

Expression of Interest from Service Providers

MISSION SHAKTI

Government of Orissa.

Women & Child Development Department.

[For Recruitment of Staff for activities of "Mission Shakti"]

No. 9671 /II-WP-MVSN-14/11/WCD Date 16 / 05/2011.

1. Government of Orissa under the Department of Women and Child Development established *Mission Shakti* in 2001, an umbrella body for empowerment of women through formation and strengthening of Self-Help Groups (SHGs). The total number of SHGs in Orissa is estimated to be around 5,48,450 with reported savings of ₹302.64 Crore (as per SLBC, December,2010). Mission Shakti has taken initiative to form 19 District Level SHG Federations (DLSFs), 314 Block Level SHG Federations (BLSFs) and 7605 Gram Panchayat [& Producers'Cluster] Level SHG Federations (GPLFs) in Orissa.

With this, in order to carry forward the activities of the Mission Shakti, the Women & Child Development Department, Government of Orissa have obtained orders of the Government to create one District level functionary (30) at each district Headquarters and one Block level functionary each at 276 Blocks of the State (276, excluding 38 TRIPTI Blocks) with an intention to run the Mission Shakti activities in the Districts /Blocks for the present and in convergence with the National Rural Livelihood Mission (NRLM), when is implemented in the State.

The District Level Post would be "District Project Manager" with a consolidated remuneration of ₹15,000/- per month for coordination of all the Mission Shakti activities in the District and the Block Level Posts would be "Block Project Facilitation Team Leader" with a consolidated remuneration of ₹12,000/- per month for facilitating the activities of WSHGs, help in group formation, capacity building, verification of accounts, updating of WSHG related information, providing & recover the loans to the PWDs under NHFDC and on-line reporting in the Block.

2. The services include:

Staff selection process including procedure of calling for application, screening, help selection of staff for the Mission Shakti Directorate as noted above. 30 DPM in the Districts & BPFTL in 276 (Non-TRIPTI) Blocks of the State.

The duration of the Consultancy for the above should not exceed 12 weeks from the date of Contract between the State Government & the Agency.

3. Mission Shakti Directorate now invites proposals from eligible Agencies to indicate their interest in providing the services "Recruitment of Staff for Mission Shakti".

4. Interested Agencies must provide information indicating that they are qualified to perform the services. (Brochures / Descriptions of similar assignments, experience in similar condition, availability of appropriate staff skill in similar organizations etc.).

5. The Agencies may form Associations or Sub-Consultancy to meet this need of Mission Shakti.

6. For downloading details, the interested Agencies may visit Government website of W&CD Department; www.wcdorissa.gov.in.

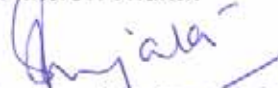
7. Interested Agencies may also obtain further information from the
Director, Mission Shakti,
Directorate of Woman & Child Development
Government of Orissa
Mahila Vikas Samabaya Nigam (MVSN)
Ground Floor, A-1 Block, Toshali Bhawan,
Satya Nagar, Bhubaneswar.

From 10 AM to 5 PM on any working day or visit official website of W & CD Deptt. www.wcdorissa.gov.in.

8. Expression of Interest must be delivered to the address below by not later than 5.00 PM on 17.06.2011:

Office Name: MISSION SHAKTI,
[Mahila Vikash Samabaya Nigam, Bhubaneswar.]
Officer's Name: Smt. Sujata R. Karthikeyan, IAS
Director, Mission Shakti &
Director, Social Welfare, Orissa,
Women & Child Development Department.
E-mail: dirwcd@ori.nic.in
Address: Mission Shakti
Directorate of Woman & Child Development
Government of Orissa
Contact Person: Administrative Officer, MVSN
Contact Number: 0674-2573023 / 2573024.

9. All rights are reserved by Director, Mission Shakti.


Director, Mission Shakti &
Director, Social Welfare, Orissa,
Women & Child Development Department.

Sl. No.	Particulars	Details provided
1.	Profile of the Company	
2.	IRDA Registration No:	
3.	Number of years of experience in rural sector	
4.	List of major clients in India	
5.	Stepwise business/enrollment/claim process	
6.	Insurance coverage from the date of receipt of premium	
7.	Number of days required for settlement of claims	
8.	Availability of Appropriate Staff	
9.	Experience in similar assignments	

Note: Brochures and leaflets of similar assignments (if any) and audited financial statements of the previous three financial years must be enclosed.

TERMS OF REFERENCE

For Recruitment of Staff for activities of "Mission Shakti".

MISSION SHAKTI
Government of Orissa.
Women & Child Development Department.

1. Introduction

"Mission Shakti" is a State Government assisted programme for formation of Women Self Help Groups in the State and strengthen livelihood of the women through various activities including credit linkage through various financing institutions. This has been a silent revolution since 2001 and by now, has a robust chain of 3,05,224 WSHGs all over the State to its credit out of 4,56,713 SHGs as per SLBC, Dec,2010. This has specifically worked for strengthening and creation of organization of the poor- SHGs and Federations at Panchayat, Block and District levels with district roles and responsibilities in 276 Blocks of 30 Districts excluding 38 Blocks in 10 Districts under TRIPTI. It will work, henceforth, in line with the National Rural Livelihood Mission to be implemented soon. The main objective of Mission Shakti would be now to strengthen the WSHGs & Federations financially & technically alongwith proper advise on avocations & trades to be adopted by them and help & guide them availing microfinancing.

The present selection of staff for the management of the Mission Shakti would be for techno-financial guidance of the WSHGs through Federations at District & Block level and maintain MIS, in line with NRLM.

The objective of strengthening the WSHGs has got four components:

- 1) Community institution & capacity building, thereby improving the capacity of the WSHGs of the poor and vulnerable group in managing own institutions and livelihood activities;
- 2) Fund management of the amount received from various sources with effective investment & use with household plan, credit and investment plans;
- 3) Creating Livelihood Fund, which increases the share of the poor in the value chain; and
- 4) Implementation support and monitoring, which supports effective project and knowledge management and learning replication.

"Mission Shakti" is implemented in the State through the Mahila Vikash Samabaya Nigam under Women & Child Development Department, which is a society having a Governing Body & an Executive Committee and a Reviewing Committee headed by the Hon'ble Chief Minister, Orissa.

The Project Implementation Plan includes the SPMU at Mahila Vikash Samabaya Nigam, DPMUs at all 30 Districts and BPMUs at 276 Blocks of the State for which, recruitment of staff would be necessary. Mission Shakti would therefore, require dedicated, dynamic and experienced professionals having attitude & flair to work in the rural areas with pro-people approach, ability to work in team keeping economic upgradation of the rural poor as the only objective. For this, Mission Shakti requires a competent external agency for recruiting the desired human resources on behalf of Mission Shakti.

2. Objectives of the assignment:

The objective of this assignment is to selection of suitable individuals on contract for carry forward the activities of Mission Shakti.

3. Key Responsibilities:

- **Staff Selection Process:-** The agency will have to set up a standard qualification as well work experience for the positions at Districts & Blocks and lay out the steps as well processes of recruitment alongwith outlining their job description.
- **Call for application:-** The agency will be developing an effective system on call for application to reach out to as many suitable and competent applicants as possible.
- **Screening of applicants:** The agency will put in place a screening process that is objective and more importantly, will be able to filter out the best applicants to be considered for subsequent round of selection.
- **Selection of Staff:** The agency will clearly outline the entire process for selection; it will lay out the pre-tests to be conducted and the interview system following. The agency will propose a transparent method by which final selection of the candidates can be made & communicated in time. The agency will also develop clear business standards and tile line for this process.
- **Staff contract policy :-** The agency will draft a policy for staff contract which could explain who could be appointed with what criterion for single or both the positions for the project indicating nature, maximum period of contract, terms & conditions of contract, manner to address disputes if arises while performing duties, termination of contract including long absence. A clear procedure for contracting individuals from open market would be spelt out.
- **Performance Appraisal System:** A standard system of appraising annual performance of staff would be designed by the consultant keeping the activities of the Mission Shakti in view. Consultant has to suggest the required format and method of conducting appraisal of staff.
- **System of appraising Capacity Building needs of staff:** it would be expected from the consultant that a system of capacity building needs of staff on periodic basis is developed alongwith related process and formats.
- **Disciplinary control system:-** To ensure accountability of staff towards their respective responsibility there is a need to define communication system among project staff and controlling authority for various programmatic administrative and financial aspects in the project.

4. **Specific Tasks and Timeline:-** The total duration of the assignment will be for a period of maximum 2 months (Eight Weeks) from the acceptance of contract. The following will be the timeline with expected output.

Sl. No.	Tasks	Estimated working days	Time Line (in Weeks)									
			1	2	3	4	5	6	7	8		
1	Inception Report with a framework of the human resource policy	5	X									
2	Finalization of selection process for recruitment of staff at District & Block level.	5	X	X								
3.	Floating of advertisement and call for applications.	15		X	X	X						
4.	Short listing of candidates for District & Block level staff.	7				X	X					
5.	Release of call letters to short listed candidates for State and District level staff.	5					X	X				
6.	Implementation of required pre-tests and interview.	7						X	X			
7.	Preparation of final list of selected candidates for District & Block level.	7								X	X	
8.	Preparation of draft human resource policy and presentation.	5										X
		56										

5. Deliverables:

The below listed delivered would be expected from the consultant:

1. Interim Report at the end of 3rd & 6th week, from the date of signing of the contract.
2. Final list (along with wait list) of selected candidates the Director by the end of 8th week, from the date of signing of contract.

6. Review Committee

Comments will be provided by Director, Mission Shakti and the comments must be incorporated by the consultants at end of 3rd & 6th weeks after the contract. The Director, Mission Shakti would review through a presentation of the progress before the Secretary, Women & Child Development, experts in the line and the Executive Committee after 6th Week.

7. Ownership

This assignment is funded by the Government of Orissa and therefore ownership of this assignment will remain with the Government in Women & Child Development Department. The agency will have no right of claim to the assignment once it is completed. The manual or any part of the manual will never be used or reproduced by the consultant without express permission of Government & Mission Shakti.

8. Reports and documentation:

The consultants will make available all reports and necessary documents in 3 electronic copies on compact Disks (CD) of all the drafts in MS word/excel/power points file format.

9. Staffing for the project (to be hired on contractual basis):

District Level Position (DPMU):

District Project Manager - 30 (Each District)

Block Level Position (BPMU):

Block Project Facilitation Team Leader – 276 (Excluding 38 TRIPTI Blocks)

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