

TERM OF REFERENCE(Part time Consultant for 30 days to support our CBOs in Product development for Prime Minister Visit)

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. Out of which more than 2000HHs are linked to Art & Craft intervention.

Bihar Transformative Development Project aims to improve the rural livelihood opportunities and works towards social and economic empowerment of the rural poor and women by promoting self-managed community institutions and further strengthening their livelihoods. BTDP intervenes with the community in the four themes or programmes: Institution 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.

Bihar Rural Livelihood Promotion Society (BRLPS) is implementing Swachh Bharat Mission-Gramin (SBM-G) and Lohiya Swachh Yojana (LSY) under Lohiya Swachh Bihar Abhiyan (LSBA) with a mission to make Bihar Open Defecation Free (ODF) by 2nd October 2019. The objective is to achieve ODF in all 534 blocks of Bihar and secure sanitation and health for all. LSBA aims to achieve Open Defecation Free Bihar by improving the cleanliness index of rural areas with special focus on Behavioural Change Communication (BCC) among the community members.

“**Satyagrah se Swachhagrah tak**” programme is being organized from 2nd April – 10th April 2018 in Bihar and would culminate at Motihari, E. Champaran-Bihar on 10th March 2018. In this program 10000 swachhagrahi (Foot soldiers in Sanitation) will be visiting from different states outside Bihar. More than 200 dignitaries will be attending the program. All the visiting Swachhagrahi and dignitaries would be presented with mementos/gifts to cherish the moments spend in Bihar. For this suitable products need to be developed for the program as gifts and other purposes.

All these products will be made by **JEEViKA CBO members** as per their skill-sets. As this is very first bulk order for our groups so coordination and Management is required for smooth and timely production. They are not even equipped with large and heavy machines required for bulk productions on time such as, Burger Cutting machines, Tag development and assembling etc., so an experienced agency need to be hired who must have such machineries and proper developed channel for production.

Tasks and Responsibilities

1. To assure delivery of 10000 bags by our CBOs on time.
2. To assure delivery of 15 Madhubani paintings developed by our CBOs with packaging & framing on time.
3. To assure delivery of 200 Madhubani paintings developed by our CBOs with packaging on time.

Major Deliverables

1. Support in sampling (Sample development)
2. Training/Workshop with CBO members for initiation of Production
3. Quality Management throughout the production till final delivery
4. Mechanized cutting of fabric for production of bags
5. Packaging of gifts
6. Tag(Product Description) development and attachment to the product
7. Transportation and availability of materials to the groups and final delivery by the groups on time

Sl.No.	Work	Units	Timeline
1	Sampling	-	Till finalization of product by competent authority
2	Training and Workshop	-	Throughout the production process
3	Quality Management	-	Throughout the production process
4	Mechanised Cutting of fabric	For 10000 bags (Number may vary as per requirement)	
5	Packaging and framing of gifts/painting	250 (Number may vary as per requirement)	30 th March
6	Tag development and attachment to the product	11000 (Number may vary as per requirement)	25 th March
7	Transportation and availability of materials to the groups	-	Throughout the production process
8	Assurance of final delivery of products on time	-	30 th march

Consultant's Qualification and Experience:

Qualification of consultant is described below:

- At least UG or higher degree with minimum 15 years of experience in relevant field.

- Individuals having previous work experience with Govt. Departments/Women Producer groups will be preferred.
- Individuals working on specific arts like-Madhubani painting, Sikki Art, Sujani craft etc, will also get an edge over others.

Reporting and Payment:

1. Consultant would report to the State Project Manager - Non Farm(SPM-NF)/Project Manager-Non Farm(PM-NF) and consultant will co-ordinate with them along with the team.
2. Terms of Payment of remuneration, TA/DA etc. would be governed by the provisions prescribed for consultants in BRLPS.
3. Consultant has to move to fields as per the requirement to give specific Input as well as smooth functioning of production.
4. Consultant also has to provide a report and submit it to the SPM-NF at the end of consultancy.
5. Depending upon the progress report, payment will be made to them in proportion of their monthly target achievement.
6. As the work involves intensive movement of consultant for training purpose and he/she has to perform labour intensive work(e.g.-cutting, sampling etc), so an amount of Rs.30000/- will be paid as advance to the consultant and rest will be paid after completion of work.

Period of Consultancy

In the beginning the services will be hired for a period of 30 days,(Till the final delivery of products by our CBOs and Closing of program “Styagrah se Swachchhagrah Tak”)The performance evaluation criteria would be agreed with the consultants 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.

THANK YOU