

Draft Terms of Reference (ToR)

Hiring of Individual Consultant for Financial Inclusion at Head Office level for Maharashtra State Rural Livelihoods Mission

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) in 315 blocks of 33 districts of the state.

This document is the draft Terms of Reference (ToR) to define the scope of work for the engagement of financial inclusion specialist to strategize and implement financial inclusion plan in all districts of state.

2. Purpose

Financial inclusion, as defined by the Reserve Bank of India, is providing access to appropriate financial products and services to the poorest of the poor and most vulnerable group of the

society in a fair, transparent and cost-effective manner by the mainstream financial institutions. Making poor the preferred clients of the banking system is core to the MSRLM financial inclusion strategy. Mobilizing bank credit is crucial for accomplishing investment goals under NRLM. The role of banks commences right from the inception of the program. The banks shall open savings accounts for all program beneficiaries, SHGs and their federations and facilitate a full range of banking services including savings, credit, insurance, remittances etc. State Level Bankers' Committee (SLBC), SHG-Bank linkage sub-committee and steering committees at state, district and block level would facilitate SHG Bank linkage program and ensure greater financial inclusion.

In this context, MSRLM seeks to engage a specialist on financial inclusion as an individual consultant at its Head Office. The purpose of this engagement would be to Proper Monitoring implementation of the financial inclusion activities and developing strategy implement the same in all districts of State as well as obtaining information and timely reporting to NRLM and other Government Authorities.

3. Scope of work

- The financial inclusion consultant is expected to: (and not limited to)
- Take leadership in designing financial strategy, development of annual work plans for the state under Financial Inclusion component.
- Banking (Bank linkage, Financial Inclusion), Micro Finance, NBFC/Government/NGOs/ MFIs, promoting Micro Enterprises as a part of Rural Development Projects, domain specific cost specific and budget planning.
- Ensure to High quality benefit and money advice on Financial Inclusion to mission leadership team on SHG Bank linkage, alternatively rural banking solutions, ICT innovation, micro insurance etc.
- Develop financial inclusion strategy and implementation plan for the State Perspective and Implementation Plan and conducting research and documentation in Rural Development Project.
- Responsible for preparing cost estimate and budgets for financial inclusion vertical.
- Nodal for initiation of terms of reference for any procurement related to financial inclusion vertical
- Build partnership with financial institutions specifically with commercial
 - banks for fostering and pushing the SHG bank linkage program and
 - ensure implementation of policies and procedures.
- Initiate and drive pilots on financial inclusions models on a research
 - and development mode and render technical assistance to districts on
 - how to solve day to day implementation problems specifically related
 - to financial inclusion;
- Lead role in cross regional knowledge sharing including learning and

- exposure visits, workshops and seminars and in producing knowledge
 - products on financial inclusion;
- Development and creation of the team for delivering results and
 - outcomes related to financial inclusion in the State;
- Promoting Micro Enterprises as part of Rural Development.
- Monitoring and follow-up with DFICs, DMMU, BMMU other agencies engaged at various levels for proper implementation of the Financial Inclusion activities.
- Keep track of NRLM and RBI guidelines related to financial inclusion and ensure proper implementation of the same.
- Attend state and national level workshops related to financial inclusion if asked by COO.
- Collect various data from portal and field for presentation and reporting to various stake holders i.e. NRLM, SLBC, State Government etc.
- Work on any special project assigned by NRLM/ State Government. And coordination of all project activities at district, Block Village and Cluster levels. Guide district teams to resolve issues and obstacles related to SHG bank linkage and for developing a plan for bank loan melavas.
- Monitoring and implementation of Interest subvention scheme of state and central government.
- Attend various district level and block level meetings of bankers and ensure greater cooperation among banks and DRDA to achieve greater financial inclusion.
- Develop innovative strategies for financial literacy at community level.
- Conduct regular reviews about SHG-Bank linkage progress against achievement.
- Any other task as allocated by competent authority at SMMU.

4. Duration and location

The consultant's services would be required for 12 months from date of signing of the agreement, may be extended if required on mutually agreed term.

Given the nature of the role, the location of the consultant would be at State Mission Manager Unit (Maharashtra State Rural Livelihood Mission)CBD BELAPUR Head Office of the Mission.

5. Reporting mechanism

The consultant would report to the **Deputy/Additional Director**, MSRLM and for operational purposes will report to, State Mission Manager-FI, MSRLM for overall reporting for the duration of this assignment. This reporting mechanism would be in the form of a two-monthly note analysing the results achieved by the consultant against deliverables planned for those two months.

6. Review:

The 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 Executive officer with following members.

Members	Designation	Representation
Chief Executive officer	Chairperson	MSRLM
Additional Director	Member	MSRLM
Deputy Director – NI	Member	MSRLM
State Mission Manager /Mission Manager-Procurement	Member	MSRLM
State Mission Manager -Procurement	Member Secretary	MSRLM

7. Qualification Criteria

Given the nature of this role, the MSRLM expects the consultant to have the following qualifications and competencies:

(A) Essential:

- Basic Qualification: B. Com./ M. Com./ MBA Finance/ CA/ICWA.
- Minimum experience of at least 5 years in financial sector; awareness of banking system; Liaisons with various authorities.
- Preference will be given to individuals with considerable experience in financial inclusion, SHG-Bank linkage program.
- Sound comprehension of Marathi, Hindi and English languages.

(B) Desirable:

- Familiarity with RBI rules and guidelines concerning financial inclusion. Experience of having working with Banks and Financial institutions in the field of Bank Linkage.
- Familiarity in dealing with Training institutes/resource persons who impart training on financial inclusion.

(C) Age Limit: Not More Than 45 years as on 31/3/2018

8. Financial aspects (Terms of Payment)

- The consultant will be a full time Consultant hence will be working all days MSRLM is working.
- A fixed per month Remuneration of Rs. 60,000/- + applicable Tax if any will be paid 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 Mission Managers.

9. Facilities provided by MSRLM

MSRLM will provide the necessary infrastructure i.e. computer space at H O and related documents for carry out the assignment.

10. Number of Positions:

MSRLM will need 3 Financial Inclusion Individual Consultants. Each will assigned mainly two Division out of six division in the state.

Last date for submission of application in the format provided with ToR is 17 / 04 /2018 up to 17.00 Hrs. to The Chief Executive Officer, Maharashtra State Rural Livelihoods Mission ,5th Floor ,CIDCO Bhavan ,Southwing , CBD, Belapur, Navi Mumbai- 400 614

Sd-

R. Vimala IAS.
Chief Executive Officer

**Maharashtra State Rural Livelihoods Mission (MSRLM)
State Mission Management Unit (SMMU)
Application Form for Individual Consultant -Financial Inclusion (State Office)**

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

Latest Passport
Size photograph of
applicant self-
attested

Subject - Application for Individual consultant for Individual Consultant -Financial Inclusion

SECTION A

1. Applicant Details

Name (first-middle-last)	
Date of birth (dd-mm-yyyy)	
Age as on 31/03/2018	
Place of birth	
Category (SC, ST, OBC, VI-A, NT -B, NT- C, NT -D, Other.)	
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	
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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

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

2. Experience Details

Sr. No.	Name of Organization	Joining date	Leaving date	Total Experience in Years, Month and Days	Position held	Role & Responsibilities handled (please use separate sheet if required)

3. A. Total work Experience: _____ Years _____ Months

B. Relevant work experience _____ Years _____ Months

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

4. 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

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

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:

Signature

Note:

- 1. *Application should be typed and signed by the applicant*
- 2. *Application along with self-attested copies should be send in sealed envelope superscripted as **APPLICATION FOR POST OF INDIVIDUAL CONSULTANT -FINANCIAL INCLUSION (State Office).***
- 3. *Incomplete applications will not be considered for further selection process.*