



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.brplp.in

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Office Order

Policy on Cluster Facilitator

JEEVIKA project is engaged in the universal mobilisation of rural poor women and involved in the formation and nurturing of strong community institutions viz., SHGs and then federating them into different levels to unleash the benefits to the SHG women. These community based organisations are involved in socio-economic empowerment of its members through providing access to livelihood opportunities, entitlements and convergence from different line departments. In CLF, major emphasis is on Communitization of project activities. In the proper functioning of CBOs, it is very important to have efficient facilitator who can assist CLF in Communitization process and make CLF efficient.

The project has formed cluster level federations at the cluster level for strengthening of village organisations. In order to deepen the Communitization process and strengthening CLF in the process, a CLF staff namely Cluster Facilitator is envisaged.

Profile of the Cluster Facilitator

Cluster Facilitator is a person with minimum qualification of Graduation and should have at least 2 years experience of working with SHGs and VOs. In case of similar profile, preference will be given to the female candidates.

Entity of the Cluster Facilitator

The Cluster Facilitator is a staff of CLF. S/ he will have a formal agreement with the CLF which clearly depicts roles and responsibility, payment process, appraisal system and procedure of removal. Two Cluster Facilitators will provide services in One CLF. S/ he will be a part time staff of CLF, undertaking extensive field visits and attending CLF office as per the direction of CLF EC.

Requisites for the Cluster Facilitator

- S/he should not hold any public office or be an elected representative (Mukhia/ Panch/ Ward member or any other).
- S/he should have attributes of patience and sensitivity towards rural poor women.
- S/he should be willing to travel extensively
- S/ he should be in the age group of 18 to 45 years, effective from date of advertisement.
- Must have mobile handset with network connection.
- S/he should have good communication skills.
- Preferred knowledge of Accounts and SHG Book keeping.

Roles and Responsibility of the Cluster Facilitator

- Assist in setting agenda of GB/ RGB/BOD of CLF and respective VOs and ensure systems are incorporated at both CLF and VO level.
- Organize and schedule capacity building programmes for CBOs and cadre as per the plan of CLF.
- Support CLF in the setting up of an efficient support system - Admin, HR and Financial.

- Create systems to ensure communication of policies and adherence to procedures by members and OBs.
- Facilitate conduction of sub- committee meetings, adherence to ToRs and rolling out of annual plans of sub committees.
- Follow up on all liasoning exercises of CLFs for meeting requirements of VOs and SHGs.
- Facilitate conduct of grading and internal audits of VO as per procedures and in keeping with key principles and non negotiable.
- Develop financial skills and acumen of VO OB s and ensure that of SHGs in managing their funds with integrity and in a businesslike manner.
- Facilitate VOs in identification of CRPs and support CDM in rolling out CRP strategy.
- Facilitate registration of VOs and CLFs and support CDM in doing this.
- Develop planning, decision making, resource management skills and budget making skills of VO OBs.
- Ensure all VOs conduct their AGM/ Special AGMs.
- Ensure CLF are religious in reporting, return filing and conducting audits.
- Train CLF, VO and SHGs into creating a culture for data dependence.
- Ensure adherence of all CBOs to the systems of managing integrity.
- Any other task as given by CLF EC/ CDM

Selection Process of Cluster Facilitator

- Cluster Development Manager/ BPM/ AC will propose the selection of Cluster Facilitator in the CLF EC meeting and suggest eligibility criteria, roles and responsibilities for Cluster Facilitator.
- Further, CLF will constitute a committee of 5 members including 2 OB member and 3 RGB members under the leadership of the Secretary. This committee shall select Cluster Facilitators.
- CLF will call for the application from eligible candidates through advertising at public places or informing concerned CBOs working in the area. The concerned CDM/ BPM/ AC should facilitate the selection process.

The schedule for selection process is -

- a) The candidates will submit the application form at the CLF office through hand drop or postal.
 - b) The candidates may submit the application form within 15- days of date of publication of advertisement.
 - c) The CLF 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, CLF will conduct written test and interview.
 - e) Within a week from interview, CLF will publish the list of finally selected candidate.
- Applications received will be sorted and shortlisted as per the eligible criteria mentioned for further screening. Based on the number of shortlisted candidates, venue and date for conducting exam will be decided and informed to the candidates through letter or telephone. Further, written examination will be conducted for the shortlisted candidates.
 - As per performance on the written test the committee will shortlist 5-6 candidates for final interview. Further, the committee will conduct final interview and finalize 2 Cluster Facilitators and select 1-2 as back up in wait list. CDM/ BPM/ AC will assist the selection committee and facilitate the selection process.
 - The committee will submit the final selection list to CLF-EC for its approval. The selected Cluster Facilitators will be under probation for 3-months and will be confirmed by CLF Executive Committee based on attendance and performance appraisal. The resolution for confirmation of CLF Facilitator on successful completion of 3-months probation should be recorded in the CLF EC meeting minutes book.
 - The probation of new Cluster Facilitator may be cancelled in case of no significant improvement/ development in their skills on community mobilization and facilitating CLF activities. Probation confirmation or rejection must be minutised in the CLF EC meeting minute's book.

Capacity Building of Cluster Facilitator

During the probation period of 3 months, selected Cluster Facilitator will be imparted intensive training and mentoring. The Cluster Development Manager with the support of district training cell will organise the following training for the Cluster Facilitator.

During the Probation Period (3 months)

1. Concept and management of SHGs, VOs, CLFs (3 days each: 2days classroom and 1day field exposure).
2. Facilitation skills and Participatory Training Methodologies (5 days)
3. Immersion in CLF (7 days)

On probation confirmation, customised trainings will be organised.

Suggestive Training Content and Schedule:

During the First year

1. Accounts management - Books of account and records (SHG, VO, CLF 7days each).
2. CBO MIS (2days)
3. Micro Planning (5days)
4. HRF and FSF (2days)
5. Livelihoods (5 days)
6. CLF Processes and procedures (2 days)
7. Networking and liasoning skills
8. Facilitation Skills – Decision Making, Conflict Resolution

During the Second year

1. VO and CLF registration (2days)
2. AGM and return filing (2days)
3. Statutory systems (3days)
4. Financial Management
5. Networking and liasoning skills
6. Facilitation Skills – Resource Management and Negotiation Skills

Payment of the CLF Facilitator

1. During the probation period (first 3-months), based on performance, CLF will pay Rs. 2000/- (lump sum) per month to Cluster Facilitator through account payee cheque.
2. After the probation confirmation, CLF will review the performance of Cluster Facilitator based on a review mechanism on monthly basis and release the honorarium (including travel and communication allowance) based on their performance by account payee cheque. It should be recorded in the books of accounts including the payment voucher.

Payment Matrix

Period	Honorarium (Amt. In Rs.)	Travel & Communication Allowance	Fund Support
(0-3) Months (During the Probation Period)	2000.00		Project- 100%
(3-12) Months	3500.00	1000.00	Project- 100%
(12-24) Months	4000.00	1000.00	Project- 100%
(24-36) Months	4500.00	1000.00	Project- 50% and CLF- 50%
36 months onwards	4500.00	1000.00	CLF- 100%

Provision for Yearly Increment

The Cluster Facilitator will undergo performance appraisal annually, which will determine the annual increment of upto a maximum of Rs. 500/-, for first two years.

Termination of CLF Facilitator

CLF Executive Committee may terminate the Cluster Facilitator with one month prior notice on the following or similar grounds -

1. If there is a financial discrepancy by Cluster Facilitator or S/ he is involved in an illegal activity.
2. S/ he are not able to perform the responsibilities of Cluster Facilitator.
3. S/ he are not following the organization norms and values.
4. S/ he have lost the confidence of CLF.
5. S/he is in unauthorized absence for more than 7 days.

Initially, CLF EC will give show cause notice to CLF Facilitator before termination and provide one month duration for reply. If s/he is not able to give appropriate response or EC is not satisfied with the reply, Facilitator will be finally terminated. The decision of Executive Committee with reason for termination of Facilitator must be minutised in the minute's book of CLF EC meeting and the same shall be communicated to him/her. In the same way, if Cluster Facilitator wants to leave the job then S/ he will have to give one month prior notice to CLF/ amount equal to one month honorarium.

By the Order of CEO,


(B.K. Pathak)

Officer on Special Duty

Encl.: Annexure1: Format of BIO DATA of Cluster Facilitator
Annexure2: Format of Information of Selected Cluster Facilitator to BPIU /DPCU
Annexure3: Application invited for Cluster Facilitator

For Distribution:

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

Annexure1: Format of BIO DATA of Cluster Facilitator

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 (In Community Mobilization of SHG and federations) 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 Cluster Facilitator to BPIU /DPCU

To
 Block/ District Project Manager,
 BPIU: _____

Subject: Information regarding selected Cluster Facilitator

Personal Profile of Cluster Facilitator	
Name of Cluster Facilitator	
Sex	Age
Father's /Husband's Name	
Whether the selected Cluster Facilitator is part of any SHG? If yes, name of SHG and Village	
Address of Cluster Facilitator	
Mobile/Phone No.	
Bank A/c Details/ Status	
Educational Qualification	

Name of Cluster Level Federation:

Signature with Stamp		
President	Secretary	Treasurer

Annexure3: Application invited for Cluster Facilitator

A Cluster Level Federation (CLF) is a federation of 20 to 40 VOs consisting of representatives from all member VOs to attain the goals of economic and social empowerment of VO members. It is a platform for providing continuous support and guidance to strengthen the member VOs and SHGs. In order to facilitate CLF activities on daily basis, ensuring capacity building of CBOs and cadre, CLF require a Cluster Facilitator.

Profile of the Cluster Facilitator

Cluster Facilitator is a person with minimum qualification of Graduation and should have at least 2 years experience of working with SHGs and VOs. Preference will be given to the female candidates.

Entity of the Cluster Facilitator

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- Support CLF in the setting up of an efficient support system- Admin, HR and Financial.
- Facilitate conduction of sub- committee meetings, adherence to ToRs and rolling out of annual plans of sub-committees.
- Facilitate conduct of grading and internal audit of audits of VO as per procedures and in keeping with key principles and non negotiable
- Facilitate registration of VOs and CLFs and support CDM in doing this
- Such other task as may be assigned by the CLF EC from time to time.

The interested candidates who fulfils eligibility criteria are requested to submit their application at CLF office, (_____) through hand drop, courier or postal in the prescribed format, within 15 days of publication of advertisement. The consolidated honorarium of a Cluster Facilitator after confirmation of probation will be ranging from Rs. 3500/- Rs. 4500/- based on the work experience. They will also be provided Rs. 1000/- per month as travel and communication allowance after successfully completion of probation period. The probation period shall be of 3-months. During the probation period a Cluster Facilitator will receive consolidated honorarium of Rs. 2000/- per month.

President

(_____ JEEVIKA Sankul Sangh, _____)