



JEEVIKA

An Initiative of Government of Bihar for Poverty Alleviation

Bihar Rural Livelihoods Promotion Society State Rural Livelihoods Mission, Bihar



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Ref. No. : BRLPS/Proj/146/09/ 2329

Date : 17.08.2016

Office order

Mission Freedom from Open Defecation: Duration from 23rd Aug to 2nd Oct, 2016

Jeevika is planning to conduct 41 days Mission Freedom from Open defecation campaign from 23rd August to 2nd Oct 2016 to promote maximum coverage of toilet construction by individual households. During this drive dedicated support will be taken from external Resource Persons, Community Resource Person (CRPs), Community Based Organisations (CBOs), Community cadre, Master mason and mason besides Jeevika's own staff. The sanitation campaign will be conducted in 75 GPs of 7 blocks of 7 different districts intensively. Main focus of this drive is to promote behaviour change through trained CRPs & school children and secondly to promote HHs for massive toilet construction through trained masons. Beside the 7 identified blocks the toilet construction activities will be carried out in other blocks and districts also where the intervention is already started by Jeevika.

The project will maintain HH wise record of those who will **construct** their own toilet during this 41 days campaign period and also record the HH wise that **complete** the toilet construction **especially on 2nd Oct 2016**. The data of such households (irrespective of BLS list of HHs) will be collected regularly and also on 2nd Oct through SMS/whats app based MIS with the help of concerned CC/AC/any Jeevika staff having CUG mobile number. Prescribed format and mobile number for sharing HHs records will be shared by 23rd August 2016. The lists of 7 blocks are given below with number of potential HHs without toilets:

List of 7 Blocks:

Sl	Districts	Blocks	No. of GP	Total HHs without Toilets	No. of VOs	VOs given SHAN fund
1	Jehenabad	Ghoshi	10	15990	73	10
2	Gaya	Amas	9	11906	90	09
3	Muzaffarpur	Muraul	9	18200	75	09
4	Nalanda	Rajgir	9	16951	90	89
5	Madhubani	Jainagar	15	31316	104	23
6	Purnia	Bhawanipur	14	24448	108	24
7	Khagaria	Chautham	9(13)	15293 (20911)	105	86
			75 (79)	134104	432	140

- A. Sanitation Mobilization Drive:** Thirty days WASH CRP drive between 23rd August to 2nd Oct 16 will be conducted simultaneously in all 75 GPs. Four members SHG women will form a team of WASH CRP drive and conduct sanitation mobilization drive for a maximum 30 days period in assigned villages/wards/hamlets of the GP. One CRP team will be assigned around 500 HHs and accordingly the requirement of CRP teams in one GP will be decided. Average 3 CRP teams per Gram Panchayat would be required and as number of HHs increases in a GP, the number of CRP teams may increase up to 5 CRP teams for a GP. As per earlier

approved per day per person resource fee of CRP for WASH CRP will be **Rs. 340/-** for this CRP drive. Per person CRP drive cost will be incurred under SBM-G IEC head. However, Jeevika will invest the CRP cost in advance under CID/CIF head and once Jeevika receives the SBM-G IEC fund amount given as advance for CRP expenditure will be adjusted. Total number of required CRP teams is 316 in 75 GPs for this drive. Each block will need maximum 120 trained CRPs. So each district will either use existing trained CRPs or will train the required CRPs through empanelled State Resource Pool and will be engage them in the field. Respective TO/TM IBCB will be responsible for identify and arrange trainings of CRPs in stipulated period. WASH CRP protocol is enclosed in **Annexure -1**.

B. External Resource Person Support: The project would empanel 75 Resource Persons as State Resource Pool to provide training to WASH Community Resource Persons (WASH CRP) and also to provide hand holding support to WASH CRPs during CRP drive in the field. As per earlier approved SRP, resource fee that each SRP will get Rs. 1200/- per day as Resource person fee and Rs. 1000/- (To & Fro one time) as travel allowance. Two SRPs will be engaged in each unit of 5 days residential CRP trainings on CLTS. SRP will also provide handholding support to the CRPs in the field for maximum of 41 days during the sanitation drive and per day per person resource fee for handholding support will be Rs. 800/- and Rs. 200/- for food and stay and Rs. 100/- per day for local travel cost. Considering the project requirement in drive mode for each GP one expert resource person will be deployed. The assigned SRP in the GP will be responsible for handholding support of CRP teams assigned in the GP to accelerate CLTS/WASH mobilization drive through school children, active women, youth and villagers, CLTS triggering, formation of hamlet/habitation wise dedicated Nigarani committee and to ensure regular follow up through Nigarani committees. SRP will also provide information to villagers on toilet technology options. The above External Resource Person cost will be incurred from Jeevika side under CID/CB head of NRLP/BTDP/NRLP or under SBM-G CB head. Jeevika's SRP policy note is attached in Annexure- 2.

Deliverables of State Resource Pool :

1. Formation of Nigarani committees in all identified habitations of the assigned GP.
2. Ensure post triggering regular follow up through Nigrani committees in habitation level.
3. Promote 300 toilet constructions by individual HHs of assigned GP.
4. Identification of 5 Active CRPs performed best during the campaign.

Payment provision of Resource fee & others for SRP:

SL	Particulars	Resource fee per day per SRP	Travel allowance One time (to & Fro)	Fooding & staying
1	Training of CRPs/DRPs	1200/-	1000/-	(Rs.1000/- for stay arrangement if not arranged during training at district
2.	Handholding support to CRPs/DRPs	800/-	100/- per day local conveyance	200/- Per day

C. Mason for Toilet construction:

The pace of toilet work will depend on availability of material and trained number of masons in the GP. DPCU will assign at-least 2 CCs/AC per GP to ensure identification of maximum 150 potential masons for each GP. All identified masons will be given one day training (non-residential) through expert master trainers assigned for the block or expert M-H&N. One mason will be assigned for each 10-15 HHs. One mason takes 4-5 days to complete construction of one toilet. It is proposed to deploy minimum 100 masons in each GP to maintain pace of toilet construction work to be completed by 2nd Oct 2016. Interested women may also be tagged with mason and further may be trained and deployed as mason for toilet construction. In each block 5-6 master masons will be deployed from SPMU to provide **training** to masons and also to provide on job training or **handholding** support to mason to **ensure quality** construction as per **standard technical norms** of the toilet. Each Master Mason will be assigned 2-3 GPs for a maximum of 15 days period at one stretch and minimum 10 days period and during the assigned period each Master Mason will identify minimum **5 Master/Active Masons** from the GP. Each master mason may be deployed for maximum three times during this 41 days drive period. All Master masons will stay in the villages during the assigned period. Per day Resource person fee to Master trainer will be Rs. 800/- for above mentioned tasks. Fooding and staying arrangement will be made locally @ Rs. 200 per day and local and outside conveyance will be Rs. 1000/- (To& Fro) from original place to assigned block for one time for each trip which would be for a period of 10-15 days (to and fro) from original place to the assigned block

Deliverables of Master trainer is given below:

1. On job training of 150-200 masons on leach pit and septic tank covering 2-3 GPs in the assigned villages in 10-15 days.
2. Handholding support to masons during construction to ensure the quality of construction.
3. Submission of the list of 5 potential master masons of each GP to BPM.

Based on the above reports, payment as indicated above may be released to master masons.

Payment provision of Resource fee & others for Master Trainer -Mason:

SL	Particulars	Resource fee per day per MM	Travel allowance One time (to & Fro)	Fooding & staying Rs.
1	On job training and handholding support to Mason	800/-	1000/-	200/- per day

- D. Financing to Jeevika HHs for Toilet Construction:** Jeevika will adopt strategy to ensure that most needy HHs receive loan from SHG/VO or from Banks for toilet construction. Jeevika has the provision of SHAN fund for toilet construction. The individual SHG HHs may also avail ICF from respective SHG & VO. Existing loan availing processes will be followed and for bank loan the process guideline and prescribed loan application format would be finalized and shared soon.

E. Deployment of Project Staff for Sanitation Drive in selected blocks and GPs :

All DPMs have to depute active 2CCs/ACs in each GP of the identified block from 23rd August to 2nd Oct 2016 and based on the requirement number of CCs per GP may also be increased up-to a maximum of 3-4 CCs. The list of deputed CCs/ACs will be shared by respective DPMs with SPMU and mark to Director, SPM-HR and SPM-HNS. The deliverable of CCs and ACs will be to identify total 150 potential masons per GP, training of mason, mapping of existing local suppliers and vendors of GP and block and handing over of the list to BPM, the number of toilets to be constructed in given period to saturate HH toilet construction in the village. So for each CC and AC, number of toilet construction target will vary. In One GP an average of 1500 Toilets would be constructed. Before sending on deputation one day orientation is required on assigned tasks such as supervision indicators of CRP drive, toilet technology, specification and tentative rates of materials required for toilets construction, payable incentive to CRPs and WASH motivators and target number of toilet per CC.

E.1. Deliverables of AC/CCs to be assigned at GP level:

1. Identification of 150 mason or potential masons (women and men both)
2. Ensure Training of all identified masons (150 potential mason per GP) through master trainer or M-H&N
3. Deploy at least 100 trained masons in each GP.
4. Mapping of suppliers of toilet construction items with tentative rate and submission of list of suppliers to BPM.
5. Provide technical knowledge to all SHGs, VOs, CLF, PRI members and HHs about toilet technology specially leach pit and septic tank.
6. Assessment of loan requirement of SHG HHs and prepare document for loan and submission of list of loan required HHs through VO and BPMs to concerned (ICF/SHAN-VO, Bank loan identified State MBGB Office).
7. Monitor CRP drive
8. Supervise activities of all Nigrani Committee post triggering follow up activities.
9. Estimation of material required for a GP and submits the estimation to BPM and M-H&N.
10. Endorse the list of all potential CRPs for Master CRPs given by SRP and potential master Masons given by Master trainer.

E.2. BPM: Respective BPM will be accountable for following deliverables:

1. Creation of expected demand of toilet construction with the help of CRPs, SRP and Gram Varta executives/BHSNIs.
2. Provide required number of masons for toilet construction through the help of CCs, ACs for all planned GPs of the block and ensure engagement of at-least 100 masons for each GP.
3. Make available toilet construction materials with support of M-H&N and district thematic managers.

E.3. District thematic Manager: DPM can also depute thematic Managers in these identified blocks for required support to the field team. Hence deliverables may be assigned accordingly for the assign period.

E.4. Deployment of GV executives and GV MIS executives: Wherever Gram varta PLA is completed all respective Gram varta executives and GV MIS executives will be placed with

specific tasks. DPCU will provide daily allowance of Rs. 150/- per person per day to meet food, staying and local travel cost within GP and block. The expenditure will be booked under Gram Varta HR head only. Gram Varta executives and MIS executives from Purnia and Supaul will also be placed in these blocks and they will be given Rs. 200/- per day per person for food, stay and local travel purposes. They will be reimbursed the actual travel cost (To & fro) from the existing place of posting to the assigned block/district. DPCU will take their services till 30th Sept 2016 before closure of Gram Varta. Based on the recommendation of DPM their services may also be taken as resource person beyond Oct 16. The DPM may also depute BHSNIs in the targeted block for this drive.

E.5. Deliverables of GV Executives/MIS executives/BHSNIs:

1. Post triggering follow up with support of Nigrani committee at habitation level.
2. Support of CRPs during the drive.
3. Provide technical knowledge to all SHGs, VOs, CLF, PRI members and HHs about toilet technology specially leach pit and septic tank.
4. BCC & IPC with community for creation of demand and re-enforcement to HHs for toilet construction.
5. Support ACs and CCs for identification of masons and ensuring training of masons.
6. As per need BPM may assign other tasks for this drive.

E.6 Placement of Manager- H&N: Considering intensive mobilization and field implementation, support is required in above 5 blocks, project will depute Manager –H&N at block level. M-H&N will be placed in blocks for 41 days from 23rd August to 2nd Oct 2016.

SI	District	Blocks	M-H&N
1	Jehanabad	Ghoshi	Kundan Sah & Md Murtaza Ali
2	Gaya	Amas	Rajiya Sultan & Vishal Kumar
3	Muzaffarpur	Muraul	Sangita Kunj, & Chhathu Das
4	Nalanda	Rajgir	Manjeet Prasad & Shobha Sao
5	Madhubani	Jainagar	Shailendra Kumar & Amit Kumar

E.6.1. Deliverables of Assigned Manager-H&N:

1. Ensure effective CRP drive as per CRP protocol.
2. Accountable for taking assigned services from SRPs and Master masons in the villages.
3. Make available required toilet construction materials at the village level.
4. Ensure availability of mason for regular construction of toilets.
5. Ensure regular updation of HH wise toilet construction through CCs, ACs and other project staff to SPMU.
6. Support BPM for delivering the assigned tasks during the drive.

All M-H&N will use their own bike and get TA/DA reimbursement as per HRD provision and those who have no bike will stay in the GP. SPM-HNS may depute required number of M-H&N for 15 days in a month in these blocks for providing support during the drive.

E.7. Deliverables of DPMs:

1. Liaison with respective DM for required support of government officials and field functionaries.
2. Responsible to depute CCs/ACs, executives, BHSNIs and district level managers in the targeted blocks and get their quality support.
3. Resolve the field issues related to problems, bottlenecks, financial support from state finance section. If needed take support from SPMU HNS theme for SRP, Master masons on other program related issues.
4. Regular update to CEO BRLPS on progress of field activities in prescribed format.
5. Ensuring to achieve the set target of toilet construction by 2nd Oct 2016.

E.8. SPMs/PMs Support for sanitation drive:

Following SPMs/PMs have been assigned for providing supervision and monitoring support to the selected blocks of the district.

SL	SPMs/PMs/YP	Assigned districts
1	Ritesh Kumar PM-IB&CB	Rajgir, Nalanda
2	Prashant Krishna- SPM-IBCB	Muraul Muzaffarpur
3	Pushendra Singh Tiwari SPM-FL-BL	Jainagar- Madhubani
4	Archana Tiwari SPM-	Amas- Gaya
5	Somya PM-H&N	Ghosi- Jehanabad
6	Avinash Kumar YP	Khagaria
7.	Apollo Purty SPM-HNS	Purnia

State Finance section will ensure budgetary provision, regular and timely financial support to the districts and also follow up the pending payments to be settled on time.

E.9. Jeevika Technical Support Program: JTSP will provide support for need based module development, MIS apps development and roll out of MIS.

SL	Name Of JTSP Team	Responsivity
1.	Ashok Kumar	MIS development
2.	P.K Anand	Mason and toilet construction availability. Roll out training Module in CWA
3.	Amit Kumar	Ensure CB training of CRPs and empanelment of SRPs and Master Mason
4.	Ms. Irina	Design tool kits, IEC materials and BCC and IPC strategy

F. Activity wise Total Tentative Cost for Toilet construction Drive

Sl	Particulars	Total Cost Rs.
1.	Total Sanitation Mobilization Cost (CRP,SRP, Master Mason Resource Fee)	185,71,500
1.1	Total CRP Drive	137,46,000
1.2	Total SRP cost for handholding to CRPs	39,10,500
1.3	Total Master Mason Handholding support to Masons	9,15,000
2.	Total Capacity Building Training/Orientation Cost	33,82,717
2.1	Total cost of CRP training	32,98,017
2.2	Total cost on Orientation of CLF/VO leader	137,46,000
2.3	Total cost for Orientation of staff	39,10,500
	Total Cost in Rs. (1+2)	2,19,54,217

Above budget requirement would be given as advance from Jeevika. SPMU finance section will ensure to provide advance amount of Rs. 15.0 lac to each concerned district immediately to start the activities and once the fund comes from SBM-G or other project fund like BTDP, WASH Convergence fund of NRLM after adjustment of advance related to sanitation mobilization expenditure will be booked under IEC head of SBM-G and Capacity Building expenditure will be booked under BTDP CB head or SBM-G CB head. SPMU will issue required direction very soon.


(Balamurugan D.)
Chief Executive Officer

Enclosure: As above

Copy to :

1. **DPM** – Jehanabad, Gaya, Muzaffarpur, Nalanda, Madhubani, Purnea, Khagaria, Saran, Lakhisarai, Kaimur, Bhojpur, Vaishali, Samastipur, Begusarai, Buxar, Darbhanga and Banka.
2. **Finance Manager** - Jehanabad, Gaya, Muzaffarpur, Nalanda, Madhubani, Purnea, Khagaria, Saran, Lakhisarai, Kaimur, Bhojpur, Vaishali, Samastipur, Begusarai, Buxar, Darbhanga and Banka.
3. **Manager** – H&N - Jehanabad, Gaya, Muzaffarpur, Nalanda, Madhubani, Purnea, Khagaria, Saran, Lakhisarai, Kaimur, Bhojpur, Vaishali, Samastipur, Begusarai, Buxar, Darbhanga and Banka.
4. Director/OSD/AO/CFO
5. All PCs/SPMs/PMs/PS
6. IT Section
7. Concerned file