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/छडज्ञ -IBCB/1034/16/3234

Date: 6|12|2018

Office Order towards Strengthening of THP Pilot

The Graduation model, i.e., the pilot project named 'Targeting the Hardcore Poor' (a partnership between Bandhan- Konnagar and BRLPS where Bandhan- Konnagar is providing knowledge transfer of the model to the JEEViKA team in two pilot blocks namely, Barsoi and Suppi.

The project hasselected additional support for the community cadres and field staffimplementing the project in the form of trained Master Resource Persons(MRPs) who would further take extensive training, with the aim of becoming the in-house trainers and primary handhold support experts on THP for JEEViKA.Following are the addition being made to the THP programme to consolidate the implementation and plug the identified gaps:

1. Augmentation of staff

JEEViKA is implementingthe THP programme to reach ultra-poor families, through existing staff and community cadre. The implementation will be supported through the community based institutions of the SHGs, and Village Organisations (VOs)with Community Level Federations (CLFs).THP operations will be driven by a multitude of the Community Mobilisers (CMs) and Book Keepers (BKs). Thus, an addition to the structure forming THP Master Resource Persons have been assigned who are being extensively trained with the aim of becoming the in-house trainers and primary handhold support experts on THP for JEEViKA selected by any of the nodal VO/CLF of their respective panchayats. The roles and responsibilities of all the concerned staffs are reinforced here:

Position	Role	Responsibility (*Task Assigned*)
District Project Manager (DPM)	• To take monthly review of implementation, and give instruction and solve-problem at the DPCU level	• Ensure adequate staffing at the block level • Monthly review meeting with all partners • Utilisation certificate settlement
Block Project Manager (BPM)	• To take weekly review of implementation, and give instruction and solve-problem at the BPIU level	• Management of staff with planning meetings, instructions, appraisal • Quarterly review meeting with all the MRPs supported by the AC/CCs • Monthly review meeting with all concerned staff and cadre • Monitoring performance of block staff and give feedback for improvement • Review progress, and issue instructions to ensure targets met (e.g. market survey, enterprise selection, distribution of assets, etc)
Area Coordinator (AC)/Cluster In charge	• To take weekly reports of progress and ensure progress targets are met.	• To instruct and monitor activities of MRPs, CMs, and BKs, and have weekly meetings to assess progress, assign tasks. • To spend at least 2-3 days a week in the field observing THP procedures, including PRA, household visit, training, mentoring etc.

Position	Role	Responsibility (*Task Assigned*)
		• Provide orientation to the VOs on procurement of assets, handhold support in enterprise selection and development of the beneficiaries • To mentor and provide handhold support in maintaining the formats by the MRPs and CCs
Community Coordinator (CC)	• To support MRPs, BKs and CMs in carrying out their tasks	• To spend at least 2-3 days a week in their concerned panchayat observing THP procedures, including PRA, household survey, beneficiary selection, enterprise selection, training, mentoring, providing handhold support to the MRPs and other cadres, etc. • Regular follow-up, once in a week, with MRPs, CMs and BKs, weekly. • Handhold support to the MRPs in maintaining the formats that would be enclosed and distributed • Provide orientation to the VOs on procurement of assets, handhold support in enterprise selection and development of the beneficiaries. Assisting the VO procurement sub-committee members in procurement of assets. • Ensure training sessions completed for MRPs, BKs, CMs, with approval of the BPM and DPM, if required. • Visit the nodal VOs once a week and put on record the process of endorsement, assist VOs in bringing quotation of the assets for enterprise development, procurement of assets, cheque distribution to the beneficiaries, growth of enterprise.
Master Resource Person (MRP)	• To gain expertise in all processes of THP, so to be able to train others in the following year.	• Market analysisbefore enterprise selection followed by providing training on enterprise development and capacity building to the beneficiaries • Develop business plan for each enterprise in designed format assisted by the nodal AC/CC of their respective panchayat • Assisting the VO procurement sub-committee members in procurement of assets • Maintaining all the formats that would be circulated to them either from the block or district formulated by the state team • Group meeting of the beneficiaries once in a week after assets are transferred to them • Submitting all the reports to the block weekly • Individual household visit of the beneficiaries on the same day of the group meeting for providing insight handhold support • Coordinate with VO for their approvals and oversight

Position	Role	Responsibility (*Task Assigned*)
VO Bookkeeper		• Recording the VO endorsement process in register • Recording the VO orientation on enterprise selection, its development, procurement and transfer of assets • Preparing the cheque to be distributed to the beneficiaries duly signed by the VO OB members and minitising the same in register • Recording the process of bringing quotation and procuring assets and distributing them by the VO
Livelihoods Specialist (LHS)		• A livelihood specialist will be assigned/deputed as soon as the asset transfer office order is circulated to each block for supporting the livelihood options being transferred to the beneficiaries of the programme.

2. Implementation of Reporting Structure:

- **MRP Reporting:** The Master Resource Persons (MRPs) will report to the Nodal Village Organization (VOs) or the Cluster Level Federations (CLFs)based on the presence of either of them at the location of their operations. The MRP will share his/her completed tasks along with the prescribed formats every week with the members of the VOs and the CLF under the supervision of the 'Anchor Persons'.
- **Anchor Person:** The Area Co-coordinator/Community Co-coordinator will be acting as an Anchor Person of assigned VOs/CLFs to anchor and mentor the MRPs as assigned by the Block Project Manager (BPM).The role of the Anchor Person is to-
  1. Verify the performance indicatorsheet submitted by MRP in nodal VOs/CLFs each month.
  2. Monitor the MRPs by conducting field visits.
  3. Mentor and support the MRP in the implementation process.

3. Nodal VO/CLF, Anchors and MRP Details

Block	Cluster Name and number	Anchor Person	Panchayat Name	Panchayat Nodal	MRP Name	Panchayat Name	Nodal VO/CLF
Suppi	Narha, *Cluster1*	Jay Prakash Kiran, CC	Narha	Jay Prakash Kiran, CC	Ram manohar Kumar	Narha	Suhagan VO
			Harpur Pipra	Jay Prakash Kiran, CC	Sudama Devi	Harpur Pipra	
			Akhta Purvi	Anil Paswan, CC	Umesh Paswan	Akhta Purvi	Savera VO
			Akhta Uttari	Anil Paswan, CC	Ramesh Kr. Singh	Akhta Uttari	Mamta VO
Suppi	Maniyari, *Cluster2*	Virendra Kumar, CC	Barharwa	Virendra Kumar, CC	Niketa Bharti	Barharwa	Khushi VO
			Maniyari	Virendra Kumar, CC	Pratibha Kumari	Maniyari	Upkaar VO
			Ramnagra	Sitanjali Singh, CC	Archana Kumari	Ramnagra	Kiran VO

Barsoi	Mohni Mandal, *Cluster3*	Rishi Shekhar Prasad, AC	Sasaula	Sitanjani Singh, CC	Madhuri Kumari	Sasaula	Muskaan VO
			Mohni Mandal	Mithilesh Das, CC	Sita Kumari	Mohni mandal	Suhagan VO
			Kothia rai	Mithilesh Das, CC	Sanjay Kumar	Kothia rai	Vijay VO
			Gharwara	Jay Prakash Kiran, CC	Rambabu Paswan	Gharwara	Suhagan VO
	Abadpur, *Cluster1*	Bablu Kumar, CC	Chapakhor	Bablu Kumar, CC	Muzaffar Hussain	Chapakhor	Sagar CLF
			Harnaroi		Md.Rafique Alam	Harnaroi	
			Nalsar		Chhotan Kr. Das	Nalsar	
			Abadpur	Bablu Kumar(In charge), CC	Afsar Alam	Abadpur	
			Dharampur		Manjoom Ara	Dharampur	
			Lagua		Dipika Chakrabarty	Lagua	
	Barsoi, *Cluster2*	Rupesh Kumar, AC	Eksalla	Ruby Kumari, CC	Md. Munna	Eksalla	Milan VO
			Chaundi		Md. Hassan	Chaundi	Darpan VO
			Sultanpur(Nagar Panch.)	Kamla Kumari, CC		Sultanpur	
			Chandpara	Rajeev Ranjan(In charge),CC	Sona Kumari	Chandpara	Shankar VO
			Baltar		Kabita Ghosh	Baltar	Arman VO
			Molanapur(nagar panchayat)	Kamla Kumari		Molanapur	
	Bighauhat, *Cluster3*	Ramesh Kumar, CC	Karanpur	Ramesh Kumar(In charge), CC	Priyatam Kumari	Karanpur	Shiv VO
			Basalgaon		Shiv Chandra Das	Basalgaon	Noor VO
			Shikarpur		Chhotan Goswami	Shikarpur	Jai Kartik VO
			Kamraul	Ramesh Kumar(In charge), CC	Jotindra Nath ray	Kamraul	Rista VO
			Bighaurhat		Bablu Kumar Sah	Bighaurhat	Agni VO
			Maheshpur		Md. Ahteshamul Haque	Maheshpur	Sama VO
	Bhawanipur *Cluster4*	Arif Hussain	Shivanandpur	Pawan Kumar, CC	Mauzzam Alam	Shivanandpur	Nagma VO
			Lagua Dasgram		Pravin Thokdar	Lagua Dasgram	Pooja VO
			Bhawanipur		Mamta Roy	Bhawanipur	Pawan VO
			Bansgaon		Rina Basak	Bansgaon	Krantikari VO
			Belwa	Ruby Kumari, CC	Md. Tasawwur Hussai	Belwa	Islam VO
	Raghunath	Rajeev	Raghunathpur	Rajeev	Rita Devi	Raghunath	Amrit VO

Pur Cluster5	Ranjan, CC		Ranjan(In charge),CC		pur	
		Belwadangi		Vikas Kumar	Belwadangi	Deep VO
		Lahgaria	Kamla Kumari, CC	Tarun Kumar Sharma	Lahgaria	Abhilasha VO
		Sudhani	Rajeev Ranjan(In charge), CC	Yasmin Begam	Sudhani	Ahankar VO
		Kandela Patol		Pancham kumar Yadav	Kandela Patol	Saheli VO
		Kadamgachhi		Sopal Kumar Sharma	Kadamgach hi	Ujala VO

The staffing pattern and the allotted panchayats and clusters for both the staffs and the MRPs are permanent and are directed not to change till the duration of the programme ends. The nodal AC/CC of the respective clusters and the panchayats are accountable to support the MRPs of the same panchayat whose details are mentioned in the above table.

4. Monthly Payments to MRPs
The nodal VO/CLF of the MRPs will record the reports till date in their minute register and send it to the BPIU recommending for their payment followed by recommendation by their nodal AC/CC of that respective VO/CLF which is finally approved by the BPM on noting sheet proceeded to the accountant for the payment of the MRPs. It is to be noted that the payment of the MRPs will be released based on the tasks that they would achieve weekly and submit it to their nodal VO/CLF.

5. Weekly Meetings at Block Level
Every week, the Block Project Manager should conduct a review meeting with his team along with the Resource Person (Bandhan-Konnagar) at the block level. The focus of the meeting will be to discuss the progress achieved and the challenges being faced by the cadre and staff during the implementation of the programme. During the meeting, the resource person and the BPM together will plan the activities for the next week. The attendance sheet of the participants, meeting minutes should be shared with the DPM by the end of every week.

6. Monthly Meetings at District Level
A review meeting in the last week of every month should be conducted by the District Project Manager (DPM) to be apprised of the status of the programme implementation. In the meeting, the concerned officials namely, Young Professional, Training officer, Block Project Manager, Resource Person(Bandhan-Konnagar), Anchor Person and Finance Manager/ Accountant will be present to discuss the status and challenges being faced. Together, the participants would find solutions to the issues being faced and the required support from the District and State will be discussed.
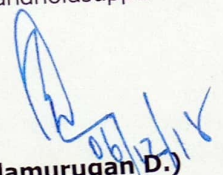
7. Monthly Reporting
Every week, a dashboard capturing all the important indicators related to the programme implementation and outcomes will be shared by the Block Project Managers to the DPCU and SPMU. This will be shared with the State team on a monthly basis.

8. Maintaining of Files and Registers/Logistics Support
All the documentation including the PRA files, endorsement survey forms, market analysis report will be maintained in guard files. It is to be reinforced that all the database to be converted into soft copy, report of PRA exercise has to be digitised and kept in plastic folder and wealth ranking cards are also be kept in plastic pouches as well. For this, expenses related to stationary (guard file, plastic folder, plastic pouches, sketch pens, rubber bands, stapler and other materials) which is maximum of Rs. 5000 will be given from the project. The budget head for this expense is Sub componentA1(Institution Building-Support for SHG formation and mobilization) of BTDP. All materials need to be arranged from the BPIU. All the stationary which will be purchased must be recorded in stock register.

9. Data entry and MIS system

An android application for collecting the required information of the beneficiaries is currently in use for capturing information under the SatatJeevikoparjan Yojana (SJY). Smartphones will be required for the MRPs for using this application. The same application will be used by MRPs in both the blocks to share the information directly from the block.The AC/CC will also be providing handholdsupport toMRPs in ensuring quality data is being captured by the MRPs and updated every week.

(Balamurugan D.)
Chief Executive Officer-Cum-State Mission Director

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1. Director/AO/CFO/FO/PS/PO
2. All PCs/SPMs/PMs/SFMs/AFMs
3. DPM/ICB Manager/TO-Sitamarhi and Katihar
4. BPM-Suppi and Barsoi
5. Concerned File