



बिहार ग्रामीण जीविकोपार्जन प्रोत्साहन समिति  
राज्य ग्रामीण आजीविका मिशन, बिहार



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Ref: BRLPs/Brpj-M&E/1593/19/1497

Date: 25.07.2019

**OFFICE ORDER**

Community based Process Monitoring drives would be undertaken in different Project Districts in FY 2019-20. For this, CRPs would be identified, trained and involved in monitoring the functioning of SHGs and VOs. CRP (Process Monitors) would look into the basic functioning of SHGs and VOs and share the findings with District and State teams. The CRPs selected from Resource Districts would conduct Process Monitoring activities in Tagged Districts. For undertaking these drives, besides deployment of CRPs, series of activities need to be done in order to facilitate the task.

**1. COMMUNITY PROCESS MONITORING DRIVE**

- The drives would be conducted in 14 districts and in each drive 40 CRPs would be participating.
- CRPs will be identified and trained on Process Monitoring tool in Resource Districts.
- It would be an 18-day drive, which will include 2 days residential training at TLC/other suitable venue (in case TLC is not functional) in Resource District and 15 days CBO level Process Monitoring and 1-day debriefing at DPCU in Tagged District.
- 40 CRPs participating in each round would cover 3-4 Blocks during one drive. One CRP would cover 4 VOs and 8 SHGs.

**2. SELECTION OF CRP**

- Screening of CRPs at CBO/Block/DPCU level.
- CRPs should be selected as per CRP policy and should also meet the below mentioned requirements:
  - CRP must have participated in at least 3 SHG/VO formation drives/Community process monitoring drives.
  - Should be able to read and write and at least class 7th pass.
  - Should not have children below 5 years of age.
  - Should be covered under Insurance Policy.

**3. TIME LINE: DAY-WISE ACTIVITIES & RESPONSIBILITIES**

Sl	Day	Activity	Remark
1	Day 1 & 2	Residential training of CRP on SHG & VO data collection tool	Training to be provided by Manager IBCB/TO & Manger M&E
2.	Day 3 to Day 17	Process Monitoring of SHGs and VOs @ 4 VOs and 8 SHGs per CRP. Team of 2 CRPs would move together.	Manager M&E would facilitate the CRPs, who would check the formats filled by CRPs before submission and ensure data entry of the filled formats.
3.	Day 18	Debriefing	All the DPCU and BPIU members to participate. Manager M&E to facilitate and ensure that CBO-wise observations are minutised and shared with the concerned functionaries.

**4. COMMUNITY PROCESS MONITORING CALENDAR FOR THE FY 2019-20**

CALANDER for Community Process Monitoring drive for the FY 2019-20 is as mentioned in table below:

CALENDAR - Community Process Monitoring 2019-20						
Sl.	Resource Districts	Tagged Districts	Date of drive	No. of CRPs involved	No. of SHGs to be covered	No. of VOs to be covered
1	Gaya	Patna	11 Sep-28 Sep 19	40	320	160
2	Gaya	Rohtas	15 Nov- 2 Dec 2019	40	320	160
3	Muzaffarpur	East Champaran	9 oct-26 Nov 2019	40	320	160
4	Muzaffarpur	West Champaran	16 Jan -2 Feb 2020	40	320	160

5	Purnia	Bhagalpur	11 Sep-28 Sep 19	40	320	160
6	Purnia	Katihar	4 Dec-21 Dec 2019	40	320	160
7	Rohtas	Kaimur	9 oct-26 Nov 2019	40	320	160
8	Rohtas	Aurangabad	16 Jan -2 Feb 2020	40	320	160
9	Nalanda	Nawada	15 Nov- 2 Dec 2019	40	320	160
10	Nalanda	Jamui	16 Mar - 3 April 2020	40	320	160
11	Khagaria	Saharsa	11 Sep-28 Sep 19	40	320	160
12	Khagaria	Madhepura	4 Dec-21 Dec 2019	40	320	160
13	Jehanabad	Arwal	9 oct-26 Nov 2019	40	320	160
14	Patna	Saran	16 Jan -2 Feb 2020	40	320	160
			<b>Total</b>	<b>560</b>	<b>4480</b>	<b>2240</b>

#### 5. OUTPUT OF THE DRIVE

- Each CRP would cover 4 VOs and 8 SHGs in 15 days of field work.
- 3 to 4 Blocks in a District would be covered.
- Cumulatively, 160 VOs and 320 SHGs would be covered in one Process Monitoring drive.
- Data collected in the SHG and VO data collection tool will be checked and submitted by the concerned Manager M&E. These should be ensured through rigorous monitoring by Manager M&E. Backlog if any should also be covered.
- Data entry will be ensured by Manger M&E/In charge (Tagged district) after one week of completion of the drive.
- Findings will be shared with the concerned for necessary action.

#### 6. APPROVED BUDGET FOR THE CRP ROUNDS

Sl	Particulars	Per person rate (Rs)	No. of person	No. of days	Units	Unit cost (in Rs.)	Total Cost (Rs.)	Remarks
1	Travelling of CRP from Tagged district to Resource district.	400	40	1	14	16000	224000	14 districts (40 CRPs per batch). Travel cost from Resource District to Tagged District
2	Travelling of CRP from Resource district to tagged.	400	40	1	14	16000	224000	14 districts (40 CRPs per batch). Travel cost from Tagged District to Resource District.
3	Residential training at Resource district for CRPs lodging and conference hall)	650	40	2	14	52000	728000	Cost incurred during residential training in Resource District.
4	Debriefing training at Tagged district for CRPs (Food, lodging and conference hall)	650	40	2	14	52000	728000	Cost incurred during briefing & debriefing in Tagged District.
5	Note pad, pen and plastic folder (Resource district)	100	40	1	14	4000	56000	To be given to CRPs during residential training at Resource District.
6	Printing / Xerox of format (per batch)	5000			14	5000	70000	Rs. 2500 for each Tagged and Resource Districts per CRP round.
7	Local conveyance in respective Resource District.	10000	40		14	10000	140000	As per actuals and to be borne by BPIU/DPCU
8	Local conveyance in respective Tagged District.	10000	40		14	10000	140000	As per actuals and to be borne by BPIU/DPCU
9	Other Misc. expenses (per batch)	10000			14	10000	100000	Rs. 5000 for each Tagged and Resource Districts per CRP round.
	<b>Total</b>					<b>175000</b>	<b>2410000</b>	

Unit cost for conducting 1 round of CRP Process Monitoring would be Rs. 1,74,000/

**7. PROCESS MONITORING MATERIAL**


- i. Data collection tool for SHGs and VOs process monitoring will be provided to the concerned through M&E team (State) through DPCU.
- ii. Training tool would be provided to concerned districts/Training material already available in Districts should be used.
- iii. Data entry format will be shared by M&E team (State) before drive is undertaken.

**8. DPCUs/BPIUs WILL ENSURE THE FOLLOWING**

- i. Concerned DPCU will ensure that CRPs get sufficient advance from their respective VOs for meeting their travelling and food expenses.
- ii. The concern DPCU should ensure that proper logistic arrangement is made for the CRP teams before reaching of CRP team to their BPIUs.
- iii. The CRPs are entitled to get the actual TA apart from their honorarium during their transition as per the internal CRP policy. The district can arrange appropriate mode of transportation for movement as per need/requirement.
- iv. Concerned Managers M&E/In-charge would take appropriate approvals from DPM for the CRP round (as per the protocol laid down in the CRP drives). This should also include screening of CRPs at different levels in Resource District.
- v. Managers M&E/In Charge to select 4 blocks in respective districts and list of 40 VOs in each block to be covered under process monitoring.
- vi. In case of insufficient CRP Kits availability in any of the districts the district will pull the CRP kits from the blocks and in case of unavailability, they can also purchase the required CRP Kits.
- vii. Concerned districts will ensure CRP training, travel, stay, stationery etc. as per approved budget and CRP policy.
- viii. Honorarium to CRPs would be as per Internal CRP Policy and would be paid within 1 month of completion of drive.

All the DPMs/In Charge are hereby directed to follow the CRP strategy for effective utilization of CRPs in CBO Process Monitoring.

By the order of CEO



25/7/2019

(Braj Kishore Pathak)

Officer on Special Duty

Copy to:

1. All DPMs/FMs/Manager M&E/Manager-IBCB/TOs
2. All PCs/SPMs/SFMs/PMs/AFMs
3. Concern file.