



JEEViKA

An Initiative of Government of Bihar for Poverty Alleviation

Bihar Rural Livelihoods Promotion Society
State Rural Livelihoods Mission, Bihar



1st Floor, Vidyut Bhawan - II, Bailey Road, Patna- 800 021; Ph.:+91-612-250 4980; Fax: +91-612-250 4960, Website:www.brlp.in

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Office Order

Internal Community Resource Person (CRP) Policy in JEEViKA

Community to community interactions and cross learning approach has long been served as an effective strategy for social mobilization, formation of community institutions and their nurturing in JEEViKA. Utilization of the services of Community Resource Persons (CRPs) for targeting, mobilizing, forming and nurturing of SHGs and their federations at scale has been hugely successful. These CRPs are community leaders who have long standing experience as members of organizations and have imbibed the core principles of community action and cooperation. These successful women have been developed as resource persons in the project to replicate the institution building process in new areas with their experiential learning and also to inculcate best practices in their own institution.

JEEViKA has gained valuable lessons with the implementation of CRP strategy for last 6 years. These CRPs are forming and imparting basic modular training to community institutions in 534 blocks of 38 districts of Bihar and also rendering their services to other State Rural livelihoods Mission (SRLM) outside Bihar. As part of an evolving strategy and learning from different state projects, JEEViKA has identified the need and has subsequently developed different types of specialized CRPs such as Scoping, Institution building, Trainer and Thematic CRPs. Presently, there are more than 10000 CRPs who are contributing towards social mobilization and institution building process within and outside project.

Entity of the Internal CRP

An Internal CRP is a SHG member having an experience of working with the group and its federations (JEEViKA/WDC/SGSY/SHPIs) and having an excellent articulation and communication skills to work with the community, the ability to bring change by motivating others and willing to give time for the cause.

Basic Eligibility Criteria for Internal CRP

- She should have at least one year of membership in a functional SHG
- She should be vocal, signature literate and an active member of a SHG
- She should be able to articulate her inspiring experience of coming out of poverty like condition, saving habits and banking habits, etc
- She should not be defaulter of the loans taken from the SHG
- She should have cumulative repayment rate of more than 90 percent
- She should have acceptance from her family for rendering services to poor community and willing to travel outside her village for work
- She should be in the age range of 20-55 years
- She should be the leader/ sub-committee member from SHG/VO/CLF for at least 1 year (for thematic CRP) and experienced thematic interventions.

Types of Community Resource Person and Team Composition for Internal CRP Drives

As an evolving strategy and based on learning of project there is need to develop different types of CRPs for targeting of poor families, inclusion of SHGs of SGSY/WDC/other agencies, formation and training of SHG-federations (VO and CLF) and for various thematic interventions like financial inclusion, micro-insurance, public distribution system, MGNREGA, pensions, etc. There is also a need of developing trained and experienced community professionals like community mobilizers, book keepers and leaders of community institutions as thematic CRPs for specific standard interventions of different themes of project. The payment all types of CRPs will be made as per the standard honorarium matrix of internal CRPs. Broadly, all types of CRPs have been clubbed into two types of teams i.e. institution building (IB) CRP teams and thematic CRP teams.

Team Composition

| Teams | Types | Team Composition | Major Roles & Responsibility |
|-------------------|--|------------------|---|
| IB CRP Team | SHG CRP Team (4 members) | SHG CRP | Community mobilization, targeting of poor (PIP) |
| | | SHG Trainer | SHG formation and inclusion of SHGs of SGSY/ WDC/ other agencies |
| | VO CRP Team (3 members) | VO CRP | Imparting basic modular trainings to the formed SHGs |
| | | VO Trainer | Imparting trainings to potential SHGs on VO concept (M-4) for VO formation |
| | CLF CRP Team (3 members) | CLF CRP | Imparting basic modular trainings to the formed VOs and formation of VO. |
| | | CLF Trainer | Imparting basic modular trainings to the potential VOs (CLF concept) for CLF formation |
| Thematic CRP Team | Normally 2-3 members team depending on the nature of tasks of respective themes. | CLF CRP | Imparting basic modular trainings to the formed CLF(s) and formation of CLF |
| | | CLF Trainer | Imparting basic modular trainings to the formed CLF(s) and formation of CLF |
| Thematic CRP Team | Normally 2-3 members team depending on the nature of tasks of respective themes. | | Community mobilization, training and demand generation on specific thematic intervention. |

Based on requirement, the project may change the team compositions of IB CRP team and thematic CRP teams or may combine CRP from both types of teams.

Job Description of Internal CRP Teams

Initially, the newly trained internal CRPs/ active women will work as a part of SHG CRP team for at least one round of CRP drive, rendering their services in villages of the selected blocks/ districts. For the first assignment in CRP drive, the internal CRPs/ active women will be considered as CRP- Apprentice. Based on their performance during the drive, the CLF/ BPIU will graduate them to SHG CRP. The broad job descriptions of each types of CRP teams is mentioned below as-

- 1. SHG CRP Team-** The team will be responsible for initial social mobilization in the newly entered village, targeting as per project guidelines, SHG formation, imparting basic modular trainings, identification of potential community mobilizer, deployment of register and preparation of document for SHG bank account opening. The team will cover at least two villages during the drive period.
- 2. VO CRP Team:** The team will be responsible for VO formation and imparting modular trainings to the formed VO, imparting basic modular trainings to VOs, and identification of potential book-keeper and deployment of register. The team will cover at least 2-3 villages in 30 days drive period.
- 3. CLF CRP Team:** The team will be responsible for forming CLFs and imparting basic modular trainings to CLFs, identification of potential book - keeper and deployment of register. The team will cover at least two cluster areas in 30 days drive period.

4. **Thematic CRP Team:** The team will be responsible for community mobilization in preview of thematic intervention, creating awareness and generating demand to support specific thematic intervention at CBOs.

Selection Process for the Internal CRP

- Firstly the concerned field staff (AC/CC) will share the concept of internal CRPs with the VO. The concerned Village organization should subsequently generate a list of potential CRPs (based on criteria) from the SHGs.
- JEEVIKA field staff should facilitate the VO meeting for the selection of internal CRPs. S/he should facilitate the selection process of Community Resource Persons and help VO in identifying the most suitable candidates. Field staff will clearly describe the roles and responsibilities of Community Resource Persons in the village organization meeting.
- The concerned field staffs (AC/CC) will also facilitate discussion regarding minimum honorarium of potential CRP, their fooding and travel charges, and institutional charges along with process of payment.
- In case CLF is not formed, the concern VO will approve the name(s) of potential CRPs duly accepted in the meeting of VO. All discussion and decision should be duly recorded in the meeting minutes of VO.
- In case of CLF, the concern VO will forward the list of names to the concerned CLF for approval. The proposed name(s) should be duly accepted in the meeting of the CLF. All the discussions should be duly recorded in the meeting minutes of CLF.
- Further, CLF will constitute a committee of 5 members including 2 OB member and 3 RGB members under the leadership of Secretary. The committee will be responsible for completion of selection process of CRP. The concerned field staffs (AC/CC) will facilitate the selection process.
- The committee will interact with potential CRPs and based on their performance and eligibility recommends their name for selection. Initially, the concerned field staffs (AC/CC) will assist selection committee and facilitate the selection process.
- The committee will submit the names of potential CRPs to the concerned CLF (EC) for its approval. A resolution for taking the services of CRPs should be recorded in the CLF (EC) meeting minute's book.
- The concerned CLF/ field staff will forward a copy of minutes of the meeting along with the detail of CRPs to the concerned BPIU for their training and updating the CRP roster/profile. In places where CLF is not yet formed, BPIU will facilitate the entire process of selection.

Capacity Building of Internal CRPs

- Identified potential CRPs will be briefed about their roles and responsibilities by the training pool members at BPIU level. These CRPs will be CRP-apprentice.
- The CRP-apprentice will be tagged with the internal SHG CRP team for at least one round of CRP drive and will perform the assigned tasks within the team.
- A residential training will be organized for new CRPs at the CLF/BPIU/DPCU/TLC level. A pool of trained CRPs will also be involved in the capacity building of newly identified CRPs.
- All selected internal CRPs will be trained as per the prescribed training module with a focus on clarifying their roles and responsibilities, internalizing the content/ methods of imparted trainings and activities to be carried out during the drive. The desired outcomes from trainings of different types of CRPs are mentioned below as-

Capacity Building Output

| CRP Type | Capacity Building Outputs |
|------------------------|--|
| SHG CRP/ Apprentice | Should have internalized the social targeting process and community mobilization skill. She should have a clear understanding of social mapping tools and the roles and responsibilities of a scoping CRP. Should have internalized the community mobilization skill, concept of SHG, SHG management norms, SHG meeting process and Institutional needs of the poor and should have clarity on roles and responsibilities of an SHG CRP. |
| SHG Trainer CRP | Should have participated in SHG formation drive and should have internalized the concept of SHG formation process, SHG management norms, SHG meeting process, clarity on Institutional needs of the poor and a clear understanding of different training methods (use of flip charts, games, role play story telling etc). |
| VO CRP | Should have internalized the concept of SHG, SHG management norms, SHG meeting process, clarity on the need of higher level institutions (SHG Federation) for the poor, conceptual clarity of VO formation process, VO meeting process, VO management norms and role of leaders in VO. |
| VO Trainer CRP | Should have internalized the concept of SHG, SHG management norms, SHG meeting process, clarity on the need of higher level institutions (SHG Federation) for the poor, conceptual clarity of VO formation process, VO meeting process, VO management norms and role of leaders in VO and clear understanding of different training methods (use of flip charts, games, role play, storytelling etc). |
| CLF CRP | Should have internalized the concept of VO, VO management norms, VO meeting process, clarity on the need of higher level institutions (VO Federation) for the poor, conceptual clarity of CLF formation process, CLF meeting process, CLF management norms and role of leaders in CLF. |
| CLF Trainer CRP | Should have internalized the concept of VO, VO management norms, VO Meeting process, clarity on the need of higher level institutions (VO Federation) for the poor, conceptual clarity of CLF formation process, CLF meeting process, CLF management norms and role of leaders in CLF and clear understanding of different training methods (use of flip charts, games, role play, storytelling etc). |
| Thematic CRP | Should have internalized the concept of SHG, SHG management norms, SHG meeting process, clarity and experience of respective thematic intervention, and its implementation mechanisms. |

Flow of Information

The CRP service rendering BPIU must be informed at least 15 days prior to the CRP drive by their concerned training cell (Manager-IB&CB/ In Charge). In case of rendering CRP service outside district, the concerned training cell need to send prior information to BPIU at least 20 days before the start of drive. It is the responsibility of the sender BPIU to send proper intimation to selected trained CRPs through their concerned CBOs at least 10 days prior to the start of the drive. The host DPCU will be informed at least a week prior to the scheduled date of CRP drive. It will be the responsibility of host DPCU to ensure that all recipient BPIUs makes all the necessary arrangements for the CRP drive well in advance. It is also mandatory for all recipient BPIUs to make formal village entry with proper mobilization before starting of CRP drive.

Procurement /Hiring of CRP Drive Supporting Kit

All recipient CLF/ BPIUs (who are taking CRP services) need to procure/ hire CRP drive supporting kit prior of starting drive as per the procurement guidelines. The lists of essential items for each CRP team are as follows-

List of Items for CRP Team

| Sl. | Items | Unit |
|-----|--|-------|
| 1 | Dari (Woven Mats) | 2 no. |
| 2 | Blanket and bed sheets | 4 no. |
| 3 | Mattresses | 3 no. |
| 4 | Lantern | 2 no. |
| 5 | Torch | 2 no. |
| 6 | Umbrella | 4 no. |
| 7 | Gas cylinder with burner (5 lit.) | 1 no. |
| 8 | Cooking and daily needs utensils (comprising of 4-5 items) | 1 set |
| 9 | Mosquito net (double size) | 2 no. |
| 10 | First aid medical kit | 1 set |

The items and number of units under each item given above are meant for 1 CRP team (comprises of at least 3-4 members) which needs to be procured one time. Based on size of CRP team the number of item may vary.

Resource Fee, Food Charges, Travel Costs and Institutional Charges for Internal CRP

Each member of the CRP team is eligible for resource fee, food charges, bus/ train fare and actual travel claim (with local public transport) whenever involved in meeting/ training purposes at CLF/BPIU/ DPCU/TLC level as per standard honorarium matrix (as indicated in the next section). At the end of drive/ round/ trainings, the parent/ sender VO, CLF and Training and learning centre (TLC) will deduct their respective institutional charges. The Village organization will conduct a feedback session after obtaining the work done report and will release the resource person's fees, food charges and travel fare through bus/train directly in cash/ cheque to the CRPs after adjusting their advance (if any). Initially, the concerned field staff will facilitate the discussion to assess the work done by the internal CRPs and recommend the release of their resource person's fees, food charges and bus/train fare.

CRP Resource Fee and Food Charges

The CRP will be given different charges and fees accordingly to the rates mentioned in the below matrix-

CRP Honorarium Matrix

| CRP Teams | Service Location | Resource Persons Fee/ day/ Person (In Rs.) | Food Charges/ day/ Person (In Rs.) | Institutional Charges (@ 10% in VO and 5% each at CLF & TLC)/ day/ Person (In Rs.) | | |
|---------------------------|---|--|------------------------------------|--|-----|-----|
| | | | | VO | CLF | TLC |
| IB and Thematic CRP Teams | Intra Block (within the block/ cluster) | 160 | 100 | 20 | 10 | 10 |
| | Intra district (within the district) | 240 | 100 | 30 | 15 | 15 |
| | Inter district (within the project area) | 320 | 100 | 40 | 20 | 20 |
| | Inter district (outside the project area) | 400 | 100 | 50 | 25 | 25 |

SHG CRP apprentice/ active women will be allowed to perform within district and will be entitled to avail honorarium benefits as per provision of Intra Block Team.

All lodging and other miscellaneous expenses during CRP drive will be borne by the host/recipient BPIU/CLF. Institutional charges will be paid to all concerned TLC/ CLF/ VO from which area CRPs have come to render their services.

After the end of each CRP round, resource person fees and food charges will be paid to the CRP directly in cash or by cheque by the Village organization in the feedback session after obtaining the work done report. In VO meeting, EC members will discuss and assess the work done by the internal CRPs and pass the resolution for payment to CRPs and will make the payment in the VO meeting itself. Proper receipt for the payments will be taken and it should be recorded in the minute book also. The bus/ train fare (II Class Sleeper) and their valid miscellaneous expenses, if any during the drive will be reimbursed by the parent/sender VOs.

Role of Stakeholders

1. Village organization

Based on the selection criteria, SHG members will be identified and selected as potential internal CRPs by the concerned village organization. The names of the selected potential CRPs will be proposed and mentioned in minutes in the regular meeting of village organization. The VO will also provide sufficient advance to CRPs for meeting their day to day expenditures during the drive. For appraising the internal CRPs and releasing the resource person's fee, food charges and bus/train fare, the VO will conduct a feedback session in the VO meeting that falls right after the CRP round. The concerned AC and CC will facilitate the discussion and VO EC will assess the work done by the internal CRPs and recommend the release of their resource person's fees, food charge and bus/train fare. Post recommendation and obtaining the work done report, CRPs will be paid after adjusting for advances given, if any.

2. Cluster Level Federation and Training and Learning Centre

Based on the names of potential internal CRPs proposed by VO, Cluster level federation will finalize the names of CRPs and the list will be made a part of minutes of the scheduled meeting of CLF. The BPIU will support the CLF in ensuring that the selection of CRPs for the proposed drive is done objectively on the basis of their individual performance (w.r.t. updated CRP roster/ MIS at BPIU/ CLF level). Also, based on the appraisal of internal CRPs by the concerned VOs, Training Need Assessment (TNA) of the internal CRPs will be done before they are sent for subsequent CRP drives. The concerned CLF will then based on the need assessment, will recommend the names of internal CRPs for attending the required trainings/ exposures/ counseling in TLC. The training cell will ensure that TLCs impart training, undertake profile entry of trained CRPs into CRP roster/ MIS, accreditation and review of internal CRPs. The TLC along with concerned CLF (from where the CRPs have been selected) would appraise the performance and assess capacity building issues of internal CRPs on a periodic basis.

3. Role of BPIUs

For sender BPIU

The concerned BPIU will be responsible for facilitating the selection of potential CRPs by VO (as per criteria), profile entry into CRP roster/ MIS and support the TLC in timely training to the selected CRPs after recommendation from their concern CBOs. Also, BPIUs should ensure that the internal CRPs take advance from their respective VO for their travelling and food expenses for CRP drive. The concerned BPIU will also ensure constitution of quality CRP team before sending to the respective BPIU (recipient block) with the support of concerned training pool members.

For recipient BPIU

The recipient BPIU should ensure village entry for initial mobilization and rapport building with local community before starting CRP drive. The recipient BPIU should ensure that one revenue village does not get repeatedly covered under CRP drive (SHG and VO formation). The BPIU should tag at least one field staff with the CRP team to support them in reaching their block/ villages. The recipient BPIU should also ensure proper logistic arrangement for the CRP teams as per the CRP drive supporting kit before or on the day of their reaching to the residing villages. The concerned BPM/ in-charge should organize briefing (proper planning on targeting, SHG formation, roles and responsibility of CRP as per the CRP policy) and de-briefing session (individual assessment of CRPs on their performance and capacity building issues) at BPIU level. The concerned BPM/in-charge would be responsible for sending the absentee statement of the CRP team and the output report to their DPCU just after completion of drive.

4. Role of DPCU

The recipient DPCUs should periodically analyze the training gaps under different themes based on monthly reports from BPIUs, assure timely requisition to resource DPCUs for sending CRPs, and facilitate proper conduction of CRP drives within the district and timely release of absentee statement to the sender DPCU. The sender DPCUs should ensure timely communication to the recipient DPCU regarding the CRP drive, quality team composition (based on CRP roster) and equity in team composition and timely payment (within 15 days of de-briefing day of drive) of internal CRPs through their concerned CBOs.

By the order of CEO,


(Braj Kishore Pathak)

Officer on Special Duty

Encl.: Annexure 1: Agreement between CRP and their VO/ CLF
Annexure 2: Format of Information of Selected CRP to BPIU

For Distribution:

1. OSD/Director/CFO/AO/FO/PS/PO
2. All PCs/SPMs/PMs/SFMs/AFMs/DPMs/FMs/Managers-IB&CB/BPMs
3. IT Section

Annexure 1: Agreement between CRP and their VO/ CLF

I, _____ (name of person)

W/d/o _____ (name of guardian) permanent resident

Of _____ (name of village), _____ (name of

Panchayat), _____ (Thana), _____

(Post office) having membership in _____ (name of village Organization) is applying as Community Resource Person (CRP) based on eligibility criteria and willing to perform the assigned duties and responsibilities as per internal CRP policy. I am not an elected member of any government body/agencies/organization. In case of unsatisfactory performance of duties/ indiscipline during duties/violation of policy and guidelines, the Village Organisation/ CLF is having all rights to take action against me.

Signature of the Candidate

Annexure2: Format of Information of Selected CRP to BPIU

To
 Block Project Manager/ In- charge,
 BPIU: _____

Subject: Information regarding selected CRP

| Personal Profile of CRP | | | |
|--|--|--------------|--|
| Name of CRP | | | |
| Sex | | D.O.B (Age) | |
| Father's /Husband's Name | | | |
| Education qualification | | | |
| Whether the selected CRP is part of any SHG? If yes, name of SHG, Village and Village Organisation | | | |
| Address of CRP | | | |
| Mobile/Phone No. | | | |
| Bank A/c Details/ Status (SHG) including IFSC code | | | |
| Bank A/c Details/ Status (VO) including IFSC code | | | |

Name of Cluster Level Federation:

| Signature with Stamp | | |
|----------------------|------------------|------------------|
| | | |
| President | Secretary | Treasurer |