
Inauguration Session		
08:30 – 09:00	Registration	
09:00 – 10:30	Welcome Speech	
10:30 – 10:45	Coffee break	
10:45 – 11:30	Training Introduction	
11:30 – 12:30	Module 1 Session 1	
12:30 – 13:30	Lunch break	
Module 2: Implementing the Program		
13:30 – 15:15	Module 2 Session 1	
15:15 – 15:30	Coffee break	
15:30 – 17:00	Module 2 Session 2	

Day 2 ToT CBDRR Training		
Time	Activity	Responsible Person
Module 2: Implementing the Program		
9:00 – 10:30	Module 2 Session 3	
10:30 – 10:45	Coffee break	
10:45 – 12:30	Module 2 Session 3 cont'd	
12:30 – 13:30	Lunch break	
13:30 – 13:45	Module 2 Session 4	
15:00 – 15:15	Coffee break	
15:15 – 17:00	Module 2 Session 4 cont'd	

Day 3 ToT CBDRR Training		
Time	Activity	Responsible Person
Module 2: Implementing the Program		
9:00 – 10:30	Module 2 Session 5	
10:30 – 10:45	Coffee break	
10:45 – 12:30	Module 2 Session 6	
12:30 – 13:30	Lunch break	
Module 3: Ensuring Sustainability		
13:30 – 15:00	Module 3 Session 1	
15:00 – 15:15	Coffee break	
15:15 – 17:00	Module 3 Session 2	

Day 4 ToT CBDRR Training		
Time	Activity	Responsible Person
Module 4: Being a Facilitator		
9:00 – 10:30	Module 4 Session 1	
10:30 – 10:45	Coffee break	
10:45 – 12:30	Module 4 Session 2	
12:30 – 13:30	Lunch break	
Closing Ceremony		
13:30 – 15:00	Feedback Session	
15:00 – 15:15	Coffee break	
15:15 – 17:00	Wrap up and Award Ceremony	



Training Location and Provisions

Key Learning Points from each Session

Module 1: Understanding the Basics

Description

Module 1 introduces the participants to the basics of CBDRR implementation of MRCS. The module includes a short introduction to the CBDRR Manual to familiarize the participants with the document. Furthermore, general aspects of CBDRR in the context of Myanmar are discussed to ensure that all participants have the same knowledge level.

Learning Objectives

At the end of this module, the participants will be able to

- Explain basic terms and concepts related to community based disaster risk reduction (CBDRR);
- Explain the essential elements and benefits of CBDRR as well as its fundamental process;
- Understand why CBDRR is relevant for Myanmar;
- Examine challenges and opportunities in Myanmar with regards to advocating for wide-spread adoption of CBDRR.

Learning Sessions

The following topics will be covered in Module 1:

Session 1 – Introduction to the CBDRR Manual

Session 2 – CBDRR in Myanmar

Session 3 – Key Concepts and Terminology



Session 1.1 Introduction to the CBDRR Manual

Question 1: What is the main objective of the CBDRR Manual?

Question 2: What kind of information will you find when you see this icon in the CBDRR Manual?



Question 3: Which chapter would you read when you need additional information about conducting the baseline study?



Session 1.2 CBDRR in Myanmar

Question 1: What are the 8 key elements of CBDRR?

1.

2.

3.

4.

5.

6.

7.

8.

Question 2: Why is CBDRR relevant for Myanmar?

Question 3: Describe one challenge faced when implementing CBDRR in Myanmar.

Question 3: Please mark vulnerabilities, hazards, capacities and risk in the map underneath.



Module 2: Implementing the Program

Description

Module 2 introduces the participants to the 9 CBDRR steps that are followed by MRCS when implementing community- and school-based programs. The key points for each of the steps are discussed and the participants will be trained to use the CBDRR Manual as reference in future program implementation.

Learning Objectives

At the end of this module, the participants will be able to

- Understand the process of selecting the target community using suitable criteria at different levels: state/region, township and village/ village tract/ ward.
- Describe the socialization process that follows the target community selection.
- Mobilize the community by organizing them into functional entity like VDMCs and SDMCs.
- Identify capacity building needs of the newly formed community level DMCs and design and deliver the appropriate training activities.
- Undertake developing and conducting of Multi-Sector Assessment exercise to determine the community disaster risk reduction needs.
- Oversee the development of community and school action plans based on the results of the Multi-Sector Assessment and employing participatory planning approach in formulating the essential risk reduction measures.

Learning Sessions

The following topics will be covered in Module 2:

Session 1 – Program Socialization

Session 2 – Program Site Selection

Session 3 – Mobilizing the Community and the RCVs

Session 4 – Identification of Community Needs

Session 5 – Participatory Community Action Planning

Session 6 – Implementation of Action Plans



Session 2.1 Program Socialization

Question 1: What are the key benefits of conducting socialization meetings at all levels?

Question 2: What kind of information should be shared at township level?

Question 3: Are there differences between the socialization meetings at the different levels when it comes to the key goal of these meetings?



Session 2.2 Program Site Selection

Question 1: Choose one of the selection criteria for township selection and explain why this criterion is important.

Question 2: How can be ensured that the selection process is as fair as possible?

Question 3: Why is it important to conduct socialization meetings at all levels?



Session 2.3 Mobilizing the Community and the RCVs

Question 1: What is community mobilization and why is it important?

Group Discussion

1. Based on your experience from the field what are the two most important characteristics of a DMC?

2. What kind of training is most important to ensure a functional DMC?



Session 2.4 Identification of Community Needs

Question 1: What are the characteristics of a Multi-Sector Assessment?

Question 2: Which assessment tool did you already use in the field? Briefly describe your experience with that assessment tool.

Exercise – ‘Getting everybody’s views’

1. Pick one of the stakeholder cards and read the information.

2. What kind of information can be collected from this person?

a.

b.



Session 2.5 Participatory Community Action Planning

Question 1: Who should be involved in making the community action plan?

Question 2: What should be kept in mind when formulation the risk reduction measures?

Question 3: What are possible challenges that could be faced when formulating the community action plan?



Session 2.6 Implementation of Action Plans

Question 1: Write down two of the guiding principles for participatory implementation process and explain why they are important.

1.

2

Question 2: What kind of skills does the VDMC need in order to implement the community action plan?

Question 3: How can it be assured that all vulnerable groups in the community are given a chance to participate or have a say in the implementation process?



Module 3: Ensuring Sustainability

Description

Module 3 introduces the participants to two aspects that are often forgotten when it comes to program implementation. One session will deal with the development and implementation of an exit strategy, and another session will introduce the participants in detail to the process of impact measurement.

Learning Objectives

At the end of this module, the participants will be able to

- Understand the process of selecting the target community using suitable criteria at different levels: state/region, township and village/ village tract/ ward.
- Describe the socialization process that follows the target community selection.
- Mobilize the community by organizing them into functional entity like VDMCs and SDMCs.
- Identify capacity building needs of the newly formed community level DMCs and design and deliver the appropriate training activities.
- Undertake developing and conducting of Multi-Sector Assessment exercise to determine the community disaster risk reduction needs.
- Oversee the development of community and school action plans based on the results of the Multi-Sector Assessment and employing participatory planning approach in formulating the essential risk reduction measures.

Learning Sessions

The following topics will be covered in Module 3:

Session 1 – Measuring the Impact

Session 2 – Empowerment of the Community

Module 4: Being a Facilitator

Description

Module 4 is an optional module which will only be administered during a ToT. The module introduces the participants to facilitation skills and some exercises are carried out that will help the participants to be a facilitator of the course themselves in the future.

Learning Objectives

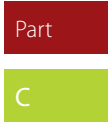
At the end of this module, the participants will be able to

- use various methods of instructional communication
- make presentations as an individual and as a member of a team
- make use of the CBDRR Facilitators Guidebook

Learning Sessions

The following topics will be covered in Module 5:

Session 1 – Key Facilitation Skills



Supporting Documents

List of participants

List of Trainers

The Community-Based Disaster Risk Reduction Framework is an initiative led by the Myanmar Red Cross Society with the support of the International Federation of Red Cross/Red Crescent Societies, the French Red Cross, the Canadian Red Cross and the American Red Cross to harmonize and consolidate existing CBDRR methodologies, procedures, and practices of Myanmar Red Cross Society. The CBDRR Framework entails 5 different outputs.

1. **CBDRR Practice Case Studies:** Five CBDRR Practice Case Studies have been developed under the CBDRR Framework so far showcasing a range of activities undertaken by MRCS to implement CBDRR projects. The topics of the CBDRR Practice Case Studies are project site selection, township capacity building, baseline studies, community mobilization and awareness raising in communities. These Practice Case Studies reflects the status quo, highlighting commonalities but also points out the different approaches, methodologies and tools used by MRCS in their project implementation.
2. **CBDRR Step-by-Step Methodology:** The CBDRR Step-by-Step Methodology is a consolidation and harmonization of existing CBDRR methodologies, procedures, and practices of Myanmar Red Cross Society. It aims to guide the development and effective implementation of new community-based as well as school-based interventions implemented by the Myanmar Red Cross Society as well as other DRR actors in Myanmar by identifying key steps that form the basis of each CBDRR program.
3. **CBDRR Manual:** The CBDRR Manual is a practical how-to-guide for Red Cross Volunteers trained in CBDRR, MRCS program staff as well as any other CBDRR Practitioners in Myanmar. Together with the CBDRR Awareness Tool Box, the CBDRR Manual provides guidance and support to the implementation of community-based programs in Myanmar by explaining each of the implementation steps as well as the tools used. It is based on the Minimum Activities that have been identified in the CBDRR Step-by-Step Methodology.
4. **CBDRR Training Modules:** The CBDRR Training Modules are based on the common CBDRR implementation approach as defined in the CBDRR Manual and will teach Red Cross Volunteers, MRCS program staff as well as any other CBDRR Practitioners in Myanmar how to implement CBDRR programs with the common approach as well as how to use the CBDRR Manual in a field setting. The CBDRR Training Modules include PowerPoint presentations as well as a facilitator guidebook and a participant's handbook.
5. **CBDRR Awareness Tool Box:** The CBDRR Awareness Tool Box includes all the tools that are currently used in CBDRR programs to raise awareness. The CBDRR Awareness Tool Box provides an overview about all the existing tools and provides guidance about the use of the tools in CBDRR programs.

For more information, please contact;

Head of Disaster Management Division

Myanmar Red Cross Society (MRCS)

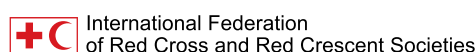
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CBDRR Framework facilitated by

