

Agencies for Capacity Building

USRLM seek services of a capacity building agency for providing technical assistance in the area of capacity building of community based organizations (SHGs, VO, CLF etc) and community cadre, USRLM staff of state, district and block level and various other stakeholders of USRLM including bankers, PRI representative etc. Besides, the agency would also provide technical assistance and implementation support in two blocks of state for developing them as resource block through external CRP strategy.

Scope of Work

- 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 above level federations through:
 - i. Induction training and immersion
 - ii. Learning and exposure visits
 - iii. Interaction with Community Resource Persons/community based institutions.
 - iv. Any other method deemed fit for USRLM.
- 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 resource blocks and best practice sites and immersion locations in resource blocks under external CRP strategy.
 - i. Resource blocks
 - ii. Development of internal social capital like Community Resource persons (CRPs), Community Para Professionals etc in resource block.
- IV. Implementation support in specific activities/locations
 - i. Social mobilization through CRPs
 - ii. Nurturing /formation of SHG and other community based institutions in resource block.
 - iii. Livelihood interventions, formation of livelihood collectives, etc.

Expected outputs/outcomes

- 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 of NRLM in the state.
- b) Comprehensive Institution Building (IB) and capacity building (CB) Plan developed and execute in two resource block.

- c) Prototype Training kit is developed to support the cluster level team, block level team, in imparting trainings to community institutions and community cadre.
- d) Altogether 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 200 self Help Groups (SHGs) to be formed with the poor households in each resource blocks.
- f) 200 bookkeepers indentified per block are trained and made available to write the records of the SHGs.
- g) Village Organization (VOs) to be formed in each in each cluster of each resource 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 credit plan process
- k) By end of one year 2 village organizations would be formed in each resource block with representatives from VOs.
- l) 250 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, book keeper and Trainers in future.

3. Key activities

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

- i. Immersion, induction and training of UKSRLM project staff (all levels)
- ii. Immersion and exposure to community staff and community members.
- iii. Exposure visits for Bankers, line department officials, representatives of PRI
- iv. Deployment of high quality external CRP teams
- v. Deployment of Programme incharge from Community (PICs)
- vi. Development of quality trainers at cluster & block level.
- vii. Assistance in designing customized training modules by the USRLM staff .
- viii. Development of two resource blocks
- ix. Development of CBL (SHG, VO, CLF etc.)

In order to meet these needs, USRLM invites financial bid from the various capacity building agencies sorted/listed by MoRD, GoI.

Terms & Conditions

1. The duration of the engagement will be initiates for a period of two year from the date of signing of contract subject to entire satisfaction of USRLM. Any possible extension of the

assignment will be based on the field requirement and achievement of the expected outcome.

2. The Agency will be selected in accordance with Quality & Cost Based Selection (QCBS) method and the procedures set out in the NRLM procurement guidelines.
3. EoI-cum-RFP proposal including Financial bids, on the prescribed format must be delivered to the Chief Executive Officer, USRLM, Aajeevika Bhawan, Suvey Chowk, Dehradun on or before 5:00 PM by 16-01-2015
4. Incomplete offers/proposals or those received after specified time and date or not fulfilling the specified requirement will not be considered.
5. Documents to be attached along with the detailed project report
 - i. Copy of registered certificate along with PAN card
 - ii. Copy of By-laws/articles of association/trust deed and registration certificate.
 - iii. Description of training resources & infrastructure available with the organization (both own and rented) in Uttarakhand
 - iv. Last three year Audited Balance Sheet.

Format for Submission of Detailed Project Proposal

1. Name of the Organization:
2. Registration Number and date of registration:
3. Registration authority and address:
4. (a) Contact Postal Address of Head office:

Pin code: _____

Email : _____ Web site: _____

Office Phone: _____ Fax: _____

- 4 (b) Key person(s) to be contacted in Head office:

- a. Name :
- b. Contact postal address with Pin code:
- c. Designation :
- d. Email :
- e. Office Phone with code number: Fax: Mobile:

5. Registered address of the Organization :

6. PAN number of Organization:

7. Annual Turnover of the Organization in Indian Rs. (please do attach the audited statements of accounts of the applicant organization only)

Year Income Expenditure Net profit / Surplus

- a. Year 2011-12
- b. Year 2012-13
- c. Year 2013-14

8. please submit proposed budget as per the prescribed format attached at annexure A

Annexure -A

Cost for External CRP Support

(For One Year)

S.No	Activity	Amount
	Deployment of Community Resource Persons by CBA through designated Block Organisations/Community based organisation @ 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:	
1	Resource Fee for CRP team per day Food Charges for CRP team per day Miscellaneous cost for CRP Team Cost for Programme In Charge from Community (PIC) support for one year in each block . Institutional charges if any Other cost* if any	
2	To & Fro charges for CRP team from their native place to village where work to be done.	As per actual

*Please give the details of expense head.

Annexure -A

Unit costs for various training and immersions Proposed to be organised by CBA for USRLM

S.No	Activities	Training/Immersion cost per person per day	Amount in Rs. Per person per day
1	SHG members exposure visit to CBA Immersion cum Exposure, visit, training of community cadre members including CRPs, PRPs, CFs, CCs, representatives of VOs/CLFs etc.	This includes Accommodation, food, Resource Fee of CBA be payable to CBOs, all other essential works/arrangements for training and immersion FOR different stakeholders Of USRLM. At CBA level including local travel, stationery etc or in other words.	
2	Immersion cum Exposure visit of BMMU officials/Block level bankers and all block level stakeholders including Govt. officials related to USRLM activities and Elected representatives at block/village level.	Do	
3	Immersion cum Exposure visit of DMMU officials/bankers and all district level stakeholders including Govt.officials related to USRLM activities and Elected representatives at district level.	Do	
4	Immersion cum Exposure visit of SMMU officials/ bankers all State level stakeholders related to USRLM activities and all State level elected representatives.	Do	