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Jharkhand State Livelihood Promotion Society

(Under the aegis of Rural Development Department, Govt. of Jharkhand)

3rd Floor, FFP Building, HEC, Dhurwa, Ranchi – 834004

Phone No. 0651-2401782, 83

Letter No. 18/09 / Ranchi

Dated. 16/10/09

MINUTES OF THE EXECUTIVE COMMITTEE (EC) MEETING

The meeting of Executive Committee for the GoJ-UNDP supported project 'State Level Support to Livelihood Promotion Strategies Project – Jharkhand' being implemented under 'Jharkhand State Livelihood Promotion Society' (JSLPS) was organised on 14th October, 2009 in the conference hall of Rural Development Department. The meeting was chaired by Secretary, Rural Development Department, Govt. of Jharkhand who is also the State Project Director (SPD) of the aforesaid project. List of participants is enclosed.

The highlight of the meeting is as follows:

Agenda No. 1: Update of the Project Progress

The Project Manager, presented the progress as enunciated below:

- 1.1. Registration of society(JSLPS) completed
- 1.2. First meeting of executive committee members convened
- 1.3. Project Steering Committee (PSC) formed and first meeting organised
- 1.4. State Livelihood Advisory Group (SLAG) formed & first meeting to be held in Nov. 2009
- 1.5. State level Technical Team Members joined
- 1.6. Selection of district and block level team completed
- 1.7. Recruitment of support staffs initiated
- 1.8. Financial management systems established for the project
- 1.9. Communication with other departments and development projects initiated
- 1.10. Contract for preparation of strategic plan for SLNA made with PRADAN
- 1.11. WASAN shortlisted as an organisation to provide long term technical support to SLNA
- 1.12. Consultation meeting with NGOs organised
- 1.13. Orientation of State Team Members completed
- 1.14. Selection of NGOs for social mobilization completed (**PRADAN, NBJK, KSRA, ICFG & SPWD**)
- 1.15. Short-listing of Technical Support Agency completed (**GVT, MART, VRUTI and PRDAN**) to support on agriculture, forest, micro enterprise based livelihood enhancement
- 1.15. M&E agency (**Sutra Consultancy**) finalized, contract signed for preparation of Monitoring and Evaluation Framework, Process documentation on major achievements



- 1.17. PPCP agency (**BASIX-CITRAN**) finalized by UNDP, New Delhi
- 1.18. Preparation of financial and administrative manual for the society is under progress

Agenda No. 2: Approval of hiring the consultancy services of District & Block Coordinators

2.1 As a part of technical support to the society UNDP advertised the ToR for 5 posts for Consultant - District Coordinators (DC) and 10 posts for Consultant - Block Coordinators (BC) in local newspapers (HT, Dainik Jagran and i-next) and website. www.devnetjobsindia.org. The eligibility and consultancy fees was fixed as per UNDP- India office norms.

2.2 In response to the vacancy announcement 678 and 393 applications were received for the post of Consultant - DC & BC respectively. The long list of applications was sent by JSLPS to the HR agency- 'Strategic Alliance Management Services Pvt. Ltd., New Delhi, selected by UNDP.

2.3 29 & 49 candidates were short-listed by the HR Agency respectively for DC and BC for whom telephonic interview, written test (for DC) and personal interviews were conducted.

2.4 A panel comprising of members from Ranchi University (Dr. Ramesh Sharan), Birsa Agriculture University (Dr. Jyotirmay Ghosh), Gender Experts (Ms. Sachi Kumari and Ms. Kalyani Meena), Representative from HR agency – SAMS, New Delhi and JSLPS team members interviewed the candidates from 2nd to 5th Sept 09.

2.5 Based on the above 5 and 10 candidates were finally selected for Consultant – DC & BC respectively and a same number of candidates have been kept in the waiting list.

2.6 Contract for candidates is ready with a request to start the work from 1st of November, for one year.

Agenda No. 2 was approved by the EC

Agenda No. 3: Approval of selection process for hiring the professional services of System Analyst and Executive Assistant & Computer Operator (EACO) in consultancy mode

3.1 Consultancy Services is to be hired for 1 System Analyst and 2 EACO

3.2 The ToR for the above posts was advertised by UNDP and the long list of applications has been sent to the HR agency- 'Strategic Alliance Management Services Pvt. Ltd., New Delhi for shortlisting of the candidates.

3.3 Interview of the shortlisted candidates is planned for the last week of Oct 09.

Agenda No. 3 was approved by the EC

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Agenda No. 4: Approval of signing the contract of Social Mobilisation and Technical Support Agencies (for the period 16th Oct 09 to 28th Feb 10):

- 4.1 A request for proposal (RFP) was prepared by Project Manager in consultation with UNDP, New Delhi
- 4.2 Advertisement seeking 'Request for Proposal' was placed for 'Social Mobilisation' (SM) and 'Technical Support Agencies' (TSA) - in Bihar and Jharkhand edition of local dailies – Dainik Jagran and Hindustan Times (English) on 2nd August 09. The advertisement was also placed in news daily 'i-next' on the same day and on the website www.devnetjobsindia.org
- 4.3 In response to the above advertisement, a total of 61 proposals were received from different agencies from across the state.
- 4.4 Each of the 61 agencies was assessed on 6 indicators on a scale of 100 points and finally 18 agencies who scored 70 or more were shortlisted. The assessment was jointly done by the state team of JSLPS with inputs from UNDP, New Delhi.
- 4.5 In the next step, these shortlisted 18 agencies were invited for further one to one discussion from 20th to 22nd of August 09. A panel consisting of members from UNDP state livelihood team and Dr. Ramesh Sharan, Prof. (Economics) Ranchi University provided scores on 9 indicators.
- 4.6 Based on the scores and themes proposed by the agencies, following agencies were finally selected.
 - i) Professional Assistance for Development Action (PRADAN) – as Social Mobilisation and Technical Support Agency
 - ii) Nav Bharat Jagriti Kendra (NBJK) - as Social Mobilisation Agency
 - iii) Karra Society for Rural Action (KSRA) - as Social Mobilisation Agency
 - iv) Society for Promotion of Wasteland Development (SPWD) - as Social Mobilisation Agency
 - v) Institute of Community Forest Governance (ICFG) - as Social Mobilisation Agency
 - vi) Gramin Vikas Trust – as Technical Support Agency
 - vii) MART - as Technical Support Agency

viii) Vruttii Livelihood Resource Centre - as Technical Support Agency

- 4.7 Consultation meetings with selected agencies held and output based work plan is developed
- 4.8 Contract format for engaging these agencies finalized with legal vetting from Senior Advocate and Senior Standing Counsel
- 4.9 Contract is to be signed for the project period 16th October, 09 to 28th February 10.

Agenda No. 4 was approved by the EC

Agenda No. 5: Approval of WASSAN proposal – ‘for strengthening of SLNA for implementation of Watershed Program’

As per activity proposed in the AWP 2009, signed between GoJ and UNDP, the latter has shortlisted WASSAN to provide technical support to SLNA. WASSAN has submitted the proposal for providing technical support to SLNA for effective implementation of Watershed Program in the State. The project period is for 10 month for which the total consultancy charge is Rs. 40. 36 lakh.

On agenda No. 5, the EC formed a subcommittee under the Chairmanship of Sri S. Barnawal, State NREGA Commissioner with – Director, Soil Conservation, Director Agriculture, Representative from Forest Department Mr. V. Jayram, Conservator of Forest and Commissioner, NREGA, to review the WASSAN proposal and submit its view point for further processing. Commissioner, NREGA was requested to quickly give the findings, the sub committee’s recommendation will be final.

Agenda No. 6: Approval of PRADAN’s proposal – ‘for strengthening of SLNA for implementation of Watershed Program’

PRADAN has been shortlisted by UNDP for preparation of the State Perspective plan for the SLNA. The organization has been contracted for the same and is working for preparation of the State Perspective plan. This is short term assignment which will be completed in the month of Oct-09 and the total financial implication for this assignment is Rs. 1.08 lakh aprox.

Agenda No. 6 was approved by the EC

The meeting concluded with thanks note from the Project Manger.



List of Participants:

1. Mr. S.K.Satapathy, Secretary, Rural Development Department, Govt. of Jharkhand
2. Mr. S.K. Barnawal, Commissioner, NREGA, Rural Development Department, Govt. of Jharkhand
3. Dr. D.K.Sriwastawa, Special Secretary, Rural Development Department, Govt. of Jharkhand
4. Mr. K.K. Das, Deputy Secretary, Department of Revenue and Land Reforms, Govt. of Jharkhand
5. Mr. Gokul Mehra, Director Agriculture, Govt. of Jharkhand
6. Mr. R.P.Singh, Director Soil and Water Conservation, Govt. of Jharkhand
7. Mr. N.P.Yadav, Deputy Director, Tribal Welfare Commissioner Office (Welfare Department), Govt. of Jharkhand
8. Mr. E. Haque, Deputy Secretary, Rural Development Department, Govt. of Jharkhand
9. Mr. S. K. Mishra, AGM – NABARD, Jharkhand
10. Mr. S.N.Pandeya, Project Manager, State Level Support to Livelihood Promotion Strategies – Project, Jharkhand

With Regards


(S.N.Pandeya) 15/10/09

Project Manager Cum Member Convener, JSLPS


Copy forwarded to members:

1. Secretary, Rural Development Department, Govt. of Jharkhand
2. Principal Chief Conservator of Forest, Govt. of Jharkhand
3. Chief General Manager, NABARD
4. NREGA, Commissioner, Govt. of Jharkhand
5. Tribal Welfare Commissioner, Govt. of Jharkhand
6. Director, Panchyati Raj, Govt. of Jharkhand
7. Director, Agriculture/ Soil Conservation, Govt. of Jharkhand
8. Representative of Dept. of Revenue & Land Reforms, Govt. of Jharkhand

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9. Internal financial advisor, Rural Development Department, Govt. of Jharkhand
10. Officer-in-charge, Watershed Program, Rural Development Department, Govt. of Jharkhand

With Regards


15/10/09
(S.N. Padeya)

Project Manager Cum Member Convener, JSLPS