

12<sup>th</sup> April, 2019

## MEMORANDUM OF UNDERSTANDING

### BETWEEN:

Prathamik Shikshan Vibhag  
Zilla Parishad  
Nagala Park, Kolhapur

### AND

ARPAN, a registered Public Charitable Trust by legal status and conviction. (Registered under the Bombay Trust Act, Registration No. E 24873 dated 25/03/2008), with its office located at Arpan House, Delta Chemicals Pvt Ltd., J-1, Cama Industrial Zone, Valbhatt Road, Goregaon (E), Mumbai – 400 063.

By mutual conversation, both parties agree to the following clauses:

### 1. PARTNERSHIP AREAS:

- Training for teachers (TOT) on understanding Child Sexual Abuse (CSA) and Personal Safety Education (PSE)

[\*Personal Safety Education project is one of the core interventions of Arpan. The project includes the implementation of a life skill module that has been developed by Arpan to prevent the risk of CSA and seek support in case of violation. Arpan conducts this module with children in privately owned and government schools as well as with highly vulnerable groups of children through NGOs, shelter homes, orphanages, etc. The PSE project also involves awareness building and skill enhancement of adults like parents, teachers and institutional caretakers who are the primary stakeholders and caregivers in a child's life.]

The trainings will be conducted by Arpan's trainers. Arpan believes that every single child has the right to be safe. Arpan's strategic approach is to provide a comprehensive and holistic prevention model to respond to Child Sexual Abuse by delivering direct services to children and adults to prevent Child Sexual Abuse and appropriately deal with disclosures of children. Arpan also provides direct services by providing psychotherapeutic healing to survivors of Child Sexual Abuse, both adults and

children, and support them in their healing journey. Arpan has developed age-appropriate, customised resources for relevant stakeholders and has regularly conducted, over the last 11 years, training for relevant stakeholders to incorporate Child Protection mechanisms in their environments.

## **2. DELIVERABLES OF ARPAN:**

Arpan is bound by this partnership agreement to provide the below-mentioned support to Kolhapur Zilla Parishad schools.

### **2.1. Training of Master Trainers:**

Arpan will train 80 Master Trainers from 12 blocks in Kolhapur Zilla Parishad. The training will be conducted in 2 batches with not more than 40 participants in each batch. The objective of the training is to enable the Master Trainers to:

- Implement Personal Safety Education (PSE) programme in classrooms with students.
- Conduct trainings with other teachers of primary and upper primary grades from all schools in their blocks to enable them to implement PSE with children.

Refer to ANNEXURE I for logistics regarding training of Master Trainers by Arpan.

Refer to ANNEXURE II for suggested implementation plan for further trainings to be conducted by the Master Trainers in their blocks.

On completion of training, Master Trainers will be issued a certificate by Arpan.

### **2.2. Handholding Support:**

- Once the training has been conducted, Arpan will support the participants in their initial implementations with an objective of handholding and confidence building, acknowledging that child sexual abuse as an issue is complex, multifaceted and dynamic.
- Arpan will observe 20% of the Master Trainers (i.e. 16 Master Trainers) implement PSE in classrooms and provide feedback.
- Arpan will observe 10% of Master Trainers (i.e. 8 Master Trainers) conduct trainings with other teachers on implementing PSE; and provide feedback.
- Once the Master Trainers start implementing PSE in the classrooms and start training teachers on how to implement PSE in classrooms, Arpan would have quarterly interactions *via* video conference to discuss emerging challenges and areas in which further support is required.

(Refer to ANNEXURE III for detailed handholding support plan)

### 2.3. Further capacity building of stakeholders in the identified blocks:

In addition to the proposed training of Master Trainers and handholding support to them, Arpan wishes to express the necessity of conducting the following capacity building exercises in the blocks.

- **Training on Barefoot Counselling Skills:** There is a dearth of counselling services in our country around the issue of Child Sexual Abuse (CSA). Accordingly, Arpan proposes to conduct training on barefoot counselling for social workers, para professionals and counsellors to equip them with counselling skills to help children deal with and heal from the impact and trauma of CSA.
- **Capacity building for administrative staff:** It is essential for the district administration to be empowered with an understanding of the issue in order to ensure effective monitoring of the programme on ground. Hence, Arpan proposes to conduct trainings for relevant stakeholders from the administrative department.

## 3. DELIVERABLES OF KOLHAPUR ZILLA PARISHAD

Kolhapur Zilla Parishad, through this partnership agreement, is expected to provide the below-mentioned support to Arpan.

### 3.1. Trainings and Observations:

- Provide venues for all sessions.
- The venues should be equipped audio-visually. That is, there should be at least 1 whiteboard, 2 mics, speakers, a projector with an extension board, and HDMI cord (for connecting at least 2 laptops) in each venue.
- Provide pre-planned schedules for training programmes, sessions to be observed by Arpan's resource persons, and the quarterly follow-up interactions.
- Appoint dedicated resource persons to ensure that the schedules are executed as planned.
- Mobilize participants and ensure attendance and punctuality on the pre-defined days.
- Provide training dates at least a month in advance so that Arpan can plan the availability of resource person's for the session and other logistics.

### 3.2. Monitoring of the programme:

- Provide a group of dedicated resource persons from the district to participate in monitoring of the programme.

### 3.3. Access to counsellors:

- When PSE is transacted in the classroom, there is a chance that some cases of CSA may be disclosed, for which the department needs to assign suitable counsellors. For the same, either government counsellors or NGO based partners can be involved/trained.

### 3.4. Follow up:

- Arpan will seek feedback from the department about the number of children and adults with whom the programme is further implemented.

### 4. Resource Material:

Arpan would encourage the district administration to subscribe to Arpan's Personal Safety Education (PSE) Kit\* for ease of implementation in classrooms. This kit is a culmination of Arpan's years of understanding and experience of helping prevent child sexual abuse by increasing help-seeking behaviour amongst children and making adults aware in their role of keeping children safe. It is a feature-rich set of tools and instructional guides to help teachers, NGO professionals, counsellors and other individuals to teach children Personal Safety skills. This kit will also help school authorities to spread the message of safety to children, parents, teachers and the community at large, thus safeguarding children from sexual abuse.

The department may subscribe to one kit per school. In addition, each Master Trainer must have a personal kit. **(Refer to Annexure IV for details about the kit)**

[\* The resource material in the PSE kit is copyrighted by Arpan. While this can be used for personal and public consumption, in any form whatsoever, the same must be accredited to Arpan by expressly including the following line along with the contents used: "This material is originally created and copyrighted by Arpan, a Public Charitable Trust based in Mumbai registered under the Maharashtra Trust Act, 1950, having registration no. E24873."]

### 5. Programme cost

Arpan will bear the cost of resource persons and preparations for the training programme.

Kolhapur Zilla Parishad will bear the cost of all resource materials to be provided. Arpan will provide **1893 PSE kits** to Kolhapur Zilla Parishad. The cost of each kit is **INR 1006 (Rupees One Thousand and Six only)** The cost of transportation from Mumbai will be borne at actuals.

Kolhapur Zilla Parishad will arrange for the local travel of Arpan trainers.

## **6. DURATION:**

This partnership will be effective from the date of execution for one year, with the option for renewal (if both the parties agree) on the same terms and conditions whereby the MoU can be extended on year to year basis up to the next 3 years. In case the contract needs to be dissolved for unforeseen reasons by either of the parties, it is done with a one-month notice period.

In case of any dispute, the place of arbitration will be Mumbai.

IN WITNESS WHEREOF, the parties have executed this Agreement effective from the date it is signed.

By: \_\_\_\_\_

**Ms. Aditi Ray, Director of Training and Advocacy Services, Arpan, Mumbai**

Date: -----

By: \_\_\_\_\_

**(on behalf of Kolhapur Zilla Parishad School)**

Date: -----

## Annexure I: TRAINING OF MASTER TRAINERS BY ARPAN

- Arpan will train 80 Master Trainers from 12 blocks. The training will be conducted in 2 batches with not more than 40 participants in each batch.

### Logistics:

- No of Arpan facilitators for training 1 batch: 2
- No of Days (for training per batch): 3
- Timings: 9.00 a.m. to 5.00 p.m.

### Support required from Kolhapur Zilla Parishad:

- Provide 2 different venues (approximately 40 participants at each venue)
  - 1 venue for participants teaching Grades 1 to 4
  - 1 venue for participants teaching Grades 5 to 7
- Provide projector with extension board and HDMI cord (for connecting at least 2 laptops)
- Please refer to page 3 of this document for the overall support required from Kolhapur Zilla Parishad.

## ANNEXURE II

### Suggested Implementation Plan for trainings to be conducted by Master Trainers in each block

Master Trainers will train a few teachers from primary and upper primary grades in all schools from each block.

- Each training session will be conducted by 2 Master Trainers over a period of 3 days and will have maximum 50 participants.
- It is assumed that each Master Trainer will conduct 3 to 4 training sessions in a year.
- It is estimated that there are 1126 schools functioning in the Primary grades only (Grades 1 to 5). Two teachers from each school will be trained on Understanding CSA and Personal Safety Education, thus amounting to 2252 teachers across 12 blocks.
- Further, it is estimated that there are 868 schools functioning in both Primary and Upper Primary grades (Grades 1 to 8). Four teachers from each school will be trained on Understanding CSA and Personal Safety Education, thus amounting to 3472 teachers across 12 blocks.
- It is proposed that groups of three to four blocks each are created in the following manner :
  - Group I: Aajra, Bhudargad, Chandangad, Gandhinglaj
  - Group II: Hatkalangle, Kagal, Karveer, Gaganbawada
  - Group III: Panhala, Radhanagari, Shahuwadi, Shirol

Group #	Block	Category	total no. of schools	no. of teachers being trained	Total no. of training sessions	No. of Master trainers required
				* 2 per school for primary	*50 participants per session	*each session will be conducted by 2 master trainers
				** 4 per school for upper-primary schools		**Each master trainer will conduct 3 training sessions a year
I	Aajra, Bhudargad, Chandangad, Gandhinglaj	Primary only with grades 1 to 5	351	702	14	9
		Upper Primary with grades 1 to 8	264	1056	21	14
II	Hatkalangle, Kagal, Karveer, Gaganbawada	Primary only with grades 1 to 5	272	544	11	7
		Upper Primary with grades 1 to 8	283	1132	23	15
III	Panhala, Radhanagari, Shahuwadi, Shirol	Primary only with grades 1 to 5	503	1006	20	13
		Upper Primary with grades 1 to 8	321	1284	26	17
			<b>1994</b>	<b>5724</b>		<b>76</b>

## ANNEXURE III

### Handholding Support Plan by Arpan

**Objective:** Once the training has been conducted, Arpan will support the teachers with their initial implementation of PSE lessons with children in the classroom (Grade 1 to 8) in order to handhold and build their confidence, acknowledging that Child Sexual Abuse (CSA) is a complex, multifaceted and dynamic issue.

The process will help the teachers to get a first-hand experience in how to implement PSE lessons in a classroom and handle questions raised by the children. Teachers will also get a first-hand experience in class management and implementation methods while conducting the PSE lessons. Arpan facilitators will be present with the teachers throughout this process and provide them guidance on conducting the sessions. They will also provide feedback after the implementation of the lesson with the aim to help teachers identify their strengths and areas of improvement. The teachers will then work on the feedback and implement their learnings in the next lesson implementation.

#### A. Observation of PSE implementation in classrooms by Master Trainers:

- Arpan will observe 20% of Master Trainers (i.e. 16 Master Trainers) implement PSE in 4 classrooms and provide feedback.
- The 16 Master Trainers will be divided into 4 groups, with 4 members in each group.
- Each group of Master Trainers will implement PSE in one classroom over 4 to 6 working days.
- On each day, any one Master Trainer in the group will be asked to conduct that day's lesson plan
- One Arpan trainer will observe this classroom session and provide feedback at the end of each session to the entire group. This will enable participative learning as group members will learn by observing each other and connecting to the feedback received on a daily basis
- .
- At the end of all the lesson plans, Arpan's team will conduct a feedback session with all 16 Master Trainers.

#### Support required from Educational Department:

- Identify Master Trainers who will conduct the PSE lessons in classrooms.
- Divide these Master Trainers into 4 groups, 4 members in each group.
- Identify schools and classrooms with proper grades (as mentioned in the handholding plan) where the classroom sessions will take place.
- Selected schools should be in close proximity to each other for Arpan facilitators to easily travel from one school to the other.
- Before classroom implementation by Master Trainers, a video conference between Arpan resource person(s) and the Master Trainers to be arranged.
- Inform all Master Trainers beforehand about the handholding process commencement.
- Ensure availability of all participants.
- Ensure that selected participants attend the complete handholding programme, i.e. from Day 1 to Day 6.



**Logistics:**

- No of Arpan Observers per group: 1
- No of Days of observation: 6
- Timings: 11:00 a.m. to 5:00 p.m.

**B. Observation of trainings of teachers conducted by Master Trainers:**

- Arpan will observe 10% of Master Trainers (i.e. 8 Master Trainers) conduct PSE training with further teachers.
- The 8 Master Trainers will be divided into 2 groups of four each (4 Master Trainers will conduct PSE training with teachers from the primary grades and 4 Master Trainers will conduct PSE training with teachers from the upper primary grades).
- Each group will conduct the training over 3 working days, which will be observed by Arpan trainers and feedback will be provided to the respective groups on a daily basis.
- At the end of all the lesson plans, Arpan's team will conduct a feedback session with all 8 Master Trainers.

**Support required from Department of Education:**

- Identify Master Trainers who will conduct the PSE training.
- Divide them into 2 groups of four members each.
- Ensure availability of all participants.
- Before training by Master Trainers commences, a video conference is to be arranged between Arpan resource person(s) and the Master Trainers.
- Ensure that selected participants attend the complete handholding programme, i.e. from Day 1 to Day 3.

**Logistics:**

- No of Arpan Observers per observation session: 1
- No of Days: 3
- Timings: 9.30 a.m. to 5:30 p.m.

# ANNEXURE IV

## Resource materials for participants (Arpan's Personal Safety Education kit)

Sr. no.	Description	Rate per qty. 1000
1	Arpan's Personal Safety Education Lesson Plan Grade 1 & 2	93
3	Arpan's Personal Safety Education Lesson Plan Grade 3 & 4	99
5	Arpan's Personal Safety Education Lesson Plan Grade 5&6	82
6	Arpan's Personal Safety Education Lesson Plan Grade 7&8	71
8	Arpan Intervention Book	91
9	A4 100gsm front and back colour print & Emoticon Lamination (3 in 1 set)	39
10	A4 100gsm B/W chart front and back print & Lamination only swimwear (1 Qty.)	10

11	Instruction Book 16 pages	17
12	CD Sticker + CD case with CD Leaf + CD Writing	45
13	Caregivers Handbook	8
14	FAQ Book	20
15	Flyer	5
16	TOT Manual	165
17	PSE Poster A4 Size	3
18	Key Messages PSE	35
20	Folder	70
<b>TOTAL</b>		<b>853</b>
	PLUS 18%GST	18%GST
<b>TOTAL cost per kit, excluding cost of transportation from Mumbai</b>		<b>1006</b>

The cost of transportation from Mumbai will be borne at actuals. The estimated cost of transportation from Mumbai for 2000 kits is Rupees 180,000 (One lakh Eighty Thousand only)

**Payment details for purchasing the PSE kit:**

- Cheque favouring “Arpan”
- Online Transfer:
  - Account Name : Arpan
  - Bank Name : Bank of Baroda
  - Account Number : 06030100008094
  - Type of Account : Savings
  - Branch : Malabar hill branch
  - IFSC Code : BARBOHARKNE
  - MICR Code : 400012033
  - Branch Code : Harkne
  - City : Mumbai
  - State : Maharashtra
  - Bank Address : 37-B, Dolat Niketan, Ridge Road, Malabar Hill, Mumbai – 400 006

