

SAMPLE Application Format

Application for the theme of :

Native / Preferred Districts:

1. Name :
2. Father's Name :
3. Date of Birth and age as :
- (as on 31st March, 2019)
4. Address for Correspondence :
5. e-Mail :
6. Contact No. :
7. Educational Qualification :

(In descending order, up to SSLC/Class X)

Degree/ Diploma Certificate	Year of Passing	College/ Institute	Board/University /Institution	Subjects	Marks /Division



8. Total Experience (in years):

(Latest first)

Sl. No	Name of Organisation/ Place	Designation	Tenure (From and To & Years and Months)	Responsibility/ Assignment	Achievement

9. Relevant Experience (in years):

10. Any Publications:

11. Languages:

Language	Read	Write	Speak
English			
Khasi			
Garo			

12. Computer Proficiency:

13. Any other information, applicant may like to give (but not more than 100 words):

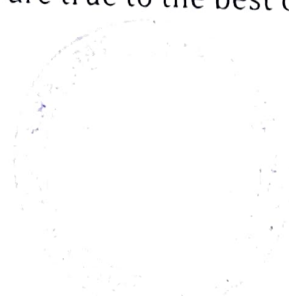
14. References (Two):

Name	Designation and Organisation	Address with Contact numbers

Attach CV (not more than 3 pages and any other supporting's extra).

I hereby declare that all the statements made in this application form and

Enclosures are true to the best of my knowledge and belief.



Date:

GUIDELINE NOTE ON SHORTLISTING, SELECTION AND ENGAGEMENT OF STATE RESOURCE PERSONS FOR Meghalaya SRLM

Introduction: To augment the capacity building architecture, NRLM Resource Cell at NIRD&PR is developing a National Resource Persons (NRPs) as a pool of experts under various themes to support the program expansion in various SRLMs.

Context: Time to time advisories have been issued to the SRLMs to develop SRPs so that the NRP-SRP architecture fully supports the ground level District Resource Persons and Block Resource Persons.

The **objectives** of SRPs are:

1. Support the District (DRPs) and Block Resource Persons (BRPs);
2. Fill in critical resource gap if any in the strategic themes of the SRLM work;
3. Participate in the delivery of training and capacity building of the SRLM programs including module customisation, conducting TNA, ToT for DMMU / BMMU staff and DRPs / BRPs.

The SRPs need to be selected for the following themes:

Theme 1: Institution Building and Capacity Building (IBCB)

Theme 2: Food Nutrition Health & WASH (FNHW)

Theme 3: Gender

Theme 4: Knowledge Management and Communications (KMC)

Theme 5: Convergence and Social Development

Theme 6: Social Inclusion

Theme 7: Financial Inclusion

Theme 8: Non-Farm Livelihoods

Theme 9: Farm Livelihoods (Organic Cultivation & Value Addition); Climate resilient agriculture

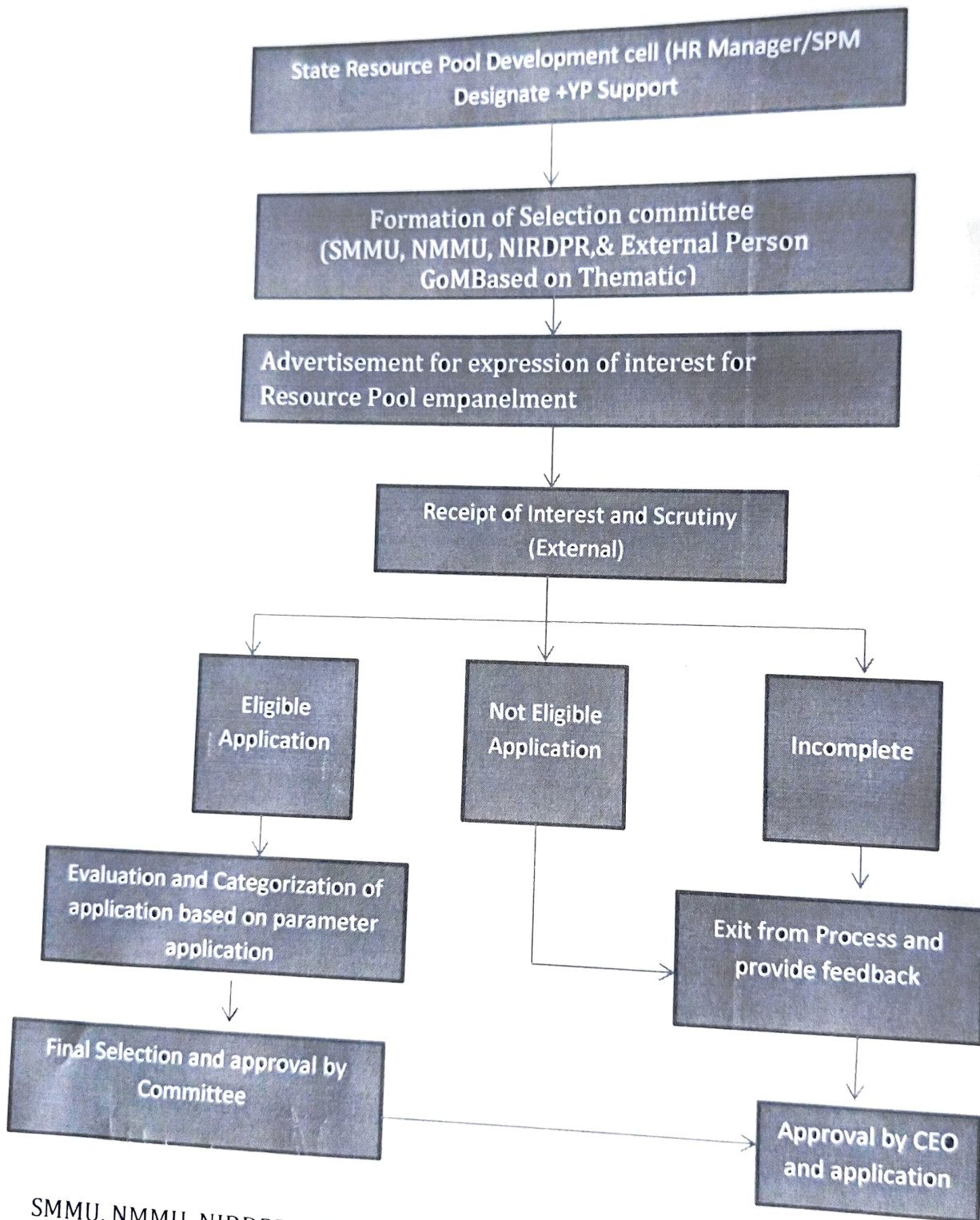
Theme 10: Monitoring and Evaluation

Selection of SRPs: These pools of experts are not full time staffs but a pre-selected roster wherein the program can utilise them as and when required.

Hence, there would be a standard procedure followed for the shortlisting, selection, grading, engagement and deployment of the SRPs. The solicitation for inclusion on the list would be open and advertised as per standard procedure. The application forms will be scrutinised by the selection committee. The candidates would be screened with written and / or oral mode.



Flow chart: Empanelment process



SMMU, NMMU, NIRDPR & External Person GoM Based on Thematic, present of minimum 4 officials

Detailed eligibility & selection procedure is annexed for reference (Appendix-1)

There would be other supplementary modes of selections like: *(TEAM to decide on this)*

- a) Co-opting of other SRLM pool of SRPs: The committee may decide to co-opt the published list of other SRLMs and discuss interest of the SRPs;
- b) Co-opting NRPs: The committee may co-opt the NRP list published by NIRDPR & discuss interest of the NRPs;
- c) Co-opting of any other resource person pool by central / state governments, banks and other institutions of repute;
- d) Candidates with previous NRLM / SRLM experience would directly be considered for the oral selection mode;
- e) Ex-government / bank and other connected officials would directly be considered for the oral selection mode

Grading of the State Resource Persons:

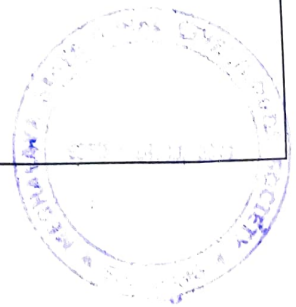
Upon the final selection of the SRPs based on the eligibility criteria and test, the committee shall also grade them for future administrative requirements. The intimation of their empanelment would include the grades and ask for their acceptance before inclusion in the empanelled list.

Grade cost norms for State Resource Persons Fee

Level / Grades	7 to 10 Years '(C)'		10.1 to 15 Years ' (B)'		More than 15 Years '(A)'	
	Per Session*	Per Day	Per Session*	Per Day	Per Session*	Per Day
State Level	1500	3000	2000	4000	2500	5000

Travel cost norms for State Resource Persons

COST	PROVISION	REIMBURSEMENT
Travel Cost (District)	<p>Resource person shall have provision of reimbursement of travel cost as per actual expenses.</p> <p>Actual expenses include the cost of actual fare for road journeys by public conveyance, railway fare for rail journeys and air fare for air journeys, wherever the journey is official and authorized by the competent/controlling authority;</p> <p>1. In the case of road journeys by public transport, reimbursement of actual expenses shall be limited to the prevailing rates of such category of public transport entitled to perform the journey;</p>	<p>Reimbursement of actual expenses shall be limited to the prevailing rates of such category of public transport entitled to perform the journey all expense shall be done as per the travel receipts produced by the SRPs.</p>



	<p>2. Actual expenses for the purpose of these rules shall not include the cost of food and lodging expenses;</p> <p>3. Additional cost or incidental expenses on account of extra baggage, etc., not attributable to public interest shall not be treated as or included in 'actual expenses'.</p>	
Travel Cost (Local)	Provision of use of Taxi/ Office Vehicle	Reimbursement shall be either against actual taxi bill produced by SRPs or at Actual with self-certification.
Lodging and Boarding cost	Resource person shall have provision of rooms same as Grade II employee of MSRLS, Rs. 2500 outside the State and Rs. 1500 within the state as the ceiling price.	Lodging and boarding expenses of SRPs shall be borne by MSRLS as per actual cost.

* in case of utilisation in delivering a module / session / training / workshop etc. The grading norms may have following inclusions and exclusions:

- a) The relevant experience in the theme applied supersedes any overall experience. For example a retired person may have more than thirteen year of experience but could only have 7-10 years of thematic work related ones. So s/he is considered for Grade C and not Grade A;
- b) As the expression of interest also requested for two themes per candidate it may happen of different grades for the same person for different themes as per the relevant experience justified. As the candidates vary in experiences and would have done work on multiple themes differently;
- c) The grading would be part of monitoring & review process to address the revision upward / downward if any subject to the acceptance by the SRPs

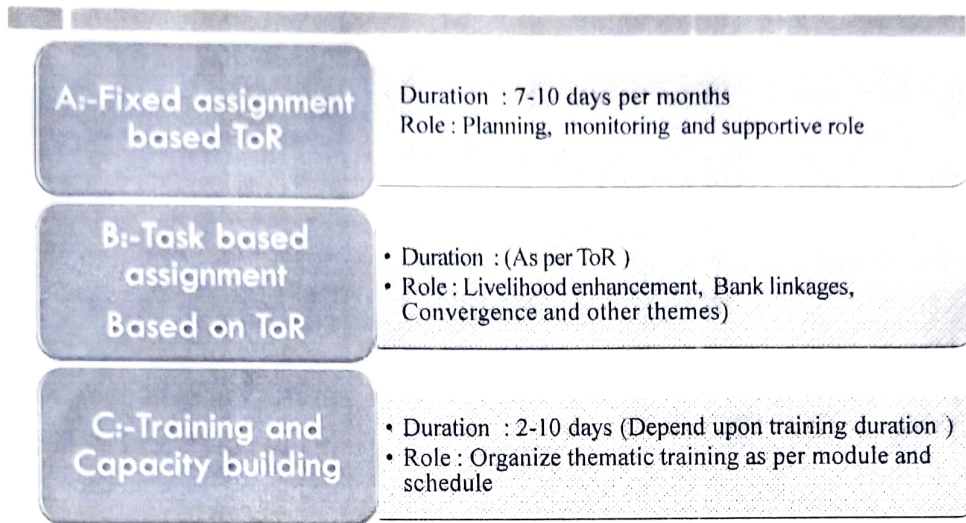
Engagement of the State Resource Persons:

Once shortlisted in the pool it becomes handy for the program to tap the SRPs as per the need. However, based on experience from NRP engagement by NIRDPR there could be three different levels of engagement like

- A) Those who are freelancing can be tapped for fixed / limited commitments of 7 to 10 days with specific adoption of topics and also districts of choice. However the challenge is crafting the Terms of Engagement in such a way that it helps in specific deliverables in line with the state action plans;
- B) Similarly task based spot assignments may also be worked out across geographies of the state in line with the theme;
- C) Training based works are the easiest to manage.

In order to be fair and transparent the task designed should be shared among the SRPs in and across themes and give chances for a selection within the pool as per the best fitment.

Engagement of State Resource Persons

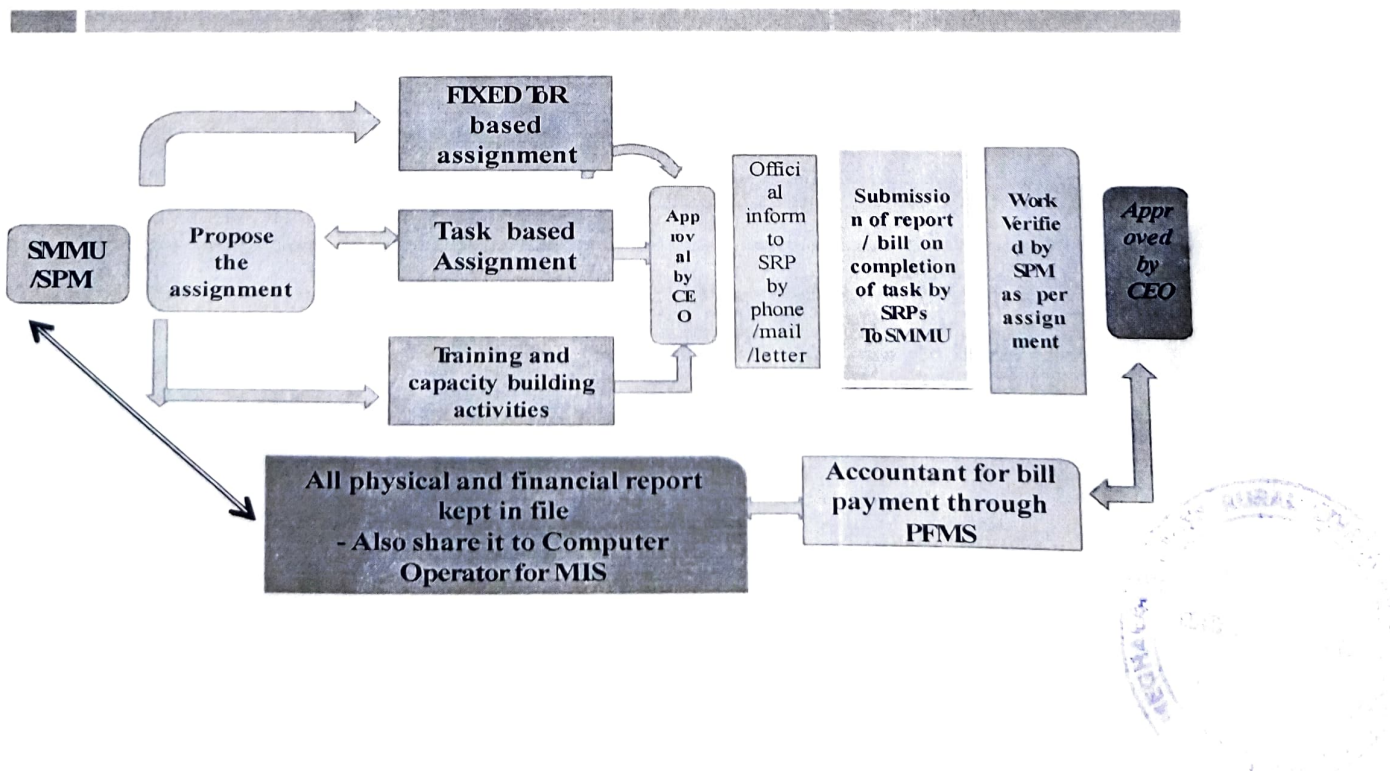


Review of the SRPs

SMMU along with the committee would review the performance periodically i.e. Six months of the SRPs and communicate them. The review would follow a 360 degree process for overall process improvement and feedback loop.

Discontinuation: Based on the recommendation of the review committee of SMMU the services of the SRP may continue and discontinue.

Administering the SRPs



Suggested action plan and Timeline:

		Oct '19	Nov '19	Dec' 19	Jan'20	Feb'20	Ma 20
	Action Items						
1	Preparation and approval of SRP Policy						
2	Formalization of SRP secretariat & Committee						
3	Shortlisting & Selection of State Resource Person						
3.1	Floating of EOI						
3.2	Scrutiny of Application						
3.3	Selection & Finalization						
3.4	Training of SRPs by NRPs / NMMU - 2 Batches (3-days Module)						
3	Engagement of State Resource Persons						
3.1	Initiating District & Block Resource Person empanelment & Training Process						
4	Engagement of SRPs through various Tasks						
5	Review and Feedback process for SRPs						

Appendix 1

Eligibility:

Selection criteria and parameters: State Resource Person

External Resource Trainer	Minimum Eligibility (State Resource Person / Trainer)
Education	Graduation in any discipline
Total Experience	More than 7 Years in Development sector (RD/WE/PRI/Liv/CB/FI/SM)

	IB/CB etc)
Experience in Trainings as Resource	More than 5 years
Preference to the RPs who had working experience in any poverty eradication program.	10% weightage

Assessment Indicators & Categories	Scale	Remark
Total Work Experience (in years)		
3.1 to 5	1	
5.1 to 7	2	
7.1 to 10	3	
More than 10	5	
Total Work Experience in any Thematic (in years)		Thematic Areas
2 to 3	1	Ten Thematic Areas
3.1 to 5	2	
5.1 to 10	3	
More than 10	5	
Total Work Experience in Training as Trainer (in years)		
2 to 3	1	
3.1 to 5	2	
5.1 to 10	3	
More than 10	5	
Prior Work Experience with NRLM / SRLM or any other programs (as resource person)		
0-1	1	
1.1 to 2	2	
2.1 to 5	3	
More than 10	5	

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