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Government of India
Ministry of Rural Development
Department of Rural Development
(DAY-NRLM)

7th Floor, NDCC-II Building
Jai Singh Marg, New Delhi-1.
Dated 1st Feb.,2021

To,
The SMD/CEO,
All States / UTs

Subject: Advisory on promotion and functioning on State Resource Persons (SRPs) under DAY-NRLM for promoting farm livelihoods.

Sir / Madam,

I am directed to share the advisory on promotion and functioning of State Resource Persons (SRPs) under DAY-NRLM for promotion of farm livelihoods for your information and necessary action. These Guidelines are for facilitating the implementation of the DAY-NRLM in the State/UT. Further, State/UT may adopt or modify these Guidelines for selection/empanelment and utilization of SRPs as per their specific requirements.

Yours sincerely

Enclose:-As above



(H.R. Meena)
Deputy Secretary to the Govt. of India

Draft guideline for promotion and functioning of pool of State Resource Person (SRP) under DAY-NRLM for promotion of Farm Livelihoods

1. Introduction:

The Ministry of Rural Development (MoRD), Government of India, has been implementing Deendayal Antodaya Yojana, National Rural Livelihoods Mission (DAY-NRLM) in all the States and UTs of the country. To support the Ministry in rolling out various mission interventions, DAY-NRLM has set up a dedicated National Mission Management Unit (NMMU). DAY-NRLM supports the implementation strategy of poverty alleviation woven around community-based institutions. The Mission's primary objective is to reduce poverty by promoting diversified and gainful livelihood opportunities through a sustainable increase in incomes.

Since interventions are made through different community institutions like SHGs, Village Organizations (VO Livelihoods sub-committee) as well as by various community level cadres such as *Krishi Sakhi*, *Pashu Sakhi*, *Van Sakhi*, *Udyog Sakhi*, *Krishi Jaivik Sakhi*, *Matsya Sakhi* etc., it needs to take up various capacity building measures through training, demonstration, exposures, handholding etc. of these staff and cadres. Identification, training and deployment of these Community Resource Persons (CRPs) under farm livelihoods is one of the key strategies responsible for delivering different livelihood services to the community at their doorstep. The success of the programmes depends heavily on the quality of the community institutions and their cadres. Hence, it was evident that strengthening such institutions requires lots of capacity building inputs from the DAY-NRLM. It is equally important to enhance the knowledge and skill base of the human resources, i.e. both staff and the livelihood cadres. Thus, a robust training and capacity-building delivery architecture need to be in place. At the national level, there is a NIRD-empaneled pool of National Resource Persons (NRPs), who are domain experts drawn through the well-defined process, having a long association with this sector, including implementation experiences. They support SRLMs and NMMU on various aspects as and when required.

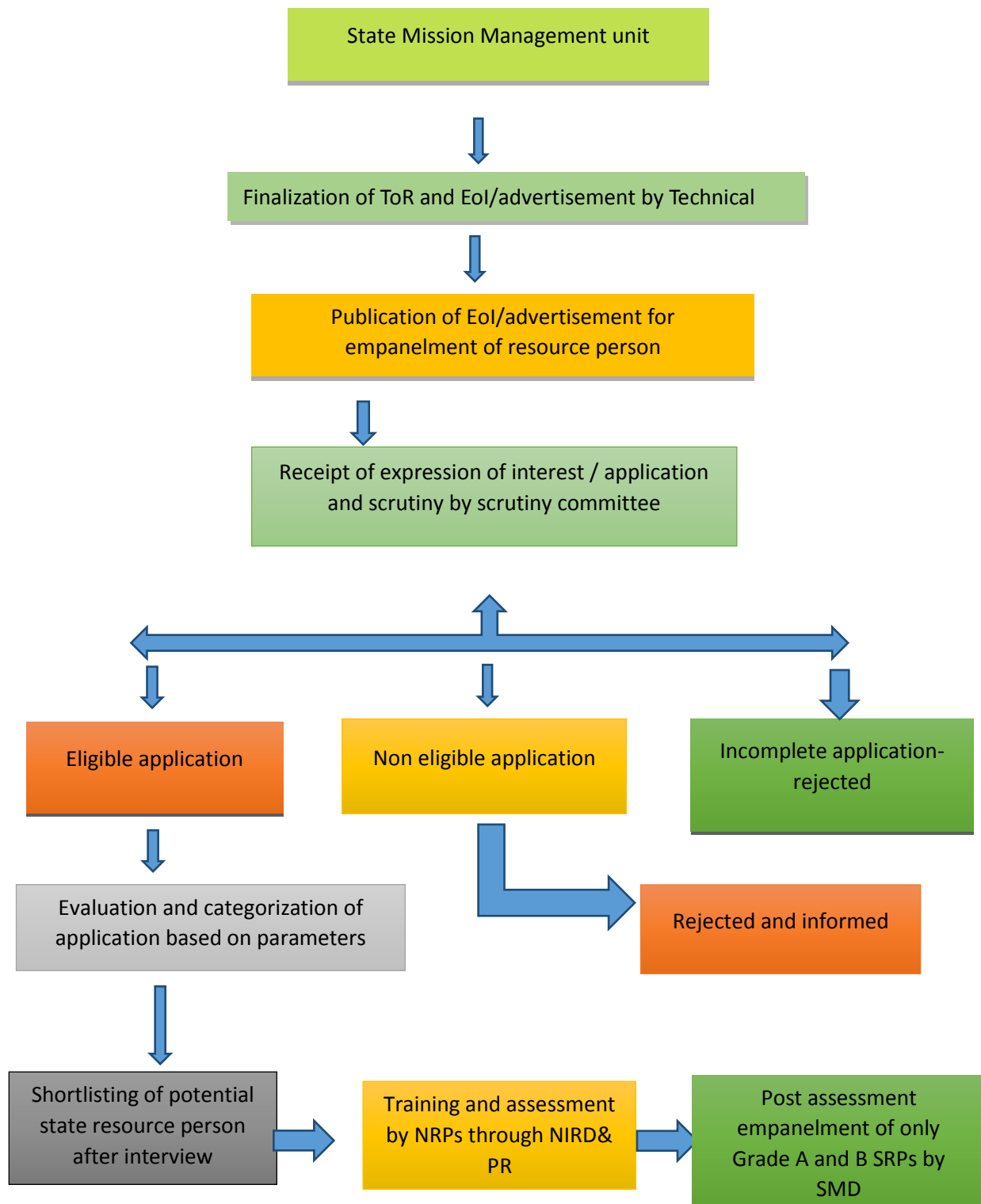
Similarly, a pool of quality expert human resources is required at each State, termed as State Resource Person (SRP), to support the SRLM on various aspects of programme implementation as and when needed. Since the SRPs are drawn internally (SRLM staff) as well as externally (NGOs, line departments, research institutes etc.) **subject to the concurrence of individuals** from a variety of diverse sources, a broad outline document on their identification, selection, training, deployment, remuneration etc. is the need of the hour which will act as guiding document to the SRLMs **for selection/empanelment and utilization of the SRPs**. This document has been prepared in consultation with the SRLMs and their prevailing practices.

2. Roles and responsibilities of SRPs:

One of the main objectives of this guiding document for SRP is to delineate the roles and responsibilities of the SRPs in providing continuous, proficient and knowledgeable mentoring supports to SRLMs. Therefore, those who can guide and support the assigned SRLM through their understanding and experience and offer technical assistance and capacity building to help plan, execute, monitor, and document farm livelihood activities. The specific roles of SRPs as envisaged are:

- a. *Planning*: Support the SRLM in developing an implementation plan for farm livelihoods intervention specifically on agro-ecological practices, NTFP, livestock, organic farming, Integrated Farming Cluster (IFC) promotion and value chain interventions.
- b. *Execution*: Support SRLM in execution of farm livelihoods intervention plan, especially agro-ecological practices, NTFP, livestock, organic cluster, IFC and value chain interventions.
- c. *Monitoring, evaluation and documentation*: Support SRLM to develop robust field monitoring system at all levels (State, district, block and village), capturing and validation of MIS, maintenance of updated MIS continuously, in house evaluation or through third party evaluation agencies by drafting TOR, evaluation of bids and negotiation of contracts and monitoring of evaluations and similar activities for ongoing and post project documentation.
- d. *Immersion site development*: Support SRLM in creating immersion sites for farm livelihood interventions in a cluster of adjoining 2-3 villages.
- e. *Training and capacity building*: Support SRLM in developing training materials, preparation of training modules, execution of training and capacity building events, field demonstration etc.

3. The procedure of selection/empanelment of State resource person



4. Profile / application Evaluation Parameters :

1. Experience (in years)	Weightage	Remark
3.1 to 5.0	1	
5.1 to 7.0	2	
7.1 to 10.0	3	
More than 10.0	5	
2. Work Experience in applied Thematic (in years) out of Total Work Experience (Sl.No.1)		Thematic Modules
2.0 to 3.0	1	1. Agro-ecological practices 2. Organic farming 3. Livestock practices 4. Value chain 5. NTFP
3.1 to 5.0	2	
5.1 to 10.0	3	
More than 10.0	5	
Work Experience as Trainer (in years) out of Total Work Experience (Sl.No.1)		
2.0 to 3.0	1	
3.1 to 5.0	2	
5.1 to 10.0	3	
More than 10.0	5	

5. Committees:

1. State technical Committee

State Technical Committee would perform the functions of selection of Resource Pool at State level.

Level of Committee	Expected members of the committee	Role
State Technical Committee	1) Chief Operating Officer /SMD/ PD 3) SPM Livelihoods/MKSP/Farm/Livestock 4) SPM HR/ SPM Procurement	Review the Resource Person Requirement Plan of State and submit to the Technical Committee by concerned Thematic as per the current Financial Year's Annual Action Plan before sending for approval to SMD, SRLM. Review and finalize Terms of Reference received from concerned Thematic before sending to SMD, SRLM for approval Expression of Interest (EoI) / advertisement to be prepared by SPM Procurement before sending for approval of SMD, SRLM. Advertisement to be released as per the approved resource requirement.

2. *Scrutiny Committee*

Members – SMMU

- 1) COO/SMD/PD or representative of SMD
- 2) NMMU Representative/NRP
- 3) Concerned SPM /thematic expert from SMMU.

a. **Role of Scrutiny Committee**

- a) Screening candidates based on the Eligibility Criteria as per advertisement/ TOR from CEO/SMD, SRLM.
- b) Preparing the final list of Eligible candidates thematic wise, based on Resource Person requirement plan as per ToR/EoI/application received, for Written test/GD/Interview and seek approval of CEO/SMD, SRLM and handover the same to the HR department/Training and capacity building team (SMMU) to take the process forward.

6. **Essential Qualifications**

State Resource Persons are the pool of trainers identified from among the staff, outsourced from relevant departments or from market (individual or institution, trainers from NGO, research institution, professor from colleges, SIRD resource person, RSETI trainers, retired department staff etc.) or maybe shortlisted from the community. The specific qualification for the resource person under farm livelihoods for SRP for staff and outsourced is as follows;

Minimum eligible criteria/qualification for SRPs

Experience Qualification	Category
Experience	At least 08 years of relevant experience
Educational Qualification	Master or PG diploma in Agriculture, Animal husbandry, rural development or science preferable biological sciences/ bachelor in agriculture or allied or zoology or botany
Language	Proficiency in English, Hindi and State-specific language/s

The SMD / CEO of the SRLM may have the authority to relax some criterion in cases of exceptional merit

7. **Screening and Empanelment Process**

Primary shortlisting of applicants may be based on the eligible criteria, qualification and experience. This may be followed by a written examination and GD/interview, after which the applicants may be shortlisted. Post shortlisting, these applicants may undertake orientation cum induction course of 5 days and State Resource Person training for Agro-ecological practices and livestock practices of 8 days each through NIRD & PR by the NRPs as per the structured module designed by NMMU. Post these training the participants may be assessed through NIRD&PR, and those who pass through grade A and B (Grade A = Greater than 90% and Grade B = Greater than 75 %) may be recommended for and empaneled as State Resource Person.

8. Training process:

The resource persons need to have a thorough understanding of DAY-NRLM concepts & thematic areas in the DAY-NRLM context in which SRLM is dealing. Therefore, the SRPs may undergo at least two training doses; the first dose may be an Orientation program for five days on DAY-NRLM farm livelihoods Vision, Mission and its components. In addition to orientation, thematic training of eight days each may be conducted on agro-ecological practices and livestock separately. **In addition to this, structured training on other activities like Organic Farming, Fisheries, and value chain will be imparted.** An assessment may take place at the end of the training. After assessment results, only A and B grade candidates may be designated as SRP. Subsequently, refresher training may be conducted based on need.

9. Payment of resource fees:

Though SRLM may revise TA / DA time to time remuneration for SRPs. **Till the State/UT develop and approve its own guideline on TA/DA the following rate will be applicable:**

Particulars	Grade	State level
Remuneration Per day in Rs	A	5000
	B	4000
	C	3000
Remuneration Per Session in Rs,	A	1500
	B	1000
	C	750
Travel		Rail – AC –II class
		Bus- Volvo /AC
		Local Transport- Taxi provided by Mission or Rs. 15 per KM
Boarding and lodging arrangement		Boarding and Lodging may be provided by SMMU/DMMU/ Regional Training Centre

The payment of resource persons may be booked under IB&CB.

10. Scope of work for the SRP deployment:

After empanelment, the engagement of SRPs depends on the need of the SRLM. It may be assignment based. The empanelment does not bind an SRLM to engage any SRPs, or empanelment does not mean any assurance of employment in the SRLM. The SRLM may seek supports of finalized and empanelled SRPs in AAP, MKSP-AAP, NRETP or any such project/programme the SRLM is implementing on the following aspects through ToR based assignment:

1. Planning:

- a. Help SRLM in preparation of State annual action plan. Once the State level planned annual physical targets against key deliverables are approved, help the SRLM to break the targets into quarterly and monthly targets at district, block and up to village level.
- b. Help SRLM in planning for resources - CRPs, m-CRPs, convergence with line departments, training material development, the printing of training materials and documentation of best practices
- c. Help SRLM in training calendar preparation for m-CRPs, CRPs and Mahila Kisan (through FFS).
- d. Help SRLM in planning for identification and documentation of best practices.
- e. Help SRLM in the development of continuous Monitoring & evaluation framework.

2. Execution of the plan:

- i. Help SRLM in the execution of village action plan including village entry, planning, collection and analysis of progress data for livelihood activities.
- ii. Help SRLM in formation, orientation, and functioning of VO Livelihoods sub-committee in execution and Monitoring of the village's livelihood interventions.
- iii. Help SRLM in organizing all training & capacity building events as per the training calendar for staff, m-CRPs and CRPs.
- iv. Help SRLM in holding farmer field school / Pashu Pathshala regularly involving MKs
- v. Help SRLM in the implementation of various advisories and guidelines issued by the Ministry.
- vi. Help SRLM in formation & smooth functioning of PGs and LGs

3. Achieving targets, Monitoring and documentation:

- i. Participate in monthly state level progress review meeting (Physical & Financial), taking inputs from field visits and MIS data. Preparation of action plan for the next month to achieve the planned physical target
- ii. Help SRLM to ensure periodic field visits of state and district level SRLM staff for on-field review.
- iii. Help SRLM identify best practice sites during field visits and document them (write up, short video clips), interact with the MKs etc.

4. Immersion site development:

Through the supports of SRPs all the relevant farm livelihood interventions – agro ecology, organic farming, value chain, convergence, need-based partnership may be showcased in a cluster of 2-3 villages. This should include starting from village entry exercise to develop village plan and individual household level plan on asset, access and skill development/improvement, and its implementation and impact assessment based on primary data analysis.

11. Deployment protocol for State Resource Pool:

- i. Though the State Resource Persons may be empaneled by SMD / CEO of the respective SRLM for a period of 3 years but there may be yearly review of performance of each SRP. The continuation of a SRP depends on the outcome of the review every year. Besides, after expiry of the life of the empaneled list, i.e., 3 years; a fresh empanelment may be done following the same guideline by the SRLM.
- ii. Services of the Resource Person may be hired as per the requirement of the SRLM. At the beginning of every month, the concerned SPMs may prepare a training plan/TOR based plan and intimate the Resource Person at least 15 days before the programme, after the competent Authority's approval. Only in exceptional cases or in case of urgency, the Resource Person may be informed by the project at least 7 days before the training program commencement.
- iii. Performance of the State Resource Person may be reviewed per assignment by the competent Authority at respective level (State and District) based on the report submitted by DMMU, concerned SRP and feedback collected from the participants and concerned staff during the training program/task/Assignment.
- iv. The Resource Person needs to follow the training schedule and ensure quality standards. If there is any deviation prior approval to be taken from respective offices of SRLM.
- v. SRLM reserves the right to cancel the assignment during the process for any reason like if the Resource Person does not deliver as per the ToR or if found indulged in any unfair practices that bring bad name for the SRLM, its staff or Clients.
- vi. In case of any discrepancies, SMD, SRLM, maybe the appellate Authority and his/her decision may be considered final.
- vii. This is not permanent employment, and SRLM is under no obligation, post empanelment to avail the services of the resource person. It may be the sole discretion of SRLM as per the requirement to invite /not invite an empaneled resource person.
- viii. The parties submit all their disputes arising out of or in connection with this Agreement to the exclusive jurisdiction of the Courts of respective State.

12. Submission of reports and bills by the SRP:

- a. Based on the need of the farm livelihood team of the State / UT, the SRP may prepare and submit a detailed work plan for the work allocated to that particular SRP. The SRP may submit the work plan with travel details to SMMU for approval.
- b. Based on the advice of SPM-Farm Livelihoods post-approval from competent authorities, respective district team may make travel and stay arrangements for the SRP as per the approved plan.
- c. At the end of every assignment, the SRP may submit a detailed report and relevant bills / invoice of the current month to the respective DMMU/SRLM on or before the 5th of the next month.
- d. Based on the advice of SPM- Farm Livelihoods, post-approval from competent authority of all bills / invoices submitted by the SRP, the Accounts Division / HR Division of the SRLM may make payment of resource fee and reimbursement of TA&DA as per norm / rule of the SRLM to the SRP. SRLM team may ensure that the payment all bills / invoice to the SRP are made within one month of submission of the claim / payment documents.