

Memorandum of Understanding

THIS MEMORANDUM OF UNDERSTANDING IS MADE ON this.....19th Day
of.....January..... 2015, at SMDF Office, Hyderabad.

BETWEEN

The Jharkhand State Livelihoods Promotion Society (JSLPS), 3rd Floor, Shanthi Deep Tower, Opp. Lane to Hotel Maharaja, Radium Road, Ranchi, Jharkhand - 834001 for Social Mobilization, Institution Building and Capacity Building (here in after referred to as the "JSLPS", which shall mean and include its successors) shall be known as First Party.

And

The Anantha Maha Samakhya, Ananthapur (A Cooperative Federation of Mandal Samakhyas registered under Mutually Aided Cooperative Societies Act of 1995) Beside A.P. Milk Dairy, JNTU College Road, Sharadha Nagar, Ananthapur - 515001 shall be known as Second Party.

And


Social Mobilisation and Development Foundation(SMDF) (An Apex Level Public Society of Anantha Maha Samakhya, Godavari Maha Samakhya and their constituent Mandal Samakhyas in SERP Project area established under Public Societies Registration Act of 2001), 3rd Floor Summit Apartment, Hill fort road, HUDA buildings, Nampally, Hyderabad - 500 004, Andhra Pradesh herein after referred to as "Partners" which shall mean and include its successors shall be known as Third Party.

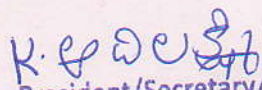
(JSLPS, Anantha Maha Samakhya and SMDF are hereinafter collectively referred to as "Parties" and individually as "Party")

WE HERE AS

The objective of the MoU is to strengthen the implementation capacity of JSLPS by arranging technical assistance and implementation support from Anantha Maha Samakhya and SMDF as service providers for the implementation of Resource Block strategy in JSLPS Project area. The MoU is expected to facilitate positioning high quality PRPs (Professional resource Persons) and a continuous flow of high quality CRPs (Community Resource Persons), high quality Sr.CRPs (Senior Community resource persons), services, Training and Technical Assistance from Anantha Maha Samakhya and SMDF to the Resource Blocks of JSLPS.


Chief Executive Officer
Jharkhand State Livelihood Promotion Society,
Ranchi


PRESIDENT
ANANTHA MAHA SAMAKHYA
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President/Secretary/Treasurer
Social Mobilization and Development Foundation (SMDF)
Hyderabad

NOW THIS MEMORANDUM OF UNDERSTANDING WITNESSES AS FOLLOWS:-

1) Scope of the Partnership:


The objective of this partnership is to strengthen the implementation capacity of JSLPS by arranging technical assistance and implementation support from Anantha Maha Samakhya and SMDF which has significant expertise and experience in creating a strong network of institutions of the poor and their federations at village, cluster and block level in the resource blocks. The broad scope of partnership includes;

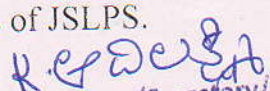
- I. Positioning of Professional Resource Persons in the Resource Blocks for social mobilization, trainings institutional building and financial inclusion at SHGs, VO and CLF level.
- II. Deployment of high quality Community Resource Persons (CRPs) teams in the Resource Blocks for social mobilization, capacity building, institutional building and financial inclusion at SHG level.
- III. Deployment of high quality Sr. Community Resource Persons (Sr.CRPs) teams in the Resource Blocks for trainings, institutions building and capacity building at VO and CLF and Block level.
- IV. Conducting immersions, trainings and exposure visits in the best practicing sites of SERP for JSLPS staff community members line Departments PRIs and Bankers pertaining to Resource Blocks.
- V. Conducting trainings at JSLPS for Community members and community Staff by Anantha Maha Samakhya trainers.
- VI. Developing a pool of social capital in the Resource Blocks in the form of potential Internal CRPs and community staff who will eventually be useful to JSLPS to replicate the programme in other areas of the state.

2) Expected Key Outcomes :

- ⇒ JSLPS staff at the State, District and block level pertaining to Resource Blocks are trained in the areas of Social Mobilization, Institution Building , Capacity building and Financial inclusion and other core competencies required for project implementation.
- ⇒ Comprehensive IB and Training plans formulated periodically for PRPs, Project Staff, Community members and Community Staff, and executed at Village, cluster and block level in the Resource Blocks by Anantha Maha Samakhya and JSLPS jointly.
- ⇒ Positioning of Professional Resource Persons (PRP) on a continuous basis for three years by Anantha Maha Samakhya in the Resource Blocks of JSLPS.



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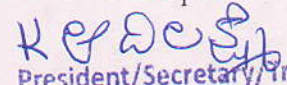

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- ⇒ Deployment of Community Resource Persons (CRP) on a continuous basis for three years by Anantha Maha Samakhya in the Resource Blocks of JSLPS.
- ⇒ Deployment of Sr. Community Resource Persons on a continuous basis for three years by Anantha Maha Samakhya in the Resource Blocks of JSLPS.
- ⇒ 75 % of NRLM target H/Hs in each resource block are covered into SHGs adopting panchasutras and are strengthened.
- ⇒ Village Organizations are formed by enrolling all the eligible SHGs at village level and are strengthened by introducing community based monitoring mechanisms, good financial management, bookkeeping systems, and building their capacities to address the social issues and village development issues, and institutionalising community based functional committee mechanisms for SHG monitoring, social audit, SHG bank linkage and social action in each resource block.
- ⇒ Community managed book keeping systems are introduced at SHG, VO, CLF and block level.
- ⇒ Cluster level federations are formed by enrolling all the VOs as members and are strengthened by introducing community based monitoring mechanisms, good financial management, bookkeeping systems, institutionalising community based functional committees mechanisms at cluster level for VO monitoring, social audit, SHG Bank linkage and social action and by providing support to the VOs on social issues and village development issues in each resource Block.
- ⇒ 2 Women activists in each village in every resource block are identified and provided immersion and training on social mobilization approach and best practices of SHGs. The JSLPS will utilise their services at village level through performance based compensation for strengthening the SHGs in effective management of their institutions.
- ⇒ All Bank Officials working in each Resource Block are given immersion and training on the unique model of SHG Bank linkage programme operating in SERP project area.
- ⇒ All eligible SHGs as per NMMU advisory of guidelines are provided revolving fund support by the JSLPS to facilitate prudent internal lending process in the SHGs.
- ⇒ All eligible SHGs are provided Community Investment Fund (CIF) support by the JSLPS as per the advisory of guidelines issued by NMMU, New Delhi, through Micro credit plan (MCP) process for consumption needs, Livelihoods and Social needs as perceived by the members in their institutions.
- ⇒ Block level Federation is formed for each resource block by enrolling all the cluster level federations as members. The Block level federation is developed


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into a Resource centre for training and capacity building for convergence of all the Government programmes and services for the poor. It is also fully strengthened for monitoring of the activities of Cluster level Federations and for acting as an Audit Federation for conducting SHG audit through community auditors through a self reliant approach.

- ⇒ The Block level Federation is also strengthened to provide implementation support and training assistance to New blocks in the state under the SRLM's expansion strategy by creating a large pool of social capital in terms of Internal CRPs, Resource Bookkeepers, Professional resource Persons, Community trainers for Micro Credit Plan process, Senior Community Resource Persons etc., and providing their services in the new blocks being taken up by the SRLM.

3) Key activities of the partnership :

As indicated in the scope of partnership following are the key activities envisaged as under:

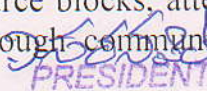
- ⇒ Immersion and training of JSLPS project staff (Pertaining to Resource Blocks) in the SERP project area.
- ⇒ Immersion, Training and exposure to community staff and community members.
- ⇒ Exposure visits to Bankers, Line department officials, representatives of Panchayat Raj Institutions on the best practices of SHGs, VOs and other federations.
- ⇒ Deployment of high quality CRP teams and Sr.CRP teams in the resource blocks.
- ⇒ Positioning of high quality PRPs in the resource blocks.
- ⇒ Any other activity jointly agreed by JSLPS and Anantha Maha Samakhya.

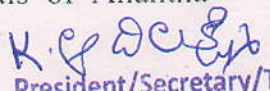
4) Implementation arrangements:

Social Mobilisation and Development Foundation (SMDF), Hyderabad is a apex level society established by the Anantha Maha Samakhya, Ananthapur and Godavari Maha Samakhya, East Godavari District along with their constituent Mandal Samakhyas under Public Societies Registration Act of 2001. In order to implement the resource block strategy in the partnered JSLPS, the SMDF, Hyderabad in association with the Anantha Maha Samakhya will play a key role.

The SMDF, Hyderabad will have an exclusive unit in its office with a full time Chief Executive Officer, a team of highly experienced professionals in the thematic areas of Social Mobilisation, Institutional Building , Capacity Building, Financial Inclusion, Livelihoods etc., to provide professional services support to the partnered JSLPS directly and on behalf of the Anantha Maha Samakhya for implementation of the resource block strategy and other expansion programmes under NRLM partnership framework. The professionals of SMDF will conduct field visits to the JSLPS and the resource blocks, attend workshops, meetings and also conduct trainings directly or through community professionals of Anantha


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Maha Samakhya and will guide the partnered JSLPS for effective implementation of the resource block strategy and other programmes. The professionals of SMDF will also guide the implementation of immersions, trainings and exposure visits through Anantha Maha Samkhya for the project staff, community members, bankers, Govt. officials in the SERP project area.

The SMDF, Hyderabad will coordinate with the partnered JSLPS and attend to all the correspondence with JSLPS and Anantha Maha Samakhya for implementation of Resource Block Strategy and other programmes.

Following are the officers nominated/designated for the said purpose; (Name of the officer(s) with designation and contact details) Chief Executive Officer, Social Mobilisation and Development Foundation at Hyderabad.


JSLPS shall put in place a senior officer/team of officers to coordinate with SMDF, for day to day operational issues and ensure timely action required for smooth implementation of MoU. (Name of the officer(s) with designation and contact details) Chief Executive Officer JSLPS.

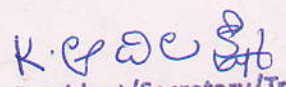
5) Role and responsibility of each partner agency :

SMDF, Hyderabad

- It will act as a Facilitator to Anantha Maha Samakhya and JSLPS for implementation of the MoU.
- It will coordinate with SERP to arrange provision of experienced professionals from SERP to the JSLPS to work as State Anchor Persons on deputation for a fixed tenure for facilitating implementation of the NRLM strategy in the Resource Blocks of the JSLPS.
- It facilitates the Anantha Maha Samakhya to utilise SERP Project Area for conducting immersions, trainings and exposure visits for the project staff, Govt. officials, community members, community staff, Bankers, Line departments working for the Resource Blocks of the JSLPS.
- It conducts half-yearly reviews and meetings with, Anantha Maha Samakhya and JSLPS to assess the progress, key outcomes achieved, the gaps identified and provide facilitation support to the JSLPS and Anantha Maha Samakhya for improving the processes in the resource blocks of the JSLPS.
- It will depute its professionals to the JSLPS and its Resource Blocks for conducting field visits, trainings, workshops etc., to guide the implementation of the Resource Block strategy in the JSLPS area.
- It will attend to all the correspondence with JSLPS and Anantha Maha Samakhya in the process of in the implementation of the strategy.


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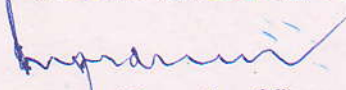

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Anantha Maha Samakhya

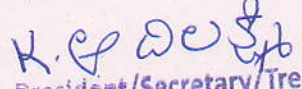
- Conducting immersions and trainings to JSLPS project staff, Govt. Officials.
Community members, Community staff in the SERP project area from the Resource Blocks of JSLPS.
Conducting Immersions, trainings and exposure visits to Bankers and Line Departments in the SERP project area from the Resource Blocks of JSLPS.
- Deployment of high quality CRP teams and their continuous services in the resource blocks .
- Deployment of high quality Sr.CRP teams and their continuous services in the Resource Blocks
- Deployment of high quality PRPs and their continuous services in the resource blocks
- Introduce community based monitoring mechanism in the Resource Blocks at SHG, VO and CLF level and Block level in the JSLPS area.
- Provide support to JSLPS in identifying and training of active women as internal CRPs (through external CRPs and PRPs) and arrange handholding to them till they gain skills to work as internal CRP teams in other blocks/districts of JSLPS.
- Provide support to JSLPS in identifying and training Resource Book keepers and MCP trainers to strengthen the community based institutional mechanisms in the Resource Blocks.
- Assist the JSLPS to design various training modules in social mobilization, Institution building, financial inclusion and livelihoods.

SRLM

- ⇒ Send the project staff, Community Staff, Community members, Bankers, Line departments etc., for immersion, induction and training in SERP project area
- ⇒ Designate one SPM/DPM for each resource block and see that they give quality time and services to the resource block on continuous basis.
- ⇒ Ensure that the Block level and cluster level staff stay in villages during CRP rounds, Senior CRP rounds and take up follow up action after CRPs and Sr.CRPs leave the villages.
- ⇒ Facilitate smooth transformation of DPMs/BPMs/ACs into good trainers and facilitators through immersion and trainings.
- ⇒ Troubleshoot as and when any issue arise during the implementation with PRPs, CRPs and Sr. CRPs
- ⇒ Printing and supply of SHG, VO and CLF books of accounts prior to the arrival of CRPs and Sr.CRPs and during follow up by PRPs without any delay.



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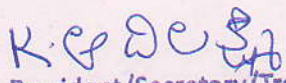

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- ⇒ Timely payments to PRPs positioned in the Resource Blocks towards honoraria and other allowances through Bank directly in JSLPS.
- ⇒ Timely Payments to State Anchor Person towards salary and other allowances to him/her through bank directly in JSLPS
- ⇒ Timely payments to the Anantha Maha Samakhya towards the CRP costs and the senior CRP costs, trainings and immersion costs as recommended by SMDF.
- ⇒ Involvement of Bankers and other Line department officials and PRIs for necessary coordination and support to the activities taken up in resource blocks
- ⇒ Monitoring of outputs/outcomes of activities in the resource blocks.
- ⇒ No diversion of CRPs/Sr.CRPs /PRPs /State Anchor Person for any other tasks deviating from the scope of the MoU
- ⇒ JSLPS will release training funds to the Block Project Management unit/VO/CLF for conducting trainings by PRPs at cluster level/ Block level in the Resource Blocks.
- ⇒ JSLPS will release the annual budgets to the VOs and CLFs immediately after their formation towards infrastructure and maintenance as per the costs agreed in the MoU.
- ⇒ JSLPS will provide revolving funds to all the eligible SHGs in the Resource Blocks from the CIF budget as per the Advisory of guidelines issued by NMMU, New Delhi.
- ⇒ JSLPS will provide CIF to the SHGs, VOs and CLFs in the Resource Blocks as per the Advisory of guidelines issued by NMMU, New Delhi.
- ⇒ JSLPS will arrange insurance coverage for all the PRPs meeting the costs as provided in the MoU.
- ⇒ JSLPS will facilitate the VOs to identify and position Sahayaks @ 1 per VO as community cadre whose cost will be initially met from the project funds and transform them into VO staff by meeting the cost from the VO earnings.
- ⇒ JSLPS will facilitate the CLFs to identify and position Community facilitators @ 2-3 per cluster as community cadres whose cost will be initially met from the project funds and transform them gradually into CLF staff by meeting their cost from the CLFs earnings.
- ⇒ JSLPS with the guidance of SERP will create VOs and CLFs as financially self reliant institutions by providing CIF funds to the VOs and CLFs and facilitating them to use the funds for on lending in the institutions and earn interest margins at SHG, VO and CLF level.


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NMMU:

- ⇒ Facilitate smooth functioning of Partnership/MoU between JSLPS and Anantha Maha Samakhya and SMDF.
- ⇒ Joint review of outcomes/outputs in the resource blocks
- ⇒ Troubleshoot any issues/bottlenecks arising in the implementation of resource block strategy for 3 years
- ⇒ Provision of key investments/funds to the JSLPS required for effective implementation of the resource block strategy partnered with JSLPS

6) **Duration of MoU**

The total duration of the MoU will be for THREE years from the date of signing the MoU. Any possible extension of the MoU will be based on the field requirement and for achievement of the expected outcomes. The extension and/or continuation will be based on mutually agreed terms.

7) **Reporting and review mechanism**

SMDF, Anantha Maha Samakhya and JSLPS will jointly identify common performance indicators to be measured at the end of each CRP round. Accordingly outcomes/outputs will be collected on monthly basis by JSLPS, computerize the outcomes/outputs and track the changes/impact being brought through the partnership


The SMDF shall furnish to the JSLPS the following reports:

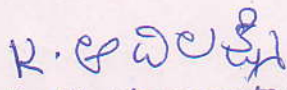
- i. Clear implementation plan for CRP strategy, Sr.CRP strategy, immersions and training in the Resource Blocks
- ii. Activity Completion Report will be furnished on half yearly, quarterly basis with proposed detailed plan and changes for the next quarter if any.
- iii. There will be Joint reviews by the JSLPS, Anantha Maha Samakhya and SERP on half yearly basis. Any deviations in the partnership implementation will be identified in the joint review meetings and suitable action may be taken up by each partner to rectify the deviations.

8) **Payment conditions/norms**

Keeping in view the indicative costs given by the NMMU, and its own assessment, the SMDF and Anantha Maha Samakhya have come up with detailed activities and estimated units and costs for one year and furnish to JSLPS for acceptance.


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The cost of the Partnership is of **Rs 7,80,96,200/- per annum**. This amount will come from the component-B of NRLP budget towards programme expenditure. The detailed cost statement for the financial year 2015-16 is attached in the "Annexure 1"

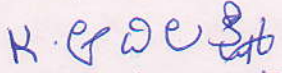
The JSLPS will pay the actual costs incurred/to be incurred as per the agreed budgets.

Following is the operational mechanism for payments:

- i. The monthly remuneration and other allowances to the PRPs working in Resource Blocks will be paid directly into their individual bank accounts after obtaining monthly outcome reports as prescribed.
- ii. The Costs for the services rendered by the CRP teams and Sr.CRP teams in the Resource Blocks will be paid to the Anantha Maha Samakhya. The CRPs and Sr.CRPs at the end of each round of work in the Resource Block will furnish the outcomes reports to the JSLPS and the Anantha Maha Samakhya. The Anantha Maha Samakhya will then raise the invoice along with detailed statements and furnish to the JSLPS through SMDF. The JSLPS will pay the CRP costs and Sr.CRP costs to the Bank Account of the Anantha Maha Samakhya through electronic money transfer system under intimation to SMDF and SERP. The Anantha Maha Samakhya shall be responsible to immediately transfer the costs to the individual Bank accounts of the CRPs and Sr.CRPs through electronic money transfer system after deducting their service charges and obtain the stamped acquaintances and furnish the accounts and the acquaintance to SRLM under copy to SMDF and SERP. The records and the accounts of the Anantha Maha Samakhya are subject to the verification and audit by the JSLPS, SMDF and SERP.
- iii. The JSLPS will provide necessary funds to the Anantha Maha Samakhya for conducting immersions, trainings and the exposure visits to the staff /Officials/Community members/bankers in the SERP project area with the recommendation of SMDF.
- iv. The State Anchor Person's salary and other allowances should be paid by the JSLPS directly into his/her Bank Account under proper acknowledgement after obtaining monthly work done report.
- v. The JSLPS will release the 50% cost of Professional Services Support as 1st instalment to the bank account of SMDF, Hyderabad immediately after signing of the MoU and the remaining 50% after incurring 60% expenditure of the 1st instalment. The SMDF, Hyderabad will render accounts to the JSLPS with regard to the expenditure for the professional Services Support Cost released by the JSLPS to the SMDF, Hyderabad..
- vi. The records and the accounts of Anantha Mahasamakhya and the SMDF are subject to verification and Audit by JSLPS.


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9) Protocols for Anantha Maha Samakhya, and JSLPS for implementation of the Resource Block strategy :

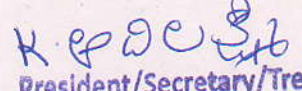
The National Mission attaches great importance to the implementation of Resource Block strategy in each SRLM. The Resource Block strategy if implemented well, will alone enable the SRLM to replicate the social mobilization efforts successfully in the entire state. The strong social capital like community Institutions, community leaders and the community staff developed in the Resource Blocks will provide the necessary internal capacity and expertise to expand the NRLM strategy to all the intensive Blocks and ultimately in the entire state without any dependence on outside support. Therefore the SRLM and the Resource organization pay utmost attention at all levels in the implementation of the Resource Block strategy. Hence the following protocols are to be strictly adhered to by the JSLPS, Anantha Maha Samakhya and SERP.

A. Protocol for Anantha Maha Samakhya:

1. The Anantha Maha Samakhya jointly with JSLPS shall work for implementation of the Resource Block strategy.
2. The Anantha Maha Samakhya will arrange positioning of trained PRPs cluster wise in the Resource Blocks to work for 3 years.
3. The Anantha Maha Samakhya will arrange deployment of CRP teams @ one team per cluster in the Resource Blocks through Anantha Maha Samakhya in 4-6 CRP rounds for giving 180 days of service as per the CRP team village Action plans.
4. The Anantha Maha Samakhya will arrange deployment of Senior CRP teams in the Resource Blocks @ two teams per Block in 4-6 rounds for giving 180 days of service as per the Sr. CRPs Action Plan.
5. The Anantha Maha Samakhya will make travel arrangements for all the CRP and Sr.CRPs rounds to the Resource Blocks in the JSLPS; however the JSLPS shall make local travel arrangements from State Head Quarters to the Resource Blocks and for meetings at State level. (The entire travel costs from Andhra Pradesh to the Jharkhand and back and the local travel in the JSLPS shall be met by the JSLPS as per MOU.)
6. SMDF/ Anantha Maha Samakhya representatives will attend the initial start up meeting of CRP and Sr.CRP round wise debriefing meetings of the CRP teams at the end of each round at the State HQs convened by the CEO of the JSLPS and assess the outcomes of the teams in the Resource Blocks for each round.
7. The Anantha Maha Samakhya, with the guidance of SMDF, will also conduct feedback meetings after the return of CRP and Sr.CRP teams to Andhra Pradesh State and assess the outcomes of every round, identify the gaps, if any, to coordinate with the JSLPS for effective implementation.


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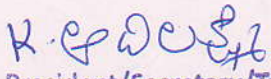
8. The SMDF/Anantha Maha Samakhya representatives will attend the joint review meetings of PRPs conducted by the JSLPS once in 6 months at State level and guide the process by developing quarterly action plans for trainings and follow-ups at village /Cluster level. The Anantha Maha Samakhya will arrange the necessary trainers for building the capacity and skills of PRPs to meet the increasing needs of the Resource Block strategy from time to time.
9. The SERP, Anantha Maha Samakhya and JSLPS will conduct joint meetings once in six months and review the implementation of the strategy and unfold the future strategy components for implementation in the Resource Blocks.

B. Protocol for JSLPS:

1. The JSLPS shall jointly work with Anantha Maha Samakhya for effective implementation of the Resource block strategy.
2. The JSLPS shall provide necessary support to the PRPs positioned in each cluster of the resource block such as two wheeler for effective mobility, rented accommodation and other logistic requirements.
3. Once, CRP teams and Sr.CRPs are deployed in the resource blocks by the Anantha Maha Samakhya, there shall be an initial start-up meeting to be conducted by the CEO, of the JSLPS in association with SMDF at state headquarters and launch the strategy.
4. At the end of every CRP and Sr.CRP round (for 30 or 45 days) the CEO of the JSLPS shall conduct debriefing meetings with all the teams and PRPs at state headquarters and assess the outcomes of the work done by them in the resource blocks. This meeting shall be attended by State anchor person and SMDF/ AMS representative. The debriefing meeting shall be chaired by the CEO / COO of the JSLPS and this shall not be delegated to junior officers in the best interests of the resource block strategy.
5. There shall be a monthly review meeting of PRPs at the state headquarters to be chaired by the CEO of the JSLPS to assess the work done by the PRPs as per the monthly action plans and give further guidance. This meeting shall be attended by the state anchor person and the SPMs of the JSLPS.
6. The CEO/COO of JSLPS shall conduct a quarterly meeting of all PRPs and CCs at state headquarters for finalisation of PRPs monthly action plans for trainings, follow-up action and formation of community institutions in the clusters of the resource blocks. This meeting will also be attended by SMDF/ Anantha Maha Samakhya representative to guide the process of formulating their quarterly action plans. In these meetings the CCs will also finalise their action plans for trainings and facilitation.


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7. The JSLPS shall release the training budgets to the block Project Management unit /support cell towards the training expenditure for conducting trainings by the PRPs at village level/cluster level. However no funds shall be released to the PRPs directly as they are not expected to handle financial transactions in the state.
8. The CEO of the JSLPS and the SMDF/ Anantha Maha Samakhya shall conduct half-yearly joint meetings for stocktaking of CRP strategy and PRPs work and finalise action plans for the next half year in the implementation of the resource block strategy as per the requirements of the MoU.

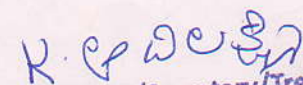
The CEO of the JSLPS and the SMDF/ Anantha Maha Samakhya shall follow the above protocol for the implementation of the Resource Block strategy in the state without any deviations in the larger interests of the strategy.

STATE ANCHOR PERSON , ROLE AND JOB CHART:

- SERP has positioned the State Anchor Person in the JSLPS exclusively to assist the JSLPS in the implementation and monitoring of the Resource Block Strategy. The State Anchor's value time and efforts shall be focused totally on the Resource Block Strategy only without any deviations to other programmes of the JSLPS The State Anchor Person shall strictly adhere to the following Job Chart recommended by SERP in the MoU.
- The SAP reports to CEO, JSLPS and also receives technical guidance from SMDF and SERP from time to time.
- The SAP Anchors implementation & monitoring of Resource Block strategy in JSLPS.
- The SAP Convenes monthly meetings of PRPs to be chaired by the CEO / COO for review of their work as per monthly action plans.
- The SAP Convenes CRPs and Sr.CRPs start-up meetings and monthly feedback meetings to be chaired by the CEO/COO, JSLPS at State level to assess the outcomes of CRP rounds.
- The SAP Visit the Resource Blocks during CRP rounds and after and guide the processes in the field and takes follow up Action.
- The SAP Co-ordinates with SMDF,Hyderabad and conducts trainings to upgrade the training skills of PRPs as per the project needs from time to time.
- The SAP Co-ordinates with SPMU in JSLPS and SMDF,Hyderabad to conduct exposure visits and trainings to Block Project Managers, Cluster level Co-ordinators, Women Activists from the Resource Blocks.
- The SAP monitors the outcomes in the Resource Blocks and reports to the CEO, JSLPS and SMDF,Hyderabad on quarterly basis in the prescribed format.


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- SAP Co-ordinates with SPMU of JSLPS and ensures timely payments of PRP & CRPs costs and Sr.CRP costs.
- The SAP closely monitors the trainings and development of potential internal CRPs in the Resource Blocks.
- The SAP shall prepare monthly work done report and submit to the CEO of JSLPS and also to the SMDF, Hyderabad.

Amendments:

This MoU may be amended by mutual written agreement of the parties. Any amendment will be without prejudice to any rights or obligation incurred under this MoU or supplementary agreement there to reached pursuant prior to the effective date of such amendment.


10) Dispute Resolution :

The Parties shall in the first instance, seek to resolve any dispute arising out of MoU amicably by mutual consultation. In the event of any disagreement between the parties it shall be resolved with the facilitation of NMMU, New Delhi.

11) In witness where of JSLPS, Anantha Maha Samakhya and Social Mobilisation and Development Foundation, (SMDF) each acting through its representative duly authorized there into, have signed this MoU on the date first above written in three original counterparts in English.

For JSLPS

Signature 
 Chief Executive Officer
 Jharkhand State Livelihood Promotion Society,
 Ranchi

Witness: 

Name : SRIMANTA
 PATRA

Designation SPM-SMIB Designation

For Anantha Maha Samakhya

Signature
 Date

Witness:

Name :

Designation


 PRESIDENT

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For SMDF

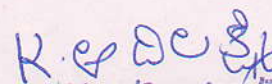
Signature

Date

Witness:

Name :

Designation


 President/Secretary/Treasurer
 Social Mobilization and Development Foundation
 Hyderabad

Cost Statement for implementation of Resource Block strategy in 5 Resource Blocks (Manoharpur, Gollkera, Khutpani, Namkum and Angara Blocks) of JSPLS by SMDF, Anantha Mahasamakhyia and JSPLS for the FY 2015-16 (From April 2015 to March 2016)

Sl. No	Activity	Location	No. of Persons	No. of months / days	Unit cost (in Rs.)	Total Cost (in Rs.)	Mode of Operation
1	<p>Deployment of Senior CRPs @ 2 teams per Resource Block for 180 days in 4 to 6 rounds in an year for formation and Strengthening of cluster level federation and village organizations. Each Team consists of 2 women members.</p> <p>Resource Fee @ Rs. 1400/- per day per member</p> <p>Food Charges @ Rs. 350/- per day per member</p> <p>Local Travel within the Resource Block (from Village to village up to a maximum of Rs. 3,000/- per member per Round (This is limited to actual)</p> <p>To & Fro travel from CRPs native place in Andhra Pradesh to working Villages in Resource Blocks of JSPLS per one round (@ Rs. 3000/- per CRP (This is limited to actual for each member)</p> <p>Miscellaneous cost towards medical expenses, local accommodation and other emergencies up to a maximum of Rs. 3000/- per member per round. (This is limited to actuals)</p>	JSLPS	22	180 days	1,900	75,24,000	<p>The Social Mobilisation and Development Foundation, Hyderabad will arrange deployment of Sr.CRP teams through Anantha Maha Samakhyia. After completion of each Sr.CRP round the Anantha Maha Samakhyia will prepare invoice and bills for the total cost of Sr.CRP services and furnish to the JSPLS through SMDF. The JSPLS will release the costs to the Anantha Maha Samakhyia through RTGS system and the Anantha Maha Samakhyia will in-turn pay the costs into the Sr. CRP members Bank accounts through online transfer immediately and furnish the stamped Acquaintances for the to the JSPLS under copy to SMDF.</p>

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Hyderabad

Sl. No	Activity	Location	No. of Persons	No. of months / days	Unit cost (in Rs.)	Total Cost (in Rs.)	Mode of Operation
2	Positioning of State Anchor Person by SERP for implementation of Resource Block strategy. The State Anchor Person is entitled for salary and other allowances as given below. Monthly Salary @ Rs. 80,000/- Entitlements and Benefits (Telephone, internet) Lump sum @ Rs. 10000/- per month. To & Fro travel charges to native place twice in an year @ Rs. 6000/- per one time = Rs.12000/- per annum and Good Health Plan Insurance coverage etc., @ Rs.12000/- per annum.	JSLPS	1	12 Months	91,000	10,92,000	The SERP will position the State Anchor Person from its rolls on deputation in JSLPS for implementation of Resource Block strategy and the JSLPS will pay the monthly salary and allowances to the State Anchor Persons directly into bank account after reviewing his monthly performance as per the prescribed job chart and obtaining the monthly reports.
3	State Anchor Person Monthly hired vehicle charges for local travel	JSLPS	1	12	40,000	4,80,000	JSLPS will meet the cost.
4	State Anchor Person expenses towards DA and accommodation charges for travelling to the Resource Blocks and within and outside the State as per JSLPS HR Policy (Lump sum amount)	JSLPS	-	-	-	4,00,000	JSLPS will meet the cost.
5	Immersion & Training to create potential Internal CRPs for expansion 30 New Blocks. (subject to actual the following cost norms are adopted) Accommodation, Food, Travel arrangements and Resource Fee to CBOs etc., in SERP Project Area @ Rs. 2500/- per day per member	Maha Samakhyas recommended by SMDF in AP	600	15 days	2,500	2,25,00,000	JSLPS will make necessary travel arrangements from Jharkhand to SERP project area and back and SMDF will coordinate with Anantha Maha Samakhyas to conduct the immersion and training in SERP Project area. The Training expenditure will be advanced to Anantha maha Samakhyas as recommended by SMDF. After conducting the programme the Anantha Maha

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Hyderabad

Sl. No	Activity	Location	No. of Persons	No. of months / days	Unit cost (in Rs.)	Total Cost (in Rs.)	Mode of Operation
6	ToT skill training to Women Activists sponsored (after completion of Immersion and Training) to develop them as potential Internal CRPs. (25 batches @ 20 per batch).	At JSLPS Training Centre, Ranchi.	500	10	2,600	1,30,00,000	SMDF, through Anantha Maha Samakhya will depute Trainer Teams to conduct the residential training at JSLPS Training centre Ranchi. The Anantha Maha Samakhya will raise invoice and bills for the trainers towards Resource Fee , Food Charges and Travel Cost and furnish them to the JSLPS. The JSLPS will make the payment to Anantha Maha Samakhya through online system and the Anantha Maha Samakhya will make payment to the trainers and furnish accounts to the JSLPS.
7	Exposure Visit of left over Bank Officials at Block, District and State Level from JSLPS	SERP Project Area	20	7 days	5,000	7,00,000	Under the guidance of SMDF the Anantha Maha Samakhya will conduct the exposure visit in SERP Project area and claim the costs from the JSLPS
8	ToT skill training for 44 literate Women Activists as Community Trainers on Micro Credit Plan process from 5 Resource Blocks identifying @ 2 per cluster.	At JSLPS Training centre, Ranchi	44	15 days	2,600	17,16,000	After completion of training at JSLPS, the Anantha Maha Samakhya will furnish the invoice and bills to JSLPS through SMDF. The JSLPS will release the costs to the Anantha Maha Samakhya by RTGS system

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Hyderabad

Sl. No	Activity	Location	No. of Persons	No. of months / days	Unit cost (in Rs.)	Total Cost (in Rs.)	Mode of Operation
9	ToT skill training for experienced Book-keepers to develop them into Resource Book keepers for SHG Book Keeping training from 5 Resource Books @ 10 per Cluster 11 Batches with 20 per batch, (2 Resource Bookkeepers work in the cluster and 8 Resource Bookkeepers will be utilised for NRLM expansion to New Blocks)	Anantha Maha Samakhya in SERP Project Area	220	15	3,000	99,00,000	JSLPS will make necessary travel arrangements from Jharkhand to SERP project area and back and SMDF will coordinate with Anantha Maha Samakhya to conduct the immersion and training in SERP Project area. The Training expenditure will be advanced to Anantha Maha Samakhya as recommended by SMDF. After conducting the programme the Anantha Maha Samakhya will furnish accounts to the JSLPS directly under intimation to SMDF.
10	Induction Training of Village Organisation Assistants (Sahayaks) on their roles and VO Book Keeping Systems.	At JSLPS Training Centre, Ranchi	200	10	---	---	SMDF, through Anantha Maha Samakhya will depute Trainer Teams to conduct the residential training at JSLPS Training centre Ranchi. The Anantha Maha Samakhya will raise invoice and bills for the trainers towards Resource Fee, Food Charges and Travel Cost and furnish them to the JSLPS. The JSLPS will make the payment to Anantha Maha Samakhya through online system and the Anantha Maha

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Sl. No	Activity	Location	No. of Persons	No. of months / days	Unit cost (in Rs.)	Total Cost (in Rs.)	Mode of Operation
13	Immersion and training of CLF Office Bearers @ 5 per CLF in SERP Project area on CLF Management, meeting process, CIF Management and functional Committees system etc.,	SERP Project Area	110	7	3,000	23,10,000	JSLPS will make necessary travel arrangements from Jharkhand to SERP project area and back and SMDF will coordinate with Anantha Maha Samakhya to conduct the immersion and training in SERP Project area. The Training expenditure will be advanced to Anantha Maha Samakhya, as recommended by SMDF. After conducting the programme the Anantha Maha Samakhya will furnish accounts to the JSLPS directly under intimation to SMDF.
14	Induction Training of CLF Accountants on CLF Management, Meeting Process, Book Keeping systems, MCP appraisal process and CIF management @ 1 per CLF in SERP Project area.	SERP Project Area	22	15	4,000	13,20,000	JSLPS will make necessary travel arrangements from Jharkhand to SERP project area and back and SMDF will coordinate with Anantha Maha Samakhya to conduct the immersion and training in SERP Project area. The Training expenditure will be advanced to Anantha Maha Samakhya as recommended by SMDF. After conducting the programme the Anantha Maha Samakhya will furnish accounts to the JSLPS directly under intimation to SMDF.

Chief Executive Officer
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Sl. No	Activity	Location	No. of Persons	No. of months / days	Unit cost (in Rs.)	Total Cost (in Rs.)	Mode of Operation
15	Refresher Training of CLF Accountants @ 1 per Cluster on CLF Management, Meeting Process, Book Keeping, CLF Management etc.,	At JSLPS Training Centre.	22	7	---	---	SMDF will depute a Professional Resource Person from its office to conduct the training at JSLPS training centre and the JSLPS will make necessary arrangements at training centre, Ranchi
16	Orientation Training of CLF level, Functional Sub Committees on VO Monitoring, Social Audit, SHG Bank Linkage and Social action. Each Functional Sub-Committee will have 2 members and each cluster will have 4 Functional Sub-Committees in the 4 thematic areas.	At JSLPS Training Centre.	176	5	---	---	SMDF will depute a Professional Resource Person from its office to conduct the training at JSLPS training centre and the JSLPS will make necessary arrangements at training centre, Ranchi.
17	Immersion and Orientation training of Cluster level Community Facilitators @ 3 per Cluster on SHG, Village Organisation and CLF management skills in 2-3 spells.	SERP Project area	66	21 days	3,000	41,58,000	JSLPS will make necessary travel arrangements from Jharkhand to SERP project area and back and SMDF will coordinate with Anantha Maha Samakhya to conduct the immersion and training in SERP Project area. The Training expenditure will be advanced to Anantha Maha Samakhya as recommended by SMDF. After conducting the programme the Anantha Maha Samakhya will furnish accounts to the JSLPS directly under intimation to SMDF.
18	Immersion and Orientation Training of Cluster Level Coordinators @ 1 per Cluster and Block Project Managers @ 1 per Resource Block on Social mobilization approach, SHGs, VOs and CLF management skills.	In SERP Project Area	27	10	3,000	8,10,000	JSLPS will make necessary travel arrangements from Jharkhand to SERP project area and back and SMDF will coordinate with Anantha Maha Samakhya to conduct the

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20
PRESIDENT

Sl. No	Activity	Location	No. of Persons	No. of months / days	Unit cost (in Rs.)	Total Cost (in Rs.)	Mode of Operation
19	Exposure visit of PRI representatives of 5 Resource Blocks to SERP Project Area.	SERP Project Area	15	5	4,000	3,00,000	JSLPS will make necessary travel arrangements from Jharkhand to SERP project area and back and SMDF will coordinate with Anantha Maha Samakhyia to conduct the immersion and training in SERP Project area. The Training expenditure will be advanced to Anantha Maha Samakhyia as recommended by SMDF. After conducting the programme the Anantha Maha Samakhyia will furnish accounts to the JSLPS directly under intimation to SMDF
20	One year support cost to Village Organizations @ Rs. 50000/- per VO per annum towards office rent, physical infrastructure, meetings and maintenance.	JSLPS	200 VOs	One time in an year	0	0	JSLPS shall release one year support cost to each VO formed @ Rs.50000/- in the Resource Blocks as per the resolutions of VOs from its AAP budget.

Chief Executive Officer

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Sl. No	Activity	Location	No. of Persons	No. of months / days	Unit cost (in Rs.)	Total Cost (in Rs.)	Mode of Operation
21	One year Support cost to Cluster Level Federations (CLF) @ Rs. 200000/- per CLF per annum towards Office rent, physical infrastructure, meetings and maintenance.	JSLPS	22 CLFs	One time in an year	0	0	JSLPS shall release one year support cost to each CLF formed @ Rs.200000/- in the Resource Blocks as per the resolutions of CLFs from its AAP budget.
22	Training budget to VOs and CLFs for Women Activists, MCP trainers and Resource Book keepers towards Resource Fee and other incidental charges for conducting village level trainings.	JSLPS	0	0	0	0	JSLPS shall make budget provision in its AAP for 2015-16 and provide the training budgets to the VOs and CLFs for conducting the trainings. (Resource Fee, shall be as per the recommended Unit Costs in the 3 rd Annual NRLM Write shop.
23	Fund for unforeseen expenses such as medical emergencies travel, training and other activities to CRPs, Sr.CRPs, PRPs and State Anchor Person while working in the Resource Blocks.	JSLPS	0	0	Lump sum	5,00,000	JSLPS will meet the expenditure
24	Printing and supply of Books of Accounts for SHGs, VOs and CLFs as recommended by SMDF in the five Resource Blocks.	JSLPS	0	0	0	0	JSLPS will meet the expenditure from its AAP budget for the year 2015-16 and supply the Books to the SHGs, VOs and CLFs in 5 Resource Blocks.
25	Provision of Revolving Fund as grant to SHGs.	JSLPS	0	0	15,000	0	JSLPS will release Revolving Fund to all the eligible SHGs as per advisory of guidelines issued by NMMU New Delhi from its AAP budget 2015-16 in the 5 Resource Blocks @ Rs.15000/- per SHG.

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Sl. No	Activity	Location	No. of Persons	No. of months / days	Unit cost (in Rs.)	Total Cost (in Rs.)	Mode of Operation
26	Provision of CIF to the Vos and CLFs in the 5 Resource Blocks.	JSLPS	0	0	50,000 to 60,000	0	JSLPS will release Bulk CIF to the VOs and Cluster Level Federations as per the VO and Cluster entitlements as per the guidelines issued by the NMMU, New Delhi from its AAP budget for 2015-16 in the 5 resource Blocks
27	Orientation Training to the designated SPMS, DPMS, Specialists and Young Professionals on the protocol for implementation of Internal CRP strategy in the New Blocks as Anchor persons under the proposed expansion Programme.(10 SPMS 30 DPMS).	In SERP Project area.	40	10	5,000	20,00,000	SMDF will conduct the Training through Anantha Maha Samakhya in SERP Project area and facilitate Anantha Maha Samakhya to claim the payments from JSLPS through online system.
28	Formation and establishment of Block Level Federations as Resource Centres for conducting trainings, Monitoring CLFs, SHG Audit through Community Auditors, convergence with Govt. Schemes and services and anchoring expansion of NRLM strategy from the Resource Block to New Blocks through appropriate mechanism. BLFs start up cost towards office, trainings and meetings infra structure, Operations and maintenance.	JSLPS area	5 Resource Blocks	---	10,00,000	---	JSLPS will provide the necessary budget of Rs.50.00Lakhs @ Rs.10.00 lakhs to each Block level Federation in 2 instalments as per the resolutions of the CLF and the CLF will render accounts for the expenditure from time to time to the JSLPS directly.
29	Deployment of Chenchu Tribal CRP Teams @ 2 Teams per Block on Comprehensive Food Security Micro Planning for SHGs in 5 Resource Blocks.(Each CRP team consists of 2 members and 10 teams along with 1 coordinator for 150 days in 5 rounds in a year)	JSLPS area	20 CRPs	150 days	1900	57,00,000	
			One Coordinator	150	2500	3,75,000	

Coordinator
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Ranchi

Sl. No	Activity	Location	No. of Persons	No. of months / days	Unit cost (in Rs.)	Total Cost (in Rs.)	Mode of Operation
30	Professional Services Support from SMDF, Hyderabad for 5 Resource Blocks in JSLPS. The Unit cost of Rs 5,00,000/per Resource Block is as per the unit costs agreed in the 3 rd annual write shop of NMMU, New Delhi				5,00,000	25,00,000	The JSLPS will release 50% of the cost as 1 st instalment immediately after signing of MoU to SMDF, Hyderabad, through electronic money transfer system. The remaining 50% will be released after reporting 60% of the expenditure on the 1 st instalment. The SMDF will render accounts to the JSLPS.
					Total	7,80,96,200/-	

For JSLPS

Signature

Chief Executive Officer

Date Jharkhand State Livelihood Promotion Society, Ranchi

Witness: SPK

Name: SRIMANTHA PATRA

Designation SPM - SMIB

For Anantha Maha Samakhya

Signature

Date

Witness:

Name:

Designation

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For SMDF

Signature

Date

Witness:

Name:

Designation

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