

## **Terms of Reference (ToR) for hiring of Individual Consultant: Regional Coordinator under "Satat Jeevikoparjan Yojana" of Govt. of Bihar**

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### **1. Background:**

The Government of Bihar has launched Satat Jeevikoparjan Yojana (SJY) on 5<sup>th</sup> August, 2018. With the introduction of the scheme, the GoB has envisaged sustainable livelihood options for the targeted ultra-poor households traditionally engaged in production, transportation, selling of country liquor / toddy and ultra-poor households belonging to SC / ST & other communities. The Bihar Rural Livelihoods Promotion Society (BRLPS) – JEEViKA, under Rural Development Department, GoB has been designated as the implementing agency of the scheme.

### **2. Introduction to SJY:**

The objective of the SJY is to empower the targeted ultra-poor households *through regular coaching, capacity building, livelihood financing, transfer of productive asset transfer, diversification of livelihoods and improved access to finance*. SJY combines all these approaches into one comprehensive package that may help spur a sustainable transition to employment/income generating activities. The idea is to give a big push to selected households, over a limited period, with the objective of unlocking the poverty trap.

The local village-based community organization named "Village Organization (VO)", promoted by JEEViKA is implementing the scheme at village level. The VOs are conducting community-based participatory targeting process to identify and endorse ultra-poor households. In the next stage, the endorsed households received consumption stipends (livelihood gap assistance fund) and productive asset (livelihood investment fund) through the endorsing VO, which, together with continuous handholding support of SJY Master Resource Person (MRP) and JEEViKA's ongoing interventions, constitutes a comprehensive graduation package.

### **3. Implementation Architecture & SJY Regional Coordinator:**

A dedicated team of project staffs of JEEViKA and technical resource persons are supporting the implementation of the scheme at block level. For coordination & management, project has deployed professionals at district level. The state team consisting of project staff, experts are engaged in designing, monitoring and oversee the program roll out across the state of Bihar. In order to have a continuous connection with endorsed households a community cadre (Master Resource Person) per 30 - 35 HHs have been identified and deployed at panchayat level. The MRPs coordinate the productive asset transfer and ensure last mile delivery of different component of the program.

The components of the scheme are designed based on the principals of the ultra-poor "Graduation Approach". The scheme is consisting of various components: *Endorsement, Development of Social Capital, Livelihood Financing, Insurance, Convergence & Entitlement* etc. Each designed to address specific constrains faced by the ultra-poor households. Under SJY, right mix of interventions, offered in a right sequence, so that the Ultra-poor HH could "graduate" from extreme poverty into a sustainable livelihood within a defined time period.

Starting from August 2018, JEEViKA implemented the scheme in phased manner in all 38 districts of Bihar. As per the approved implementation arrangement of SJY, one human resource will be deployed at regional level to support the project management.

For this JEEViKA requires the support of experienced **Regional Coordinators** in the form of individual consultants to support the SJY State Unit in project management, strengthening partnership & convergence, strategic planning & review, field follow up etc. **The Bihar Rural Livelihoods Promotion Society (BRLPS) – JEEViKA intends to hire 3 Individual Consultant- Regional Coordinator for 11 months to support the implementation of SJY.**

#### **4. Role of Regional Coordinator**

The roll out of the program in a region will be supervised by the regional coordinator. S/he will coordinate with the district teams and technical partners to ensure effective implementation of the ultra-poor graduation approach. The consultant will support the district teams in planning, monitoring and field follow up and incorporate their inputs into the overall strategy, systems and processes of SJY implementation. S/he will support district teams in roll out of Project Monitoring, Evaluation & Learning System. Project intervention & household level monitoring will be done by the consultant with the support of implementation team & partners. The regional coordinator will advocate internally with district teams to keep the progress on track.

#### **5. Scope of Work**

a. *System Strengthening:*

- Support block teams in fortnightly review of MRPs at block level on pace of implementation.
- Support district teams in monthly review of blocks on implementation.
- Coordinate with the technical partners to ensure effective implantation.
- Conduct need based capacity building sessions for community cadres and implementation teams.

b. *Monitoring & Evaluation of the program:* The regional coordinator will coordinate with the SJY district nodal(s) for roll out of the Monitoring, Evaluation & Learning (MEL) System. The features of the MEL include –

- Support district teams in performance monitoring in accordance with the performance indicators and time lines articulated in program guidelines.
- Conduct household visit on sample basis to access the performance of HHS w.r.t. Graduation Indicators.
- Support district teams in roll out of SJY MIS and using MIS data for project monitoring.
- Support district teams in preparation of performance report card of community cadre and implementation team.

c. *Report:* The consultant will submit following reports

- Monthly Activity Plan and Field Visit Roster in advance.
- Monthly Activity Report and Observation Report at the end on each reporting month.

d. As per the need of the project the work responsibility would be revised and communicated.

## 6. Period of the Consultancy:

The period of consultancy will be for 11 months which may be further extended for three years or Co-terminus to the SJY period. However, BRLPS reserves the right to terminate consultancy any time on the basis of requirement of the scheme and performance of the consultant concerned. In case of discontinuance, either party is required to give fifteen days' notice.

## 7. Area of Operation:

The Regional Coordinator will be placed at District unit of BRLPS and work under the supervision of the State Project Manager-Monitoring & Evaluation / SJY in-charge. **The position required field visit of at least 20 days in a calendar month. S/he will provide intensive support in a group of 2-3 districts in starting and then expand as per need.**

## 8. Responsibilities:

The Consultant will provide his professional services as per the scope of work mentioned in the ToR with commitment and ethics, which would establish a clear implementation framework. BRLPS will provide adequate environment, team support and logistics for the agreed / approved framework of implementation.

## 9. Key qualification and experience of the consultant:

Designation	Qualification	Experience
Regional Coordinator (Individual Consultant): under Satat Jeevikoparjan Yojana (SJY)	S/he should have PG degree or diploma in Management / Rural Development / Rural Management / MSW	At least 7 years post qualification experience in community-driven-development Program/Project/Marketing. Preferences will be given to the candidates having experience of working in development sector, exposure to rural area of Bihar and has experience in executing or rolling out development projects or Marketing of the products. S/he should have good communication skill (both oral and written) and proficiency in working with MS Office is a must. * Candidate must have his/her own vehicle for field movement.

## 10. Review Committee to Monitor Consultant's Work:

The Officer on Special Duty (OSD), BRLPS in association with State Project Manager-Monitoring & Evaluation / In-charge SJY shall be responsible for reviewing and monitoring the work of consultant. The Consultant need to submit the monthly activity plan & field visit roster in advance and work done report at end of the month.

## 11. Ownership:

This assignment is funded by BRLPS and therefore shall be the owner of the assignment output. The Consultant will have no right of claim to the assignment or its outputs once completed. Any reports / research outputs /process documents produced as a part of this assignment shall be deemed to be in the property of BRLPS and the consultant will not have any claims and will not use or reproduce the contents of the above documents without the written permission of BRLPS.

### 12. Selection Process:

The interested candidates to submit their Curriculum vitae along with soft copy of all relevant documents (Identity Proof, Academic and Professional certificate) with cover Letter at [slyjeevika@gmail.com](mailto:slyjeevika@gmail.com) and [vinayrajbrlps@gmail.com](mailto:vinayrajbrlps@gmail.com). Hiring of the consultants will be done on the basis of qualification, experience in relevant field. Based on the qualification and relevant experience the suitable candidates will be informed for interview. The BRLPS reserve the right to cancel the vacancy at any given point of time.

### 13. Area of work:

S.N.	Region	No. of Districts	Districts
1.	Muzaffarpur	02	Muzaffarpur and Samastipur
2.	Madhubani	02	Madhubani and Darbhanga
3.	West Champaran	02	West Champaran and Gopalganj

### 14. Remuneration:

For consultancy changes, as per the consultant policy of JEEViKA and as per the experience and various parameters, a fixed amount will be paid and applicable taxes will be deducted. As per the consultant policy of JEEViKA the individual consultant will be entitled to reimbursable cost for Transport allowance, lodging and Fooding. Monthly payment will be made after submission of monthly task completion report and invoice to the supervisor of the Consultant.

