Training of Trainers (ToT) Module
Role of Union Parishad in
Implementing Social Security Programs

National Institute of Local Government (NILG)
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Implemented by
Social Security Policy Support Programme,
Cabinet Division and General Economics Division, Planning Commission

Training of Trainers (ToT) Module
Role of Union Parishad in Implementing Social Security Programs

Participants: Upazila Resource Team Members

Training Duration: 12 Hours

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and General Economics Division, Planning Commission**

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Objectives of the Training

Main Objevtive of the Training

Through this training the members of Upazila Resource Team (URT) will be enriched with the knowledge and skill related to Soical Securty programs so that in future they become more capable of providing training to Union Parishad Chairmen, Mebers and Secretaries on Social Security.

Specific Objectives:

At the end of the training the participants will be able to-

- ✓ Analyze the concept of Social Security and social service and give presentation on those Social Security programs that involve Union Parishad for implementation;

- ✓ Present lifecycle based scial security programs in the light of lifecycle and analyze social and economic changes in the life of beneficiaries;

- ✓ Explain and analyze beneficiary selection procedures, policies of various ministries/divisions, transperancy and accountabiolity in forming committee, and monitoring and reporting methods and procedures;

- ✓ Explain the methods of collecting and preserving socio-economic data in case of helping beneficiaries maintain normal living standard and the role of Union Parishad in this regard; and

- ✓ Discuss the steps to be followed by the facilitator while conducting the training.

Training Duration: 2 Days (12 hours)

Training Method

The training will be conducted mainly in participatory method. Moreover, other techniques like lecture/discussion, question-answer, group discussion, case study, games etc. will also be applied. The training method will be as follows:

- ❖ Lecture/discussion
- ❖ Case study
- ❖ Group discussion (large or small group)
- ❖ Question-answer
- ❖ Stimulating game
- ❖ Practice
- ❖ Demonstration and visualization
- ❖ Experience sharing

Steps to be Followed by the Facilitator

The following steps will be followed in order to make the training interesting and lively:

1. Prior to the commencement of the training, the facilitator will have complete understanding of the contents to be presented in every session and training operation procedures, and prepare well. It is worth mentioning here that the facilitator will read the module well for developing complete understanding of the training contents and the procedures. Otherwise, it wil not be possible for him/her to conduct the training properly.

2. The facilitator will collect or keep ready in advance all the materials to be used like transperancy sheet, powerpoint slides, handouts, pictures, discussion and practice materials etc. so that s/he does not have to search for these thing during the session.

3. Moreover, other necessary equipment like computer/multimedia projector with laptop, marker, artliner, board, board marker, poster paper, VIPP card, scotch tape, push pin, notebook and pen for the participants, name card, and other supporting equipment must be collected prior to the training.

4. Care must be taken during the sessions that all the particpants are taking part in the training actively. They must be given opportunity to share their experiences and opinions. It will make the training more interesting and participatory.

5. Equal importantnce should be given to all the participants and their opinions so that no one feels that the facilitator is being biased to someone else or giving more importance to someone else's opinion. Otherwise, it will demotivate them.

6. If any participant seems to be inattentive, the facilitator must try to draw his/her attention. One of the techniques of drawing attention can be asking for his/her opinion on a particular subject of discussion.

7. Discussing such type of things or giving such examples that may offend or ebarrass anyone must be avoided during discussion. It would be better not to ask anyone a direct question. Moreover, care must be taken that no negative criticism related to anything discussed arises.

8. Care must also be taken of that the discussion is always relevant. If any discussion deviates from the track, it must be brought back to the main focus.

9. In conducting sessions the facilitator must try to make it interesting and lively. Some stimulating activities can be presented during the gaps between discussions to make the the session interesting and lively.

10. At the beginning of every session a clear idea about the topic of that session should be given.

11. At the end of every session conclusion should be drawn by reviewing the main points discussed.

12. Every session should be conducted with confidence so that the participants receive the training with a sense of reliability and trust.

Training Policy
- Attendance on time;
- Being attentive;
- Asking questions to clarify anything unclear;
- Being compassionate to each other;
- Being respectful to others' opinions;
- Not more than one person talking at the same time;
- Participating in all activities;
- Abiding by the rules of the training venue;

- Maintaining friendly relations;
- Keeping mobile phones switched off during discussion; and
- Not going out of the training room unless it is an emergency.

Sessions

1. Objectives of the Training, Introduction and Inauguration

2. Rules and Participants' Expectations related to the Training and Pre-evaluation of the Training Course by the Participants

3. National Social Security Strategy and Its Development Context

- Concept of Social Security; Social Security and social service.

- Social safety net programs that are currently being implemented directly by Union Parishad.

- The context of the development of National Social Security Strategy and the present condition of the implementation of Social Security programs

4. Lifecycle based Social Security Programs:

- The concept of lifecycle based Social Security projects

- Identifying lifecycle based Social Security projects

5. Right Beneficiary Selection Procedure for Proper Implementation of Social Security Programs:

- The current perspective of beneficiary selection in the light of National Social Security Strategy;

- Beneficiary selection procedure according to rules of concerned ministry/division;

- Beneficiary selection procedure of a successful project and case study;

- Importance of committee formation, implementation, monitoring and reporting in ensuring transparency and accountability of a project.

6. Role of Union Parishad in Developing the Living Standard and Skills of Beneficiaries

- Role of Union Parishad in implementing programs and developing the living standard of beneficiaries
- Collecting, preserving and managing data related to beneficiaries

7. Session Presentation

- Steps to be followed by the facilitator in conducting a session
- Session presentation-
- The concept of Social Security and social service
- Lifecycle Based programs
- Beneficiary selection procedure
- Role of Union Parishad in implementing Social Security programs

8. Local Level Training Program Implementation Strategy

9. Local Level Training Program Management

10. Course Evaluation and Closing

Training of Trainers (ToT) Course
Role of Union Parishad in Implementing Social Security Programs
Participants: Upazila Resource Team Members
Training Program Schedule

Day 1

Session	Time	Topic
	8.30-9.00	Registration
1	9.00-9.30	Objectives of the training, getting introduced and inauguration
2	9.30-10.30	Training rules, participants' expectations related to the training, and pre-evaluation of the course by the participants
	10.30-11.00	Tea Break
3	10.00-12.00	**Social Security programs, National Social Security Strategy and its development context** • Concept of Social Security, Social Security and social service; • Social Safety Net programs that are currently being directly implemented by Union Parishad at present; • The context of developing National Social Security Strategy and the present condition of the implementation of Social Security programs.
4	12.00-1.00	**Lifecycle based Social Security programs** • Concept of lifecycle based Social Security program; • Identifying lifecycle based Social Security programs.
	1.00-2.00	Prayer & Lunch Break
5	2.00-3.30	**Appropriate beneficiary selection procedure for successful implementation of Social Security programs** • The current context of beneficiary selection in the light of National Social Security Strategy; • Beneficiary selection procedure as per the rules of concerned ministry/division; • Beneficiary selection procedure of a successful project and case study; • Importance of committee formation, implementation, monitoring and reporting in order to ensure transparency and accountability of a program
	3.30-3.45	Tea Break
6	3.45-5.00	**Role of Union Parishad in developing the living standard and**

		skills of beneficiaries • Role of Union Parishad in implementing Social Security programs and improving the living standard and skills of beneficiaries • Collection, preservation and management of data related to beneficiaries • Forming groups for next day session presentation and informing about group work
Day 2		
	9.00-9.30	Review of the activities of the previous day
7	9.30-11.00	**Session presentation by the participants:** • Steps to be followed by the facilitator for conducting a session • Concept of Social Security and social service • Lifecycle based programs • Beneficiary selection procedure • Role of UP in implementing Social Security programs
	11.00-11.30	Tea Break
8	11.30-12.15	Local level training program implementation strategy
9	12.15-1.00	Local level training program management
10	1.00-1.30	Course evaluation and closing

Session-1

Topic: Objectives of the training, getting introduced and inauguration

Time: 30 minutes

Objectives:

✓ Informing the participants about the main objectives of the training by the Course Director/Course Coordinator;

✓ Introducing the participants to each other;

✓ Stimulating speech by the guests, and creating enabling environment.

Training Method:

✓ Lecture/discussion

Session Conducting Procedure:

Step-1

Time: 5 minutes

The Course Director/Course Coordinator will welcome everyone and state the objectives of the training

Step-2

Time: 5 minutes

The facilitator will introduce the participants to the guests. In this case, the participants will introduce themselves.

Step-3

Time: 20 minutes

At this stage, the guests will give stimulating speech. They will mainly focus on the main areas of the training course. After the guests' speeches, the Course Director/Course Coordinator will close the session by giving thanks to the guests as well as to the participants.

Session-2:

Training Rules, Expectations, and Pre-assessment of the Training Course by the Participants

Time: 60 minutes

Objectives:

✓ Informing the participants about the rules and things to do for participating in the training course;

✓ Knowing the participants' expectations related to the learning outcomes of the training course;

✓ Pre-assessing the training course.

Training Method:

   ✓ Lecture/discussion
   ✓ Brainstorming
   ✓ Presentation through VIPP card, poster

Session Conducting Procedure:

Step-1

Time: 15 minutes

The session will be started by welcoming the participants. At this stage, the participants' interest will be stimulated with a stimulating game.

Step-2

Time: 5 minutes

The facilitator will ask the participants about the rules of training course, and list their answers on a board or a sheet of paper.

Step-3

Time: 10 minutes

The facilitator will Supply the participants with VIPP cards and markers and ask them to write down on the cards what they expect to learn from the training course. Then, s/he will collect the cards and present the points in the training room

Step-4

Time: 20 minutes

Pre-assessing the training contents by the participants with questionnaire.

Step-5

Time: 10 minutes

The facilitator will present the detailed program schedule for 2 days through poster/slide. If relevant, s/he will make a comparative analysis of the participants' expectations and the program schedule and make integration if there seems to be any gap or exception. Finally, s/he will announce the end of the session by thanking all.

Session-3:
Social Security Programs and the Context of Developing National Social Security Strategy

Session-3:

Topic: Social Security Programs and the Context of Developing National Social Security Strategy

Time: 60 minutes

Sub-topics:

3.1 Concept of Social Security; Social Security and social service.

3.2 Context of the development of National Social Security Strategy and the guidelines given in National Social Security Strategy for implementing Social Security programs (both theoretical and practical aspects)

3.3 Present condition of the implementation of Social Security programs; Social Security programs that involve Union Parishad for implementation and the rules of implementation of those programs: Government gazettes, circulars, rules, policies etc.

Objectives:

At the end of the session the participants will be able to –

✓ Demonstrate understanding of Social Security, and analyze the concept of Social Security and social service;

- ✓ Talk about Government rules, gazettes, circulars, and SROs related to the implementation of Social Security programs.

- ✓ Give presentation on those Social Security programs that involve Union Parishad for implementation, and explain the implementation procedures of those programs;

- ✓ Give presentation on the necessity, background, implementation strategies, and theoretical aspects of Social Security programs.

Training Method:

- ✓ Lecture/discussion
- ✓ Brainstorming
- ✓ Question-answer

Session Conducting Procedure:

Step-1

Time: 15 minute

The facilitator will ask the participants to share what they know about Social Security. The participants will list down their ideas in the form of points on a sheet of poster paper. Then the facilitator will present the concept of Social Security. S/he will also present a comparative analysis of Social Security and social service through slides/posters prepared earlier.

Step-2

Time: 25 minites

The facilitator will get the participants' opinions about which activities of Union Parishad fall within Social Safety Net through question and answer. S/he will list down the main points on a sheet of poster paper and preserve it for the next session. Then s/he will present the list of Social Safety Net programs through slide/poster prepare earlier.

Step- 3

Time: 20 minutes

At the beginning of this stage the facilitator will ask whether the participants know anything about Social Security, and s/he will discuss the context of developing National Social Security Strategy in the light of their perceptions. After that, the facilitator will present the guidelines given in National Social Security Strategy (both theoretical and practical) through slides/posters prepared earlier.

Lesson Guide

Session-3: Social Security Programs and the Context of Developing National Social Security Strategy

3.1 The Concept of Social Security; Social Security and Social Service

Social Security

Usually Social Security refers to those formal and informal initiatives which are taken with a view to mitigating poverty, socio-economic risks and deprivation of people and, above all, ensuring development based on equity. However, there are differences among various counties and agencies in terms of their approaches defining Social Security. In Bangladesh social allowances, food security, human resources development and employment generation related programs are considered as Social Security programs.

Social Service

There are different types of needs in a society. That means one needs various services to live in a society. Services like drinking water facility, healthcare facility, sanitation facility, education facility; communication facility, and others keep the day to day living of people going on. The standard or need of these facilities or services increases with the economic growth of a household or society. In order to ensure the

development of living conditions of people such services are provided by the national government, local government institutions and non-government agencies that provide services commercially. Social service activities have been initiated since the beginning of the human civilization. Social services are very much essential for social life.

Social Security system is a part of social service. Social Security system provides the minimal support to the vulnerable households and socially excluded people to save their lives. On the other hand, social service refers to the provision of various facilities for maintaining wider standard of life. Education and healthcare systems fall within the purview of social service.

The Government's Social Security Strategy is a core element of the other policies and programs that together comprise the broader Social Development Framework (SDF). SDF serves as a greater umbrella under which there are other policies and programs of the Government like poverty reduction strategy, education strategy, the health, nutrition and population strategy, the strategy for sanitation and water supply, the strategy for women and gender empowerment, the strategy for social inclusion of ethnic and religious minorities, the strategy for environmental protection and climate change management, the strategy for disaster management and so on. The main objective of the SDF is to have a comprehensive and consistent set of policies that can help Bangladesh achieve better equity and social justice in the context of its development effort.

3.2 Current status of the implementation of Social Security programs and the Social Safety Net programs that are directly implemented by Union Parishad at present

Chronology of the social safety net programs and their current status

The NSSS is grounded in learning from the lessons of past experience with Social Security in Bangladesh. There is a long history of formal Social Security in Bangladesh, which, in part, has shaped the nature of the current Social Security system. Recognizing the importance of Social Security in reducing poverty and inequality, there has been unwavering commitment from the Government of past decades to uphold a strong Social Security System responsive to the needs of poor and vulnerable citizens.

At independence, the main Social Security scheme in place was the government service pension. It was complemented by a Provident Fund that provided the government and formal private sector employees a lump sum amount on retirement. In response to the 1974 food shortage and floods in the 1980s, new schemes were developed for poor families that were badly hit. The schemes were mainly public works and other food aid programs, making use of foreign assistance. In the late 1980s

the Government began to introduce schemes that addressed risks across the lifecycle, such as school stipend programs. During the late 1990s, there was also significant investment by the Government supported by donors in various well known programs like widow and old age allowances managed by non-government organizations (NGOs). Those programs provided a range of social services, including social transfers. Most of the foreign aids based food support programs were withdrawn by the middle of the first decade of 21st century. Instead of those programs public finance (tax revenue) based food support programs were started. There has also been a significant increase in small schemes undertaken by both NGOs and the Government. Those programs included some elements of Social Security.

There has been a gradual growth in the proportion of transfers provided as cash instead of food, although cash is mainly provided through the lifecycle type programs. As a result of these initiatives the list of Social Security programs has been longer in last four decades. These programs have contributed significantly to the economic growth achievement process as a supporting factor ensuring the capacity enhancement of the people for recovering from the effects of disaster along with mitigating the intensity of poverty.

Actual Scenario of Social Security programs:

The current Social Security System (SSS) of Bangladesh is quite complex, comprising a large number of programs and managed by many ministries. According to a comprehensive official compilation prepared by the Ministry of Finance, there are 142 programs under the Social Security System currently financed through the budget. The total amount being spent on these programs in FY2016-17 is Tk. 340.6 billion, which is equivalent to 2.31 percent of GDP. These programs are administered by 23 or more line ministries/divisions and there is no formal mechanism for sharing information among the implementing ministries/divisions.

Because of the proliferation of programs, the budget for most programs is small and the average benefit per individual is low. While coverage of beneficiaries has increased, the targeting performance suggests that there is need for improvement.

The inclusion of children aged 0-4 years is very small in the Social Security programs. Furthermore, only a small proportion of people with disabilities and elderly persons receive some form of benefit. Coverage is highest among school age children but the transfers they receive are low in value. It is such a problem that affects almost all Social Security schemes in Bangladesh.

There is a dominance of food-transfer and rural employment programs in terms of beneficiary participation as well as funding because of the nation's focus on eliminating hunger and reducing rural poverty. With rapid GDP growth over the past 10 years and good agricultural performance, the incidence of hunger and food poverty is being reduced substantially. There is also evidence that the labor market in agriculture is tightening as reflected in growing agricultural real wages. In view of this

changing economic landscape, the nature of poverty and the risk profile are also changing.

Much of the SSPs are focused on addressing the risks faced by the rural poor. With the evolving economic transformation in Bangladesh both the GDP and employment domination of the rural economy are declining. The urban economy is growing with an increasing number of poor and vulnerable in the urban areas. As a result, Social Security system needs to be rethought strategically to anticipate the importance of these changing economic and social dynamics. Therefore, it is necessary to develop programs that focus not only on the rural poor but instead become a more inclusive system in which poor and vulnerable people can expect to access SSPs irrespective of where they live.

Social Security is such a system which supports the living of the poor and vulnerable people and reduces the income gap between the privileged and deprived classes of the society. An analysis of the Social Security concept is as follows:

- supports provided by the Government to develop the living standard of the poor and the vulnerable;

- is one of the instruments of poverty alleviation;

- reduces economic discrimination in the society;

- helps reduce financial gap between the rich and the ultra-poor;

- creates new economic opportunity for poor households;

- creates opportunity for investing in education, health or income generating activities;

- ensures overall development of the low income people of the country;

- strengthens family bonds;

- works as insurance policy in facing vulnerability to poverty;

- involves the low income people of the country in the overall development of the country;

- plays a supporting role in increasing the efficiency of the Government and public support.

Role of Union Parishad in Implementing Social Security Program

Union Parishad is a local level service oriented institution that remains closest to people. It is easier to indentify the vulnerable groups of poor people at local level with the help of Union Parishad. The key functions of Union Parishad according to Section 47 of Local Government (Union Parishad) Act, 2009 are as follows:

1) Administrative and establishment affairs
2) Maintenance of public discipline
3) Providing public welfare activities related services
4) Planning and implementation of local level economic and social development

The second schedule of Union Parishad Act states 39 functions of Union Parishad based on the key functions stated above. Among those functions (39), serial number 8 states the functions related to domestic conflict like functions related to women and children affairs, and serial number 31 states functions related to preparing the list of widows, orphans, poor and destitute people and providing support to them.

In accordance with Section 44 of Union Parishad Act, it is stated that all proceedings of the Parishad shall be carried out within the purview of the rules and following the procedures as defined by the Rules, i.e. by the Chairman and the members in the meeting of the Parishad or in the meeting of the standing committees. Under Section 45 of Union Parishad Act, there is provision of forming 13 standing committees. One of the important committees is Social Welfare and Disaster Management Committee. The activities that fall within the jurisdiction of the committee and its procedure are as follows:

- Monitoring the implementation of various projects undertaken by the Government under Social Security program for the welfare of aged people, widows, people with disability and freedom fighters within the territory of the concerned Union Parishad;

- Assisting the Parishad in building Social Safety Net in the union;

- Making the best use of local resources and giving recommendation for necessary measures to organize poor and deprived people for the social-economic and human resources development under various projects;

- Overseeing the development activities of various local level voluntary and social welfare organizations and sending recommendations to Union Parishad for the measures to be taken for the involvement of local people to accelerate the mobility of those activities;

- Taking measures to prevent violence against women and children, child marriage and dowry, develop social prevention against sexual harassment of women through publicity by involving the teachers of local schools, colleges and madrasas, imams of local mosques and the priests of local temples;

- Any other activity prioritized by the Committee from local perspective and in the light of local needs;

- Carrying out any other responsibility as assigned by Union Parishad and the Government.

Current Social Security programs on larger scales are as follows:

1) Pensions for Government Employees under the Ministry of Finance

2) (a) Old Age Allowance (b) Widow Allowance (c) Disability Allowance (d) Freedom Fighter Allowance under the Ministry of Social Welfare;

3) VGD under the Ministry of Women and Children Affairs;

4) Stipend for Primary Education under the Ministry of Primary and Mass Education

5) Stipend for Secondary Education under the Ministry of Education;

6) Disaster Management and Creating Employment under the Ministry of Forests, and Food for Work Program;

7) Open Market Sales of Food Grains under the Ministry of Food.

Union Parishad has roles in implementing the following Social Security programs:

A.	Allowance Programs
1.	Old Age Allowance
2.	Allowance for Widowed, Deserted and Destitute Women
3.	Honorarium for Freedom Fighters
4.	Allowance for Insolvent People with Disability
5.	Grants for Government/Non-Government Orphanages
6.	Honorarium for Wounded Freedom Fighters

B.	Food Security and Disaster Support
1.	VGF (Vulnerable Group Feeding)
2.	OMS (Open Market Sales)
3.	TR (Test Relief)
4.	VGD (Vulnerable Group Development)
5.	GR (Gratuitous Relief)
6.	Economic Empowerment of the Ultra Poor

7.	Reserved Allocation- Natural Disaster

C.	Government Work/Employment Creation
1.	Food for Work
2.	40-day Employment Creation Program
3.	Rural Employment Creation and Rural Infrastructure Maintenance Program
4.	Skill Development Program
5.	Rural Employment Opportunity

D.	Human Resources Development and Social Empowerment
1.	VGD- for Ultra Poor Women
2.	Maternal Health Voucher Scheme

Social Security Projects and Programs under the Ministry of Social Welfare:

Name of Program	Name of Program
Old Age Allowance	Rehabilitation of Acid Victims and People with Disability
Allowance for Widowed, Deserted and Destitute Women	Rural Social Service Program
Allowance for Insolvent People with Disability	Rural Maternity Center Program
Honorarium for Freedom Fighters	Rehabilitation of Beggars
Capitation Grants for Non-Government Orphanages	Child Rearing at Government Child Homes
Stipend for Students with Disability	One Stop Service Center for People with Disability

Among the standing committees of Union Parishad Social Welfare and Disaster Management Committee can play special role in implementing the programs mentioned above.

3.3 Development Context of National Social Security Strategy (NSSS) and the Guidelines (both theoretical and practical) provided in NSSS for the Implementation of the National Social Security Programs

Background

The Government of Bangladesh is strongly committed to reducing poverty in Bangladesh. This commitment is reflected in Vision 2021, the Perspective Plan of Bangladesh 2010-2021 and in the Sixth Five Year Plan FY11-FY15. The commitment seeks to build on past progress with poverty reduction and further deepen this progress by both addressing the root causes of poverty as well as by lowering the impact of vulnerabilities faced by the poor population. Although the past success of the Government in poverty reduction is quite appreciable, still a substantial part of the population remains at the risk of falling into poverty due to various vulnerabilities. This includes the population that remains under the poverty line and those that are just above the poverty line (near-poor) but could easily fall below the poverty line because of these vulnerabilities. Evidence shows that the poor and near-poor group cannot cope with all the downside risks and shocks with their own resources.

Consequently, various social safety net programs have emerged in Bangladesh to help the poor and near-poor address the downside risks and shocks that affect their well-being. Household Income and Expenditure Surveys (HIES) suggest that the coverage of these programs for the poor and vulnerable households has increased. But data also suggest that a large proportion of the poor and vulnerable households do not have any access to these programs. The average benefit of safety net programs is low and falling in real terms. Consequently, the impact on poverty reduction with the amount of money spent in these programs is much less than is possible with a better Social Security system.

National Social Security Strategy (NSSS):

Guidelines provided in NSSS in the context of Social Development Framework:

The Government's Social Security policy must be seen as a part of the other policies and programs that together comprise the elements of its Social Development Framework (SDF). The main objective of the SDF is to have a comprehensive and consistent set of policies that can help Bangladesh achieve better equity and social justice in the context of its development effort. This focus of SDF is to be achieved through a range of policies and programs encompassing the Government's poverty reduction strategy, the education strategy, the health, nutrition and population strategy, the strategy for sanitation and water supply, the strategy for inclusive finance, the strategy for women and gender empowerment, the strategy for social inclusion of ethnic and religious minorities, the strategy for disaster management and Social Security strategy. These strategies and programs are mostly complementary in nature and strengthen the impact on poverty reduction, reduce vulnerability of the poor and promote social cohesion.

The Vision of National Social Security Strategy:

The government bears the constitutional obligation of ensuring the citizens' right to Social Security. In the long-term the objective is to move towards building a Social Security System that is available to all the people of Bangladesh who are in need of support. It is also expected that it will provide them not only a guaranteed minimum income, but also a comprehensive safety net for those who suffer shocks and crises that may push them into poverty. Therefore, the long-term vision for Social Security is to:

> *Build an inclusive Social Security System (SSS) for all deserving (in terms of receiving the benefits of Social Security) Bangladeshis that effectively tackles and prevents poverty and inequality and contributes to broader human development, employment and economic growth.*

The current NSSS is designed with this long-term vision in mind. Therefore, over the next five years the Government will take appropriate steps towards achieving this vision, while being cognizant of the reality that substantial change will take time. The Government will focus on building the foundations of a progressive and inclusive system.

The goal for the NSSS is to:

Reform the national Social Security System (SSS) by ensuring more efficient and effective use of resources, strengthened delivery systems and progress towards a more inclusive form of Social Security that effectively tackles lifecycle risks, prioritizing the poorest and most vulnerable members of society.

Program Consolidation along the Life Cycle Risks:

The NSSS will strengthen the transformation towards a lifecycle system by consolidating programs in a small number of priority schemes. The aim is to identify the high priority schemes and make the system more inclusive by incorporating a higher proportion of poor and vulnerable people within it. This will be achieved by gradually increasing coverage of priority schemes and ensuring that selection processes prioritize the inclusion of poor and vulnerable families. The NSSS benefits will be non-discriminatory and will be available to all poor and vulnerable people who satisfy the income criteria and other selection criteria relating to life-cycle or disability described below, irrespective of religion, ethnicity, profession and location.

Guidelines Provided in NSSS (both theoretical and practical):

In identifying the priorities of a Social Protection Floor progressing along a prioritized track in the context of Bangladesh the following factors must be considered: institutional capacity, financial capacity, sluggishness of the existing system of administrative framework, and essential social and economic needs etc. In the first few years of the implementation of NSSS emphasis must be put on the ultra poor and the most vulnerable people of the society. In that case, the priority challenges that have to be considered in the coming 5 years are:

- A shift from current discretionary to a targeted universal approach to avoid leakages and under-coverage.

- Expanding coverage of core schemes for the extreme/hard-core poor and most vulnerable people of the society, focusing on mother and child, adolescent and youth, working age, the elderly and people with disabilities. A basic objective for the next five years would be to support the elimination of hard-core/extreme poverty as much as possible.

- For this to be effective, given the dire circumstances of the extreme poor, progressive but substantive scaling up of the 'graduation' programs that offer real and direct income earning opportunities and formal and informal work to the poorest will be required.

- Ensuring that the most vulnerable women are provided with income security and greater opportunities to engage in the labor market.

- Initiating a social insurance system that enables people to invest in their own Social Security, providing protection against the risks of old age, disability, unemployment and maternity.

- Expanding coverage to the residents of urban areas and to the socially excluded people (health, education and nutrition).

- Ensuring that the Social Security system supports an effective disaster response system.

- Strengthening the delivery systems for priority transfers by establishing advanced Management Information Systems and professional staff.

- Expanding awareness of the Social Security programs for the beneficiaries and motivating potential contributors.

Session- 4

Lifecycle Based Social Security Programs

Session-4

Topic: Lifecycle Based Social Security Programs

Time: 60 minutes

Subtopics:

4.1 Concept of Lifecycle based Social Security Program

4.2 Identifying Lifecycle Based Social Security Programs

Objectives:

At the end of the session the participants will be able to:

- ✓ Analyze concept of lifecycle based Social Security program as well as the scenario of the socio-economic changes in the life of the beneficiaries.

- ✓ Present the Social Security programs in the light of lifecycle

Training Method:

- ✓ Lecture/discussion
- ✓ Brainstorming
- ✓ Question-answer
- ✓ Slide/poster presentation
- ✓ Exercise

Session Conducting Procedure:

Step-1

Time: 15 minutes

The facilitator will ask the participants to share what they know about lifecycle based Social Security system. The facilitator will list 3/4 participants' answers and then s/he will explain the concept of lifecycle based Social Security system through slides/posters prepared earlier.

Step-2

Time: 30 minutes

At this stage the facilitator will divide the participants into 4 groups for group exercise. In this case, the exercise will be done through a matrix. The first column of the matrix will contain the names of the concerned ministries/divisions, the second column will contain the names of programs, and the third column will contain the stages of lifecycle. The four groups of participants will identify which program falls

within the coverage of which stage of lifecycle and put tick marks on the relevant stage of lifecycle. Finally, the groups will give presentation on their findings.

Step-3

Time: 15 minutes

When the presentation is over the facilitator will discuss about lifecycle based Social Security programs through slides/posters prepared earlier. Finally, s/he will close the session with thanks to the participants.

Lesson Guide

Session-4: Lifecycle Based Social Security Programs

4.1 Concept of Lifecycle Based Social Security Program:

Social Security systems are established, not only to tackle poverty, but to provide families with protection against the challenges, shocks and crises that make them susceptible to falling into or go deeper into poverty. Some crises can hit at any time, such as ill health or covariate shocks like natural disasters or economic recessions. Others are risks faced by individuals across the lifecycle, from birth to old age.

The Social Security systems of most countries gradually evolve to address the risks and challenges across the lifecycle. In essence, countries shape their Social Security systems to provide support to various demographic groups, although most countries also have a small safety net to address covariate risks or need additional support.

Existing Social Security Provisions at Various Stages of Lifecycle:

Various stages of lifecycle and the major Social Security programs of Bangladesh that address the risks at those stages are discussed below. The strengths and weaknesses of those programs are also discussed here, especially focussing on the existing gaps in the Social Security benefits provided at various stages of lifecycle.

Early Childhood

Although infants in Bangladesh face various challenges, especially challenges like malnutrition, their access to the existing Social Security programs is very insignificant. The little amount of allowance given for lactating mothers under the Ministry of Women and Children Affairs is known as Maternity Allowance for Poor Lactating Mothers. Only one lac households in the country receive this allowance. It shows that there exists a substantial deficiency in the provision of Social Security for children. Addressing this huge gap is one of the biggest challenges of National Social Security Strategy.

School Age Children

The highest coverage of Social Security schemes is during school age, mainly via the Primary and Secondary Student Stipends. Around 13 million children receive stipends, with the majority at primary school. Coverage is around 24 percent of primary school age children and 17 percent of secondary school age children. There is a small transfer provided by the Ministry of Social Welfare for children with disabilities, but it only reaches 18,600 children in total, a tiny proportion of the total number of children in need. The transfer level of the stipends is low. One child receives Tk.100 per month from the Primary School stipend but, if there are more than two recipients in a family, the overall transfer reduces.

While coverage is relatively high for the stipends, support for children with disabilities is minimal. It is not possible to know how many children have a disability.

Current coverage of children with disabilities can be estimated at around only 5 percent.

However, the main challenge with Social Security schemes for school age children is the size of the transfers – they are too small to have a meaningful impact. Another important aspect is nutrition which has not been properly addressed by mid-day school meals.

Working Age (including young people)

There are 10 specific Social Security schemes for people of working age. Total number of workfare schemes is 8 of which the two largest programs are the Food for Work Program (FWP) and the Employment Generation Program for the Poorest (EGPP). The aim of these programs is to help create employment in rural areas during agricultural lean period to create jobs for those who might need them, especially women. The work typically involves support for building rural infrastructure. These programs use up considerable resources.

The other set of schemes for working age people are directed towards women. The largest is the Allowance for Widows. Around 23 percent of the beneficiaries are over 62 years of age.

The Vulnerable Group Development (VGD) schemes provide transfers of 30 kg of grain per month, which has a value to families that is equivalent to Tk. 900 per month. Women also receive support to establish small enterprises. Some 2.2 million women benefit from this program

An important Social Security intervention for working age women – although not a direct cash transfer – is childcare for young mothers, to enable them to continue at work. However, provision of childcare in Bangladesh is very limited. A very small number of factories provide childcare facilities for employees while the Ministry of Women and Children Affairs also provides some centers, mainly in Dhaka.

**Missing Programs for Working Age Group**

In the formal sector, two missing areas of Social Security for working age group are the absence of unemployment insurance program and the injured workers insurance. The importance of the latter has emerged in a big way following a series of devastating fire and building collapse events in the ready-made garments industry. As Bangladesh continues to develop the manufacturing and organized services based income and employment opportunities, the importance of these two Social Security

interventions will grow. The lack of any social insurance is even more pronounced for the informal sector. The strategy for reforming the present Social Security system will need to pay attention to these aspects of protection for the working age population.

Programs for the Old Age

The highest level of Social Security spending in Bangladesh is on programs that address the risks associated with old age. In terms of budgets, the Government Service Pension is the largest Social Security scheme in Bangladesh. Most of the benefits of the government pension likely accrue to the non-poor household. The Old Age Allowance has grown in recent years and now reaches 2.5 million people. In addition, the allowance for Insolvent Freedom Fighters is almost certainly mainly for older people while many of the recipients of the Widows' Allowance are elderly. In theory, therefore, coverage of old age pensions may be between 35 percent and 40 percent of men over 65 years and women over 63 years.

Lifecycle Based Risks
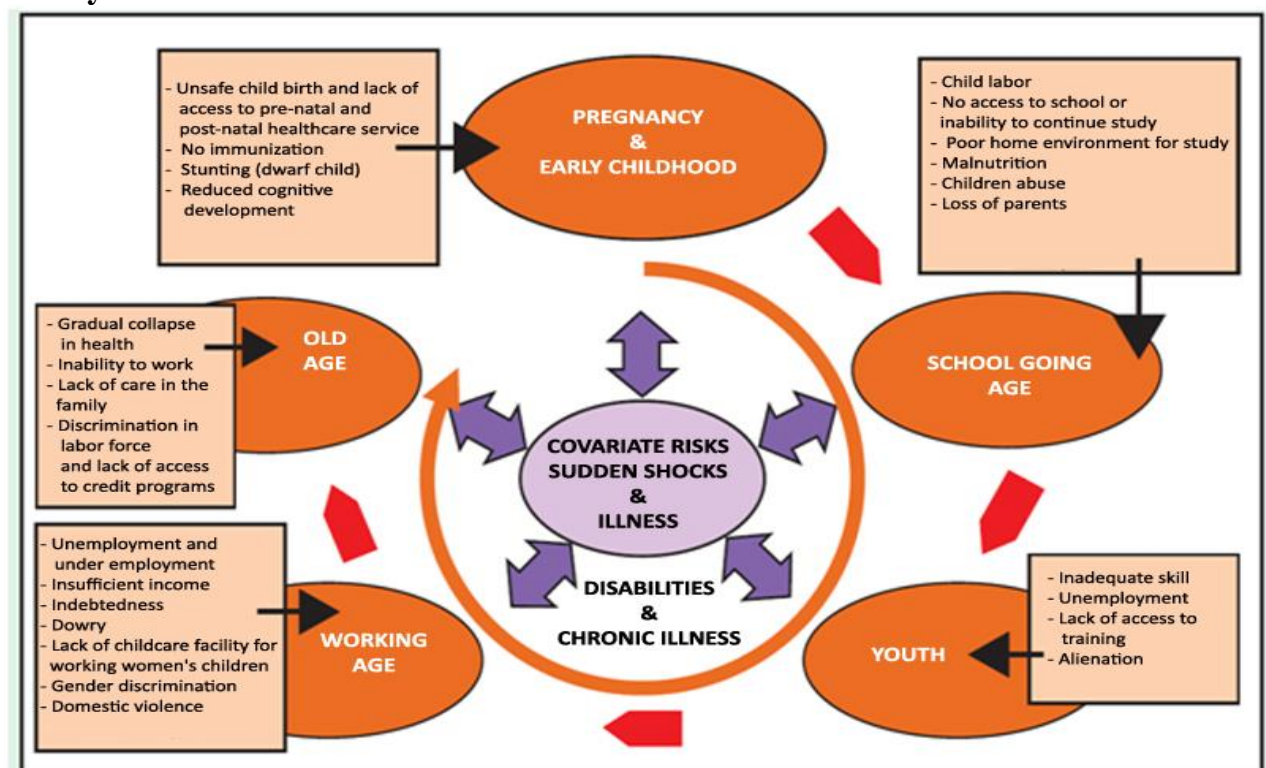
Mapping the Programmes across the Lifecycle
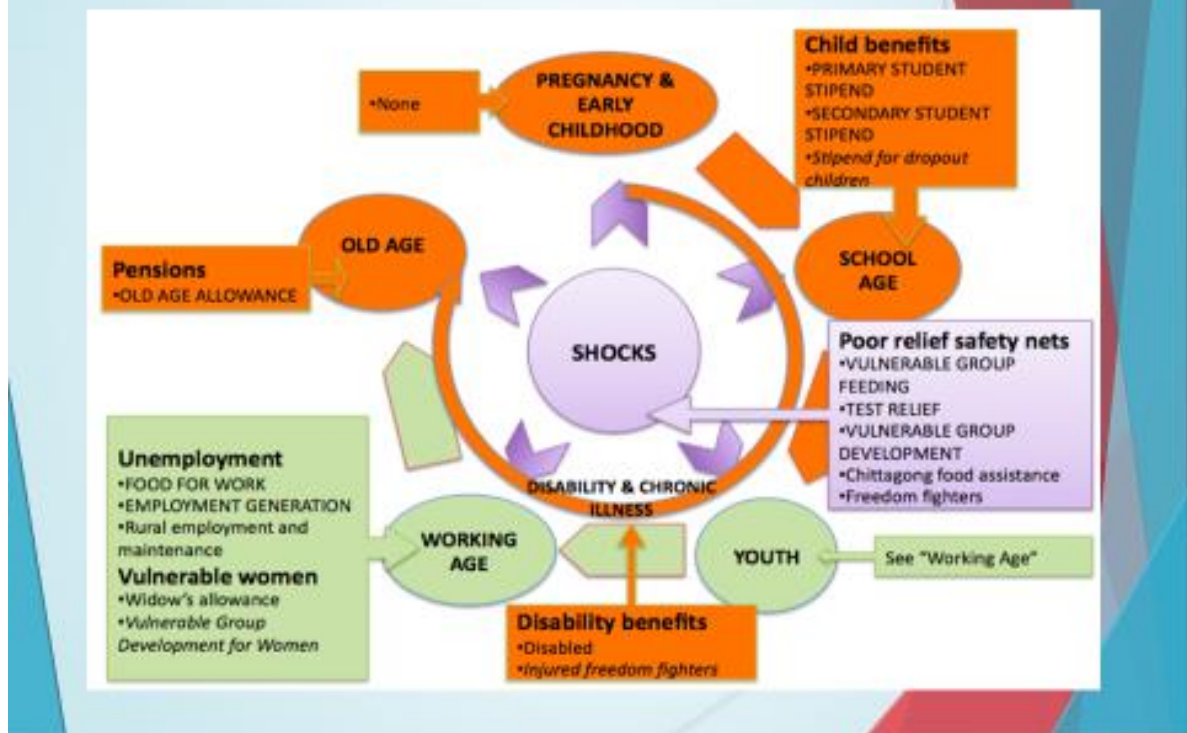
4.2 Identifying Lifecycle Based Social Security Programs

Types of Beneficiaries of various programs under lifecycle based Social Security

The characteristics of beneficiaries and scope of works are described below:

Program-Type of Beneficiaries
1. Programs for Children (<1-4) - Maternal, child and Reproductive Healthcare - Community Healthcare Initiative
2. Programs for School Going Children - Stipend for Primary Education - Stipend for Secondary Education - Primary School Tiffin Program - Program for the Orphans

Program-Type of Beneficiaries
3.a) Programs for Working Age Group (19-59 years) - Economic Empowerment of the Poor - Food Assistance for Chittagong Hill Tracts - Employment Generation Program for the Ultra Poor - Food for Work - Social Development Foundation - Rural Employment and Road Maintenance Program - One Household One Farm - Ashrayon-2 Project
3. b) Programs for Women (19-59 years) - Vulnerable Group Development (VGD) - Widowed, Deserted and Destitute Women Allowance - Maternal Health Voucher Scheme (MHVS)
4. Comprehensive Pension System for Aged People - Old Age Allowance - Residence for Landless and Insolvent Freedom Fighters - Honorarium for Freedom Fighters - Pension for Retired Government Employees
5. Programs for People with Disability Allowance for Insolvent People with Disabilities
Consolidation of Risk Mitigation Related Social Protection Programs
6. Strengthening Programs for the Management of Covariate Risks - Vulnerable Group Feeding (VGF) - Test Relief (TR) - Gratuitous Relief (GR) - Open Market Sales (OMS)
Small Scale and Special Programs
7. Special Innovative Programs - Concerned line ministries will develop the outline of special programs to address the emerging risks - Freedom Fighter Allowance Program - Programs for indigenous/small ethnic groups, hermaphrodites, tea estate workers, and various deprived and marginalized groups of people including HIV victims

Exercise on Lifecycle Based Programs under Various Ministries

Name of Ministry	Name of Program	Lifecycle			
		School Going Age	Youth	Working Age	Old Age
1. Ministry of Social Welfare	1. Old Age Allowance 2. Allowance for Widow and Women Tortured by their Husbands 3. Allowance for Insolvent People with Disability 4. Maternity Allowance for Poor Mothers 5. Honorarium for Freedom Fighters 6. Street Children Rehabilitation Center 7. Rehabilitation of People Engaged in Begging and Alternative Occupation for them				
2. Ministry of Local Government, Rural Development and Cooperatives	1. Rural Infrastructure Development 2. One Household One Farm				
3. Ministry of Disaster Management and Relief	1. TR (Food) 2. GR (Food) 3. Food for Work (FW) 4. Cash for Work (CW) 5. TR (Cash) 6. Employment for the Ultra Poor 7. VGF				

Name of Ministry	Name of Program	Lifecycle			
		School Going Age	Youth	Working Age	Old Age
4. Ministry of Women and Children Affairs	1. Women's Skill Based Training Program for Livelihood 2. Street Children Rehabilitation Center 3. Early Education for Children's Development				
5. Ministry of Health and Family Welfare	1. Clinical Contraception Services Delivery 2. Family Planning Field Services Delivery				
6. Ministry of Primary and Mass Education	1. Stipend for Students with Disability 2. Grants for Disabled Children's' Schools				
7. Ministry of Education	1. Stipend for Secondary Education				
8. Ministry of Finance	1. Pension for Government Employees				
9. Ministry of Food	1. OMS				

Session-5

Appropriate Beneficiary Selection Procedure for Successful Implementation of Social Security Programs

Session-5

Topic: Appropriate Beneficiary Selection Procedure for Successful Implementation of Social Security Programs

Time: 90 Minutes

Sub-topics:

5.1 Present context of beneficiary selection in the light of National Social Security Strategy;

5.2 Beneficiary selection procedure as per the rules of concerned Ministry/division;

5.3 Beneficiary selection procedure of a successful program and case study.

5.4 Importance of committee formation, implementation, monitoring and reporting in order to ensure transparency and accountability of a program

Objectives:

At the end of the session the participants will be able to-

✓ Explain beneficiary selection procedure in Social Security programs;

✓ Describe the policies of various ministries/divisions related to beneficiary selection under Social Security programs

✓ Explain and analyze the beneficiary selection procedures of Social Security programs by reviewing the case of a successful Social Security program;

✓ Demonstrate understanding of transparency and accountability in forming committee for various projects under Social Security program;

✓ Explain the methods and procedures of monitoring and reporting.

Training Method:
  ✓ Lecture/Discussion
  ✓ Brainstorming
  ✓ Question-answer
  ✓ Slide/Poster Presentation
  ✓ Case Study

Session Conducting Procedure:

Step-1

Time: 15 minutes

The facilitator will ask the participants to share their experiences related to beneficiary selection procedure in Social Security programs. Then s/he will discuss about the current context of beneficiary selection in the light of National Social Security Strategy.

Step-2

Time: 15 minutes

At this stage the facilitator will discuss the guidelines for beneficiary selection in several programs of various ministries/divisions through slides/posters prepared earlier.

Step-3

Time: 40 minutes

The participants will work in groups and evaluate a few cases of beneficiary selection. They will be divided into 4 groups, and each group will find out answer to some questions related to beneficiary selection through a specific case. Then they will present their findings through poster. Later on the facilitator will present the contexts of the cases and ask the participants to share their views on both positive and negative aspects.

Step-4

Time: 20 minutes

Finally, the facilitator will give presentation on reporting procedure through slide/poster prepared earlier. He will focus on reporting procedure, necessity of reporting in program implementation, and how to ensure transparency and accountability through reporting.

Lesson Guide

Session-5 : Appropriate Beneficiary Selection Procedure for Successful Implementation of Social Security Programs

5.1 Present Context of Beneficiary Selection in the Light of National Social Security Strategy

Since most of the developing countries are going through a gradual transition towards lifecycle based Social Security system, the most common question that arises is how to ensure maximum inclusion of the poor and vulnerable households in public finance based programs. It is a big challenge to the policy makers in all countries how to select or target the poor. Bangladesh also faces the same challenges. It has been observed that identifying appropriate target population following correct procedure is not always possible in most of the programs. Present Social Security programs, which are ultra poor oriented, indicate which level of poverty profile the actual beneficiaries belong to. It is quite obvious that a large portion of the poor are not getting access to these programs at all though they are supposed to enjoy more benefit compared to the solvent. In 2010 only 35% of the poor enjoyed the benefit of some or other Social Security programs of the despite substantial expenditure in those programs.

Poverty Situation of Bangladesh and the Steps in Beneficiary Selection in the Light of Lifecycle:

Pregnancy and Early Childhood

Poverty rates in 2010 in households with children aged 0-4 years are – at 41.7 percent–much higher than national poverty rates, indicating the challenges and additional expenses caused by having young children, in particular if mothers are unable to work. Indeed, some women – including many in the garment industry – have to give up work once they have children. When the near poor are included, around 57 percent of households with children aged 0-4 years could be regarded as poor or vulnerable to poverty

Major risks faced by children at early stages of childhood are stunting and underweight due to under-nutrition. Under-nutrition pit impacts on their cognitive

development, affecting them throughout their whole lives. Despite progress in reducing the rate of stunting among children, it is evident that the challenge remains significant, especially in rural areas where stunting levels – at 38 percent – are significantly higher than in urban areas (at 31 percent).

The causes of stunting are complex but there is a strong correlation between poverty reduction and improved nutrition, suggesting that higher incomes help reduce under-nutrition. The highest rates of stunting prevail among poor families. Low incomes are likely to impact negatively on nutrition because they restrict dietary options and increase the proportion of rice in the diet. As incomes rise and poverty falls, Bangladesh will likely continue to make progress in improving nutrition of young children.

School Age

As children grow, a major challenge they face is attending school. In recent years, school enrolment has increased. For example, school enrolment among poor children aged 6-10 years increased from 72 percent in 2005 to 78 percent in 2010, while among those aged 11-15 it increased from 54 percent to 70 percent. Enrolment among girls is higher than for boys in both age groups. The increase in enrolment is an encouraging trend but it is evident that much still needs to be done, in particular in upper primary and secondary schools.

While there is a range of reasons for children staying out of school, poverty is a significant cause. Poverty rate is lower for higher age children. This is probably due to an increase in child labor among older children. The majority of child laborers are from poorer households. The main reduction in child laborers since the mid-1990s has been among girls, which reflects the impact of the introduction of the Female Secondary Stipend program and suggests that poverty does drive child labor and child marriages. It is also likely that some adolescent girls come under pressure to care for younger siblings and, as a result, leave school. The absence of childcare facilities means that if women want to return to work after giving birth they will have to find others to care for their children.

Young People

The main challenge faced by adolescents and young people is lack of skills. Many do not gain sufficient secondary education and there is not enough vocational training available to compensate. More specifically, there is neither easy access to equivalent non-formal education program to complete basic education nor skills development programs to transition into. Indeed, businesses complain that insufficient skilled labor is a major impediment to growth, while also discouraging garment companies from locating outside Dhaka. However, providing vocational education alone is not the solution. In the long-term, it is probably more important to ensure that children and

adolescents gain an adequate secondary education to prepare them for the labor market.

The Working Age Population

The challenge of underemployment faced by young people is reflected in the rest of the working age population. As indicated by the 2010 Labor Force Survey, while open unemployment rate is 4.1 percent, some 9 percent of the employed are working less than 20 hours per week. Bangladesh's great competitive advantage is its large pool of labor, yet this is currently underutilized. The challenges faced by the working age population are diverse. Many suffer from severe social and economic disadvantages that are extremely difficult to overcome. These include a lack of access to land or residence in areas – such as the western region or the Chars - where resources and/or markets are limited. Low levels of education and literacy compound their disadvantages. Many – indeed a third of the labor force – have no option but to engage in low-paid daily wage labor, mainly in the agricultural sector, with many living in absolute poverty. Without assistance from Social Security, these families will be unable to break out of the intergenerational cycle of poverty.

Working women face additional disadvantages due to gender discrimination. Female labor force participation is low – at 36 percent – compared to 83 percent for men. This may reflect traditional attitudes to women and their weak bargaining power within households. Wages for female workers are also low, and they earn up to 60 percent less than men for the same work. The ability of adolescent girls and young women to enter and remain in the labor force is constrained by these factors and also childcare responsibilities, which may help explain the high levels of poverty among families with young children. Although women are finding significant employment in garment factories, many have to leave once they give birth.

An inadequate Social Security system means that families with children also have to provide care and support to those elderly people and people with disabilities who are in need of assistance. In effect, this is an informal tax on working families that limits their ability to invest in productive activities while reducing the support they can give to their own children. In other developing countries, old age pensions and disability benefits paid at reasonable levels are able to reduce demands on families with children, with significant benefits for working families.

Family wellbeing can deteriorate significantly if breadwinners suffer shocks, in particular illness. Health shocks are the most common challenges faced by households. Studies have suggested that 90 percent of households identified poor health as the main cause of economic difficulties. Around two-thirds of treatment costs relate to out-of-pocket expenditure.

Disability

Disability can occur at any stage of life. Around 8.9 percent of the population – 8 percent of males and 9.3 percent of females – has some form of disability, although those who could be regarded as severely disabled comprise 1.5 percent. Disability prevalence varies over the lifecycle, with a significant increase from around age 50. By far the highest rates of disability are among older people. Prevalence is also higher among women than among men. A significant proportion of households – 31 percent – have a disabled member, while 6.3 percent have someone with a severe disability.

Old Age

Demographic changes are taking place in Bangladesh – the number of aged people is increasing. Currently, around 7 percent of the population is over 60 years and this will increase significantly in the coming decades. It will reach 12 percent by 2030 and 23 percent by 2050.

Poverty rates increase with ageing. In the absence of an effective old age pension system many older people in Bangladesh continue to work, but often with insecure and vulnerable livelihoods. Older people can face discrimination in the labor market. Indeed, older people are often denied access to micro-credit. One survey found that only 19 percent of older people were able to access credit. As the elderly become increasingly frail and disabled, work becomes less of an option, while costs – in particular for health care – can rise, which may explain why poverty rates increase as older people age, in particular for those above 80 years. They become more dependent on their children for support, which, if not forthcoming, can place them in a very disadvantageous position. Given the changing age structure of the population and increasing proportions of the population that will be living with older people, this could undermine future achievements in poverty reduction.

5.2 Beneficiary Selection Procedures

With regard to the functions of the ward meeting, Local Government (Union Parishad) Act, 2009, Section 6, Sub-section 1(C) states that the final priority list of the beneficiaries of various government programs shall be prepared based on various indicators and handed over to Union Parishad for providing benefit to the selected beneficiaries. In providing benefits to the beneficiaries programs shall work in close coordination with other local government institutions including Union Parishad. Local Government institutions shall work as an important instrument to provide support in

identifying potential beneficiaries, conflict management, monitoring and evaluation of Social Security programs. In this case, Union Parishad shall take necessary measures to select beneficiaries of Social Security programs following the required procedures. Usually, Union Parishad plays important role in selecting beneficiaries and transferring benefits of Social Security programs.

The present Social Security system of Bangladesh is quite complicated which is constituted of a large number of programs. Under the Social Security system at present there are 142 (FY2106-17) programs which are being implemented by 23 or more ministries/divisions. Every program has its own procedures of beneficiary selection which may vary to some extent from those of other programs. The beneficiary selection procedures are published by the concerned ministries/divisions.

In transferring benefits under various Social Security Programs, Union Parishad, for example, can play the following roles:

- Most of the key Social Security programs are implemented by Union Parishad;

- The primary selection of beneficiary is done by Union Parishad;

- Union Parishad provides all types support in transferring benefits of Social Security programs to the beneficiaries;

- Union Parishad works as a linking agent between the beneficiaries and the service providers;

- Union Parishad provides all types of information related to the beneficiaries;

- Union Parishad provides assistance to the beneficiaries in case they face any difficulty in getting the benefit of Social Security programs.

5.3 Beneficiary Selection Procedure (through case study)

Case- 1: A Union Parishad of Swapno Project

The name of the Union Parishad is Budhhata. Swapno project started in 2014 in this Union under Ashashuni Upazila of Satkhira District. This project was implemented through Union Parishad under Local Government Division which generated 18-month employment for 36 destitute, hardcore-poor women, and widowed, divorced and deserted women. Rural women aged 18-50 have been provided with life skill based training as well as employed for the maintenance of public property. As a result of the this training they will either start small scale income generating activities or get employment in small or medium scale enterprises at the end of the tenure of their employment.

The Standing Committee for Domestic Conflict Management, Women and Children Welfare was given the responsibility of implementing Swapno Project as per the decision of Budhhata Union Parishad meeting upon receiving order from Local Government Division. All the members of the Committee arranged informing meeting in every ward under the overall leadership of the Union Parishad Chairman. All the people of the union present in the meeting were informed in detail about the beneficiary selection criteria, selection procedure and date of selection for Swapno Project.

Moreover, in order to employ women workers, leaflets and posters were hung in important places and institutions and announcement was made through mike for wide circulation. In the circulation the common people as well as the candidates were clearly informed with emphasis not to involve in any kind of financial transaction with anyone inside or outside the union Parishad for getting the employment.

In total 180 candidates were present from the selected 9 wards. They were asked to stand separate queues as per their respective wards. Their National ID Card or birth certificate issued from the union Parishad was checked. Besides, it was ensured whether they got any benefit from any other program. Then a primary list of the candidates was prepared. The enlisted candidates were interviewed and a list for lottery was prepared in consultation with the honorable persons of the locality and the ward members present there.

The names of 100 women from 9 wards were included in the list for lottery. Ward-wise lottery was conducted publicly with the help of a 7-8 years old child. From every

ward 4 candidates were selected for the final list and others were kept on the waiting list. Selection of the candidates on the final list prepared by lottery was finalized after physical verification of the information provided by them through home visit. The whole selection process was monitored by the UNO of DDLG or their representatives and the officials of UNDP District office. Since the Union Parishad did not involve in any corruption for the selection, appropriate beneficiaries were selected and that is why those 36 women workers are now working tirelessly from 8:00 am to 2:00 pm. They work for repairing and maintaining rural public infrastructures. The Union Parishad pays each of them after every 15 days at the rate of daily 150 taka and deposits daily 50 taka at the bank account of each of them. At the end of the tenure of their employment each of them will get 22,500/- taka from their savings. They will be able to invest this money in some income generating venture.

The people of the union are very pleased with the performance of the Swapno women workers and the women workers are overwhelmed with the joy of the fulfillment of dream through this project.

Questions:

1. Which standing committee of the Union Parishad is involved in the operations of Swapno Project?

2. What are procedures maintained in selecting beneficiaries of Swapno Project?

3. Why are the selected beneficiaries able to maintain roads/public property properly?

4. Why are the women working happily in the project?

Case-2: We paid for getting the job, why should we work?

It wa the link road between Chandrakona Union Parishad of Bhurungamari Upazila under Kurigram District and the upazila sadar. 12 women workers were having a casual talk sitting by the side of the link road. They were wearing apron with 'Swapno Project' written on it, and there were baskets, spades, rammer, pitchers, and a chopper in front of them. They were talking casually among themselves and chewing betel leaves.

Mawlana Hafez Uddin, former secretary of Chandrokona Union Parishad, was going towards upazila bazaar on foot. As he saw so many women workers talking and sitting beside the road, he asked them why they ere talking and sitting idly instead of working. The leader of the group Latifa spoke out on behalf of the group, "We came at 8 in the morning and worked for 2 hours. Now we are having rest for a while." Mr.

Hafez told, "Well, but I don't see any trace of mud on your buskets and spades. It seems that you have not started to work at all."

The women were trying to show different excuses. Since Mr. Hafez was a former Union Parishad Secretary and had a long experience of supervising the works of RMP program of CARE, he knew very well that every group or women workers is supposed to have a register with them for keeping records of 'assignment and delivery of work'. It is actually their action plan for 15 days and they are supposed to work as per this action plan. He asked Latifa to show him the register. She got very angry and replied on his face, "Who are you to ask for the register? We paid for getting the job. Why should we work?" Mr. Hafez understood what a great blunder the Union Parishad made. If workers are employed through corruption, the roads of Union Parishad are not repaired properly. The sides of the bitumen roads were breaking down and the people of the locality were suffering for this.

Then Mr. Hafez disclosed his identity to the women and motivated them to work well. He told, "We all are the inhabitants of this Union. It is our own responsibility to keep the roads of our locality well-maintained for our own use. You are working under Government project, so you should do the work properly. If you do not fill the sides of the road with mud, our children will not be able to reach school and college on time in the rainy season. That will be our loss." Latifa and her group got convinced by what Mr. Hafez said and realized what they were doing was not right. They agreed to work as per the action plan.

Questions:

1. Who were talking on the roadside?

2. Which things/instruments were there in front of them?

3. What is the name of the Mawlana? What was he asking the women?

4. What was the reply of the leader of the women? Why were they sitting and talking instead of working?

5. Why did the women start working?

5.4 Importance of committee formation, implementation, monitoring, and reporting for ensuring transparency and accountability of project

Ensuring transparency and accountability

Documentation of the outcomes of programs, analyzing both positive and negative aspects of the outcomes and ensuring transparency and accountability while analyzing the outcomes are the key steps in the implementation of Social Security programs.

Transparency means compliance with the rules and policies in making decision and applying them in a program. Steps in decision making must be taken in a disciplined manner. The information provided must be relevant and clear. Transparency of a program will be ensured only when everyone concerned understands the decision making process. Similarly, accountability is one of the criteria for evaluation. Not only the public institutions, but all types of social organizations including private and voluntary organizations are accountable to the common people for their activities. Who will be accountable to whom depends on which decisions and steps are taken by a particular organization. Usually organizations and institutions are accountable to them who are affected by the decision or steps taken. Rule of law and liability culture can never be established until and unless the accountability of activities and its effects are ensured, Accountability is considered one of the indicators of good governance, but in order to strengthen accountability it is essential to have feedback and commitment in every program. Therefore, not only the beneficiary selection committee, but also the persons who form the committee must be accountable. In order to ensure proper implementation of a program it is essential to comply with the rules for program implementation systematically, collect all the necessary data related to program implementation, analyze the data and take future steps accordingly.

Some of the important activities related to the implementation of Social Security programs are as follows:

(1) Beneficiary selection;

(2) Collecting, preserving and verifying data related to poor people or vulnerable households/persons;

(3) Providing assistance in removing impediments to program implementation, and redressing grievances;

All these activities will be implemented by the concerned committees.

Union VGF Committee

Committee Foramation

1. Chairman of the concerned Union Parishad	- Chair
2. All members/female members of the concerned Union Parishad	- Member
3. Sub-Assistant Agricultural Officer (Block Superviser)	- Member
4. BRDB Field Assistant	- Member
5. One honorable person from each ward of the union (nominated by Upazila Nirbahi Officer)	- Member

6. 1 teacher and 1 Woman representative from the union   - Member
   (nominated by Upazila Nirbahi Officer)

7. Union Parishad Secretary   - Member Secretary

Functions of the Committee

1) Preparation of beneficiary list based on the defined criteria and indicators;

2) Sending beneficiary list to Upazila VGF Committee for approval;

3) Taking measures to issue wardwise VGF cards approved by Upazila VGF Committee;

4) Taking measures for drawing and disbursing foodgrains within specified time;

5) Preserving the list of VGF cards in the appropriate procedure;

6) Steps must be taken for the preparation of beneficiary list immediately after receiving VGF Program Guideline;

7) The list of the VGF beneficiaries at union level must be displayed on the Union Notice Board;

8) The Committe shall remain accountable for drawing, disbursing and preserving foodgrains. The Chair of the Committee shall preserve the foodgrain stock register, master roll, and other documents related to accounts management for audit;

9) If any complaint is laudged about the list of beneficiary, it shall be cancelled after investigation and new beneficiaries shall be nominated.

Union VGD Committee
Committee Foramation

1. Chairman of the concerned Union Parishad   -Chair

2. All members of the concerned Union Parishad   -Member
   (including the famale members from the reserved seats)

3. Representative from development partner NGO   -Member

4. 1 teacher of governmnet primary school (Female)   -Member

5. 1 freedom fighter   -Member

6. Ward level Family Planning Worker   -Member

7. 2 beneficiaries from the previous cycle   -Member

8. 2 honorable persons of the locality (1 man and 1 woman)   -Member

9. Secretary of the concerned Union Parishad   -Member Secretary

The Upazila Nirbahi Officer shall nominate the members against serial no. 4, 7 and 8 of this committee, and the member against serial no. 5 shall be nominated in counsultation with Upazila Freedom Fighter Commander.

Functions of the Committee

- Selecting the right women as beneficiaries of VGD program based on the set criteria;

- Ensuring proper distribution of wheat especially ensuring that each of the VGD beneficiary women gets monthly 30 killogram ration;

- Ensuring that the foodgrain is distributed on the fixed date and records (master roll, stock register, savings register, inspection book) are kept and preserved properly;

- The scretary of Union Parishad, as the Member Secretary of VGD Committe, will take the overall responsibility;

- Providing necessary support to the development partner NGOs and assisting them in providing development package services;

- Ensuring proper implementation of savings management by the NGOs;

- Organizing special meeting for VGD women in order to develop social awareess in those unions where there is no development partner NGO;

- Ensuring safe and proper storing of foodgrains;

- Ensuring that a signboard is installed at the Union Parishad center and the name of the center, number of VGD women, quantity of ration, date of distribution, amount of mandatory monthly savings of every woman (Tk. 25), and the tennure of VGD food cycle are written clearly on the signboard;

- Ensuring that the UP Chairman submits monthly progess report to Upazila Nirbahi Officer by the 5th day of the month following the month of distribution

of foodgrain (UP secretary will take necessary measures in this regard). In this case, in every Union the number of allocated cards shall be 50.

Old Age Allowance Committee at Ward Level in the Union

Committee Formation
1. Elected member of the Concerned ward   Chair
2. Female member of the concerned ward   Adviser
3. Ward members   Member

Function of the Committee

1) Preparing the list of candidates for Old Age Allowance after the primary selection as per the set policy;

2) Sending the primary list to the Upazila Committee for final approval;

3) Redressing grivances related to the primary selection, and refer to the Upazila Committee in case of appeal, if any;

Ward Committee in those Unions where Election is Suspended

1) Upazila Social Service Officer   Chair
2) Union Parishad Secretary   Member
3) 2 (two) honorable persons from the concerned ward
(1 man and 1 woman, nominated by Upazila Nirbahi Officer) Member
4) Union Social worker of the concerned union   Member
       Secretary

Monitoring and Reporting in Social Security Programs

There are three levels of a result based monitoring system and at every level there are some indicators. It is important to set objectives for each level. Monitoring is conducted to indentify result against each objective. Relevant examples and possible means or instruments in this regard are discussed in the following three paragraphs which are consistent with the three levels mentioned above.

Monitoring of Individual Programs

The objective of individual programs-wise monitoring in National Social Security Strategy will be to collect and preserve data against the performance indicators. The indicators include:

- Number of clients served
- Number of benefits paid
- Average benefit per recipient
- Actual benefit value as percentage of household income or per capita income

Monitoring of the Immediate Impacts to Ensure Transparency and Accountability of the Programs under the Project

Monitoring means ensuring programs are implemented as per their plans. The systematic monitoring of Social Security programs is as follow:

- Indentifying the elements of impediments to and criteria for implementing program;

- Observing the aims, procedures of implementation and the compliance with the guidelines for implementation of a program in order ensure maximum success at every level of a program.

- Reviewing the progress of implementation regularly, identifying faults and lapses and taking corrective measures accordingly.

Things to be Considered in Monitoring:

It is essential to conduct ongoing monitoring in the implementation of National Social Security Strategy in order to ensure the improvement in the service rendering system, recording results, informing the policy makers about the effectiveness of alternative means, and maintaining consistent continuation and expansion of programs. When and how monitoring will be conducted must be specified. Result based monitoring program will be divided into three parts:

1. Monitoring the appropriateness of beneficiary selection;

2. Monitoring the identification of problems and the means of solution during the implementation of program;

3. Monitoring the verification of Socio-economic condition of the beneficiaries in the post-implementation phase.

It is also essential to ensure the monitoring of the activities of the committees formed for the implementation of a program like committee meetings, proceedings and decisions of meetings etc.

Reporting

Next step after monitoring is reporting, i.e. preparing report and sending it to the concerned office/agency. Reporting can be monthly, quarterly, half-yearly or yearly basis. In government and non-government agencies various types of reports are prepared and sent to the management/authority for information and necessary action. It is necessary to regularly update about the activities under the Social Security programs implemented by Union Parishad, prepare monthly quarterly/half-yearly/yearly reports send them as per the requirement of the proper authority. Reporting gives perception on the consistency, progress, problems and faults related to program implementation, appropriateness of programs, financial involvement, and involvement of all stakeholders, and overall management of program implementation.

Things to be Considered in Reporting:

1. Reporting time/deadline

2. Program-wise type of beneficiaries of benefit recipients

3. Program-wise type of benefit provided during the reporting phase

4. Financial statement-
   (a) Program-wise financial involvement
   (b) Operational cost
   (c) Other expenditure, if any

5. Institutional affairs-
   (a) Number of staff members related to the concerned program
   (b) Description of training/informing course
   (c) Description of the nature of involvement of Union Parishad

6. Activities of the Committees-
   (a) Program-wise meeting
   (b) Important decisions

7. Program

Session-6

Role of Union Parishad in Improving the Living Standard and Skill of Beneficiaries

Session-6

Topic: Role of Union Paris had in Improving the Living Standard and Skill of Beneficiaries

Time: 60 minutes

Sub-topics:

6.1 Role of Union Parishad in implementing programs and in improving the living standard and skill of beneficiaries

6.2 Collecting, preserving and managing data related to beneficiaries

Objectices:

At the end of the session the participants will be able to-
- Explain and analyze the role of Union Parishad in helping the beneficiaries of Social Security programs maintain a normal lifestyle;
- Describe the procedure and necessity of collecting data related to the socio-economic condition of beneficiaries, especially data related to their conditions before and after Social Security programs.

Training Method:

- ✓ Lecture/Discussion
- ✓ Group discussion
- ✓ Brainstorming
- ✓ Slide/poster presentation

Session Conducting Procedures:

Step-1

Time: 30 minutes

At the outset the facilitator will ask the Chairmen, Members and Secretaries of Union Parish to share what they know about the roles and responsibilities in implementing Social Security programs. The participants will be divided in 4 groups for group work on the role of Union Parishad in implementing Social Security programs, and post-implementation data collection in case of improving the living standard of beneficiaries. When the group presentation is over, the facilitator will give presentation on the role of Union Parishad in this regard through slides/posters prepared earlier.

Step-2

Time: 20 minutes

At this stage, the facilitator will present through a checklist and slide/poster prepared earlier on the necessity of collecting data related to the socio-economic condition of the beneficiaries, their lifestyle, economic activities, data collection procedure, data preservation etc.

Step-3

Time: 10 minutes

Finally, the participants will present a summary of the session-wise discussion. When the presentation is over 4 districts will be selected to form 4 groups for presentation on the following day. Each group will consist of 3 participants (1 facilitator and 2 co-facilitators).

Lesson Guide

Session-6: Role of Union Parishad in Improving the Living Standard and Skill of beneficiaries

6.1 Role of Union Parishad in Program Implementation and Improving the Living Standard and Skills of Beneficiaries

Social Security system in Bangladesh abounds in food assistance and rural employment related programs in terms of both participation rate of beneficiaries and financing as most it stresses more hunger elimination and poverty reduction.

Things to be considered by union Parishad in operating Social Security system effectively and improving the living standard and skills of beneficiaries are as follows:

- Establishing simplified institutional system in order to assist the planning, implementation, monitoring and evaluation process of Social Security programs;

- Providing effective service by increasing professionalism and skills of concerned local social workers in operations and implementation of Social Security Programs;

- Identifying appropriate beneficiaries;

- Strengthening data collection and preservation system for the preparation of effective implementation plan;

- Taking measures to ensure the inclusion of most vulnerable households/people within the coverage of programs;

- Ensuring transparency and accountability in beneficiary selection and transfer of promised benefits/services.

It is the responsibility of Union Parishad to make sure that the above mentioned steps are effectively implemented. With that goal, the description of the improvement of the living standard and skills of beneficiaries through program implementation is presented below:

Most of the poor people live in the rural areas in Bangladesh and Social Security programs are the means of elimination of hunger and poverty of the rural poor. It is quite natural that the implementation of Social Security programs through Union Parishad is considered appropriate because Union Parishad is such a kind of service oriented institution that remains closest to the rural people. Considering this, Union Parishad is assigned with the implementation of various Social Security programs in order to improve the living standard and skills of rural people. Descrition of some Social Security programs, for example, is presented below:

Disability Allowance Program for Insolvent People with Disability:

Goals and Objectives:

With the following goals and objectives, the Government undertook Disability Allowance Program for providing Social Security to insolvent people with disability, addressing their helplessness and unemployment problems:

1. Fulfilling the Constitutional and legislative commitments to the people with disability;

2. Socio-economic development of people with disability;

3. Bringing destitute people with disability within the coverage of Social Security programs;

4. Providing monthly allowance to people with disability selected by proper authority following specific policy in this regard;

5. Incorporating disability affairs in National Action Plan.

Coverage of the Program:

The program will run allover Bangladesh. Insolvent people with disability in the wards of all the unions and municipalities in 64 districts and thanas under city corporations of will be provided with disability allowance proportionately.

Beneficiary Selection Criteria:

1. The applicant must be a person with disability as defined by Disability Welfare Act, 2001;

2. While selecting beneficiary the socio-economic condition of the applicant shall be considered;

3. In giving allowance aged persons with disability shall be given priority;

4. Landless and homeless persons with disability shall get priority in getting allowance;

5. Women with disability shall be given priority;

6. Persons with multiple disabilities shall get priority;

7. In case of selecting new beneficiaries more poverty stricken, underdeveloped and remote areas shall be given priority;

8. With a view to facilitating medical care, poor, mentally ill/autistic children with disability (condition of age can be relaxed) shall be given priority;

Eligibility Criteria for Getting Allowance:

1. Must be a permanent resident of the concerned area;

2. In accordance with Disability Welfare Act, 2001 a person with disability must have registration and identity card issued from District Social Service Office. A person with disability shall receive registration and identity card from the same district of which s/he is a permanent resident;

3. Must be a person with disability having an annual income not exceeding 36,000 (thirty six thousand) taka;

4. The applicant must be a destitute/distressed person with disability;

5. All types of disabled people above 6 (six) years old shall be considered for allowance;

6. Must be selected by the selection committee.

Old Age Allowance

Goals and Objectives of Old Age Allowance Program:

The Government initiated Old Age Allowance for the welfare and development of aged destitute, excluded, deprived and underdeveloped people of Bangladesh. The goals and objectives of Old Age Allowance Program are as follows:

1. Socio-economic development and Social Security of the aged population;

2. Enhancing their dignity in the family as well as in the society;

3. Enhancing their mental strength through financial allowance;

4. Providing support to enhance healthcare and nutritional supplies.

Coverage of the Program:

Men aged 65 years or older and women aged 62 years or older or persons of a certain age time-to-time specified by the Government residing in the city corporation areas, thanas, upazilas, municipalities and unions allover Bangladesh under 64 districts will be selected for Old Age Allowance Program according to the proportion of the population.

Eligibility Criteria to become an Applicant:

(a) Citizenship: Must be a permanent citizen of Bangladesh.

(b) Age: Persons of highest age shall be given priority.

(c) Health Condition: Persons who are physically disabled or incapable of working shall get highest priority.

(d) Socio-economic Condition:
 (1) In case of financial condition: Destitute, homeless, and landless people will get priority respectively in order of importance.
 (2) In case of social condition: Widows, divorcees, widowers, childless people and people detached from home shall get priority respectively in order of importance.

(e) Land Ownership: Landless people shall get priority. In this case, if any person owns 0.5 acres or less area of land excluding homestead s/he shall be considered landless.

Eligibility Criteria for Getting Allowance:

1. Must be a resident of the concerned area;

2. Must have birth registration/National ID number;

3. Age must be minimum 65 in case of men and minimum 62 in case of women. However, Other ages, as specified by the Government time-to-time, shall be taken into consideration;

4. Average annual income of applicant must not be exceeding 10,000 (ten thousand) taka;

5. Must be selected by the selection committee;

N.B.: National ID card, birth certificate, SSC/equivalent certificate shall be referred to for calculating age. If any dispute arises, the decision of the committee shall be deemed final.

Ineligibility for Getting Allowance:
1. If entitled to government pension;

2. If holds VGD card as destitute woman;

3. If receives any other type of regular government grants/allowance;

4. If receives any other type of regular grants/allowances from any other agency/social welfare organization.

Selection Procedures:

Selection Committee:

1. There shall be a committee at the union level for the primary selection of beneficiary of Old Age Allowance Program;

2. There shall be a committee at upazila level for the final selection of beneficiary;

3. There shall be a separate committee for each Municipality;

4. There shall be a separate committee for city corporation area;

5. The committees shall take measures for beneficiary selection and transfer of allowance as per the scope of their activities;

Allowance Programs for Widowed, Deserted and Destitute Women

Goals and Objectives of the Program:

The government undertook Allowance Program for Widowed, Deserted and Destitute Women for the welfare and development of the aged destitute excluded, underdeveloped and poor people of the country. The goals and objectives of this program are as follows:

1. Socio-economic development and Social Security of widows and women abandoned by husband;

2. Enhancing their dignity in the family as well as in the society;

3. Enhancing their mental strength through financial allowance;

4. Facilitating healthcare and providing financial support for increase in nutritional supplies.

Coverage of the Program:

This allowance will be given to extremely poor, destitute and distressed widows and women abandoned by husband in all upazilas, development circles, and all the wards of all types of municipalities of Bangladesh. The allowance will be given on monthly basis at the rate fixed by the Government.

Implementing Authority:

(a) Department of Social Services under the Ministry of Social Welfare of the Government of Bangladesh will implement Allowance Programs for Widowed, Deserted and Destitute Women. This implementation procedure will be carried out with the support of existing manpower in the organizational structures of District Social Service Offices and Upazila Social Service Offices, officials working in the District and Upazila administration, and people's representatives of the concerned wards/unions/municipalities.

(b) There shall be a ' Cabinet Committee for Overall Oversight of Social Security programs headed by Honorable Minister, Ministry of Finance. In addition to that, there shall be a District Steering Committee headed by the Deputy Commission of the concerned district, and a National Steering Committee headed by the Secretary, Ministry of Social Welfare.

Eligibility Criteria for Applicant Selection:

    (a) Citizenship: The applicant must be a permanent citizen of Bangladesh.

    (b) Age: Must be 18 years or older. However, women of highest age shall be given priority.

    (c) Health Condition: Persons with physical incapability, i.e. those who are completely unable to work shall be given highest priority.

    (d) Socio-economic Condition:
        (1) In case of financial condition: Destitute, homeless and landless people shall be given priority respectively.
        (2) In case of social condition: Childless people and people detached from family shall be given priority respectively.

    (e) Land ownership: Landless applicants shall be given priority. In this case, if any person owns 0.5 acres or less area of land excluding homestead, s/he shall be considered landless.

Eligibility Criteria for Getting Allowance:

1. Must be a permanent resident of the concerned area;

2. Must have birth registration/National ID number;

3. Aged, distressed and destitute widows or women abandoned by husband shall be given priority;

4. Those who are destitute, distressed and near landless, widowed or abandoned by husband and have 2 children aged below 16 years shall be given priority for allowance;

5. Among destitute and poor widowed, and deserted women those who are ill and those who have disability shall get priority for allowance;

6. Applicant's average annual income must not be exceeding 12,000 (twelve thousand) taka;

7. Must be selected by the selection committee.

Ineligibility for Allowance:

An applicant shall be ineligible for allowance if s/he-

1. is an employee in any government or non-government institution;

2. is an heir to pension benefit;

3. holds VGD card as a destitute woman;

4. enjoys any other government grants on regular basis;

5. enjoys any other grants from non-government agencies/social service organization on regular basis.

Beneficiary Selection Procedures

Selection Committee:

1. There shall be a committee at union level for primary selection of applicants for Allowance for Widowed, Deserted and Destitute Women.

2. There shall be a committee at upazila level for the final selection of beneficiaries.

3. There shall be a separate committee for each of the municipalities.

4. The committees shall take measures for beneficiary selection and transfer of benefit as per their terms of reference.

VGF Program

Objectives:

1. Ensuring food security of the distressed and poor people;

2. Providing support to distressed people and children in preventing nutritional degradation;

3. Contributing to the elimination of poverty by providing temporary support to the beneficiaries to develop their social and economic conditions;

4. Providing food support to poor people during the lean period;

5. Providing support to people affected by various events of natural disaster like cyclone, flood, draught etc.

VGD Program

Objectives:

1. Creating opportunities for training, motivating to mobilize capital for initial investment through savings, and making capable of earning by creating opportinities for access to loan and making capable of being included in the ongoing development programs in order to enhance women's sellable skills;

2. Developing women's social awareness related to coping with disaster, and all sectors including nutrition development through active group participation of poor women in practical education and other training programs on human resources development.

Elligibility Criteria for Selecting VGD Women

Women of those households that fullfill the following criteria (at least any three) shall get priority in the selection process. However, Those landless households shall get priority which are headed by women and have no other socurce of income. Moreover, those households that have pregnant mothers or children aged below 24 months shall get priority to be included in the VGD Program.

1. Actual landless households, i.e. those households that have no land at all or have less that 0.15 acres of land shall get priority.

2. Those households that earn very little amount on daily basis or as irregular day labourer or have no specific source of regular income.

3. Those households that have pregnant mother or children aged below 24 months (number of children shall, in no circumstances, be more than 2) shall be given priority and at the union level 10% quota for such households shall be ensured.

4. Households that are headed by women and have no male members or no other source of income shall get priority.

5. One household shall get only one VGD card.

6. Selected women shall be entitled to VGD card unconditionally and free of cost. In no circumstances service charges or price against card shall be charged.

Selection Procedures:

Upazila Women Affairs Officer will arrange a consultation meeting with Union VGD Women Selection Committee and discuss in detail about the elligibility critera, and selection procedure and give necessary intructions in this regard. After this consultation meeting, Union VGD Women Selection Committe will form a separte 4-member small team for each ward. The small team will be constituted of the male and female members of the concerned ward, one government emeployee of union level and one representaive from the NGO involved in VGD program. The female member of the concerned ward will be the leader of the small team.

Rural Infrastructure Repair and Maintenance (Food for Work/Food for Cash) Program

Objectives:

1) The main objective of this program is to implement various projects to construct/reconstruct rural insfrastructure damaged in natural disaster, and repair rural infrastructure for its development (Food for Work) in normal time;

2) The main goal of this program is to generate employment in the rural areas, raise income of rural people, bring balance in the food supply throughout the country and have a positive impact on poverty elimination.

Rural Infrastructure Repair and Maintenance (TR) Program

Objectives:

1. Creating employment for the poor/laborers/unemployed people throughout the country and allocating food for Rural Infrastructure Maintenance Program (TR) for the development of public welfare institutions by undertaking taking and implementing small scale projects;

2. Along with emeployment generation, ensuring food security of economically weaker and destitute population of the society through their participation is also one of the objectives of this program.

Role of Union Parishad in Rendering Service

- Preserving database of the beneficiaries of all types of Social Security programs;

- Putting maximum emphasis on selecting appropriate beneficiary;

- Replacing inappropriate beneficiaries by appropriate ones as per the rules if the earlier selection is found incorrect;

- Preparing list of people that need Social Security;

- Collecting and updating financial and social data on beneficiaries every year;

- Maintaining close liaison with service providing government offices;

- Cooperating with government offices for rendering quality service.

6.2. Collection, Preservation and Mainteance of Data on Beneficiaries

The current age is the age of information technology. The richer the database of a country is and the more skillfully it can use it database, the more powerful it is. The world is now divided into two parts – one is closely connected to information technology, and the other is deprived of this facility. As a result, one kind of digital division is created. It is essential to make the empowerment of rural people and activities for their development information based. In this regard, Section 78, 79 and 80 of Local Government Act (Union Parishad), 2009 provides guidelines on access to information, dissemination of information and use of information. That means there is provision of proper utilization of information for socio-economic development.

Use of Information Technology

There are 4 key features of information technology:

1. Effective and two-way communication
2. All time access to service
3. Low cost communication
4. Based on geographical boundary (ভৌগোলিক সীমারেখা ভিত্তিক)

Union Parishads under Upazilas, service provider agencies, nation building organizations, handed over divisions and those which are not handed over yet can contribute substantially to the overall economic development and various other development activities along with providing service to the people of the concerned

areas by ensuring free flow of information. They can inform the policy makers about the needs of the common people and their own plans for developing their living standard.

In various types of activities of Union Parishad it is essential to collect, compile, preserve, update and use information. At present every Union Parishad has a digital center which can be utilized to collect, update, permute, analyze and use data.

Following matters need to be considered in collecting, preserving and managing data:
- Union Parishad will have to collect data related to ward-wise poor people.

- Collected data of a particular year must be updated at least once in a quarter.
- Lifecycle based data must be arranged in different parts according to the stages of lifecycle.

- For collecting data of the whole union the digital center of that concerned union must be used.

- In case of household survey, information must be collected on age, physical fitness/disability of every member of a household.

- Description of the financial condition of each household e.g. poor, ultra-poor etc. must be recorded.

- Information about the income source of the members of each household must be collected.

- Whether any member of the household was selected as beneficiary of any Social Security programs earlier, and if selected, type of program, year etc. must be recorded and preserved.

Important Aspects of Data Collection

- Preserving and regularly updating information about the weather and climate, environment, description of the activities of the people of the concerned locality;

- Preserving data on the overall condition of the lifecycle of the population of the concerned locality like condition of child in mother's womb, living standard of the aged population etc.

- Preserving and updating data on the ultra-poor, landless people, people with various types of disability, physical inability, intellectual disability;

- Union Parishad will maintain separate register for preserving data;

- Union Digital Center will preserve and update data on regular basis.

Day 2

❖ **Session presentation**
❖ **Strategy for local level program implementation**
❖ **Program management at local level**

Session-7

Topic: Session Presentation

Time: 90 Minutes

Sub-topics:

7.1 Steps to be taken by the facilitator to conduct the session presentation
7.2 Concept of Social Security and social service
7.3 Lifecycle based programs
7.4 Beneficiary selection procedures
7.5 Role of UP in implementing Social Security projects

Objectives:

At the end of the session the participants will be able to-
    ✓ acquire further skills in conducting subject based sessions in the training
       programs organized for Union Parishad Chairmen, Members and Secretaries.

Training Method:

- ✓ Lecture/Discussion
- ✓ Question-answer
- ✓ Brainstorming
- ✓ Slide/poster presentation

Session Conducting Procedure:

Step-1

Time: 15 minutes

The facilitator will ask the participants to share their opinions about the techniques of conducting a session and things to do in this regard. Then s/he will give a presentation through slides/posters prepared earlier on steps to be followed by a facilitator for conducting a session.

Step-2

Time: 60 minutes

The participants will give group presentation on their group work being divided in 4 groups

Step-3:

Time: 15 minutes

When a group's presentation is over the facilitator will ask the participants to share their opinions related to the group work/group presentation. After a brief discussion on the participants' opinion the facilitator will close the session.

Lesson Guide

7.1 'Things to do' for the Facilitator in Conducting Session

Dos/Don'ts for the Facilitator

- Have clear perception of the topic of discussion;
- Speak in clear pronunciation;
- Use easy/simple language;
- Avoid anger/excitement;
- Be decent in dress and behavior;
- Observe the set up and condition of the training room;
- Set your voice level according to the size of the room;

- Check training materials and equipment prior to the starting of training program;
- Develop perception about the participants;
- Keep eye contact with the participants;
- Maintain face-to-face contact with your audience while talking;
- Always speak with a positive tone;
- Do not stop anyone from expressing his/her opinion;
- Accept new idea/information;
- Remain lively in discussion;
- Express appropriate body language;
- Try to stand in the middle of the participants while talking;
- Try to conduct session with everyone's active participation;
- Ask questions to the participants and encourage them to ask questions;
- Make your session lively by telling stories/sharing experiences;
- Do not discuss anything that may humiliate others;
- Try as much as possible to avoid political discussion;
- Do not discuss anything that is not relevant to the topic;
- Give exercise if time allows;
- Try to give relevant examples in your discussion;
- Do not speak in any regional dialect. However, some words from the dialect of the training region may be used along with the Standard words;
- Show respect to everyone while speaking;
- Do not laugh at anyone's expression during discussion/question;
- Give equal importance to everyone's opinion;
- Discuss with a mind to guide;
- Keep concentration and maintain mutual understanding;
- Remain aware of power and responsibility;
- Keep patience while talking and listening to others;
- Develop required skill for analyzing the subject of the training;
- Make your discussion neither too long nor too short.

Training Method

- Single speech;

- Pair discussion;

- Group discussion;

- Report preparation;

- Exercise;

- Learning through problem solving;

- Cross group discussion;

- Learning through game;

- Experience sharing;

- Sharing opinion;

- Learning through application of intelligence;

- Learning through picture display;

- Learning through workshop;

- Learning by doing;

- Panel discussion.

Session-8

Topic: Local Level Training Program Implementation Strategy

Time: 45 minutes

Sub-topics:

8.1 Local level training program implementation policy
8.2 Local level training program implementation strategy

Objectives:

At the end of the session the participants will be able to explain the subject and strategies of the training course on informing administrative procedure implemented by NILG at the field level for the elected UP members.

Training Method:

- ✓ Lecture/Discussion
- ✓ Question-answer
- ✓ Brainstorming
- ✓ Slide/poster presentation

Session Conducting Procedures:

Step-1:

Time: 30 minutes

The facilitator will give presentation through slides/poster prepared earlier on the subject and strategies of the training course on informing administrative procedure implemented by NILG at the field level for the elected UP members.

Session-9

Topic: Local Level Training Program Managing

Time: 45 minutes

Sub-topics:

9.1 Managing Local Level Training Programs
   a. Coordination of allocated fund for local level training programs

Objectives:

At the end of the session the participants will be able to explain the management and dissemination of report of the training course on informing administrative procedure to be implemented by NILG at the field level for the elected UP representatives (Chairmen, members).

Training Method:

- ✓ Lecture/discussion
- ✓ Question-answer
- ✓ Brainstorming
- ✓ Slide/poster presentation

Session Conducting Procedures:

Step-1

Time: 45 minutes

The facilitator will give presentation through slides/posters prepared earlier on the management and dissemination of report of the training course on informing administrative procedure implemented by NILG at the field level for the elected UP representatives (Chairmen, members)

Final Session-10

Course Evaluation and Closing

Time: 30 minutes

Objectives:

- ✓ Conducting post- training evaluation of the training course by the participants;
- ✓ Issuing certificate of participation to the partisans;
- ✓ Conducting the closing session of the training course.

Handouts and Training Course Schedule for Elected Representatives of Union Parishad

Role of Union Parishad in Social Safety Net Program
Participants: Elected Representatives of Union Parishad
Session Operations Plan

Session Number and Session Title	Session Objectives	Discussion Topics of the Session	Time Distribution	Total Time

Session Number and Session Title	Session Objectives	Discussion Topics of the Session	Time Distribution	Total Time
Session-1: Social Security programs and the Lifecycle based Social Security	At the end of the session the participants will be able to – ✓ Demonstrate understanding of Social Security, and analyze the concept of Social Security and social service; ✓ Give presentation on those Social Security programs that involve Union Parishad for implementation, and explain the implementation procedure of those programs; ✓ Talk about Social Security programs in the light of lifecycle.	1.1 Concept of Social Security; Social Security and social service. 1.2 Present condition of the implementation of Social Security programs; Social security programs that involve Union Parishad for implementation and the rules of implementation of those programs. 1.3 Identifying lifecycle based Social Security programs	10 minutes 20 minutes 30 minutes	1 hour
Session-2: Correct Procedure of Beneficiary Selection for Successful Implementation of Social Security Programs	At the end of the session the participants will be able to- ✓ Explain beneficiary selection procedure in Social Security Programs; ✓ Explain and analyze beneficiary selection procedure of Social Security programs by reviewing the case of a successful Social Safety Security program; ✓ Explain the methods and procedures of monitoring and reporting.	2.1 The current context of beneficiary selection in the light of National Social Security Strategy 2.2 Beneficiary selection procedure of a successful program and case study. 2.3 Importance of committee formation, implementation, monitoring and reporting in order to ensure transparency and accountability of a program	10 minutes 30 minutes 10 minutes	1 hour
Session-3: Role of Union Parishad in Developing the Living Standard and Skills of the	At the end of the session the participants will be able to- ✓ Explain and analyze the role of Union Parishad in helping the beneficiaries of Social	6.1 Role of Union Parishad in implementing Social Safety Security programs and improving the living standard and skills of the beneficiaries	40 minutes 20 minutes	1 hour

Session Number and Session Title	Session Objectives	Discussion Topics of the Session	Time Distribution	Total Time
Beneficiaries	Security programs maintain a normal lifestyle; ✓ Describe the procedure and necessity of collecting data related to the socio-economic condition of the beneficiaries, especially data related to their conditions before and after Social Security programs.	6.2 Collection, preservation and management of data related to the beneficiaries		

Role of Union Parishad in Implementing Social Security Programs

Participants: Union Parishad Chairmen and Members

Lesson Guide

Session-1: Social Security Programs, National Social Security Strategy and its Development Context

1.1 The Concept of Social Security; Social Security and Social Service

Social Security

Usually Social Security refers to various those formal and informal initiatives which are taken with a view to mitigating poverty, socio-economic risks and deprivation of people and, above all, ensuring equity based development. However, there are differences among various counties and agencies in terms of their approaches to defining Social Security. In Bangladesh social allowances, food security, human resources development and employment generation related programs are considered Social Security programs.

Social Service

There are different types of needs in a society. That means one needs various services to live in a society. Services like drinking water facility, healthcare facility, sanitation facility, education facility; communication facility, and others keep the day to day living of people going on. The standard or need of these facilities or services increases with the economic growth of a household or society. In order to ensure the development of living conditions of people such services are provided by the national government, local government institutions and non-government agencies that provide services commercially. Social service activities have been initiated since the beginning of the human civilization. Social services are very much essential for social life.

Social Security system is a part of social service. Social Security system provides the minimal support to the vulnerable households and socially excluded people to save their lives. On the other hand, social service refers to the provision of various facilities for maintaining wider standard of life. Education and healthcare systems fall within the purview of social service.

Social Security is such a system which supports the living of the poor and vulnerable people and reduces the income gap between the privileged and deprived classes of the society. An analysis of the Social Security concept is as follows:

- supports provided by the Government to develop the living standard of the poor and the vulnerable;
- is one of the instruments of poverty alleviation;
- reduces the economic discrimination in the society;
- helps reduce the financial gap between the rich and the ultra-poor;
- creates new economic opportunity for poor households;
- creates opportunity for investing in education, health or income generating activities;
- ensures overall development of the low income people of the country;
- strengthens family bonds;
- works as insurance policy in facing vulnerability to poverty;
- involves the low income people of the country in the overall development of the country;
- plays a supporting role in increasing the efficiency of the Government and public support.

Lifecycle Based Risks
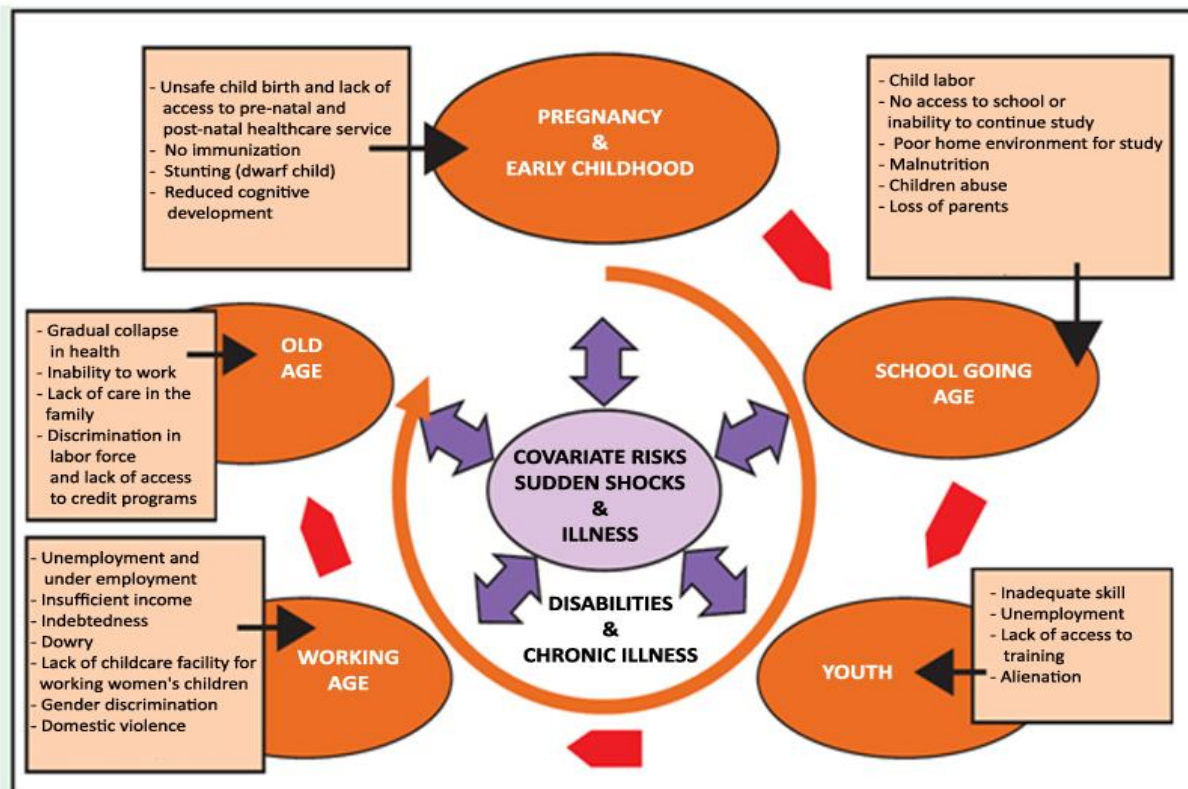
Programs under Lifecycle Based Social Security System:

Program-Type of Beneficiaries
1. Programs for Children (<1-4)   -   Maternal, child and Reproductive healthcare

Program-Type of Beneficiaries
- Community Healthcare Initiative
2. Programs for School Going Children - Stipend for Primary Education - Stipend for Secondary Education - Primary School Tiffin Program - Program for Orphans
3.a) Programs for Working Age Group (19-59 years) - Economic Empowerment of the Poor - Food Assistance for Chittagong Hill Tracts - Employment Generation Program for the Ultra Poor - Food for Work - Social Development Foundation - Rural Employment and Road Maintenance Program - One Household One Farm - Ashrayon-2 Project
3. b) Programs for Women (19-59 years) - Vulnerable Group Development (VGD) - Widowed, Deserted and Destitute Women Allowance - Maternal Health Voucher Scheme (MHVS)
4. Comprehensive Pension System for Aged People - Old Age Allowance - Residence for Landless and Insolvent Freedom Fighters - Honorarium for Freedom Fighters - Pension for Retired Government Employees
5. Programs for People with Disability Allowance for Insolvent People with Disabilities
Consolidation of Risk Mitigation Related Social Protection Programs
6. Strengthening Programs for the Management of Covariate Risks - Vulnerable Group Feeding (VGF) - Test Relief (TR) - Gratuitous Relief (GR) - Open Market Sales (OMS)
Small Scale and Special Programs
7. Special Innovative Programs - Concerned line ministries will develop the outline of special programs to address the emerging risks - Freedom Fighter Allowance Program - Programs for indigenous/small ethnic groups, hermaphrodites, tea estate workers, and various deprived and marginalized groups of people including HIV victims

Lesson Guide

Session-2: Appropriate Beneficiary Selection Procedure for Successful Implementation of Social Security Programs

Poverty Situation and Type of Beneficiaries in Bangladesh in the Light of Lifecycle Structure:

- Pregnancy and early childhood
- School going age
- Young Population
- Working age population
- Disability
- Old age

Beneficiary Selection Procedures

With regard to the functions of the ward meeting, Local Government (Union Parishad) Act, 2009, Section 6, Sub-section 1(C) states that the final priority list of the beneficiaries of various government programs shall be prepared based on various indicators and handed over to Union Parishad for providing benefit to the selected beneficiaries.

In providing benefits to the beneficiaries programs shall work in close coordination with other local government institutions including Union Parishad. Local Government institutions shall work as an important instrument to provide support in identifying potential beneficiaries, managing conflict, monitoring and evaluation of Social Security programs. In this case, Union Parishad shall take necessary measures to select beneficiaries of Social Security programs following the required procedures. Usually, Union Parishad plays important role in selecting beneficiaries and transferring the benefits of Social Security programs.

The present Social Security system in Bangladesh is quite complicated which is constituted of a large number of programs. Under the Social Security system at present there are 142 (FY2106-17) programs which are being implemented by 23 or more ministries/divisions. Every program has its own procedures of beneficiary selection which may vary to some extent from those of other programs. The beneficiary selection procedures are published by the concerned ministries/divisions.

In transferring allowances under various Social Security Programs Union Parishad, for example, can play the following roles:

- Most of the key Social Security programs are implemented by Union Parishad;
- The primary selection of beneficiary is done by Union Parishad;
- Union Parishad provides all types of support in transferring benefits of Social Security programs to the beneficiaries;

- Union Parishad works as a linking agent between the beneficiaries and the service providers;
- Union Parishad provides all types of information related to beneficiaries;
- Union Parishad provides assistance to beneficiaries in case they face any difficulty in getting the benefit of Social Security programs.

Monitoring of Individual Programs

The objective of individual programs-wise monitoring in National Social Security Strategy will be to collect and preserve data against the performance indicators. The indicators include:
- Number of clients served
- Number of benefits paid
- Average benefit per recipient
- Actual benefit value as percentage of household income or per capita income

Monitoring of the Immediate Impacts to Ensure the Transparency and Accountability of Programs under a Project

Monitoring means ensuring that programs are implemented as per their plans. The systematic monitoring of Social Security programs is as follow:
- Indentifying the elements of impediments to and criteria for implementing program;
- Observing the aims, procedures of implementation and compliance with the guidelines for implementation of a program in order ensure maximum success at every level of a program.
- Reviewing the progress of implementation regularly, identifying faults and lapses and taking corrective measures accordingly.

Things to be Considered in Monitoring:

It is essential to ensure ongoing monitoring in the implementation of National Social Security Strategy in order to ensure the improvement in the service rendering system, recording results, informing the policy makers about the effectiveness of alternative means, and maintaining consistent continuation and expansion of programs. When and how monitoring will be conducted must be specified. Result based monitoring program will be divided into three parts:

1. Monitoring the appropriateness of beneficiary selection;
2. Monitoring the identification of problems and the means of solution during the implementation of program;
3. Monitoring the verification of Socio-economic condition of the beneficiaries in the post-implementation phase.

It is also essential to ensure the monitoring of the activities of the committees formed for the implementation of a program like committee meetings, proceedings and decisions of meetings etc.

Reporting

The next step after monitoring is reporting, i.e. preparing report and sending it to concerned office/agency. Reporting can be monthly, quarterly, half-yearly or yearly basis. In government and non-government agencies various types of reports are prepared and sent to the management/authority for information and necessary action. It is necessary to regularly update about the activities under the Social Security programs implemented by Union Parishad, prepare monthly quarterly/half-yearly/yearly reports send them as per the requirement of the proper authority. Reporting gives perception on the consistency, progress, problems and faults related to program implementation, appropriateness of programs, financial involvement, and involvement of all stakeholders, and overall management of program implementation.

Things to be Considered in Reporting:

1. Reporting time/deadline
2. Program-wise type of beneficiaries or benefit recipients
3. Program-wise type of benefit provided during the reporting phase
4. Financial statement-
    (a) Program-wise financial involvement
    (b) Operational cost
    (c) Other expenditure, if any
5. Institutional affairs-
    (a) Number of staff members related to the concerned program
    (b) Description of training/informing course
    (c) Description of the nature of involvement of Union Parishad

6. Activities of the Committees-
    (a) Program-wise meeting
    (b) Important decisions
7. Program

Lesson Guide

Session-3: Role of Union Parishad in Improving the Living Standard and Skills of beneficiaries

Role of Union Parishad in Implementing Social Security Program

Union Parishad is a recognized local level service oriented institution that remains closest to people. It is easier to indentify the vulnerable groups of poor people at local level with the help of Union Parishad. The key functions of Union Parishad according to Section 47 of Local Government (Union Parishad) Act, 2009 are as follows:

1) Administrative and establishment affairs
2) Maintenance of public discipline
3) Providing public welfare activities related services
4) Planning and implementation of local level economic and social development

The second schedule of Union Parishad Act states 39 functions of Union Parishad based on the key functions stated above. Among those functions (39), like serial number 8 states the functions related to domestic conflict like functions related to women and children affairs, and serial number 31 states functions related to preparing the list of widows, orphans, poor and destitute people and providing support to them.

In accordance with Section 44 of Union Parishad Act, it is stated that all proceedings of the Parishad shall be carried out within the purview of the rules and following the procedures as defined by the Rules, i.e. by the Chairman and the members in the meeting of the Parishad or in the meeting of the concerned Standing Committee. Under Section 45 of Union Parishad Act, there is provision of forming 13 standing committees. One of the important committees is Social Welfare and Disaster Management Committee. The activities that fall within the jurisdiction of the committee and its procedure are as follows:

- Monitoring the implementation of various projects undertaken taken by the Government under Social Security program for the welfare of aged people, widows, people with disability and freedom fighters within the boundary of the concerned Union Parishad;

- Assisting the Parishad in building Social Safety Net in the union;

- Making the best use of local resources and giving recommendation for necessary measure to organize poor and deprived people the socio-economic and human resources development under various projects;

- Overseeing the development activities of various local level voluntary and social welfare organizations and sending recommendations to Union Parishad for the measures to be taken for the involvement of local people to accelerate mobility of those activities;

- Taking measures to prevent violence against women and children, child marriage and dowry, develop social prevention against sexual harassment of women through publicity by involving the teachers of local schools, colleges and madrasas, imams of local mosques and the priests of local temples;

- Any other activity prioritized by the Committee from local perspective and in the light of local needs;

- Carrying out any other responsibility assigned by Union Parishad and the Government.

Things to be considered by Union Parishad in operating Social Security system effectively and improving the living standard and skills of beneficiaries are as follow:

- Establishing simplified institutional system in order to assist the planning, implementation, monitoring and evaluation process of Social Security programs;

- Providing effective service by enhancing professionalism and skills of concerned local social workers in operations and implementation of Social Security Programs;

- Identifying appropriate beneficiaries;

- Strengthening data collection and preservation system for the preparation of effective implementation plan;

- Taking measures to ensure the inclusion of most vulnerable households/people within the coverage of programs;

- Ensuring transparency and accountability in beneficiary selection and transfer of promised benefits/services.

Role of Union Parishad in Rendering Service

- Preservation of database related to the beneficiaries of all types of Social Security programs;

- Putting maximum emphasis on selecting appropriate beneficiary;

- Replacing inappropriate beneficiaries by appropriate ones as per the rules if the earlier selection is found incorrect;

- Preparing list of people that need Social Security;

- Collecting and updating financial and social data on beneficiaries every year;

- Maintaining close liaison with service providing government offices;

- Cooperating with government offices for rendering quality service.

Collection, Preservation and Mainteance of Data on Beneficiaries

The current age is the age of information technology. The richer the database of a country is and the more skillfully it can use it database, the more powerful it is. The world is now divided into two parts – one is closely connected to information technology, and the other is deprived of this facility. As result, one kind of digital division is created. It is essential to make the empowerment of rural people and activities for their development information based. In this regard, Section 78, 79 and 80 of Local Government Act (Union Parishad), 2009 provides guidelines on access to information, dissemination of information and use of information. That means there is provision of proper utilization of information for socio-economic development.

Use of Information Technology

There are 4 key features of information technology:

1. Effective and two-way communication
2. All time access to service
3. Low cost communication
4. Based on geographical boundary (ভৌগোলিক সীমারেখা ভিত্তিক)

Union Parishads under Upazilas, service provider agencies, nation building organizations, handed over divisions and those which are not handed over yet can contribute substantially to the overall economic development and various other development activities as well as provide service to the people of the concerned areas by ensuring free flow of information. They can inform the policy makers about the needs of the common people and their own plans for developing their living standard.

It is very essential to collect, compile, preserve, update and use information in various types of activities of Union Parishad. At present every Union Parishad has a digital center which can be utilized to collect, update, permute, analyze and use data.

Following matters need to be considered in collecting, preserving and managing data:

- Union Parishad will have to collect data related to ward-wise poor people.

- Collected data of a year must be updated at least once in a quarter.

- Lifecycle based data must be arranged in different parts according to the stages of lifecycle.

- For collecting data of the whole union the digital center of that concerned union must be used.

- In case of household survey, information must be collected on age, physical fitness/disability of every member of a household must be collected.

- Description of the financial condition of each household e.g. poor, ultra-poor etc. must be recorded.

- Information about the income source of the members of each household must be collected.

- Whether any member of the household was selected as beneficiary of any Social Security programs earlier, and if selected, type of program, year etc. must be recorded and preserved.

Important Aspects of Data Collection

- Preserving and regularly updating information about the weather and climate, environment, description of the activities of the people of the concerned locality;

- Preserving data on the overall condition of the lifecycle of the population of the concerned locality like condition of child in mother's womb, living standard of the aged population etc.

- Preserving and updating data on the ultra-poor, landless people, people with various types of disability, physical inability, intellectual disability;

- Union Parishad will maintain separate register for preserving data;

- Union Digital Center will preserve and update data on regular basis.

Role of Union Parishad in Implementing Social Security Programs
Participants: Upazila Resource Team Members

Pre-Training/Post-Training Evaluation

Full Marks: 50
Time: 20 minutes

1. What do you mean by 'Social Security' and 'Social Service' programs? Differentiate between Social Security and Social Service.

2. Discuss in brief the context in which the Government undertook Social Security program.

3. Which Social Security programs are being implemented under the Ministry of Social Welfare?

4. Out of 13 standing committees of Union Parishad which committees are supposed to implement Social Security programs?

5. Mention the stages of lifecycle based on age.

6. Write down names of 5 lifecycle based programs.

7. Write down the names of beneficiaries against the following programs:
   a) VGD Program
   b) Old Age Allowance
   c) Widow Allowance
   d) Disability Allowance

8. Mention 3 elements of transparency and accountability.

9. Mention 3 indicators of monitoring.

10. Which local and national institutions can play important role in implementing Social Security programs?

Module Review and Approval Committee:

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3. Md. Golam Yahya, Director (Training and Consultation), NILG   -Member
4. Md. Kamal Majumder, Deputy Secretary, Ministry of Social Welfare   -Member
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   DNPD, SSPS Program   -Member Secretary