



JEEViKA
An Initiative of Government of Bihar for Poverty Alleviation
Bihar Rural Livelihoods Promotion Society
State Rural Livelihoods Mission, Bihar



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Office Order

(Core Activities and Strategies under PRI-CBO Convergence Project)

Bihar Rural Livelihoods Promotion Society and Kudumbashree - NRO have partnered for a pilot project for strengthening PRI-CBO network in the selected panchayats, blocks and districts. This pilot project aims to develop a synergy among various stakeholders for effective convergence results. For this, 50-gram panchayats have been identified under 10 CLFs from 6 blocks in 3 districts (Patna, Muzaffarpur and Nalanda).

The Core objectives of the Partnership include:

- Enabling Panchayati Raj Institution's convergence with CBOs for service delivery through implementation of different centrally Sponsored/ State sponsored schemes,
- Providing organizational and functional capacity to both local PRI & CBO leaders to take up activities related to institutional strengthening, social development and ensuring social justice,
- Enabling effective functioning of CBO through necessary governance processes and practices,
- Capacity Building for preparation of village poverty reduction plans for Panchayats under the active leadership of panchayat representatives, CLF and VO,
- Support in developing necessary institutional platforms for convergence and involving all key stakeholders.

Implementation of Activities under Project:

The following arrangements will be made for ensuring smooth implementation of the project:

Kudumbashree - NRO:

- Will facilitate identification of areas of convergence with PRIs in the selected areas, identify and build capacities of Local Resource Persons (LRPs) from the community and empower the PRIs to engage CBOs for local socio-economic development,
- Will help identification of opportunities for convergence under specific schemes and help strengthen the institution of Gram Sabha and the SHG federations as for accessing entitlements to the SHG members,
- Shall deploy Mentor RPs in every block to provide mentoring and handholding support to the community professionals.

BRLPS:

- Will provide systems and administrative support for coordination and organization of trainings, production of IEC materials,
- Shall support the formation of resource pool at various levels, organize capacity building programmes and managing the logistics for workshops and trainings,
- Shall take responsibility of production/ printing of materials/ guidelines/ reports/ IEC materials that developed as part of the partnership, whenever it is necessary,
- Shall take the initiative to converge implementation of centrally sponsored schemes/ state sponsored schemes and other activities under the partnership in identified GPs with involvement of key agencies/ stakeholders like Department of Rural Development, Department of Panchayati Raj and other departments.

Reporting and Review Mechanism:

DPMs/ In-charge of Districts namely Muzaffarpur, Nalanda and Patna will review and monitor the progress of the activities under the partnership at district level. The district level committee will be constituted of Managers/Training Officer from ICB, Manager - Social Development, Communication and Finance, chaired by DPM/ In-charge.

- There will be a joint review by DPM/ In charge and Field Coordinator of Kudumbashree-NRO on monthly basis and this will be a prime agenda of the district review meeting. Mentor Resource Person will be reviewed by BPMs in block meetings before the monthly district level review meeting. Mentor resource persons are encouraged to participate in CLF monthly meetings (RGB/BoD).
- Field Coordinator and Mentors of Kudumbashree-NRO will submit a monthly progress report (**Annexure-I**), activity plan to DPM/ In Charge and BPMs respectively. District will provide seating space for the field coordinator in DPCU and for mentors in BPIU,
- Field Coordinator will breakdown quarterly CB Budget (**Annexure-II**) along with activities plan in coordination with DPM/ In Charge.

For smooth implementation of the Project the key activities along with responsible officials is mentioned below as: -

Sl.	Theme	Activities	Responsible Official
1.	Institution Building & Capacity Building	Support in Workshop and Capacity building at block and district level, selection of LRPs, Formation of VOCC and GPCC, Facilitate for agenda of CLF and VO RGB, BoD and AGM Meeting, Facilitate in rolling out monthly/quarterly plan.	Manager-IBCB/ Training Officer
2.	Social Development	● Support in VPRP and GPDP, liaison/ coordination with key	Manager-SD/In charge

		line department officials, ● Selection of govt. schemes for PAE and EAP.	
3.	Communication	Documentation of activities and best practices, Generation of case studies/ success stories, media coverage, Advocacy/ enabling environment through print and electronic media, designing and printing of IEC.	Manager-Communication
4	Finance	● Timely release of fund, Adjustment/ UC settlement.	Finance Manager
5.	Block Project Implementation Unit	● Timely implementation of proposed activities under project in joint support of DPCUs & Kudumbashree -NRO	Concern Block Project Manager

Deployment of Field Coordinators and Mentor Resource Persons:

Kudumbashree - NRO has assigned three field coordinators and six mentor resource persons (with 10 years of working experience in different geographic locations in India) in facilitating convergence activities between PRIs and CBOs.

- Each field coordinator will coordinate the PRI-CBO convergence project activities at district level. It would be the joint responsibility of the NRO team and BRLPS team to look after the overall progress of the PRI-CBO convergence project at their assigned block(s)/ district.
- Each mentor resource person will help in making a strategic plan and will be responsible for implementation of proposed activities with the support of BPIU team for PRI-CBO convergence project.
- Mentor Resource persons will handhold and support the LRPs and build their capacity to be an internal mentor pool. Mentor RPs would be available to support the LRPs, CBO network and PRIs.
- Mentor RPs will be placed in block (**Annexure-III**) and will coordinate the activities with BPIU along with the respective FC. Absentee of mentors will be recommended by BPM and approved by DPM/ In Charge.

All DPMs/ In charge (Muzaffarpur, Nalanda and Patna) is directed to diligently review the activities on monthly basis for the smooth implementation of the Project.

Signed by Balamurugan D
Date: 24-04-2022 18:56:25
Reason: Approved

(Balamurugan D.)
Chief Executive Officer Cum- State Mission Director

Enclosure: Annexure - I, II, & III

Copy to:

1. All concern DPMs/ FMs/ Manager-ICCB/Manager-SD/Manager-COM/ BPMs
2. PCs/SPMs/SFMs/PMs
3. OSD/Director/CFO/PS
4. IT section
5. Concern File



PRI CBO Convergence Project (Monthly Progress Report)

District:

Block:

Month:

Submitted by:

Background:

Key Highlights:

Major activities in the month of _____
(Including all data and information related to activities)

Major observations:

Plan for the next month:

PR1 - CBO Convergence Project - Patna							Annexure-II (A)
Budget for Activities							
CODE	ACTIVITY	DESCRIPTION	COST NORMS	24 months			
				#	Qty	Rate	Total Cost
A	CAPACITY BUILDING (Number of GP: 14; Number of LRGs, Total - 133 VOs (150); Number of SHGs, Total - 1869 (2000); Number of PRI members : 18/GP , Total- 252 (300); Number of GPCC members: 25 Total- 350 (400))						
A.1	Screening of LRGs	2 days of screening process before Selection of LRGs; cost include that of food, cost of printing, stationery, etc Total - 399-450 (2/3 members from each VO)	200	450	2	200	1,80,000
A.2	Identification/Selection of LRGs	2 days of selection/identification; cost include that of food, cost of printing, stationery, banner location, mike system- Block Level	200	220	2	200	88,000
A.3	LRG Training	25 Days Total - LRG training, cost include that of food, location, print material-Block Level	200	150	25	200	7,50,000
A.3.1		Demand driven review/ training/ planning meeting with LRGs 6 times in 24 months	2000	2	6	2,000	24,000
A.4	Cadre orientation	Orientation for CMs/Cadres at CLF level, Rs 25 per member approx 1 CM/VO. Total 2 CLFs with around 150 (200) Cadres	25	200	5	25	25,000
A.4.1	CBO Training/Orientation (CLF)	Orientations/training, Rs 25 per RGB member, approx 140 RGB members/CLF, Total two CLF. So 280-300 members in total	25	300	8	25	60,000
A.4.2	VO level	Orientations/training, Rs 25 per RGB member, approx 45 RGB members/VO, Total 5985 (6200) members	25	6,200	6	25	9,30,000
A.4.3		Demand driven review/ training/ planning meeting with CHO, 6 times in 24 months	2500	2	6	2,500	30,000
A.5	PR1 Orientation/Training	2 days of training in one year at Panchayat level; Approx 18/GP Total 4 days for 24 months. Cost of food and print material during the training - Panchayat Level; Total 4 days. Total members 252 (300)	25	300	4	25	30,000
A.6	VOCC Formation and Training	1 day formation of VOCC at Panchayat level, 2/3 member per VO, 24 members approximately in each VOCC. Total members : 336 (350)	25	350	1	25	8,750
A.6.1	VOCC training	4 days training at Panchayat level	25	350	4	25	35,000
A.7	GPCC Formation and Training	1 Day of formation and 4 days of training after the initial orientation, 25 members per GP, cost include that of food, location, print material- Block/GP level	200	500	5	150	3,75,000
SUB TOTAL							25,35,750
B	REVIEW (Number of GP: 14; Number of LRGs, Total - 133 (150); Number of SHGs : 1869 (2000) ; Number of PRI members : 18/GP , Total- 252 (300))						
B.1	CLF/Block Level Review	One day review of LRGs, once every month/need based review at the CLF/Block - cost include that of food, location, print material. Total 20 days of review across 20 months	200	150	20	200	6,00,000
SUB TOTAL							6,00,000
C	Block Level Convergence/ Familiarisation Workshop (70 members per block)						
C.1	Workshop with different stakeholders and Officials of frontline departments	5 days of workshop across 24 months	Rs 200 per person per day; cost include that of food, location, print material	70	7	200	98,000
SUB TOTAL							98,000
D	Materials and Entitlement Tool Development						
D.1	Materials and Tools	Printing, stationery and Copy charges for PAE and other tools, handbooks etc	Approx. Rs 200 SHG	2,000	1	200	4,00,000
D.2	Materials and Tools	Printing, stationery and Copy charges for EAP, VO/GP Consolidation sheets	Approx Rs 200	150	1	200	30000
		Demand driven Prints / Stationery	Lumpsum amount				80000
SUB TOTAL							5,10,000
TOTAL							37,43,750

PRI - CBO Convergence Project - Nalanda							
Budget for Activities							
CODE	ACTIVITY	DESCRIPTION	COST NORMS	24 months			
				#	Qty	Rate	Total Cost
A	CAPACITY BUILDING (Number of GP: 15 ; Number of LRGs, Total - 131 (150) ; Number of SHGs, Total - 1705 (2000) ; Number of PRI/ members : 18/GP , Total- 270 (300) ; Number of GPCC members: 25 Total- 375 (400)						
A.1	Screening of LRGs	2 days of screening process before Selection of LRGs; cost include that of food, cost of printing, stationery, etc Total - 393 (2/3 members from each VO)	200	450	2	200	1,80,000
A.2	Identification/Selection of LRGs	2 days of selection/identification; cost include that of food, cost of printing, stationery, banner location, mike system- Block Level	200	220	2	200	88,000
A.3	LRG Training	25 Days Total - LRG training, cost include that of food, location, print material-Block Level	200	150	25	200	7,50,000
A.3.1		Demand driven review/ training/ planning meeting with LRGs' 6 times in 24 months	2000	2	6	2,000	24,000
A.4	Cadre orientation	Orientation for CMs/Cadres at CLF level, Rs 25 per member approx 1 CM /VO. Total 2 CLFs with around 160 (200) cadres	25	200	5	25	25,000
A.4.1	CBO Training/Orientation (CLF)	Orientations/training, Rs 25 per RGB member, approx total - 262 (300) members	25	300	8	25	60,000
A.4.2	VO level	Orientations/training; Rs 25 per RGB member, approx 45 RGB members/VO, Total: 5895 (6000)	25	6,000	6	25	9,00,000
A.4.3		Demand driven review/ training/ planning meeting with CBO, 6 times in 24 months	2500	2	6	2,500	30,000
A.5	PRI Orientation/Training	2 days of training in one year at Panchayat level; Approx - 18/GP, Total 4 days for 24 months. Cost of food and print material during the training - Panchayat Level; Total 4 days, Total members - 270 (300)	25	300	4	25	30,000
A.6	VOCC Formation and Training	1 day formation of VOCC at Panchayat level, 2/3 member per VO, 24 members approximately in each VOCC. Total - 360 members	25	400	1	25	10,000
A.6.1	VOCC training	4 days training at Panchayat level	25	400	4	25	40,000
A.7	GPCC Formation and Training	1 Day of formation and 4 days of training after the initial orientation; 25 members per GP, cost include that of food, location, print material- Block/GP level	200	400	5	150	3,00,000
SUB TOTAL							24,37,000
B	REVIEW (Number of GP: 15; Number of LRGs, Total - 131 (150) ; Number of SHGs : 1705 (2000) ; Number of PRI members : 18/GP , Total- 270 (300)						
B.1	CLF/Block Level Review	One day review of LRGs, once every month/need based review at the CLF/Block : cost include that of food, location, print material. Total 20 days of review in 20 months	200	150	20	200	6,00,000
SUB TOTAL							6,00,000
C	Block Level Convergence/ Familiarisation Workshop (70 members per block)						
C.1	Workshop with different stakeholders and Officials of frontline departments	5 days of workshop across 24 months	Rs 200 per person per day, cost include that of food, location, print material	70	7	200	98,000
SUB TOTAL							98,000
D	Materials and Entitlement Tool Development						
D.1	Materials and Tools	Printing, stationery and Copy charges for PAE and Tools and handbooks etc	Approx. Rs 200 SHG	2,000	1	200	4,00,000
D.2	Materials and Tools	Printing, stationery and Copy charges for EAP, Consolidation sheets	Approx Rs 200	150	1	200	30000
		Demand driven Prints / Stationery	Lumpsum amount				80000
SUB TOTAL							5,10,000
TOTAL							36,45,000

PRI - CBO Convergence Project - Muzaffarpur

Budget for Activities

CODE	ACTIVITY	DESCRIPTION	COST NORMS	24 months			
				#	Qty	Rate	Total Cost
A	CAPACITY BUILDING (Number of GP: 21 ; Number of LRGs, Total - 204 (240); Number of SHGs, Total - 2813 (3000) ; Number of PRI/ members : 18/GP , Total- 378 (400); Number of GPCC members: 25 Total- 525 (550)						
A.1	Screening of LRGs	2 days of screening process before Selection of LRGs; cost include that of food, cost of printing, stationery, etc Total - 612 (2/3 members from each VO)	200	650	2	200	2,60,000
A.2	Identification/Selection of LRGs	2 days of selection/identification; cost include that of food, cost of printing, stationery, banner location, mike system- Block Level	200	275	2	200	1,10,000
A.3	LRG Training	25 Days Total - LRG training, cost include that of food, location, print material-Block Level	200	240	25	200	12,00,000
A.3.1		Demand driven review/ training/ planning meeting with LRGs' 6 times in 24 months	2000	2	6	2,000	24,000
A.4	Cadre orientation	Orientation for CMs/Cadres at CLF level, Rs 25 per member approx 1 CM /VO. Total 2 CLFs with around 220 (250) Cadres	25	250	5	25	31,250
A.4.1	CBO Training/Orientation (CLF)	Orientations/training, Rs 25 per RGB member, approx 200 RGB members/CLF, Total: 400 (440)	25	440	8	25	88,000
A.4.2	VO level	Orientations/training, Rs 25 per RGB member, approx 45 RGB members/VO, Total: 9180 (9300)	25	9,300	6	25	13,95,000
A.4.3		'Demand driven review/ training/ planning meeting with CBO, 6 times in 24 months	2500	2	6	2,500	30,000
A.5	PRI Orientation/Training	2 days of training in one year at Panchayat level; Approx - 18/GP, Total 4 days for 24 months. Cost of food and print material during the training - Panchayat Level, Total 4 days. Total - 378 (400)	25	400	4	25	40,000
A.6	VOCC Formation and Training	1 day formation of VOCC at Panchayat level, 2/3 member per VO, 28 members approximately in each VOCC (600)	25	600	1	25	15,000
A.6.1	VOCC training	4 days training at Panchayat level	25	600	4	25	60,000
A.7	GPCC Formation and Training	1 Day of formation and 4 days of training after the initial orientation; 25 members per GP, cost include that of food, location, print material- Block/GP level total - 525 (550)	150	550	5	150	4,12,500
SUB TOTAL							36,65,750
B	REVIEW (Number of GP: 15; Number of LRGs, Total - 204(240) ; Number of SHGs :2813 (3000) ; Number of PRI members : 18/GP , Total- 378(400)						
B.1	CLF/Block Level Review	One day review of LRGs, once every month/need based review at the CLF/Block : cost include that of food, location, print material. Total 20 days of review in 20 months	200	240	20	200	9,60,000
SUB TOTAL							9,60,000
C	Block Level Convergence/ Familiarisation Workshop (70 members per block)						
C.1	Workshop with different stakeholders and Officials of frontline departments	5 days of workshop across 18 months	Rs 200 per person per day; cost include that of food, location, print material	70	7	200	98,000
SUB TOTAL							98,000
D	Materials and Entitlement Tool Development						
D.1	Materials and Tools	Printing, stationery and Copy charges for PAE and Tools and handbooks etc.	Approx. Rs.200 SHG	3,000	1	200	6,00,000
D.2	Materials and Tools	Printing, stationery and Copy charges for EAP, Consolidation sheets	Approx Rs 200	240	1	200	48000
		Demand driven Prints / Stationary	Lumpsum amount				80000
SUB TOTAL							7,28,000
TOTAL							54,51,750

Annexure - III

Deployed Field Coordinator and Mentor Resource Person (NRO-Kudumbashree)

SN.	Name	Designation	Place of Posting	
			District	Block
1.	Kajal Tiwari	State Project Coordinator	Patna	
2.	Prakhar Gupta	Field Coordinator	Muzaffarpur	-
3.	Samyak Lokhare	Field Coordinator	Nalanda	-
4.	Shani Ponan	Mentor	Muzaffarpur	Marwan
5.	Bindu Sanoj	Mentor	Muzaffarpur	Mushahari
6.	Sindhu PM	Mentor	Nalanda	Rajgir
7.	Usha Shaji	Mentor	Nalanda	Silao
8.	Padmini MV	Mentor	Patna	Dhanarua
9.	Sheeja Gopidas	Mentor	Patna	Masaudhi