



JEEVIKA

An Initiative of Government of Bihar for Poverty Alleviation

Bihar Rural Livelihoods Promotion Society
State Rural Livelihoods Mission, Bihar



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In the current FY, we need to form CBOs as per the AAP with a focus on its formation and nurturing from the beginning. In this context, following strategies will be followed in all districts.

A. SHG formation

1. SHG formation and training by CRP teams

In the current FY18-19, there will be four SHG CRP rounds viz., First round (at least 600-700 teams for 45 days in May- June '18), Second round (at least 700-800 teams for 45 days in August- September '18), Third round (at least 700-800 teams for 45 days in Nov.-Dec. '18) and Fourth round (at least 600-700 teams for 45 days in Jan.- Feb. '19) across 38 districts of BRLPS. The districts which are reaching saturation in SHG formation will not take CRP rounds. These districts will focus on saturation of wards and get the list of HHs endorsed through VO in Gram Sabha.

In the CRP rounds, CRPs will be involved from recipient (CRPs from federations will also be involved) as well as resource districts. The BPM will do all the necessary preparation for the smooth conduction of CRP rounds in their block like availability of CRP kit, training materials and necessary documents. Before conduction of each round, BPIU needs to open at least 2-3 villages (with at least 1-2 SHGs per village formed by concern field staff), where CRP team can be deployed. The concerned CC/ AC will support the CRPs during the rounds. All districts compulsorily will do an orientation and prepare teams before sending them to the concerned blocks. BPM will ensure placement of proper BoR in the newly formed SHGs. The CRP team will impart modular trainings (these trainings needs to be captured in the training report/ MIS), prepare SHG profile, and submit social mapping chart and listing of eligible HHs (village wise, where CRP teams have worked) and list of identified active women / CM to the concerned CLF / BPIU before moving to a newer location.

The briefing and debriefing of CRP teams needs to be ensured as per the set guidelines and details will be entered in the link mentioned below as-

For CRP briefing:

https://docs.google.com/forms/d/1Pz4eH9TpLT1XvMI1D_X6zR4wxHi49_fmazz2KZfuQE/viewform?edit_requested=true

For CRP de-briefing:

https://docs.google.com/forms/u/0/d/1aFy4VCqBt07iDMAaPiRmZnE9RhbDFsrnyL_gMfkEo9c/viewform?edit_requested=true

The concerned Manager- ICB/ TO will ensure the entry of briefing and debriefing reports in the link at the start and end of the CRP rounds. The absentee details of the CRPs along with the progress report will be sent to concerned districts within 7 days on the completion of the drive. The concerned district/ TLC will sent the progress report of CRPs to the concerned CLFs. And in the next 15 days, the resource fee will be given to the CRPs. The Manager-ICB/ TO and Finance Manager/ Accountant will do the necessary preparations. The DPM will ensure the timely payment to CRPs.

2. SHG formation and training by Staff

Each Community Coordinator will form at least 2-3 SHGs per month in the current FY18-19. The BPIU needs to enter sufficient number of villages so that CC can be assigned the responsibility of formation of SHGs in their allocated area. This needs to be tracked by the concerned BPMs on a monthly basis. There shouldn't be any overlapping with the SHGs formed by CRPs or any of the social capital. The modular trainings of the newly formed SHGs will be ensured by the staff within 3 months of SHG formation.

3. SHG formation and training by Active women/ CM/ CRPs where Village Organisation has already been formed.

In the villages, where VO has already been formed, SHGs will be formed by the trained social capital i.e. Active women/ CRP/ Community mobiliser in saturation approach. The VO will assign the task of SHG formation to Active women/ CRP/ CM.

The following process has to be followed while forming new SHGs:

- Mapping of VO area/ village and identify potential of new SHG formation on saturation approach before giving the responsibility of new SHG formation to social capital. The decision of new SHG formation has to be minutized in VO meeting and accordingly review the achievement after SHG formation and finally declare saturation.
- In this process if there are left out but there is no possibility of new SHG formation, it will be VO responsibility to associate left out HHs in the existing SHGs. In this process also, VO can take support of its social capital in mobilization of these left out HHs. The VO can also decide to provide some **incentive to the concerned social capital** if they bring some of the left out HHs in the SHG fold.
- In the process of new SHG formation targeting is important and it is mandatory that all eligible SC/ ST/ Minority HHs should be included first in the SHG fold.
- Post SHG formation activities like imparting of modular trainings (*these trainings needs to be captured in the training report/ MIS*), preparation of SHG profile and document for saving account opening needs to be submitted to VO and VO will certify and do payment to concerned social capital. It has also to be minutized in VO meeting and submit the same with concerned document to CLF/ BPIU.

4. SHG formation and training by Active women/ CM/ CRPs where Village Organisation has not been formed or VO is in the initial stage.

In the villages, where VO hasn't been formed or it's in the initial stage of formation, SHGs will be formed by only trained social capital i.e. Active women/ CRP/ Community mobiliser in saturation approach with the ownership of CLF/ BPIU. The CLF/ BPIU will assign the task of SHG formation to Active women/ CRP/ CM.

The following process has to be followed while forming new SHGs:



- Mapping of area/ village and identify potential of new SHG formation on saturation approach before giving the responsibility of new SHG formation to social capital. The decision of new SHG formation has to be minuted in CLF/ BPTU meeting and accordingly review the achievement after SHG formation and finally declare saturation.
- In this process if there are left out but there is no possibility of new SHG formation, it will be VO (when it is formed) responsibility to associate left out HHs in the existing SHGs. In this process also, VO can take support of its social capital in mobilization of these left out HHs. The VO can also decide to provide some incentive to the concerned social capital if they bring some of the left out HHs in the SHG fold.
- In the process of new SHG formation targeting is important and it is mandatory that all eligible SC/ ST/ Minority HHs should be included first in the SHG fold.
- Post SHG formation activities like imparting of modular trainings (these trainings needs to be captured in the training report/ MIS), preparation of SHG profile and document for saving account opening needs to be submitted to CLF/ BPTU and they will certify and do payment to concerned social capital. It has also to be minuted in CLF/ BPTU meeting.

5. SHG formation day

This strategy will continue in the current FY in which **16th of every month** will be earmarked as '**SHG Formation Day**'. The standard protocol for SHGs formation day is as follows:

- a. In this, there will be an involvement of all block staff (community coordinators and area coordinators) and the trained community professionals of VOs and CLFs and community resource persons of the block.
- b. Before 16th of every month, each district will plan and accordingly involve concerned staff and community professionals for the SHG formation day. Manager-ICB/ TO will ensure this.
- c. On this day, each of the participating member will form at least 1 SHG in their operational area and provide these newly formed SHGs first dosage of training. BPM will ensure this.
- d. All newly formed SHGs profile will be collected and submitted to the BPTU by the concerned CC/ AC by 17th of every month. The district will get all profiles by 18th of every month. Manager-ICB/ TO will ensure this.
- e. The permissible incentive to community professionals and community resource person is applicable as per the standard guideline.

In the formation of SHGs, a combination of all five strategies need to be taken into account. As per the need of the district, multiple SHG formation day can also be taken. The protocol for other SHG formation days will be the same as mentioned in the note. In a SHG, there should be 12-15 HHs and any less no. of HHs in a SHG should be increased with inclusion of more eligible HHs. In the trainings, the videos (Jointly prepared by JEEVIKA and DG) will be used through pico projectors. Manager-ICB/ TO will ensure this.

Payment of incentive to a social capital will be based on the no. of SHG formed, following all process and submission of SHG profile and documents required for SHG bank account opening. The incentive for one SHG will be Rs. 200/-. The incentive will be given from the project towards facilitation of SHG formation by the VO/ CLF/ BPTU. All profile of newly formed SHGs should be entered in the MIS by 25th of every month. BPM will ensure this.

In continuation with the training protocols in the block, each of the districts will also earmark 2nd and 4th of Saturday every month for providing training to newly formed SHGs and also to provide refresher trainings to the older SHGs. In the trainings, each of the field staff and community professional will be involved. All the trainings will be duly minuted in the concerned CBO minutes book and also documented in the training register.

B. VO formation

1. VO formation and training by CRP teams

In the current FY18-19, there will be four VO CRP rounds viz., First round (at least 250-300 teams for 30 days in June '18), Second round (at least 250-300 teams for 30 days in August '18), Third round (at least 250-300 teams for 30 days in Nov. '18) and Fourth round (at least 250-300 teams for 30 days in Feb. '19) across 38 districts of BRLPS. The districts which are reaching saturation in VO formation will not take CRP rounds.

In the 29 districts, the VO CRPs will be sent from the Resource districts. If any of the district is having its own VO CRP teams, they will deploy these teams in the field. BPM will do all the necessary preparation for the smooth conduction of CRP rounds in their block like availability of CRP kit, training materials and necessary documents. The concerned CC/ AC will support the CRPs during the rounds. The resource districts will do an orientation and prepare teams before sending them to the recipient districts. BPM will ensure placement of proper BoR in the newly formed VOs. The CRP team will impart modular trainings (these trainings needs to be captured in the training report/ MIS), prepare VO profile, submit saturation status and also do an orientation to the CM towards proper functioning of SHG and VO.

2. VO formation and training by Staff

Each Community Coordinator will form at least 1 VO per month in the current FY18-19. In this, only trained and experienced CC will be involved. The initiation of VO formation will start with at least 10 SHGs in a village fulfilling triggers mentioned in the COM. It is also important to mention that all 6 months SHGs should come into the VO fold in a time bound manner. BPM will ensure this with proper tracking with CCs on a monthly basis. There shouldn't be any overlapping with the VOs formed by CRPs. The modular trainings of the newly formed VOs will be ensured by the staff within 3 months of VO formation.

The VO CRP rounds will be mandatorily held in the partners block (blocks wherein PRADAN, APMAS and federation are working). In the formation of VOs, a combination of these two strategies need to be taken into account. In a VO, there should be 15-20 SHGs and any less no. of SHGs should be increased with the inclusion of more eligible SHGs in a VO. The VO CRP rounds can be utilized in the formation of new VOs as well as imparting strengthening support to existing VOs. The Community Mobiliser will get their monthly honorarium based on the no. of SHGs being looked after in the operational area of VO. If any payment is due, then it will be given to the concerned CMs from the date of their tagging/ agreement with the VOs. In the trainings, the videos (jointly prepared by JEEVIKA and DG) will be used through pico projectors. Manager-ICB/ TO will ensure this.

C. CLF formation

1. CLF formation and training by CRP teams (for new CLFs)

In the current FY18-19, there will be three CLF CRP rounds viz., First round (at least 30-35 teams for 40 days in July-August '18), Second round (at least 30-35 teams for 40 days in October-Nov. '18) and Third round (at least 30-35 teams for 40 days in Jan.-Feb. '19) across 38 districts of BRLPS. The districts which are reaching saturation in CLF formation will not take CRP rounds.

2. CLF training by CRP teams (for already formed CLFs)

In the current FY18-19, there will be three CLF CRP rounds viz., First round (at least 25-30 teams for 40 days in June-July'18), Second round (at least 25-30 teams for 40 days in Sept.-Oct. '18) and Third round (at least 25-30 teams for 40 days in Dec.-Jan. '19) across 38 districts of BRLPS.

In 29 districts, the CLF CRPs will be sent from the Resource districts. The BPM will do all the necessary preparation for the smooth conduction of CRP rounds in their block like availability of CRP kit, training materials and necessary documents. The concerned CC/ AC will support the CRPs during the rounds. The resource districts will do an orientation and prepare teams before sending them to the recipient districts. BPM will ensure placement of proper BoR in the newly formed CLFs. The CRP team will impart modular trainings (these trainings needs to be captured in the training report/ MIS) to VOs and CLFs, prepare CLF profile and submit status report of CLF to the BPTU.

3. CLF formation and training by Staff

The trained resource pool of the district (who have undergone training on the functions of the CLF) will only be involved in the CLF formation. The initiation of CLF formation will start with at least 12 VOs in a cluster fulfilling triggers mentioned in the COM. It is also important to mention that all 1-1.5 years old VOs should come into the CLF fold in a time bound manner. BPM will ensure this. The Manager-ICB/ TO will ensure deployment of trained resource pool for CLF formation in any of the block in a district. The modular trainings of the newly formed CLFs will be ensured by the staff within 3 months of CLF formation.

In the formation of CLFs, a combination of these two strategies need to be taken into account. In a CLF, there should be 40-45 VOs and any less no. of VOs should be increased with the inclusion of more eligible VOs in a CLF. The newly formed CLFs (involving CLF leaders/ RGB members/ CLF anchors- AC/ CC) will be provided exposure visits to resource CLFs within 3 months of CLF formation. Manager- ICB/ TO will ensure this. The check-list of 6 months of the newly formed CLFs need to followed and reviewed at the block and district level. In the trainings, the videos (jointly prepared by JEEVIKA and DG) will be used through pico projectors. Manager-ICB/ TO will ensure this.

All DPMs/ In charge is hereby directed to follow up the strategies for effective implementation of CBO formation and training in the current financial year. All the newly formed SHGs, VOs and CLFs and any addition of HHs in an existing SHGs needs to be punched in the CBO MIS on a monthly basis on a priority basis.

(Balamurugan D.)

Chief Executive Officer-Cum-State Mission Director

Copy to:

- 1. All DPMs/ FMs/ Manager-ICBs/ TOs/ BPMs.
- 2. All PCs/ SPMs/ SFMs/ PMs/ AFMs.
- 3. OSD/ Director/ CFO/ AO/PS/ PO.
- 4. IT Section.
- 5. Concerned File.