



JEEVIKA

Rural Development Department, Government of Bihar

**Bihar Rural Livelihoods Promotion Society
State Rural Livelihoods Mission, Bihar**



Vidyut Bhawan - II, Bailey Road, Patna- 800 021; Ph.:+91-612-250 4980; Fax:+91-612-250 4960, Website:www.brpls.in

Office Order

Development of IFC Custer through JEEVIKA and RCRC Partners

1. Baseline Study:

- a. In RCRC blocks RCRC representative will be responsible for Project baseline study of the livelihood activities in the block area in coordination with the BPM. Field level primary survey and data collection will be completed by field executives of the RCRC partner.
- b. In JEEViKA IFC blocks BPM will be responsible for Project baseline study of the livelihood activities in the block area. Field level primary survey and data collection will be completed by VRPs in the cluster area.
- c. The baseline study will be prepared based on livelihood MPPR, Livelihood Survey, Household visit Mahila Kisan Profile, and basic agricultural data of the block from secondary sources.
- d. After completion of baseline study CLF will endorse it in the RGB based on the feedback of the Livelihood Committee. Finally, LHS/Livelihood Nodal and BPM will recommend for its incorporation in the DPR.

2. Livelihood analysis and planning exercise: The BPIU will complete a comprehensive livelihood analysis and planning for all identified members in collaboration with Manager LH and a representative from the RCRC. The baseline study will serve as the exercise's base.

3. Awareness program on IFC concept: Manager-LH/IC RCRC representative shall do District level orientation on IFC concept of Mahila Kisan, and IFC cadres.

4. DPR Preparation:

- a. A detailed project report highlighting the planned activities is to be prepared for each IFC in CLF. DPR will include all project components for each cluster proposed by the IFC, as well as a detailed proposed budget.
- b. BPM/RCRC is responsible for coordination with the CLF for DPR preparation and submission. DPR must contain business plan of IFC.
- c. Reimbursement to RCRC partners/support agency for JEEViKA will be released through CLF following the final submission of DPR after approval from SPM/PM Farm Livelihoods.



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5. **Selection of IFC Anchor Person:** Each IFC will have an anchor person who will be selected as per following process:
 - a. Based on the advertisement placed at the district level on behalf of CLF, the district will collect the CVs and shortlist the potential candidates and send to SPMU for final selection.
 - b. Eligibility criteria for IFC anchor person will include a bachelor's degree, basic computer knowledge, and at least three years of experience in agriculture or allied.
 - c. DPCU will advertise the position on behalf of CLF based on the number of IFC in the district, and a district level committee comprised of Manager-LH/IC/Manager-HR/IC/one other Manager appointed by DPM will screen the CVs.
 - d. The screening committee will conduct an initial round of interviews with potential candidates before recommending final selection to SPMU via DPM. The final list of IFC anchor person will be issued by SPMU after final round of interaction with SPM/PM-farm.
 - e. The IFC anchor person will be in charge of carrying out all IFC activities under a CLF. According to Annexure II, the payment for the IFC anchor person will be made through CLF under the IFC budget head.
6. Each IFC will have its own VRP (Agri CRP) for day-to-day activity implementation. Payments to this VRP will be made through CLF in accordance with the budget outlined in Annexure II of the IFC budget sheet.
7. All infrastructure material required by the approved DPR will be procured through CLF in accordance with JEEViKA's community procurement guidelines.
8. **Monitoring and Evaluation:**
 - a. In addition to the regular VRP serving the CLF, separate VRPs/Agri CRP will be placed in each IFC cluster in CLF. Thus, the VRPs chosen must be well trained in the use of smartphones in order to provide timely MIS reporting.
 - b. IFC anchor person will need to submit monthly progress report to CLF, BPM and DPM.
 - c. BPM will ensure entry of each Mahila Kisan profile under IFC on NRLM portal.
 - d. BPM will ensure a regular monthly meeting at block level for IFC which will include VRPs, livelihood committee, RCRC representative, IFC anchor person, LHS/livelihood nodal and BPM.



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- e. DPMs will hold a monthly review meeting with the Livelihood Manager/inch., YP- Farm, BPM, and RCRC representative, in coordination with the District Level Coordination Committee, in accordance with IFC guidelines.

9. Expenditure of IFC Budget:

- a. The expenses related to IFC are to be booked under the head "C4.3: Promotion of Integrated Livelihoods/ Farming Clusters".
- b. Expenditure for Community Investment Support (establishment of livelihoods service centers), Knowledge Management, and M&E will be made after the district team /RCRC submits the Detailed Project Report (DPR) of each IFC cluster and its satisfactory acceptance and approval by SPM/PM-Farm.
- c. CLF will make expenditures as per the guideline given in annexure-II. DPCU will transfer the CBO/CLF level expenditures within seven days of release of this office order.

10. Annexure-I contains a list of IFC clusters with CLF names.

(Rahul Kumar)

Chief Executive Officer-Cum-State Mission Director

Copy to:

1. All DPMs/Thematic Managers/BPMs
2. All PCs/ SPMs/SFMs/PMs/AFMs
3. OSD/Director/AO/CFO/PS/PO
4. IT Section
5. Concerned File

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IFC Cluster Details- Bihar			Annexure-I	
S.No	RCRC Partner	District	Block	CLF
1	AKRSP	Muzaffarpur	Sakra	Mashal
2	AKRSP		Sakra	Mashal
3	AKRSP		Sakra	Mashal
4	AKRSP		Muraul	Pragatisheel
5	AKRSP		Muraul	Pragatisheel
6	4S-India		Meenapur	Pragatisheel WDC
7	4S-India		Meenapur	Khushi
8	4S-India		Meenapur	Vikash
9	ASA	Munger	sadar	Prakash
10	ASA		sadar	Vishwash
11	ASA		Bariyarpur	Samarpan
12	ASA		Bariyarpur	Arpan
13	4S-India	Sitamadhi	Runnisaidpur	Vidya
14	4S-India		Runnisaidpur	Adarsh
15	4S-India		Runnisaidpur	vidya
16	ASA	Khagaria	Alauli	Swabhimam
17	ASA		Alauli	Jeevan Dhara
18	ASA		Chautham	Nari shakti
19	ASA		Chautham	Badhte kadam
20	4S-India	Gaya	Amas	Avtaar
21	4S-India		Amas	Sangam

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IFC Budget under NRETP Project to each IFC Cluster				Annexure-II		
S. No.	Budget items	Unit Description	No of units	Unit cost	Amount (Rs)	Expenditure level
A	Project inception					
1	Baseline Study	Lumpsum			15,000	DPCU
2	Updation of profiles SHG Member/ Mahila Kisan Profile in the website	Number of HHs	300	50	15,000	DPCU
3	Livelihood analysis and planning exercise	Number of villages	3	6000	18,000	SPMU
4	Project preparation and DPR preparation	Lumpsum			30,000	SPMU
B	Capacity building					
1	Honorarium of a IFC anchor for IFC implementation.	No. of IFC Anchor	36	17000	612000	DPCU
2	Honorarium to senior CRP Agri/ SEW	No. of Sr. CRP/SEW	36	5500	198000	CLF
3	Honorarium to 2 domain specific Agri and Agri allied CRP/cadres	No. of Agri CRP/Cadres	72	3175	228000	CLF
4	Training of Mahila Kisans (SHGs members)	No. of Mahila Kisans (SHGs members)	900	150	135000	CLF
5	Training of PG / LG members / functionaries / office bearers/Agri CRP	No. of persons	80	600	48000	CLF
6	Exposure visit to community leaders and CRPs.	No. of persons	30	700	21000	CLF
7	Exposure visits of best practicing Mahila Kisans (SHGs members)	No. of Mahila Kisans (SHGs members)	100	800	80000	CLF
8	Development of Training materials (AV, print).	Lumpsum			30000	DPCU
9	Pico Projector/Tablet	No. of Pico Projector /TAB	1	40000	40000	SPMU

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C	Institution building					
1	Mobilisation and establishment of Producers Collectives	Lumpsum			30,000	CLF
D	Community Investment Support					
1	Establishment of Livelihoods Service Centre				2000000	CLF
2	Working capital for PGs (as per the producers collectives financing guideline)	No. of PGs	2	200000	400000	CLF
E	Knowledge Management and M & E Cost					
					100,000	SPMU
	Grand Total				4,000,000	

Annexure-3 Baseline Study Questionnaire

DAY-NRLM

IFC Survey – Household Baseline Questionnaire

Greetings! My name is _____. Through a baseline study, we are conducting this survey for NRLM for IFC project.

Your household should be selected randomly to participate in an interview that includes questions to address the objectives mentioned above. This interview will take approximately 45 minutes, and your participation is voluntary. Therefore, your answers will remain confidential.

Consent

Are you willing to give answers to the questions to be asked in this survey? (1-Yes, 0- No)

A. Basic Survey Information:

Household Number _____

Date of Interview

--	--	--

1	Name of the village:	2	Name of the hamlet:
3	Name of the Gram Panchayat:	4	Name of the Block:

Name of Respondent-1 _____

Name of Respondent-2 _____

Contact/Mobile number: _____

Name of Surveyor _____

Name of Supervisor

Remarks

Note to the interviewer: Ask the questions the way they are written; Do not say what is written in italics; those are instructions for your purpose only. **Remember that 'last year' refers to the period of last 12 months from date of survey.**

B: Household Characteristics

I would like to ask you some basic information about your household.

1	What is the Caste category of the household?	1-SC	2-ST	3-PVTG	4-OBC	5-GEN
2	What is the religion of the household?	1-Hindu	2-Muslim	3-Christian		4.Other...
3	Is your household on the official BPL list?	1=Yes	2=No	3=Don't know		
4	Which type of ration card does your household hold?	1=NFS card	2=Antodaya card	3=No Card		4=Other, specify
5	Does anyone in the household have an MGNREGA employment (Job) card?	1=Yes	2=No			

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6	Does the household own the house?	1=Yes	2=No	(IF NO @Q11)	
7	If the household owns the house, what type of house is this?	1=Katcha	2=Pucca	3=Semi-Pucca	4=other, Specify
8	Type of wall	1=Katcha	2=Pucca	3=Semi-Pucca	4=other, Specify
9	Type of roof	1=Katcha	2=Pucca	3=Semi-Pucca	4=other, Specify
10	How many total rooms in this house? #				
11	If the household owns the house, was it constructed under Prime Minister's Awaas Yojana (PMAY)?	1=Yes	2=No	3=Both	
12	What is the main source of drinking water? <i>Hand-Pump/tube-well...1, Piped water(Tap) (Gov. supply) ...2, Open well...3, Covered well...4, River/Spring/Stream/ Canal/dam/tank...5, Pond ...6, Other...7, Specify_____</i>				
13	What is the primary source of cooking fuel used? <i>Firewood ...1, Cow dung cakes...2, Leaves/Straw/Rice Residue...3, Bio-Gas...4, LPG-Gas...5, Coal...6, Kerosene Oil...7, Electricity...8, others...9, Specify_____</i>				
14	What is the main source of lighting in the house? <i>Kerosene oil lamp(Dibri)...1, Kerosene oil lamp(Lantern)...2, Electricity...3, Candles...4, Solar light...5, Other...6, specify: _____</i>				
15	Is there an electricity connection in your house?	1=Yes	2=No		
16	Average availability in hours per day (Hours)				
17	Do you have pucca and functional toilet in home ?	1=Yes	2=No		
18	If yes, is it constructed / get money under Swachh Bharat Abhiyan?	1=Yes	2=No		

C: HOUSEHOLD ROSTER

Now, I would like to ask you some questions about the household members who live under the same roof and share the same kitchen for the last year/month.

ID of HH mem (Sl.No.)	1. Name	2. Age # Years	3. Gender Male....1 Female.2	4. Relationship to head of the household See relationship codes	5. Highest education completed See education codes	6. Marital status Married.....1, Divorced...2 Separated...3 Widow / Widower....4 Unmarried....5	7. Main occupation See occupation / self occupation codes
1							

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2							
3							
4							
5							
6							
7							
8							

Education codes:- 1-Class 1, 2-Class 2, 3-Class 3, 4-Class 4, 5-Class 5, 6-Class 6, 7-Class 7, 8-Class 8, 9-Class 9, 10-Class 10, 11-Class 11, 12- Class 12, 13- BA/BSc/BCom, 14- MA/MSc/MCom, 15-Professional Degree, 16-Anganwadi, 17-No schooling, 18-Other, Specify_

C8. Livelihood activities and Ranking

Livelihood Activities	Does any member of household involve in this activity? Yes..1, No..0	Whether for own consumption or commercial	Ranking (1-5) Rank 1 is for most important livelihood activity for household income
Cultivation / Agriculture			
Livestock rearing and Bio-Products			
Poultry			
Fishery			
Collection of forest product			
Non-form enterprises			
Wage and salary			
Other, specify			

D: LAND (for all owned, cultivated and mortgaged land)

Now, I would like to ask you some questions about landholding by the household.

1	How much total agriculture land does your household own? (In Acre)	
2	How much land do you cultivate? (In Acre)	
3	How much is irrigated? ((Record quantity) (In Acre)	
4	How much homestead/kitchen garden/vegetable garden/Wadi land do you have? (In Acre)	
5	If you cultivate vegetables in your kitchen garden, how many months last it for your own consumption?	

E. Crop Practices

Now we will ask you about your practices related to crop cultivation for last 12 months.

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1 Crop/Vegetable's Name	2. Season: 1.Kharif 2.Rabi 3.. Summer	3. Crop Area (Acre)	4. What is the total quantity harvested of this crop in the last 12 months? (Quintal)	5. What is the total quantity of this crop sold in the last 12 months? (Quintal)	6. What is the per unit price received for this crop? Rs. ____ per kg

Crop & vegetable Code:- 1- Paddy, 2-Wheat, 3-Maize, 4-Moong, 5- Pearl millet, 6-Finger millet, 7-Ridge gourd, 8-Guar, 9- Ladyfinger, 10-Bitter guard, 11-Sponge gourd, 12-Brinjal, 13-Tomato, 14-chilli, 15-Potato, 16-spinach, 17-Cauliflower, 18-Cabbage, 19-Onion 20-Other specify

E7. Please tell me about the cultivation practices and costs involved? (all in Rs.)

Sl. N o.	Crop/Vegeta ble's Name	Cost of the seed	Land preparati on	Irrigati on	Fertiliz er	Orga nic manu re	Weedi ng	Pesticid e and herbici des	Harvesti ng	Transp ort
1										
2										
3										
4										
5										

E8. Did your household practice any of the following Climate Smart Agriculture practices at your farm (in last 12 months)? Please mark Yes, No or NA for each of the practices below as applicable:

	Yes..1, NO...o, NA...g		Yes..1, NO...o, NA...g
A. Conservation agriculture:		C. Water conservation and use efficiency:	
Terracing		Rainwater harvesting	
Mulching		Re-use of water	
Crop rotation		Sprinkler irrigation	
No-till/minimum tillage		Drip irrigation	
Cover cropping		Modification of cropping calendar to improve water use efficiency	
Change in cropping patterns in last 3 years		Others (mention)	
Fallowing			
Others (mention)			
B. Soil nutrient management:		D. Livestock production:	
Composting (Vermi composting/ NADEP)		Biogas production	
Manure used in agriculture		Improvements in feeding (efficient use of feed/water) practices	

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Crop residues turned in to soil		Balanced feeding (appropriate mix of fodder/forage and concentrates)	
Legume crops included in crop rotation / intercropping		Improved animal health management/vaccinations	
Fertilizer use reduction practices (e.g. urea deep placement)		Efficient treatment of manure	
Organic agriculture		Livestock diversification.	
Others (mention)		Others (mention)	

F: VULNERABILITY AND FOOD SCARCITY

1. Do all members of your household get three full meals ('full stomach') a day round the year? Yes... 1 No... 2 (IF YES Q4)

2. In which calendar months of last year, did you and your family had three full meals a day?

Write 1 for the months with adequate food, and "o" for the other months

Januar y	Februar y	Marc h	Apri l	Ma y	Jun e	Jul y	Augus t	Septembe r	Octobe r	Novembe r	Decembe r

3. How many months per year is the household's food grain production sufficient? Months

4. HUMAN NUTRITION: Now I would ask some questions about foods to eat.

F4	Could you tell me what kind of food does your household eat during last seven days (last week)?	1. Yes- 2. No	2. What is the primary source for obtaining this food? 1= Own production, gathering, hunting, fishing 2= Purchased 3= Borrowed, bartered, exchanged for labour, gift from friends or relatives 4= Food aid 5= Other
1	cereals		
2	legumes / nuts/ seeds / pulses		
3	meat (except chicken-red meat)		
4	chicken		
5	eggs		
6	fish and seafood		
7	vegetables		
8	dark green leafy vegetables		
9	fruits		
10	milk and milk products		
11	oils and fats		
12	sweets		

H: Autonomy and decision making (women)

I want to ask you about decision-making in your household. Who usually makes the final decisions regarding the following issues?

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	Decision	Q1- Did any female member give her input/contribution to make decision on the following 0=No 1=Yes
1.	Children's education	
2.	Livelihood investments (crop choices, etc)	
3.	Asset purchase or sale	
4.	To borrow/what to do with money/item borrowed	
5.	Use of SHG loans	
6.	Respondent visiting natal family (ask only if married)	
7.	Family size (ask only if married)	
8.	Use of income generated by the household	
9.	Marriage of children	

Q2. Have you in the past year attended any community or village meetings:

	Name of meeting	Q2 Participation 0=No =go to next 1=Yes	Q3- If yes, did you speak up- giving your opinion or asking questions? 0=No 1=Yes	Q4- If yes, did have any impact? 0=No 1=Yes	Q5- If yes, what was the impact 1= in the direction you desired 2= in a direction that is undesirable
A	Panchayat meeting				
B	Gram Sabha / Polly Sabha				
C	Village committee meeting (forest. Education etc)				
D	Samaj Sabha (Caste Community)				
E	Others				

K: Household Income from other sources.

On an average income from each source during past one year. In case of more than one member of household earn income form same source then please record total income generated by all members together.

S. No.	Source	Annual Income (Amount in Rs.)
1	Income from Agriculture (Cultivation)	
2	Income from Livestock Production	
3	Income from Forest Products	
4	Income from Wage Employment	
5	Income from Permanent Employment (Salary)	
6	Income from Self Employment / Business :	

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	a) On-farm enterprises (from the commodity) i.e. cheese – Bi-products b) Off-farm enterprises (i.e. Petty trader, grocery/tea shops, transportation, etc.)	
7	Income from Transfers: Remittances, Government / RCRC PARTNER Transfers, Gifts and Dowries.	
8	Value of self-produced and consumed items	
9	Rental income	
	Expenses	

M. LIVESTOCK

If the household own, or have given or received in kind any of the following types of livestock, please fill in the table below.

	Cattle	Goats	Poultry	Pigs	Other, Specify..
1. How many adult heads do you currently own? #					
2. How many young heads do you currently own? #					
3. How many heads... did you buy last year? #					
4. If you bought, what was the total amount you did pay? (Rs)					
5. How many ... (animal)... did you sell last year? #					
6. If sold, what was the total amount you did get? (Rs)					
7. How many animals died last year? #					

10. Is fodder and forage is available through the year for your cattle, goat and poultry ? ____ Yes-all the months..1, Yes-few months... 2. No... 0

11. If few months in the year, in which months do you face difficulty to find the fodder? _____

MODULE N: GOAT KEEPING (HUSBANDRY PRACTICES)

S. No	Questions	Code
1	Breed of goat	
2	Do you have a separate goat house/shed?	Yes..1, No..0, Don't know..-98
3	Have you ever undergone any training/knowledge about goat husbandry?	Yes..1, No..0, Don't know..-98
4	What was topics of training?	Keeping/ Rearing method.....1 Feed management.....2 Disease management.....3 Importance of Vaccination / deworming.....4 Re-production.....5 Marketing.....6

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		Improved shed construction for goats.....7 Other8, specify.....
5	If yes, who was the trainer/source of knowledge ?	CRP.....1 Local Paravet/Veterenary professtional....2 Block/District animal husbandry officials..3 An RCRC PARTNER.....4, specify name..... Through Radio program.....5 Through TV program.....6 Other agency..... specify name.....
6	Did this goat get sick in the last three months?	Yes..1, No..0, Don't know..-98
7	If yes, what disease did the goat get?	PPR.....1 Goat Pox.....2 Bacterial infection.....3 Foot and mouth disease.....4 Worm infection.....5 Others (please specify).....-88 Don't know-98
8	Has any goat ever been dewormed?	Yes..1, No..0, Don't know..-98
9	Has any goat ever been vaccinated?	Yes..1, No..0, Don't know..-98
10	If yes, for which disease? (Select multiple if relevant)	PPR.....1 Goat Pox.....2 Bacterial infection.....3 Other.....-88 Don't Know.....-98
11	What is the method of feeding? {Select multiple if relevant}	Free grazing.....1 Stall feeding.....2 Purchased feed & grass...3 Only purchased feed.....4 Other (please specify)...-88 Don't know.....-98
12	Do you provide additional (supplementary) feeding to your goats?	Yes..1, No..0, Don't know..-98
13	What does this feed comprise of? {Select multiple if relevant}	Maize.....1 Broken Rice.....2 Gram Husk.....3 Other (please specify).....-88 Don't Know.....-98
14	How much did you spend in the last 30 days and 365 days on?	Amount (Rs)

O: Poultry Production

S. No	Questions	Code
1	Do you have a separate house/shed for poultry?	Yes..1, No..0, Don't know..-98

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2	Have you ever received any training/knowledge about Poultry rearing?	Yes..1, No..0, Don't know..-98
3	What were the contents / topics of training?	Caring of the chicks.....1 Required supplementary feed.....2 Disease management.....3 Importance of Vaccination/deworming.....4 Re-production.....5 Marketing.....6 Improved shed construction for poultry birds.....7 Other8, specify.....
4	If yes, who was the trainer/source of knowledge ?	CRP.....1 Local Paravet/Veterinary professional....2 Block/District animal husbandry officials..3 An RCRC PARTNER.....4, specify name..... Through Radio program.....5 Through TV program.....6 Other agency..... specify name.....
5	Do you feed extra to the birds?	Yes..1, No..0,
6	Average quantity of feed daily per chick (in Gram)	1. >25 gram (Extremely good) 2. 15-25 gram (Good) 3. 5-15 gram (Manageable) 4. less than 5 gram (Poor)
7	Has you vaccinated to your poultry in last year?	Yes..1, No..0, Don't know..-98
8	If yes, for which disease? (Select multiple if relevant)	Newcastle disease (Ranikhet disease)... 1 Fowl pox ... 2 Avian influenza (Bird flu).3 Egg drop syndrome... 4 Fowl cholera... 5 other... 9, specify
9	Income for poultry	
10	How much did you spend in the last 30 days and 365 days on?	Amount (Rs)
11	Where do you sell your backyard poultry?	Local market... 1 Urban market without market linkage by DAY-NRLM...2 Urban market with market linkage by DAY-NRLM... 3 Other... 4

Any other information you need to give about the project

