

Terms of Reference (ToR)

“Empanelment of Free Lancer Professional as Functional Expert under NRETP Non Farm Livelihood Nano Growth Enterprise Development”

A. About National Rural Economic Transformation Project (NRETP):-

National Rural Livelihood Mission (NRLM) interventions have resulted in Self Help Group (SHG) members taking up small businesses in the non-farm sector over the last 4-5 years. The Community Investment Fund (CIF) along with other funds mobilised from financial institutions have been channelled for livelihoods activities, significant portion of which have been used for starting non-farm activities. Some of the dedicated programmes like Start-up Village Entrepreneurship Programme (SVEP) and Aajeevika Grameen Express Yojna (AGEY) have also supported entrepreneurs by developing an eco-system for supporting small businesses. However, majority of these enterprises fall in the “nano” enterprises category. Under the National Rural Economic Transformation Project (NRETP), nano enterprises are those that have a turnover of up to INR 6.00 lakhs per annum.

As the enterprises scale-up, the support services required in the growth phase are different from those in the initial phases of the enterprise. Women entrepreneurs face greater challenges in getting the support services. Some of the government programmes have components for supporting nano-enterprises, however, there is a felt need for support to those nano-enterprises that are on a high-growth track requiring significantly higher amount of finance and handholding.

NRETP acknowledges this situation and proposes to set up One-Stop Facility (OSF) centres at the sub-district level to provide professional business development services to nano-enterprises on a growth track.

A.1 Objective:-

OSF is envisaged as business facilitation-cum-incubation centres at the sub-district level to provide business development services to existing nano-enterprises on a growth track. It will also support a few new enterprises that have the potential to grow. Each OSF will support a minimum of two and maximum of four blocks. One district may support a maximum of two OSFs. The technical support provided by the OSF may include, but not limited to the following:

The non-negotiable support that has to be provided is:-

- a. Business ideation for new enterprises and conceptualization for growth for existing enterprises
- b. Handholding support to initiate and grow businesses
- c. Business plan preparation
- d. Facilitating setting-up, running and growing an enterprise
- e. Entrepreneur training
- f. Market and business linkages

- g. Mentoring
- h. Facilitation support to access finance from formal institutions like banks

The following support shall be provided to the enterprises on need basis and as the capacity of the State Rural Livelihood Mission (SRLM) in managing the OSF is built up.

- a. Access to technology and skills
- b. Regulatory compliances
- c. Market intelligence
- d. Linkages with schemes of other Ministries and Departments
- e. Other inputs like packaging

B. Enterprises Supported by OSF:-

Enterprise is an undertaking which is engaged in the production, sale and / or distribution of some goods and / or services meant mainly for the purpose of sale, whether fully or partly¹. Only enterprises that are involved in non-farm and off-farm activities will be supported under OSF.

The definition of enterprises as per the Micro, Small and Medium Enterprises Development (MSMED) Act, 2006 is based on the total investment in plant and machinery. The table below provides the categories based on investment:

Category	Manufacturing	Service
Micro Enterprises	Does not exceed INR 25.00 Lakh	Does not exceed INR 10.00 Lakh
Small Enterprises	More than INR 25.00 lakhs but does not exceed INR 500.00 lakhs	More than INR 10.00 lakhs but does not exceed INR 200.00 lakhs
Medium Enterprises	More than INR 500.00 lakhs but does not exceed INR1,000.00 lakhs	More than INR 200.00 lakhs but does not exceed INR500.00 lakhs

C. Scope of Functional Experts in achieving the goals and objective of NRETP NF

OSF :- Functional Experts are the professionals engaged in the planning, establishment and functioning of commercial enterprises and their knowledge and skill is inevitable in incubating Nano Growth Enterprises through community based OSFs. The attainment of higher turn over needs holistic planning in the area of Product planning, Financial Planning , Financial Management, Multiple Financing, Legal and Customary compliances, Backward and Forward linkages, Marketing, Soft skills, Branding, Packaging, Quality assurance, Research and Development, Advertisement and Promotion, Retail and Wholesale Network management, Stock management, supply chain management and logistics management. Functional Expert will provide these kind of technical support to the selected Nano Enterprises

that have a potential to grow; Under NRETP, nano enterprises are those that have a turnover of up to INR 6.00 lakhs per annum.

D. Area of work of Functional Expert :- Functional Expert will have to choose the OSF among the enlisted 20 OSF HQ on Table –I given below. They have to visit on the assigned day to the OSF HQ as well as their selected entrepreneurs as per the need. Their presence during the OSF MC meeting to finalise Business plan is quite inevitable.

5-10 functional experts per district will be empanelled. Their services may be accessed by OSF / BDSPs to provide technical support to entrepreneurs, as and when required. The functional experts should be able to set aside 3-7 days each month to provide technical assistance to enterprises. The DTE-EP will coordinate with these experts.

Table –I			
List of district wise NRETP Non Farm OSF Headquarter and Satellite Offices			
SL NO	District	Blocks	Head Quarter/Satellite
1	Dhanbad	Gobindpur	Head Quarter
2	Dhanbad	Topchanchi	Satellite
3	Bokaro	Kasmar	Head Quarter
4	Bokaro	Nawadih	Satellite
5	Hazaribagh	Chauparan	Satellite
6	Hazaribagh	Daru	Satellite
7	Hazaribagh	Katkamsandi	Head Quarter
8	Chatra	Itkhor	Head Quarter
9	Chatra	Simaria	Satellite
10	Koderma	Domchanch	Head Quarter
11	Koderma	Markacho	Satellite
12	Deoghar	Mohanpur	Head Quarter
13	Deoghar	Palojori	satellite
14	Dumka	Jarmundi	Head Quarter
15	Dumka	Kathikund	Satellite
16	Giridih	Birni	Satellite
17	Giridih	Dumri	Head Quarter
18	Giridih	Jamua	Satellite
19	Godda	Godda	Head Quarter
20	Godda	Thakurgangti	Satellite
21	Jamtara	Fatehpur	Satellite
22	Jamtara	Kundahit	Head Quarter
23	Pakur	Hiranpur	Satellite
24	Pakur	Littipara	Head Quarter
25	Sahebganj	Mandro	Satellite
26	Sahebganj	Sahibganj Sadar	Head Quarter

27	Sahebganj	Taljhari	Satellite
28	Khunti	Rania	Head Quarter
29	Khunti	Torpa	Satellite
30	Lohardaga	Lohardaga	Head Quarter
31	Lohardaga	Peshrar	Satellite
32	Ranchi	Burmu	satellite
33	Ranchi	Nagri	Satellite
34	Ranchi	Ormanjhi	Satellite
35	Ranchi	Ratu	Head Quarter
36	Simdega	Bano	Head Quarter
37	Simdega	Pakar Tanr	Satellite
38	Simdega	Thetaitangar	Head Quarter
39	Saraikela Kharsawan	Kharsawan	Satellite
40	Saraikela Kharsawan	Saraikela	Head Quarter
41	West Singhbhum	Goilkera	Satellite
42	West Singhbhum	Khuntpani	Head Quarter
43	West Singhbhum	Manoharpur	Satellite
44	West Singhbhum	Tantnagar	Satellite
45	Gharwa	Bhandaria	Head Quarter
46	Gharwa	Sagma	Satellite
47	Palamu	Medininagar (Daltonganj)	Head Quarter
48	Palamu	Nilambar-Pitambarpur (Lesliganj)	Satellite
49	Palamu	Satbarwa	Satellite

E. Category of Functional Expert & their remuneration:- Empanelment of Functional Expert will be done on the basis of different types of categorisation as mentioned in the Table –II below. The categorisation is done on the basis of period of their work experience in relevant field. Functional experts will be provided with remuneration respective to their categories as mentioned in Table –II. The functional experts will be paid a fixed resource fees on per approved work days basis against the satisfactory delivery of the desired services according to their respective category mentioned in Table–II at par with the approved State Master Trainers (SMT) policy of JSLPS. Functional Expert will submit the work done report to the DTE-EP at the end of every month, who will sign it and submit it to the DPM. The DMMU will release the payment on vetting the work done report against the work plan. The fixed resource fees pay will also include travel and DSA, and no additional amount shall be paid for this. Travel expenses for field visits will be reimbursed as per JSLPS SMT norms. The functional experts will be empanelled by the JSLPS in respect to the existing policy for State Master Trainers (SMT). These mentors and experts shall be available on call to the OSF.

Table - II

S. No.	Category of State Master Trainer	Requisite Education and Work Experience	Trainers Fees	Allowances
1.	Senior Functional Expert	Degree / Diploma in CA, MBA / ICWA / CS / LLB / MCA / Retired Bank Officials / Fashion Technology / Food Technology / Transportation & Logistics / Hotel management & Hospitality management / Mechanical Engineering / Civil Engineering / Micro Food Processing / Retail Chain Network Management / Multichannel Marketing / eMarketing / ERP Software development and at least 10 yrs. of relevant work experience in relevant field.	Rs. 5000/ Work Day	Daily Subsistence Allowances (DSA), Lodging and Travel Expenses as per approved terms & conditions of JSLPS. Daily Subsistence Allowances (DSA) will be reimbursed for Travelling Hours only in case of Residential Work Assignment. Travel expenses will be reimbursed on actual basis.
2.	Professional Functional Expert	Degree / Diploma in CA, MBA / ICWA / CS / LLB / MCA / Retired Bank Officials / Fashion Technology / Food Technology / Transportation & Logistics / Hotel management & Hospitality management / Mechanical Engineering / Civil Engineering / Micro Food Processing / Retail Chain Network Management / Multichannel Marketing / e Marketing / ERP Software development and at least 5 yrs. of relevant work experience in relevant field.	Rs. 3000/ Work Day	Daily Subsistence Allowances (DSA), Lodging and Travel Expenses as per approved terms & conditions of JSLPS. Daily Subsistence Allowances (DSA) will be reimbursed for Travelling Hours only in case of Residential Work Assignment. Travel expenses will be reimbursed on actual basis.
3.	Junior Functional Expert	Degree / Diploma in CA, MBA / ICWA / CS / LLB / MCA / Retired Bank Officials / Fashion Technology / Food Technology / Transportation & Logistics / Hotel management & Hospitality management / Mechanical Engineering / Civil Engineering / Micro Food Processing / Retail Chain Network Management / Multichannel Marketing / e Marketing / ERP Software development and at least 3 yrs. of relevant work experience in relevant field.	Rs. 2000/ Work Day	Daily Subsistence Allowances (DSA), Lodging and Travel Expenses as per approved terms & conditions of JSLPS. Daily Subsistence Allowances (DSA) will be reimbursed for Travelling Hours only in case of Residential Work Assignment. Travel expenses will be reimbursed on actual basis.

Chief Executive Officer, JSLPS

Section F: PROCESS OF EMPANELMENT:

Empanelment of suitable candidate will be done through rigorous selection process through following two stages:-

- a. Registration of applicants and short listing of candidates through “Screening of CV and relevant certificates”.(Short listing of Functional Experts) will be solely done on the basis of relevant qualification, experience and requirement at JSLPS. Only the shortlisted candidate will be called for participation in next round of selection process).
- b. Personal Interview of all the short listed applicants by the distinguish panel as per the need arises.

Section G: PERIOD OF EMPANELMENT:

Empanelment period would be initially for **ONE YEAR** with scope of further extension upon satisfactory performance and requirement of the project.

SECTION H: RIGHT TO ACCEPT / REJECT THE APPLICATION:

Jharkhand State Livelihoods Promotion Society (**JSLPS**) reserves the right to either accept or reject any or all the application without assigning any reason for such action. Empanelment will never qualify for the assurance of awarding any kind of project, short term assignment, contract or eligibility for any permanent or contractual position from JSLPS.

SECTION I: LEGAL JURISDICTION:

All legal disputes are subject to the jurisdiction of Ranchi court only.

Section J: Submission of application:- Last date for the submission of application will be 08/Oct./2021 by email to osffunctionalexpertapplication@gmail.com

Section – I:- Format for the submission of application for the “Empanelment of Functional Expert for NRETP NF OSF Blocks” at State Resource Cell (SRC), JSLPS, IIIrd Floor, FFP Building, Dhurwa, Ranchi, Jharkhand - 834001

Category of Empanelment (Put ✓ mark to the suitable) :-

1. Senior Functional Expert (SFE)
2. Professional Functional Expert (PFE)
3. Junior Functional Expert (JFE)

Mention preference of at least three OSF Districts for providing your services of Functional Expert as per the list of OSF Blocks on Table –I (Mandatory information)

- 1.
- 2.
- 3.

1. Name:
2. Father's Name:
3. Date of Birth:
4. Permanent Address
5. Address for Correspondence:
6. E-Mail Id:
7. Mobile No. :
8. Educational Qualification :(from highest to Class Xth)

(Insert a recent passport size colour photograph)

Degree/ Diploma/ Certificate	Year	College/Institute	Board/University/ Institution	Major Subjects	Division/ Marks/CGQ PI

9. Experience (reverse chronological order – latest first):

Sl. No.	Type of expertise services delivered	Associated organisation / Corporate / Enterprise /	Period of assignment

10. Proficiency in language:-

- a. Reading

Level	Hindi	English	Local Language
Excellent			
Good			
Satisfactory			

- b. Writing

Level	Hindi	English	Local Language
Excellent			
Good			
Satisfactory			

11. Training Competency Appraisal Sheet:-

S.NO.	Training Expertise in Subject / Topic	Training Module Availability (Y/N)	No. of Training session facilitated so far	No. of Participants

12. Computer Proficiency:-

13. Any Other Relevant to thematic applied may like to add (may use separate sheet if required):

14. References:

Name & Designation	Telephone No.	E-Mail ID.

15. Attach self attested copies of all the relevant certificates of Educational Qualification / Professional Qualifications/ Technical Qualification / Work Experience / Work Order/ Adhaar Card / Pan Card / Voter ID Card etc.

16. Self Declaration certificate for being not black listed by any Govt. or Non Government Organization.

Place:

Name:

Date:

Signature: