

**Government of Rajasthan**  
**Rural Development Department**  
**Project :- Rajasthan Grameen Aajivika Vikas Parishad**  
3<sup>rd</sup> Floor, Udyog Bhawan, C-Scheme, Jaipur – 302005, Tel : 0141-4259909

F-2 (113) RD/RGAVP/State Consultant/2015/1214-

Date : 09/11/2015

**EOI INVITATION**

Rajasthan Grameen Aajivika Vikas Parishad (RGAVP) intends to outsource the services of Consultants Institutional Building (IB) and Financial Inclusion (FI) for one year as per ToR.

EOI and ToR details can be download from our website [www.rgavp.org](http://www.rgavp.org) . Proposals must be submitted not later than 6:00 PM on December 23, 2015.

**GM(Adm.)**  
**RGAVP**

# **Rajasthan Gramin Ajeevika Vikas Parishad**

(III floor, B Block, Udyog Bhawan, Jaipur, Phone – 2227011, 2227416, Fax – 2227723)

## **Invitation for Expression of Interest for hiring Consultant for Institutional Building and Consultant for Financial Inclusion**

### **1. Context**

The Government of Rajasthan is implementing the Rural Livelihood Projects (RRLP, NRLM and NRLP) through Rajasthan Grameen Ajeevika Vikas Parishad (RGAVP)

RGAVP implements community based development projects to enhance the economic opportunities and empowerment of the rural poor, with a focus on women and marginalized groups, in the entire state of Rajasthan. For other details please refer to our website [www.rgavp.org](http://www.rgavp.org).

RGAVP proposes to engage Consultant for Institutional Building and Consultant for Financial inclusion for one year for expanding its activities in the field of Institution Building and Financial Inclusion, as activities are expanded to new blocks through internal Community Resource Persons to effectively manage large number of formation of Self Help Groups (SHGs), Village Organizations (VOs) and Cluster Level Federations (CLFs) and their Bank Linkages for the benefit of the community.

### **2. Eligibility criteria for the Consultants**

RGAVP invites eligible Consultants to indicate their interest in providing the services. Interested candidates should provide information demonstrating that they have the required qualifications and relevant experience to perform the services.

The shortlisting criteria as follows:

#### **(i) Consultant for Institutional Building**

- a. Qualification : Post graduate in Management/Rural Management/Rural Development/Agriculture & allied subjects/ Social work from recognized institute or University
- b. Age : Should not be above 45 years of age
- c. Experience : A total of not less than 10 years work experience in rural development working with government & non government organizations

including at least 2 years experience in State Rural Livelihoods Missions/National Rural Livelihoods Missions at state/National level

- d. Experience of developing and strengthening CRPs (Community Resource Person) for formation of community institutions as well as in building their capacity through various capacity building trainings/ initiatives;
- e. Experience of working with NRLM resource block strategy and should be able to liaison with NROs of NRLM engaged in institution building;
- f. Have demonstrated experience in state level scaling up of institution building activities;
- g. Experience of developing and strengthening community cadre for formation & nurturing of community institutions and execution of other project activities;
- h. Experience of developing training curriculum and modules for various community institutions and cadres;
- i. Preference to those who have worked on Institution Building agenda at state level in SRLMs and are familiar with basic policies and guidelines of community institution building and nurturing;
- j. Preference to those who are having exposure to work on institution building (SHG, VO, and Federation) and SHG based microfinance in Rajasthan.
- k. Adequate knowledge of ICT

**(ii) Consultant for Financial Inclusion**

- a. Qualification : Post graduate in Management/Rural Management/Rural Development/Social Work from recognized institute or University
- b. Age : Should not be above 45 years of age
- c. Experience : A total of not less than 10 years work experience in rural development working with government & non government organizations including at least 2 years experience in State Rural Livelihoods Missions/National Rural Livelihoods Missions at state/National level
- d. Candidates with experiences on working with SHG based livelihoods programme, projects with banks on SHG-Bank linkages, delivering insurance services to SHGs members etc is desirable;

- e. Demonstrated engagement in managing project activities with Financial Inclusion;
  - f. Experience of developing and strengthening community cadre on Financial Inclusion (Bank Sakhi, MCLP cadres etc)
  - g. Preference to those who have worked on Financial Inclusion agenda at state level in SRLMs and are familiar with basic policies and guidelines of fund management, VRF, SHG-Bank Linkages etc.;
  - h. Adequate knowledge of ICT.
3. Further information can be obtained at the address below during office hours.
  4. Expression of Interest with Terms of Reference given at the Website ([www.rgavp.org](http://www.rgavp.org)) should be submitted in a sealed envelope clearly superscripted as “**Expression of Interest for Consultant for Institutional Building**” or “**Expression of Interest for Consultant for Financial Inclusion**” as the case may be till December 23 , 2015, 6.00 pm.
  5. The submission can be made on office hours on all working days to the undersigned.

**(Rajeev Singh Thakur)**  
State Mission Director

**Mailing address:**

State Mission Director  
Rajasthan Grameen Ajeevika Vikas Parishad,  
Ist floor, RFC Block, Udyog Bhawan, Tilak Marg, C-Scheme, Jaipur  
Phone : 2227011, 2227416, Fax: 2227723, email: rajeevika@rgavp.org.

## **Terms of References for hiring consultant on Financial Inclusion**

### **About RGAVP:**

Rajasthan Grameen Aajeevika Vikas Parishad (RGAVP) is a registered society for implementation of all livelihoods related programme in rural areas of Rajasthan. At present, RGAVP is implementing following projects:

- RRLP is World Bank funded project
- NRLM/NRLP is MoRD, GoI funded programme
- MPoWeR is IFAD funded project

The objectives of RGAVP are to support the development of livelihoods opportunities for rural poor, especially women and marginalized group through:

- Promotion of Community Institutions – Self Help Groups, Village Organizations, Federations, Producer groups etc.
- Financial Inclusion through Community Investment Fund from projects, SHG-Bank Linkages, Insurance etc.
- Providing Livelihood support services
- Skill development of Rural youth
- Convergence with other govt schemes

### **Roles & Responsibilities:**

Consultant (Financial Inclusion) will be placed at State Project Management Unit, Jaipur and would be responsible for leading Financial Inclusion vertical of RGAVP. Her/his responsibilities include operationalizing and scaling up Community Investment Fund of projects, steering SHG-Bank Linkages, nurturing community cadre etc. The details of roles and responsibility of Consultant are as under:

- Lead all activities in RGAVP related to Financial Inclusion;
- Prepare policy and operational strategy for community driven system of various types of project funds flow (Revolving Fund, Community Investment Fund, VRF etc.) & fund management;
- Design a proper system for timely delivery of project funds to SHGs/VOs/CLFs;

- Design strategy for facilitating SHG-Bank linkages in the state along with capacity building of bankers;
- Establish proper coordination with state level bankers and organize regular review meeting with them;
- Prepare strategy and operational mechanism on insurance and facilitate implementation of insurance schemes for benefit of SHG members;
- Providing handholding support to districts and block team in implementation of Financial Inclusion agenda;
- Draft community cadre policies and develop & nurture various cadres to scale up Financial Inclusion agenda in the projects;
- To prepare yearly & quarterly plan of Financial Inclusion vertical in tune of projects deliverables and facilitate implementation of same through district and block teams.
- Maintain regular contact with Financial Inclusion team of NMMU, MoRD, GoI in order to align state level activities with national guidelines;
- Provide regular performance report of districts/blocks to Mission Director on Financial Inclusion agendas;
- Any other functions, as may be assigned from time to time by Mission Director.

## **Eligibility Criteria**

### **Essential**

- Post graduate in Management/Rural Management/Rural Development/Social Work from recognized institute or University with minimum 55% marks.
- Minimum 10 years work experience in rural development working with government & non government organizations;
- Incumbent must between 30 years to 45 years of age on 01.01.2016.

### **Preferred**

- Preference to those having experience in State Rural Livelihoods Missions/National Rural Livelihoods Missions;
- Preference to those who have worked on Financial Inclusion agenda at state level in SRLMs and are familiar with basic policies and guidelines of fund management, VRF, SHG-Bank Linkages etc.;

- Candidates with experiences on working with SHG based livelihoods programme, projects with banks on SHG-Bank linkages, delivering insurance services to SHGs members etc is desirable;
- Demonstrated engagement in managing project activities with Financial Inclusion;
- Experience of developing and strengthening community cadre on Financial Inclusion (Bank Sakhi, MCLP cadres etc);
- Adequate knowledge of ICT.

**Terms, conditions and Consultancy fee:**

- The appointment of consultant will be a period for one year;
- The maximum consultancy fee payable per month is Rs. 80000;
- The consultant will be paid TA/DA as per RGAPV rules.

## **Terms of References for hiring consultant**

### **Institution Building**

#### **About RGAVP:**

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- Financial Inclusion through Community Investment Fund from projects, SHG-Bank Linkages, Insurance etc.
- Providing Livelihood support services
- Skill development of Rural youth
- Convergence with other govt schemes

#### **Roles & Responsibilities:**

Consultant (Institution Building) will be placed at State Project Management Unit, Jaipur and would be responsible for leading Institution Building vertical of RGAVP. Her/his responsibilities include operationalizing and scaling up community institution building, strengthening of community institution, nurturing community cadre etc. The details of roles and responsibility of Consultant are as under:

- Lead all activities in RGAVP related to Institution Building;
- Prepare policy and operational strategy for formation & nurturing of self reliant community institutions and to strengthen governance system of these institutions.
- Design strategy & proper system for capacity building of members and office bearers of community institutions (SHGs/VOs/CLFs);



- Establish proper coordination with NRLM resource organization (NRO) for effective execution of Resource Block strategy and organize regular review meeting with them;
- Providing handholding support to districts and block teams in formation & nurturing of self reliant community institutions ;
- Draft community cadre policies and develop & nurture various cadres to scale up Institution Building agenda in the projects;
- To prepare yearly & quarterly plan of Institution Building vertical in tune of projects deliverables and facilitate implementation of same through district and block teams.
- To facilitate state & block resource cells in preparation of various training modules for strengthening of community institution and its cadre.
- Design exit strategy of Rajeevika from cluster level implementation and to give more responsibility & autonomy to cluster level federations as per exit plan
- To provide regular performance report of districts/blocks to Mission Director on Institution Building agendas;
- Any other functions, as may be assigned from time to time by Mission Director.

### **Objective of the assignment**

RGAVP is inviting bids for consultants for look after its 'Institution Building' vertical for institution building, execution of CRP strategy and development of community cadre under its different projects. The main objective of this assignment is to effectively execute formation and nurturing of community based organizations so that they are self sustain in a period of time and are able to take activities by them for their social & economic development with minimum outside support.

### **Eligibility Criteria**

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