

Office of the Project Director
Community-based Forest Management and
Livelihoods Improvement in Meghalaya
Shalom Building, 2nd Floor,
Lower Lachumiere, Shillong—793001

+91 364-3510190 www.mbda.gov.in

meglife.mbda@gmail.com/jica.mbda@gmail.com



Meghalaya Livelihood Improvement
through Forest Enhancement



Meghalaya Basin
Development Authority



Japan International
Cooperation Agency

No.MBDA/JICA/2022/297/2089

Dated: Shillong, the 20th Aug, 2025

NOTIFICATION

Subject: Orientation Training for Newly Recruited BPMU and DPMU Staff

This is to inform you that an Orientation Training for the newly recruited BPMU and DPMU staff of the MegLIFE Project (please see the enclosed list in Annexure-1) will take place from August 25th to 27th, 2025, at the MegARISE Conference Hall in Shillong.

All concerned individuals are required to attend the training on the scheduled dates and times without fail. If anyone is unable to attend, prior permission must be obtained for their absence.

- Enclo-i) List of Trainees
ii) Module of the Training

(Shri Wankit Kupa Swer)
Deputy Project Director
MegLIFE, MBDA Shillong

No.MBDA/JICA/2022/297/

Dated: Shillong, the ____ Aug, 2025

To

1. All Concerned (Trainees and Resource Persons)

Copy To:

1. The Project Director, MegLIFE, MBDA, Main Secretariate Building, Shillong

Bzatak
Technical Specialist, Project Management
MegLIFE, MBDA, Shillong

List of Participants

Annexure-1

Name	Designation	Functional Areas	Place of Posting
Poirei Khomba Sanasam	Senior Manager	Training and Development	SPMU, Lower Lachumiere
Cheenseng S Sangma	District Project Manager	District Project Management	SPMU, Lower Lachumiere
Badeibiang Nongtri	District Project Manager	District Project Management	SPMU, Lower Lachumiere
Tanlin wahlang	Block Project Manager	Block Project Management	Mawkyrwat Block
Emy R Sangma	Block Project Manager	Block Project Management	DPMU, SWGH
Fred Rambo G Momin	Block Project Manager	Block Project Management	Gasuapara Block
Apurelitha R Marak	Block Project Manager	Block Project Management	Group II Village
Ishavella Sakra	Block Project Manager	Block Project Management	DPMU, RB
Mangshwa Magdalyne S. Suting	Block Project Manager	Block Project Management	Saipung Block
Twelstone M Sangma	Project Associate	Retired Forester	Rongara Block
Wallistone Ch Marak	Project Associate	Retired Forester	Group II Village
Pinthona Ch Marak	Project Associate	Retired Forester	Chokpot Block
Tangchira R Marak	Programme Associate	Project Managerment	Group II Village
Chankey M Sangma	Programme Associate	Project Managerment	Group II Village
Wanbanshan Kharmyndai	Programme Associate	Project Managerment	Mairang Block
Chingchame M Sangma	Programme Associate	Project management	Dambo Rongjeng Block
Wandaphi Lyonne Mawlong	Programme Associate	Content Writer	SPMU, Nongrim Hills
Pherbornwell Wankhar	Programme Associate	Project Management	Umsning Block
Alacrity Rymbai	Programme Associate	Project Management	Saipung Block
Maxbirth R Sangma	Programme Associate	Project Management	Tikrikilla Block
Goldie Z Hnamte	Programme Associate	Project Management	Mawkynrew Block
Bashisha Kharjahrin	Programme Associate	MIS	SPMU, Lower Lachumiere
Pascaleo Kharmuti	Programme Associate	Project Management	Laskein Block
Bilaksing N Areng	Programme Associate	Project Management	Gasuapara Block
Mattibakor Mawlong	Programme Associate	Project Management	Mawshynrut Block
Pantora M Marak	Programme Associate	Finance and Accounts	Gambegre Block
Anibahun Kshiar	Programme Associate	Finance and Accounts	SPMU, Lower Lachumiere
Wisebirth T Sangma	Programme Associate	Finance and Accounts	Dambo Rongjeng Block
Rithika Lal	Programme Associate	Finance and Accounts	SPMU, Lower Lachumiere
Dibiroy Mawrie	Programme Associate	Finance and Accounts	SPMU, Lower Lachumiere
Taianchi B Marak	Programme Associate	Finance and Accounts	Tikrikilla Block
Reminisce Glenford Jones Lyngdoh	Programme Associate	Procurement	SPMU, Lower Lachumiere
Siewdor Lyngdoh Nongsap	Programme Associate	Procurement	SPMU, Lower Lachumiere

Training Module for Orientation Training Program for Newly Recruited Staff-2025 under MegLIFE Project

Day-1

Pre-Lunch Sessions		
Session Time/Duration	Topics	Resource Person
10:00- 10:30 pm 30 minutes	Registration & Breakfast	MTA, SPMU
10:30- 11:00 pm 30 minutes	Address by APD	Shri Sachin Shankar Gavade, IFS
11:00 am -11:30 am 30 Minutes	Overview of MegLIFE Project	Shri Wankit Kupa Swer DPD, MegLIFE
11:30 am to 11:45 pm 15 minutes	Quiz	Do
11:45 noon to 12:30 pm 45 minutes	VPIC functions in MegLIFE Villages	Shri G.S. Raju, IFS (Retd.) Consultant, PM, SPMU
12:30 pm to 12:45 pm 15 minutes	Record Maintenance at VPIC	Smti Bratati Purkayastha, TS, PM, SPMU
12:45 pm to 1:00 pm 15 minutes	Quiz	Shri G.S. Raju, IFS (Retd.) Consultant, PM, SPMU
LUNCH BREAK (1:00-2:00 pm)		
Post Lunch Sessions		
2:00 pm to 2:45 pm 45 minutes	Overview of Sustainable Forest Management & Implementation process in MegLIFE Villages (Plantations & Nursery)	Shri G.S. Raju, IFS (Retd.) Consultant, PM, SPMU
2:45 noon to 3:00 pm 15 minutes	Quiz	Shri G.S. Raju, IFS (Retd.) Consultant, PM, SPMU
3:00 pm to 3:30 pm 30 minutes	Agroforestry under MegLIFE	Do
3:30 pm to 3:45 pm 15 minutes	Quiz	Do
3:45 pm to 4:15 pm 30 minutes	Overview of Income Generation Activities under MegLIFE	Shri Nangteibor Shabong, PM Specialist, Livelihoods
TEA BREAK (4:15- 4:30 pm)		
4:30 pm to 5:00 pm 30 minutes	Overview of Soil & Water Conservation under MegLIFE	Smti Bratati Purkayastha, TS, PM, SPMU
5:00 pm to 5:30 pm 30 minutes	Exit Test	Smti Bratati Purkayastha, TS, PM, SPMU

Day2

Pre-Lunch Sessions		
Session Time/Duration	Topics	Resource Person
10:30- 11:00 pm 30 minutes	Recap of Day -1	By Trainee Moderator- Shri G.S. Raju, IFS (Retd.) Consultant, PM, SPMU
11:00 am to 11:30 am 30 minutes	Overview of MegLIFE MIS & APPVERSE FORMS	Smti Philarisha Mary Thangkhiew, M&E Vertical, SPMU
11:30 am to 11:45 am 15 minutes	Quiz	do
11:45 am to 12:15 pm 30 minutes	Plantation & SALT MIS forms, dashboards, monitoring of progress and updating Data	Smti Dokatchi K. Marak & Shri John Kearney Wanniang, NRM Vertical, SPMU
12:15 pm to 12:30 pm 15 minutes	Quiz	do
12:30 pm to 1:00 pm 30 minutes	SWC & Springshed MIS forms, dashboards, monitoring of progress and updating Data	Smti Effie Gwyneth L Kharjana & Shri Justin Pathaw, SWC Vertical, SPMU
LUNCH BREAK (1:00-2:00 pm)		
Post Lunch Sessions		
2:00 pm to 2:30 pm 30 minutes	Forest Management Plans & Data Collection through APPVERSE	Smti Lavinia Mary Dkhar, COE
2:30 pm to 3:00 pm 30 minutes	Income Generation Activities (IVCS & SHG) MIS forms, dashboards, monitoring of progress and updating Data	Shri Sienmiki Lyngdoh Mawphlang & Luckerlorenzoe Majaw, IGA Vertical, SPMU
3:00 pm to 3:15 pm 15 minutes	Quiz	do
3:15 pm to 3:45 pm 30 minutes	Monitoring & Evaluation under MegLIFE (MIS & Physical)	Smti Philarisha Mary Thangkhiew, M&E Vertical, SPMU
3:45 pm to 4:00 pm 15 minutes	Quiz	Do
TEA BREAK (4:00- 4:15 pm)		
4:15 pm to 4:45 pm 30 minutes	VPIC level Knowledge Management data collection and Preparation of Village Report	Smti Veveane Sayo, KM Vertical, SPMU
4:45 pm to 5:15 pm 30 minutes	Sanctions, Booking of Expenditure & Utilization Certificate	Smti Bratati Purkayastha, TS, PM, SPMU
5:15 pm to 5:30 pm	Quiz	do
5:30 pm to 6:00 pm	Process of RFQ & RFE	Sisir Kumar Swain, Procurement Specialist, MBDA

Day-3

Pre-Lunch Sessions		
Session Time/Duration	Topics	Resource Person
10:30- 11:00 pm 30 minutes	Recap of Day -2	By Trainee Moderator- Shri G.S. Raju, IFS (Retd.) Consultant, PM, SPMU
11:00 am to 11:30 am 30 minutes	Community Procurement & ESMF under MegLIFE	Smti Bratati Purkayastha, TS, PM, SPMU
11:30 am to 11:45 am 15 minutes	Quiz	do
11:45 am to 12:15 pm 30 minutes	Social Inclusion & Gender Mainstreaming Overview	Shri G.S. Raju, IFS (Retd.) Consultant, PM, SPMU
12:15 noon to 12:30 pm 15 minutes	Social Inclusion, Gender & Capacity Development MIS Dashboards & Monitoring	Smti Darity Khongthaw, Social & Capacity Building Vertical, SPMU
12:30 pm to 12:45 pm 15 minutes	Quiz	Do
12:45 pm to 1:15 pm 30 minutes	- Statutory & Social Audit in the VPICs-Overview and Process - Experience sharing from CLLMP	Shri G.S. Raju, IFS (Retd.) Consultant, PM, SPMU Smti Philarisha Mary Thangkhiew, M&E Vertical, SPMU
LUNCH BREAK (1:15-2:15 pm)		
Post Lunch Sessions		
2:15 pm to 2:25 pm 10 minutes	Presentation by Trainee Group- A	Moderator- Shri Wankit Kupa Swer DPD, MegLIFE
2:25 pm to 2:35 pm 10 minutes	Presentation by Trainee Group- B	
2:35 pm to 2:45 pm 10 minutes	Presentation by Trainee Group- C	
2:45 pm to 2:55 pm 10 minutes	Presentation by Trainee Group- D	
2:55 pm to 3:05 pm 10 minutes	Presentation by Trainee Group- E	
3:05 pm to 3:30 pm	Wrap up session	Shri Wankit Kupa Swer DPD, MegLIFE

Note-Buffer time of 2 & half hour on 3rd day kept to accommodate delays in session if any.