

**TERMS OF REFERENCE
FOR
HIRING OF INDIVIDUAL CONSULTANTS FOR SCALING UP REGISTRATION OF FEDERATIONS**

Background

The Government of Bihar (GoB) has initiated a project on rural livelihoods promotion with support from the World Bank. This initiative is being implemented through a Society registered with Government of Bihar (GoB) by the name of Bihar Rural Livelihoods Promotion Society (BRLPS). It aims to improve rural livelihood options and works towards social and economic empowerment of the rural poor and women by promoting self managed community institutions and further strengthening their livelihoods. For establishing self-managed and uniform administrative, financial and statutory system in the formed SHG-federations, BRLPS is giving emphasis on providing legal entity to them under Bihar Self Supporting Cooperative Society Act, 1996.

Objective of the assignment

- a. Establishing effective liaisoning system with Assistant Registrar and District Cooperative Officer for submitting and certifying federations under Bihar Self Supporting Cooperative Act, 1996.
- b. Capacity building of project staffs, community professionals and community leaders on developed bye-laws, training manuals on statutory system building in the selected VO and CLF.

Scope of Work

The consultant services are required in BRLPS in its operational districts. As per the mandate, a self-managed statutory system needs to be establish in the community institutions of BRLPS. Among various statutory activities preparation of standard by-laws, election of leaders, development of annual action plan and budget, conduction of audit and annual general meeting, return filing, etc. seems relevant for development of community institutions. In order to develop these institutions as self-reliant in managing their statutory activities registration of federations as per standard Act is necessary. For this, proper nurturing of field staffs, community professionals and community leaders need to be done. Therefore, the field staffs, community leaders and community professionals are the primary target group for capacity building and these teams will be responsible for further imparting training to CBO members. It is expected that the consultant will be able to ensure quality results in terms of assisting the BRLPS team to meet the expected quality outcomes.

Broad tasks to be performed by the Consultant

- a. Establishing effective liaisoning with Assistant Registrar and District Cooperative Officer for submitting and certifying federations under Bihar Self Supporting Cooperative Act, 1996.
- b. Capacity building of project staffs on developed by-laws, relevant documents, trainings manuals for registration of federations.
- c. Capacity building of community professionals on preparing relevant documents for registration of federations.
- d. Capacity building of federations on building required statutory system.
- e. Any other need based assignment of theme.

Period of Consultancy

The service of consultant will be hired for a period of SIX months. However, there is a possibility of extension of contract upon satisfactory performance. The performance evaluation criteria will be agreed after signing of the contract. The consultants will be placed in the district/ state location.

Role of consultant

The consultant will be an integral to project implementation processes and work as partner with the project. His/ her role is to carry out the process of institution building and capacity building of project staffs, community cadres, leaders of federations and then to facilitate review and discussion of the learning among all the levels of project management including communities.

Reporting

Consultant shall submit month wise narrative report along with output report in a prescribed format consisting task to be carried out and output to be delivered. Report should be discussed with concern DPM/ DPM In charge and submitted to SPMU.

Key Person, Qualification and Experience of the Consultant

The key Qualification required in the Internal Consultant is proven track record in anchoring/ conducting monitoring activities.

Category	Qualification
A1	Atleast PG or Higher Degree with experience of more than 20 years in relevant field with reputed national and International level Institutions / Assignments.
A2	Atleast PG or Higher Degree with experience of more than 15 years in relevant field with reputed national and International level Institutions / Assignments.
A3	Atleast PG or Higher Degree with experience of more than 10 years in relevant field with reputed national and International level Institutions / Assignments.

The Experienced individual having lower than PG Degree but with the relevant experience of 15-20 years of proven track record of previous works may be considered.

Review Committee to Monitor Consultants Work

The Chief Executive Officer, BRLPS in association with State Project Manager (IB & CB)/ Project Manager (IB) shall be responsible for reviewing and monitoring the work of consultants. S/he may also seek comments and inputs on the Consultants work from other officials and experts.

Payment

Payment will be made from the State unit on the monthly basis subject to the submission of Monthly Report with achievement of deliverables. S/ he will be eligible for any policy amendment in the payment of consultant at SPMU.

Allocation of Districts

Allocation of District	
Consultant 1	Banka, Bhagalpur, Munger, Begusarai
Consultant 2	Darbhanga, Madhubani, Samastipur, Vaishali
Consultant 3	Madhepura, Saharsa, Supaul, Khagaria
Consultant 4	Arwal, Aurangabad, Gaya, Jehanabad, Nawada
Consultant 5	Jamui, Lakhisarai, Sheikhpura, Nalanda
Consultant 6	Araria, Katihar, Kishanganj, Purnea
Consultant 7	Gopalgunj, Saran, Siwan, East Champaran
Consultant 8	Muzaffarpur, Sheohar, Sitamarhi, West Champaran
Consultant 9	Bhojpur, Buxar, Kaimur, Patna, Rohtas