



**JEEViKA**

**Bihar Rural Livelihood Promotion Society**

**Terms of Reference**

<b>Job Title:</b>	Individual Consultant- Capacity Building-CRPs
<b>Theme:</b>	Health Nutrition & Sanitation
<b>Level:</b>	State Level
<b>Duration of Assignment</b>	Full Time for one year

**1. Background of Project**

JEEViKA –Bihar Rural Livelihoods Promotion Society (BRLPS) is an autonomous body under the rural development department, GoB has been designated as State Rural Livelihood Mission under overall framework of NRLM to scale up the model of poverty alleviation through different interventions. While the primary focus of the Jeevika project was to enhance livelihoods of rural poor households in the state as part of the Government’s poverty reduction strategy, the project consciously included in its ambit intervention in nutrition with a goal for improved nutrition and health.

Currently Health, Nutrition & Sanitation (HNS) vertical of BRLPs has scaled up HNS intervention in phased manner in all the 534 blocks of Bihar focusing on improvement of health nutrition outcomes through behavior change communication. As part of HNS strategy, Jeevika is also working with different line departments and development partners to promote health, nutrition and sanitation. Jeevika has envisaged and is working with the CBOs and further to be more specific has developed five touch points to reach each and every member of household which includes SHG, VO, CLF, household and community level. In such a manner BRLPS is implementing HNS interventions focusing Behavior Change Communication (BCC) approach in all 534 blocks . The results and learnings of HNS of Bihar SRLM have been presented in different national and international platforms. Considering the initial success of HNS implementation with Livelihoods project, other SRLMs are also interested take support from Bihar SRLM as Resource organization.

In order to provide timely support to other SRLMs regarding FNHW interventions there is a need to hire a State Consultant –Capacity Building –CRPs who contribute in the selection of CRPs, PRPs and their capacity building and deployment to other SRLMs as and when required. Identifying the gap between target and achievement as well as monitoring of CRPs and PRPs who deployed in other SRLMs.

**2. Area of Operation:**

S/He will provide support in 38 districts of Bihar as well as other SRLM states who will seek NRO support from Bihar.

### **3. Period of Consultancy:**

The consultant will have to give full time service to the organization. The period of consultancy will be of one year. Extension of contract period may be considered on basis of the need of the organization and performance of the consultant.

### **4. Role and Responsibilities of the consultant:**

S/he will be responsible for development of Community Resource Pool for HNS and capacity building of these resource persons and community professionals. So following role and responsibilities

1. S/he shall be responsible for identification, screening, selection, training and capacity building of CRPS.
2. S/he shall be responsible for identification and capacity building of PRPs, coordinating PRPs based on understanding local issues and needs.
3. S/he shall be responsible for development of exposure sites/ model cluster for FNHW.
4. S/he shall be responsible for follow up and addressing CRP/PRP issues.
5. S/he shall be responsible for maintaining data base profile of CRPs & PRPs.
6. Coordination with State and district team of Jeevika as well as other SRLMs regarding demand and supply of CRPs and PRPs.
7. Development of tracking mechanism and deployment of CRPs & PRPs in other SRLMs within Jeevika system and maintain data based profile fo CRPs & DRPs. .
8. Handholding support to monitor the progress, identifying the gap between the target and achievement.

### **5. Deliverables: Following deliverables has been assigned to the consultant:**

#### **A. Community Resource Person (CRP) Pool Development Identification:**

- Screening of suitable 200 CRPs from the existing CRPs
- Selection of 100 HNS CRPs among the screening list of CRPs
- Facilitate training and capacity building of selected CRPs on FNHW.
- Arrange refresher training for all selected CRPs on FNHW modules.
- Develop Formats (3) for tracking of ToT given to CRPs, Tracking demonstration site develop by the CRPs in their own VO, Tracking of deployment of CRPs in SRLM and their payment settlements.

#### **B. Professional Resource Person (PRP) Pool Development Identification:**

- Screening of suitable PRPs (30) from Cadres already existing at cluster level or staff of CBOs and organizations working with BRLPS.
- Selection of 30 PRPs among the shortlisted list.
- Facilitate training and capacity building of all selected PRPs on FNHW.
- Arrange refresher training for all selected PRPs on FNHW and their role and responsibilities to perform in SRLMs.

- Develop Formats (3) for tracking of ToT given to CRPs, Tracking demonstration site develop by the CRPs in their own VO, Tracking of deployment of CRPs in SRLM and their payment settlements.
- Develop formats for tracking progress of activities undertaken by PRPs during their deployment in SRLMs

## 6. Key Qualifications and experience of the consultant

Designation	Qualification	Experience
Consultant- Capacity Building-CRPs	PG degree in Rural Development/Social Work/ any relevant discipline from reputed institution with at least 6 years full time Post qualification working experience with State Rural Livelihoods Mission (SRLM). He/she have experience in maternal and child nutrition and capacity building.	<ul style="list-style-type: none"> <li>• Proven record in setting up programs/projects with CBO's</li> <li>• Demonstrable technical writing and analytical skills.</li> <li>• Working experience of BRLPS will be an added advantage.</li> <li>• Computer related technical skill is desirable.</li> <li>• Any further qualification pertaining to health and nutrition/population studies/community nutrition will be added advantage.</li> <li>• Preference will be given to the candidates having SRLM's experience.</li> </ul>

## 7. Ownership:

BRLPS, being the funding agency, shall be the owner of the assignment outputs. The consultant will have no right or claim to the assignment or its output once completed. Any report /research output /process documents produced as a part of this assignment will deemed to be the property of BRLPS and the consultant will not have any claim and will not use to reproduce the contents of the above documents without the written consent of BRLPS.

## 8. Arbitration:

Disputes shall be settled by arbitration in accordance with the following provisions:

Any dispute arising out of the Contract, which cannot be amicably settled between the parties, shall be referred to adjudication/ arbitration in accordance with Arbitration & Conciliation Act, 1996.

Miscellaneous: In any arbitration proceeding hereunder:

- (a) Proceedings shall, unless otherwise agreed by the Parties, be held in Patna, Bihar, (India)
- (b) The English language shall be the official language for all purposes.

## **9. Selection Process:**

An advertisement will be published in the newspapers inviting Expression of Interest (EoI) for the above mentioned assignment and to submission of CV accordingly. Based on the mentioned eligibility criteria and relevant experience, the CVs will be scrutinized on basis of set criteria and the shortlisted candidates will be invited for Personal Interview and the candidate found most suitable would be hired for the consultancy.

## **10. Payment Process:**

Each month assignment will be prepared and approved by SPM-HNS. Monthly payment will be made after the submission of monthly attendance along with task performed against assigned task. SPM HNS will approve absentee along with duly work done report and recommend for payment.

Consultancy fee will be as per BRLPS consultant policy for one year during which s/he will render her assigned services. Payment of consultancy will be paid after making all statutory deduction from SPMU level. The consultant will be provided four wheeler vehicle from the project for field visit against tour plan and vehicle approved by SPM-HNS.

## **11. Reviews and Reports:**

- a) Reviews: The State Consultant will prepare one month prior activity plan based on the above mentioned deliverables duly approved by SPM-HNS. The SPM-HNS will approve daywise tasks every month and also approved tour and vehicle for field visit of the consultant. The **Consultant –Capacity Building -CRPs** will have regular review meetings with the SPM-HN and update his/her monthly plan and work done status and make new changes with due approval of SPM-HNS if any.
- b) Reports: State Consultant will submit monthly attendance and work done reports to SPM.

