

**Term of Reference for Empanelment of Functional Experts and Mentors as Resource
Person Under One Stop Facility Centre- Enterprise Promotion**

1. Background

One Stop Facility (OSF) program is envisaged as business facilitation cum incubation centres at the sub district level to provide business development services to existing nano enterprises (enterprises having turnover of up to INR 8 lakhs per annum) on a growth track. As the enterprises grow in size, the support services required also increase and require significant handholding for support to those nano-enterprises that are on a high-growth track requiring significantly higher amount of finance and handholding.

The OSF are expected to be supported by industry experts and existing entrepreneurs, called Functional Experts and Mentors, who will help in preparation of growth plans (business planning) and will also guide the BDSPs (business development service provider; community cadre for the program) and entrepreneurs through critical business processes. They will also define the business KPIs (key performing indicators) and enable their achievement.

2. Service requirement detail

Sl.No.	Name of the Functional Expert /Mentors	No. of Vacancy	Engagement Scope	Eligibility Criteria and Responsibility
01.	Functional Expert - Entrepreneurship (District Level)	18	As per Requirement (Maximum 3 day/Month)	<p><u>Eligibility Criteria:</u> -At least Graduate or higher degree with Startup/MSME incorporated at least 5 years ago with turnover of Rs 25 Lakhs/annum. Registration Certificate and Annual Audited report/Balance Sheet needs to be attached in the online application.</p> <p><u>Responsibilities:</u> -.</p> <ol style="list-style-type: none">Developing a business plan.Identify the needs in the marketProduct development inputs (like design etc.)Conducting market research.Support in branding, packaging and marketing.

Sl.No.	Functional Expert	No. of Vacancy	Engagement Scope	Eligibility Criteria and Responsibility
02.	Functional Expert - Chartered Accountant	18	As per Requirement (Maximum 3 day/Month)	<p>Eligibility Criteria: - Chartered Accountant</p> <p>Desirable: - Specialization in Registration of Startup/Enterprises.</p> <p>Responsibilities:-</p> <ol style="list-style-type: none"> Providing financial advice on various aspects of business operations, such as budgeting, forecasting, and investment decisions. Assisting in financial planning and analysis. Offering consulting services on financial matters. Statutory compliance like GST registration, FSSAI registration, ITR and GST filing. Banking compliances and regulatory measures. Ensuring compliance with tax laws and regulations. Preparing and filing tax returns. Risk Management: Identifying and assessing financial risks, Developing and implementing risk management strategies, and Monitoring financial activities to mitigate potential risks. Developing and implementing cost accounting systems. Preparing budgets and financial forecasts. Analysing variances and providing insights to improve financial performance. Business Proposal preparation support and loan sanction with financial institutions

Sl.No.	Functional Expert	No. of Vacancy	Engagement Scope	Eligibility Criteria and Responsibility
03.	Functional Expert – Food Technician	18	As per Requirement (Maximum 3 day/Month)	<p>Eligibility Criteria: - At least Graduate or higher degree in Food Technology or Biotechnology.</p> <p>Responsibilities: -</p> <ol style="list-style-type: none"> Support in ensuring food safety, quality, and innovation. Inspecting and testing food products. Conducting sensory evaluations. Monitoring food safety regulations Developing packaging and labelling Analysing raw materials and finished products Developing specifications for production Link-up of Entrepreneurs with various Govt. schemes. Recipe Development, Lap testing support Statutory compliance like GST registration, FSSAI registration, ITR and GST filing.
04.	Functional Expert - Skill Trainer	18	As per Requirement (Maximum 3 day/Month)	<p>Eligibility Criteria: - At least Graduate or higher degree with 5 years' experience in the following trade: -</p> <ol style="list-style-type: none"> Carpenter Boat Maker Armor Maker Barber Lohar (Blacksmith) Hammer and Tool Kit Maker Locksmith Goldsmith Potter Fishing Net Maker Sculptor/Stone Carver/Stone Breaker Cobblers/Shoemakers/Footwear Artisans Mason Basket Maker/Basket Weaver/Mat Maker/Coir Weaver/Broom Maker Doll and Toy Maker (Traditional) Garland Maker Washerman Tailor

				<u>Responsibilities: -</u> <ul style="list-style-type: none"> a. Determine the specific hard skills required for different roles and identify any gaps in entrepreneurs' proficiency. b. Create curriculum, lesson plans, and training materials tailored to meet the identified needs. c. Ongoing support and guidance to trainees.
05.	Functional Expert - Banker	18	As per Requirement (Maximum 3 day/Month)	<u>Eligibility Criteria:-</u> Retired Banker with at least Graduate or higher degree. Not below the rank of Scale 3 officer of Bank. <u>Responsibilities :-</u> <ul style="list-style-type: none"> a. Banking compliances and regulatory measures. b. Support entrepreneurs finance their ventures, whether for startup costs, expansion, or working capital. c. Guide on diversifying investments and managing risk. d. Support entrepreneurs to develop comprehensive business plans, including financial projections, market analysis, and strategic planning. e. Assist entrepreneurs with managing their cash flow, including advice on optimizing collections, payments, and overall financial health. f. Statutory compliance like GST registration, FSSAI registration, ITR and GST filing.

Sl.No.	Functional Expert	No. of Vacancy	Engagement Scope	Eligibility Criteria and Responsibility
06.	Functional Expert - Marketing	18	As per Requirement (Maximum 3 day/Month)	<p><u>Eligibility Criteria</u>:-At least Graduate or higher degree with an experience of at least 5 years in sales and Marketing of product and service of Retail,Automobile,Food Industry,Fashion,Hospitality and allied field.</p> <p><u>Responsibilities</u>:Business Proposal preparation support and loan sanction with financial institutions.</p> <ol style="list-style-type: none"> Develop and execute marketing plans Conduct market research Data analysis Content creation and management Social media management Email marketing Support entrepreneurs in branding, packaging and marketing tie-up with forward and backward linkages Product development inputs (like design etc.) Training on skills and management aspects. Link-up of Entrepreneurs with various Govt. schemes.

Sl. No.	Functional Expert	No. of Vacancy	Engagement Scope	Eligibility Criteria and Responsibility
07.	Mentors	126	As per Requirement (Maximum 3 day/Month)	<p><u>Eligibility Criteria:</u> - At least Graduate or higher professional degree with an experience of at least 5 years in relevant field/positions with reputed state or national level institutions/professionals.</p> <p><u>Responsibilities</u> :-Handholding and mentoring BDSPs through training.</p> <ol style="list-style-type: none"> Reviewing the viability assessment and business proposals prepared by BDSPs Facilitating forward and backward linkages Providing inputs for activities such as packaging and labelling Helping enterprises secure necessary regulatory compliances. Proposing ideas for growth of business. Facilitate the block and community level project teams in effective implementation by engaging with them organically in team discussions and other strategic deliberations. Facilitate record keeping for the enterprises. Any other business management support

3. Remuneration, Age and DistrictsDetails

S l.	Resource	Remuneration/ day (Rs)	Age	Districts & blocks covered under OSF	
				District	Block
A	Functional Expert	5000 including all claims (Honorarium- 4000; Travel expenses+ Local conveyance+ Stay – Upto a max. of Rs 1000)	Up to 65 years	1. Bhagalpur 2. Khagaria 3. Madhepura 4. Madhubani 5. Patna 6. Saharsa 7. Supaul 8. West Champaran 9. Nalanda 10. Darbhanga 11. Muzaffarpur 12. Gaya 13. Vaishali 14. Saran 15. Purnea 16. Aurangabad 17. Kaimur 18. Katihar	
B	Mentor	4000 (including all claims)			1. Bhagalpur (Kahalgown, Pirpanti, Sanhaula, Sultangunj), 2. Khagaria (Khagaria Sadar, Alauli), 3. Madhepura (Madhepura, Kumarkhand, Bihariganj, Alamnagar, Chausa) 4. Madhubani (Pandaal, Rajnagar, Madhwapur, Laukaha) 5. Patna (Sampatchak, Dhanarua, Massaurhi, Belchi, Daniwan) 6. Saharsa (Saurbazar, Sattarkataiya), 7. Supaul (chatapur, Basantpur, Trivenigunj,

					Pratapgunj) 8. West Champaran (Narkatiyaganj, Sidhaw, Gaunaha, Chanpatia, Jogapatti) 9. Nalanda (Harnaut, Bihar Sharif, Nagar Nausa, Noorsarai, Rajgir) 10 Darbhanga (Baheri, Sadar), 11 Muzaffarpur (Muraul, Mushahari, Saraiya, Bochaha, Minapur, Marwan, Kudhni) 12 Gaya (Khizersarai, Manpur, Sherghati, Bodhgaya, Gurua, Dobhi, Tekari, Belagunj) 13 Vaishali (Hajipur, Chehrakala) 14 Saran (Chapra Sadar) 15 Purnea (Kasba), 16 Aurangabad (Goh) 17 Kaimur (Mohania) 18 Katihar (Hasangunj Barari, Parangpur, Kadwa).
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Note:- 1. The list contains districts/blocks under NRETP OSF, NRLM OSF Ph 1 and NRL OSF Ph 2.

2. Any new OSF District/block approved by NRLM over and above listed districts/blocks will also qualify for onboarding expert/mentor.

3. Local resource persons will be given preference in selection of expert and mentor.

4. Reporting & Payment Process:

- A. Functional expert- They will report to DPM and submit the work done report, duly endorsed by Dist. Technical Expert-Enterprise Promotion (DTE EP) to DPM for payment clearance from district level.
- B. Mentor- They will report to BPM and submit the work done report, duly endorsed by BPM, & DTE EP to DPM for payment clearance from district level.

Payment will be released from concerned DPCU after submission of monthly work done report (day wise activity done) by functional expert/mentor. The budget head for booking expenditure related to Expert & Mentor is as follows:

Resources	NRLM OSF Districts	Other enterprise promotion Districts
Functional expert	K05.6- OSF-Skill building of Entrepreneurs-functional expert honorarium	B1.2 Capacity Building Support, B1.2.3- Consultants, Resource Persons, etc.
Mentor	K05.5- OSF-Skill building of Entrepreneurs-mentor Honorarium.	

5. Terms and Condition

- A. The letter of empanelment shall be given to the selected functional experts & mentors for their onboarding in the program.
- B. The empanelment will be valid for one year. Based on usage and performance of empanelled functional experts & mentors in one year, the extension of services of existing experts & mentors may be given for second year. Beyond second year, the empanelment process will be re-initiated.
- C. Services of the Resource Person will be taken as per requirement of the project. Empanelment doesn't guarantee allocation of work and the resources will not have claim for guaranteed work allocation. Allocation of work will depend on project's requirement. At the beginning of every month the concerned Dist. NF Nodal and BPM will prepare a work plan and intimate the functional expert and mentor respectively by mail. The maximum service days for each expert and mentor per month will be for 3 days. Any claim beyond this will not be entertained.
- D. At block level, Mentor will also attend monthly review meeting at OSF office and on that day, they will be informed next month's work plan/schedule and Mentors will also submit report of last month.
- E. Performance of the Resource Person will be reviewed every month by the competent authority at respective level (state, district, block) based on the monthly report submitted and feedback collected from the entrepreneurs as well as concerned staff during the task/assignment.
- F. The Resource Person needs to follow the work schedule and quality standard. BRLPS reserves the right to cancel the assignment at any time during the process for any reason for example if the functional expert/Mentor does not deliver as per the ToR or if found indulged in any unfair practices that bring bad names for the Project, its staff or Clients.
- G. Competent Authority is independent to act and take appropriate action against the functional expert & mentor against any malpractices observed during the work.
- H. Coordination and Review of the Resource Person Work: BRLPS officials (DPM, DTE-EP, BPM and Block Technical Coordinator- Enterprise Promotion) will provide necessary

support to the Resource Persons to carry out the assignment. Thereview of the work will be done by project team at regular interval.