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राष्ट्रीय ग्रामीण विकास एवं पंचायती राज संस्थान

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NATIONAL INSTITUTE OF RURAL DEVELOPMENT & PANCHAYATI RAJ

(Ministry of Rural Development, Government of India)

Rajendranagar, Hyderabad - 500 030 (India)

Lr.No.1/E7353/NIRDPR/NRLMRC/HR/NRP-Policy, date. 13/06/2019.

To
The Joint Secretary (RL),
DAY-NRLM, MoRD,
Govt of India,
7th Floor, NDCC Building-II
JaiSingh Road, New Delhi.-110001.


Dear Madam,

Sub:- NIRDPR-NRLMRC- National Resource Person (NRP) Policy for implementation-Reg.

Ref :- Letter No. J-11060/43/2017-RL (355700) dated 16/1/2019, from the Joint Secretary to Govt of India --Reg

1. I invite your kind attention to the subject cited above. The draft NRP policy is enclosed herewith. After careful examination of the draft Policy, the following modifications have been suggested with regard to the payment of resource fee and travel of the NRPs.
2. The NRPs should make their own travel arrangements and their travel expenses tickets cost will be reimbursed to them on submission of the relevant documents (Ticket and Boarding Pass). This will save a lot of time of the NRLM Resource Centre.
3. When NRPs are called for undergoing training, 50% resource fee will be paid to them on the days that they undergo trainings. No compensation, DA will be paid for the time spent in travel.

Yours faithfully


(S.Srinivas) 13/6/2019,

Encl. as above.

National Resource Person (NRP) Policy under DAY-NRLM

1. Introduction:

The Ministry of Rural Development (MoRD) has been implementing Deendayal Antyodaya Yojana - National Rural Livelihoods Mission (DAY - NRLM) in all states and UTs of the Country. In order to support the Ministry in rolling out and implementation of various mission interventions, the Ministry has set up a dedicated National Mission Management Unit (NMMU) which is housed under MoRD at New Delhi. Also, the ministry has set up two NRLM Resource cells; one at NIRD&PR Hyderabad and other at NERC, Guwahati for providing technical support to DAY-NRLM. The NMMU, with the support of NRLM Resource Cell, NIRD&PR, Hyderabad and NERC, Guwahati is engaged extensively in providing technical support to the State Rural Livelihoods Missions (SRLMs) in terms of capacity building of SRLM staff, CBOs and their cadres promoted under DAY - NRLM, setting up of systems, procedures and policies in SRLMs and CBOs, preparation of annual action plans, manuals and implementation of various interventions of the mission activities at the field level. In order to support and strengthen SRLMs, NMMU, with support of NRLM-RC, NIRD & PR has developed a pool of National Resource Persons (NRPs) through empaneling the experienced and qualified Professionals. Based on the thematic requirements, the NRPs may be empaneled on a periodical basis.

2. National Resource Person (NRP):

A National Resource Person (NRP)¹ is a qualified, experienced and resourceful person having expertise in any one or more thematic areas like – Institution Building, Capacity Building, Financial Inclusion, Gender, Food, Nutrition, Health, WASH, Farm / Non-Farm Livelihoods, Convergence, Leadership Management, Vision Building, Human Resource Development, M&E, MIS, KMC etc. The NRP will provide technical support to NRLM in the implementation of various thematic areas across the country as and when required.

3. Basic eligibility criteria for selection of National Resource Persons (NRPs):

- a) S/He shall have very good understanding about the development sector and any relevant sector as may be required.
- b) S/He shall have a more than 3 years of relevant thematic field experience.

¹ NRP is not a permanent or full-time employee of NMMU/NRLM RC or NERC of NIRD&PR. The services and expertise of the NRPs would be utilized purely based on the request or requirements of the SRLMs, NRLM (RC), NIRD&PR or NMMU, MoRD. No assurance will be given by NIRD&PR for utilizing the NRPs services throughout the month on a continuous basis.

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- c) S/He shall have pro-poor approach and strong faith and belief in the abilities of the poor and down trodden communities.
- d) S/He shall have respect and be sensitive to the women issues, as they will be working with women in the poor Rural & Tribal areas.
- e) S/He shall have strong Community Mobilization, Training and Communication skills.
- f) S/He shall be willing to learn from the field and community.
- g) S/He shall be willing to give her/his time when requested.
- h) S/He shall be well versed with reading, writing and delivering the sessions in Hindi / English and local language as per the requirements of the programme.
- i) S/He shall have good reporting and documentation skills.
- j) S/He shall be willing to travel extensively to any State/District without any bias

4. National Resource Persons (NRP) Empanelment process:

The empanelment process of the National Resource Persons (NRPs) is transparent and systematic as mentioned below:

- a) The thematic lead of the NMMU will assess the requirement of the NRP/s and submit a request to the Director General-NIRD-&PR through the Joint secretary / Mission Director NRLM, MoRD by clearly mentioning the required qualifications, experience and competencies, empanelment process and Scope of work of NRPs.
- b) The Director, NRLM RC, after obtaining approval from the Director General, NIRD&PR, will publish the advertisement for the empanelment of new NRPs in national News Papers and the same also will be uploaded on NIRD&PR, DAY - NRLM website or devnetjobsindia.org.
- c) The applications received within the stipulated time mentioned in the advertisement will be scrutinized by the NMMU & NRLM RC Team.
- d) Further to the scrutiny, the short - listed applicants will be assessed through a written examination and if required personal interviews over Skype or in-person or mix of both by the Selection committee. The representatives of NMMU, NRLM RC and other thematic experts will be part of the selection committee. NRLM-RC, NIRD shall empanel the NRPs for different thematic/components as per the empanelment process approved by NMMU.
- e) The NRP empanelment process will be held in different locations such as Office of NMMU, MoRD, New Delhi, NRLM RC NIRD&PR, Hyderabad and NRLM RC-NERC Guwahati.
- f) The candidates short-listed after the skype/ in persons interview will be called for 1-3 days of orientation at NIRD&PR Hyderabad/Guwahati or in any other suitable location.
- g) During the orientation², the Thematic Leads from NMMU, MoRD will brief the candidates about the Mission, Vision, Values, structure and functioning of Community Based Organisations, key strategies, interventions, activities and progress of different components of NRLM, Roles and Responsibilities of NRPs and expected outcomes etc.

² Invitation for orientation is a step in the evaluation process and should not be considered as final selection of a person as NRP.

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- h) The candidates will be assessed on the last day of the orientation by a panel of Thematic Experts and NMMU Leads as per approved selection process (For eg: Preparation of training session plan and class demonstrations, preparation of case studies/documentation, preparation of a film, gingals, ads, development of evaluation design, questionnaire's/ schedules/tools etc.).
- i) The final grading of the candidates will be given by the panel based on the scores obtained by the candidate during the skype/in-person interview and orientation process on the set criteria.
- j) The final list of selected candidates will be submitted to the Director General, NIRD&PR as per panel recommendations for approval.
- k) Further to the approval, the selected NRPs will be formally informed by NRLM RC, NIRD&PR along with their grade and appropriate entitlements.

5. Engagement of NRPs:

The NRPs will be engaged either on Specific Task contract (Long term or Short term) or Need based Technical support method for providing the technical support to NMMU/ NRLM RC/ SRLMs on the following areas:

- a) Facilitation of state/district/block specific operational strategies and Planning process.
- b) Conducting Trainings & workshops.
- c) Preparation of Standard Operational Procedures, Training Modules, Manuals, resource materials and IEC Materials.
- d) Documentation of best practices, case studies, success stories and process documentation etc.
- e) Conducting Assessments / studies/Process monitoring/MIS etc.
- f) Recruitment and performance appraisal process of staff at various levels.
- g) Staff induction/orientation/trainings.
- h) Development of Model CLFs and Resource centers.
- i) Support in initiating Institution building, financial inclusion, livelihoods, FHNW, Social Inclusion, Gender, Convergence interventions.
- j) Setting up of systems and procedures at CBO/SRLM level.
- k) Anyother technical support requested by NRLM/SRLMs related to all thematic areas of DAY-NRLM.

In case of the Specific Task Long Term Contract method, the assignment period may range from 1-10 days per month (excluding travel days i.e. from NRPs place to the state or vice-versa), however additional 5 days may be considered depending up on the task assigned with the subject to the ceiling maximum of 120 days³ in a year.

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In case of Specific Task Short Term Contract method or Need Based Technical Support method, the assignment can be given on a continuous basis till the assignment/task is completed.

In case of utilizing the services of particular thematic NRP for other themes, NRLM RC, NIRD has to seek permission from the concerned thematic lead to avoid disruption/delays in the work.

6. Approval process for engagement of NRPs:

6.1. Specific Task contract (Both long-term or short term):

- a) The thematic leads/ designated official of the NMMU with the support of NRLM RC, will develop a specific TOR for NRPs for providing technical support to SRLMs/NRLM either on a short term or long term basis and request the Director General, NIRD&PR through the JS/MD, Director (RL), NRLM to issue TOR to NRP(s) and allocation of state/s.
- b) Based on the need or task proposed under different Themes, a specific period contract with specific Terms of Reference will be issued to the NRP(s) by the Director, NRLM RC.
- c) While issuing the contract to NRPs, the preference will be given to the suitable thematic NRP belonging to the same state. In case of non-availability of Thematic expert from that particular State, NRP from other nearest State will be deployed. However, considering the non-availability of thematic experts in NE States, all NE SRLMs are exempted from this clause.
- d) For deployment of NRPs, the competent authority - CEO/SMD, ACEO or designated official needs to write a request letter at least 15 working days in advance to the Director General or Director – NRLM RC, NIRD&PR clearly mentioning complete details of the proposed programme, the purpose/objectives/ deliverables of the programme, no. of NRP/s, type of technical support and no. of days required for the programme with a copy of the request letter has to be marked to the concerned thematic lead/designated NMMU official and the concerned NRP/s.
- e) In consultation with **SRLMs**, the NRPs will have to submit the travel request in the prescribed format to the Director – NRLM RC. After consulting the concerned thematic Lead/designated NMMU official, Director NRLM RC will take approval from the competent authority (DDG/DG) of NIRD&PR, for deputation NRPs and the same will be communicated to the concerned SRLMs, NRP/s and NMMU.

6.2. Need Based Technical Support:

6.2.1. Engagement of NRPs on the request of NMMU:

- a) The concerned thematic unit will have to take approval of JS (RL) on the file and communicate to Director, NRLM-RC.

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- b) Based on the communication from NMMU/MoRD, Director NRLM RC will take final approval from competent authority (DDG/DG) of NIRD&PR for deputation of NRPs and the same will be communicated to NMMU.

6.2.2. Engagement of NRPs on the request of SRLMs:

- a) The competent authority - CEO/SMD, ACEO or designated official need to write a request letter at least 15 working days in advance to the Director General, NIRD&PR or Director – NRLM RC, NIRD&PR clearly mentioning complete details of the proposed programme, the purpose/objectives/ deliverables of the programme, no. of NRPs, type of technical support and no. of days required for the programme. a copy of the request letter has to be marked to the concerned Thematic Lead/ designated NMMU official.
- b) After consulting the concerned Thematic Lead/designated NMMU official, Director NRLM RC will take an approval from the competent authority (DDG/DG) of NIRD&PR, for deputation of NRPs and the same will be communicated to the concerned SRLM and NMMU.
- c) An official invite to the NRP will be sent by the Director, NRLM RC through e-mail requesting to take up the assignment.

7. Monitoring, Evaluation and Reporting:

- a) Based on the specific TOR, each thematic unit of NRLM will develop a standard NRP Reporting format that comprises of concerned thematic activities, out come indicators, timelines and follow-up action plan.
- b) In case of Specific Task contract (Long term) method, the NRP shall submit the monthly action plan and work done / visit report to the Director - NRLM RC, NIRD&PR with a copy marked to the concerned SRLM and the concerned Thematic Lead/ designated NMMU official immediately after the completion of the visit.
- c) In case of Specific Task Contract (Short Term) and Need based technical support, the NRP shall submit the work done report to the Director NRLM RC with a copy marked to the concerned SRLM and the concerned Thematic Lead/ designated NMMU official immediately after the completion of the task.
- d) The work done / task completion report shall consist of the approach and efforts of the NRP and the outcomes / deliverables/ progress achieved during the assignment period.
- e) The respective SRLM team needs to send a mail to the concerned thematic lead and NIRD certifying the NRP report and quality of services extended by the NRPs.
- f) After seeking the inputs from the concerned Thematic Lead/designated NMMU official, Director – NRLM RC, NIRD&PR will put up the file to the competent authority of NIRD&PR for payment of resource fee and reimbursement of travel expenditure to NRPs
- g) The NMMU, MoRD and NRLMRC, NIRD&PR shall conduct reviewing meetings (monthly/quarterly/half early/annually/immediately after completion of task) for assessing the performance of NRPs
- h) Based on the requirement of the Theme / Programme / SRLM and based on the performance / knowledge and support extended by the NRP, the TOR may further be extended.

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8. Payments & Entitlements:

- a) The Resource Fee will be paid to the NRPs based on their grade and no. of days worked.
- b) The Resource fee will be paid only after the completion of the assigned task or programme and after submission of the work done report or specific deliverable as per the TOR/task assigned. The report has to be certified by the concerned Thematic Lead or designated NMMU official, SRLM staff and MM at NRLM (RC).
- c) The details of grade wise eligible emoluments are given below:

S. No	Category of Resource Person	Years of Experience	Resource Fee/Day (Rs.)	Boarding & Lodging per Day	Travel
1	National Resource Person- Category- 'A1'	>20	10000	Rs. 500 & Rs. 4,000	Air Fare Economy class/ 2nd AC Train/ AC Bus
2	National Resource Person- Category- 'A'	>15	7500	Rs. 400 & Rs.3,500	
3	National Resource Person- Category- 'B'	5 and above	5000	Rs. 375 & Rs. 3,000	
4	National Resource Person- Category- 'C'	> 3	3000	Rs. 200 & Rs.2,000	3rd AC Train/ AC Bus

*Lodging/ accommodation amount as per actual.

- d) The NRPs should make their own travel arrangements and their travel expenses tickets cost will be reimbursed to them on submission of the relevant documents (Ticket and Boarding Pass).
- e) The travel plan has to be prepared in consultation with concerned SRLM and approval has to be sought from respective thematic Leads/designated official of NMMU MoRD
- f) The NRPs are permitted to travel by flight, if the distance is more than 500 Kms. The NRPs can travel by either Train or bus up to 500 kms distance as per their convenience.
- g) No advance will be given to NRPs.
- h) As per the advice of concerned Leads/designated NMMU Officials of NMMU, Director – NRLM RC, NIRD&PR will make travel arrangements. The Boarding passes should be safe guarded and to be submitted to NRLM RC after the visit.
- i) **No resource fees will be admissible during travel. However, the NRPs will be reimbursed their travel expenses, i.e., cost of tickets. No compensation, DA will be paid for the time spent in travel.**
- j) **Only 50% of the resource fee will be paid to the NRPs while they undergoing trainings/workshops/inductions/exposure visits/orientations.**
- k) With prior and proper approval of the competent authority, Local travel, boarding & lodging expenses incurred by the NRP will be reimbursed by NRLM RC, NIRD&PR against the submission of proper original bills, receipts and related expenditure documents in


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prescribed travel expenses format, required documents and work done report within 10 days of the completion of the given assignment to NRLM RC, NIRD&PR.

- 1) The NRLM Resource Cell will pay the resource fee and reimburse the travel and other expenditures within 20 days subject to submission of all required reports/documents and proper expenditure bills by the NRP.

9. Exit Policy of NRP

- a) The list of short listed NRPs will be valid only for the period of 2 years. Later based on the performance and need of the NRPs, JS(RL) will take decision and communicate to DG NIRD&PR for extension of his/her services for further period.
- b) If the performance of NRP is not up to the mark, NRLM-RC, NIRD&PR can stop utilizing the services and remove his/her name from the empaneled list.


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DIRECTOR
NRLMRC, NIRDPR.

DATE: 13-06-2019.
PLACE: HYDERABAD.