



JEEVIKA

An Initiative of Government of Bihar for Poverty Alleviation

Bihar Rural Livelihoods Promotion Society State Rural Livelihoods Mission, Bihar



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Office Order

Policy on Cluster Facilitator

JEEVIKA project is engaged in the universal mobilisation of rural poor women and involved in the formation and nurturing of strong community institutions viz., SHGs and then federating them into different levels to unleash the benefits to the SHG women. These community based organisations are involved in socio-economic empowerment of its members through providing access to livelihood opportunities, entitlements and convergence from different line departments. In CLF, major emphasis is on Communitization of project activities. In the proper functioning of CBOs, it is very important to have efficient facilitator who can assist CLF in Communitization process and make CLF efficient.

The project has formed cluster level federations at the cluster level for strengthening of village organisations. In order to deepen the Communitization process and strengthening CLF in the process, a CLF staff namely Cluster Facilitator is envisaged.

Profile of the Cluster Facilitator

Cluster Facilitator is a person with minimum qualification of Graduation and should have at least 2 years experience of working with SHGs and VOs. In case of similar profile, preference will be given to the female candidates.

Entity of the Cluster Facilitator

The Cluster Facilitator is a staff of CLF. S/ he will have a formal agreement with the CLF which clearly depicts roles and responsibility, payment process, appraisal system and procedure of removal. Two Cluster Facilitators will provide services in One CLF. S/ he will be a part time staff of CLF, undertaking extensive field visits and attending CLF office as per the direction of CLF EC.

Requisites for the Cluster Facilitator

- S/he should not hold any public office or be an elected representative (Mukhia/ Panch/ Ward member or any other).
- S/he should have attributes of patience and sensitivity towards rural poor women.
- S/he should be willing to travel extensively
- S/ he should be in the age group of 18 to 45 years, effective from date of advertisement.
- Must have mobile handset with network connection.
- S/he should have good communication skills.
- Preferred knowledge of Accounts and SHG Book keeping.

Roles and Responsibility of the Cluster Facilitator

- Assist in setting agenda of GB/ RGB/BOD of CLF and respective VOs and ensure systems are incorporated at both CLF and VO level.
- Organize and schedule capacity building programmes for CBOs and cadre as per the plan of CLF.
- Support CLF in the setting up of an efficient support system - Admin, HR and Financial.

- Create systems to ensure communication of policies and adherence to procedures by members and OBs.
- Facilitate conduction of sub- committee meetings, adherence to ToRs and rolling out of annual plans of sub committees.
- Follow up on all liasoning exercises of CLFs for meeting requirements of VOs and SHGs.
- Facilitate conduct of grading and internal audits of VO as per procedures and in keeping with key principles and non negotiable.
- Develop financial skills and acumen of VO OB s and ensure that of SHGs in managing their funds with integrity and in a businesslike manner.
- Facilitate VOs in identification of CRPs and support CDM in rolling out CRP strategy.
- Facilitate registration of VOs and CLFs and support CDM in doing this.
- Develop planning, decision making, resource management skills and budget making skills of VO OBs.
- Ensure all VOs conduct their AGM/ Special AGMs.
- Ensure CLF are religious in reporting, return filing and conducting audits.
- Train CLF, VO and SHGs into creating a culture for data dependence.
- Ensure adherence of all CBOs to the systems of managing integrity.
- Any other task as given by CLF EC/ CDM

Selection Process of Cluster Facilitator

- Cluster Development Manager/ BPM/ AC will propose the selection of Cluster Facilitator in the CLF EC meeting and suggest eligibility criteria, roles and responsibilities for Cluster Facilitator.
- Further, CLF will constitute a committee of 5 members including 2 OB member and 3 RGB members under the leadership of the Secretary. This committee shall select Cluster Facilitators.
- CLF will call for the application from eligible candidates through advertising at public places or informing concerned CBOs working in the area. The concerned CDM/ BPM/ AC should facilitate the selection process.

The schedule for selection process is -

- a) The candidates will submit the application form at the CLF office through hand drop or postal.
 - b) The candidates may submit the application form within 15- days of date of publication of advertisement.
 - c) The CLF will display the name of shortlisted candidates within a week of last date of receipt of application form.
 - d) Within 7- days of publication of name of shortlisted candidates, CLF will conduct written test and interview.
 - e) Within a week from interview, CLF will publish the list of finally selected candidate.
- Applications received will be sorted and shortlisted as per the eligible 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 performance on the written test the committee will shortlist 5-6 candidates for final interview. Further, the committee will conduct final interview and finalize 2 Cluster Facilitators and select 1-2 as back up in wait list. CDM/ BPM/ AC will assist the selection committee and facilitate the selection process.
 - The committee will submit the final selection list to CLF-EC for its approval. The selected Cluster Facilitators will be under probation for 3-months and will be confirmed by CLF Executive Committee based on attendance and performance appraisal. The resolution for confirmation of CLF Facilitator on successful completion of 3-months probation should be recorded in the CLF EC meeting minutes book.
 - The probation of new Cluster Facilitator may be cancelled in case of no significant improvement/ development in their skills on community mobilization and facilitating CLF activities. Probation confirmation or rejection must be minutised in the CLF EC meeting minute's book.

Capacity Building of Cluster Facilitator

During the probation period of 3 months, selected Cluster Facilitator will be imparted intensive training and mentoring. The Cluster Development Manager with the support of district training cell will organise the following training for the Cluster Facilitator.

During the Probation Period (3 months)

1. Concept and management of SHGs, VOs, CLFs (3 days each: 2days classroom and 1day field exposure).
2. Facilitation skills and Participatory Training Methodologies (5 days)
3. Immersion in CLF (7 days)

On probation confirmation, customised trainings will be organised.

Suggestive Training Content and Schedule:

During the First year

1. Accounts management - Books of account and records (SHG, VO, CLF 7days each).
2. CBO MIS (2days)
3. Micro Planning (5days)
4. HRF and FSF (2days)
5. Livelihoods (5 days)
6. CLF Processes and procedures (2 days)
7. Networking and liasoning skills
8. Facilitation Skills – Decision Making, Conflict Resolution

During the Second year

1. VO and CLF registration (2days)
2. AGM and return filing (2days)
3. Statutory systems (3days)
4. Financial Management
5. Networking and liasoning skills
6. Facilitation Skills – Resource Management and Negotiation Skills

Payment of the CLF Facilitator

1. During the probation period (first 3-months), based on performance, CLF will pay Rs. 2000/- (lump sum) per month to Cluster Facilitator through account payee cheque.
2. After the probation confirmation, CLF will review the performance of Cluster Facilitator based on a review mechanism on monthly basis and release the honorarium (including travel and communication allowance) based on their performance by account payee cheque. It should be recorded in the books of accounts including the payment voucher.

Payment Matrix

Period	Honorarium (Amt. In Rs.)	Travel & Communication Allowance	Fund Support
(0-3) Months (During the Probation Period)	2000.00		Project- 100%
(3-12) Months	3500.00	1000.00	Project- 100%
(12-24) Months	4000.00	1000.00	Project- 100%
(24-36) Months	4500.00	1000.00	Project- 50% and CLF- 50%
36 months onwards	4500.00	1000.00	CLF- 100%

