

REGIONAL CENTRE ON GROUNDWATER RESOURCES, EDUCATION,
TRAINING AND RESEARCH

TRAINING GUIDELINE

MAY 2019

Vision

A premier regional centre in groundwater research and capacity building.

Mission

To promote research, education and training for sustainable management and development of groundwater resources

The Centre will take the lead in the promotion of sustainable use of groundwater to spur economic growth in the region.

Core values

- Integrity
- Professionalism
- Innovativeness
- Sustainability

Core Mandate

The object and purpose of Regional Centre on Groundwater Resources Education, Training and Research is to conduct research and capacity building on groundwater resources management and development in the Region.



LIST OF ABBREVIATIONS

Centre/RCGW-Regional Centre on Groundwater Resources Education, Training and Research

IHP-International Hydrological Programme

UNESCO-United Nations Educational Scientific and Cultural Organizations

CEO-Chief Executive Officer

GoK-Government of Kenya

MoUs- Memorandum of Understanding

SDGs-Sustainable Development Goals



DEFINITION OF TERMS

Centre-refers to Regional Centre on Groundwater Resources Education Training and Research

Professional Groups/ Trainees- the intended beneficiaries of training programmes

Facilitator-person engaged by the Centre to conduct training

Coordinator-the person appointed by the Deputy Director Capacity Building and Knowledge Management to oversee training course

Collaborator-person or institution partnering with the Centre as either facilitator or sponsor with the aim of conducting training

Training Programme- there would be two training programmes (i) *regular training programmes*-these are pre scheduled programmes running and they would be designed based on the findings of training needs assessment.(ii) *tailor-made training programme*-would be based on the needs for a particular client.

Client- persons, groups, organizations, institutions who request the Centre to conduct training on their behalf

Groundwater- all water found beneath earth surface in soil and rock pore spaces and in fractures of rock formations

Outsourced- facilitators/institutions engaged by the Centre to carry out training through contract.

Preamble

Regional Centre on Groundwater Resources Training Programmes is necessary for the Centre to meet its core mandates. The Board, management and all stakeholders have since then realized the importance of establishing a framework to guide these programmes hence the development of this Training Guideline document.

This Document aims at governing all training programmes besides giving acceptable procedures and guidelines on key delivery areas, code of conduct of staff or parties in service, project timelines and key deliverable areas among other areas. From time to time, the Centre through the Directorate of Capacity Building and Knowledge Management will review and strategically position this framework in line with policy documents to ensure quality adherence and conformity.

Through coordinated framework, the Centre aims at using it's own/partners'/ Stakeholders' professional and expertise in conducting trainings.

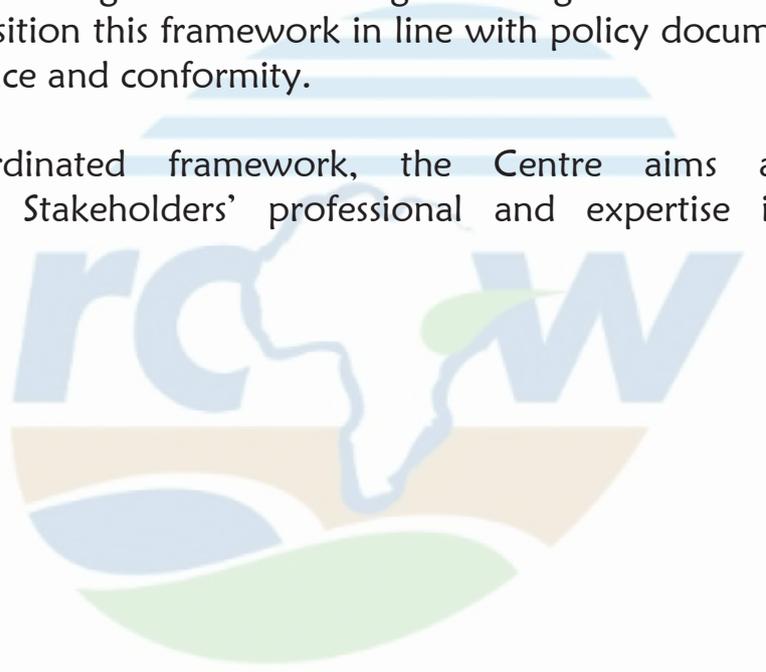


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1.0 INTRODUCTION

1.1 Background of the Centre

Regional Center on Groundwater Education, Training and Research in Eastern Africa was established as result of Resolution XIX-6 of the UNESCO Intergovernmental Council of the International Hydrological Programme (IHP) of July 2010. It is a Category 2 Centre within the auspices of UNESCO situated in Nairobi, Kenya. The purpose of the Centre is to promote regional cooperation on the 'Management of Groundwater Systems', train water professionals, support Member states in addressing regional needs, and contribute to the SDGs (Sustainable Development Goals).

In February 2013 the Government of Kenya and UNESCO signed an agreement setting up the Centre. The Agreement spelt out the functions and objectives of the Centre as well as the obligations of each of the parties with regard to the Centre. Consequently, the Government of Kenya through its Legal Notice No. 252 of 18th December, 2015 operationalized the Centre.

1.2 Organizational Structure

The administration of the training function is provided by the Deputy Director who is answerable to the Director/CEO of the Centre. The Deputy Director is assisted by three Assistant Directors.

The roles and duties of Deputy Director, Capacity Building and Knowledge Management will include: offering training programmes, workshops and groundwater resource management, promoting civic education through public awareness and disseminating and transmitting scientific and technical information in groundwater management and development.

1.3 Statement of the Guideline

- i. The Centre is committed to support professional development through provision of training on groundwater resources in order to enhance skills of professionals in water related fields/institutions that promotes groundwater resources management and governance.
- ii. The Centre shall identify groundwater training needs among the professionals and develop informative courses to address them.
- iii. The Centre will seek partnership and collaboration with government agencies and institutions, and other organizations in building capacity on groundwater resources management.
- iv. The Office of the Deputy Director in charge of Capacity Building and Knowledge Management shall be responsible for coordinating the training Guideline.

1.4 Purpose of the Guideline

The aim of this Guideline is to provide guidance to the Centre staff in developing and delivering groundwater training programmes. Enable the Centre to have a database of professional groups and alumni. Create an environment that is mutually beneficial in terms of knowledge transfer to the Centre, Professionals and collaborating partners including universities and other organizations.

1.5 Objectives of the Guideline

- i. Provide guidance in the formulation, coordination and implementation of training programmes.
- ii. Provide criteria for identification of professionals, collaborators and facilitators to realize successful implementation of training programmes.
- iii. Develop and enhance networks with private organizations, government agencies, learning institutions, leading to collaborative groundwater resources training programmes.
- iv. Clarify the roles of the Centre, facilitators and professionals for delivery of effective training programmes.

1.6 Training Guiding Principles

Improve Groundwater resources management and development through training: There will be a mutual relationship between the Centre, collaborators, and professional groups that will make it a regional model on how groundwater training programmes can enhance groundwater resource management, protection, conservation and governance.

Enhance groundwater knowledge: The Centre will raise level of skills and knowledge among the professionals on groundwater resources through training programmes.

Advance groundwater resources governance: The Centre will bring together all the relevant stakeholders to advocate for good groundwater governance.

Facilitators governing principles: The training facilitators will be governed by the following principles;

- a. **Confidentiality:** Personal information obtained in the process of implementing training shall not be shared or disclosed.
- b. **Respect:** Treat trainees' opinion, views, customs, values, gender, and experiences with respect.
- c. **Openness:** be honest, transparent, truthful, fair, and accountable.
- d. **The Communication Process:** Communication should be clear, interactive, involving, informative, responsive, and using a variety of channels (verbal and non-verbal).

1.7 Rationale

There are continuous emerging issues (including sources of pollution, land use and land cover changes, geohazards, decline of groundwater levels etc.) and ever changing technology in groundwater exploration and development. New Graduates with interest in water related fields should be exposed to practical aspects of groundwater through training. The training shall provide a platform for sharing new research finding. This Guideline will provide a tool to design, prepare and undertake groundwater resources training programmes to disseminate existing and emerging groundwater skills and knowledge to improve professionals' expertise.

In addition, the following benefits will also be achieved:

- i. Developed capacity of the Centre staff and other facilitators through undertaking training programmes.
- ii. Improved development and management of groundwater resources

- iii. Reputation of the Centre as an “Oasis of Groundwater knowledge”
- iv. Influencing incorporation and integration of groundwater knowledge into higher learning institutions curriculum.
- v. Continually create opportunities for training on best practices on groundwater resources management.

1.8 Scope of the Guideline

The Centre will carry out groundwater resources training programmes using its own team of experts or in collaboration with other institutions.

Training includes the following:

Groundwater training fields: This can apply to a wide range of areas customized to meet the needs of various professionals on the following fields but not limited to: groundwater occurrence, groundwater pollution, groundwater quantity, groundwater quality, Groundwater recharge, Groundwater-surface water interaction, Management of Transboundary Aquifers, Groundwater Monitoring and Information Management, Groundwater regulation, licensing, allocation and institutions, The role of stakeholder participation and communication in groundwater management, Groundwater Hazards, Groundwater over-exploitation, basic assessment of groundwater pollution, aquifer vulnerability, Groundwater conservation and protection, Groundwater for Food Security, Groundwater and Environment, Groundwater and Climate Change, Drilling methods, Monitoring of drilling works, Cost for drilling.

- i. **Tailor-made courses:** Tailor-made training programmes will be offered based on request from specific clients (Government, Institutions,

company, individual or organization). The costs of training will be met by the client.

- ii. **Collaborated and outsourced Training:** The Centre will collaborate with other training institutions to carry-out training programmes in which they may share the costs. On the other hand, the Centre may outsource the services of an organization/institution and individual facilitators to carry out its training programmes.
- iii. **Professional groups:** Professional groups include the following: - Chemists in water and environmental sector, Hydrologists, Hydrogeologists, Engineers, Researchers, environmentalists, drillers, Geologists in other sectors (Mining and Energy), and water resources related experts.
- iv. **Mode and types of Training:** The mode of training shall be regular, tailor-made courses, workshops and seminars. Regular courses are scheduled training programmes by the Centre to be administered online or venue based. Tailor-made courses shall be offered by the Centre upon request by clients. Workshops and seminars shall be organized by the Centre depending on emerging issues from stakeholders.

2.0 ROLES AND RESPONSIBILITIES

2.1 Roles and Responsibilities of the Centre

- i. Adhere to relevant laws and regulations
- ii. Act in accordance with Centre's training guideline
- iii. Develop and provide all training materials, content and undertake the training programmes
- iv. Deliver all training programmes outputs as per the client's Terms of Reference where applicable.
- v. Make requisite preparations for each training programme session i.e.
 - a. Identify professional groups and their particular needs
 - b. Secure the venue, equipment, facilitators, authorities and other training materials
 - c. Quality control on collaborated and outsourced training programmes
- vi. The Centre will undertake evaluation of training programmes.
- vii. The Centre shall acknowledge sources of materials and software programs used during training programmes.

2.2 Roles and Responsibilities of the Facilitators

- i. Adhere to the training guideline provided by the Centre.
- ii. Repackage the availed training content according to the needs of the targeted professional groups.
- iii. Carryout the actual training programmes
- iv. Prepare training outcome report

- v. Administer the evaluation feedback on the training programmes
- vi. Acknowledge sources of all information disseminated to the professionals.
- vii. Protect confidential information where disclosure of information may affect the welfare of others.
- viii. Keep time.
- ix. End sessions with breaks and fun activities.

2.3 Roles and Responsibilities of the Collaborators

- i. Adhere to the Memorandum of Understanding.

2.4 Roles and Responsibilities of the Trainees

- i. Attend and participate actively during the training sessions.
- ii. Adhere to the training programmes set rules
- iii. Give feedback on training programmes.

3.0 GUIDELINE IMPLEMENTATION

- i. This guideline shall be effective from the date of approval by the Board of Directors.
- ii. This guideline shall apply to all MoUs pertaining to training programmes between the Centre, clients, collaborators, facilitators, and, the professional groups.
- iii. The guideline shall be interpreted in a manner that is consistent with Constitution of Kenya 2010 and all relevant Laws and Statutes.



4.0 PROCEDURES FOR CONDUCTING TRAINING

a) Regular Training

Select training needs: The Centre shall select a particular training need from the groundwater training needs assessment report and other similar reports.

Design of training course including duration and course content: The Training and Capacity Building Department shall come up with the relevant content to address the identified training gaps. The Board committee on Training shall approve the developed training content.

Identify and recruit facilitators: The Centre shall identify individual expertise in various fields of groundwater and keep a database for engagement

Secure training venue: The training coordinator shall organize the securing of training venue.

Determining course fee and charges: The Centre shall determine the fees and charges for training programmes where applicable.

Publicity of the training programmes: The Centre shall publicize the training programmes through print media, electronic media, verbal, lobbying etc.

Course application: The Centre shall invite trainees to apply for the advertised training programmes in a prescribed format. The interested professionals/institutions will make and present their application to the Centre for consideration for training.

Selection criteria: The Centre shall formulate criteria for selecting trainees based on level of expertise and level of education.

Identification and Selection of trainees: The Centre will identify and select trainees from the list of the applicants based on selection criteria.

Conduct the training: The facilitator shall set the rules of engagement and carryout the training.

Feedback and reporting: The facilitator shall administer feedback forms at the end of each training programme and submit a report to the training coordinator who shall then submit to Deputy Director, Capacity Building and Knowledge Management for analysis.

Methods of certification: At the end of every training, the Centre in consultation with collaborating partners shall decide on the type of the certificate to be issued to the graduates.

Issuance of certificates- the training coordinator shall issue certificates to the graduates after successful completion of the training programme(s).

Course evaluation: The Deputy Director, Capacity Building and Knowledge Management shall undertake the training programme course evaluation.

b) Tailor-Made

Receive training request from client: upon receipt of training request from the client, the Centre shall invite the client for negotiating terms of engagement including fees and other charges.

Design of training course including duration and course content: The Training and Capacity Building Department shall come up with the relevant content to address the identified training areas.

Secure training venue: The training coordinator shall organize the securing of training venue.

Identify and recruit facilitators: The Centre shall identify individual expertise in various fields of groundwater and keep a database for future engagement

Conduct the training: The facilitator shall set the rules of engagement and carryout the training.

Feedback and reporting: The facilitator shall administer feedback forms at the end of each training programme and submit a report to the training coordinator who shall then submit to Deputy Director, Capacity Building and Knowledge Management for analysis and sharing with the client.

Methods of certification: At the end of every training, the Centre in consultation with collaborating partners shall decide on the type of the certificate to be issued to the graduates.

Issuance of certificates- the training coordinator shall issue certificates to the graduates after successful completion of the training programme(s).

Course evaluation: The Deputy Director, Capacity Building and Knowledge Management shall undertake the training programme course evaluation.



5.0 PREPARATION OF COLLABORATION AGREEMENT

Identify collaborators: The Centre shall identify relevant collaborators to support the institution with the implementation of training programmes.

Make inventory of institutions offering similar and related courses: The Centre shall make an inventory of institutions offering similar and related courses for purposes of collaboration.

Forming collaboration: The Centre shall ensure that MoUs are signed and adhered to by parties involved.

The following considerations shall be undertaken while preparing Memorandum of Understanding for partnering in training programmes:

- i. Parties involved
- ii. Roles and functions of respective partners
- iii. Contribution (Finance and Human resources) of each partner
- iv. Training programme implementation period
- v. Expected output
- vi. Termination of the MoU

6.0 TRAINING PROGRAMMES APPROVALS

- i. All groundwater resources training programmes shall be approved and managed in accordance with this guideline.
- ii. A member of staff wishing to engage in groundwater training activities for pay shall obtain written permission from the Chief Executive Officer before embarking on such activities.



7.0 GUIDELINE REVIEW

- i. This guideline shall be reviewed after every five (5) years or earlier where necessary based on emerging issues.
- ii. Reviews and amendments of this guideline shall be undertaken with the approval of the Board of Directors.



8.0 COMPLIANCE

The Centre through Deputy Director, Capacity Building and Knowledge Management shall ensure adherence to the set training guideline. In case of non-compliance the Chief Executive Officer shall take necessary remedial measures.



9.0 REFERENCES

- i. CoK 2010
- ii. Legal Notice no. 252
- iii. Committee of expert constitution 2010 facilitators manual
- iv. University of Kabianga training and development policy
- v. RCGW Staff establishment
- vi. RCGW Strategic Plan (2018-2022)

