



**FINANCIAL EDUCATION PROGRAM (FEP)  
Social Safety Nets (SSN) Project in Liberia**

# **Volume III: Training-of-Trainers Manual**



**WORLD BANK GROUP**  
Finance, Competitiveness & Innovation

TIME	ACTIVITIES
08:30 – 09:00	Arrival and registration of participants
09:00 – 09:30	Presentation of all & Overview of the FEP and its objectives
09:30– 10:00	Presentation of the training methodology
10:00 – 10:30	Simulation of the training using Session 1 by the Master Trainer
10:30 – 11:00	Simulation of the training using Session 5 by Group 1 of Trainers
11:00 – 11:30	Simulation of the training using Session 6 by Group 2 of Trainers
11:30 – 12:30	What are the important points to remember in the FEP
12:00	End of the training of trainers

# Who are we and why are we here?




















**Life is a lesson that one never finishes learning**

# Introduce yourselves





Name	Marital Status	Age	Occupation	Children	Dependent elderly	Money transfers/Re mittances	Level of schooling
	   		     			 	

# General Objectives

Within the frame of the “Liberia Social Safety Net” project, the financial education program developed aims to prepare potential beneficiaries of this program:

- To efficiently manage their financial resources,
- To build assets to reduce their vulnerability and to use the transfer of liquid funds to invest in human capital development, notably in nutrition and domestic gardening.
- To increase financial knowledge, skills and confidence to encourage beneficiaries to be proactive in terms of management of financial resources so that they can in turn protect themselves from various financial shocks.

# Beneficiaries

Most of the SSN beneficiaries have the following summary profile:

- Beneficiaries consist of about 10,000 households in the four counties: Bomi, Maryland, Grand Kru and River Gee
- Extremely impoverished household's members mainly women (female headed households or households where a woman is largely in charge of managing the household)
- Lack of food security
- Highest rates of poverty and low rates of food security
- Limited numeracy and literacy knowledge
- Underbanked persons with low levels of education and literacy
- Use informal financial products including "Susu Clubs"
- Don't have basic financial awareness that would allow them to protect themselves.

FEP SSN  
Liberia

SSN Liberia

SESSION 1:  
WHY IS IT  
NECESSARY TO  
MAKE A  
BUDGET?

SESSION 2: CAN  
A BUDGET BE  
PREPARED  
WITHOUT  
METHODOLOGY?

SESSION 3:  
INCOMES

SESSION 4:  
EXPENSES

SESSION 5: HOW  
TO MATCH  
EXPENSES WITH  
INCOMES?

UNEXPECTED  
EVENTS

BUDGET

SESSION 6:  
WHAT NEEDS TO  
BE DONE IN A  
CASE OF  
UNEXPECTED  
EVENT?

SAVING

SESSION 7: WHY SAVE  
MONEY?  
SESSION 8: HOW TO  
SAVE MONEY?  
SESSION 9: WHERE TO  
SAVE MONEY?  
SESSION 10: SAVING  
FOR RETIREMENT

BORROWING

SESSION 11: WHY  
BORROW MONEY?  
SESSION 12:  
UNDERSTANDING  
TERMS OF LOAN  
SESSION 13:  
COMPARING TERMS OF  
LOAN




SESSION	TIME	OBJECTIVE	PRINCIPAL THEMES
<b>SESSION 1. WHY IS IT NECESSARY TO MAKE A BUDGET?</b>	15 min	Realize that it is necessary to have an overview of the inputs and outputs of money to meet the money challenges of everyday.	Cost of life Social pressure on the household budget Unexpected expenses Budget
<b>SESSION 2. CAN A BUDGET BE PREPARED WITHOUT METHODOLOGY?</b>	15 min	Become aware of the need for successive steps to achieve a budget	Method Returned Spent Types of income and expenditure in the household
<b>SESSION 3. WHAT ARE OUR HOUSEHOLD'S INCOMES?</b>	30 min	Identify household income sources and become aware of how often and when they materialize in the year.	Sources of income Income Level (Weight) Income Frequency
<b>SESSION 4. WHAT ARE OUR HOUSEHOLD'S EXPENSES</b>	30 min	Identify spending categories and become aware of how often and when they materialize in the year.	Poids des dépenses Fréquence des dépenses fixes Dépenses imprévues Fond de sécurité

SESSION	TIME	OBJECTIVE	PRINCIPAL THEMES
<b>SESSION 5. HOW TO MATCH EXPENSES WITH INCOMES?</b>	60 min	Put expenses and revenues for periods of the year in a timetable and ensure that entries are sufficient to cover cash outflows	Weight of expenditure Frequency of fixed expenses Unexpected expenses Security background
<b>SESSION 6. WHAT NEEDS TO BE DONE IN A CASE OF AN UNEXPECTED?</b>	30 min	Know how to adjust the budget on a daily basis as the reality comes that is different from what we anticipate	Occurrence of unexpected events that alter the budget balance as expected Strategies to align expenditure with revenue accordingly
<b>SESSION 7. WHY SAVE MONEY?</b>	45 min	Recognize the different reasons for saving: (1) the purchase of income-generating assets (2) meet social obligations; (3) consumption of durable goods; (4) security for the old days	Each type of savings pattern has different requirements as to the amount and duration of the effort
<b>SESSION 8. HOW TO SAVE?</b>	45 min	Know how to save money base on the budget	Spend less than you earn Save regularly

SESSION	TIME	OBJECTIVE	PRINCIPAL THEMES
<b>SESSION 9. WHERE TO SAVE?</b>	30 min	Recognize that putting money in a financial institution is profitable than under the mattress	Reliable financial institution
<b>SESSION 10. SAVING FOR RETIREMENT</b>	30 min	Know how to be prepare for the old days	Retirement
<b>SESSION 11. WHY BORROW?</b>	30 min	Recognizing that borrowing to generate income is easier than borrowing to buy non-income-generating consumer goods	Identify the burden of borrowing and the fact that it is simpler to meet when it is done to generate income
<b>SESSION 12. UNDERSTANDING TERMS OF BORROWING</b>	30 min	Know the different terms of loans: interest, duration, leverage	Interest; Duration; Leverage
<b>SESSION 13. COMPARING TERMS OF LOAN?</b>	30 min	Know how to compare the terms and make a good choice	Good loan; Bad loan

# General instructions for the rest of the training of trainers

- The master trainer will illustrate the training approach using the content and material of 1 or 2 sessions
- The master trainer will announce to the group of trainers that they will be divided in 2 groups: Group 1 will then act as the trainers to Group 2 who will act as learners,
- Then the roles will be reversed and Group 2 will be the trainers and Group 1 will act as learners.
- Different sessions will be used as material for each of these simulations.
- Once these simulations are completed, a discussion should ensue during which trainers will give their impressions and difficulties as 'trainers' or as 'learners', with a view towards sharing their experience.
- The basic purpose of this approach is to allow every trainer to live through the experience of learners, and identify strategies to increase to increase their efficacy as trainers
- The master has to ensure that all trainers participate in the process.



# Training Methodology



- Using an active learning approach
- Combination of sharing experiences (sketches & own experiences)
- Lessons learnt through positive & negative experiences
- Using illustrations and key messages (for each session)
- Using Audio segments combined with discussions (for each session)

# What will be covered in each session?

Training methodology

1.



Listen to a story on each question

2.



What does each story tell us?

3.



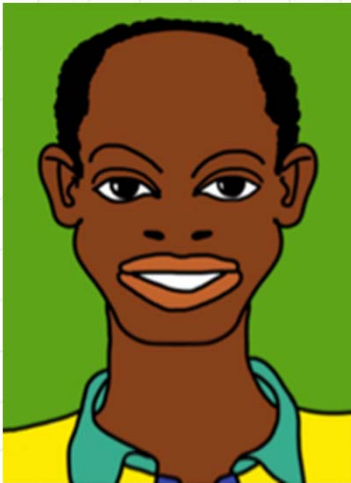
Do you experience such situations and how do you deal with those?

4.



Which important messages must be remembered?

# Who are our characters?



Father



Son



Mother



Daughter



Nana

# **Phase 1: Master Trainer Illustrates the approach**

**Session 1 : Why is it necessary to make a budget?**

Session 2: Can a budget be prepared without a methodology?

Session 3: What are our household's incomes?

Session 4: What are our household's expenses?

Session 5: How to match expenses with incomes ?

Session 6: What needs to be done in case of an unexpected event?

Session 7: Why save money?

Session 8: How to save money?

Session 9: Where to save money?

Session 10: Saving for retirement

Session 11: Why borrow money?

Session 12: Understanding terms of borrowing

Session 13: Comparing terms of loan

**The question of session 1 is :**

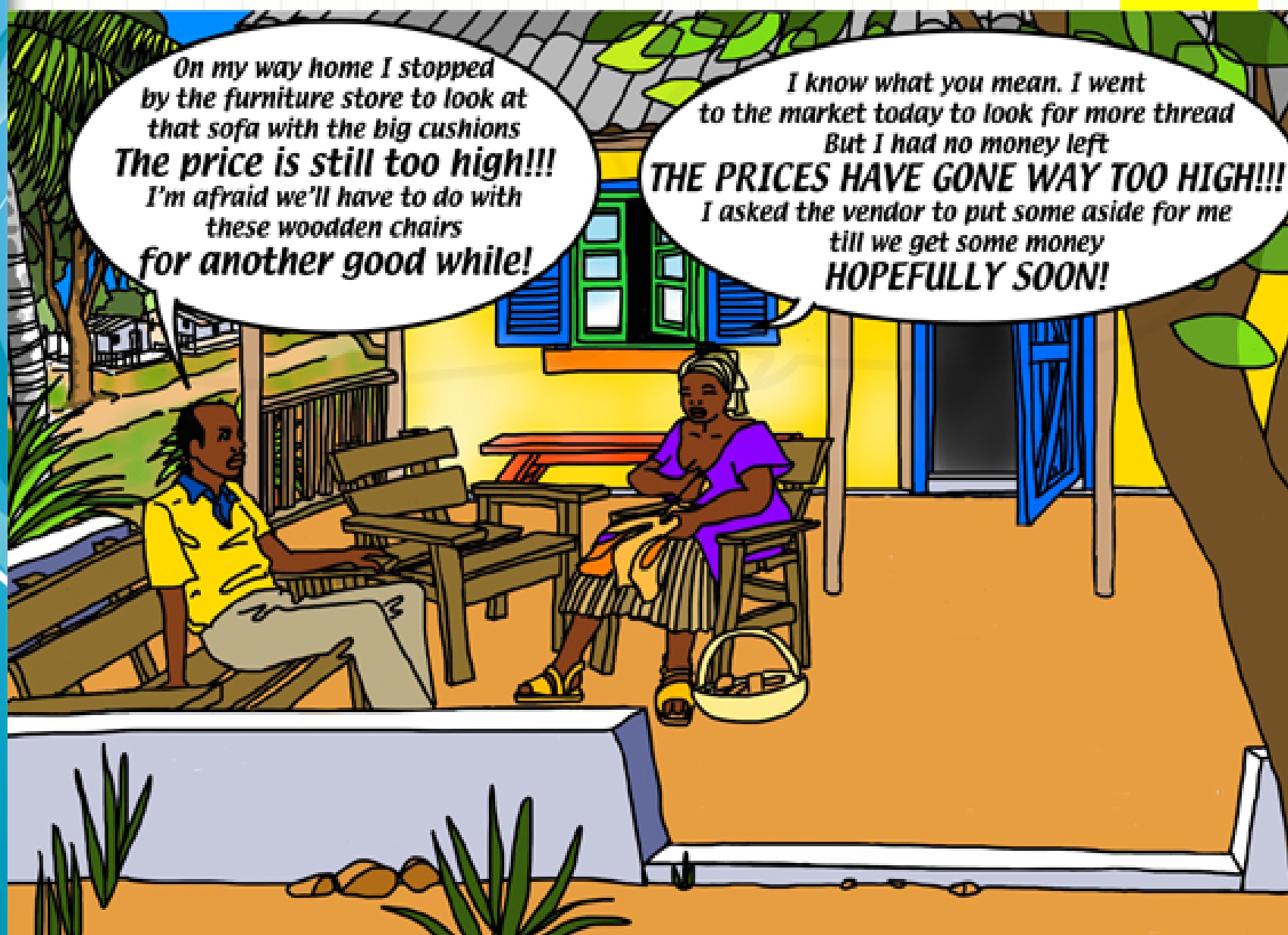
**Why is it necessary to make a budget?**

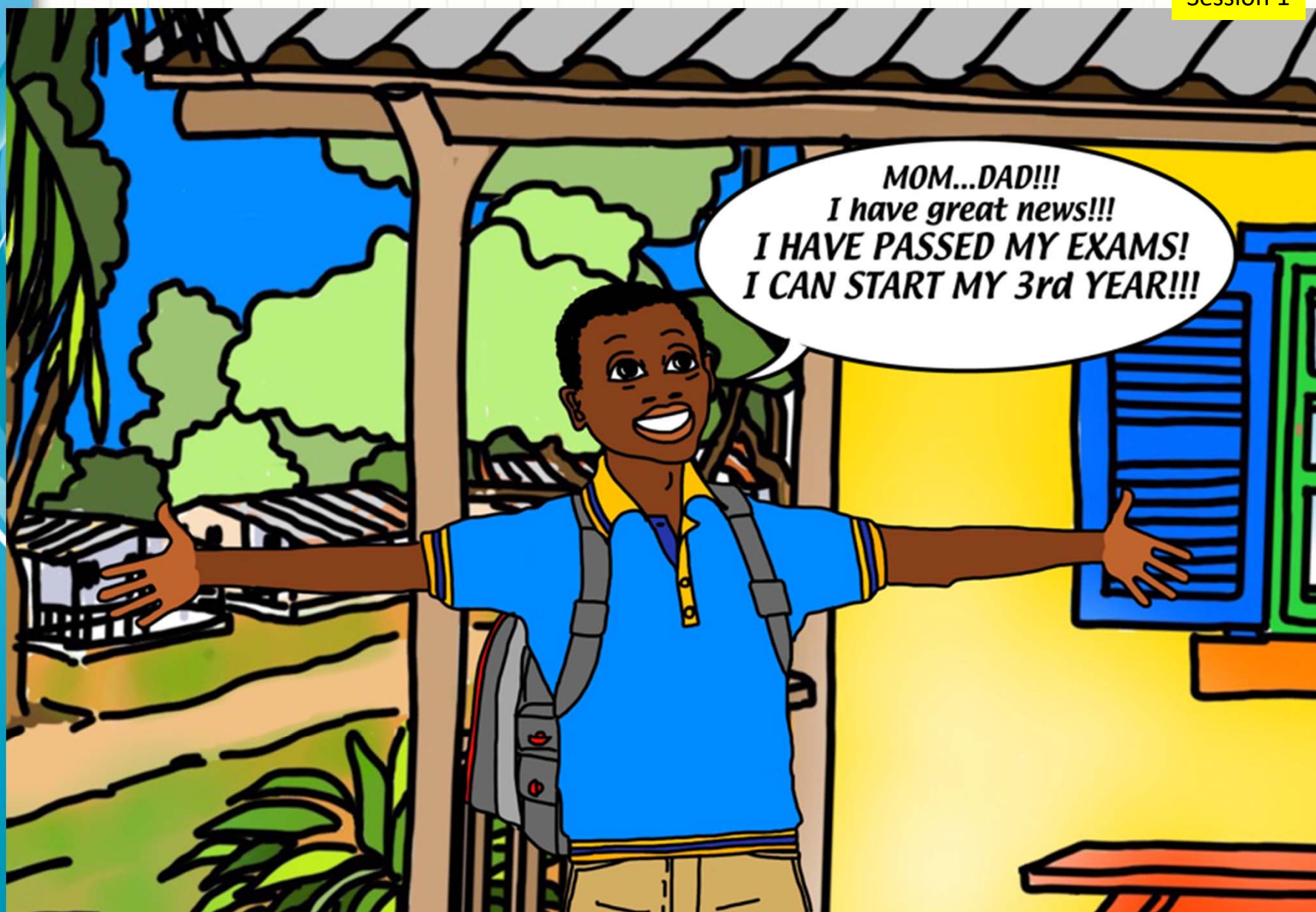




## **Sketch #2**

# **The importance of having a budget**

















MY DEAR SON...  
My legs cannot take it anymore  
**LAST MONTH YOU PROMISED  
YOU WOULD BUY ME  
A NEW CANE  
DIDN'T YOU???**

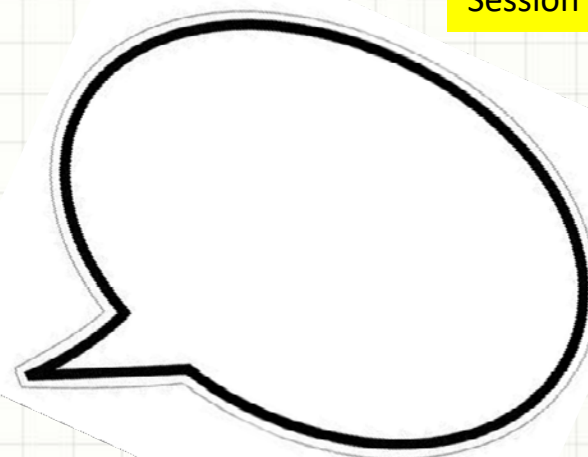






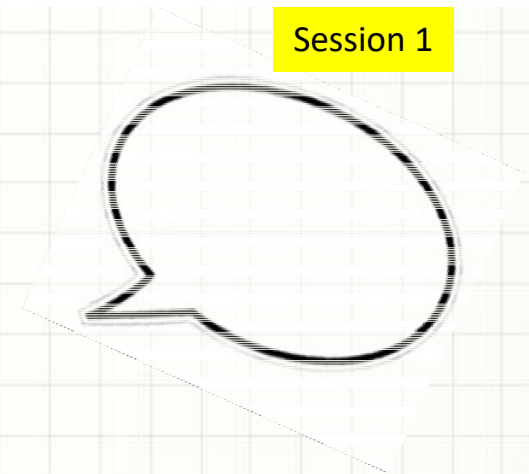
It's good to plan ahead!  
Like my late husband used to say:  
**IT'S NOT THE DAY OF THE BATTLE  
THAT YOU SHARPEN  
YOUR BLADE!!!**

**Your turn. What do you think of the story? What are we talking about?**





**And in your life? Do you often have difficulties to meet your expenses?**





# What do you do in a similar situation?





## What important points must be remembered?

- Be well prepared to face life's money challenges.
- Anticipate cash inflows and outflows – this is what budgeting is all about.

## Key message



**« It is not on the day of battle  
that you sharpen your blade »**

# **Phase 2:**

## **Group 1: Trainers**

## **Group 2 : Learners**

The question of session 5 is :

Session 1 : Why is it necessary to make a budget?

Session 2: Can a budget be prepared without a methodology?

Session 3: What are our household's incomes?

Session 4: What are our household's expenses?

**Session 5: How to match expenses with incomes ?**

Session 6: What needs to be done in case of an unexpected event?

Session 7: Why save money?

Session 8: How to save money?

Session 9: Where to save money?

Session 10: Saving for retirement

Session 11: Why borrow money?

Session 12: Understanding terms of borrowing

Session 13: Comparing terms of loan

# How to match expenses with incomes?





## **Sketch #6**

How to match expenses with incomes?







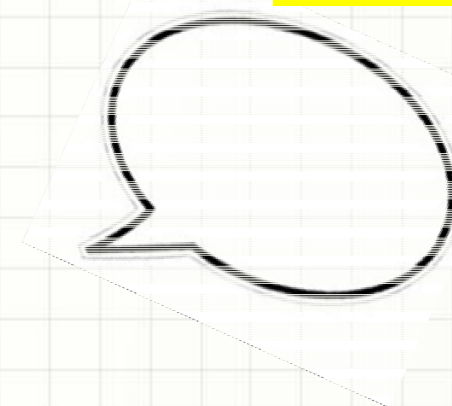




**Your turn, what do you think of the story? What are we talking about?**









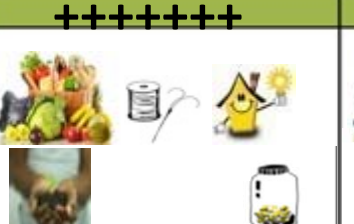
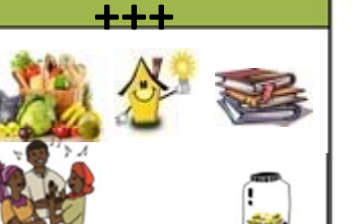
**And in your life? Have you ever matched your incomes and expenses in the same timetable?**



Step 1 : Incomes

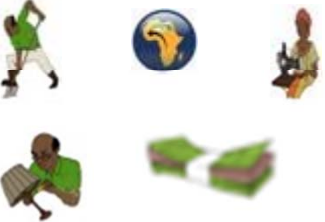










## Step 2 : Incomes and expenses

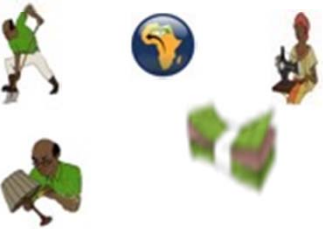

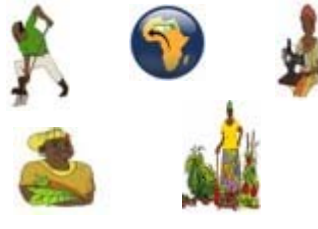





May	June	July	August
			
+++++	++++	+++++	+++
			
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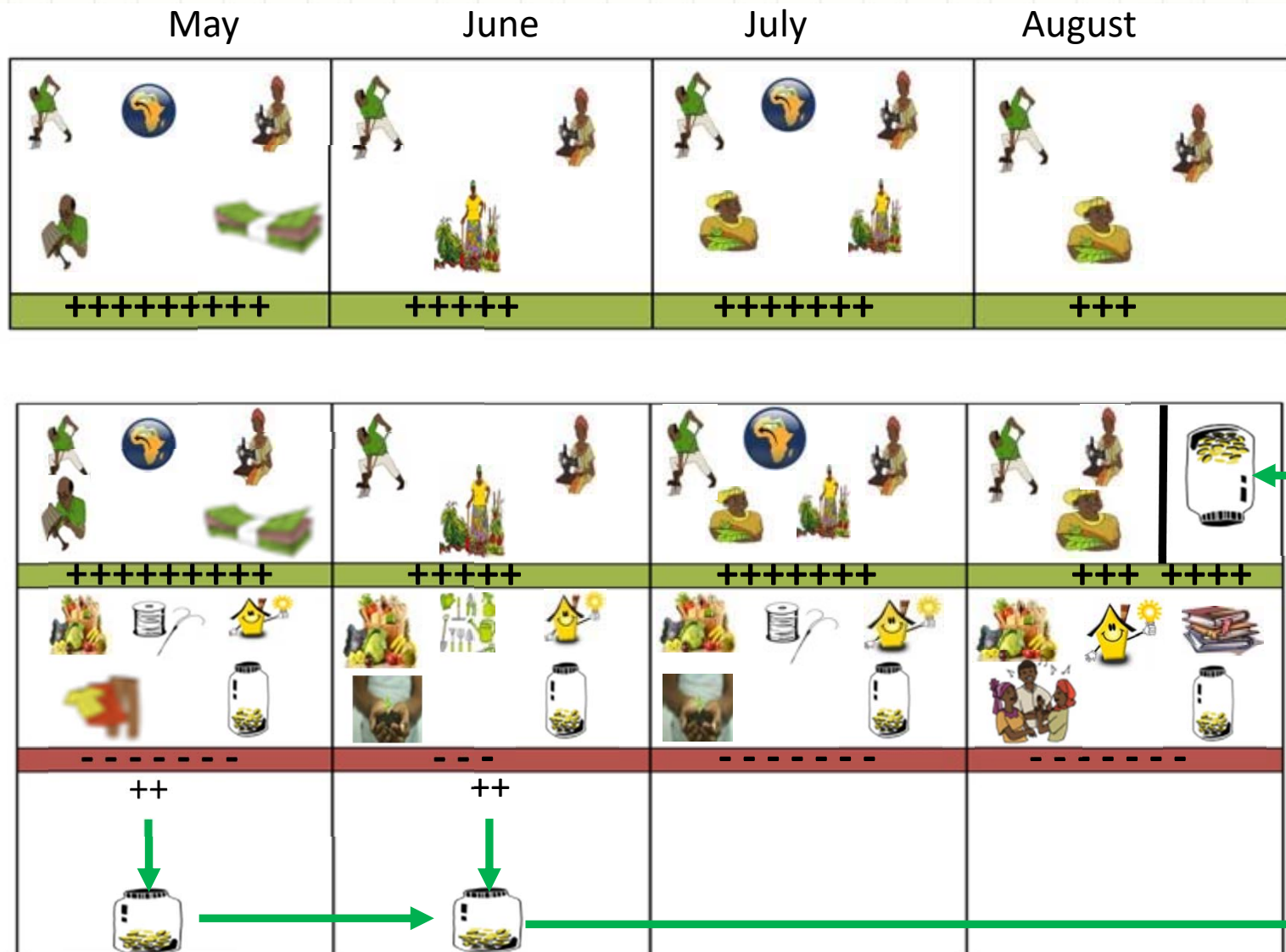
## Step 3 : Preliminary result

May	June	July	August
			
+++++	++++	+++++	+++
			
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++	++		

















# Solution 1 : Expenses to be eliminated or decreased

May	June	July	August
			
+++++++++	+++++	+++++++++	+++
			
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## Solution 2 : Transferring of incomes



## Solution 3 : Increasing of incomes

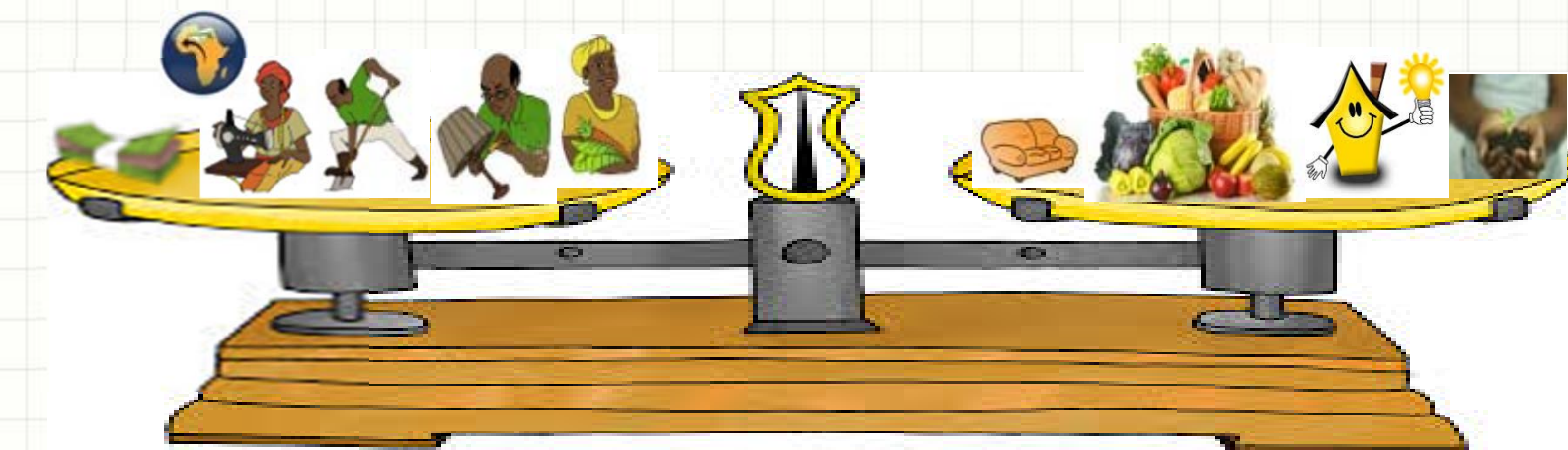
May	June	July	August
 	 	 	 
+++++	+++++	+++++	+++ ++
 	 	 	 
-----	-----	-----	-----
++	++		



### Solution 4 : Combined solution (Solution 1,2 and 3)

May	June	July	August
 +++++++	 +++++	 +++++++	 +++
 ++ ↓	 ++ ↓		

# What important points must be remembered?



As « **Each trickle of water has its way** », each household can have a budget by matching expenses with incomes.

One must wait for time periods during which we have more money to incur bigger expenses, like « **Do not throw water from the jar simply because the rain is coming** ».

## Key message

All incomes and expenses are integrated in a unique and same household budget.



**« The dog may have four legs, but it cannot take two paths at the same time »**

# **Phase 3:**

## **Group 2: Trainers**

## **Group 1 : Learners**



The question of session 6 is :

# What needs to be done in case of an unexpected event?

Session 1 : Why is it necessary to make a budget?

Session 2: Can a budget be prepared without a methodology?

Session 3: What are our household's incomes?

Session 4: What are our household's expenses?

Session 5: How to match expenses with incomes ?

**Session 6: What needs to be done in case of an unexpected event?**

Session 7: Why save money?

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# **Sketch #7**

## **The surprise visit**



## Unexpected event:

Our family will receive a surprise visit next week, the family of Mamadou's cousin comprising 5 persons will pass by the village. All of them happy, and in order to host them in the best possible way and celebrate our reunion after an absence of 10 years, Mamadou and Khadidjatou want to organize a party for their surprise visit. As such, how to deal with this unexpected expense?











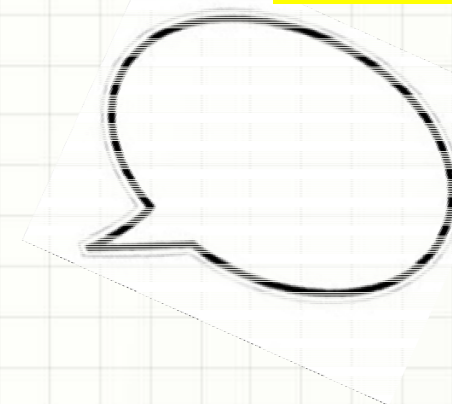


**Your turn, what do you think of the story? What are we talking about?**













**And in your life? Did you  
have to deal with  
unexpected events?**





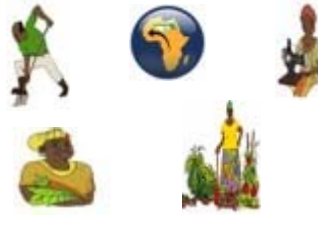

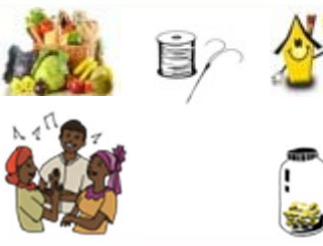




# What did you do in a similar situation?



## Step 1 : Budget

May	June	July	August
			
++++++	++++	++++++	+++
			
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## Step 2 : Unexpected event

May	June	July	August
			
++++++	+++++	++++++	++++++
			
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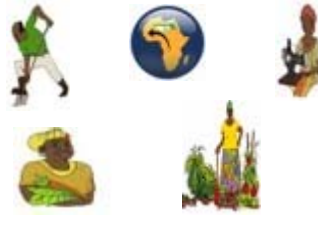









## Solution 1 : Cut or decrease expenses

May	June	July	August
			
++++++	+++++	++++++	++++++
			
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## Solution 2 : Use one's savings

May	June	July	August
			
++++++	++++	++++++	+++    +++
			
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## What are the important points to be remembered?

A budget must be **adaptable** and is not fixed in time as life is full of surprises that must be «integrated» in the former. As such, the **budget must be updated on a regular basis.**

## Key messages



**« The fig never falls from the branch of the tree right into your mouth »**





# **Important points to remember in the FEP**

Sessions	Important points to be remembered
<b>Session 1:</b> Why is it necessary to make a budget?	<ul style="list-style-type: none"> <li>• Be well prepared to face life's money challenges.</li> <li>• Anticipate cash inflows and outflows – this is what budgeting is all about.</li> </ul>
<b>Session 2:</b> Can a budget be prepared without methodology?	<p>Making a budget must be done <b>methodically</b>. Identify incomes and expenses, and put those in a timetable.</p> <p>A budget is prepared <b>step by step</b>.</p>
<b>Session 3:</b> What are our household's incomes?	<p>For each household member, it is important to know the <b>type</b> of income, the <b>level</b>, the <b>frequency</b>, the seasonality, the degree of certainty to know on what we depend.</p>
<b>Session 4:</b> What are our household's expenses?	<p><b>Identify</b> the expenses, their <b>frequency</b>, seasonality and <b>level</b>. Distinguish between regular expenses (and necessary) and irregular (and occasional).</p>

Sessions	Important points to be remembered
<b>Session 5:</b> How to match expenses with incomes?	<p>As « <b>Each trickle of water has its way</b> », each household can have a budget by matching expenses with incomes.</p> <p>One must wait for time periods during which we have more money to incur bigger expenses, like « <b>Do not throw water from the jar simply because the rain is coming</b> ».</p>
<b>Session 6:</b> What needs to be done in a case of unexpected?	<p>A budget must be <b>adaptable</b> and is not fixed in time as life is full of surprises that must be «integrated» in the former. As such, the <b>budget must be updated on a regular basis</b>.</p>
<b>Session 7:</b> Why save money?	<p>In order to face higher level of expenses, to <b>generate income</b>, to increase <b>security</b>, to handle <b>social obligations</b>, <b>old age</b> and improve your well-being: you must <b>SAVE</b> together.</p>

Sessions	Important points to be remembered
<b>Session 8:</b> How to save money?	<p>To save we must <b>spend less than we earn</b>.</p> <p>We must <b>save regularly</b>, with discipline and have objectives. It is a slow and gradual process but rewarding.</p>
<b>Session 9:</b> Where to save money?	<p>You must decide to save <b>in a reliable institution</b> au instead of hiding money under the mattress, which does not yield interest income.</p>
<b>Session 10:</b> Saving for retirement	<p>For peace of mind concerning old age it is preferable to:</p> <ul style="list-style-type: none"> <li>• <b>save continually</b> in anticipation for when we will work less.</li> <li>• <b>accumulate assets</b> that will safeguard or increase its value and could be sold to suit your needs.</li> <li>• <b>develop a capacity</b> to generate income that is adapted to a period of less work intensity.</li> </ul>



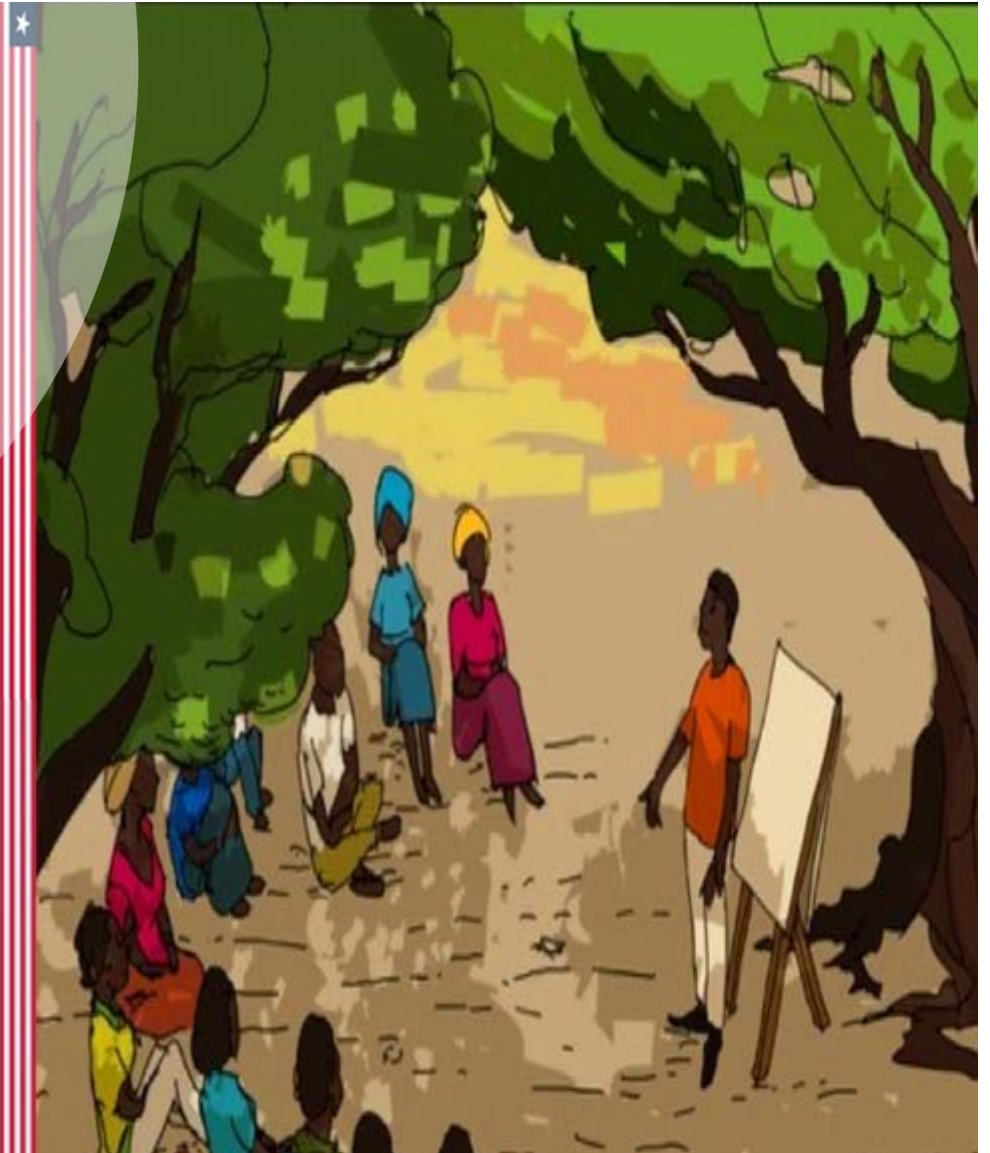
Sessions	Important points to be remembered
<b>Session 11:</b> Why borrow money?	<ul style="list-style-type: none"> <li>Borrow to <b>generate future income</b> can be a good idea.</li> <li>Only borrow to the extent of your <b>capability to pay back</b> your debt.</li> <li>Do not borrow if you know that you cannot reimburse the debt.</li> </ul>
<b>Session 12:</b> Understanding terms of borrowing	<p>To understand loan terms and conditions, we must grasp:</p> <ul style="list-style-type: none"> <li>What <b>interest</b> will we have to pay ?</li> <li>During <b>how long</b> will we have to pay back?</li> <li>Which <b>part of the purchase price comes from our savings</b> (how long does it take to save before borrowing, and to start earning money) ?</li> </ul>

Sessions	Important points to be remembered
<b>Session 13:</b> Comparing of terms of loan	<ul style="list-style-type: none"> <li>• The set of loan terms and conditions (interest, share of purchase price financed by the loan, loan maturity – which together create <b>the debt service burden</b>) must be linked to one's capacity to pay the loan back.</li> <li>• All loans are not equivalent and institutions offer different conditions <b>that we must be able to compare correctly.</b></li> <li>• It is more judicious to <b>select the loan that is the in line with one's financial means.</b></li> </ul>

# Thanks for your participation



# Thank you!



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**WORLD BANK GROUP**  
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