



# 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

### **Community Mobiliser Policy in JEEVIKA (REVISED)**

The project has formed self help groups at village level for ensuring that project benefits reach to the members which gradually empower rural poor women to come out of poverty. In order to maintain SHG books of accounts and records on weekly basis, ensuring generation of financial reports and nurturing of groups, a VO staff namely 'Community Mobiliser' is envisaged which is functioning across the project. Based on the field experience, certain amendments are required in the existing policy of Community Mobiliser. This will then augment the functioning of SHG and strengthen its entity.

#### **Entity of Community Mobiliser**

The 'Community Mobiliser' is a part time staff of VO. She will have a formal agreement with the VO which clearly depicts roles and responsibility, payment process, appraisal system and procedure of removal.

#### **Profile of Community Mobiliser**

Community Mobiliser shall be a woman who will act as a facilitator for SHGs. She should have a minimum qualification of 7<sup>th</sup> pass. The main responsibility will be to facilitate SHG meeting, writing its books of records and responsible for overall nurturing of a group. Preference will be given to a candidate from SC/ ST or vulnerable HHs.

#### **Characteristics of Community Mobiliser**

- Preferably women from the same village with minimum qualification of 7<sup>th</sup> pass. However, in case of unavailability of such candidate, a capable woman with lower qualification may be considered.  
*(In the case of non- availability of qualified women CM, a male candidate can become a CM only after a certification from the BPM/ CLF President regarding non- availability of qualified women CM in a particular village)*
- Shall have basic knowledge of writing and calculation.
- Shall not be a public/ elected representative like mukhia/ panch/ ward member or any other.
- Shall have patience and are sensitive to the rural poor women.
- Shall be vocal and should not have any constraints regarding mobility.
- Shall be in the age group of 20 to 45 years, effective from date of advertisement.

#### **Roles and Responsibility of Community Mobiliser**

1. She will participate in all the weekly meetings and facilitate the meeting processes to inculcate the concepts of 'PANCHSUTRA' within the SHGs.
2. She will read out all the updates (such as savings, inter-loaning, repayment and decisions taken during the last meeting) for the knowledge of all the SHG members in the beginning of subsequent meeting.
3. She will also read out the minutes of the meeting (along with saving, inter-loaning, repayment, etc) status before the end of all the SHG meetings
4. She will update the books of record in the weekly meeting.
5. She will facilitate the SHG COM practices in the field.
6. She will be responsible for conducting Micro plan of all SHGs of the concern VO.

7. She will facilitate the SHG and ensure timely repayment of all type of loans from member to SHG and also from SHG to VO.
8. She will be responsible for preparation and submission of all type of Utilisation Certificate (UC) with due discussion with the concern SHG and VO and submit it to the VO/ BPIU office.
9. She will prepare all types of document related to bank account opening, bank linkages, forms related to convergence etc. of SHGs.
10. She will also be responsible for conducting specialized training to the SHGs.
11. She will also be responsible for timely filling up the DIDI sheet and submission it to the concern VO/ BPIU office.
12. She will be responsible for preparation of SHG 'Masik Pratedan' to be presented in the VO meeting every month.

### **Selection Process of Community Mobiliser**

#### **1. Existing Community Mobiliser**

The triggers for an existing Community Mobilisers to avail the new honorarium will be as-

- Agreement done between CM and VO.
- Updating of all BoR of SHGs and certification from the VO/ concern CC.
- Submission of 'Mashik Pratedan' in the VO.

The process of transition to the new honorarium slab shall be completed by March'15.

#### **2. In a New Village Entry**

- During the community mobilization drive (by CRP or staff), 2-3 members will be identified who fulfills the criteria of CM.
- The identified members are then endorsed by SHGs.
- The mobilisation team will involve representatives of SHGs (from the local village/ nearby village) to test the suitability of candidate and send the list to BPIU for their trainings.
- The same discussion shall be duly accepted in the combined SHG meeting and minutised in the meeting register of the SHGs. A resolution copy to be attached with the profile of the CM selected as an Intern.
- Some of the Interns are also deselected during the trainings. A debriefing on the training to be held at the block level where the trainer scores on each of the trainee. This needs to be shared with the SHGs which will approve the recommendation saying the discontinuation of the Community Mobiliser.
- The newly selected CM will work as an Intern till the formation of VO. She will have a formal agreement with the VO for an initial of 1 year. Depending on the performance, agreement will be extended further.

#### **3. When the Village Organisation is Formed**

- After the formation of village organisation, new Community Mobiliser will be identified and selected by the VO only.
- VO EC will discuss about the selection of 'Community Mobiliser' in their meeting and take decision regarding the same. The concerned Community Coordinator will facilitate VO EC meeting and discuss eligibility criteria, roles and responsible for Community Mobiliser.
- Further, VO 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 'Community Mobiliser'.
- VO will call for the application from eligible candidates through advertising at public places or informing concerned CBOs working in the area. The concerned Community Coordinator shall facilitate the selection process.

The schedule for selection process is as-

- a) The candidates will submit the application form at the VO office through hand drop.
  - b) The candidates may submit the application form within 15- days of date of publication of advertisement.
  - c) The VO will display the name of shortlisted candidates within a week of last date of receipt of application form.
  - d) Within 7- days of publication of name of shortlisted candidates, VO will conduct written test and interview.
  - e) Within a week of date of interview, VO will publish the list of finally selected candidate.
- As per performance on the written test, the committee will shortlist 2-3 candidates for final interview. Further, the committee will conduct final interview and finalize one 'Community Mobiliser' based on experience and performance. Community Coordinator will assist the selection committee and facilitate the selection process.
  - The committee will submit the final selection list to VO EC for its approval. The selected 'Community Mobiliser' will be under internship for 3-months. The VO Executive Committee will take the decision for final selection of Community Mobiliser. A resolution for taking the services of particular Community Mobiliser with 3-months probation period should be recorded in the VO EC meeting minute's book.
  - She will have a formal agreement with the VO for an initial of 1 year. Depending on the performance, agreement will be extended further.

### **Capacity Building of the Community Mobiliser**

During the Internship period, selected Interns will be imparted intensive residential trainings. The district training cell will organise the following training for the Interns.

#### **During the Internship Period**

1. SHG concept and management (3days): 2days classroom and 1day field exposure.
2. Facilitation Skills (2 days)
3. SHG Books of account and records (7days).
4. Exposure on best practices to see the functioning of CBO and CM (1day)
5. All the Bank and convergence documents (2days)
6. VO concept and management (3days): 2days classroom and 1day field exposure.

After gaining some practical experience in the field, following customised trainings will be organised for selected Community Mobiliser.

#### **During the First year**

1. SHG MIS (2days)
2. Micro Planning (4days)
3. HRF and FSF (2days)
4. SHG Bank Linkages (1day)
5. Micro insurance (2days)
6. SHG Convergence (1day)
7. PG Concept and Management (3days)

#### **During the Second year**

1. CLF concept and management (3days): 2days classroom and 1day field exposure.
2. Refresher training on SHG Books (3days)
3. Refresher training on Livelihoods (3days)
4. Exposure to best practices to see the functioning of CBO and CM (2days)



### Internship and Confirmation

Community Mobiliser will be under internship till the formation of VO and will be having a formal agreement with the VO. VO EC will confirm the internship of Community Mobiliser after review of the performance. The internship of new Community Mobiliser may be cancelled in case of no significant improvement/ development in their skills on SHG accounting and facilitation. Internship confirmation or rejection shall be minutised in the SHG/ VO meeting minute's book.

### Triggers of Successful Completion of Internship

- She has successfully completed the trainings.
- The Community Mobiliser is conducting regular and timely SHG meetings and updating all Books of Records.

### Appraisal of Community Mobiliser

1. Timely conduction of SHG meetings and SHGs are following principles of Punch Sutra.
2. Updating of all books of accounts and records of SHG.
3. Preparation of SHG Masik Pratedan and timely submission to BPIU/ VO.
4. Preparation of Micro plan of the groups.
5. Preparation of all types of document related to bank account opening, bank linkages, forms related to convergence etc. of SHGs.
6. Timely filling up the DIDI sheet and submission it to the concern VO/ BPIU office.
7. Facilitation of the SHG and timely repayment of all type of loans from member to SHG and also from SHG to VO.
8. Preparation and submission of all type of Utilisation Certificate (UC) with due discussion with the concern SHG and VO and submit it to the VO/ BPIU office.
9. Members made signature literate.

### Payment of the Community Mobiliser

1. During the internship period, BPIU/ VO will pay Rs. 750/- (lump sum) per month to Intern through account payee cheque.
2. After the confirmation, BPIU/ VO will review the performance of Community Mobiliser on monthly basis and release the honorarium based on their performance by account payee cheque. It should be recorded in the books of accounts including the payment voucher.

### Payment Matrix (for 1 Community Mobiliser)

Period (Age of the CM)	Honorarium (per SHG)	Contribution		
		SHG	VO	PROJECT
During the Internship Period	Rs. 750.00	-	-	By the Project
1 <sup>st</sup> Year	Rs. 150.00 per month per SHG (Rs. 1500/- for 10 SHGs)	Rs.10/- per month per SHG	Rs. 50/- per month (fixed)	Rest amount by the Project
2 <sup>nd</sup> Year	Rs. 175.00 per month per SHG (Rs. 1750/- for 10 SHGs)	Rs.50/- per month per SHG	Rs. 50/- per month (fixed)	Rest amount by the Project
3 <sup>rd</sup> Year	Rs. 200.00 per month per SHG (Rs. 2000/- for 10 SHGs)	Rs.100/- per month per SHG	Rs. 50/- per month (fixed)	Rest amount by the Project
4 <sup>th</sup> Year	Rs. 250.00 per month per SHG (Rs. 2500/- for 10 SHGs)	Rs.150/- per month per SHG	Rs. 50/- per month (fixed)	Rest amount by the Project
5 <sup>th</sup> Year and Onwards	Rs. 250.00 per month per SHG (Rs. 2500/- for 10 SHGs)	Rs.250/- per month per SHG	-	-

1. A Community Mobiliser will give her services to a maximum of 10 SHGs in a village. An additional CM will provide her services to remaining SHGs in a VO.
2. The SHG will contribute a compulsory saving every month and will be given to CM as the honorarium from the VO.
3. The tapering of contribution from the VO and project will be done as described in the matrix above.

### **Provision for Yearly Increment**

After successful completion of 12 months after the induction period, VO may give its Community Mobiliser, an annual increment in accordance to the payment matrix. The VO will ensure that an annual increment will only be given to that Community Mobiliser who is discharging her duty as per the roles and responsibility mentioned. Before taking the increment, the CM has to show the closure of SHG BoR as on 31<sup>st</sup> March. The EC will have the right to hold the increment and give Community Mobiliser a chance to improve upon.

### **Termination/ Discontinuance of the Community Mobiliser**

BPIU/ VO Executive Committee may terminate Community Mobiliser with one month prior notice on the following ground-

1. If there is a financial discrepancy by Community Mobiliser or she is involved in an illegal activity and it has been proved.
2. Indiscipline and erratic behavior.
3. She is not able to discharging her duties and responsibilities.
4. She is not following the organization norms.

Initially, BPIU/ VO EC will give so cause notice to Community Mobiliser before termination and provide one month duration for reply. If she is not able to give appropriate response or EC is not satisfied with the reply, Community Mobiliser will be finally terminated. The decision of Executive Committee with reason for termination of Community Mobiliser must be minutised in the minute book of SHG/ VO meeting and the same shall be communicated to her. In the same way, if a Community Mobiliser wants to leave the job then she will have to give one month prior notice to BPIU/ VO.

In the case of discontinuance due to any person reason, the CM will have to give one month prior notice to BPIU/ VO.

  
(Dr. N. Vijaya Lakshmi)

Chief Executive Officer-cum-State Mission Director

- Encl.: Annexure1: Format of BIO DATA of Community Mobiliser  
Annexure2: Format of Information of Selected Community Mobiliser to BPIU/ CLF  
Annexure3: Application invited for Community Mobiliser (Community Mobiliser)  
Annexure4: Contract between Community Mobiliser and Village Organization

### **For Distribution:**

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

**Annexure1: Format of BIO DATA of Community Mobiliser**

**Post applied for:**

Name:

Father's/ Mother's/ Husband's name:

Date of Birth:

Telephone/ Mobile No.:

Gender:

Category:

**Address for Correspondence-**

House No. /Street:

City/ town/ village:

State:

Pin Code:

**Permanent Address-**

House No. /Street:

City/town/village:

State:

Pin Code:

**Education details-**

Sl.	Level of Education	Board/University	Year of passing	% of marks

**Work Experience detail-**

Organization Name	Designation	Area of Experience	Highlights of success	Experience in month

**Declaration:**

1. The above information furnished is true to my best of knowledge.
2. I am not an elected public representative.

**Signature of the Candidate**

**Annexure2: Format of Information of Selected Community Mobiliser to BPIU/ CLF**

To  
Block Project Manager/ President,  
BPIU/ VO: \_\_\_\_\_

**Subject: Information regarding selected Community Mobiliser**

<b>Personal Profile of Community Mobiliser</b>			
Name of Community Mobiliser			
Sex		Age	
Father's /Husband's Name			
Whether the selected Community Mobiliser is part of any SHG? If yes, name of SHG and Village			
Address of Community Mobiliser			
Bank A/c Details/ Status			
Educational Qualification			

Name of Village Organisation:

<b>Signature with Stamp</b>		
<b>President</b>	<b>Secretary</b>	<b>Treasurer</b>

### **Annexure3: Application invited for Community Mobiliser**

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The 'Community Mobiliser' is a part time staff of VO. She will have a formal agreement with the VO.

#### **Profile of Community Mobiliser**

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#### **Characteristics of Community Mobiliser**

- Preferably women from the same village with minimum qualification of 7<sup>th</sup> pass.
- Shall have basic knowledge of writing and calculation.
- Shall not be a public/ elected representative like mukhia/ panch/ ward member or any other.
- Shall have patience and are sensitive to the rural poor women.
- Shall be vocal and should not have any constraints regarding mobility.
- Shall be in the age group of 20 to 45 years.

#### **Roles and Responsibility of Community Mobiliser**

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3. She will be responsible for conducting Micro plan of all SHGs of the concern VO.
4. She will facilitate the SHG and ensure timely repayment of all type of loans from member to SHG and also from SHG to VO.
5. She will be responsible for preparation and submission of all type of Utilisation Certificate (UC) with due discussion with the concern SHG and VO and submit it to the VO/ BPIU.
6. She will prepare all types of document and reports related to bank account opening, bank linkages, forms related to convergence, DIDI sheet, Masik Prativedan of SHGs.

The interested candidates who fulfil eligibility criteria are requested to submit their application at VO office, ( \_\_\_\_\_ ) through hand drop in the prescribed format, within 15 days of publication of advertisement. The consolidated honorarium of a Community Mobiliser after confirmation of probation will be ranging from Rs. 1500/- Rs. 2500/- based on the work experience. During the internship period a Community Mobiliser will receive consolidated honorarium of Rs. 750/- per month.

**President**

( \_\_\_\_\_ JEEViKA Gram Sangathan, \_\_\_\_\_ )



## Annexure4: Contract between VO Bookkeeper and Cluster Level Organisation

### करारनामा

यह एकरारनामा आज दिनांक ..... को .....  
जीविका "ग्राम संगठन/संकुल संघ" ग्राम .....पता.....  
.....-प्रथम पक्ष

एवं

श्री/श्रीमती ..... उम्र ..... पिता/पति .....  
..... पता/ ग्राम एवं पो0 .....  
.....-द्वितीय पक्ष के बीच हस्ताक्षरित किया गया ।

इस एकरारनामे के तहत ".....जीविका "ग्राम संगठन/संकुल संघ" के  
द्वारा श्री/श्रीमती .....की सेवाओं को स्वयं सहायता समूह/ग्राम संगठन के  
सेवार्थ/सहायतार्थ निम्नलिखित मान्य बिन्दुओं पर .....पदनाम.....  
के रूप में अंशकालिक तौर पर अनुबंधित करती है।

1. यह कि 'संगठन/संघ' श्री/श्रीमती ..... को प्रशिक्षण अवधि को सफलतापूर्वक पूरा करने के बाद स्वयं सहायता समूह/ग्राम संगठन सेवार्थ/सहायतार्थ अंशकालिक तौर एक साल तक के लिए अनुबंधित करती है।
2. यह कि श्री/श्रीमती ..... को लगभग सभी 10 से 12 स्वयं सहायता समूहों या 4 से 5 ग्राम संगठन के सप्ताहिक/पाक्षिक/मासिक बैठक कराने, "स्वयं सहायता समूह/ग्राम संगठन" अद्यतन प्रतिवेदन, खाताबही का हिसाब रखने एवं अन्य गतिविधियों में समन्वय के लिये मासिक मानदेय रु0 ...../- प्रति माह देय होगा।
3. यह कि ग्राम स्तर/पंचायत स्तर/संकुल से बाहर कार्य करने जाने की स्थिति में यात्रा भत्ता एवं अन्य भत्ता संगठन/संघ द्वारा देय होगा एवं सहमति के आधार पर आपकी सेवाओं को समय समय पर किसी अन्य संगठन/संस्था को हस्तान्तरण कर सकती है एवं जिसके एवज में उचित मानदेय दिया जाएगा।
4. यह कि 'संगठन/संघ' द्वारा श्री/श्रीमती ..... की सेवाओं को समय-समय पर मूल्यांकन कर मानदेय एवं कार्य अनुबंध संबंधित सभी निर्णय लेने का अधिकार होगा।
5. यह कि श्री/श्रीमती ..... , द्वितीय पक्ष ने इस करार को पढ़/पढ़ा करके अच्छी तरह से समझ लिया है एवं उसके पश्चात् ही हस्ताक्षर किया है।

हस्ताक्षर

हस्ताक्षर

द्वितीय पक्ष-

प्रथम पक्ष-

सचिव

अध्यक्ष

मुहर "ग्राम संगठन /संकुल संघ"

गवाह 1.  
2.

अनुलग्नक :

1. मान्य पहचान पत्र
2. जन्मतिथि प्रमाण पत्र