

Maharashtra State Rural Livelihoods Mission

Terms of Reference (ToR) for Individual Consultant for State Resource Cell

1. Background:

Maharashtra State Rural Livelihoods Mission (MSRLM) has been launched in Maharashtra in July 2011 as a registered organization under the aegis of the National Rural Livelihoods Mission (NRLM) - Aajeevika – endeavours to the impact rural poverty through a range of comprehensive and strategic Livelihoods Interventions in a time bound manner.

The mission is being implemented in two modes – Intensive and Non-Intensive. The mission is engaged poor and marginalized communities intensively in 134 blocks of 14 districts, whereas the remaining 20 district in the state will be covered under intensive strategy in the phase manner by 2019-20.

It is envisioned that, Mission will reach out to 45 Lakh families across the state and at least one women member from each family will be in the SHG. The key task under the mission is to reach out to 45 lakh rural poor house hold of Maharashtra and stay engaged with them till they overcome poverty.

Vision: An equitable, prosperous, gender – just & vibrant Maharashtra where all people live with dignity and security.

Mission: Mission Umed- a dedicated and sensitive organization which creates an empowering environment for poort and vulnerable house hold of rural Maharashtra through inclusive, democratic and self- managed community institution, access to entitlements and financial services and a portfolio of sustainable livelihoods, leading to a life of prosperity, dignity and security.

Need for Resource Cell: Mission is dealing with the diversified community in terms of different demography, socio-economic culture, economy etc. the capacity building of this diversified community is a crucial part of the mission's goal and objective. Mission believes on community based approach which also insist on training and capacity building by the community, for the community with the community. Hence mission have adopted different strategies and means of training and capacity building.

Currently mission have developed more than 30000 of community cadre for different thematic role and activities in the 14 intensive districts. Maharashtra State Livelihoods Mission have plan to expand intensive program across 34 district by the end of 2019-20. To achieve 100% saturation in Maharashtra mission will required systematic approach and strategy to achieve it in a time bound manner.

Hence, mission needs a separate cell at the state which will plan and execute the overall capacity building portfolio in terms of preparation of training modules, resource pool development, empanelment of thematic resource persons at the state, district and block, conduct research studies and preparing best practices document and model institutions , federations and community managed training centres etc.

2. Objectives of Assignment:

- To establish a Resource Cell unit at SMMU and District under umed mission.
- To build capacities of functionaries for effective capacity building system.
- To empanel resource persons and develop trainer's pool for state, district and blocks.
- To provide technical assistance for designing, planning, execution, mentoring and monitoring of capacity building activities in the state.
- Establishment of model community managed training centres at blocks/districts.
- To generate knowledge and information on various aspects related to training and capacity building.

3. Area of Work and Deliverables (Not Limited To)

- Managing functioning of State resource cell and ensure that, all district resource cell committee are active and functioning.
- Technical support to the CB Department for managing, planning, monitoring resource pool across all intensive district.
- Designing and developing training modules as per the mission's requirement.
- Empanelment of State, District Resource person as per the mission's requirement.
- Conducting training need assessment (TNA) as per the mission's requirement.
- S/he will facilitate the process of empanelment of training centres / units for state / district level workshops and training.
- Resource pool data base and training MIS management and coordination with district for providing trainers as per the requirement.
- Identification, assessment and documentation of best CB practices in the State/district.
- Participation with SMMU team in National level Seminars for presentation on best CB practices.
- MSRLM will have all rights to decide on the assignment to be given to the consultant as required by the organization

4. Specific Deliverables of Sr. and Mid-Level Consultant with time line is enclosed in annexure:-1

5. Reporting

- The consultant will coordinate and report directly to the SMM- CB for day to day activities against planning.
- Will work under the overall guidance of Dy. Director – Convergence/ Thematic.
- COO, MSRLM will take monthly and quarterly review of the activities of Resource Cell.

6. Data, services and facilities to be provided by the client:

The mission will provide access to all the documents, reports and any other secondary data for the purpose of this assignment. It shall also facilitate introduction and orientation to the program, CB Department and State Resource Cell.

7. Termination / Discontinuance/ Notice by the client:

In case of discontinuance, either party is required to give one month notice or 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. Duration of the Assignment:

The assignment initially will be for one year (Full Time out of which approx. 30% should be field days) spread over a period of 12 months from the signing of the contract and may be extended further up to one year depending upon the performance of individual consultant and requirement of MSRLM. Every year at extension of contract, price adjustment on the remuneration “applies” Maximum up to 5 % (of remuneration rates), if the contract extended beyond year one. Composition of Review Committee and Procedure for review of Progress:

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 Operating Officer with following members.

Committee Details	Designation	Representation
Chair Person/President	Chief Operating Officer	MSRLM
Vice President	Deputy Director, Convergence	MSRLM
Member	State Mission Manager – CB	MSRLM
Member	State Mission Manager – SIIB	MSRLM
Member	State Mission Manager- HR	MSRLM

9. Required qualification and experience:

Qualification, experience of a consultant required for the assignment:

Type of Consultant	Educational qualification required	Essential Experience required	Desired
Sr. Consultant	Post graduate degree / diploma (2 years) in any discipline	Min 15 years of working experience in development sector. Especially in Rural community training and capacity building. Minimum 7 years relevant working experience with any National, International or Govt. Department at State / National Level. Knowledge of English and Marathi	Hands on experience of designing and developing community training modules, Trainers empanelment/ Developing Resource Trainers Pool and monitoring mechanism, CB Best practice documentation etc. Experience of working with Community Based Organizations i.g. SHG, Community Federations, CBOs.

Mid-Level Consultant	Post graduate degree / diploma (2 years) in any discipline	Min 10 years of working experience in development sector. Especially in Rural community training and capacity building. Minimum 5 years relevant working experience with any National, International or Govt. Department at State / National Level. Knowledge of English and Marathi	Hands on experience of designing and developing community training modules, Trainers empanelment/ Developing Resource Trainers Pool and monitoring mechanism, CB Best practice documentation etc. Experience of working with Community Based Organizations i.g. SHG, Community Federations, CBOs.
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10. No of Consultant Required: 2 Nos (1 Sr. Consultant and 1 Mid-level Consultant)

11. Professional Fee:

- 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.
- A fixed full time Remuneration of up to Rs. 75000/- will be paid to Sr. Consultant and up to Rs. 60000 to Mid-Level Consultant against submission of work done for the Month of which the claim of honorarium is being made.
- 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 State Mission 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)

Sd-

R.Vimala IAS

Chief Executive Officer

Maharashtra State Rural Livelihoods Mission

