

## **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 customization, 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 & Evaluation

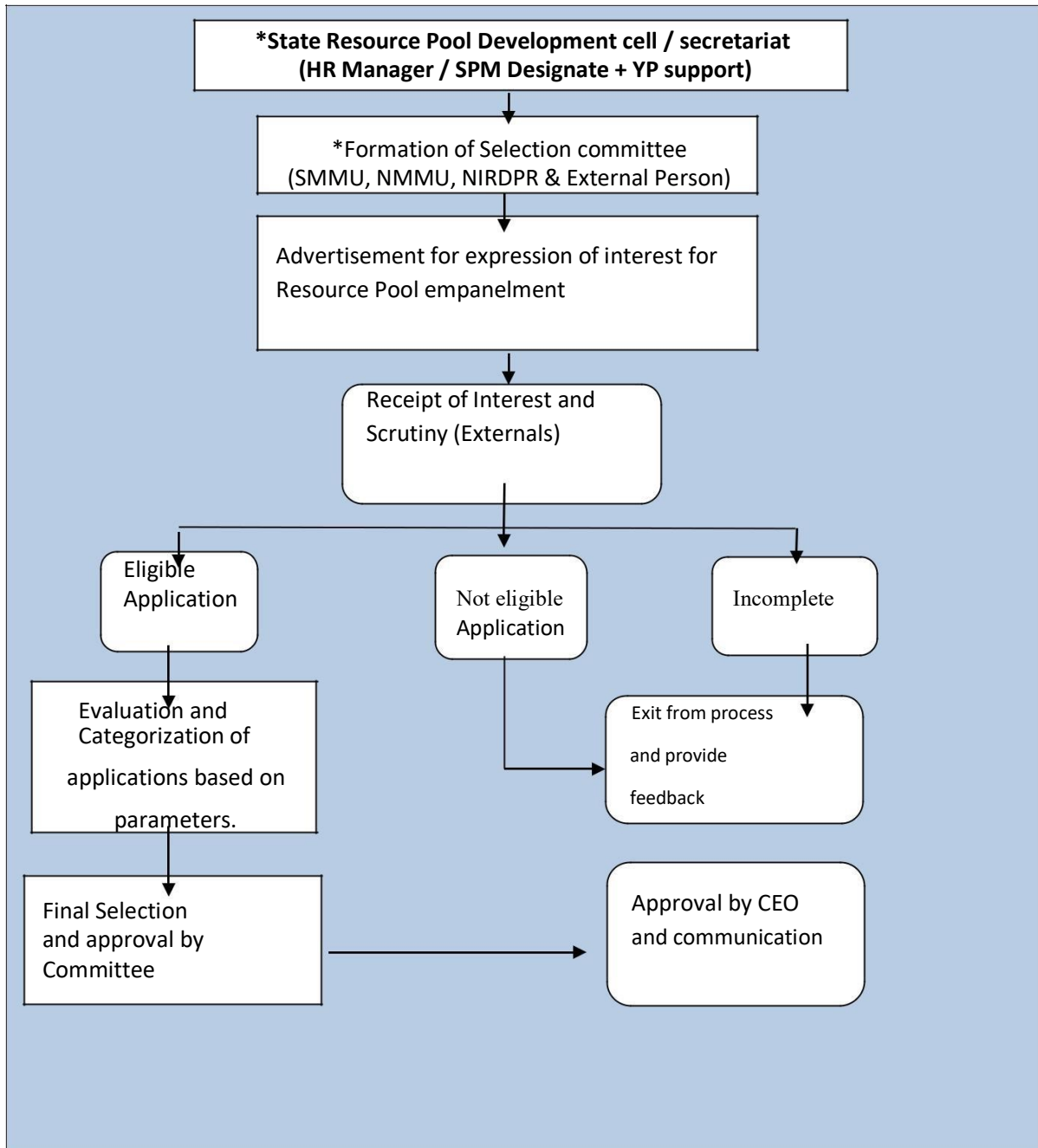
Theme 11: MCLF (Model Cluster Level Federation)

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

SRP can be from within the State and outside the state also. However, preference will be given for the applicant from within the state who can speak the local dialect Khasi and Garo. However, in a situation where applicants from within/outside the state, who cannot speak local dialect but meeting other eligibility criteria's can be considered for selection.

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 scrutinized by the selection committee. The candidates would be screened with written and / or oral mode.

## Flow chart: Empanelment process



\*Selection Committee cum State Resource Secretariat should comprise CEO+ SPMs + NRPs/ NIRDPR reps+ State Anchor NMMU

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 empaneled list.

### Grade cost norms for State Resource Persons Fee

Level / Grades	7 to 10 Years '(C)		10.1 to 13 Years '(B)		More than 13 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 ( interstate /district)	Resource person may travel by hired/Office vehicle (if more than 100 km) as per the availability	Reimbursement for travel expense shall be done when travel receipts produced by the SRPs.
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 as per the availability at the location.	Lodging and boarding expenses of SRPs shall be done by DMMU

\* in case of utilization 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

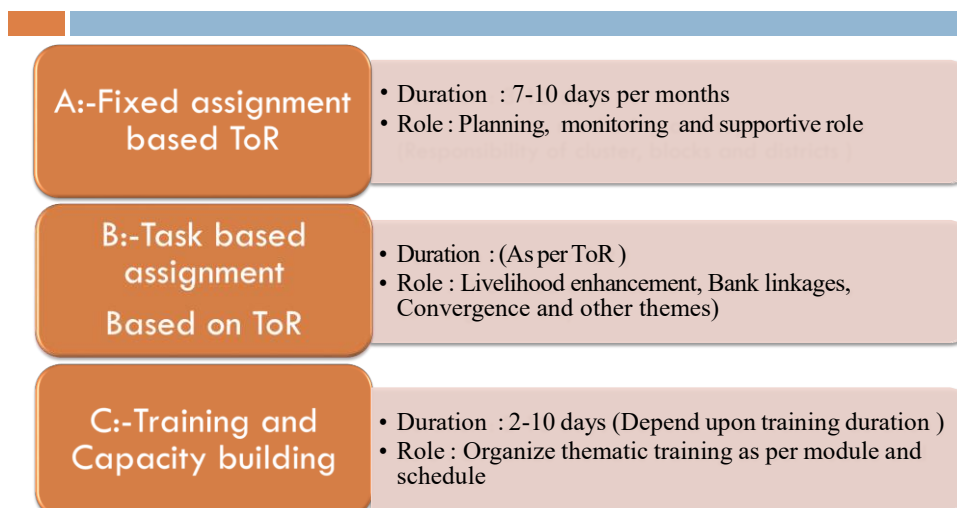
## Engagement of the State Resource Persons:

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 insuch 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

The State secretariat 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.



Appendix 1

**Eligibility:**

**Selection criteria and parameters: State Resource Person**

<b>External Resource Trainer</b>	<b>Minimum Eligibility (State Resource Person / Trainer)</b>
Education	Graduation in any discipline
Total Experience	More than 7 Years Experience 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

<b>Assessment Indicators &amp; Categories</b>	<b>Scale</b>	<b>Remark</b>
<b>Total Work Experience (in years)</b>		
3.1 to 5	1	
5.1 to 7	2	
7.1 to 10	3	
More than 10	5	
<b>Total Work Experience in any Thematic (in years)</b>		<b>Thematic Areas</b>
2 to 3	1	Eleven Thematic Areas
3.1 to 5	2	
5.1 to 10	3	
More than 10	5	
<b>Total Work Experience in Training as Trainer (in years)</b>		
2 to 3	1	
3.1 to 5	2	
5.1 to 10	3	
More than 10	5	
<b>Prior Work Experience with NRLM / SRLM or any other programs (as resource person)</b>		
0-1	1	
1.1 to 2	2	
2.1 to 5	3	
More than 10	5	
<b>Languages (Read, Write &amp; Speak)</b>		
Hindi	1	
English and Hindi	3	
English, Hindi, Khasi/Garo	5	
<b>Permanent Address</b>		
Other States	2	
From within the State	5	

**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 31<sup>st</sup> May, 2019)
4. Address for Correspondence :
5. e-Mail :
6. Contact No. :
7. Educational Qualification :

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

<b>Degree/ Diploma Certificate</b>	<b>Year of passing</b>	<b>College/ Institute</b>	<b>Board/University / Institution</b>	<b>Subjects</b>	<b>Marks / Division</b>

8. Total Experience (in years):

**(Latest first)**

<b>S. No</b>	<b>Name of Organi sation / Place</b>	<b>Designation</b>	<b>Tenure (From and To &amp; Years and Months)</b>	<b>Responsibility/ Assignment</b>	<b>Achievement</b>


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 Ad Organisation	Address with contact number

**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:**



**SAMPLE ADVERTISEMENT (WEB / NEWSPAPER)**

**Expressions of Interest to be part of the State Resource Persons Pool**

The Government of Meghalaya has set up a society, namely, Meghalaya State Rural Livelihoods Society (MSRLS) for implementing the National Rural Livelihoods Mission (NRLM) across the State under the flagship scheme of Govt. of India, namely: DAY-NRLM. MSRLS seeks committed and enthusiastic professionals to play a leading and supporting role to serve the Mission and support field teams in achieving project outcomes.

MSRLS invites the services of dynamic and experienced persons for empanelment of State Resource Persons for the following themes under to provide technical services:

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 & Evaluation

Theme 11: MCLF (Model Cluster Level Federation)

Applications are invited from eligible professionals to support training and capacity building needs of various on the aforesaid thematic domains. Candidate may not indicate more than two themes. Last date for receipt of applications is \_\_\_\_\_. For more details visit [www.msrls.nic.in](http://www.msrls.nic.in)

**CEO, MSRLS**

**PLEASE NOTE THAT THIS IS NOT AN ADVERTISEMENT FOR OFFERING JOB / POSITIONS WITHIN MSRLS.**