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# POLICY ON STATE RESOURCE PERSON

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[Document subtitle]



NAGALAND STATE RURAL LIVELIHOODS MISSION  
2019-2020

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## Introduction

The Government of India launched Deen Dayal Antyodaya- National Rural Livelihoods Mission (DAY-NRLM) in June 2011 under the Ministry of Rural Development (MoRD). The mission aims at creating efficient and effective institutional platforms [*Self Help Groups (SHG) and their Village Level Organisation (VLO) and Cluster/Block Level Federation (CLF/BLF)*] of the rural poor enabling them to increase household incomes through sustainable livelihoods and improved access to financial and public services. DAY-NRLM is designed to facilitate shift of the States from the allocation-based strategy to a demand driven strategy, enabling the States to formulate their own poverty reduction plans. It functions in a mission mode for target based-time bound delivery of outcomes following a bottom-up demand driven approach which would allow the States to formulate their own poverty alleviation plans on the basis of available allocation, resources and skills.

The Government of Nagaland under the Chairmanship of the Chief Minister has constituted the Nagaland State Rural Livelihood Mission, a Professionally managed autonomous society in 13<sup>th</sup> September 2012. The mandate of NSRLM is to promote community driven mission for eradication of poverty in the State which ensures inclusion of neglected, deprived and vulnerable poor communities in mainstream through strong grassroots financially sustainable institutions of the poor for diversified sustainable livelihoods. Mission Management Units have been set up at the State, District and Blocks as a dedicated support structure for effective implementation of the mission activities in the State.

The sustainability of the Mission depends primarily on the quality of the institutions and its cadres. Continuous capacity inputs to enhance the knowledge and skill base of the human resources i.e. both staff as well as community cadres is essential to give a strategic dimension to the programme and to strengthen the institutions. Therefore, NSRLM consistently focus on Community centered Capacity Building activities. It ensures the mission intervention is made through different community level institutions like SHGs and their Village Level Organizations and Cluster/Block Level Federations along with various community level cadres including but not limited to such as Master Bookkeepers, Village Facilitators, Community Service Providers, Bank Sakhis and Internal CRPs. Till date more than 1500 different types of Community Cadres are engaged on need-based support to the Community Institutions at the Village level.

The dynamic nature of the Mission demands taking up various higher-level capacity building measures through training, exposures, handholding etc. resulting in huge human resources to be deployed to deliver different functions at various levels. To facilitate this burgeoning requirement, NSRLM is committed to develop pool of Resource Persons at the State, District and Block level, viz, 7-15 State Resource persons at the State Level, 7-15 District Resource Persons per District, and 7-25 Resource Persons per Block respectively. The District Resource Cell will be at the DMMU office, while the Block Resource Cell will be in the 9 Resource Blocks (fig-table). They will be trained and empanelled by the State Mission, wherein their services will be procured on need based for meeting capacity building needs of staff, community members, leaders and their cadres. The resource person will not only meet the CB needs but also identify existing CB gaps which needs to be filled.

List of Districts and Blocks for Resource cell		
SN	DISTRICT*	BLOCKS*
1	Dimapur	Chumukedima
2	Kiphire	Kiphire
3	Kohima	Jakhama
4	Longleng	Longleng
5	Mokokchung	Changtongya
6	Mon	Mon
7	Peren	Jalukie
8	Phek	Pfutsero
9	Tuensang	Athibung
10	Wokha	Wokha
11	Zunheboto	Satakha

\*Subject to change

The development of resource pool at State, District and Block level will encompass different thematic related to Development Sector, particularly with relevant experience and expertise in poverty reduction and livelihoods for organising various State, District And Block level training program for Mission staff, resource persons, line department and community level cadres. Also services of resource persons will be procured for specific ToR based work on different components of mission.

Resource Person should have profound understanding on “Dimensions of Poverty” and “Social-Economic-Cultural issues”, “Gender issues”, “Livelihood” in the context of Nagaland. And s/he should be committed to participatory processes and have good facilitation skills and hands-on extensive experience of working in rural development projects (community driven development project). Areas of expertise including but not limited to Institution Building & Capacity building; Social Inclusion-Social Development; Gender/FHNW; Livelihoods; and Micro Finance & Financial Inclusions. c.

## Objective of Resource Pool Development

- To develop pool of dedicated and trained resource person at Block, District and State level
- To strengthen the Community Cadres in order to accelerate communitization.
- To scale up the programme without compromising with the quality parameters.
- To develop relevant capacity building material required for different trainings.

## Broad Roles and Responsibilities of Resource Persons (RP)

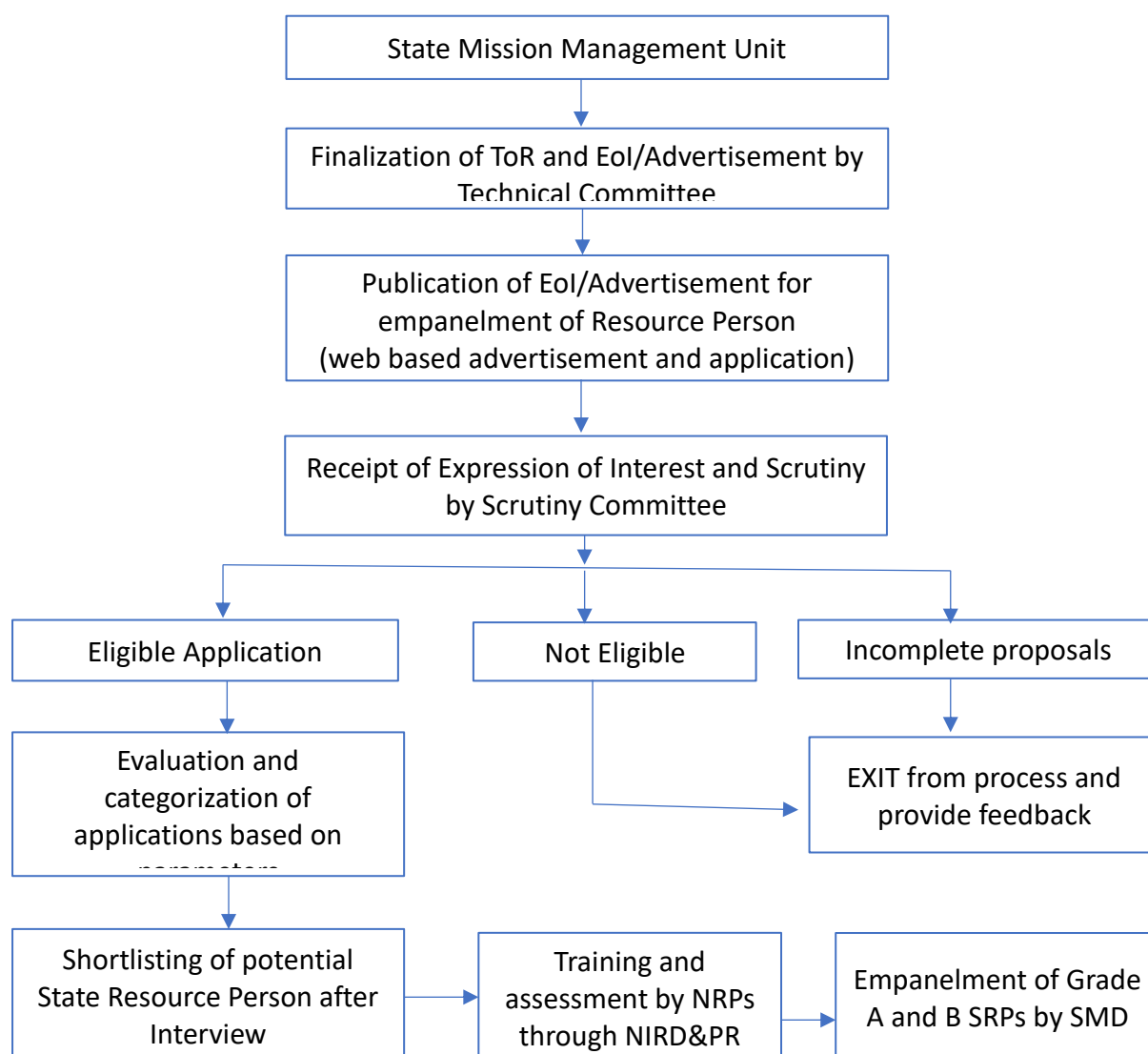
One of the main objectives of this guiding document for SRP is to delineate the roles and responsibilities of the SRPs in providing continuous, proficient and knowledgeable mentoring supports to SRLMs. Therefore, those who can guide and support the assigned SRLM through their understanding and experience and offer technical assistance and capacity building to help plan, execute, monitor, and document farm livelihood activities. The specific roles of SRPs as envisaged are:

- Planning:** Support the SRLM in developing an implementation plan for respective thematic
- Execution:** Support SRLM in execution of the respective thematic interventions.
- Monitoring, Evaluation and Documentation:** Support SRLM to develop robust field monitoring system at all levels (State, district, block and village), capturing and validation of MIS, maintenance of updated MIS continuously, in house evaluation or through third party evaluation agencies by drafting TOR, evaluation of bids and

negotiation of contracts and monitoring of evaluations and similar activities for ongoing and post project documentation.

- d. **Immersion site development:** Support SRLM in creating immersion sites for respective interventions in a cluster of adjoining 2-3 villages.
- e. **Training and capacity building:** Support SRLM in developing training materials, preparation of training modules, execution of training and capacity building events, field demonstration etc.

## Empanelment Process of State Resource Persons



## RP Selection Criteria & Parameters: External Resource Person (Professionals)

Eligibility Criteria	State level			District level			Block level		
	A	B	C	A	B	C	A	B	C
Qualification	Graduate and above in any discipline			Graduate and above in any discipline			Graduate and above in any discipline		
Total Experience	> 10 years relevant experience	> 7 years of relevant experience	> 5 years relevant experience	> 7 years relevant experience	> 5 years of relevant experience	> 3 years relevant experience	> 4 years of relevant experience	> 3 years of relevant experience	> 2 year of relevant experience
Experience in Training as RP	> 5 years	> 3 years	> 2 years	> 3 years	> 2 years	> 1 years	> 1.6 years	> 1 years	> 0.6 years
Minimum Age	40	35	30	35	30	30	25		
Language Proficiency	Proficiency in write, read and speak in English and Nagamese						Proficiency in write, read and speak in Nagamese and local dialect		
Other-1	10% of the resource persons may be taken from community cadre.			10% of the resource persons may be taken from community cadre.			50% candidates should be from SHG Members/Cadres.		
	<b>Note: Community Resource Person Selection criteria and parameters from amongst the community Cadre/ Community Institutions is given in Table below</b>								
Note:	<ul style="list-style-type: none"> <li>Relaxation in age will be given to retired person, who are keen in this assignment</li> <li>Preference will be given to local candidates having experience of working in Nagaland, engaged as part time/freelance professionals, young professionals from Agri &amp; Allied, MSWs, empanelled with other organisations, agencies and have exposure to SHG movement.</li> </ul>								

## RP Selection Criteria And Parameters: Community Resource Person

ELIGIBILITY CRITERIA	STATE LEVEL			DISTRICT LEVEL			BLOCK LEVEL		
	A	B	C	A	B	C	A	B	C
Qualification	Class XII and above			10 <sup>th</sup> and above			8 <sup>th</sup> Class and above		
Membership in SHG	More than 5 years			More than 4 years			More than 3 years		
Experience as ICRP	> 5 years	> 4 years	> 3 years	> 4 years	> 3 years	> 2 years	> 3 years	> 2 years	> 1 year
Experience as trainer (CC)	> 5 years	> 4 years	> 3 years	> 4 years	> 3 years	> 2 years	> 3 years	> 2 years	> 1 year
Minimum Age	35			30			25		
Language Proficiency	Proficiency in write, read and speak in English and Nagamese						Proficiency in write, read and speak in Nagamese and local dialect		
Note: Relaxation in educational qualification and age will be based on the expertise and capability of the candidates									

## State Technical Committee

State Technical Committee would perform the functions of selection of Resource Pool at State level.

Expected members of the committee	Role
<ol style="list-style-type: none"> <li>1. SMD</li> <li>2. Chief Operating Officer</li> <li>3. Concerned Thematic SPM</li> <li>4. SPM HR/ SPM Procurement</li> </ol>	<ul style="list-style-type: none"> <li>• Review the Resource Person</li> <li>• Requirement Plan of State and submit to the Technical Committee by concerned Thematic as per the current Financial Year's Annual Action Plan before sending for approval to SMD, SRLM.</li> <li>• Review and finalize Terms of Reference received from concerned Thematic before sending to SMD, SRLM for approval</li> <li>• Expression of Interest (Eoi) / advertisement to be prepared by SPM Procurement before sending for approval of SMD, SRLM.</li> <li>• Advertisement to be released as per the approved resource requirement.</li> </ul>

## Screening / Selection Process and Scrutiny Committee

Based on the qualifications, experience, aptitude, and mutual exploration during the desk review, discussion/initial orientation, the suitable persons would be considered for enlisting/empanelling as resource persons at State, District and Block levels. NSRLM will use their services on need based and empanelment will be purely on discretion of the State Mission. Remuneration will be payable as per NSRLM approved honorarium per diem basis. NSRLM has sole discretion of cancelling /rescheduling the process at any stage. The steps involved in the selection process are as follows:-

PROCESS	STATE LEVEL	DISTRICT LEVEL	BLOCK LEVEL
<b>Identification of Candidates</b>	Through advertisement in newspaper/NSRLM website	• Through notice in District and Block level, NSRLM website	• Through notice in District and Block level, NSRLM website
<b>Collection of CV/Bio data</b>	Prescribed format which can be downloaded from NSRLM website		
<b>Desk review /Short listing of CV</b>	Criteria based short listing based on summary of CV (excel sheet)		
<b>Screening process</b>	Based on Interview	Group discussion/Interview/any other performance test	Group discussion/Interview/any other performance test
<b>Interview Panel/Scrutiny Committee</b>	MD/AMD COO (Programs) SPMs in respective domain	District Mission Manager District Program Manager ADPM COO/SPM will also part of SMMU representatives.	Block Mission Manager BPM COO/SPM will also part of SMMU representatives.
<b>Selection &amp; Empanelment</b>	Post shortlisting, these applicants shall undertake orientation cum induction course of 5 days, and State Resource Person training on respective thematic of 8 days each through NIRD & PR by the NRPs as per the structured module designed by NMMU. Post these training the participants shall be assessed through NIRD&PR, and those who pass through grade A and B (Grade A = Greater than 90% and Grade B = Greater than 75 %) shall be recommended for and empaneled as State Resource Person.		
Note: CV received for State level can be forwarded to District level, similarly, District level CV can be forwarded to Block level.			

## Profile Evaluation Parameters and % Weightage

ASSESSMENT INDICATORS & CATEGORIES	SCALE	REMARK
<b>TOTAL WORK EXPERIENCE (IN YEARS)</b>		
3.1 to 5	1	
5.1 to 7	2	
7.1 to 10	3	
More than 10	5	
<b>TOTAL WORK EXPERIENCE IN ANY THEMATIC (IN YEARS)</b>		<b>THEMATIC MODULES</b>
2 to 3	1	<ul style="list-style-type: none"> <li>• Social Mobilization and Institution Building</li> <li>• Capacity Building and Training Methodologies</li> <li>• Financial Inclusion and Micro Finance</li> <li>• Financial Management</li> <li>• Bookkeeping and Accountancy</li> <li>• Livelihoods (Farm and Non Farm)</li> <li>• Gender and Law</li> <li>• Health and Hygiene</li> <li>• Education</li> <li>• Convergence, Govt. Schemes and Entitlements</li> </ul>
3.1 to 5	2	
5.1 to 10	3	
More than 10	5	
<b>PRIOR WORK EXPERIENCE WITH NSRLM (AS RESOURCE PERSON)</b>		
1 to 2	1	
2.1 to 3	2	
3.1 to 5	3	
More than 5.1	5	

## Training Process of SRP

The Mission being community led program, it is imperative for Resource Persons to have a robust understanding on the concepts & thematic areas of NRLM. Therefore, they will undergo minimum two dose of trainings; the first dose being 4-day orientation program on NRLM vision, mission and its components, and the second being 6-day theme specific/sub theme specific training. Refreshers and relevant higher level trainings will be imparted based on emerging need. In order to meet community level CB requirements, 11 Block/regional centers (fig in introduction) will be establish for BRP level trainings. All the expenditures incurred during the trainings will borne by respective DMMU/BMMU. The total expenditure of training program will be booked under CBS budget head for State and District level trainings, and IB-CB budget head for Block level trainings. The following is the indicative training Programmes to be undertaken by Resource Persons pool (including but not limited to):

SN	THEMATIC	KEY TRAINING PROGRAMMES	DURATION (IN DAYS)
1	Induction and Orientation on the Project	<ul style="list-style-type: none"> <li>• Key design principles of the project/mission, Core Values or Non- Negotiable of organization, Mission, Vision, Objectives etc.</li> <li>• Description of Program Components, project framework, Result framework etc.</li> <li>• Institutional architecture, significance of CB in NRLM.</li> </ul>	
2	Social Mobilization	<ul style="list-style-type: none"> <li>• Participatory training on Poverty, SHG formation</li> <li>• Village entry, &amp; Rapport Building</li> <li>• PTM based training on SHG Concept and Management- By-laws, leadership selection, their roles and responsibilities, meeting processes, Panchsutra, basic books of records etc.</li> <li>• Facilitation Skill</li> <li>• PRA exercises—Social mapping, Poverty mapping, Participatory Identification of Poor, Livelihoods Mapping etc.</li> <li>• PIP process</li> </ul>	

SN	THEMATIC	KEY TRAINING PROGRAMMES	DURATION (IN DAYS)
3	Visioning	<ul style="list-style-type: none"> <li>• Vision building</li> <li>• 10 years in a block.</li> <li>• SHG /VO life cycle</li> <li>• Annual Action Planning</li> </ul>	
4	Institution Building	<ul style="list-style-type: none"> <li>• SHG life cycle, grading and auditing and self monitoring system</li> <li>• Village Level Organization training</li> <li>• PTM based training on formation and nurturing of VLOs / Primary level</li> <li>• Federation/VLO-Sub Committees formation, permanent agenda- review of performance of Community Cadres</li> <li>• SHG/VO/CLF books of records</li> <li>• Opening of SHG/VO/CLF bank account, A/C operation and management</li> <li>• Registration of federations</li> <li>• En-visioning of federations, Agenda of social inclusion—bringing left over poor under the fold of SHGs</li> <li>• CIF/CIS management</li> </ul>	
5	Social Inclusion, Development and Convergence	<ul style="list-style-type: none"> <li>• Gender, Disability and Domestic violence</li> <li>• Food &amp; Nutrition, including Food security module (Rice Credit Line)</li> <li>• Health &amp; Hygiene, and Sanitation</li> <li>• Benefit, principles and stages of convergence</li> <li>• Convergence with Selected Government Programs- NREGA, Social Security etc</li> </ul>	

SN	THEMATIC	KEY TRAINING PROGRAMMES	DURATION (IN DAYS)
6	Financial Inclusion	<ul style="list-style-type: none"> <li>• Financial Literacy (Management of financial resources, Understanding of financial market products, Rewards and risks)</li> <li>• SHG books of Records: Theory and Practice</li> <li>• Requirements of MIS—formats and reporting</li> <li>• Micro-Credit Livelihoods Planning process, its making, appraisal, sanction, disbursement, utilization etc.</li> <li>• Bank account opening, its requirements, operation; Bank Linkages and CIS management</li> <li>• Cash management and financial literacy</li> <li>• Preparation of MCP/MIP</li> <li>• Household investment plan – listing and prioritization</li> <li>• Consolidation of MIP &amp; resource mobilization</li> <li>• Financing and rotation plan</li> <li>• MCP/MIP Appraisal – Participatory Situational Assessment, and ranking system</li> </ul>	
6	Financial Management	<ul style="list-style-type: none"> <li>• Compliance to financial regulations, accounting principles, and tax laws by scrutinizing records and assessing financial controls;</li> <li>• Compliance with government norms, financial rules, and procurement guidelines for all transactions under the scheme;</li> <li>• Compliance with audit observations from both statutory and internal audits; coordinate with auditing authorities and implementing agencies to resolve audit-related issues;</li> <li>• Capacity Building on Financial Management</li> </ul>	

SN	THEMATIC	KEY TRAINING PROGRAMMES	DURATION (IN DAYS)
7	Value Chain and Livelihood Promotion	<ul style="list-style-type: none"> <li>• Agro-ecological practices</li> <li>• Organic farming</li> <li>• Sustainable agriculture practices- Non Pesticide Management</li> <li>• Livestock Practices</li> <li>• Sectoral/Sub-sectoral and value chain development</li> <li>• NTFP</li> <li>• Rural Marketing module –forward and backward linkages.</li> <li>• Community Procurement Centre</li> </ul>	
8	Entrepreneurship Development	<ul style="list-style-type: none"> <li>• Enterprise development</li> <li>• Method to promote Enterprise</li> <li>• Legal framework</li> <li>• Backward &amp; forward linkages</li> <li>• Project profile for bank loan</li> </ul>	
9	Exposure to Home Grown Models and Best Practices in the state	<ul style="list-style-type: none"> <li>• Village Immersion in Mission Districts/Blocks (Stay in one of the project villages)</li> <li>• Exposure visits to other similar development programs operational in State, different NGOs Projects—in smaller groups (Field Visit and presentation)</li> </ul>	
10	Immersion Program in Resource State	<ul style="list-style-type: none"> <li>• Immersion to best practices in resource villages of resource state</li> </ul>	
11	Public Private Partnership (PPP)	<ul style="list-style-type: none"> <li>• Public private partnership model</li> <li>• PPP and GoN</li> <li>• PPP and various livelihood interventions – Promotion of handicraft, micro and small scale enterprises</li> </ul>	
12	Others	As per requirement	

## Remuneration Payment Process

The payment of Resource Persons has been divided into three categories based on the eligibility criteria. The payment of SRPs and DRPs will be made by SMMU whereas BRPs will be paid from the DMMU of the district which is utilizing their services. The Resource Person is required to submit training reports and in case of community cadre, the report needs to be submitted in the prescribed format. The payment shall be transferred within 5 working days after the submission of training report, travel log and TA bills through RTGS/NEFT in respective accounts of the resource persons. The payment of resource persons will book under CBS head for SRPs and DRPs and IBCB head for BRPs.

### Remuneration: External Resource Person

S.N	CATEGORY	A	B	C
	LEVEL	PER DIEM	PER DIEM	PER DIEM
1	State Resource Person	5000	4000	3000
2	District Resource Person	3000	2000	1500
3	Block Resource Person	2000	1000	800
4	Travel	As per actual taxi/bus fare. Local transport will be provided by State Mission or POL as per Govt. rate		
5	Boarding and Lodging	Boarding and Lodging will be arranged by the respective Mission Management Units (MMU)		
Note: Remuneration is based on CB protocols of NMMU				

### Remuneration: Community Resource Person

S.N	CATEGORY	A	B	C
	LEVEL	PER DIEM	PER DIEM	PER DIEM
1	State Resource Person	1500	1000	800
2	District Resource Person	800	700	600

3	Block Resource Person	600	400	300
4	Travel	As per actual taxi/bus fare. Local transport will be provided by State Mission or POL as per Govt. rate		
5	Boarding and Lodging	Boarding and Lodging will be arranged by the respective Mission Management Units (MMU)		
Note: Per session resource fee is not applicable for Community Resource Persons				

## Need Based Hiring

Based on CB needs and training demand from SHG/VLO/CLF, a specialized resource person (Individual/Best practitioner/Entrepreneur/Progressive farmers/Animators selected by other departments etc) particularly for Digital Finance, IT, documentation (print, audio, video) and other emerging component can be hired for the stipulated period at all the three levels. Resource Persons for Resource Person can be booked in any of the three categories based on their credentials. Need based hiring can be done by review panel based on the need from the community. For example : In case of demand for advance training in cloth making, the review panel may hire a well trained resource person for the training from open market and can book him under DRP or BRP cost norms based on expertise, experience and service charges. In such cases prior approval of Mission Director for all level will be required.

## Thematic/Domain Area

SL.NO	THEMATIC	CRITERIA
1	Institutions Building and Capacity Building	Annexure I
2	Social Inclusion-Social Development	Annexure II
3	Livelihoods	Annexure III
4	Financial Inclusions	Annexure IV
5	Financial Management	Annexure V

## Thematic/Domain and No. of Resource Person required at State level and District Level

The State Resource Person (SRP) and District Resource Person (DRP) **[for 11 Districts]** should have expertise in one or more of the following thematic/domains (Roles and responsibility in Annex I to IV):-

SRP: 1 IBCB, 3 SISD, 1 NF, 1 Livestock, 1 Agri, 1 FI, 1 FM

S.N	THEMATIC/DOMAIN	KEY AREA	NO. OF RESOURCE PERSON REQUIRED	
			SRP	DRP
1	Institutions Building-Capacity Building (including Social Mobilization)	SHG/VLO/CLF-BLF concept, norms and management	1	11
		Participatory Training Methodology		
		Visioning; PIP/PRA		
2	Social Inclusion-Social Development	Gender, Vulnerability Reduction Plan (VRP)/Poverty Reduction Plan (PRP)/PRI-Convergence	1	11
		Social Inclusion (PWDs, Elderly, and other vulnerable community members)	1	
		Food, Nutrition, Health & WASH (FNHW)	1	
3	Livelihoods	On Farm (Agriculture)	1	11
		Off-Farm (Livestock)	1	11
		Non-Farm/Micro Enterprise	1	11
		Value chain and Agriculture Marketing/Producer Groups/Producer Company		
		MCP trainer; MCP review and quality control		
4	Financial Inclusions	Digital Finance/Micro Insurance	1	11
		Financial Literacy		
		Fund Management including Audit		
		SHG/VLO/CLF-BLF Book of Records		
5	Financial Management	Compliance to government norms, financial rules, financial regulations, accounting principles, and tax laws/audit & compliance; and procurement guidelines for all transactions	1	0
		<b>Total</b>	<b>9</b>	<b>88</b>

Note: The indicative domain/thematic may be added/scraped/ merged based on requirement.

## Thematic/Domain and No. of Resource Person required at Block Level

The Resource Persons for the 11 Resource Blocks should have expertise in one or more of the following thematic/domains:-

S.N	THEMATIC/DOMAIN	KEY AREA	No. of Resource Persons required per Resource Block (11)
1	Institutions Building-Capacity Building (including Social Mobilization)	PIP/PRA; Visioning Trainer	1
		SHG, VLO, CLF/BLF Master Trainer	
2	Social Inclusion-Social Development	Gender / VRP/PRP/PRI-Convergence	1
		Social Inclusion	
		Food, Nutrition, Health & WASH (FNHW) Trainer	1
3	Livelihoods	Agriculture (on farm) Trainer	1
		Livestock (off farm) Trainer	
		Non-Farm/Micro Enterprise Trainer	1
		MCP trainer; MCP review and quality control	
4	Financial Inclusions	Financial Literacy including Audit Trainer	1
		MCP Trainer	
		SHG, VLO/CLF-BLF Bookkeeping Trainer	
5	Financial Management	Compliance to government norms, financial rules, financial regulations, accounting principles, and tax laws/audit & compliance; and procurement guidelines for all transactions	0
		<b>Total</b>	<b>6</b>

\*\*Grand total will be 66 CRPs

## Type of Resource Person, Target Groups, Training Area, Approval Authority

S.N	TYPE OF RESOURCE PERSON	OPERATIONAL/ VENUE AREA	TYPE OF ASSIGNMENT	TARGET GROUPS	NODAL UNIT/PERSON	APPROVAL AUTHORITY
1	State Resource Person	State level / District level /Block level	<ul style="list-style-type: none"> <li>• Develop training curriculum and modules</li> <li>• Develop learning material</li> <li>• Organize training / workshop</li> <li>• Organize review meeting</li> <li>• Documentation, Including video documentation</li> <li>• Monitoring cum support visit</li> <li>• Any other task as per need</li> </ul>	Mission Staff; Key Stakeholders (Govt., Bankers, Organizations, CBOs, NGOs etc); Community Cadres	SMMU: Chief Operating Officer (Programs)/State Program Manager of respective thematic/domain	Mission Director
2	District Resource Person	Within District and Block	<ul style="list-style-type: none"> <li>• Organize training / workshop</li> <li>• Documentation, Including video documentation</li> <li>• Monitoring cum support visit</li> <li>• Any other task as per need</li> </ul>	Mission Staff, Bankers, Line Departments, Community Cadres	DMMU: Asst. District Program Managers	Mission Director/District Mission Manager
3	Block Resource Person	Cluster level; Village level	<ul style="list-style-type: none"> <li>• Organize training / workshop</li> <li>• Documentation, Including video documentation</li> <li>• Monitoring cum support visit</li> <li>• Campaign mode of assignment such as MCP preparation drive, Bank linkages, digital finance drive, etc</li> <li>• Any other task as per need</li> </ul>	SHG members, leaders, VLO representatives, VLO Sub-Committees, CLF/BLF representatives/Office Bearers, Community Cadres, and village functionaries	BMMU: Block Program Manager	Mission Director/Block Mission Manager

## Monitoring Structure (State Mission)

State Resource Cell, SMMU will be responsible for overall supervision and monitoring of the resource pool development process and timely delivery of the training programs. To ensure more close monitoring and supervision decentralized monitoring structure will be as below:

TYPE OF COMMITTEE	ROLE OF COMMITTEE IN MONITORING	ROLE OF EXTERNAL RESOURCE PERSON IN MONITORING (EXTERNAL)
State Level	<ul style="list-style-type: none"> <li>• Development of Resource Pool Development Plan and its execution.</li> <li>• Preparation of guidelines, modules, material etc.</li> <li>• Ensure formation of District and Block level committees.</li> <li>• Review of district and block level progress as and when required.</li> <li>• Timely updates and report to MD on progress.</li> <li>• Coordination with NRLM/NIRD and reports submission.</li> </ul>	NA
District Level	<ul style="list-style-type: none"> <li>• Ensuring timely implementation of TOT for District and Block level resource team (External &amp; Internal CRPS)</li> <li>• Coordination with block team for CRP selection process through VLO/CLF/Committee.</li> <li>• Ensuring timely training program as per training calendar and reporting to State Level committee/Unit.</li> <li>• MIS Updating and online reporting of trainings/CRPs on NRLM –MIS.</li> </ul>	Visit to Districts/Block level training program for overall monitoring of trainings including: <ul style="list-style-type: none"> <li>• Ensuring quality training delivery.</li> <li>• Observe and provide feedback on contain delivery, methodology and tools to organizer and trainer.</li> <li>• Take exit interview of participants for assessment of overall training program.</li> <li>• Submit report to State Resource cell.</li> </ul>
Block Level	<ul style="list-style-type: none"> <li>• Ensuring timely implementation of TOT for Block level resource team (External &amp; Internal CRPS)</li> <li>• Coordination with block team for CRP selection process through VLO/CLF/Committee.</li> <li>• Ensuring timely training program as per training calendar and reporting to District Level committee/Unit.</li> </ul>	Visit to Block level training program for overall monitoring of trainings including: <ul style="list-style-type: none"> <li>• Ensuring quality training delivery.</li> <li>• Observe and provide feedback on contain delivery, methodology and tools to organizer and trainer.</li> <li>• Take exit interview of participants for assessment of overall training program.</li> </ul>

	<ul style="list-style-type: none"> <li>MIS Updating and online reporting of trainings/CRPs on NRLM –MIS.</li> </ul>	<ul style="list-style-type: none"> <li>Submit report to State Resource cell.</li> </ul>
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## Review of the Resource Person

NSRLM will provide necessary support to the Resource Person Team to carry out the assignment. The review of the work will be done by Mission at regular interval during the empanelment period. A committee will be constituted at the State, District level to review the performance of the Resource Person. This committee will be responsible for effective guidance and support to the Resource Person. The committee will review the performance of the Resource Person by referring to the evaluation/feedback form of participants, training reports submitted by the RP and being physically present during the training programme.

PARTICULAR	STATE LEVEL COMMITTEE	DISTRICT LEVEL COMMITTEE	BLOCK LEVEL COMMITTEE
Review panel	<ul style="list-style-type: none"> <li>Mission Director</li> <li>Chief Operating Officer</li> <li>State Program Manager (respective domain)</li> </ul>	<ul style="list-style-type: none"> <li>District Mission Manager</li> <li>District Program Manager</li> <li>Asst. DPM</li> </ul>	<ul style="list-style-type: none"> <li>Block Mission Manager</li> <li>Block Program Manager</li> <li>ADPM will be invite member</li> </ul>
Termination Process	The committee will decide to terminate the Resource Person based on following parameters:- <ol style="list-style-type: none"> <li>If the performance of the resource person is found to be unsatisfactory in three consecutive trainings.</li> <li>If the resource person is found indulging in any malpractices.</li> </ol>		
Selection of New Resource persons	The committee is authorized to replace the existing Resource Person with the new one in case of vacancy in total approved resource person strength at different levels. The steps of selection process is as follows: <ol style="list-style-type: none"> <li><b>Short listing of CVs:</b> On the basis of need, the CVs of different resource can be collected and some of the candidates can be called for interview if required.</li> <li><b>Hiring the Resource Person:</b> The same process of shortlisting, training and assessment by NIRD&amp;PR will be followed.</li> </ol> <p><b>Note:</b> In case of replacement or a vacant seat in the approved strength, the review panel is authorized to forgo advertisement of the same and select a competent applicant from amongst the CVs which have been received earlier.</p>		

## Resource Pool Development Activity Plan

SN	PARTICULARS	REMARKS	FY 2021-22			
			Q1	Q2	Q3	Q4
<b>1</b>	<b>General</b>					
A	Number of District *	11				
B	Number of Blocks *	74				
C	Number of Villages *	1245				
D	Training Venues for BRPs (initially)	Resource Blocks				
E	Immersion Site for Resource Persons (also do TNA)	Resource Blocks				
F	Development of Training Modules, Material and Schedules					
G	Database of Resource Persons and Trainers					
H	COM Translation in Local Dialects					
I	Formation of Resource Cell Committee (State, District, Block)					
<b>2</b>	<b>External Resource Person (State and District)</b>	9 SRPS				
A	Floating of Advertisement	9 DRP per District				
B	Scrutiny of Application					
C	Selection and Finalization					
D	Training of RPs -4 batches (4-5 Days Module)					
<b>3</b>	<b>Block Resource Person (80% community members and 20% professionals)</b>	8 BRP per Block				
A	Floating of Advertisement					
B	Scrutiny of Application					
C	Selection and Finalization					
D	Training of RPs- 11 batch simultaneously (4-5 Days Module)					

\*Subject to change.

### Resource Cell Committee at State, District and Block Level (Info/data to be submitted to SMMU within 7 days of formation)

STATE RESOURCE CELL COMMITTEE					
SN	NAME	DESIGNATION	PHONE		EMAIL ID
			LANDLINE	MOBILE NO	
1		Mission Director			
2		COO (Programs)			
3		Thematic SPM			

DISTRICT RESOURCE CELL COMMITTEE					
SN	NAME	DESIGNATION	PHONE		EMAIL ID
			LANDLINE	MOBILE NO	
1		District Mission Manager			
2		District Program Manager			
3		Asst. DPM			
4		2 Sr. DC/DFS			

BLOCK RESOURCE CELL COMMITTEE					
SN	NAME	DESIGNATION	PHONE		EMAIL ID
			LANDLINE	MOBILE NO	
1		Block Mission Manager			
2		Block Program Manager			
3		2 Sr. Area Coordinator			

## Information Format about SRP, DRP and BRP from Community Level

STATE RESOURCE PERSON – COMMUNITY LEVEL									
SN	NAME	TYPE OF CADRE	DISTRICT	BLOCK	VILLAGE	NAME OF SHG	NAME OF VLO	NAME OF CLF/BLF	MOBILE
1									
2									

DISTRICT RESOURCE PERSON – COMMUNITY LEVEL									
SN	NAME	TYPE OF CADRE	DISTRICT	BLOCK	VILLAGE	NAME OF SHG	NAME OF VLO	NAME OF CLF/BLF	MOBILE
1									
2									

BLOCK RESOURCE PERSON – COMMUNITY LEVEL									
SN	NAME	TYPE OF CADRE	DISTRICT	BLOCK	VILLAGE	NAME OF SHG	NAME OF VLO	NAME OF CLF/BLF	MOBILE
1									
2									

## Scope of Work for the SRP Deployment

### 1. Planning:

- Assist SRLM in preparation of State annual action plan. Once the State level planned annual physical targets against key deliverables are approved, help the SRLM to break the targets into quarterly and monthly targets at district, block and up to village level.
- Assist SRLM in planning for resources – CRPs/Community Cadres, convergence with line departments, training material development.
- Assist SRLM in planning training calendar preparation.
- Assist SRLM in planning for identification and documentation of best practices.
- Assist SRLM in planning the development of continuous Monitoring & evaluation framework.

### 2. Execution of the plan:

- Assist SRLM in the execution of village action plan including village entry, planning, collection and analysis of progress data for thematic activities.
- Assist SRLM in formation, orientation, and functioning of thematic VLO sub-committees in execution and Monitoring of the village's thematic interventions.
- Assist SRLM in organizing all training & capacity building events as per the training calendar for staff, CRPs and Community Cadres.
- Assist SRLM in promotion and strengthening of thematic groups/collectives.
- Assist SRLM in the implementation of various advisories and guidelines issued by the Ministry.

### 3. Achieving targets, Monitoring and documentation:

- Participate in monthly state level progress review meeting (Physical & Financial), taking inputs from field visits and MIS data. Preparation of action plan for the next month to achieve the planned physical target
- Assist SRLM to ensure periodic field visits of state and district level SRLM staff for on-field review.
- Assist SRLM identify best practice sites during field visits and document them (write up, short video clips).
- Submit a detail activity report at the end of every month in the specified format in order to claim dues from the respective project offices.

### 4. Immersion site development:

- Through the supports of SRPs all the relevant thematic interventions – Institution Building-Capacity Building; Social Inclusion-Social Development; Financial Inclusion; Livelihoods; convergence, need-based partnership may be showcased in clusters (Village/Blocks). This should include starting from village entry exercise to develop village plan and individual household level plan on asset, access to rights & entitlements, skill development/improvement, and its implementation and impact assessment based on primary data analysis.

## 5. Training and Capacity Building;

- Conduct Training Needs Assessment (TNA); develop training curriculum and modules of various program; and prepare behaviour change communication materials and training materials.
- Assist SRLM in preparing capacity building plan (training calendar, monthly training plan) for community institutions, community cadre, mission staff and other stakeholders.
- Conduct Training of Trainers (ToT) on different thematic areas.
- Submit reports at the respective level like BMMU/DMMU/SMMU within seven days of completion of each training programme both in hard and soft form.

## Terms and Condition (Deployment Protocol) for State Resource Pool

1. State Resource Persons shall be empaneled for a period of 3 years but there shall be yearly review of performance of each SRP. The continuation of a SRP depends on the outcome of the review every year. After expiry of the life of the empaneled list, i.e., 3 years; a fresh empanelment shall be done following the same guideline by the SRLM.
2. Services of the Resource Person will be hired as per requirement of the project for maximum 60 days per annum. At the beginning of every month the concerned Program Officials will prepare a training plan and intimate the Resource Person after the approval from the competent Authority. Only in exceptional cases or in case of urgency, the Resource Person will be informed by the project at least 3 days before the commencement of the training programme. In case of urgency or need based training the Competent Authority is independent to take their services by issuing a letter.
3. Performance of the Resource Person will be reviewed after completion of every task by the competent authority at respective level (State, District, Block) based on the report submitted by him/her and feedback collected from the participants as well as concerned staff during the training programme/task/Assignment.
4. The Resource Person needs to follow the training schedule and quality standard. If there is any deviation prior approval to be taken from respective offices of NSRLM.
5. NSRLM reserves the right to cancel the assignment at any time during the process if deliverables are not as per ToR or if found indulged in any unfair practices detrimental to the Mission.
6. Competent Authority is independent to act against any malpractices observed during the training.
7. In case of any discrepancies, SMD, NSRLM, shall be the appellate Authority and his/her decision may be considered final.
8. This is not permanent employment, and NSRLM is under no obligation, post empanelment to avail the services of the resource person. It may be the sole discretion of NSRLM as per the requirement to invite /not invite an empanelled resource person.

9. The parties submit all their disputes arising out of or in connection with this Agreement to the exclusive jurisdiction of the Courts of respective State.

## Submission of Reports and Bills by the SRP

1. SRP shall prepare and submit a detailed work plan for the work allocated with travel details to SMMU for approval.
2. Based on the advice of thematic SPM post-approval from competent authorities, respective district team shall make travel and stay arrangements for the SRP as per the approved plan.
3. At the end of every assignment, the SRP shall submit a detailed report and relevant bills /invoice in original of the current month to the respective DMMU/SRLM on or before the 5th of the next month. All bills/invoice must be certified by SRP.
4. Post-approval from competent authority of all bills /invoices submitted by the SRP, the Accounts Division / HR Division of NSRLM shall make payment of resource fee and reimbursement of TA&DA as per norm /rule of the SRLM to the SRP. NSRLM team shall ensure that the payment all bills /invoice to the SRP are made within one month of submission of the claim /payment documents.

## Annexures- Thematic/Domain Work Description

Annexure 1: Institutions Building-Capacity Building (including Social Mobilization)

Annexure 2: Social Inclusion-Social Development

Annexure 3: Livelihoods

Annexure 4: Financial Inclusions

Annexure 5: Financial Management

**THEME: INSTITUTIONS BUILDING AND CAPACITY BUILDING**

Government of India and State Government is implementing a wide range of programmes to address different dimensions of poverty and deprivation. Towards this cause, NSRLM have mobilized rural poor households into SHG (women) fold and federated them into their own higher level Village Organizations and Cluster/Block Level Federations which provides the institutions with voice, space and resources. These platforms 'of the poor' and 'for the poor' would partner with local self-governments, public service providers, banks, Non- Government Organizations (NGOs), other Civil Society Organizations(CSOs), Academic, Training and Research Institutions, Public-Public, Public-Private, Public- Private-Community Partnerships, private sectors and other mainstream institutions to facilitate in building, supporting and sustaining livelihoods of the poor by harnessing the innate capabilities of the poor, complements them with capacities (information, knowledge, skills, tools, finance and collectivization) to deal with the rapidly changing external world. This will result in building an enabling environment for poor to access their rights and entitlements, public services and innovations.

A multi-pronged approach is adopted for providing continuous capacity building of the SHGs, their federations, including other key stakeholders- government functionaries, bankers, NGOs CBOs, etc.

SRPs empanelled for Institution Building and Capacity Building is expected to support SRLM/DMMU in developing appropriate strategies and capacity building of Mission staff, SHGs and their federation leaders, CBO staff and community cadres. They are also expected to develop few SHG federations as resource federations to scale up the interventions.

**Eligibility criteria for Resource Person:**

1. Master's degree in any discipline or equivalent degree/diploma or 4-year Bachelor's degree in Social Work, Management, Engineering, Agriculture Science, Veterinary, Forestry, Horticulture etc. with minimum 5 years of extensive experience and expertise with large scale poverty alleviation programs in the following areas:
  - a. Promotion and Strengthening of SHG and their federations
  - b. Governance and administration
  - c. Financial management and Accounting and Auditing
  - d. Registration and legal aspects
  - e. Designing training programmes and development of modules, manuals and kit etc.
  - f. Excellent participatory training and facilitation skills
  - g. Coordination and Liasioning skills
  - h. Mentoring, handholding and counselling skills
2. Excellent reading, writing, documentation, articulation & communication skills in English and regional language
3. Computer literate - MS office applications and internet
4. Having a comprehensive understanding on NRLM processes and activities
5. Willing to travel extensively in remote areas across the state

**THEME: SOCIAL INCLUSIONS & SOCIAL DEVELOPMENT**

NSRLM has brought huge number of rural poor households into SHG fold and federated them into their own institutions as a strategy for addressing poverty, as such it is important to ensure the access to various rights, entitlements and services to poor households. There are number of programmes and schemes proposing to give such rights, entitlements and services such as MGNREGS, SBM, NSAP, PMAY, ICDS, PMKVY, DDU-GKY, PMJJY, PMJSY, etc. Effectiveness of these programmes can be vastly enhanced with linkages between the institutions of the poor, PRIs and the respective line departments. For making this linkage effective, NSRLM seek experienced people who has experience in different social development and convergence programmes and schemes as National/State Resource Persons.

The resource persons who will be empanelled are expected to support SRLM in establishing convergence and partnerships with PRIs, line departments and other stakeholders. These partnerships would enable for developing different models for service delivery. NRLM/SRLM would be working on developing these partnerships with Non- Government Organizations (NGOs) and other Civil Society Organizations(CSOs), Academic, Training and Research Institutions, Public-Public, Public-Private, Public- Private-Community Partnerships build synergies; it would also build a variety of partnerships for poor to increase the access to their rights and entitlements, public services, innovations, expertise and other services. NRLM has a special focus on priority and early inclusion of the poorest of the poor and other vulnerable sections of community viz., Households automatically included by the SECC, Schedule Caste (SC), Schedule Tribe (ST), Particularly Vulnerable Tribal Groups (PVTGS), women headed families, elderly persons, People living with different abilities (PwDs), minority groups and people living in extremist affected areas, hill terrains (hard to reach areas), trafficked women, people engaged in unhygienic occupations (ex-manual scavengers), transgender, HIV/AIDS+ persons and their families, families with one or more persons suffering from chronic illness etc, and focus on Gender and FNHW interventions, and PRI-CBO Convergence initiatives.

**Eligibility criteria for Resource Person:**

1. Master's Degree or equivalent in any relevant subjects with minimum 5 years of relevant work experience of conceptualizing, planning and implementing the inclusion of PwDs, Elderly, PVTGs and other vulnerable communities within large scale social development/community development/poverty alleviation/Rural development/ Local governance programs/ Community Medicine/Gender/FNHW/Public Health/PRI-CBO Convergence, and related field in various states
2. Good participatory training and facilitation skills with proven ability and experience in delivering trainings in English/regional language, development of modules, manuals and kit etc.
3. Proven skills on going and mentoring trainers as well as field staff
4. Excellent reading, writing and communication skills
5. Computer literate - MS office applications and internet
6. Having a comprehensive understanding on NRLM processes and activities
7. Willing to travel extensively in remote areas across the state.

**THEME: LIVELIHOODS**

NSRLM ensures the poor are provided with the requisite skills for managing their institutions, linking up with markets, enhancing their existing livelihoods, enhancing their credit absorption capacity and credit worthiness. Accordingly, NSRLM has been strengthening livelihoods interventions in both Farm and Non-Farm sector. In farm sector we would like to engage Resource Persons in Agro-ecological practices, Value chain and commodity marketing, NTFP and livestock based livelihoods opportunities especially Piggery, Poultry, and Cattle rearing. In Non-Farm Sector, we would like to engage resource persons with experience in entrepreneurship, setting up small business, Business planning, Handloom and Handicrafts products production including product designing, branding and marketing. This is an opportunity to increase the income of the small and marginal women through these interventions. The empanelled SRP pool will help in supporting NSRLM in the following activities:

- Planning of farm and non-farm interventions, and in identifying, planning, training and rolling out the desired livelihood opportunities with SHG/VLO/CLF/PG/PCs
- Development of value addition and market linkage strategies for farm and Non-farm product
- Development of training modules for various interventions, including development of protocols, package of practices, concept notes and proposal
- Providing training to District /Block/Community Resource Persons and other associated members for the said activity
- Identification and documentation of best practices

**Eligibility criteria for Resource Person:**

1. Master's Degree or equivalent in Environmental Science/Agriculture /Agri Engineering/ Business Management and Marketing /Social sciences/Entrepreneurship/Fashion Designing/Fashion Technology and similar degrees
2. Minimum 5 years in a large size livelihood development project or in reputed industry at middle management level, responsible for promotion of farm based e.g. Sustainable Agriculture/ organic agriculture practices and allied activities based livelihoods or managing commodity business in scale, certification, sourcing, value addition, marketing etc and in non-farm on entrepreneurship, Business planning, handloom and handicraft production, product development, Branding and marketing
3. Excellent reading, writing and communication skills
4. Computer literate - MS office applications and internet
5. Having a comprehensive understanding on NSRLM processes and activities
6. Willing to travel extensively in remote areas across the state

**THEME: FINANCIAL INCLUSIONS**

DAY-NRLM works towards increasing the portfolio of savings, credit, insurance (life, health and assets), pension and remittances through the institutions of rural poor directly or in partnership with mainstream financial institutions using various institutional mechanisms and technologies. Accordingly, NSRLM facilitates access to various financial services to rural poor at affordable cost and in effective way. These include financial literacy, SHG –Bank linkages, savings, credit, insurance (Linkage with PMJJBY, PMSBY, APY, Livestock insurance, Agri. insurance etc), remittance s, pension and counselling on financial services/matters.

The core of the NSRLM financial inclusion and investment strategy is “making rural poor the preferred clients of the banking system and mobilizing/making bank credit available”. In the above mentioned context, NSRLM intends to empanel State Resource Persons (SRPs) under various specialization/category to provide need based services. The SRPs are expected to provide technical & handholding support to SRLMs/DMMU to facilitate bank linkages, Financial Literacy, Insurance & Social Security, Digital Finance and Financial Management of SHG-Federations and other related activities of Financial Inclusion.

**Eligibility criteria for Resource Person:**

1. Master’s Degree or equivalent in any discipline preferably in Social Science/Management/Commerce/Engineering/Science/Economics/Agriculture from recognized Institute or University
2. Minimum 5 years work experience with Public/Private/Co-operative sector
3. Experience in Banks/RSETIs/RBI/NABARD/SIDBI/large scale SHG based poverty alleviation programs/Rural
4. Development programs at State/national level
5. Excellent reading, writing and communication skills
6. Computer literate - MS office applications and internet
7. Having a comprehensive understanding on NRLM processes and activities
8. Willing to travel extensively in remote areas across the state

**THEME: FINANCIAL MANAGEMENT**

Centrally Sponsored Schemes are governed by strict financial rules, including the General Financial Rules (GFR). The State Rural Livelihoods Mission must ensure sound financial systems and compliance with all government and funding agency regulations and mitigate the risk of penalties and legal issues.

In the above mentioned context, NSRLM intends to empanel State Resource Persons (SRPs) under Financial Management to provide need based services. The SRPs are expected to provide technical & advisory roles with responsibilities which includes ensuring compliance by assisting the Mission in adhering to financial regulations, accounting principles, and tax laws by scrutinizing records and assessing financial controls; ensure compliance with government norms, financial rules, and procurement guidelines for all transactions under the scheme; address and ensure timely compliance with audit observations from both statutory and internal audits; coordinate with auditing authorities and implementing agencies to resolve audit-related issues; and Capacity Building as and when required.

**Eligibility criteria for Resource Person:**

**Qualifications and experience:**

1. Graduate in any Discipline with 10 years' experience with relevant experience
2. MBA in Finance with 5 years of relevant experience
3. Preferably, a relevant experience in Banks/RSETIs/RBI/NABARD/SIDBI/large scale SHG based poverty alleviation programs/Rural
4. Development programs at State/national level
5. Excellent reading, writing and communication skills
6. Computer literate - MS office applications and internet
7. Having a comprehensive understanding on NRLM processes and activities
8. Willing to travel extensively in remote areas across the state

Note:

1. Relaxation in academic qualification will be given to experienced candidate (retired Govt officials /renowned professionals/community) in above mentioned domains.
2. The resource persons will be empanelled purely on the basis of quality of relevant working experience, education and length of services in the development sector.
3. Empanelment of Resource Persons will solely be done on assignment basis and co-terminus with the objectives once fulfilled or decision as taken by NSRLM management with/without citing any reasons.
4. The services of resource person will be sought on call and rotation basis, as and when required.
5. Service fee (as per NSRLM norms) on the basis of per day service will be paid to the empanelled resource persons. In case of travel, expenses will be reimbursed as norms applicable in NSRLM.
6. The interested person can email their updated detailed resumes along with photograph, and their area(s) of expertise/domain through the application format via email within 15 days of advertisement. The format can be downloaded at [www.nsrlm.nagaland.gov.in](http://www.nsrlm.nagaland.gov.in)
7. NSRLM has sole discretion of cancelling /rescheduling the process at any stage.
8. NSRLM may like to send empanelled resource persons to place/institution (within/outside state) for exposure or better learning.