

## **TERM OF REFERENCE ( Non Farm Consultant )**

### **Background of the project**

Bihar Rural livelihoods Promotion Society is an autonomous society working under Government of Bihar with an objective of addressing rural poverty in Bihar. Developing community owned business model for members with common skill base could be one way of addressing rural poverty. Through its non-farm interventions, the Bihar Rural Livelihoods Promotion Society (BRLPS) has linked approximately 15,000 poor rural households and is planning to link 38404 HHs in FY 2018-19. Out of which 1080HHs would be linked to carpet weaving intervention and 1200HHs would be working with Sarva Shanti Aayog on various crafts of Bihar.

Bihar Transformative Development Project aims to change the rural livelihood 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. BTDP intervenes with the community through the four themes or programmes: Institution Building and Capacity Building, Social Development, Microfinance and Livelihoods. Under the Non-farm sector of Livelihoods theme, BRLPS aims to create an ecosystem that can act as a catalyst for entrepreneurial activities and strengthen MSME (Micro, Small, & Medium Enterprises) in rural Bihar.

Now, that the new project the “Bihar Transformative Development Project” (BTDP) has been launched, and linking of 38404 households through Non-Farm livelihoods is aimed at it is intended to provide them with 200 days of employment in one year with a wage of rs.200/day. To achieve this target, we have liaised with various agencies who are working with artisans at ground level. We need a dedicated technical person with specialization in this sector who can interact with the beneficiaries and work closely with the partner agencies. S/He has to track the achievement, prepare the report, and manage human resources with the help of external as well as internal consultants as and when required and ensure adherence to quality parameters at field level.

### **Objective of assignment:**

1. To ensure quality of the management system established by the Jaipur Rugs Foundation at the field level.
2. To ensure that the project activities and deliverables comply with the MOU and are delivered in a timely manner by Jaipur Rugs Foundation.

3. Assessment of the 30 loom centres established in first phase of the project.

**Responsibilities of Consultant:**

- Relationship management with Jaipur Rugs Foundation and Sarva Shanti Aayog.
- Responsible for overseeing the execution of the project activities of carpet weaving intervention in Gaya district.
- Responsible for overseeing the execution of project activities of cluster development in Bhagalpur, Madhubani, Muzaffarpur and Darbhanga.
- Ensuring that the project activities and deliverables comply with the MOU and are delivered in a timely manner.
- Responsible for report preparation like monthly report and annual report.
- Process payment of the partner agencies in a time-based manner as mentioned in the MOU and as per the work executed by the agency.

Major tasks/deliverables	1 <sup>st</sup> Month	2 <sup>nd</sup> Month	3 <sup>rd</sup> Month	4 <sup>th</sup> Month	5 <sup>th</sup> Month	6 <sup>th</sup> Month
Implementation of carpet weaving intervention in Gaya district with the support of Jaipur Rugs Foundation. A total of 608 new members should be benefited with the project by the end of Oct 2018.	Initiation of 3 months basic training to 608 weavers.  Processing second payment of instalment by following the due process mentioned in MOU.	Prepare the database of newly installed looms, 608 weavers and 76 TOTs.  Prepare monthly progress report	Completion of basic training of 608 weavers.  Prepare monthly progress report	Collect all the necessary document for payment to partner agency. Process the 3 <sup>rd</sup> payment of instalment by following the due process mentioned in MOU.	Advance training of 608 weavers  Establishment of 152 looms in 38 loom centres.  Prepare the database of loom wise artisans and track the monthly earning of artisans	Prepare report of work done till date at the ground level, number of actual members working at loom centre.  Process the remaining payment to partner agency as per terms mentioned in MOU.
Cluster development activities to be done under Madhubani Painting, Sikki art, and weaving with 1200 artisans. Hiring technical agency for establishment of sustainable artisan-owned institutions, skill up-gradation, design / product development, creating market	Survey to be conducted in Madhubani, Muzaffarpur, and Bhagalpur to identify the potential members and technical support they require in capacity enhancement and product	As per the findings of survey report, paper work to be completed to hire the technical agency, design the broad framework of the work to be done by agency	Signing MOU with technical agency.  Agency on-boarding and work initiated at field level.	Overseeing the execution of project activities and deliverables comply with MOU and are delivered in a timely manner.	Overseeing the execution of project activities and deliverables comply with MOU and are delivered in a timely manner.  Prepare the monthly report.	Overseeing the execution of project activities and deliverables comply with MOU and are delivered in a timely manner.

linkages, building/increasing sustainable pipeline of orders for artisan institutions and facilitating participation in marketing events.	quality improvement. Preparation and submission of report.	along with the budget and put up on file for final approval.		Prepare the monthly report.  Process the payment of agency as per the terms agreed in MOU.	Process the payment of agency as per the terms agreed in MOU.	Prepare the monthly report.  Process the payment of agency as per the terms agreed in MOU.
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### **Reporting and Payment:**

1. Consultant will work on piecemeal basis and he/she may visit field depending on the need.
2. Consultant would report to the State Project Manager - Non Farm(SPM-NF)/Project Manager-Non Farm(PM-NF) and S/he will co-ordinate with them along with the team.
3. Terms of Payment of remuneration, TA/DA etc. would be governed by the provisions prescribed for consultants in BRLPS.
4. Consultant have to provide a month wise progress report and submit it to the SPM-NF in the first week of the following month.
5. Depending upon the progress report, monthly payment will be made to them in proportion of their monthly target achievement.

### **Period of Consultancy**

In the beginning the service consultant will be hired for a period of six months (15 days in a month), however, contract may be extended further as per requirement. The performance evaluation criteria would be agreed with the consultant before signing of the contract.

### **Review Committee to Monitor Consultants Work**

The Chief Executive Officer, BRLPS in association with State Project Manager (Non-Farm) and Project Manager (Non-Farm) shall be responsible for reviewing and monitoring the work of consultants. The CEO may constitute a review committee to monitor the progress and interact with the Consultant. The Committee may also seek comments and inputs on the Consultant's work from the World Bank officials and from the other Project units.