



JEEViKA

An Initiative of Government of Bihar for Poverty Alleviation

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



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**REQUEST FOR EXPRESSION OF INTEREST
(CONSULTING SERVICES- INDIVIDUAL CONSULTANT SELECTION)**

INDIA

Bihar Transformative Development Project (BTDP)

Grant No.: 5867-IN

Assignment Title: Hiring of Individual Consultant for Supporting Registered SHG federations under IB & CB Theme

Bihar Rural Livelihoods Project (BRLPS), also known as JEEViKA, is designed by Government of Bihar for the socio-economic empowerment of rural poor in Bihar. With the financial assistance from World Bank & Govt. of Bihar, JEEViKA is extending its services to the rural poor. The project also aims at enhancing socio-economic empowerment of the rural poor by creating self-managed SHG federations and enhancing income through sustainable livelihoods activities. Currently, BRLPS (JEEViKA) is implementing three projects namely BTDP, NRETP and NRLM covering all 534 blocks of the state.

Bihar Rural Livelihoods Promotion Society (BRLPS) intends to hire **Five (05)** Individual Consultants for supporting registered SHG federations on full time under Institution Building & Capacity Building theme.

The details regarding duration of contract and remuneration, etc. may be seen in the ToR on the official website of BRLPS. Interested persons may download Terms of Reference (ToR) by clicking the link- <http://brlp.in/consultancy>. The interested persons will submit their CV along with complete academic certificates, post qualification experience and any other documents supporting their candidature. The documents to be submitted should be duly signed by the candidates. The EOI has to be submitted in a closed envelope at the address given below, written "**EOI for Full Time Individual Consultants under IB and CB**" before **17:00 on 28/09/2020**.

Bihar Rural Livelihoods Promotion Society

Attn: Chief Executive Officer-cum-Mission Director

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Chief Executive Officer

**TERMS OF REFERENCE
FOR
HIRING OF INDIVIDUAL CONSULTANTS FOR IB &CB**

Background

The Government of Bihar (GoB) has initiated a project on rural livelihoods Promotion with support from the World Bank. This initiative is implemented through a Society registered with Government of Bihar in the name of Bihar Rural Livelihoods Promotion Society (BRLPS). BRLPS, also known as JEEViKA aims to improve rural livelihood options and works towards social and economic empowerment of the rural poor and women by promoting self-managed community institutions and further strengthening their livelihoods. For establishing self-managed and uniform administrative and statutory system in the formed SHG-federations BRLPS is giving emphasis to provide legal entity to the selected SHG federations under suitable Act in Bihar.

1.1 Objective of the assignment

- a. To establish effective liaisoning of BPIU & DPCU with the concerned department (cooperative / department) for ensuring timely statutory compliance of registered SHG federations as per Act.
- b. Support in establishing standard protocols, capacity building of community professionals and community leaders as per bye-laws, standard training manuals for developing administrative & statutory system in the registered SHG federations.

1.2 Scope of Work

The services of each consultant will be required in the multiple districts (4-5) of BRLPS. As per the mandate, a self-managed statutory system needs to be established in the community institutions of BRLPS. Among various statutory activities like ensuring preparation of standard bye-laws, election of leaders, development of annual action plan and budget, conduction of annual general meeting, return filing, etc. will be relevant for strengthening SHG federation. For this, proper nurturing of field staff, community professionals and community leaders need to be done. Therefore, the field staff, community leaders and community professionals are the primary target group for capacity building. The consultants are to ensure quality improvement in terms of assisting the BRLPS team to meet the expected outcomes.

1.3 Broad tasks to be performed by the Consultant

- a. To establish effective liaisoning with the concerned department (cooperative / department) and concerned BPIU / DPCU to ensure statutory compliances to SHG federations as per Act.
- b. Support in capacity building of selected community professionals on preparing relevant documents for the statutory compliance of SHG federations.
- c. Development of new training modules/materials/guidelines for the administrative, financial and statutory system of SHG federations and support in developing business plan of selected SHG federation.
- d. Support in capacity building of community professionals and community leaders of SHG federations on administrative and statutory systems.
- e. Any other need based assignment of theme.

Period of Consultancy

The service of consultant will be hired for a period of eleven (11) months. However, there is scope for extension of contract upon satisfactory performance. The performance evaluation criteria would be agreed within a week after signing of the contract.

Role of consultant

The consultant will support project implementation processes. His/ her role is to support in the process of institution building and capacity building of project staff, community professionals, leaders of VO/CLF and then to facilitate review and discussion of the learning at all levels of project management including communities.

Reporting obligation

Consultant shall submit month wise narrative report along with output report in a prescribed format consisting task to be carried out and output to be delivered. Report should be discussed with concern DPM/DPM-In charge and submitted to SPMU.

Key Persons, Qualification and Experience of the Consultant

As per required qualification as Internal Consultant, he/she has to be a person with proven track record in anchoring/conducting monitoring activities.

Category	Qualification
A1	PG or Higher Degree with experience of atleast 15 years of relevant field out of which atleast 3 years of experience at senior managerial level/position with reputed national and International level Institutions/Assignments.
A2	PG or Higher Degree with experience of atleast 10 years of relevant field out of which atleast 3 years of experience at middle managerial level/position with reputed national and International level Institutions/Assignments.
A3	PG or Higher Degree with experience of atleast 7 years in relevant field with reputed state or national level Institutions/Assignments.

Note: - The Experienced individual having lower than PG Degree may also be considered on the basis of relevant experience, proven track record of previous works.

Review Committee to Monitor Consultants Work

The Chief Executive Officer, BRLPS will be supported by State Project Manager (IB & CB) and PM-IB to review and monitor the work of consultants.

Payment

Payment will be made from the State unit on the monthly basis subject to the submission of Monthly Report. Full time consultant may be allowed one-day Casual Leave (CL) and full-time female consultants may be allowed up to two days additional Special Leave (SL) in a month. S/he will be eligible for any policy amendment in the payment of consultant at SPMU.