



उत्तराखण्ड UTTARAKHAND

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MEMORANDUM OF UNDERSTANDING
AMONG
RAJIV GANDHI MAHILA VIKAS PARIYOJANA under
Rajiv Gandhi Charitable Trust,
BLOCK ORGANISATIONS PROMOTED BY RGMVP
AND
UTTARAKHAND STATE RURAL LIVELIHOOD MISSION

This THREE-PARTY agreement is being entered among:

Uttarakhand State Rural Livelihoods Mission, a registered society promoted by the Government of Uttarakhand, and mandated to implement the National Rural Livelihoods Mission having its registered office at 4-B Subhash Road, Uttarakhand Secretariat Dehradun, hereafter referred to as the "Government of Uttarakhand" (Which shall mean and include its successors and permitted assignees) and shall be known as First Party.

Rajiv Gandhi Mahila Vikas Pariyojana (RGMVP), a flagship poverty reduction programme of Rajiv Gandhi Charitable Trust and recognised by GOI, MoRD under NRLM as Capacity Building Agency, with contact Office at 619, Rana Nagar, Kanpur road, Raebareli, UP, herein referred to as "Partners" (which shall mean and include its successors and designs) and shall be known as Second Party.

And

Azad Mahila Block Samooh, Block Salon, district Amethi which is promoted by RGMVP and registered under Society Registration Act, 1860 represented by the office bearers of the block organisation, hereafter referred to as "Resource Support organisation" and shall be known as Third Party.

This Three Party MoU for providing the technical assistance and implementation support in the areas of social mobilisation, Institution Building & Capacity Building of Community based Organisations, project staff and other stakeholders of Uttarakhand State Rural Livelihood Mission is entered into and made effective from 8th day of July in the year 2014

NOW THE MEMORANDUM OF UNDERSTANDING WITNESSESS AS FOLLOWS:

1. Scope of the Partnership

The objective of this partnership is to strengthen implementation capacity of USRLM by arranging technical assistance and implementation support by RGMVP with Block Organisation (Community Based Organisations) promoted by RGMVP, which has significant expertise in managing rural livelihoods programmes by creating a strong network of Institutions of the Poor. The broad scope of Partnership includes:

- I. Training and developing implementation/managerial capability of the USRLM staff, community professionals and other stakeholders like State Officials, Panchayat Raj Institution (PRI) members including members of the community institutions like Self Help Groups and its federations through:
 - i. Induction training and immersion
 - ii. Learning and exposure visits
 - iii. Interaction with Community Resource Persons.
 - iv. Any other method deemed fit by both the parties.
- II. Developing/improvising knowledge management and learning systems:
 - i. Training need assessment and formulation training plans
 - ii. Capacity building tool kits including training modules, case studies, training materials, audio video aids etc.
 - iii. Data gathering & capturing, MIS development
 - iv. Training of Trainers and other resource persons
- III. Development of best practice sites and immersion locations
 - i. Resource blocks
 - ii. Generation internal social capital like Community Resource persons (CRPs), Community Para Professionals etc.
- IV. Implementation support in specific activities/locations
 - i. Social mobilization through CRPs
 - ii. Nurturing of SHG Institutions through PICs (Programme Incharge from Community)
 - iii. Livelihood interventions, formation of livelihood collectives, etc.

2. Expected outputs/outcomes in a Resource block for first year

- a) USRLM staff at the state, District and Block level trained in the areas of Social Mobilization, Institution Building and Financial inclusion and other core competencies required for project implementation.

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- b) Comprehensive Institution Building (IB) and Training Action Plan development and executed in the intensive **Block Sitarganj in Udham Singh Nagar . Sitarganj** block is to be developed as resource block by the RGMVP.
- c) Prototype Training kit is developed to support the cluster level team in imparting trainings to community institutions and community cadre.
- d) All together 24 CRP teams deployed (two CRP team in each block, with 30 days in each round) for 6 rounds per year in two resource blocks of Uttarakhand.
- e) On an average 120 Self Help Groups (SHGs) to be formed with the poor households in each resource blocks.
- f) 120 bookkeepers indentified per block are trained and made available to write the records of the SHGs.
- g) 4-6 Village Organization (VOs) to be formed per block and the representatives of SHGs well trained in management of VOs.
- h) Community managed books of accounts introduced.
- i) SHG monthly monitoring system introduced and SHGs and VOs trained on management of monthly MIS
- j) In each block 100 SHGs trained on preparation of micro plan process
- k) By end of one year 2-3 resource clusters would be formed
- l) 240 Potential Women Activists in each block identified and send for immersion cum exposure visit to learn the best practices of SHG and VO whose services can be utilized as Community Mobiliser, Internal CRPs, and Trainers in future.

3. Key activities/ tasks of the partnership

As indicated in the scope of partnership following are the key activities envisaged as under:

- a) Immersion, induction and training of USRLM project staff (all levels) in the RGMVP Program areas.
- b) Immersion and exposure to community staff and community members.
- c) Exposure visits for Bankers, line department officials, representatives of PRI to the program areas of RGMVP.
- d) Deployment of high quality external CRP teams
- e) Deployment of Programme Incharge from Community (PICs)
- f) Development of quality trainers at cluster & block level.
- g) Assistance in designing customized training modules by the USRLM staff
- h) Any other activity jointly agreed by USRLM and RGMVP.

4. Implementation arrangements

To operationalize the partnership envisaged in this MoU and coordinate with USRLM appropriately RGMVP has nominated/ designated the following officers.

K.S. Yadav and Gajendra Kumar

RGMVP

Uttar Pradesh

Mobile: 9918600901, 9918600984

Email: ksyadav@rgmvp.org, gajendra@rgmvp.org

USRLM has nominated the following officer for coordinating with RGMVP and Block organisation for day to day operational issues and ensure timely action required for smooth implementation of partnership.

Chief Executive Officer
USRLM, Deharadun
Tel 0135 2710921.
Mobile 8171838899
Fax No 013502714263
Email :ceousrlm@gmail.com

5. Role and responsibility of each partner agency

RGMVP:

- 1) Attend the joint review meeting conducted by the USRLM once in three months for monitoring the processes and assess the outcomes in the Resource Blocks on the CRP Strategies.
- 2) Monitoring of outputs/outcomes of activities in the resource blocks and takeup mid-course corrections if required.
- 3) Facilitate smooth functioning of partnership/MoU among USRLM, RGMVP and Block Organisation.
- 4) Diagnosis of existing level of social mobilization, Promotion of CBOs and IB process in the villages of resource blocks and suggests suitable strategy to USRLM for taking up various activities in the resource blocks.
- 5) As per Annexure -I appended to MoU at Serial No. 1 rate for SHGs members exposure visit various training to RGMVP cost per persons per day will Rs. 1500/- which included accommodation, food, resource fee, local travel, stationery etc. and for PRI and State officials will Rs. 2700/-. The cost per person has been based upon SERP model.
- 6) Conduct Immersion cum exposure visits and training to the State Level Specialist team in the program area of RGMVP for 5 days to familiarize them with social mobilization approach and institution building processes for poverty reduction and to develop strategies and action plans for Resource Blocks.
- 7) Conduct Immersion and Training to the District, Block Level Staff, Bankers and PRIs at least for 5 days to familiarize them with social mobilization approach, best practices of SHGs and Federation for poverty reduction and develop strong conviction in this approach.
- 8) Participate in the joint workshop conducted by USRLM and guide the finalization of books of Accounts for SHG and VOs.
- 9) Depute CRP teams to the Resource Blocks @ of 2 teams per Block (for 6 rounds, with 30 days in each round) to work in the villages and take up social mobilization and training for organizing self-help groups and train bookkeepers.
- 10) Depute one PIC (Programme Incharge from Community) in each resource block for 300 days in a year to provide the mentoring and nurturing support to the SHGs and their institutions.
- 11) USRLM shall make payments of all the services rendered by the Block Organisation in an account to be communicated by RGMVP.
- 12) Conduct immersion and training to the Community Professional at least for five days and build social mobilization and training skills.

- 13) Conduct Immersion and training to the Women community facilitator/Leaders at least for five days and build their social mobilization and facilitation skills.
- 14) Support the USRLM in design and development of various training modules, material, audio visual aids for social mobilization, institution building, access to finance and livelihoods promotion for the use of USRLM.

USRLM:

1. Send the project staff for immersion, induction and training to the RGMVP program area.
2. Identify and position District and Block level Staff and Position them at District and Block Level in the Resource Blocks.
3. Conduct local immersion (in Uttarakhand) to the District and Block level Staff in the village of the Resource blocks at least for one week to understand multiple dimensions of poverty and impact of various Government programmers and services on the lives of the poor in the local context.
4. Send the District and Block level staff for immersion and training in the villages of the Resource Organization for at least 5 days.
5. USRLM will arrange for printing and supply of Books of Accounts for SHGs in the Resource Blocks to the CBOs initially.
6. Before starting the CRP round, USRLM shall arrange an immersion program for 3 -5 days in Uttarakhand villages for RGMVP officials with community members to understand the Village habitation, socio-economic condition etc. so that it helps to strategies the CRP deployment.
7. USRLM shall conduct start up and feedback meetings with all the CRPs at State level every month to allot village for work and monitor the outcomes.
8. Designated Block Organisations / RGMVP will raise invoice/bill against each activity/services rendered and USRLM will arrange for release of payment within 20 working days for the work done as per the approved rates/MoU.
9. USRLM shall send the women activists and Community Mobilisers to the Resource Organization for immersion and training.
10. There shall be no diversion of CRP for any other tasks deviating from the scope of partnership framework/MoU.
11. USRLM shall conduct a joint review meeting with Resource Organization once in three months at State Level to monitor the processes and assess the outcomes in the Resource Blocks.

Block Organisations:

1. Block Organisation with the technical support of RGMVP will prepare the plan for providing the necessary resource support to the USRLM to develop the selected blocks as resource blocks.
2. Block Organisation will identify the CRPs for the deployment in USRLM for social mobilisation and training.
3. Block Organisation will identify one exemplary CRP as PIC (Programme In charge from Community) to depute in each resource block of Uttarakhand. Initially these PICs would be deputed for one year to provide the mentoring support to the blocks.

4. Block Organisations will also organise the immersion cum exposure visits for the identified women activists from the USRLM in their SHG institutions.
5. Block organisation will monitor the work done by the CRPs in the allocated blocks.

6. Duration of partnership

The total duration of the MoU will be for two years after signing of agreement, renewable after every year. Any possible extension of the assignment will be based on the field requirement and achievement of the expected outcomes. The extension and/or continuation will be based on mutually agreed terms.

7. Reporting and review mechanism

RGMVP, Block Organisations and USRLM will jointly identify common performance indicators to be measured at the end of each CRP round. Accordingly outcomes/outputs will be collected on monthly basis by USRLM, Computerize the outcomes/outputs and track the changes/impact being brought through the partnership with RGMVP and Block organisation.

The Block Organisation along with RGMVP shall submit the following reports to the USRLM:

- i. IB&CB action plan with detailed calendar of activities and implementation arrangements for one year.
- ii. Activity Completion Report will be submitted on quarterly basis with proposed detailed plan and changes for the next quarter if any.

Mission director of USRLM shall be responsible for review and monitoring of progress of the partnership. The review committee may be constituted comprising member from RGMVP and USRLM constituting a maximum of 2 persons from each organisation to monitor the progress. The Mission Director- USRLM or his nominee will be the chairperson of the committee and the committee will include state/ district team leader and senior officers from RGMVP. The committee may also seek comments and inputs on the work done from other experts as found appropriate.

There will be Joint Review by the Mission Director of USRLM and representatives of RGMVP on quarterly/half yearly basis. Any deviations in the partnership implementation will be identified in the joint review meetings and suitable action may be taken up by each partner to rectify the deviations.

8. Payment conditions

Based on the indicative cost norms mentioned in the NRLM Partnership Framework, the costs to be paid for different activities would be as indicated in Annexure I for first year which will be revised subsequently for second year.

The USRLM will pay RGMVP or its designated CBO the actual costs incurred/to be incurred by them as per the agreed budgets. This will broadly include:

- i. Payment against the support of CRP and PIC will be paid by USRLM after reviewing their work.

- ii. Travel, lodging, boarding expenses incurred as per the agreed budgets/norms.
- iii. Other expenses like training, immersion, exposure, material development, etc. as per norms.

Payments will be made to RGMVP or its designated Block Organisation based on the invoices raised by them supported by detailed statements showing the resources (including HR, etc.) deployed and the actual expenses incurred by them. If an advance is paid, the same will be adjusted against the actual expenditures. Before claiming the final instalment, RGMVP will ensure submission of claims.

9. Accounts and Audit of expenditures

The RGMVP will keep all relevant records including bills and receipts etc. for the MoU purpose. It will provide an audit certificate by the Chartered Accountants each year and/or before the release of the final instalment confirming the actual expenditures charged under the MoU. The RGMVP will permit the internal auditors of USRLM to review the MoU specific expenditures.

10. Force Majeure

Definition

For the purposes of this MoU, 'Force Majeure' means an event which is beyond the reasonable control of a Party, is not Foreseeable, is unavoidable, and makes a Party's performance of its obligations hereunder impossible orso impractical as reasonably to be considered impossible under the circumstances, and subject to those requirements, includes, but is not limited to war, riots, civil disorder, earthquake, fire, explosion, storm, flood or other adverse weather conditions, strikes, lockouts or other industrial action confiscations of any other action by Government agencies.

Force Majeure shall not include (i) any event which is caused by the negligence of intentional action of a party of such party's Experts, Sub-consultants or agents of employees, nor (ii) any event which a diligent party could reasonably have been expected to both into account at the time of the conclusion of this MoU, and avoid of overcome in the carrying out of itsobligations.

No Breach of MoU

The failure of a party to fulfil any of its obligations shall not be considered to be a breach of, or default under, this MoU so far as such inability arises from an event of Force Majeure, provided that the party affected by such an event has taken all reasonable precautions, due care and reasonable alternative measures, all with the objective of carrying out the terms and conditions of this MoU.

Measures to be taken

A Party affected by an event of force Majeure shall continue to perform its obligations under the MoU is as far as reasonably practical, and shall take all reasonable measures to minimize the consequences of any event of Force Majeure.

A Party affected by an event of Force Majeure shall notify ht other party of such event as soon as possible, and in any case not later than fourteen (14) calendar days following the

occurrence of such event, providing evidence of the nature and cause of such event, and shall similarly give written notice of the restoration of normal conditions as soon as possible.

Any period within which a party shall, pursuant to this MoU, Complete any action of task, shall be extended for a period equal to the time during which such Party was unable to perform such action as result of Force Majeure.

During the period of their inability to perform the Services as a result of an event of Force majeure, the Partner, upon instructions by the SRLM, shall either:

- (a) Demobilize, in which case the Partner shall be reimbursed for additional costs they reasonably and necessarily incurred, and if required by be USRLM, in reactivating the Services; or
- (b) Continue with the Services to the extent reasonably possible, in which case the Partner shall continue to be paid under the terms of this MoU and be reimbursed for additional costs reasonably and necessarily incurred.

11. Termination

This agreement can be terminated by any of the three parties with a written notice of 30 days showing the adequate reason. This MoU may be terminated by either party as per provisions set up below.

Payment upon Termination: Upon termination of this MoU, the USRLM shall make the following payments to the Resource Organization:

- (a) Remuneration for services satisfactorily performed prior to the effective date of termination, and reimbursable expenditures for expenditures actually incurred prior to the effective date of termination; and
- (b) Reimbursement of any reasonable cost incidental to the prompt and orderly termination of this MoU, including the cost of the return travel of the experts.

12. Amendments

This partnership agreement/MoU may be amended by mutual written agreement of the parties. Any amendment will be without prejudice to any rights or obligation incurred under this MoU or supplementary agreements thereto reached pursuant prior to the effective date of such amendment.

13. Amicable Settlement

The Parties shall in the first instance, seek to resolve any dispute amicably by mutual consultation.

14. Dispute Resolution

Any dispute between the parties arising out of/ related to this MoU that cannot be settled amicably may be referred to by either party to the Mission Director, National Mission Management Unit of NRLM, New Delhi.

IN WITNESS WHEREOF, Uttarakhand State Rural Livelihood Mission(USRLM), Rajiv Gandhi Mahila Vikas Pariyojana (RGMVP) and Block Organisation Promoted by RGMVP each acting through its representative duly authorized there into have signed this agreement.



1. State Mission Director
Uttarakhand State Rural Livelihood Mission

Witness:

1.

2.



2. State Programme Director
Rajiv Gandhi Mahila Vikas Pariyojana


3. Prsident Secretary
Azad Mahila Block Samuh, Salon, Amethi

Witness:

1.

2.


Gajendra Kumar
Sandeep (Programme Expert
IB & CB)
RGMVP

Annexure I

Unit costs for various training and immersions organised by RGMVP under MoU with SRLMs

S.No	Activities	Training/Immersion cost per person perday			Amount in Rs.
		Food	Accommodation	Resource fee to CBO	
1	SHG members exposure visit to RGMVP for 5 days	This includes Accommodation, food, Resource Fee to be payable to CBOs, local travel, stationery etc			1500
2	Immersion cum Exposure visit of PRI representatives / State Officials for 5 days	Do			2700
3	Visit of RGMVP Officials to USRLM	Lump sum (Accommodation, travel, food & resource fee for one year)			500000





Cost for CRP Support

S.no	Activity	Location	No. of Persons	No. of months / days	Unit cost (In Rs.)	Total Cost (in Rs.)
4	Deployment of Community Resource Persons by RGMVP through designated Block Organisations @ 1 CRP Team per Cluster in Resource Block for 180 days in a year through 4 to 6 CRP Rounds. Each CRP Team consists of 5 women members including Book Keeper. Each CRP team member is entitled for following payments from SRLM.	SRLM	20	180 days	833	2998800
	Resource Fee @ Rs. 600/- per day					
	Food Charges @ Rs. 100/- per day					
	Local Travel per member @ Rs. 50/-					
	To & Fro travel from CRPs native place in Uttar Pradesh to working Villages in Resource Blocks of USRLM per one round @ Rs. 2000/- per CRP (This is limited to actual for each member)					
	Miscellaneous cost @ Rs. 500/- per member per round					



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S.no	Activity	Location	No. of Persons	No. of months / days	Unit cost (In Rs.)	Total Cost (in Rs.)
5	Programme In Charge from Community (PIC) support for one year in each block (PICs entitlement is equivalent to the CRP entitlement)	SRLM	2	300 days	833	499800

** In case of excess cost incurred during the implementation of the above mentioned activities, then as per actual cost would be claimed from USRLM.




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