

Terms of Reference: Full Time - Consultant Nursery Development & Convergence

Background

Bihar Rural Livelihoods Promotion Society (JEEViKA) is an autonomous society working under Government of Bihar with the objective of addressing rural poverty in Bihar. Developing community owned business model for members with common skill base could be one way to address rural poverty.

BRLPS aims to change the rural livelihoods opportunities and works towards social and economic empowerment of the rural poor, especially women by promoting self-managed community institutions and further broadening their livelihoods opportunities. BRLPS aims to create an ecosystem that can act as a catalyst for entrepreneurial activities in rural Bihar.

More than 100 lakh households have been mobilized into more than 10 lakh Self-Help Groups (SHGs) and their federations. The SHGs are widely viewed by the Govt. of Bihar as the ideal convergence for efficient targeting and delivery of various social welfare programs and have shown promise in delivering long term behavioural changes critical in achieving overall societal benefits.

JEEViKA has been working with SHG members on sensitization, awareness generation, capacity building and has been working in the area of climate change, sustainability, plantation, livelihoods and entrepreneurial initiatives for overall improvement in the green cover and forest, environment and climate change related topics.

JEEViKA, in convergence with Department of Environment, Forest & Climate Change, Govt. of Bihar, has already mobilized and promoted SHG members in setting-up their own Nursery under the scheme of Mukhya Matri Niji Paudhshala (Anya Prajati) Yojana in FY 2019-20. There is need to scale-up activities related to plantation, climate-change, sustainability, increasing green cover in the state, conservation of bio-diversity through plantation, livelihoods diversification and capacitation of SHG members through Nursery development for related entrepreneurial activities along with convergence with various Governmental and Non-Governmental agencies. JEEViKA with MGNREGA has also been continuously engaged in plantation, water conservation and other related activities for addressing issues of environment, climate change and sustainability.

If scaled up this will help in realizing a potential opportunity in the areas of sapling, plantation, nursery development and enterprise development such as Model Nursery related to Horticulture, Plantation, Spices, Medicinal and other crops and related activities such as Seed, Soil testing, Farm/ Nursery Equipment / Input, Marketing, Branding etc.

Presently, a pool of trained SHG members have been engaged in the area of Nursery, Plantation, & Environmental activities and are also pursuing their entrepreneurial activities in related areas. This pool can further be supported by having a strong institutional and technical backing by having technical support agency and technical support professionals / consultants for nurturing Nursery and related enterprises.

Objective

Be part of the core team that would provide long term support to various Nursery and related enterprises undertaken by JEEViKA.

1. Handholding Technical Support: Provide support for the promotion and handholding of Nursery and related enterprises.
2. Systems: Build & streamline systems for customized support to various categories of Nursery and related Enterprises. Introducing industry best practices, reporting formats, monitoring structure, appraisal and upgradation.
3. Business: Identify and define business opportunities for new initiatives. Build growth strategies for the existing and future strategies/ initiatives.
4. Institutional Integrity: Ensure that all initiatives are undertaken as per JEEViKA norms without compromising the community institutions.
5. Convergence: Establishment of convergence with potential Governmental and Non-Governmental institutions/ departments/ agencies/ think-tanks.
6. Any other works as assigned by BRLPS.

Roles and Responsibilities

Handholding

- Assist JEEViKA in devising strategies for mobilization and encouraging women to start Nursery and related enterprises.
- Assist JEEViKA during selection of entrepreneur.
- Build Layout plan as per the space availability for ensuring Standard Practices for Nursery and related activities are maintained.
- Identification of functional requirements and equipment's for the Nursery and related enterprises.
- Enable smooth and timely procurement for various equipment's with support of JEEViKA procurement team.
- Provide requisite trainings related to Nursery, Plantation to prospective and engaged entrepreneurs.
- Ensure handholding support to Nursery and related entrepreneurs and related institutions (i.e. SHG, VO, CLF) on technical, managerial, operational and market related aspects.

Systems

- Develop state-specific Standard Operating Procedure (SOP) and protocols, capacity building modules and handholding systems for Nursery and related entrepreneurs/ enterprises.
- Identify skill gaps of entrepreneurs and provide refresher trainings whenever required.
- Develop and incorporate weekly, monthly, quarterly and annual reporting formats in functioning of enterprises, for timely monitoring and evaluation of reports received from Nursery and related enterprises.
- Development of an APP based system for monitoring of Nursery progress indicators with JEEViKA MIS team.

- Ensure weekly and monthly tracking of all Nursery and related enterprises as per the MIS requirements.
- Ensure brand consistency and upkeep as per prescribed norms.
- Support SRLM with inputs needed for policy formulation and dialogues.
- Arranging exposure visits

Business

- Carry out viability for the proposed Nursery and related enterprises.
- Develop business plans for Nursery and related enterprises and monitor performance based on the same.
- Ensure brand development of Nursery and related enterprises under the name of Didi Ki Nursery.
- Introduce industry best practices to enhance efficiency, lower transaction costs and improve backward and forward linkages of enterprises.
- Introduce relevant certifications to enhance brand image, process strengthening and improved credibility, transparency & accountability.
- Create marketing & Sales strategies for various enterprises under the Nursery and related enterprises.
- Support in identification of potential markets for products/ services of enterprises.
- Identify opportunities in scaling up and expansion of entrepreneurial avenues for entrepreneurs.
- Develop Didi Ki Nursery as a Company / Farmer Producer Company (FPC), whichever suitable/ appropriate for the business processes & operations.

Institutional Integrity

- Ensure transparency at all levels; liaison with lead community institutions and relevant stakeholders.
- Introduce community-based process and financial review.
- Ensure that all initiatives are women centric and women owned, both in letter and spirit.

Convergence

- Establishment of forward and backward linkages with related institutions to support entrepreneurs/ enterprises.
- Bringing together, institutions of related cause/ mutual benefit to facilitate knowledge and technology transfer in the field of Nursey and related areas.
- Convergence with Government and Non-Governmental institutions/ agencies/ think-tank/ educational and technical institutions/ others.
- Development of schemes, estimates, technical documents with convergence partners / agencies / institutions.

Eligibility criteria for Nursery Development and Convergence – Consultant

Qualification for consultant is describes as follows:

1. Masters in Botany / Forestry / Environmental Sciences / Environmental Studies from a recognized University/ Institute with at least five years' experience with any

institution/ enterprise/ educational institution/ research institution engaged in the advancement of and dissemination of knowledge in the area of forestry and environment.

Or

Post Graduate in any field from a recognized University/ Institute with at least ten years' experience with any institution/ enterprise/ educational institution/ research institution engaged in the advancement of and dissemination of knowledge in the area of forestry and environment.

2. Proven technical ability of managing and supervising Nursery, Plantation, and Company related activities/ research.
3. Proven managerial and leadership ability to support and nurture entrepreneurs and enterprises.
4. Training and capacity building skills.
5. Local proactive problem solver.
6. Should be willing to travel as per the need.

Key competencies and skills of Nursery Development and Convergence – Consultant

General Skills

- Willingness to work with the community.
- Willingness to travel to districts and to remote areas within the state.
- Should possess good communication and leadership skills.
- Should have skills to motivate people.
- Should be a good team player.
- Should be open to new ideas and show willingness to learn.
- Ability to guide and train women from the SHG network.

Domain Skills

- Have an understanding of Nursery, Forest, Plantation, Environment and aspects of business related to the same.
- Should possess basic knowledge on managing and administration of a Nursery or related enterprise/ research.
- Basic knowledge of operational and managerial aspects of Nursery and related enterprises.

Review Committee to Monitor Consultant's Work:

The State Project Manager- Social Development (SPM-SD), BRLPS shall be responsible for reviewing and monitoring the work of the consultant and work in close coordination with PM-Entitlements. The Consultant needs to submit the monthly work plan in advance and work done report at the end of the month.

Ownership:

This assignment is funded by BRLPS and therefore shall be the owner of the assignment output. The Consultant will have no right of claim to the assignment or its outputs once completed. Any reports / research outputs /process documents produced as a part of this assignment shall be deemed to be in the property of BRLPS and the consultant will not have

any claim and will not use or reproduce the contents of the above documents without the written permission of BRLPS.

Reporting and Payment

1. Consultant would have to submit a month wise progress report to DPM in the first week of the following month with a copy to SPM-SD and PM Entitlements.
2. Depending upon the monthly report submission and recommendation of DPM payment will be made.
3. Consultant may avail one casual leave as per their entitlements.
4. A sum of Rs.1000/- will be paid as telephone/internet allowance per month.
5. Remuneration and allowances will be paid as per BRLPS consultant policy.

Period of Consultancy

In the beginning the services will be hired for a period of 11 months, however, the contract may be extended upon satisfactory performance. However, BRLPS reserves the right to terminate the consultancy any time on the basis of requirement of the project and performance of the consultant concerned.

In case of discontinuation, either party is required to give one month notice or one month remuneration in lieu thereof. The SPMU authority may also terminate your services in the event of continuous absence from duty without approval from competent authority for 10 days or more.

Key Deliverables (Monthly):

1. Training
2. Work for Model Nursery Development
3. District Follow-up
4. Nursery MIS Development and progress review
5. Case Studies/ Analytical Documents/ Other Documents
6. Nursery Guideline/ Establishment of Companies/ PCs related tasks
7. Convergence related assignments
8. Other tasks as assigned by SPM-SD/ PM-Entitlements.

Quantified Deliverables

| S. No. | Month | Trainings | | | Model Nursery | District Follow up | Nursery MIS development and review | Case studies/ Analytical Documents/ Other Documents | Nursery Guideline/ Establishment of Company / PC | Convergence | Others |
|--------|---------|---------------------------|------------|-------|-------------------------|--------------------|------------------------------------|---|--|---|---|
| | | Entrepreneur / Enterprise | CBO/ Cadre | Staff | | | | | | | |
| 1 | Month 1 | Plan for Trainings | | | Identification | √ | √ | 6 | Work on Nursery Guideline Development | Coordination Meeting with DoEFCC, RDD & others. | Other assignments/ works as assigned by SPM-SD/ PM Entitlements |
| 2 | Month 2 | √ | √ | - | Work plan proposal Dev. | √ | √ | 6 | Work on Nursery Guideline Development | Coordination Meeting with DoEFCC, RDD & others. | |
| 3 | Month 3 | - | - | √ | 0 | √ | √ | 6 | Work Initiation of Producer Company. | Coordination Meeting with DoEFCC, RDD & others. | |
| 4 | Month 4 | - | - | √ | 0 | √ | √ | 6 | Work Initiation of Producer Company. | Coordination Meeting with DoEFCC, RDD & others. | |
| 5 | Month 5 | √ | √ | √ | 1 | √ | √ | 6 | Work Initiation of Producer Company. | Coordination Meeting with DoEFCC, RDD & others. | |
| 6 | Month 6 | √ | √ | √ | 0 | √ | √ | 6 | Training on Producer Company and BoD identification. | Coordination Meeting with DoEFCC, RDD & others. | |

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| 7 | Month 7 | - | - | √ | 0 | √ | √ | 6 | Training on Producer Company. | Coordination Meeting with DoEFCC, RDD & others. |
| 8 | Month 8 | - | - | √ | 0 | √ | √ | 6 | Work Market linkage & Market Study. | Coordination Meeting with DoEFCC, RDD & others. |
| 9 | Month 9 | - | - | √ | 1 | √ | √ | 6 | Work Market linkage & Market Study. | Coordination Meeting with DoEFCC, RDD & others. |
| 10 | Month 10 | √ | √ | √ | 0 | √ | √ | 6 | - | Coordination Meeting with DoEFCC, RDD & others. |
| 11 | Month 11 | √ | √ | √ | 0 | √ | √ | 6 | - | Coordination Meeting with DoEFCC, RDD & others. |