

MANIPUR STATE RURAL LIVELIHOODS MISSION (MSRLM)

Department of RD&PR, Government of Manipur
Loklaobung, Moirangkhom, Imphal-795001

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Terms of Reference (ToR) for engagement of State Resource Person (SRP)

A. Background:

MSRLM was established by the Rural Development & Panchayati Raj Department, Government of Manipur. It is registered under section 7(1) of Societies Registration Act 1989 (Manipur Act No. 1 of 1990) with registration no. 606/M/SR/2014 dated 27th January 2014. MSRLM is the nodal implementing agency of two flagship programme- DAY-NRLM (Deendayal Antyodaya Yojana-National Rural Livelihood Mission) and DDU-GKY (Deen Dayal Upadhyaya-Grameen Kaushal Yojana) of Ministry of Rural Development, Government of India. While DAY-NRLM is being implemented in two pilot districts viz. Tengnoupal and Imphal east districts, DDU-GKY is implemented across the State through PIA (Project Implementing Agencies). DAY-NRLM will also be implemented across the State in phase manner. The Mission intends to empaneled pool of experts in various domain for better implementation of the Mission. The experts will be drawn from three domain- Institution Building & Capacity Building, Financial Inclusion and Livelihoods Promotion.

B. Objectives:

To have pool of experts in various domains who will help the Mission in various training, capacity building, policy making and monitoring activities.

C. Eligibility criteria:

Able to fluently speak in Manipuri and English is essential for all SRPs. Knowledge of major tribal dialect is an added advantage. Upper age limit for all SRP is 65 years. Moreover, the following are the specific eligibility criteria for different SRP and their main task as per the domain;

Thematic	Eligibility Criteria
IB&CB	Masters in Social Work/ Development studies/ Rural Management/ Rural Development. Minimum 7 years experience In training of SHGs. <u>DESIRABLE</u> : Proven ability in planning and managing training program.
SISD (Gender)	Master degree in Gender/women's studies/Human rights/ development study with Gender. Minimum 7 years working experience in the field of gender and Development. Experience In providing participatory training in the mentioned subject <u>DESIRABLE</u> : Proven ability in planning and managing training program.
SISD (FNHW)	Master in Public health/ social Work/ Community Medicine Minimum 7 years working experience in related field. <u>DESIRABLE</u> : Proven ability in planning and managing training program.
Livelihoods (Livestock)	BSC Vet with 7 years field experienced and able to give time as per required. <u>DESIRABLE</u> : Retired Veterinary doctor with good health and able to travel to rural areas.
Livelihoods (Agri/Horti)	BSC-Agri/horti with 7 years field experienced and able to give times. Retired officers with good health, able to travel to rural areas.
Livelihoods (Entrepreneurship)	MBA Marketing/finance with 7 years field experienced and able to give time. <u>DESIRABLE</u> : One who have proper established enterprise/ business. Willing to help rural women to establish small business/ entrepreneurs and market linkages
Livelihoods (NTFP)	BSC-Forestry with 7 years field experienced and able to give time. Willing to travel to interior areas. Experienced in maintaining ecological balance approaches.
Financial Inclusion	An ex-banker having served in any Private or Pubic sector banks for at least 10 years in different capacities including Branch Manager.



D. Task for SRPs:

SRP	Key Tasks to perform
IB&CB	<ol style="list-style-type: none"> 1) To provide support to State team in training needs assessment. 2) To develop training modules, manuals & materials related to SHG and SHG Federations/ Convergence 3) To provide awareness amongst the block staffs/community members and other stakeholders on relevant topics 4) To do transcription and translation of relevant materials in local language if required and any other assignment assigned.
SISD (Gender)	Work with the state team in planning/developing training modules/ IEC development / Training delivery including translation and any other assignment assigned.
SISD (FNHW)	<ol style="list-style-type: none"> 1) Provide support to State team in training needs assessment of the community members. 2) Develop training modules & materials related to FNHW issues and deliver training. 3) Provide awareness amongst the block staffs/community members and other stakeholders on schemes, acts & rights related to FNHW 4) To do transcription and translation of relevant materials in local language if required and any other assignment assigned.
Livelihoods (Livestock)	<ol style="list-style-type: none"> 1) To provide training, Seminar, awareness, Animal health camps, on-line advisory, Vaccination, castration and any other works related to Livestock. 2) To explore benefits for the trainee and support in market linkage. 3) To do transcription and translation of relevant materials in local language if required and any other assignment assigned.
Livelihoods (Agri/Horti)	<ol style="list-style-type: none"> 1) To provide training, awareness, on-line advisory, on spot visits, recovery remedials from diseases attacks 2) To explore best practices sites for exposure. 3) To help/support in exploring benefits for the trainees. 4) Support in market linkage. 5) To do transcription and translation of relevant materials in local language if required and any other assignment assigned.
Livelihoods (Entrepreneurship)	<ol style="list-style-type: none"> 1) To develop business plans for rural families. 2) To provide on-line support, hand holding, business analysis etc. 3) To support in creation of clusters and its functional norms. 4) To support in market linkage. 5) To do transcription and translation of relevant materials in local language if required and any other assignment assigned.
Livelihoods (NTFP)	<ol style="list-style-type: none"> 1) To develop land/forest conservation/ preservation policies for village. 2) To conduct awareness on the importance of socio-ecological practices market linkage. 3) To do transcription and translation of relevant materials in local language if required and any other assignment assigned.
Financial Inclusion	<ol style="list-style-type: none"> 1) To train staff, cadres, BRT and bankers on any FI related topic. 2) Advocacy with bankers including field visit, participating in various meeting related to FI and sensitizing them. 3) Participate in the planning/evaluation and provide inputs in policy planning, monitoring and evaluation of the Mission. 4) To do transcription and translation of relevant materials in local language if required and any other assignment assigned.

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E. Empanelment process and Assessment:

Based on the profile received, screening will be done and then eligible candidates will be interviewed. Based on the interview, shortlisted candidate will be given training/ orientation by NRP (National Resource Persons)/MSRLM which can include RAT (Rural Attachment Test). Based on the RAT/assessment, the SRP will be finally empaneled. The empanelment will be for three years and extendable as per the requirement of the Mission as well as performance of the SRP.

F. Terms of engagement and Disengagement:

Depending on the requirement of the Mission, the numbers of days engagement will vary for different months. There is no minimum or maximum number of days to be engaged. The engagement will include giving training to staff, bankers, community cadres, field visit to meet stakeholders, attending meeting, online meeting, translation etc. The numbers of days of engagement will be as per the requirement of the Mission and concern thematic. If any SRP is found to be engage in any activity which is against the objectives and strategy of MSRLM, s/he will be disengaged immediately.

G. Payments to SRP:

The payment to SRP will be made through A/c transfer on monthly basis based on the verified submitted WDR given at Annexure-2. The rates for various engagement will be as follows;

No	Types of Activities	Honorarium Payable
1	Providing various training for staff, stakeholders and cadres which can be residential or non-residential.	Rs. 3000/- per day for whole day training.
2	For field visit for monitoring/ assessment/ interact with stakeholders, staff.	Rs.2000/- per day
3	For attending physical meeting at various forum (Bankers, MSRLM meeting, planning/ workshop, review etc.) if entrusted by MSRLM).	Rs. 1500/- per day.
4	For online meeting/ training	Rs. 1000/- for the training/meeting that lasts 6 hours and above. Rs. 800 for 5-6 hours and Rs. 500 for 3-5 hours. No fees for less than 3 hours of online meeting/program.
5	Module development/ studies/translation etc.	Rs. 600/- per day. The concern SMM to decide how many hours/days work the task assigned will be. 6-7 hours work will be considered as one day work. The output must be satisfactory.
6	TA/ Vehicle hiring/ food/ lodge	a). No TA when travelling with staff in office vehicle. b). TA allowance @ Rs 12/ Km. To be claimed with the resource fee and included in the WDR. No bill required. d). Food up to Rs. 500/day and lodging up to Rs. 1500/day for any trg/field visit with night stay if not provided by Mission. Supported by bill for food and Lodge.

Annexure-1: CV format

Full name			
Domain Applied			
Name of Father/ Husband/ Wife (Tick whichever is relevant)			
Current Residential Address			
Highest Educational Qualifications.		Date of Birth	
Past Working Experiences			
Name of Bank/Organization	Designation	From- To	Key Responsibilities
Languages known			
Contact details of candidate.	Email: Mobile no.		
Contact details of one reference person.	Name: Email Mobile no.		

Date:

Signature of candidate



