



जीविका

गरीबी निवारण हेतु बिहार सरकार की पहल

बिहार ग्रामीण जीविकोपार्जन प्रोत्साहन समिति राज्य ग्रामीण आजीविका मिशन, बिहार



प्रथम तल, विद्युत भवन -2, बेली रोड, पटना - 800 021, दूरभाष : +91-612-250-4980, फैक्स : +91-612-250 4960, ईमेल :: info@brlp.in, वेबसाईट : www.brlp.in

Ref. No: BRUPS/Panch-BCB/1042/16/678

Date : 01.06.2018

Guideline for Selection of 'Master Resource Persons (MRPs)' for THP (Targeting the Hard-core Poor) Pilot Project

The THP project is to engage the poorest of the poor households to support them to graduate out of poverty. These households include those who are not able to participate in the self-help group (SHG) model primarily because they are not able to contribute regular savings. The proposed pilot has been started in Suppi block of Sitamarhi district and Barsoi block of Katihar district. The approach will include a holistic set of services to the poorest households in a village including a participatory identification process, asset-grant transfer, training, temporary consumption allowance, weekly mentoring, general life skills coaching, and access to savings accounts and health information or services. These different activities, coupled with regular interactions with the households over the course of a year are designed to complement each other in helping households to start a productive self-employment activity. The idea is to provide a big push, over a limited period of time, with the hope of unlocking the poverty trap.

Master Resource Persons (MRPs)

The project requires additional support for the community cadres and field staff implementing the project in the form of *Master Resource Persons (MRPs)* who will take extensive training, with the aim of becoming the in-house trainers and primary hand-hold support experts on THP for JEEVIKA.

Entity of MRP

S/ he will have a formal agreement with the CLF/ nodal VO clearly depicting roles and responsibilities, payment process, appraisal system and procedure of removal. S/ he will be a part-time staff of CLF/ nodal VO, undertaking extensive field visits and attending CLF/ nodal VO office as per need and direction of the concerned Executive Committee. There will be ONE MRP per panchayat.

Requisites of MRP

- S/ he should not hold any public office or be an elected representative (*mukhia/ panch/ ward member or any other*).
- Preference will be given to the candidates from the SC/ ST or vulnerable HHs with special focus on the selection of female candidate.
- S/ he should be willing to travel extensively
- Must have mobile handset with network connection.
- S/ he should have good communication skills.
- S/ he should have attributes of patience and sensitivity towards rural poor women.
- S/ he must be a person with minimum qualification of 8th pass with at least 1 year of experience of working with SHGs and VOs.
- S/ he should be in the age group of 20- 40 years, effective on the date of advertisement.
- S/ he must have good mobilisation and training skills.

First Phase Requirement

For the THP pilot currently underway in Suppi block of Sitamarhi district and Barsoi block of Katihar district, the approximate requirement for MRPs is as mentioned below. Based on the experience and requirement of the project, this can be scaled up to all panchayats in the operational area of project.

Block/ District	Requirement
Suppi (Sitamarhi)	11 MRPs
Barsoi (Katihar)	29 MRPs

Selection Process of the Master Resource Person (MRPs)

- CLF/ nodal VO will discuss about the selection of MRP in its meeting and take decision regarding the same. The project staff will facilitate CLF/ nodal VO BoD/ RGB meeting and discuss eligibility criteria, roles and responsibilities of MRP.
- Further, CLF/ nodal 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 MRP.
- CLF/ nodal VO will call for the application from eligible candidates through advertising at public places or informing concerned CBOs working in the area (applications shall be invited as per Annexure-3). The project staff will facilitate the selection process.
The schedule for selection process is as-
 - a) The candidates will submit the application form (*Annexure-1*) at the CLF/ nodal VO office through hand drop or postal.
 - b) The candidates will submit the application form within 15- days of date of publication of advertisement.
 - c) The CLF/ nodal VO will display the names of shortlisted candidates within a week of last date of receipt of application form.
 - d) Within 7-days of publication of names of shortlisted candidates, CLF/ nodal VO will conduct written test and interview.
 - e) Within a week of date of interview, CLF/ nodal VO will publish the list of finally selected candidate.
- Applications received will be sorted and shortlisted as per the eligibility 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 the performance in the written test, the committee will shortlist 5-6 candidates for final interview. Further, the committee will conduct final interview and finalize CLF/ nodal VO staff based on the mentioned eligibility criteria and performance in the written test and interview and keep 1-2 as wait list (candidates appearing next in rank after the selected candidate). Project staff will assist the selection committee and facilitate the selection process.
- The committee will submit the final selection list to CLF/ nodal VO BoD/ RGB for its approval. This will also be approved in the GB meeting. The selected staff will be in writing informed about his/ her selection (*Annexure-2*) and will be under probation for 3-months. The CLF/ nodal VO BoD/ RGB will take decision for final selection of the MRP. A resolution for taking the services of MRP with 3-months' probation period should be recorded in the CLF/ nodal VO BoD/ RGB meeting minutes book. After successful completion of probation period of 3 months, CLF/ nodal VO will make agreement for TWO years.
- The CLF/ nodal VO will closely monitor timely attendance, work plan and work done report of the CLF/ nodal VO staff on monthly basis.

The MRP will be reporting to CLF/ nodal VO BoD/ RGB with the work plan and work done report in the BoD/ RGB meeting of CLF/ nodal VO which will be reviewed with the facilitation support by project staff.

Roles and Responsibilities of MRP

The roles of MRPs will be to run regular trainings for THP implementation, and to build capacity of the community cadre and field staff to effectively implement the THP project. They will also be responsible for monitoring implementation of THP by the community cadre, and to provide extra hand-holding support whenever required.

Payment of MRP

There will be THREE months' probation period for MRP from the date of joining. After the probation confirmation, CLF/ nodal VO will review and assess their performance based on which their monthly honorarium will be released as per the payment matrix. All the payments will be made through account payee cheques.



Payment Matrix

Period	Honorarium (Amt. In Rs.)	Travel & Communication Allowance
(0-3) Months (During the Probation Period)	4000.00	1000.00
(3-12) Months	5000.00	1000.00
(13-24) Months	5500.00	1000.00
(25-36) Months	6000.00	1000.00

The MRPs will be paid fully from the project during the pilot period and after completion of the pilot, they will not be paid any fixed monthly honorarium. After successful completion of the pilot period, they will become resource pool of CLF/ TLC. Their services may be taken by the project in scaling up the intervention in other areas, if required. They will then be paid as per the resource policy of CLF/ TLC of BRLPS and gradually will be paid from internal resources of CLF. The travel and communication allowance is meant for field level work in the field area. If they are called for any other official purpose to any of the locations, the admissible actual TA and other incidentals will be given to them and will be taken care of by the project.

Provision for Yearly Incentive

After successful completion of first year of services of MRP, CLF/ nodal VO may give an annual performance incentive based on the decision of CLF/ nodal VO. Every year CLF/ nodal VO BoD/ RGB will review the performance of MRPs based on their roles and responsibility then only they will be eligible to get an incentive amount up to maximum of Rs.500/-.

Termination of MRP

CLF/ nodal VO BoD/ RGB may terminate MRP with one month prior notice on the following grounds:-

1. If there is a financial discrepancy or S/ he is involved in an illegal activity and it has been proved.
2. S/ he is not able to perform his/ her roles and responsibilities.
3. S/ he is not following the organization norms and values.
4. S/ he has lost the confidence of CLF/ nodal VO.
5. S/he is in continuously on unauthorized absence for more than 7 days.

In such cases, initially, CLF/ nodal VO BoD/ RGB will give show cause notice to MRP before termination and provide one month duration for reply. If S/he is not able to give appropriate response or BoD/ RGB is not satisfied with the reply, then S/he will be finally terminated. The decision of BoD/ RGB with reason for termination of staff must be minutised in the minute's book of CLF/ nodal VO BoD/ RGB meeting and the same should be communicated to him/her. The decision will then be put up before GB for confirmation. Similarly, if any staff wants to leave the job, then S/ he will have to give one month prior notice to CLF/ nodal VO.



(Balamurugan D.)

Chief Executive Officer-Cum-State Mission Director

Encl.: Annexure1: Format of BIO DATA of MRP
Annexure2: Format of Information of Selected MRP to CLF/ nodal VO/ DPCU
Annexure3: Application invited for MRP

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.

Annexure1: Format of BIO-DATA of MRP

Post applied for:

Name:
Father's/ Mother's/ Husband's name:
Date of Birth:
Telephone/ Mobile No.:
Adhar 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 MRP to CLF/ nodal VO/ DPCU.

To
CLF/ nodal VO/ DPCU Name _____
District: _____

Subject: Information regarding selected MRP

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

Name of CLF/ nodal VO:

Signature with Stamp		
President	Secretary	Treasurer

Q

Annexure3: Application invited for Master Resource Person

The project requires additional support for the community cadres and field staff implementing the project, in the form of *Master Resource Persons (MRPs)* for targeting the hardcore poor who will take extensive training, with the aim of becoming the in-house trainers and primary hand-hold support experts on THP for JEEViKA.

Entity of MRP

S/ he will have a formal agreement with the CLF/ nodal VO clearly depicting roles and responsibilities, payment process, appraisal system and procedure of removal. S/ he will be a part time staff of CLF/ nodal VO, undertaking extensive field visits and attending CLF/ nodal VO office as per need and the direction of concerned Executive Committee. There will one MRP per Panchayat.

Requisites of MRP

- S/ he should not hold any public office or be an elected representative (*mukhia/ panch/ ward member or any other*).
- Preference will be given to the candidates from the SC/ ST or vulnerable HHs with special focus on the selection of female candidate.
- S/ he should be willing to travel extensively
- Must have mobile handset with network connection.
- S/ he should have good communication skills.
- S/ he should have attributes of patience and sensitivity towards rural poor women.
- S/ he must be a person with minimum qualification of 8th pass with at least 2 years of experience of working with SHGs and VOs.
- S/ he should be in the age group of 20- 40 years, effective on the date of advertisement.
- S/ he must have good mobilisation and training skills.

First Phase Requirement

For the THP pilot currently underway in Suppi block of Sitamarhi district and Barsoi block of Katihar district, the approximate requirement for MRPs is as mentioned below.

Block/ District	Requirement
Suppi (Sitamarhi)	11 MRPs
Barsoi (Katihar)	29 MRPs

Roles and Responsibilities of MRP

The roles of MRPs will be to run regular trainings for THP implementation, and to build capacity of the community cadre and field staff to effectively implement the THP project. They will also be responsible for monitoring implementation of THP by the community cadre, and to provide extra hand-holding support whenever required.

The interested candidates who fulfil eligibility criteria are requested to submit their application at CLF/ nodal VO, () through hand drop, courier or postal in the prescribed format, within 15 days of publication of advertisement. The consolidated honorarium of a MRP after confirmation of probation will be ranging from Rs. 5000/- Rs. 6000/- 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 Master Resource Person (MRP) will receive consolidated honorarium of Rs. 4000/- per month plus travel and communication allowance of Rs. 1000/- per month.

President

(JEEVIKA CLF/ nodal VO,)