

**RURAL DEVELOPMENT DEPARTMENT**

**GOVERNMENT OF JHARKHAND**

# **Executive Committee Meeting**

**28th Aug-2009**

**Jharkhand State Livelihood Promotion Society**

**Project :- State Support to Livelihood promotion strategy Project**

## **Meeting Minutes**

**Venue:** Meeting Hall, Rural Development Department, FFT Building- Ranchi, Jharkhand

Jharkhand state Livelihood Promotion society, IIIrd floor FFP building, HEC area, Ranchi- Jharkhand

Rural Development Department  
Government of Jharkhand  
Jharkhand State Livelihood Promotion Society

Dated: - 28.08.09

**Agenda Note for the Executive Committee Meeting**

<u>Agenda No-1</u>	
<p>Approval of the society's institutional arrangement and constitution of the different committees and its member for over all management and functioning of the society.</p> <p>Rural Development Department, GoJ has registered a society namely Jharkhand State Livelihood Promotion Society (JSLPS).</p> <p>To achieve its mandate, the following structure was constituted:</p> <ol style="list-style-type: none"><li>1. General Body chaired by Development Commissioner (at least once in a financial year)</li></ol> <p>(Member's list, functions and procedures defined in Memorandum of Association: Annexure 1, item No 8 - 18)</p> <ol style="list-style-type: none"><li>2. Executive Committee chaired by Secretary, RD (thrice in a financial year)</li></ol> <p>(Member's list, functions and procedures defined in Memorandum of Association: Annexure 1, item No 19- 27)</p> <ol style="list-style-type: none"><li>3. Advisory Committee</li></ol>	<p>Agenda item no. 1 was approved by the EC</p>

(Functions and procedures defined in Memorandum of Association: Annexure 1, item No. 28-29)	
<u>Agenda No-2</u>	
<p>Structure of UNDP supported project “State Level Support to Livelihood Promotion Strategies- Jharkhand”</p> <p>Although there will be some more projects under the Society in future, currently the Society is specifically under preparation of the UNDP supported Livelihood project, “State Level Support to Livelihood Promotion Strategies-Jharkhand” in the selected five districts of the state. As agreed in the Annual Work Plan 2009 (Annexure 2), the following is the structure of the project:</p> <p>I) State Project Director – Secretary Rural Development will be de-facto the State Project Director for overall guidance and support to the UNDP supported project to achieve its larger objective</p> <p>II) Special Secretary- Officer-in-charge of the project</p> <p>III) Project Manager- A state team member convener for day to day management and administration of the project</p> <p>IV) Other state team members: M&amp;E and Livelihood Specialist, Finance and Project Associate and Gender Specialist. The position of the Gender Specialist is vacant currently.</p> <p>V) Other support staff (2 Executive Assistant cum computer operator, 1 System Analyst, 1 attendant,</p>	<p>Agenda item no. 2 was approved by the EC with following amendments:</p> <p>a)Special Secretary, Rural Development Department, GoJ who as per previous govt. notification (no. 5125 dated 09.07.09 ) at present is officer in charge of the project was re-designated as Joint Project Director of the project.</p>

<p>1 sweeper)</p> <p>The provision of above mentioned institutional arrangement and staffing is placed before the executive committee for approval.</p>	
<p><u>Agenda No-3</u></p>	
<p>Role of State Project Team for “State Level Support to Livelihood Promotion Strategies-Jharkhand”</p> <p><u>For executive committee:</u></p> <ul style="list-style-type: none"> <li>▪ <u>Report progress on defined outputs of the project and raise issues for strategic discussion among the members</u></li> <li>▪ <u>Support identification of areas of collaboration across departments for livelihood promotion</u></li> <li>▪ <u>Facilitate to identify key issues to be studied and analyzed by Advisory Committee to improve efficiency and effectiveness of national and state policies, programmes and schemes</u></li> </ul> <p><u>For General Body:</u></p> <ul style="list-style-type: none"> <li>▪ <u>Support raising issues identified and discussed at executive committee so that the selected issues to be further discussed at the highest level in the state</u></li> <li>▪ <u>Facilitate effective reporting and presentation by Advisory Committee</u></li> </ul> <p><u>For Society overall:</u></p> <ul style="list-style-type: none"> <li>▪ <u>Provide managerial and technical support to implement the UNDP supported project which</u></li> </ul>	<p>Agenda item no. 3 was approved by the EC</p>

<p><u>aims at capacity development of communities and government to provide livelihood opportunities for the disadvantaged groups (women, SCs/STs, displaced, minorities, migrants and persons with disabilities)</u></p> <ul style="list-style-type: none"> <li>▪ <u>Support effective design, implementation and monitoring of national and state programmes and schemes for livelihood promotion</u></li> <li>▪ <u>Support setting up Society’s policies and operational guidelines, and capacitating Society by supporting fund management and human resource management</u></li> <li>▪ <u>Organize consultations with various stakeholders to identify issues on the ground and to improve results and impact of national/state schemes and programmes</u></li> </ul>	
<p><u>Agenda No-4</u></p>	
<p>Approval of constitution of the Project Steering Committee</p> <p>As clearly defined on the Annual Work Plan 2009 and agreed between Rural Development Department and UNDP, the project should have the Project Steering Committee to:</p> <ul style="list-style-type: none"> <li>i) Ensure that the project goals and objectives are achieved in a defined timeframe</li> <li>ii) Review the project progress and suggest implementation strategies periodically</li> <li>iii) Review the project expenditure against activities, outputs</li> </ul>	<p>Agenda item no. 4 was approved by the EC</p>

<p>and outcomes</p> <p>iv) Approve annual and quarterly work plans (AWP and QWP)</p> <p>PSC will be carried out on a quarterly basis during the running of the project, or as necessary when raised by the PM. As the role of the steering committee is highly crucial and need meeting and review of the project progress frequently along with certain management decisions for empowering the society and creating scope for better delivery of the rural development programmes through flexible system for timely delivery of the project outputs. It is proposed to constitute the project steering committee of following members under the chairmanship of the Secretary, Rural Development Department.</p> <p>Special Secretary- Rural Development</p> <p>Commissioner NREGA</p> <p>Programme Officer, UNDP</p> <p>Project Manager- “State-Level Support to Livelihood Promotion Strategies – Jharkhand”</p>	
<p><u>Agenda No-5</u></p>	
<p>Approval of the members in the advisory committee</p> <p>In the Memorandum of the Association, there is provision of constituting a 7 members committee as the state Advisory committee which will provide technical inputs and advice to the Society in design, implementation and monitoring of the livelihoods programme and schemes in the state.</p> <p>The proposed names of members for constituting the state advisory committee are as below:</p>	<p>It was suggested to include representation from NABARD, XLRI or any other member from the relevant field as recommended by Joint Project Director/ State Project Director. It was also agreed to increase the</p>

<ol style="list-style-type: none"> <li>1. Satabrata Acharya- PRADAN</li> <li>2. Sanjay Basu Malik- Institute of Community Forest Governance</li> <li>3. Dr. Ramesh Sharan- Economist, Ranchi University</li> <li>4. Dr. Ramdayal Munda- ex- vice chancellor, Ranchi University</li> <li>5. Dr. Amrita Patel- Gender Specialist, Utkal University, Orissa</li> <li>6. Prof. Radha Mohan- Retd. Economist Professor</li> <li>7. Dr. Anirudh Prasad- Prof. Rural Development, XISS</li> </ol>	<p>membership from 7 to 9.</p> <p>Agenda item no. 5 including above suggestions was approved by the EC</p>
<p><u>Agenda No-6</u></p>	
<p>Approval of the block selection process</p> <p>The project will operate in 10 blocks of 5 selected district and short listing of the blocks have been done using the poverty criteria, predominance of ST/SC , migrant and other human development indices.</p> <ol style="list-style-type: none"> <li>a) % of ST &amp; SC population to total population</li> <li>b) % of BPL house holds (HHs) to total HHs</li> <li>c) % of female illiteracy rate</li> <li>d) % Marginal workers to total workers</li> <li>e) Concentration of PTGs population</li> </ol> <p>The District wise Short-listed blocks are as below:</p> <p>Ranchi: - Lapung, Burmu, Chanho, Angara, Namkum</p> <p>W. Singhbhum:- Chakardharpur, Khuntpani, Bandgaon, Jhinkpani, Goelkera</p>	<p>Agenda item no. 6 was approved by the EC</p>

<p>Hazaribag:- Churchu, Padma, Katkam sandi, Barhi, Keredari</p> <p>Palamu: - Satbara, Chainpur, Chhatarpur, Patan, Bishrampur</p> <p>Pakur: - Litipara, Amrapara, Mahespur, Pakuria</p> <p>Out of these short-listed blocks the finally two blocks for each district will be selected considering the strong presence of selected NGOs partners for effective social mobilisation and delivery of the technical outputs as per the need of the community.</p>	
<p><u>Agenda No. 7</u></p>	
<p>Approval of the Annual Work Plan and progress made so far</p> <p>In line with the country programme action plan of the UNDP the Annual Work Plan 2009 has been developed and agreed by Rural Development Department.</p> <p>Key Outputs 2009:</p> <p><u>Project Output 1: The governments’ capacities and coordination mechanisms strengthened at state and district level for designing and implementing livelihood strategies for disadvantaged groups and regions</u></p> <p>Indicators:</p> <p>- Livelihood Promotion Society is set up and initiated dialogs with various departments at state level</p>	<p>Agenda item no. 7 was approved by the EC. It was also recommended that UNDP should provide one person exclusively for strengthening of SLNA at earliest.</p>

<p>Baseline: No Society</p> <p>Target 2009: Society register and started dialogs across departments</p> <p>- No. of district collectors oriented towards the issues of livelihood promotions and inclusion</p> <p>Baseline: 0</p> <p>Target: 5</p> <p>Project Output 2:</p> <p>Effective livelihood models developed that reduce the vulnerabilities of disadvantaged groups in the long-term (focus on social mobilization)</p> <p>Indicator:</p> <p>No of sectors/sub-sectors identified with potential models of livelihood promotion for the disadvantaged groups</p> <p>Baseline: 0</p> <p>Target 2009: 2</p> <p>Project Output 3. Partnerships established among communities, CBOs, private sector, technical institutions and government for diversifying livelihoods and skill development</p> <p>Indicator: No of potential partners including government, NGOs, CBOs, private companies identified</p> <p>Baseline: 5</p> <p>Target 2009: 15</p>	
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<p>The progress made so far is as below:</p> <p><b>Key Progress:</b></p> <p><b>Project Output 1</b></p> <p>The Society registered and housed in the Rural Development Department, GoJ and located on the IIIrd floor of the FFP building</p> <p>Bank Account of the Society opened with State Bank of India, Project Building</p> <p>UNDP has transferred Rs. 5 lakh to the society account to initiate the activities against the AWP-09</p> <p>State level team recruited and in place since July-2009</p> <p><b>Project Output 2</b></p> <p>Selection of agencies for M&amp;E and Public Private Community Partnership is in progress</p> <p>Recruitment of the staff at block level and district level is in progress</p> <p>Short listing of the block is completed and selection of 10 blocks will be finalised shortly in consultation with the Stakeholders/ selected NGOs partner</p> <p><b>Project Output 3</b></p> <p>Selection process of the NGOs partners for social mobilisation and technical support is completed. Out of 61 NGOs who submitted their proposal to work as social mobilisation/ technical support organisations, 18 NGOs partners have been</p>	
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<p>shortlisted through a open competition in the first round and they have made their presentation before the panel for final selection. After the presentation by these organizations the panel has given them scoring on commonly agreed criteria. A list of the selected organizations ( Annex- 3) is placed before the executive committee for the approval</p>	
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Agenda No-8

<p>Delegation of power to the project manager for day to day management and implementation of the project</p> <p>Jharkhand State Livelihoods Promotion Society is implementing UNDP supported livelihoods promotion project in the state. The society under the aegis of rural development department is a newly created body which is in process of establishing its functional system and procedures and expanding its operational guidelines for better financial and administrative management. For this an institutional development consultant will be hired to detail out the role, responsibility and delegation of the stakeholders for effective management of the project. Meanwhile to achieve the milestones of AWP agreed between the GoJ and UNDP for the year-2009, project requires a fast track approach to deliver the outputs on the ground within the stipulated time. To make it happen project demands for a decentralised decision making system and delegation of the authority at different level to speed up the work. Project manager being responsible for timely and quality delivery of the project results has to take management and administrative decisions for running the project which requires certain administrative</p>	
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<p>and financial delegation to the project manager.</p> <p>As per the memorandum of the association of the society the executive committee may delegate such powers to the project manager who is a member convener of the society.</p> <p>Till the administrative and financial policies/guidelines are prepared for the Society, following delegation to the project manager is proposed for approval</p> <ol style="list-style-type: none"> <li>1. Signing of the official correspondence paper between various Government and non government agency/ departments on behalf of the society</li> <li>2. Hiring of the Field / office project support staff, individual consultancy support organisations and signing of their contract and renewal as and when required</li> <li>3. All management and administrative decisions related to day to day functioning of the project</li> <li>4. Financial Delegation of Rupees one lakh for procurement of the goods and capital items</li> <li>5. Financial Delegation of Rupees five lakh for procurement of the services</li> <li>6. Authority to project manager and State finance associate as joint signatory for withdrawal of amount from the JSLPS account to the limit of Rupees one lakh.</li> </ol>	<p>Under agenda no. 8 following delegations to Project Manager (PM) was approved by the chairperson of EC:</p> <ol style="list-style-type: none"> <li>1) PM can sign official correspondence between the society and NGOs independently and between the society and other government departments with approval from the joint project director or State Project Director.</li> <li>2) PM can hire field/ office staff, individual consultancy support organisations and signing of their contract and renewal as and when required on approval from the State Project Director.</li> <li>3) Item no. 3 was not approved</li> <li>4 - 5) Financial delegation of Rs. 10,000/- was provided to PM for procurement of goods and services.</li> <li>6) Item no. 6 was not approved</li> </ol> <p>It was also decided by the</p>
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	EC that the Project Manager should come up with the detail manual wherein delegation including rule regulation etc. are specifically mentioned at the earliest for smooth functioning of the project.
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**List of EC Member Participants :**

1. Mr. S.K.Satapathy, Secretary, Rural Development Department, GoJ
2. Mr. A. K. Singh, Principal Chief Conservator of Forest, GoJ
3. Mr. Rajeev Arun Ekka, Tribal Welfare Commissioner, GoJ
4. Dr. D.K.Sriwastawa, Special Secretary, Rural Development Department, GoJ
5. Mr. Kazuhiro Numasawa, Program Officer, UNDP, New Delhi
6. Mr. Jiji Mammen, GM, NABARD, Jharkhand
7. Mr. S.K.Mishra, AGM, NABARD, Jharkhand
8. Mr. S.Dhanaseknand, DGM, NABARD, Jharkhand
9. Mr. E.Haque, Deputy Secretary, Rural Development Department, GoJ
10. Mr. K.K. Das, Deputy Secretary, Revenue & Land Reforms Department, GoJ
11. Mr. S.N.Pandeya, Project Manager, UNDP-GoJ Livelihood Project, Ranchi