

Jharkhand State Livelihood Promotion Society

Terms of Reference (ToR) for Selection of NGO for the implementation of NRLM activities in selected Panchayats through DRDA, Simdega

Section A: Background;

The Government of India has launched National Rural Livelihoods Mission (NRLM) under the Ministry of Rural Development (MoRD). The mission aims to create an efficient and effective institutional platform of the rural poor enabling them to increase household income generation activities through sustainable livelihood enhancement and improved access to financial and selected public services. NRLM has been set out with an agenda to reach out and mobilize 7.00 Crores households under Below Poverty Line (BPL), across 600 districts, 6000 blocks, 2.5 Lakhs Gram Panchayats, 6.00 Lakhs villages in the country, into self-managed Self Help Groups (SHGs) and federated institutions and support them for livelihood collectives. In addition, the poor would be facilitated to achieve their rights, entitlements and public services, in consonance with social indicators of empowerment. In the State of Jharkhand, across 24 districts, 259 blocks, 4423 Gram Panchayats and 32,615 villages, a twin-track approach has been planned so that the process can be established in one hand and replication effect in all the districts can be achieved within a limited time period on the other. The State Rural Livelihood Mission (SRLM) has planned to cover all the districts of Jharkhand by the end of 2017 and blocks by 2019 respectively. Therefore, a phase-mannered implementation approach would be adopted in the state as mentioned below.

i. Intensive blocks-

All the Intensive Blocks will be the resource blocks for the “Proof of Concept” where the replicable models can be created. During the Financial Year 2013-14, 40 blocks among 11 districts has been taken as a Resource Blocks / Intensive blocks in the state, which will act as a learning ground for the remaining blocks.

ii. Non-Intensive blocks-

During the Financial Year 2013 -14, 219 blocks in 23 districts will be covered under Non-Intensive approach. In these blocks, NRLM will be implemented through DRDA with the support of various stakeholders such as Non-Government organisations, community level federations of SHGs / producer groups etc..

It is planned to reach out to **44277** rural population in Simdega district with **07** blocks **07** gram panchayats and **25** villages through **185** no of SHGs. The desired information of the implementation blocks is as follows:

Sl. No.	Name of Block	Name of selected Gram Panchayat	Population details of Gram Panchayat	Total Rural Targeted Female
1	Simdega	Garja	6721	3386
2	Bolba	Samsera	5621	2842
3	Kersai	Kinkel	5936	3026
4	Bansjor	Bansjor	6010	3046
5	Kurdeg	Hethma	4968	2420
6	Pakartar	Pakartar	7721	3710
7	Jaldega	Lamboi	7300	3617

Section B: Rationale:

Comprehensive reviews of SGSY have brought into focus several shortcomings like vast regional variations in mobilisation of rural poor; insufficient capacity building of beneficiaries; insufficient investments for building community institutions and weak linkages with banks leading to low credit mobilisation and repeat financing. In this context, the Government of India has approved the restructuring of SGSY as NRLM, to be implemented in a mission mode in the Country.

In Jharkhand, approximately 90,000 SHGs have been formed under the SGSY till March, 2013. In order to nurture and strengthen, these SHGs, a dedicated support structure is required at the block level. The NGO is required to deploy professionals to achieve the annual targets of NRLM as defined by JSLPS.

DRDA District **Simdega**, is in the process of hiring the services of professional from credible NGO that have created efficient and effective institutions of the poor and have demonstrated models of social inclusion, financial inclusion, economic inclusion and convergence with various stakeholders. Over the period, the NGO/deployed professionals will be expected to create social capital in the form of community professionals, community best practitioners, generally known as Community Resource Persons (CRPs), for undertaking social mobilization and institution building.

The NGO/ deployed professionals will solely be responsible for capacity building of targeted mass in various aspects of Institution Building, Financial Inclusion/Micro Finance, Social Development, Livelihoods and Project Management related to Rural Development.

Section B1: Objectives of the Assignment:

This ToR is prepared to undertake a technical selection of competent NGO to implement NRLM activities in the Non-Intensive blocks through DRDA by deploying desired professionals through NGO. The NGO/ professionals will be expected to build social capital by ensuring social mobilisation and institutions building thereby to achieve outcomes pertaining to social inclusion, financial inclusion and access to livelihoods services of existing SHGs.

Section B2. Process of Selection:

1. The ' Request for Expression of Interest' (REoI) will be invited through an open advertisement (as cited **in Annexure A**) in local newspaper (s) by giving minimum 2 weeks time. Interested NGO can either obtain the Expression of Interest (EoI) document from respective DRDAs or download from (www.simdega.nic.in).
2. Eligible NGO will submit their Expression of Interest (EoI) as per the prescribed formats/requirements as specified in the EoI.
3. The EoI will be evaluated by a District Level Committee consisting of at least 3 members. The evaluation will take care of proven track record and will be based on competency of NGO in rendering quality services.
4. After evaluation of the EoI, Request for Proposal (RfP) shall be issued to the best suitable six NGO based on prioritized list of NGOs. They will be given minimum 4 weeks time for submission of the proposal.
5. The selection will be made by District Level Committee through Quality Based Selection (QBS) methods.
6. The recommendations of the Committee shall be placed before the Deputy Development Commissioner for approval to award the contract.
7. Any other support required by the DRDA for selection shall be intimated to JSLPS and the DRDAs should ensure that the selection should be as per the Procurement Guidelines of NRLM.
8. The contract for the assignment shall be signed in between the DRDA and the selected NGO. The agreed tasks are expected to be completed within the prescribed time frame. Any escalation or alteration in quality, quantity, time, costs etc. will be subject to the prior approval of JSLPS.

Section C: Scope of Work:

The NGO will follow the instructions of DRDA under the guidance of JSLPS. The NGO/ deployed professionals will design its approach and methodology for the assigned tasks accordingly and get it approved by the DRDA.

It is expected that the NGO will put in place a full time, competent and experienced team comprising of dedicated Subject Matter Specialist (SMS)- Institution Building & Capacity Building and SMS- Financial Inclusion & Community Finance in each cluster comprising of 3-4 blocks in a district and one Panchayat Level Coordinator in each of the selected Gram Panchayat as cited in **Annexure B**. The team is expected to carry out the assignments with high degree of accountability as well as maintain transparency and manage all necessary documentations for any obligations arising in future. It is expected that the NGO will be able to ensure quality as desired by DRDA/JSLPS in the implementation of NRLM activities.

The focal areas of implementation will be as follows;

- Social mobilization
- Participatory Identification of Poor Community Institution Building (SHGs, Village Organization, Cluster level federations)
- Capacity building of SHGs, VOs and Community cadre.
- Credit Linkage and Financial Literacy
- Micro Finance, Financial Inclusion and Micro-Investment Planning (MIP) process & Community Investment Fund (CIF) management
- Convergence & Partnerships
- Livelihoods Promotion & Marketing

Section D: Eligibility Criteria:-

The general selection of agency would be guided by the following criteria;

- The NGO should be registered under Society Registration Act – 1860.
- The NGO should have an established office in the operational district.
- The NGO should have an audited statement of accounts for the last three consecutive years eg. 2010-11, 2011-12 & 2012-13.
- The NGO should have an average grant receipts/turnover for Rs. 10.00 Lakhs for the last three consecutive years as per audited statement.
- The NGO shall not be black listed or debarred by any Govt. Departments or similar organisations
- The NGO should have a proven track record of at least five years' experience in implementation of development projects primarily focused on Institution building and promotion of livelihoods in the rural areas within the state and clearly reflected in their Annual Report of last three years.

- The NGO should have minimum 3 Capacity Building professionals in different thematic areas with a minimum experience of 3 years in imparting similar nature of training/capacity building programmes.
- The NGO should have experience in implementation of development projects focused on community mobilization & Institution building including formation of SHGs, primary & secondary level federations, Financial Inclusion etc. in the district.

Section E: Support to be provided by State Resource Cell, JSLPS:

All project related data and documents required for implementation of the activities like;

- Annual Action Plan (AAP) for the year
- Policies, Manuals and Guidelines relating to NRLM will be made available.
- Monitoring and Support in the light of implementation plan.
- Capacity Building, handhold supports, Sensitization/orientations etc
- Technical support as per the needs in the interest of NRLM. Section F: Period of Assignment: The total duration of the assignment would be initially for a period of one year with a scope for further extension depending upon satisfactory performance and requirement of DRDA.

Section G: Review and Monitoring of Work:

The NGO will be responsible to submit monthly progress report to DRDA on the prescribed format in a specified time. A quarterly as well as annual qualitative report will be submitted on agreed dates to DRDA.

The DRDA will be responsible for the review and monitoring of the progress of the assignment on monthly/quarterly basis and interact with the selected NGO. The DRDA will incorporate NGO physical and financial progress with their monthly progress report and submit to JSLPS on monthly basis in prescribed format. The Statement of Expenditure (SoE) & Utilization Certificate (UC) of NGO will be submitted on quarterly basis along with the requisition of fund for the next quarter.

Any reports/ process documents produced as a part of this assignment shall be deemed to be the property of DRDA and the NGO will not have any rights to claim the ownership and will not use/disseminate/publish or reproduce the contents of the above documents without the prior permission of DRDA.

All the movable / immovable assets created during the programme period will be solely under the ownership of DRDA/ Community.

ANNEXURE: B

Sl. No.	Name of Position	Key qualification and experience
1	SMS - Institution Building & Capacity Building (one person for a cluster of 3-4 Blocks)	Graduate in any discipline having 3 years field level experience in community development projects focused on participatory techniques in formation and nurturing of SHG and its federations.
2	SMS - Financial Inclusion & Community Finance (one person for a cluster of 3-4 Blocks)	Graduate in any discipline having 3 years field level experience in mobilizing and developing Self Help Groups and their Federations and ensuring bank credit linkages with the commercial/nationalized banks.
3	Panchayat Level Coordinator (one per block)	3 10+2 (Intermediate in any discipline) with 2 years of experience in the field of institution building and rural livelihoods promotion. The selected person will be posted in the selected Panchayat. Preference will be given to qualified persons from the same Panchayat or nearby Panchayat.

Note-

- a. Headquarter of SMS would be defined as centre of cluster after clusterization of blocks or depending on accessibility (topography and situations).
- b. A Cluster of blocks will be comprised of minimum 3 and maximum 4 Blocks depending on topography area (distance).

Checklist for submission of Eol.

1. Copy of Society Registration.
2. Copy of three years of audited statement of accounts.
3. Annual Report of last years.
4. Curriculum Vitae (CV) of key persons.
5. Self Declaration by NGO that it is not black listed or debarred by any Govt. Department or similar organisations.
6. Proof of its presence in the district. (e.g., Annual Report, Letter or certificate from any government department regarding its involvement in the district).