

**Terms of Reference (ToR) for  
Mid-Level Individual Consultant for State Resource Cell**

**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 the engagement of Sr. Individual consultant for State Recourse Cell

**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.

**Objectives of the assignment:**

1. To establish a Resource Cell unit at SMMU and District under umed mission.
2. To build capacities of functionaries for effective capacity building system.
3. To empanel resource persons and develop trainer's pool for state, district and blocks.
4. To provide technical assistance for designing, planning, execution, mentoring and monitoring of capacity building activities in the state.

5. Establishment of model community managed training centres at blocks/districts.
6. To generate knowledge and information on various aspects related to training and capacity building.

**Area of Work and Deliverables (Not Limited To)**

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

**Specific Deliverables: Details given in annexure:-1**

**Reporting**

The consultant will coordinate and report directly to the SMM-CB for day to day activities against planning and 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.

**Termination / Discontinuance/ Notice**

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.

**Duration of the Assignment:**

Consultant's services would be required for 12 months from date of signing of the agreement which may be extended as per the need of mission and performance of consultant. Decision of annual honorarium increment will be taken by CEO, MSRLM based on the performance of consultant.

**Review Committee and Procedure for Review**

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 -Convergence	Member	MSRLM
State Mission Manager -CB	Member	MSRLM

**Required qualification and experience:**

Qualification, experience of a consultant required for the assignment:

**Essential:**

1. Post graduate degree / diploma (2 years) in any discipline.
2. Min 5 years of relevant working experience in development sector. Especially in Rural community training and capacity building.
3. Knowledge of English and Marathi

**Desirable:**

1. Hands on experience of designing and developing community training modules, Trainers empanelment/ Developing Resource Trainers Pool and monitoring mechanism, CB Best practice documentation etc.
2. Experience of working with Community Based Organizations i.g. SHG, Community Federations, CBOs.

**Professional Fee**

1. The consultant should work for 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.

2. A fixed full time Remuneration of Rs. 60,000/- (Rs. Sixty thousand) per month will be paid against submission of work done for the Month of which the claim of honorarium is being made.
3. Applicable TDS will be deducted while making the payment as per the statutory requirements.
4. 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.
5. In addition MSRLM will also reimburse the cost of lodging, boarding and travel incurred for the purpose of the assignment. The rates of lodging, boarding and travel will be applicable as per the TADA rates to Mission Manager. Charges to the field for the purpose of the assignment will be calculated from State Mission Management office.

**Submission of Application:**

- Application should be submitted in the format provided with this term of reference to **The Chief Executive Officer, Maharashtra State Rural Livelihoods Mission, 5th Floor, CIDCO Bhavan, Southwing, CBD, Belapur, Navi Mumbai- 400 614.**
- Application should be typed and signed on each page
- All relevant documents duly signed (e.g. education, work experience certificates etc.) should be attached with the application form.
- Duly filled and attached relevant document should reach this office latest **by 10/12/2018 up to 5 PM.**
- Applications received after due date for whatever reason shall not be accepted.
- Application along with self-attested copies of documents should be send in sealed envelope superscripted as **APPLICATION FOR MID-LEVEL INDIVIDUAL CONSULTANT-STATE RESOURCE CELL**
- Incomplete applications will not be considered for further selection process.

Sd-  
**Chief Executive Officer**  
**Maharashtra State Rural Livelihoods Mission**

**Annexure-1 Key Deliverables of Mid-Level Consultant - Community Training and Resource Development**

		<b>Deliverables:</b>		<b>Time line</b>											
<b>Sr. N o.</b>	<b>Key Deleverables</b>	<b>Activities</b>	<b>Target</b>	<b>Ja n- 19</b>	<b>Fe b - 19</b>	<b>M ar- 19</b>	<b>Ap r- 19</b>	<b>M ay- 19</b>	<b>Ju n- 19</b>	<b>Ju l- 19</b>	<b>Au g- 19</b>	<b>Se p- 19</b>	<b>Oct- 19</b>	<b>Nov -19</b>	<b>Dec -19</b>
2	<b>Resource Person Empanelment</b>	MIS Development for State Resource Cell /Resource Pool	1												
3		Facilitation of empanelment process	1												
4		Facilitation of One day orientation of SRPs at Mumbai	1												
5	<b>Establishment &amp; Functioning of District Resource Cell</b>	Facilitation of orientation to In charge - District Resource Cell	26												
7		Facilitation of Empanelment of District and Block Resource Person including Wardhini & Sr. CRPs) (40 / Block)	3000												
9	<b>Establishment of Community managed Training Centre</b>	Field visits for Identification of two Training Venue at block/District per district	28												
10		Facilitation of Establishment & functioning of Training Centres	28												
12	<b>Other Activities</b>	Facilitation of Training Need Assessment	1												
13		MIS Development for State Resource Cell /Resource Pool	1												
14		Best Practice / Case Studies	28												
15		Training Modules Development As per Mission Need	As per need												
16		Field visits for technical support to district and follow up	60												

**Maharashtra State Rural Livelihoods Mission (MSRLM)  
State Mission Management Unit (SMMU)  
Application Form**

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
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Subject - Application Form for Sr.Individual Consultant -State Resource Cell.

**1. Applicant Details**

Name (first-middle-last)		
Date of birth (dd-mm-yyyy)		
Age as on 30/11/2018		
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: days

3. Educational Details (From S.S.C. onwards)

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

4. Other Courses / Additional Qualification

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

5. Workshops & Trainings Attended

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





**9. Extra-Curricular Activities / Interests**

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**10. Any other information the applicant would like to mention:**

(Research papers, Publications, Membership with professional organizations, International exposure etc.)

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**11. Computer Skills Details:**

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

**12. References:**

<b>Sr. No.</b>	<b>Name</b>	<b>Contact No. and email id</b>
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 of Applicant**

Note: Application should be typed and signed on each page