



JEEVIKA

Rural Development Department, Government of Bihar

Bihar Rural Livelihoods Promotion Society State Rural Livelihoods Mission, Bihar



Vidyut Bhawan - II, Bailey Road, Patna- 800 021; Ph.:+91-612-250 4980; Fax:+91-612-250 4960, Website:www.brllps.in

Ref:- BRLPS/P805-NF/1723/2020/4865

Date - 25.02.2020

Office Order

The One Stop Facility Centre (OSF) component under NRETP supports Nano enterprises that have the potential to grow. In order to identify the potential enterprises, an enumeration exercise has to be conducted of the existing enterprises. The note about the process along with questionnaire is attached as annexure.

Enterprise survey will be done by existing community cadre (CRP-EP,CM & MBK) that can be called as enterprise enumerator.

Process of enterprise survey:

Steps	Activity	Timeline	Participants	Responsibility
1.	Orientation Cum workshop at State level	Done for Phase-I	DPMs, BPMs & NF manger/Nodal Person	SPMU-Non farm team with support of World Bank
2	Identification & selection of Enterprise enumerator (CRP-EPs, CMs & MBK)	29 th Feb	Selected Enterprise enumerator	BPM with support of District Nodal Person
3	Orientation cum workshop at District Level	3 rd March	Selected Enterprise Enumerator, BPMs	DPM & District Nodal Person
4	Briefing Cum preparatory meeting at Block Level (Sharing of work Plan & Work done format to enumerator)	5 th March	Selected Enterprise Enumerator	BPM with support of District Nodal Person & Block Nodal Person
5.	Start of enterprise Survey	6 th March	Selected Enterprise Enumerator	BPM & Block Nodal Person
6	Submission of documents at Block (Finalisation of Data collection list and its report)	20 th March	Selected Enterprise Enumerator	BPM & Block Nodal Person

Note- Enterprise survey can be done offline also after downloading the App and uploading the filled format on availability of internet connection.

Budgetary provision:

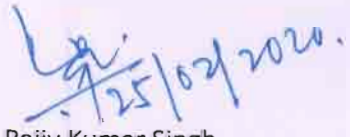
- One entrepreneurs must survey minimum do 15 enterprise survey in one day
- Minimum incentive for one enterprise enumerator including TA/DA is Rs.260/Fifteen enterprise(15)/day
- Additional amount for more than 15 enterprise survey done in one day would be Rs.10/enterprise.(For ex-If 16 enterprise surveyed, then payment will be $260 + 10 = \text{Rs.}270$)
- Enterprise survey have to completed within 10 working days
- Payment will be done under the NRETP Head.

Note- All remuneration regarding enterprise survey would be done after the validation of data submitted.

Validation of data:- Validation will be done by concern person.

Concern Person	% of validation data	Remarks
BPIU nodal Person	10% of enterprise survey done	LHS manager/ AC/CC @ BPIU level
BPM	5% of enterprise survey done	
District nodal Person	3% of enterprise survey done	Preferably NF manager/YP-NF/ M&E manger
DPM	1% of enterprise survey done	

All Districts need to complete the survey on or before 20th March 2020


Rajiv Kumar Singh

(AO CUM SPM-NF)

Annexure-

1. Note on NRETP
2. Instruction manual of KOBO tool box
3. Work Plan Format
4. Work done report Format

Guidelines on enterprise survey

BEFORE THE TRAINING

1. The district and block staff brief about OSF and Enterprise survey to all the participants.
2. Identify Enumerator: 3 active Cadre (CRP-EP/ MBK/CM) for one CLF shall be identified as Enterprise Enumerator. For example a block has 3 cluster then block has to take 3 cadre for each cluster i.e 9 Cadre for one block.

Enterprise Enumerator criteria:-

- Be able to read and write in local language
- Have access to a handheld device (Android smart phone) with internet connection
- Be familiar with data entry on handheld device / computer
- Possess good communication skills
- Have knowledge about concerned cluster
- Must have operating skill on android set

3.Things to do prior to the training

Instructions to Selected Enterprise Enumerator:-

- All identified CRP-CMs and MBK must charge their phones before coming to the training
- Must ensure there is adequate memory/storage space on their phones before coming for the training. They must delete unnecessary photos, videos, songs or games
- Must bring their chargers along with them

Project staff must ensure

- Phones given under the Internet Sathi program will not applicable for this survey.
- The selected enterprise enumerators should have internet connectivity in their cell phones.

4.Provisions required at the training centre

- Printout of questionnaires (at least one copy per participant)
- Printout of work-plan format (at least one copy per participant)
- Printout of the work-reporting format (at least one copy per participant)
- Projector (with a laptop)
- Good internet connectivity (organise training at a place with good mobile internet connectivity)



- Extension boards and charging facilities for the CRPs to charge their phones during the training
5. BPMs/DPMs know how to download, install and use KOBACOLLECT application - they should watch the training video shared and clarify any doubts before the training

DURING THE TRAINING

6. At the start of the training, the concerned nodal person for training on enterprise survey should download the KOBACOLLECT application in all CRPs mobile phone. All steps in video titled '1. Installing KOBACOLLECT on Smartphones.mp4' must be performed on all CRP smartphones.
7. While discussing the questionnaire, please ensure that the Survey team know the following:
 - Only SHG-member OR SHG-member's household owned enterprises should be selected for the survey
 - Ensure CRPs understand the difference between production, service, and trading enterprises. The list of production, service, and trading enterprises is given at the end of the questionnaire. Please ensure that CRPs are told that some businesses can come under both – production and service. For example – Tailoring (if the customers give their own cloth for stitching then tailoring activity will come under service, while if the business owner buys cloth and stitches on her own it will come under production)
 - Ensure CRPs read the list and clarify all doubts. CRPs should be instructed to avoid using the "OTHERS" option throughout the questionnaire unless absolutely necessary.
 - Trainers need to clearly discuss the difference between name of enterprise and name of entrepreneur
 - The number of workers (Q13 for individual enterprises and Q14 for group enterprises) should include full-time and part-time workers
 - Each CRP should be instructed to maintain ONLY ONE mobile number during the course of the survey. This will be entered each time a new survey form is filled out

MONITORING THE ENTRIES UPLOADED ON THE SERVER

8. District Nodal staff will be responsible for monitoring CRP activity in their district/blocks. One nodal person from the district will perform the following steps to track daily CRP activity. The nodal district staff will:
 - Create a WhatsApp group for the CRPs to report the number of surveys completed and uploaded per day
 - Open the KOBO website (<https://www.kobotoolbox.org/>)
 - Login using the username and password for the district (as mentioned in the



instruction manual for the state – word document)

- Click on “DATA” tab, scroll down to mobile number and verify total numbers of entries per mobile number (i.e. CRP) entered



			Username	Password
Bihar	Gaya		bihar_gaya1_osf	admin1234
Bihar	Khagaria		bihar_khagaria1_osf	admin1234
Bihar	Madhubani		bihar_madhubani_osf	admin1234
Bihar	Muzaffarpur		bihar_muzaffarpur_osf	admin1234
Bihar	Nalanda		bihar_nalanda_osf	admin1234
Bihar	Patna		bihar_patna1_osf	admin1234
Bihar	Darbhanga		bihar_darbhanga1_osf	admin1234
Bihar	Bhagalpur		bihar_bhagalpur1_osf	admin1234
Bihar	Saharsa		bihar_saharsa_osf	admin1234

दिनांक	विज़िट करने वाले क्लस्टर का नाम	विज़िट करने वाले गाँव की संख्या	विज़िट करने वाले गाँव के नाम

काम करने के लिए कुल दिन:

विज़िट करने वाले कुल गाँव की संख्या:

सी.आर.पी के हस्ताक्षर:

अनुमोदन:
(नाम और पदनाम)

दिनांक	विज़िट किए गये क्लस्टर का नाम	विज़िट किए गये गाँव की संख्या	विज़िट किए गये गाँव के नाम	मोबाइल में डेटा एंट्री की संख्या

काम किए गये कुल दिनों की संख्या:

विज़िट किए गये कुल गाँव की संख्या:

मोबाइल में की गयी कुल डेटा एंट्री की संख्या:

सी.आर.पी के हस्ताक्षर:

अनुमोदन:
(नाम और पदनाम)