

Terms of Reference (ToR) for hiring of *Individual Consultant: Capacity Building under “Satat Jeevikoparjan Yojana” of Govt. of Bihar*

Background:

The *Satat Jeevikoparjan Yojana* (सतत् जीविकोपार्जन योजना) is approved by the Government of Bihar on 26th April, 2018. With the introduction of the scheme, the GoB has envisaged sustainable livelihood options for the targeted ultra-poor households traditionally engaged in production, transportation, selling of *country liquor / toddy* and ultra-poor households belonging to SC / ST & other communities. Execution of scheme estimates the coverage of around 100,000 ultra-poor households from these communities under livelihood interventions and income generating activities. The Bihar Rural Livelihoods Promotion Society (BRLPS) – JEEViKA, under Rural Development Department, GoB is the implementing agency of the scheme. The GoB has approved the budgetary outlay of INR 840 crores for 3 years.

A dedicated team of Young Professionals (YPs) or project staffs of BRLPS will support the implementation of the scheme at district & block level. Initially the team will be involved in identification & mobilization of the targeted households, capacity building of targeted households, identification of Master Resource Person (MRP) etc.

Community cadres engaged in Satat Jeevikoparjan Yojana, coordinate the transfer of benefit of various government schemes at the targeted households, initiated the process of productive asset transfer and ensuring food security of targeted HHs. The YPs will be deployed to provide handhold support to 40-50 Community Resource Persons (Community Cadres) who will provide handholding support to 2000 – 2500 ultra-poor households.

Objective of the Scheme:

The Satat Jeevikoparjan Yojana will follow the “*Graduation approach*” with an objective to empower ultra-poor households traditionally engaged in production, transportation and selling of *country liquor / toddy* and ultra-poor households from SC / ST and other communities through intensive targeting, consumption assistance, capacity building, productive asset transfer, diversification of livelihoods and improved access to finance.

Scope of Assignment / Deliverable:

1. *Development of Social Capital* –

One of the key highlights of the Satat Jeevikoparjan Yojana is the identification and development of a dedicated pool of quality Community Resource Persons (CRP) from the community in order to undertake the participatory identification, intensive mobilization and capacity building of ultra-poor households. The project will invest in capacity building of CRPs for conducting Participatory Rural Appraisal (PRA) exercise, social mapping, list out the eligible HHs that needs to be part of SHGs. After identification of target households, the Master Resource Person (MRP) will conduct the confidence building exercise and livelihood mapping and find out list of schemes for convergence. Once livelihood option is finalized for

each target HHs, the MRP will ensure last mile livelihood extension support and maintenance of financial diaries. It is expected that the individual consultant will ensure the following deliverables:

- a. **Selection of CRPs:** The CRPs will be selected from the existing resource pool of a block. They are being nominated by the VO /CLF on the basis of their capability and the activeness they exhibit in doing their work with the community. The Consultant will finalize a systematic strategy for identifying, screening and placement of CRPs.
- b. **Capacity Building of CRPs:** The Consultant will be coordinate with the various technical support agencies or partner agencies for knowledge management & event management. The CRPs will be trained on how to build rapport with the community at the time of entering a new ward or village which would create a platform of assurance and confidence among the community before conducting a PRA; how to run and regulate a PRA; and also on the conducts of social mapping and wealth ranking as a basic measure of selecting the individual vulnerable household which are needed to be surveyed further with the help of the formats being provided to them further.
- c. **Appraisal of CRPs and MRPs:** A performance review framework for CRPs and MRPs will be developed by the consultant. S/he will place a system for community managed appraisal of CRPs.

2. Capacity Building of Ultra-poor households –

The core model of JEEViKA has been effective in mobilizing the poorest women in SHG fold. However, a certain percentage of ultra-poor households in rural areas are still get left out from community institutional architecture. Ultra-poor households in extreme poverty are not able to participate in the SHGs as they are not able to contribute regular savings, and they do not have the confidence or experience to repay loans after increasing their income. They need an additional support to come out of extreme poverty. The comprehensive capacity building component of the Satat Jeevikoparjan Yojana will engage these ultra-poor households to support them to graduate out of poverty, and enable them to access the existing livelihoods promotion programmes of JEEViKA.

The component will support the identification, mobilization and capacity building of ultra-poor households who are traditionally engaged in production, transportation & selling of Country Liquor / Toddy and ultra-poor households from SC / ST and other communities into self-managed community based institutions.

- a. **Intensive mobilization of ultra-poor HHs:** As part of the first step the project will be engaged in systematic targeting of ultra-poor HHs and mobilize them in SHG fold. The habitations with high concentration of target groups in each village will be targeted for social mobilization. A systematic strategy for identifying and mobilizing of these households will be initiated through a focused campaign involving VOs. The Consultant will anchor the capacity building component of the scheme. S/he will

finalize the guideline, community operational manual and phasing of mobilization in coordination with the state team and district teams.

- b. ***Participatory identification of ultra-poor HHs:*** The program has been so designed that the initial tasks involved are tracking the ultra-poor households through Participatory Rural Appraisal (PRA), wherein the village community collectively select the extremely poor needy households. Social mapping and Wealth Ranking will be conducted by the trained community resource person. The Consultant will prepare the operation manual for PRA exercise; finalize the formats for PRA & individual household survey.

- c. ***Confidence building and training of ultra-poor HHs:*** Regular training and hand-holding support will be provided to the beneficiary, both technical and with respect to social issues, behavior changes till the enterprise starts generating surplus. The beneficiary is also trained to reach a stage of basic literacy and is educated on certain issues of social importance.

Key Outputs of the Consultancy:

The following outputs shall be submitted by the Consultants:

1. Development of Social Capital

- a. The Consultants needs to submit a **Policy paper on Community Resource Person (CRP) and Master Resource Person (MRP)** for the Sustainable Livelihoods Scheme. The report will include eligibility criteria, community managed selection process, capacity building of CRP, service charge model, reporting and evaluation framework etc.
- b. The Consultant will prepare the Training Module for capacity building of CRPs and MRPs. S/he will prepare annual training calendar in coordination with the state team and district teams.

2. Capacity Building of Ultra-poor households

- a. The Consultant will submit the guideline and community operational manual for intensive mobilization of ultra-poor households. S/he will finalize the phasing of implementation coordination with the state team and district teams.
- b. The Consultant will submit the operation manual for conducting PRA exercise. S/he will finalize the standardized tool for Social Mapping, Wealth Ranking & individual household survey.
- c. The Consultant needs to submit training manual and process guideline for confidence building and capacity building of ultra-poor HHs.
- d. Design 2 year training and capacity building cycle for identified every ultra-poor households.

- e. Designing training modules for ultra-poor HHs on Motivational and sensitization training, Visioning for sustainable social and economic development, financial management, graduation and inclusive development of Ultra-Poor HHs.

Period of the Consultancy:

The period of consultancy will be for 11 months which may be further extended for two years. However, BRLPS reserves the right to terminate consultancy any time on the basis of requirement of the scheme and performance of the consultant concerned. In case of discontinuance, either party is required to give fifteen days notice.

Area of Operation:

The Consultant will be placed at state unit of BRLPS and work under the supervision of the Project Management Team of Satat Jeevikoparjan Yojana. S/he will provide intensive support in the districts where the Satat Jeevikoparjan Yojana scheme being implemented.

Responsibilities:

The Consultant will provide his professional services as per the scope mentioned in the ToR with commitment and ethics, which would establish a clear implementation framework. BRLPS will provide adequate environment, team support and logistics for the agreed / approved framework of implementation.

Key qualification and experience of the consultant:

Designation	Qualification	Experience
Individual Consultant: Capacity Building under Satat Jeevikoparjan Yojana	S/he should have PG degree or diploma in Rural Management / Rural Development/MBA	At least 10 years of operational experience in community-driven- development program / project. Preferences will be given to the candidate who has experience in designing policy framework, strategies for executing or roll out Social Inclusion of Ultra-poor households.

Review Committee to Monitor Consultant's Work:

The Chief Executive Officer, BRLPS in association with Project Management Team of Satat Jeevikoparjan Yojana shall be responsible for reviewing and monitoring the work of consultant. The Consultant need to submit the monthly work plan in advance and work done report at 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 claims and will not use or reproduce the contents of the above documents without the written permission of BRLPS.

Remuneration:

The Consultant will be paid towards consultancy charges as per the Consultant policy of BRLPS. As per the consultant policy of JEEViKA the individual consultant will be entitled to other reimbursable & remuneration cost. Monthly payment will be made after submission of monthly task completion report and invoice to the supervisor of the Consultant.