

File No. K-11060/08/2019-20/NRLM (Livelihoods)  
Government of India  
Ministry of Rural Development  
Department of Rural Development  
(RL Division)

7<sup>th</sup> Floor, NDCC – II Building  
Jai Singh Marg, New Delhi – 110001  
Dated: 4<sup>th</sup> March, 2020

To,  
The All State Mission Director

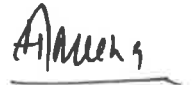
**Subject- NRP engagement under farm livelihoods**

Sir,

I am directed to say that it has been decided to utilize the services of National Resource Person in different activities for farm livelihoods intervention under DAY-NRLM. It has also been decided to use the services of NRPs to provide continuous handholding support to the SRLMs in implementing Farm Livelihoods activities. In this context, the TOR of engagement and NRP reporting format is being shared for your reference and perusal.

Yours faithfully,

Encl.



**(HR Meena)**

Deputy Secretary to the government of India

Copy to:

1. The Director NRLM Resource Cell, NIRD&PR, Hyderabad Telangana State

## **Annexure -1**

### **Monthly report**

(To be submitted every month to the SRLM, NIRD&PR (RC) / NIRD&PR-NER (RC) and NMMU, New Delhi)

#### **Part-1**

This narrative report will be based on observations and primary information collected during (a) village visits, (b) planning and review meetings attended at state, district and block levels and (c) review of MIS data and its analysis. Narrative report will cover following aspects:

Person-power: Number, quality, responsibilities and level of involvement of staff dedicated to livelihood promotion at different levels – state, district and block level.

Achievements: The NRP will randomly select an intervention block and then randomly select couple of villages from that block in each trip (which is mandatory) from among the list of intervention villages from NRLM / MKSP MIS. Get a list of benefiting MKs reported in the MIS achievement. The NRP will visit the village and interact with the MK with respect to:

#### **At Mahila Kisan level:**

- Whether each of the interventions reported are found or not.
  - If not, why?

If yes, then:

- Supports she received
  - Financial: Grant, loan etc
  - Non-financial: Training, linkages, technology etc.
- How she has implemented it
- How it is benefitting her (individually and her family),
  - Financial (enhancement of income)
  - Non-financial (enhancement of skill, knowledge, access etc.)
- How relevant the benefit is to her life and livelihoods
- Rough calculation of economics of the intervention based on the primary data from the MK to cross-check the claim of the MK.
- Level of uses of chemical pesticides, fertilizers, herbicides in agriculture and antibiotics, hormones, growth regulators etc in livestock rearing.
- Level of uses of NPM materials, composts, green manures etc
- Quality of Agri-nutrition garden: Layout, crop planning, use of chemical and fertilizers (if any)

- Number of animal/poultry dewormed/ vaccinated
- Use of local resources for ration preparation and increase/decrease in cost of ration and productivity of animal
- Impact on annual family income: Decreased / no change / if increased, then
  - Less than Rs 25,000
  - Between Rs 26,000 to Rs 50,000
  - Above Rs 50,000

**At village level:**

1. A para on each of the following on availability of operation manual and mode of functioning of –
  - CHC / Tool bank
  - NPM shop
  - Seed bank
  - Marketing out-let
  - Any other
2. Formation and functioning of VO LH sub-committee in planning and monitoring of all LH CRPs
3. Quality, functioning and effect of FFS / PPS
4. Any other as and when asked for it

## Part-2

Put figures in the following check-sheet whichever is applicable:

### A. Agro-ecology, Livestock and NTFP:

		Parameters	Put figure
1		<b>Mahila Kishan coverage</b>	
	A	Total number of SHG members in all intensive blocks	
	B	No of MK profile entered	
	C	Percentage of MKs received at least one training on Farm LH (AEP/LS/NTFP)	
	D	Percentage of MKs received more than one trainings on Farm LH (AEP/LS/NTFP)	
	E	Percentage of MKs adopted one practice (AEP, LS & NTFP)	
	F	Percentage of MKs adopted two of the practices (AEP, LS & NTFP)	
	G	Percentage of MKs adopted three or more of the practices (AEP, LS & NTFP)	
	H	Percentage of MKs consume produces from Agri-nutrition garden throughout the year	
2		<b>District coverage</b>	
	A	No of districts where NRLM is working	
	B	No of districts touched with Farm livelihoods	
3		<b>Block saturation</b>	
	A	No of intensive blocks in the NRLM districts	
	B	No of intensive blocks with farm LH intervention	
4		<b>Village saturation</b>	
	A	No of villages in all intensive blocks	
	B	Percentage of villages with village entry plan completed	
	C	Percentage of villages with 80% LH interventions coverage	
	D	Percentage of villages with LH interventions coverage - more than 50% HH	
	E	Percentage of villages with LH interventions- less than 50% HH coverage	
5		<b>Human Resources</b>	
	A	No of block LH staff to place as per advisory (3/block)	
	B	No of block staff placed	
	C	No of SRLM LH staff inducted and oriented on LH interventions	
	D	No of SRLM staff trained as SRP	
	E	No of non-SRLM personnel trained as SRP	
	F	No of trainers from other institutions oriented and deployed for training of CRPs	
6		<b>LH CRP engaged by VO</b>	
	A	No of KS per intervention village (received at least orientation and induction training and deployed)	

		<b>Parameters</b>	<b>Put figure</b>
	B	No of PS per intervention village (received at least orientation and induction training and deployed)	
	C	No of VS per intervention village (received at least orientation and induction training and deployed)	
	D	No of any other types of CRP per intervention village (received at least orientation and induction training and deployed)	
		<b>Custom Hiring Centre</b>	
7	A	No of tool bank per intervention village	
	B	No of CHC per intervention village	
	C	Collection of hiring charges of machineries per CHC (Rs)	
		<b>NPM shop</b>	
8	A	No of NPM shop per intervention village	
	B	Sales of materials per NPM shop (Rs)	
		<b>Seed Bank</b>	
9	A	No of seed bank per intervention block	
	B	Volume of seeds sold/exchanged per seed bank (Kg)	
		<b>Farmers Field School / Pashu Pathshala (FFS)</b>	
10	A	No of functional FFS / Pashu Pathsala	
	B	No of FFS class taken place per month	
	C	No of MKs who are member of FFS / Pashu Pathsala	
		<b>Animal vaccination</b>	
11	A	Percentage of large animals of the project area vaccinated with FMD/Brucellosis	
	B	Percentage of small animals of the project area vaccinated with FMD/Brucellosis/PPR/Sheep pox	
	C	Percentage of poultry birds in the project area vaccinated with Ranikhet/IBR	
	D	Percentage of pigs in the project area vaccinated with swain fever vaccine	
	E	Any other preventive care taken (specify)	
		<b>De-worming</b>	
12	A	Percentage of large animals of the project area dewormed	
	B	Percentage of small animals of the project area de-wormed	
	C	Percentage of pigs in the project area de-wormed	
		<b>Value addition and marketing (Agriculture, Livestock and NTFP)</b>	
13	A	Percentage of MK practice sorting and grading of their produces	
	B	Percentage of MK sale their surplus produce directly to the market	
	C	Percentage of MK sale their surplus produce collectively	
	D	Percentage of MK sale their surplus produce through middlemen	
		<b>Convergence</b>	
14	A	No of schemes from village entry plan entered in action plan of MGNREGS	
	B	No of schemes from village entry plan appeared in top 50 schemes of the priority list of MGNREGS	
	C	No of CHCs augmented by Agriculture Department	

		Parameters	Put figure
	D	No of net-house/green-house constructed through convergence	
	E	No of animal vaccination camp organized	
	F	Any other convergence (specify)	

## B. Organic cluster promotion

		Parameters	Put figure
1		<b>Coverage of MK</b>	
	a	Total number of MKs in all intensive blocks covered in organic farming	
	b	No of MKs as member of LG	
	c	Percentage of MKs in conversion	
	d	Percentage of MKs received organic certificate through PGS	
	e	No of MKs covered (organic certification) through convergence - MoVCD	
	f	No of MKs received organic certificate through convergence - MoVCD	
2		<b>District coverage</b>	
	a	No of districts touched with Farm livelihoods	
	b	No of districts where organic cluster is initiated	
3		<b>Block coverage</b>	
	a	No of intensive blocks with farm LH intervention	
	b	No of intensive blocks where organic cluster is initiated	
	c	No of organic cluster per organic cluster block	
4		<b>Human Resources</b>	
	a	No of Project Manager placed	
	b	No of block co-ordinator per organic cluster blocks	
	c	No of organic cluster per Cluster co-ordinator	
5		<b>Name of RC</b>	
6		<b>Name of the TSA (if any)</b>	
7		<b>LG formation and registration</b>	
	a	No of LGs formed	
	b	No of LGs per organic cluster	
	c	Percentage of LGs registered	
	d	Percentage of LGs having LG Leader	
	e	Percentage of LGs having Peer Appraisal Group	
8		<b>Training and capacity building</b>	
	a	No of Project Manager trained in organic production, certification and marketing of organic produces	
	b	Percentage of Block Co-ordinators trained in organic production and certification	
	c	Percentage of Cluster Co-ordinators trained in organic production and certification	
	d	Percentage of LG members trained in organic production and certification	
	e	Percentage of LG leaders trained	

	Parameters	Put figure
	f Percentage of Peer Appraisal Group members trained in their roles and responsibilities	
<b>9</b>	<b>No of NPM shop per intervention village</b>	
	<b>Value addition and marketing</b>	
<b>10</b>	a Percentage of MK sell their produces at normal price	
	b Percentage of MK sell their produces at premium price	
	c Percentage of MK sale their surplus produce collectively in local/domestic market	
	d Percentage of MK export their surplus produce collectively	
	e Percentage of MK sale their surplus produce directly	
	f Percentage of MK sale their surplus produce through middlemen	

### C. Value chain intervention:

**Functioning of PG:** A short para on each of the following points for each PG:

- Key product:
- Formal / informal:
- Registered as (Co-op, PC, MBT etc.):
- Number and profile of member producers:
- Business model:
- Decision making (Governance, Management, Membership and their interaction):
- Business performance:
  - Sources of funds (investment, working capital)
  - Status of working capital
  - Benefits (income enhancement) to producers
  - Change in reserves and surpluses (if any).

**Functioning of PE:** A short para on each of the following points for each PC:

- Key commodities dealing with:
- Number and profile of member producers:
- Business model:
- Decision making (Governance, Management, Membership and their interaction):
- Business performance:
  - Snap shot of financial performance (Trading a/c, P&L and BS, status of debtors and creditors, stock, other financial liabilities like bank loan etc.)
  - Status of working capital
  - Benefits (income enhancement) to producers
  - Change in reserves and surpluses
- Status of compliances:
  - Statutory compliances

- Governance (AGM, BoD meeting etc.)
- Financial (Debt servicing etc.)



## **Terms of Reference for engagement of National Resource Persons (NRPs) to provide Technical Assistance and Implementation Support services to State Rural Livelihoods Missions in Farm Livelihoods Interventions**

### **1. About Deendayal Antyodaya Yojana- National Rural Livelihoods Mission (DAY-NRLM):**

The Ministry of Rural Development (MORD), Government of India (GOI) has been implementing Deen Dayal Antyodaya Yojana (DAY) - National Rural Livelihoods Mission (NRLM) since June 2011. The central objective of the DAY-NRLM is to catalyze increase in household incomes to move towards elimination of rural poverty. NRLM encourages the delivery of services/entitlements (such as MGNREGS, PDS) through women SHGs and their institutions at different levels. The institutions of the poor set aside funds towards vulnerability reduction - food security, health security, etc. Vulnerability Reduction Fund is also used for meeting the emergency needs of the poor and meeting the needs of the ultra-poor and vulnerable households on a differential footing. NRLM promotes and supports collectives towards Sustainable Livelihoods of the Poor (CSLP) around their key livelihood options. These collectives offer their members access to livelihood knowledge, skills, technology, market intelligence, risk management products and credit support through their SHGs and Federations to individual members/households

### **2. About Farm Livelihood interventions of NRLM:**

DAY-NRLM recognizes that the poor have multiple livelihoods and one of the key components of DAY-NRLM as envisaged in the NRLM Framework is enhancing and expanding the existing livelihoods of the poor. More than 70% of the rural poor are dependent on agriculture either as cultivators or as agriculture labourer. Besides, livestock rearing is again a key livelihood of the poor. In forest fringe areas NTFP is a major livelihood of the poor, who mostly belong to tribal communities. The intervention strategy of NRLM for Farm based Livelihoods promotion is focused on strengthening livelihood basket of the poor with the following objectives:

- ✓ Every poor household is supported on at least 2 farm sector livelihoods (agriculture, NTFP and livestock).
- ✓ Creation of Social capital for agriculture, NTFP and livestock, from among the best practitioners as extension workers.
- ✓ Year-long food & nutritional security for the household created by themselves.
- ✓ Supporting the small and marginal producers in market access through their value chain participation.
- ✓ Assured annual incremental income of more than Rs 50,000 per family per year after 2 years of intervention.
- ✓ Income streams throughout the year.

### **3. Rationale for engagement of National Resource Persons (NRPs):**

DAY-NRLM recognizes that rural poor have multiple livelihoods and one of the key components of DAY-NRLM as envisaged in the NRLM Framework is enhancing and expanding the farm livelihood interventions of the poor through its deepening and expanding. SRLMs also now have the challenges to manage multiple commitments under SRLM-AAP, MKSP, NRETP. Programmatically also challenges are mounting to implement Agro-ecology, improved livestock rearing, NTFP, Organic farming (production, certification and marketing), value chain intervention through promotion of Producers Groups and Producers Enterprises (formalization, institution building, business operation, compliances etc.) and so on. Besides, the challenges of saturating intensive blocks with farm livelihood interventions require technical assistance and mentoring supports on a continuous basis for intervention strategization, capacity building, rolling out, monitoring, advocacy and knowledge dissemination on the farm livelihoods interventions.

National Resource Persons (NRPs) are a pool of technically qualified, dynamic experienced rural development professionals, experts in their specific domain, drawn from an array of reputed organisations / institutions across the country, they are selected, oriented and empaneled by NIRD&PR. These NRPs are having significant hands-on field level implementation experience with poor and marginalized communities. DAY-NRLM has created the pool of NRPs, primarily to provide need based supports to the SRLMs in project formulation, preparation of DPR, field monitoring, training and capacity building etc. Their engagement so far is purely need-based, discrete and for specific tasks to perform. The experience so far with the NRPs for providing these supports to SRLM has been encouraging. Looking at the emerging challenges we may see the scope of expanding the role of NRPs in providing a larger range of supports to SRLMs in programme implementation.

It is envisaged that one National Resource Persons (NRPs) will be engaged with specific SRLM to support the state Missions in strategizing, capacity building, implementation, monitoring and documentation of Farm Livelihoods interventions on a continuous basis. The NRPs will also provide required technical assistance in agriculture, livestock and NTFP based livelihood interventions during their course of engagement.

The engagement will provide continuous mentoring supports that will make SRLMs capable of facing the emerging challenges and complexities in implementation of farm livelihood interventions in the respective states to achieve the desired goal of NRLM. The engagement will act as a conduits for mutual flow of information, experiences, issues, challenges and follow up actions between Farm Livelihood team of NMMU and the SRLMs, enabling the Farm Livelihood Team to improve co-ordination, programme components and responses.

### **4. Objectives of the assignment:**

The main objective of the assignment is to provide continuous, proficient and knowledgeable mentoring supports who can guide and support the assigned SRLM through his/her acumen

and experience, offers technical assistance and capacity building supports in planning, execution, monitoring and documentation of farm livelihood activities. The specific objectives of the assignment are:

- i. *Planning*: Support the SRLM in developing implementation plan for farm livelihoods intervention specifically on Agro-ecological practices, NTFP, livestock, organic and value chain interventions.
- ii. *Execution*: Support SRLM in execution strategy of farm livelihoods intervention plan specially Agro-ecological practices, NTFP, livestock, organic cluster and value chain interventions.
- iii. *Achievement*: Support SRLM in ensuring achievement of qualitative and quantitative targets under farm livelihood interventions - Agro-ecological practices, NTFP, livestock, organic cluster and value chain
- iv. *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 and maintenance of updated MIS on a continuous basis.
- v. *Immersion site development*: Support SRLM in creation of immersion sites for farm livelihood interventions in a cluster of adjoining 2-3 villages.

#### **5. Scope of work for the assignment:**

The NRP will support the assigned SRLM in AAP, MKSP-AAP, and NRETP on the following aspects:

##### 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 upto village level.
- b. Help SRLM in planning for resources - HR recruitment, CRPs, m-CRPs, TSA engagement and hiring of RC, NSO engagement, convergence with line departments, managing partnership, training material development, printing of training materials and documentation of best practices
- c. Help SRLM in training calendar preparation for staff, m-CRPs, CRPs and Mahila Kisan (through FFS).
- d. Help SRLM in planning for identification and documentation of best practices.
- e. Help SRLM in development of continuous monitoring & evaluation framework.

##### Execution of plan:

- i. Help SRLM in 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 livelihood interventions of the village.

- 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 implementation of various advisories and guidelines issued by the Ministry.
- vi. Help SRLM in formation, & smooth functioning of PGs and LGs
- vi. Help SRLM in identification, engagement and periodic review of TSAs and RC

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 in identifying best practice sites during field visits and document them (write up, short video clips), interacting with the MKs etc.

Immersion site development:

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

**6. Phasing of scope of works:**

The NRPs may not be able to start all the activities together, s/he will need some time to get acquainted with the community and functioning of the SRLM thus will start with immediate do-able items and gradually take up other deliverables. Year-wise phasing of deliverables which may change based on the needs of the SRLM and NMMU has been presented below:

Year 1	Year 2	Year 3
<ul style="list-style-type: none"> <li>○ Planning and month-wise phasing of physical targets.</li> <li>○ Preparation and help in execution of training calendar for staff, m-CRPs and CRPs</li> <li>○ Help in preparation of calendar for FFS and Pashu Pathsala and its execution.</li> <li>○ Review meetings at state, district and block levels and review of achievement of physical and financial target.</li> <li>○ Conduct field visit in</li> </ul>	<p>Continue with all the deliverables of year-1. In addition to it following deliverables will be added in the second year.</p> <ul style="list-style-type: none"> <li>● Create a pool of CRPs and staff to conduct village entry exercise.</li> <li>● Help in identification and documentation of best practices.</li> <li>● Identify a cluster of 2-3 contiguous villages and initiate development of immersion site in that cluster.</li> <li>● Help in development of state specific advisories / technical protocols.</li> <li>● Development of proposals, Detailed Project Reports, Baseline information.</li> </ul>	<p>Continue with all the deliverables of year-2. In addition to it following deliverables will be added in the third year.</p> <ul style="list-style-type: none"> <li>▪ Develop immersion sites in the identified cluster of villages with</li> </ul>

Year 1	Year 2	Year 3
<p>randomly selected villages to see, take photos, shoot short videos (through mobile) the quality of works done by the SRLM.</p> <ul style="list-style-type: none"> <li>○ Submission of monthly work done report as per template.</li> </ul>	<ul style="list-style-type: none"> <li>• Selection and engagement of TSA and/or RC.</li> <li>• Scoping study to identify commodities, scope for value addition and marketing through PGs and PEs.</li> <li>• Help in preparation of business plan for the PGs and PEs.</li> <li>• Any other deliverables demanded by the SRLM and NMMU.</li> </ul>	<p>all relevant interventions of Farm Livelihood promotion by NRLM.</p>

## 7. Expected Outcomes of the assignment:

Though expected outcomes may change based on the scope of work and need of the SRLM, a possible list of expected outcomes has been shown below. The outcome will be at three levels:

### A. At SRLM level:

- Training calendar for Staff, CRP and Mahila Kisan is in place and is being properly executed as per timeline.
- Monthly physical and financial plans are in place. Achievement of physical target as per approved annual plan for the state
- Review of progress is done on monthly basis (physical & financial) at all levels.
- Timely submission of DPR, inception report, baseline report and QPR to this Ministry
- Certificates are being issues to the MKs in organic cluster.
- Scoping, business modeling and business plan for potential PGs and PEs are in place.

### B. Village level:

- CRPs have received trainings as per plan
- Custom Hiring Centres, NPM shop and FFS are in place and functional.
- In case of organic villages, LGs are formed, registered in the portal by the RC. Peer appraisal groups are formed and trained. LG leaders are identified and trained

### C. Mahila Kisan level:

- Mahila Kisans have received training as per the plan through FFS/Pashu Pathshala.
- Agri- nutrition garden at each household is established for home consumption
- Each Mahila kisan has adopted at least two of the adoptable practices each in agroecology / livestock / NTFP as per need.
- Mahila Kishans have received scope / organic certificate if she has adopted organic farming.

#### **8. Mode of engagement, evaluation and renewal of engagement:**

- Initially the NRPs will be engaged for 10 days a month for 3 months after signing of **ToR**. Thereafter extension after 3 months will be based on performance assessment by NMMU and feedback from SRLM
- The NRP is expected to visit the assigned state twice a month but one visit per month is mandatory.
- Monthly performance of NRP will be assessed by NMMU, NRLM taking input from respective SRLM, NRLM (RC) of NIRD&PR, quality of reports submitted by the NRP, this process may change from time to time as per need. Based on the performance of NRPs the continuance of the assignment will be decided
- If the NRP services are found to be as not satisfactory, NIRD&PR will withdraw the ToR at any time unilaterally with a day's notice based on the recommendation of Lead, Farm Livelihoods, NMMU.

#### **9. Submission of reports and bills by the NRP:**

- The NRP will prepare and submit a detailed tour plan in consultation with SRLM and submit to NMMU & NRLM(RC) of NIRD&PR for approval.
- Based on the advice of LEAD-Farm Livelihoods, NMMU, NRLM RC of NIRD&PR will make travel arrangements.
- At the end of every month, the NRP will submit a detailed report as per reporting template (annexure - 1) to LEAD-Farm Livelihoods, DAY-NRLM, MoRD, New Delhi and Director, NRLM Resource cell of NIRD&PR / NIRD&PR-NER with a copy to the SRLM on or before 5<sup>th</sup> of next month.
- The NRP has to submit all expenditure bills of the previous month before 5<sup>th</sup> of every month.
- Based on the advice of LEAD-Farm Livelihoods, NMMU, NRLM RC of NIRD&PR will make travel arrangements, payment of resource fee and reimbursement of TA&DA

#### **10. Payment / reimbursement:**

- Flight tickets will be arranged based on the NIRD&PR norms only
- TA&DA incidental to the visit to the assigned state will be reimbursed as per the NIRD&PR approved cost norm for NRPs.
- NMMU will follow up with NIRD&PR for timely payment of fees and reimbursement of travel expenses.

**11. Dispute settlement:**

In case under any circumstance, if any dispute arise which could not be resolved through mutual discussion, the decision taken by NIRD&PR will be final and binding to the NRP.

**12. Dis-engagement:**

The contract is not an offer for permanent employment to any SRLM or NRLM rather the tenure of engagement is as mentioned in the ToR, thus NIRD&PR holds full discretionary power to take decision on the continuance of the engaging, make changes in engagement from state to other as it thinks fit and such decision cannot be challenged to any higher authority / legal institution by the NRP.

The above terms of reference (ToR) is accepted in its letter and spirit by both the concerned parties as mentioned and signed as token of acceptance of the ToR.

( )

( )

Designation:

For NRLM (RC) of NIRD&PR

National Resource Person

Name:

Name:

Designation:

Place:

Dated: