

MASTER RESOURCE PERSONS

PROJECT GUIDELINES

**TAMIL NADU STATE RURAL LIVELIHOODS MISSION
(TNSRLM)
TAMILNADU INCLUSIVE LIVELIHOODS PROJECT (TNILP)
CHENNAI**

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ABBREVIATION

APO(P&C)	Assistant Project Officer (Partnership & Convergence)
BLF	Block Level Federation (BLF)
CBO	Community Based Organisation
CRP	Community Resource Person
BBRC	Block Business Resource Centre
BMMU	Block Mission Management Unit
GRC	Gender Resource Centres
HHs	Household
MRP	Master Resource Person
OBC	Other Backward Class
PD	Project Director
PLF	Panchayat Level Federation
PRI	Panchayat Raj Institution
PoP	Poorest of Poor
PwD	Person with Disability
SDG	Sustainable Development Goals
SC	Scheduled Caste
SPMU	State Project Management Unit
ST	Scheduled Tribe
TAHDCO	Tamil Nadu Housing Development Corporation
TNILP	Tamil Nadu Inclusive Livelihood Program
TNSRLM	Tamil Nadu State Rural Livelihoods Mission

1. INTRODUCTION

The Tamil Nadu Inclusive Livelihoods Project (TNILP), an initiative under the TNSRLM (Tamil Nadu State Rural Livelihood Mission), is committed to eradicate extreme and fostering sustainable livelihoods for society's most disadvantaged and vulnerable groups. Based on the principles of the Ultra-Poor Graduation Approach, this comprehensive and community-driven project focuses on enhancing economic and social empowerment through participatory methods.

At its core, the project champions inclusivity, focusing on Poorest of Poor Households (PoP HHs) who are often excluded due to systemic inequalities, limited resources, or socio-economic hurdles. Through a well-structured framework, this initiative identifies and empowers these households, offering customized interventions tailored to suit their unique needs and aspirations, paving the way for long-term transformation and self-reliance.

2. MASTER RESOURCE PERSONS (MRPs)

Master Resource Persons will be the 'Graduation Coaches' who will closely work with Poorest of Poor Households (PoP HHs) and who will coach and provide round-the-clock support to become graduate from their current livelihoods

They will be identified from the existing pool of Community Resource Persons (CRPs) or sourced from outside but within the community itself. They will work closely with PoP HHs. Generally, One MRP will coach 30-40 households, but in Jawadhu Hills due to difficult terrain one MRP will engage and coach 20 households.

3. ELIGIBILITY CRITERIA

1. The MRP should preferably be female and resident of the particular Village Panchayat. If no suitable/eligible female member is available, then a **male member from self-help group (SHG) households** of the same Village Panchayat may be considered.

2. Age: The age of the MRP should be between 25 to 35 years (age barrier can be changed based on the context)
3. Educational qualifications: Must be a graduate or above. ***Relaxation shall be given for remote locations depending on the availability of candidates in Villages of Jawadhu Hills Block**
4. The candidate must have been an active member of a local Self-Help Group (SHG)/SHG Household for at least two years.
5. Preference should be given to people who already have similar experiences of working with communities.
6. S/he should not be an office bearer of any Community-Based Organizations (CBO) as well as not to be an elected representative of the local body/PRI.
7. Fluency in the local language Tamil, with strong communication skills in reading, writing, and Basic Knowledge in English is essential.
8. They must exhibit empathy and understanding toward poor and marginalized communities and be sensitive to their issues.
9. S/he should possess an Android phone and knowledge in smartphone usage is mandatory.
10. She must be willing to travel within the block and to the block and to the district headquarters

4. ROLES AND RESPONSIBILITIES:

S.No.	Roles	Tasks and Responsibilities
1.	Household Visits	<ul style="list-style-type: none"> Weekly planning of the HH Visits in such a way that she/he is able to undertake households' visits to each PoP HHs at least three days in a week in the day time. Be available for support to the PoP Household 24x7 (days) either physically or on call. Conduct weekly individual and group meetings with households.

		<ul style="list-style-type: none"> • Provide ongoing support to households and individuals in developing sustainable livelihoods and acquiring livelihood assets • Make Enterprise Visits and support the PoP Household in Book-Keeping, Financing etc • Work closely with the PLF (Panchayat Level Federation) and the Village Panchayat (VP) to ensure effective collaboration.
2.	Coaching and Aspiration Building	<ul style="list-style-type: none"> • Instil hope and optimism in PoP HHs through empathetic and sensitive interactions to build their confidence to uplift their economic status their overall life and well-being
3.	Mentoring/ Training	<ul style="list-style-type: none"> • Mentor and train PoP HHs to develop a clear vision and actionable plans for their future. • Support the PoP HHs to prepare a livelihood and Business plans • Conduct Livelihood management training to the PoP HHs • Train PoP HHs on social issues, financial literacy, and digital literacy to empower them further. • Training on Food, Nutrition, Health and WASH • Mental Health Awareness training • Gender Based Violence training
4.	Facilitation and Collaboration	<ul style="list-style-type: none"> • Assist PoP HHs in opening bank accounts, obtaining Aadhaar cards and other entitlements. • Facilitate connections between PoP HHs and the PLF/VP to access entitlements and social security schemes, including health insurance. • Collaborate with the PLF/VP to ensure the timely processing of applications and the release of benefits to PoP HHs.

		<ul style="list-style-type: none"> • Facilitate Good Hygiene, Nutrition and health practices among the PoP Households promoting Nutrition (Kitchen) gardens, Balanced diet etc • Linking with relevant Government Departments like Social Welfare, Department of Agriculture/Horticulture, TAHDCO, Tribal Welfare etc., • Linking the PoP Households with Gender Resource Centres (GRC) Block Business Resource Centres (BBRC) according to the need. • Follow up with the PLF/Block Coordinator (PRADAN) to ensure the timely transfer of assets to the respective PoP HHs. • Facilitation of PoP Households to backward and forward Market Linkages
5.	Reporting and Review meeting	<ul style="list-style-type: none"> • Provide regular feed back to the Block coordinator (PRADAN) • Following up on the graduation indicators • Manage reporting tasks and ensure accurate automation of MIS (Management Information System) data. • Attending all the review meetings in a periodic manner as required in the project, ie., weekly/ fortnightly/ monthly.

5. IDENTIFICATION AND SELECTION PROCESS

1. The project will orient the BLFs/PLFs on the selection of MRPs and their eligibility criteria of MRPs.
2. A **MRP Selection Committee** will be formed at the BLF level, comprising the **BLF President, PD or his/her representative, PRADAN representative and one member of the PLF Executive Committee.**
3. An **Executive Committee Meeting** will be conducted at the BLF level to plan for MRP selection.

4. Resolution shall be passed on the number of MRPs to be selected for their block.
5. The BLFs representatives will also be provided orientation in developing communication modes such as notices, handbills information in social media, etc., for disseminating information to PLFs, SHGs and other members in the village.
6. Applications for MRP positions will be invited by the BLFs through advertisements and notice boards in the PLF offices, Panchayat office, BMMU office, Anganwadis, Village Panchayats (VPs), local institutions and public spaces allowing **14 working days** for responses (a minimum of three applications per vacancy is required). If the number of applications is insufficient, the advertisement period will be extended by upto to seven additional days.
7. The **scrutiny of applications** will be conducted by the MRP Selection Committee within three days.
8. Based on the scrutiny, a written test (objective type) will be conducted as per the instruction of the SPMU. The written test will be followed by an interview on the same day.
9. Those who are within 5 ranks will be interviewed by the MRP Selection Committee.
10. Based on the scores obtained from written test and interview (75 marks for written exam and 25 marks) one candidate will be engaged and others will be wait listed.
11. The PD will intimate to the concerned BLF about the selection of MRP for their Block, that the engagement of the candidates is purely on temporary basis and the remaining two candidates are kept on waiting list.
12. After approval of the Selection Committee and the BLF will give offer letters to the selected candidates.
13. Selected candidates must join within **one week of receiving the offer letter**.
14. The concerned BLF will engage the MRPs through passing EC resolutions and signing an agreement with the MRPs. The MRPs shall provide a self-declaration letter mentioning that s/he is not an office bearer/staff of any of the CBO (BLF/PLF) and not an elected representative of a local body.
15. On signing of the agreement, the MRPs will commence their work.

The Summary of the Steps and Processes during MRP Selection Process of MRPs and responsibilities is as given below:

Steps/Processes	Responsibility
Orientation to BLF	BMMU
Formation of MRP Selection Committee	BMMU
Executive Committee Meeting	BMMU
Advertisement for Inviting Applications for the post of MRPs	BLF
Scrutiny of Applications	BLF
Written test and Conduct of Interview by the MRP Selection Committee	DMMU
Intimation to concerned BLF on the final selection list of candidates	PD
Approval by the selection committee and Offer letter to the selected candidates	BLF
Engagement of the MRP by the BLF by passing EC resolutions and Agreement	BLF

6. CAPACITY BUILDING

The project with the support from PRADAN will provide training to the MRPs in various aspects such as general objectives of the project, roles and responsibilities as well as thematic/sectoral-wise as well as soft-skill training. The project will also provide periodic refresher training to MRPs for rendering their services.

Topics:

1. Orientation to the Project
2. Roles and responsibilities of MRPs
3. Coaching
4. Gender
5. Financial Inclusion
6. Convergence

7. Enterprise Development and Livelihoods diversification
8. Food, Nutrition, Health and WASH (Water, Sanitation and Hygiene)
9. Climate Change Adaptation and resilience
10. Financing and Book-Keeping
11. LSDG (Localised Sustainable Developmental Goals) and Micro planning
12. MIS and Report writing
13. Any other project related activities

7. REPORTING

Each MRP will be reporting to the respective Block Coordinator (PRADAN) daily and submit his Fortnightly and Monthly report to the Block coordinator (PRADAN) and BLF.

8. REVIEW

The Block coordinator (PRADAN) and the Block Mission Manager will verify, recommend and forward the MRP reports to the BLF. It will be reviewed in the BLF EC meeting every month and the MRP honorarium will be released by the BLF. The proceedings will be shared with BMMU and DMMU.

9. HONORARIUM

The honorarium is on a fixed monthly basis @ Rs**5000** Per month. The increments will be based on the performance indicators and initiatives facilitated by the MRPs. The honorarium will be directly credited to the bank account of MRP by the BLF (Block Level Federation).

The actual travel costs will be paid by the BLF to the MRP for travelling to the block office or DPMU for meetings/trainings or any other activities through BLF resolution.

10. TERMINATION

The agreement of engaged MRPs will be terminated in the following occasions

- Abstaining from their regular work without prior information to BLF or block team
- Failing to achieve project deliverables/indicators
- Non performing the duties allotted to them
- Involving in any misconduct or any financial irregularity.

11. MONITORING

The MRPs will be monitored by the block-level and District level project teams and the BLFs. The Block level review meetings of the MRPs will be conducted every week and district-level review meeting of MRPs every fortnight. A grievance redressal mechanism will be put in place for the MRPs to address any grievances or issues concerning them. The functioning's and the tasks of the MRPS would be monitored through the MIS developed for this project.

12. CROSS LEARNINGS

To enhance the capacities of the MRPs, the project will facilitate cross-learning within the district and region at least once in 6 months. The exchanges will help the MRPs to share their experiences and learnings.

Sd/-
Chief Executive Officer
TNSRLM

S. S. Sathya
Addl. Chief Executive Officer (SISO)
TNSRLM

S. S. Sathya
15/1/25

DRAFT AGREEMENT FORMAT

Annexure – 1

This agreement is entered into and made effective from..... to (mention period of one year) between (Name of the BLF) Block-level federation (BLF) in Block (Name of the Block)District (Name of the district) of TNSRLM and into and (Name of the Individual- MRP of (Name of the Individual- MRP of TNSRLM and..... (Name of the Individual- MRP of Village panchayat of Block District as follows.

- a. This agreement is to engage (Name of the Individual- MRP) through..... (Name of the BLF) for rendering community – led services to PoP households supported and promoted by TNSRLM.
- b. The BLF formed by TNSRLM is a Community Based Institution involved in implementing economic empowerment activities

Activities to be carried out by MRP.

1. The MRP should participate in all the training programmes provided by the project
2. S/He shall participate in all training programmes provided by the project.
3. S/He will act as village frontline worker with block team members for identification, Mobilisation and Coaching of Project Participant (PoP) Households.
4. S/He should provide project information to PoP households as well as field – level project services as guided by the block team.
5. S/He should submit regular monthly report, MIS up dation to BLF and project as guided by the block team.

Activities to be carried out by the Block Level Federation

1. Make agreement with the selected MRPs and engage them
2. Support the MRP to undergo project training programme, refresher training, refresher training, exposure visit etc as directed by the district and block unit.
3. Guide and monitor the MRP by providing project service delivery to PoP participant (HH) and identified and promoted by the project by providing institution support as required.
4. Collect and ensure that the MRPs submit their monthly report, updating of project participant details, etc., to the block team as guided by the district unit.
5. The agreement with the MRPs engaged will be terminated as per the termination provisions listed above.

