

## **Terms of Reference (ToR) for Individual consultant for Institution building Consultant - External Cadre Management Cell**

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### **1. Background**

The Maharashtra State Rural Livelihoods Mission (MSRLM) has been constituted under the aegis of the National Rural Livelihoods Mission (NRLM) in Maharashtra in July 2011 with the support of the Government of India, the World Bank and the Government of Maharashtra. For effective implementation, the mission has been registered under the Societies Registration Act 1860 as an independent society under the chairpersonship of the Hon. Chief Minister of the state. The Mission aims at eradication of rural poverty by building sustainable institutions of poor and ultimately leading them to sustainable livelihoods. The mission envisions poverty elimination through social mobilization, institution building, financial inclusion and the creation of several models of sustainable livelihoods so that each poor family is able to secure incremental annual income. The key task under the mission is to reach out to all rural poor households of Maharashtra and stay engaged with them till they come out of poverty. The mission will bring about a paradigm shift in the approach to rural livelihoods and rural poverty eradication in that it engages directly with institutions of poor and empowers them to find lasting solutions to poverty. It sees the poor as the engines of growth rather than mere receivers of aid or being dependent on ‘trickle down’. The NRLM believes that poor have the innate capabilities to overcome poverty if they are supported with sensitive, dedicated and responsive institutions at one level and by building strong and sustainable institutions of the poor themselves on the other.

The State Mission Management Unit (SMMU) has been already established and effectively functioning under the leadership of the Chief Executive Officer, Chief Operating Officer and other team members. The mission is implemented through three strategies viz intensive, semi-intensive and non-intensive. Non-intensive and semi-intensive strategy is implemented through district rural development agencies (DRDAs).

This document is the Terms of Reference (ToR) to define the scope of work for **Jr.  
Individual Consultant - Institution Building –External Cadre Management Cell**

## **2. Objectives of the assignment:**

- The assignee will exclusively work with External Cadre (Community Resource Person) management , Capacity building and execution of rounds of External CRPs for social mobilization ,SHGs & VO /CLFs formation in 26 districts in Maharashtra.
- The assignment will execute roll out plan of State Institution building vertical –External Cadre Management Cell (Ex Crp’s). (Social mobilization, and for all types of community institutions stretching created community cadre management)
- The assignment will be building capacities and strengthens CRPs & rural organizations in Maharashtra.

## **3. Area of Work and Deliverables**

### **a) Management Tasks for Cadre management Cell**

1. H/She will be responsible for planning Community Cadres rounds at the state level. Presently MSRLM has establishing institutions of (Self-help groups /Village Organization & Cluster federations) and for that work community cadre have been identified i.e. Wardhini/ Sr. Wardhini (Ex. CRP), CTC/MIP cadre and trained by districts. Their round planning and execution in new districts/blocks and to ensure quality parameters has to monitor by state level.
2. All relevant planning, monitoring and execution cum cadre management /Capacity building and hand holding support has to provide districts as per requirements.
3. Monthly, quarterly and annual planning of cadre and qualitative assessment on ongoing basis.
4. H/She will be responsible for Coordination and communication with organizing all districts start up and debriefing meetings, Annual appraisal of Wardhini/Sr wardhini/CTCs/MIP Crps/VO/CLF managers/coordinators training.

### **b) He/She will be responsible for External Cadre rounds Management**

1. There is a resource pool of Wardhini and Sr. Wardhinis/MIP/CTC/VO A/c/CLF A/C in all districts. H/She will be responsible for taking into consideration the training requirements of these Wardhinis and Sr Wardhinis and other cadres. He/she will assured quality by field visits.
2. Checking quality assessment, CB, Village rounds process, field level monitoring during Wardhini/Sr wardhini /CTC rounds in all districts
3. Communicate good practices and gaps, observations to the concerned districts and state office.
4. Training IB/CB staff for CB and Wardhini management in 26 districts.

### **c) Wardhini Livelihood and Future Sustainability Planning**

1. Ensure Rajiv Gandhi Jeevodaya Scheme, Prime Minister Suraksha Bima Yojana and Prime Minister Jeevan Jyoti Insurance Scheme to all the Wardhinis and Sr Wardhinis and other carder.
2. Analytical assessment of Wardhini for next five year livelihood sustainability plan and training/CB of farm/non farm and skills based trainings.
3. Also CB of institutions for Cadre Managements.

#### **4. Documentation**

1. Every six months and annual publishing best practices of social capital created in Maharashtra.
2. Livelihood/financial planning of Wardhini & other cadre – assessment, documentation.

**5. Reporting**

1. For SMM-SIIB, reporting will be on daily basis and working location is in CBD Belapur.

**6. Age limit**

Age shouldn't more than 40 years as 31<sup>st</sup> July 2018.

**7. Termination / Discontinuance/ Notice by the client:**

In case of discontinuance, either party is required to give one month notice of one month honorarium in lieu thereof and rescind the contract. If performance of consultant is not satisfactory, CEO, MSRLM may terminate contract during the contract period

**8. Schedule for completion of Tasks:**

The assignment will for a period of one year from the date of signing of the contract and may be extended further up to one year depending upon the performance of individual consultant and requirement of MSRLM. Consultant should work at least 75% of the total working days in the field. The proposed assignment will be reviewed and monitored by a review committee on a Half Yearly/ quarterly basis at suitable place. Review committee will keep a watch on the deliverables, of the assignments, take actions for the speedy settlement of the issues raised by consultant and timely follow up. Committee is set up under Chief Executive officer with following members

| Members                   | Designation | Representation |
|---------------------------|-------------|----------------|
| Chief Executive officer   | Chairperson | MSRLM          |
| Additional Director       | Member      | MSRLM          |
| State Mission Manager –IB | Member      | MSRLM          |

**9. Required qualification and experience:**

Qualification, experience of a consultant required for the assignment:

**Essential:**

- Masters in Social Science, Masters in Development Studies/Master Studies in Entrepreneur development.
- Minimum 3 years of Experience of working with Rural Communities
- Knowledge of English and Marathi.

**Desirable:**

- Hands on experience of giving training and capacitating rural communities.
- Experience of working with Government with large projects with community.
- Experience of working with Community Based Organizations

**Documents to be submitted for evaluation:**

- Application form in the format provided with ToR.
- Supporting documents for education and work experience.

**10. No of Consultant Required: 1 No (State Office)**

**11. Terms of Payment**

- Payment will be made on monthly basis Remuneration INR 45000.00 (Rs. Forty five thousand only) which will be inclusive of local taxes. The consultant should work all official working days in a month. If consultant worked less than working days in a month then remuneration will be paid on pro rata basis.
- Applicable TDS will be deducted while making the payment as per the statutory requirements.
- Fees to the Consultant shall be paid upon satisfactory delivery of work and a detailed invoice with breakup of expenses and number of workdays for the month.
- In addition UMED will reimburse the cost of boarding, lodgings, food expenses and travel incurred during the assignment as per the benefits provided to District Managers.
- Travelling charges to the field for the purpose of the assignment will be calculated from consultant's home location (i.e. State Mission Management office or District Mission Management office.)

**Sd-  
R.Vimala IAS  
Chief Executive Officer**

**Application format**

**Maharashtra State Rural Livelihoods Mission (MSRLM)**  
**State Mission Management Unit (SMMU)**  
**Application Form for Individual Consultant - (Please specify position)**

To,  
The Chief Executive Officer,  
Maharashtra State Rural Livelihoods Mission  
5<sup>th</sup> Floor ,CIDCO Bhavan ,Southwing ,  
CBD, Belapur,  
Navi Mumbai- 400 614

Latest Passport  
Size photograph of  
applicant self  
attested

Subject Application for Individual consultant - (Please specify position)

**SECTION A**

**1. Applicant Details**

|   |                       |
|---|-----------------------|
| Name (first-middle-last)                              |                       |
| Date of birth (dd-mm-yyyy)                            |                       |
| Age as on 1/08/2018                                   |                       |
| Place of birth  |                       |
| Gender  | [ ] Male [ ] Female   |
| Permanent address                                     |                       |
|   |                       |
|   | Tel. No.: Mobile No.: |
| Current address (If different than permanent address) |                       |
|   |                       |
|   | Tel. No.: Mobile No.: |
| Email ID  |                       |

**2. Notice period required in current Job**

|                            |  |                             |  |
|----------------------------|--|-----------------------------|--|
| Earliest date you can join |  | No. of days notice required |  |
|----------------------------|--|-----------------------------|--|

**SECTION - B****1. Educational Details (From S.S.C. onwards)**

| Sr. No. | College/ Institute | University / Board | Qualification | Mark % | Year of passing | Subjects/ Specialization |
|---------|--------------------|--------------------|---------------|--------|-----------------|--------------------------|
|         |                    |                    |               |        |                 |                          |
|         |                    |                    |               |        |                 |                          |
|         |                    |                    |               |        |                 |                          |
|         |                    |                    |               |        |                 |                          |
|         |                    |                    |               |        |                 |                          |
|         |                    |                    |               |        |                 |                          |
|         |                    |                    |               |        |                 |                          |

**2. Other Courses / Additional Qualification**

| Sr. No. | Title of the course / qualification / award | Institute / University | Part Time/ Full Time | Duration & Year of passing |
|---------|---|------------------------|----------------------|----------------------------|
|         |   |                        |                      |                            |
|         |   |                        |                      |                            |
|         |   |                        |                      |                            |
|         |   |                        |                      |                            |

**3. Workshops & Trainings Attended**

| Sr. No. | Name of the Program | Conducted by | Duration | Year |
|---------|---------------------|--------------|----------|------|
|         |                     |              |          |      |
|         |                     |              |          |      |
|         |                     |              |          |      |
|         |                     |              |          |      |
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|         |                     |              |          |      |
|         |                     |              |          |      |
|         |                     |              |          |      |

**SECTION C****1. Nature of present employment: - (contract /permanent)**

## 2. Work Experience Details

| Sr. No. | Name of Organization | Joining date | Leaving date | Total Experience in Years, Month and Days | Position held | Please write the detailed Role & Responsibilities handled. Use additional papers if required |
|---------|----------------------|--------------|--------------|---|---------------|--|
|         |                      |              |              |   |               |  |
|         |                      |              |              |   |               |  |
|         |                      |              |              |   |               |  |
|         |                      |              |              |   |               |  |
|         |                      |              |              |   |               |  |
|         |                      |              |              |   |               |  |
|         |                      |              |              |   |               |  |
|         |                      |              |              |   |               |  |

3. A. Total work Experience: \_\_\_\_\_ Years \_\_\_\_\_ Months

B. Relevant work experience \_\_\_\_\_ Years \_\_\_\_\_ Months

4. Please write why you find yourself suitable for this position in maximum 200 words:

5. Details of the current / last employment:

| Current/Last Employer Place | Per month Salary in Rs. | Annual Salary in Rs. |
|-----------------------------|-------------------------|----------------------|
|                             |                         |                      |

1. Languages Known:

| Sr. No. | Languages | Speak | Read | Write |
|---------|-----------|-------|------|-------|
| 1       | English   |       |      |       |
| 2       | Marathi   |       |      |       |
| 3       | Hindi     |       |      |       |
| 4       | Any Other |       |      |       |



Please mention fluency level (**Very Good/Good/Poor**)

**2. Extra Curricular Activities / Interests**

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**3. Any other information the applicant would like to mention: (Research papers, Publications, Membership with professional organizations, International exposure etc)**

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**4. Computer Skills Details:**

- (1)
- (2)
- (3)

**5. References:**

| Sr. No. | Name | Contact No.and email id |
|---------|------|-------------------------|
| 1.      |      |                         |
| 2.      |      |                         |

I, the undersigned, hereby declare that all the above information is valid and accurate to the best of my knowledge.

Date:

Place:

Applicant Signature

**Note:**

- 1. Application should be typed and signed by the applicant
- 2. Application along with self-attested required documents (copies) should be send in sealed envelope superscripted as APPLICATION FOR POST OF INDIVIDUAL CONSULTANT - **Please specify position**
- 3. Incomplete applications shall not be rejected.
- 4. Application received without mentioning the name of position shall be rejected and no further communication shall be made.
- 5. Applications received after due date for whatever reason shall not be accepted.
- 6. Last date for submission of applications is 21<sup>st</sup> August 2018 up to 5 PM.