

Terms of Reference (ToR) for hiring of Individual Consultant: Livelihood Promotion 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. The team will be involved in enhancing income of the identified households through diversification of livelihoods, capacity building and improved access to finance.

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. The YPs will conduct the market analysis to identify existing livelihood options and identify suitable livelihood options for the targeted HH. Trained MRPs will conduct the livelihood mapping process based on local context and present & past livelihood trends of the HH.

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.

Role of Consultant (Livelihood Promotion) in Satat Jeevikoparjan Yojana

To support the Project management team in planning and implementation for livelihood promotion in ultra-poor households under Satat Jeevikoparjan Yojana. S/he will be responsible for designing operational manual for productive asset transfer to Ultra-poor households, designing extensive livelihoods training modules for different stakeholders. S/he will ensure livelihood mapping of all ultra-poor households identified under Satat Jeevikoparjan Yojana, develop the in-house trainers for livelihoods and primary hand-hold support experts (grass-root cadres) on livelihood promotion & transfer of productive asset relating to farm, non-farm and off-farm themes in JEEViKA. The consultant’s role is to ensure:

- a. Capacity building of MRPs for livelihood promotion of one lakh identified ultra-poor households.
- b. Livelihood mapping of one lakh identified ultra-poor households, and identification of suitable farm, non-farm and off-farm livelihood activity for the target households.
- c. Livelihood/Productive asset transfer based on the capacity of the one lakh households.
- d. Diversification of livelihoods under farm, non-farm and off-farm themes of JEEViKA and ensure at-least two sources of income for one lakh ultra-poor households.

Scope of Assignment / Deliverable:

1. Capacity building of Grass-root cadre for Livelihood Promotion –

One of the key highlights of the Satat Jeevikoparjan Yojana is the identification and development of a dedicated pool of quality **Master Resource Persons (MRP)** from the community in order to mapping of livelihood options in local context, current skill set and past livelihood trends of the HHs and finally capture the demand of individual HHs. The Consultant will ensure capacity building of MRPs for conducting livelihood mapping/enterprise selection, maintaining household financial diaries and last mile livelihood extension support. It is expected that the individual consultant will ensure the following deliverables:

- a. Development of Training Module for Capacity Building of MRPs: The Consultant will develop a detailed module on capacity building of MRPs on various livelihood diversification alternatives. The livelihood modules to be developed are for micro-enterprise promotion, non-farm clusters, livestock and kitchen gardening etc. relating to farm, non-farm and off-farm themes in JEEViKA.
- b. Development of Training Module for Diversification of Livelihood in Ultra-Poor Households: The Consultant will develop a module on capacity building of ultra-poor households on various livelihood diversification alternatives. The livelihood modules to be developed are for micro-enterprise promotion, non-farm clusters, livestock and kitchen gardening etc. relating to farm, non-farm and off-farm themes in JEEViKA.
- c. S/he will conduct Detailed Market Analysis to understand existing options and demand market, local availability and local produce and potential suitable livelihood options for the targeted HH. The consultant need to finalize detailed market analysis module and also any tool for carrying out the market analysis.
- d. S/he will ensure Livelihood Mapping/Enterprise selection: of all identified HH Livelihood mapping needs to carry out in order to capture demand of individual households through specific format; analyzing the livelihood options based on present context, current skill set and past livelihood trends of the HH, in order to facilitate livelihood/productive asset transfer grant based on the capacity of HHs. The consultant needs to develop a module on conducting livelihood mapping/enterprise selection incorporating if, any tools in accordance with the livelihood mapping activity.
- e. Development of Livelihood Monitoring and Evaluation Framework: The consultant will develop and submit a livelihood M&E framework aimed at tracking of progress of the livelihood promotion of the target ultra-poor households.

2. Capacity Building of Ultra-poor households –

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 to take loan and try 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.

- a. **Skilling, Confidence building and training of ultra-poor HHs:** Regular training and handholding support will be provided to the beneficiary, both technical and physical with respect to manage new enterprise till the enterprise starts generating surplus. Skilling should ensure of the target HH by having skill-gap analysis and ensuring the same with third party or Govt agencies such as RSETI, DDU-GKY etc.
- b. **Development of Enterprise / Livelihood Training module:** The consultant should develop and submit an enterprise/livelihood training module for the capacity development of the ultra-poor households.

3. Livelihood Cluster Development -

Market analysis and Livelihood Mapping/Enterprise selection carried by Satat Jeevikoparjan Yojana team would be base for the potential livelihood activities for the identified and selected HHs. The livelihood activities can be categorized as following:

Livelihood cluster development focusses on developing livelihood clusters involving Dairy, poultry, bamboo, lac, jute, carpet, agarbatti, bee-keeping, and other locally relevant activities. The consultant will develop a detailed module for developing and nurturing non-farm clusters based on locally relevant livelihood activities.

4. Development of Livelihood Promotion Roll-Out/implementation Plan:

The Consultant needs to develop detailed Livelihood Promotion Roll-Out/implementation Plan. And ensure their benefits to 1 lakh HH.

Key Outputs of the Consultancy:

The following outputs shall be submitted by the Consultants:

1. Capacity Building of MRPs, roll-out plan to ensure training of total of 2000 MRPs for livelihood promotion to ensure livelihood mapping/enterprise development.
2. Ensure an Integrated Livelihood Micro-Planning for one lakh individual household and also ensure its implementation. Integrated livelihood micro-planning and its implementation needs to be carried out for the ultra-poor households with the support of MRPs and YPs engaged in the Satat Jeevikoparjan Yojana.

3. Ensure development of implementation plan with timeline for preparation of Livelihood Micro Planning of 1 Lakh Households. S/he will also design Monitoring & Evaluation framework of the same.
4. Development of training module on micro planning, enterprise development and livelihood promotion.
5. Development of module and roll out plan for Conducting Detailed Market Analysis.
6. Ensure the development of livelihood mapping; select suitable enterprise for identified one lakh household with the support of YPs and MRPs.
7. Based on demand from identified households in resource mapping, the consultant will develop clusters of different livelihoods relating to farm, non-farm and off-farm themes under JEEViKA.
8. Livelihood mapping of one lakh identified ultra-poor households; linking the households with suitable farm, non-farm, off-farm livelihood activity and ensuring them an additional livelihood activity in addition to the existing livelihood activity to individual households. The identified suitable livelihood options has to be continuously monitored and tracked in each cycle of the intervention as per the designed Package of Practices (PoP) and also a lifecycle monitoring systems of the livelihood intervention should be designed. The monitoring would be carried with the support of the MRPs and YPs engaged in the Satat Jeevikoparjan Yojana.
9. Standard lifecycle plans need to be designed for each livelihood intervention relating farm, non-farm and off-farm based on the livelihood investment provided to individual household under Satat Jeevikoparjan Yojana with continuous monitoring of the same based on periodic indicators and deliverables to be tracked for ensuring hand-holding support to the HHs by MRPs. The consultant also needs to design Standard Package of practices (PoP) for the livelihood intervention relating to farm, non-farm and off-farm, in consideration with local agro-climatic and ecological conditions.

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 State Project Manager- Social Development (SPM-SD). S/he will provide intensive support in the districts where the Satat Jeevikoparjan Yojana 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: Livelihood Promotion 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.