



# CBI Newsletter

Reaching the Nationwide NGO Community



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## Our Vision

**CBI is the leading organization providing quality training, consulting and facilitation services to Myanmar nationals and organizations working in the social development sector.**

## Our Mission

**CBI's mission is to enhance the skills and competencies of national staff of NGOs in Myanmar in order to better serve the development of communities. To achieve this goal, we will become a center of excellence, providing quality services and facilitating communication among the NGO community and concerned individuals.**



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### CBI Stakeholders' Meeting



**The Stakeholders' meeting of CBI** was held on 6 February 2009. CBI used to hold Stakeholders meeting regularly. It was called CBI Annual Assembly before 2006 and after that it is called Stakeholders' meeting. Normally at the meeting, CBI Steering Committee and the CBI Team presents the work of CBI during last one year. At some years, CBI requested the stakeholders to suggest and advice on some of important issues of CBI by work-shopping.

This year meeting was held at the Summit Parkview Hotel and altogether 55 participants from 19 INGOs and 26 Myanmar NGOs. The meeting was opened by a welcome from the Steering Committee of CBI. Then overview of CBI performance and detailed presentation on provision of Human Resource and Organization Development services to international NGOs and Myanmar NGOs were presented by CBI Team.

Another session related to NGO cooperation and networking was also presented with an emphasis on the emergence of Myanmar NGO Network through the NGO cooperation meetings.

The meeting allocated time for questions and clarifications and the meeting was lively with questions and answers by participants and translation from Myanmar to English and vice-versa. A space for participants to give feedback on performance and quality of CBI services was given and discussion was lively. Participants also filled up the training needs assessment form provided by CBI.

The meeting concluded with a closing remark made by Thandar Swe one of the Steering Committee Members of CBI at 12:30 P.M.

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### CBI Staff Retreat

**CBI Team** went on retreat early March. Annually, CBI Team, to restore the energy used for CBI activities, to refresh the ideas and thinking, to vigor ate themselves with new strengths; physical, mental and spiritual, organizes a retreat program. This year CBI Team decided to go to southern Shan State and visit Inle lake and Taunggyi. The trip was made by road and CBI Team become more close, united, and understanding each other due to the long time spent together in one bus.

During the trip, CBI Team reflected the decision for retreat and discussed the future for CBI beside a fireplace. The Team members, seriously and broadly discussed about the situation of current work of CBI and the demand by the NGO community and the issue on how to smoothly transform the CBI into local organization continuing provision of services to NGO community, and how, what CBI should do in very near future.



Above all, CBI Team also witnessed and learnt the social and cultural development of the areas and was very delighted and enjoyed the trip though it was a tough one.

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### Welcome New CBI Staff!!!

**Daw Aye Myat Mon** joined CBI team as a Training Support Assistant.

**Daw Win Thazin Htun, Daw Lashi Seng Hkawn and U Chan Nyein Aung** joined CBI team as Trainers.

## MNN Members went on Exposure Trip

With financial assistance of Oxfam (Hong Kong) and technical assistance of Oxfam (GB) and Oxfam International, ten representatives from **Myanmar NGO Network** making into three groups went on an **Exposure Trip** to the **Philippines, Thailand** and **Vietnam** from 16-20 March 2009.



The team comprised 5 male and 5 female representatives and each group was led by one Executive Committee Member of MNN and visited one country and studied pre-arranged NGO networks in the respective country.



## Water Seminar Forum

**Myanmar Ceramics Society** organized a one-day Seminar Forum on **“Water Sector in Myanmar: Strengthening Partnerships for Integration of Social, Economics and Environment”** on 7<sup>th</sup> February 2009 at Sedona Hotel in Yangon.

The main purpose of this forum was to improve more understanding and better relationship among multi-stakeholders those who are working in the water related sectors. Altogether 120 participants from government departments, UN agencies, INGOs, LNGOs, CBOs, private sector, and media attended the forum. They actively participated and openly discussed the recent water related issues on social, economics and environment.

Then they explored the opportunities for future coordination and cooperation among each others.



All participants recommended that this forum was effective and very useful to improve better understanding and build the partnership among all stakeholders.

They recommended this kind of forum should be organized more in Myanmar in other sectors as well. **EKTA-Myanmar** and **CBI** co-hosted the forum and **DOEN** foundation from Netherland supported the funding.



## Participating at the 4<sup>th</sup> ASEAN People Forum (Advancing A People's ASEAN)

Training team leader, Daw Shwe Shwe Sein Latt attended the **4<sup>th</sup> ASEAN People Forum at Chulalongkorn University, Bangkok, Thailand** from 20-22 February 2009. Altogether about 800 participants from civil society from ASEAN countries attended the forum. The objective of this forum was: seeks to strengthen civil society across the ASEAN region, through direct People-to-People engagement. This regional forum establishes a two-way process, in which domestic issues are escalated to higher regional forums and the local impacts of regional issues are highlighted for community level groups. The ASEAN Peoples' Forum encourages regional civil society to engage on critical ASEAN issues both among itself and with ASEAN institutions.



H.E. Surin Pitsuwan , ASEAN General Secretary, and H.E. Kasit Piromya, Thailand Foreign Minister and ASEAN Chairs of Thailand attended the closing ceremony and participated at the CSO dialogue with ASEAN people.

As one of the outputs, a joint statement was prepared at the 4<sup>th</sup> ASEAN Civil Society Conference on final day. This was presented by ASEAN Civil Society to the ASEAN Leaders during a special interface session at the ASEAN Summit on 28<sup>th</sup> February in Hua Hin.

### Disaster Risk Reduction (DRR) workshop in Bali (Indonesia)

One of the CBI trainers attended the **Disaster Risk Reduction (DRR) - Preparedness Workshop** for Trocaire partners in South East Asia at Bali. Marco Minelli, DRR Programme Officer, Humanitarian Programme, Trocaire, Ireland and Georgina Jordan, Regional Humanitarian Officer, Trocaire, South East Asia facilitated the four-day workshop. The course is useful and relevant to risk management practitioners working in at risk communities as well as those concerned with capacity building for Community Based Disaster Preparedness. 30 participants from 10 different South East Asia countries attended the workshop and shared their best practices. Concepts of DRR, emergency preparedness in Trocaire and at

organizational level, community based emergency preparedness- a methodology of intervention, sessions for best practices of participants, risk analysis, contingency planning, early warning system, Trocaire's humanitarian proposal & reporting formats and next steps in terms of partner programming forum were discussed with much interest in the workshop.



### Disaster Preparedness Facilitators Skill Training

Three trainers and one training coordinator from CBI attended the **Disaster Preparedness Facilitators Skill Training** on 17 – 19 February 2009 at **Save the Children in Myanmar**. This training was conducted by the two facilitators from CECEM in Vietnam.



Following topics were discussed in three days- Presentation Skill, Questioning Skill, Observation Skill, Instruction Skill, Small Group Works, Brainstorming and Brainwriting, Experiential Learning Cycle (ELC), Creating a Supportive Learning Environment. Each participant got a chance to do the 20 minutes facilitation section in the training. Facilitators gave feedback for facilitation. It was a good practice because participants could get the opportunity to review their facilitation styles from that feedback. Although training was three days, it was effective. Participants learnt facilitation skills, facilitation methods, and social network from the training.

### LRC Capacity Building Programmes in Delta

**Local Resource Centre (LRC)**'s capacity building programme has been implemented capacity building and management training programmes in delta especially for LNGOs staff who are working in Nargris effected areas. LRC capacity building programme agreed with CBI training team to conduct capacity building trainings based on training need assessment in the delta. **"Enhancing Community Participation through facilitation"** training was conducted in **Dedayae** township from 11 to 13 February 09. The purpose of the training is to build the Community Facilitation Skills of junior and middle level project staff for better serving the communities for their greater participation. There are (7) local development organizations in Dedayae township. Before the training, training team made training need assessment and identified what they really needed for staff capacity development. (13) male and (6) female participants from (7) LNGOs and CBOs actively participated in the training. Likewise, LRC capacity building programme organized **"Participatory Community Development Process"** training in **Bogalay** township from 17 to 19 March 09. Based on local development staff needs, two trainers from CBI facilitated the training. Total participants were (23)

with (11) male and (12) female from (8) CBOs in Bogalay. All participants were satisfied the training and they got chance to share what problems and difficulties they encountered while they were in community.

LRC Capacity Building programme will organize more capacity building training in the delta depending on local development organizations' needs. LRC Capacity Building programme will organize more capacity building training in the delta depending on local development organizations' needs.





## Team Building (In-House)

CBI conducted the **Team building** training at CBI from January 7-9, 2009. The purpose of the training was to provide necessary knowledge and skill for the participants to make them capable of effectively building teams. Altogether, (22) participants from (13) organizations attended the training. There were (16) male and (6) female and they were from 9 INGOs and 4 LNGOs. The participants were very satisfied with the training methodologies and achievements of training objectives.



---Willow in the Wind---

## Leadership Module Course at CBI

**“Leadership Module Course”** was conducted by the CBI training team. The program is divided into **three modules as: Effective Team Leadership, 360 Degree Leadership, and Result Based Leadership.**



The purpose of the training was to develop middle level staffs and team leaders to perform their tasks effectively and lead the team successfully through practicing the skills of leadership, principles of 360 degree leadership and effectiveness of team leadership.

Total 20 participants attended the training (8 from INGOs & 12 from LNGOs). Out of 20 participants, 12 were female and 8 were male. All the sessions of the training were conducted by participatory approach through experiential learning Cycle. Large group discussions, small group discussions, presentations, pair work, role plays, brainstorming, brain writing, video show, photo gallery, assessment worksheets and conceptual games are exercised throughout the training. Participants satisfied with training design, methods and approach. They enjoyed and actively participated in all sessions.

### Voice of the participants:

“It’s a very interesting training. We’ve got new concept and ideas to apply in our work”.

“We’ve learned thoroughly about what leadership is”.

“We like trust building and power of a leader role play session”.

“We enjoy the games that are in harmony with training concept.”

“We come to know very well about the leadership functions”.

“We’re interested in 360 degree leadership. It can be applied in our daily work”.

### New Representatives of International NGOs

#### New Rep:

Mr. Arnold Willem Coerver

Mr. Makoto Shiraki

#### Former Rep:

Ms. Virke Herzbuk

Ms. Naoko Kasuga

#### Organization

Malteser International

Saetanar

### NGO Address Changes

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#### **Oxfam New Office**

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Yangon, Myanmar.. Tel: 951-526 934, 951-375 398, 951-375 392

## Proposal Writing Training-Workshop at CBI

**Proposal Writing** Training - workshop was conducted at CBI on 27-30 January.



All-together 21 participants from 8 INGOs and 9 LNGOs attended the training-workshop. The purpose of the training-workshop was for the participants to be able to understand the structure and process for developing a proposal and then plan and write a sound proposal.

By the end of the workshop, participants have clearly understood the layout and concept of a proposal and different types of proposals. They also overviewed and outlined the different phases of project cycle and practiced some operational project cycle management. They generated ideas and developed design for a proposal and practiced essential professional writing skill. Finally they had developed a draft proposal based on their group discussion.

## Team Building Workshop (MCC)

CBI training team conducted a **Team Building Workshop** on 26-28 Jan 09 at Chaungthar for the staff who are working for **MCC Malaria Project**.

The activities of the training were

- to get a clear understanding of the aspect of team building among team members
- to develop sound working condition among team members
- to appreciate the value of individual team members
- to possess personal skills and knowledge and enhance their capacity in team development
- to lead the team in both flexible and appropriate leadership and management style

Altogether 22 participants from Yangon, Chin State, and Kachin State attended the three-day workshop actively. They could reflect their achievements and did SWOT analysis for their MCC Malaria Project Team. They discussed about the team development process, building trust in a team, behaviors of team members in a team, team leadership styles, and team leadership window. On the last day of the workshop, participants drew action plan for their future activities.



### Participants said that

- They understand true team spirit
- They know the value of trust among team members
- They appreciate that diversity is a strength for them
- We could learn by playing conceptual games
- They do want to conduct that kind of training to their community members.



## Community Facilitation & Team Building Training

CBI conducted 3 – day training for DIFID funded consortium livelihood project of Myanmar NGOs on **“Community Facilitation and Team Building Training”** at LRC from 11<sup>th</sup> to 13<sup>th</sup> February, 2009.

Altogether 25 participants from 8 Myanmar NGOs attended the training.

The objectives of the training are to enhance the skill and knowledge of community facilitation and; to learn the effective ways of building a good team within organization and community.

## Social Mobilization Training - World Vision Myanmar

**World Vision Myanmar** contracted CBI training team to conduct a series of trainings for their staff. The first training was **“Social Mobilization”** and conducted in Yangon from 24<sup>th</sup> to 26<sup>th</sup> March, 2009.

Altogether 15 Community Development Facilitators attended the training.

The objective of the training was to provide the participants with the knowledge on the concepts and approaches of the basic social mobilization in the context of community participation and development with the learning opportunity. .



## Team Building at LRC

From January 7-9, 2009, CBI training team conducted the customized training on **Team Building** for Local NGOs at **Local Resource Center (LRC)**.

Altogether 25 participants attended the training. All of them were from CBOs and LNGOs.

During training, characters of an effective team, development of a team, trust building, team member's characters and team leadership skills were discussed.

At the end of the training, all participants gained confidence in building effective team.



## Leadership Short Course Training at LRC

CBI training team conducted the **Leadership Training** at LRC for LNGOs staff. It was organized by CBI-LRC Project. Total 21 participants attended the training on 21-23 Jan'09.



Purpose of the training was to develop middle level staffs and team leaders to perform their tasks effectively and lead the team successfully through deep understanding the concept and skills of leadership, principles of 360 degree leadership and effectiveness of team leadership.

A participatory approach was used through experiential learning cycle.

### Voice of the participants:

"We've got new concept and knowledge of 360 degree leadership".

"We come to know how trust building is very important".

"We're interested in experience sharing and learning sessions".

"We come to realize how skills and characteristics of a community leader are important."

## Proposal Writing - MCFB

CBI training team conducted the **Proposal Writing** Customized training for **Myanmar Christian Fellowship of the Blind (MCFB)** on 14-17 February 09. Altogether (25) participants from (13) organizations attended. Most of them had little or no experience of proposal Writing.

The purpose of the training was to strengthen the disable CBOs (Community Based Organizations) in getting the knowledge of project cycle management and proposal writing.

During the training, the participants were able to learn the stages of the Project cycle management and the elements and process of Proposal writing. They also had a chance to write and edit their own proposal during the training.

They all actively participated throughout the training and they were very happy with achievement of the training objectives and the output produced.



## Participatory Rapid Appraisal (PRA) Training - PACT (Myanmar)

CBI training team conducted the **Participatory Rapid Appraisal (PRA)** training for the **PACT(Myanmar)** and WFP staff who are working for PACT (MYANMAR) on 24 – 26 March 2009 at the Excel Tower. All together, 30 participants from different workstations attended the three-day training.



The main theme of the training was to introduce the participants with more PRA tools and make them to capable of applying these tools in line with local context at their respective community. Twelve PRA Tools were discussed and practiced in the training. "How to relieve tension challenge" session was also an applicable one for them.

Training was completed successfully by formal closing ceremony.

### Voices of Participants

- We now know more about the practical usage of PRA Tools
- PRA is a useful in participatory assessment in community
- We knew the strength and weakness of each PRA Tools
- We practiced how to use PRA Tools in our work

## Social Mobilization Training for IOM (Mawlamyaing)

CBI Training team conducted two customized training on **Social Mobilization** for IOM from 26 February to 1 March 2009 in Mawlamyaing.

The first training (26-27) was intended for the (31) VMWGs (community leaders) from 6 Mawlamyaing townships.

The second training (28-1/1-3) aimed for the (24) project staffs from IOM-Mawlamyaing.

They included project manager, assistant project medicals, mobile team leaders, nurses, lab technicians and community project assistants.

Trainers created a learning situation to learn social mobilization, facilitation skills, community leadership and basic book-keeping skills.

In spite of cultural difference among the participants, they participated happily through the training days. At the end of the training, they gained knowledge and confidence to mobilize and lead the community. They also had practical experiences on community facilitation, book-keeping and budget.



## Organization Development Workshop for Partner CBOs of UNODC

The main purpose of the workshop was - participants will have better understanding of the whole picture of their CBOs through strengthening relationship and partnership among members and partners. They have assessed the capacities of their CBOs and reviewed existing organization development in order to prepare their future plan in line with the current state and progress.



Altogether 31 participants from four branches (VSWA-Mandalay, YET-Lashio, YET-Muse, OASIS-Lashio,) attended the workshop.

Each participant improved their knowledge and overviewed the whole picture of their CBOs applying 7s Model assessment questions. They learned how to build and maintain the groups by practicing group works. They had also solved some problems within their CBOs by practicing problem solving and decision making exercises. Each CBO developed the vision, and mission based on their SWOT analysis and strategic questions. They also developed prepared the action plan to continue their OD works.

More importantly, they could build cordial and friendly relationship and strengthen partnership each other.

### Some voices from participants

*"We like system thinking as it improves thinking skill and learn many ways to think"*

*"We like developing mission and vision as never done before and motivated"*

*"We have got many ideas how to plan , prepare and continue in future"*

*"We like all as they are appropriate and relevant"*

*"We need more time"*

*"We want to attend long-term training and workshop like this"*

## Community Facilitation Training for PACT (Myanmar)

**"Community Facilitation"** training was conducted for PACT (Myanmar). It was a three-day customized training. Total 30 participants from PACT and WFP attended the training. The purpose of this training was for participants to gain knowledge and skills of community facilitation necessary for effectively working in their community development projects. Training contents and handouts were developed based on prior discussions. Training design was adjusted according to the

level of participants and their expectations collected at the beginning of the first day. Participatory approach through experiential learning cycle was used throughout the training.



### Voice of the participants:

*"We've discussed the community development process thoroughly."*

*"We've learnt with much interest what community facilitation is and what the community development facilitator's skills are."*

*"We come to realize how community participation is important."*

*"This kind of training really upgraded our skills and knowledge"*

*"We've got a chance to learn the AI approach how to deal with community in appropriate way".*