

**Government of Tripura**  
Tripura Rural Livelihood Mission  
State Mission Management Unit, Agartala  
Rural Development Department  
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F.No. 1(43) – RD(TRLM)/2023/P(1)/18862-69

Date: 15/03/2024

**MEMORANDUM**

A new community Resource Persons (CRPs) cadre named **Pariborton Sakhi** are to be deployed from **15<sup>th</sup> March 2024 onwards** to provide the dedicated handholding & coaching to the selected ultra-poor (extremely vulnerable) households under special project "TRUPTI" (Tripura End Ultra Poverty Initiative) in 3 Blocks (Ambassa, Ganganagar & Dasda blocks) of Dhalai & North Tripura Districts.

**Pariborton Sakhi** shall be treated as a community cadre of concerned CLF/Nodal VO for a fixed term contract for a period of 36 months or till the next order from competent authority,. During their engagement each Pariborton Sakhi shall support 35-50 Ultra - poor families of their respective & nearby paras/hamlets of their concerned GP/VC within a geographical proximity of 5 - 6 kms.

Over a period of 36 months, **Pariborton Sakhi** will be capacitated by various trainings conducted at State, District, Block & CLF level, in which all the Pariborton Sakhi must participate in all the training sessions.

**Pariborton Sakhi** will be engaged for a period of 25 days in a month to ensure completion of activities mentioned in the **Annexure I** and get a fixed honorarium of Rs 6,000/month or Rs 240/day whichever is lower, based on submission of their work done report (mentioned in **Annexure II**) to the respective community institutions (CLF/Nodal VO). Payment shall be done only from the concerned community institutions (CLF/Nodal VO) as per the approved policy (mentioned in **Annexure III**) . Working report of Pariborton Sakhi should be submitted between 1<sup>st</sup> to 5<sup>th</sup> of every month to the respective BMMU office.

Along with their working report, **Pariborton Sakhi** will submit and discuss their weekly plan (mentioned in **Annexure IV**) with the office bearers of their respective VOs (Village Organization) / at CLFs & performance will be monitored.

The honorarium of the **Pariborton Sakhi** to be paid under budget head component C.1 (Innovation Forums and Action Pilots) of TRLM Approved Annual Action Plan.

**Encl: As stated**

Signed by **Brahmneet Kaur**  
(**Dr. Brahmneet Kaur, IAS**)  
Date: 14/03/2024 22:57:09  
Chief Executive Officer  
Reason: Approved  
Tripura Rural Livelihood Mission

**Copy to:**

1. The District Mission Manager (DM), Dhalai & North Tripura for kind information.
2. The Addl. CEO, TRLM for kind information.
3. The Addl. District Mission Manager (DM), Dhalai & North Tripura for kind information.
4. The Block Mission Manager (BDO) of Ambassa, Ganganagar & Dasda blocks for information & necessary action.

**ANNEXURE I****PARIBORTON SAKHI PAYMENT SHEET**

<b>S. No</b>	<b>Indicators</b>	<b>Rate (per day)</b>	<b>Max Honorarium</b>
1	To carry out Baseline, Midline and Endline Survey as per the requirement of the project.		
2	Gathering identified ultra-poor households into small groups/SHGs, conducting weekly small group meetings and conducting weekly door-to-door visits.		
3	Ensuring groups are functioning properly and supporting them to provide RF, CIF, VRF to ultra poor households through the community institutions.		
4	To motivate/encourage ultra poor households to participate in Gram Sabha regularly.		
5	To support in organizing various campaigns at para/hamlet level – government scheme camps, health camps, livelihood campaigns, nutrition campaigns etc.		
6	Aware ultra poor household on the key issues related to basic health, nutrition, education etc.	<b>₹240/day</b>	<b>₹ 6000/month</b>
7	Conduct livelihood planning exercise and transfer of productive assets to ultra poor households.		
8	To provide training for livelihood activities to ultra poor households– agriculture, livestock, Non-farm, NTFP etc.		
9	Providing regular coaching/counselling and support to ultra poor households on various aspects like access to government entitlements, improving nutritional food intake, skills training/weekly coaching, financial inclusion and training on social inclusion and social issues etc.		
10	To assist ultra poor households in getting their grants & entitlements – pension, house, kitchen garden, etc.		
11	Making weekly visits to ultra poor households and obtaining accurate data, maintaining necessary		

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reports/registers and attending monthly CLF/VO meetings.		
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**ANNEXURE: II**

**PARIBORTON SAKHI WORK DONE REPORT (WDR)**

Name:

Honorarium for the month of:

No. of days engaged:

Date of submission of Report at BMMU:

S. No.	Date	Location	Details of work done
1			
2			
3			
4			
5			
6			
7			
8			
9			



10			
11			
12			
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15			
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17			
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20			

Signature of Pariborton Sakhi:

Verified by CLF/Nodal VO

**ANNEXURE: III**

**Policy for Empanelment and Engagement of  
Pariborton Sakhi under Project TRUPTI**

**Social Inclusion & Social Development Domain,  
Tripura Rural Livelihood Mission (TRLM),  
Rural Development Department, Govt. of Tripura**

### **Policy for Empanelment and Engagement of Pariborton Sakhi**

The households living in ultra-poverty is tied to unpredictable wage labour availability. They own few or no productive assets, have limited livelihood prospects and skills, and are socially, economically, and geographically isolated. They tend to be food insecure, living on less than two meals daily. Malnutrition exacerbates illnesses that further drain resources, leading to borrowings from exploitative moneylenders. All of these account for their limited participation and tend to be socially inactive and alienated from mainstream development. Evidence shows that the ultra-poor have little or no access to the social security architecture of the government as well as other mainstream development programmes. Broad reasons include the lack of penetration of extension and outreach systems for last-mile delivery of schemes and entitlements by the government. They are also often out of reach for market-based solutions too. All these contribute to an overall decrease in risk-taking and entrepreneurial behaviour among the ultra-poor who continue to subsist through a vicious intergenerational poverty trap.

There is a need to address this population's wider range of needs comprehensively. For the ultra-poor to be aware, articulate their needs, speak up, and get the confidence to seek help, it is necessary to offer capacity and capability support. They must become more self-assured so that they will be more resilient and able to handle stress and shock that is uncertain. They must increase their knowledge and abilities to overcome psychological obstacles and adjust to higher productivity livelihoods. They must develop their capacity for taking calculated risks to invest money and effort to produce valuable assets. The extremely impoverished community of the ultra-poor require step-by-step guidance and encouragement to persevere. This will encourage behavioural change and a propensity for small-group bonding and saving habits. It's important to increase their awareness and readiness to seize opportunities.

### **Who is a Pariborton Sakhi?**

It is well understood that in this context, the ultra-poor needs special effort for mobilisation and regular coaching and mentoring support to come out of ultra-poverty. In this context, it is realised that unless a dedicated pool of community-based resource persons or cadres is not groomed from the respective locality/community, any development activity will not be sustainable for a long time. The concept of Pariborton Sakhi, emerged from this underlying guiding principle. Pariborton Sakhi are change agents. PS is the frontline community resource on the ground responsible for regularly providing technical and life skills coaching to ultra-poor families. They will serve as the last-mile link between the communities and the program's objective of community development. They are the main resources to communicate the project's message to the recipients effectively. Pariborton Sakhi would help the BMMU/DMMU increase the outreach of DAY-NRLM to the Ultra-poor community. They would be a change agent for their local region/ community in enhancing their access to all the rights and entitlements, promoting diversified livelihood activities, inclusion in community institutions etc.



Thus, it is important to have a comprehensive and actionable guideline regarding the PS's selection, capacity building, community engagement and performance evaluation.

The PS is a community cadre position and may be engaged temporarily by the Community Institutions (CLF/ Nodal VO) as per the need of a specific program/ project. At any point of time, the PS cannot claim a permanent engagement/ role/ position/ employment in any Community Institutions (CLFs/VOs/SHGs).

### **Empanelment Criteria of PARIBORTON SAKHI:**

1. **Pariborton Sakhi shall be selected as per the following criteria:**
2. Should be above 18 years of age and not more than 40 years of age.
3. Should be active member of SHG.
4. Must be fluent in writing, reading, and speaking in Bengali/Kokborok.
5. Must be an 8<sup>th</sup> standard pass with formal school certification to apply for the position. Any higher qualification should be supported by a recognised college or university certificate.
6. Must have a smartphone in working condition and must know how to operate mobile applications.
7. Preference shall be given to candidates from the same Gram Panchayat/Village Committee/Hamlet and the concerned ultra-poor social category.
8. Preference shall be given only to women candidates belonging to socially and economically disadvantaged communities like SC, ST, OBC, etc.
9. Candidates must be socially accepted in the village and have empathetic behaviour towards their community.
10. Preference can be given to candidates with two-wheeler and a valid driving license.
11. Must be committed to supporting the poor families on the field and willing to put in time under the prescribed terms and circumstances.
12. Must be prepared to move quickly to new areas if necessary.
13. **Empanelment process of PS:**
14. The Community Institutions (CLF/ Nodal VO) will identify PS with the support of BMMU/DMMU.
15. BMMU/DMMU must orient the office bearers (OB) members of the Community Institution (CLF/ Nodal VO) on the UCM Policy.
16. After the completion of CLF/ Nodal VO orientation on UCM Policy, the CLF/Nodal VO must orient its VOs on the UCM Policy.
17. During the monthly meeting, the CLF/ Nodal VO would invite the names for the position of UCMs through its VOs/SHGs on the above eligibility criteria for selecting Ultra-poor Change Maker.
18. The CLF/ Nodal VO will conduct some basic screening processes, including physical interaction with the potential applicants. During this process, they need to observe the following qualities for selection of this pool-
  - o Intellectual, social & emotional maturity level,
  - o Empathy for the cause and the community,



- Interest in such engagements,
- Basic understanding of the community, their culture, and livelihood,
- Leadership & problem-solving quality,
- Basic values & ethics, etc.

- The CLF/ Nodal VO, in consultation with the BMMU/DMMU, shall conduct the following selection process:
  - Written examination in Bengali/ Kokborok/English,
  - Testing basic knowledge on operating mobile phones,
  - Interview process,
  - Announcement of the final list of selected/ empanelled candidates for PS role.
 This first list shall be potential candidates for the PS role.

7. The CLF/ Nodal VO shall announce the final result (potential candidates list for PS role) within seven days and record the entire process mentioning dates, events and the final list of selected/ empanelled potential candidates in the Meeting Minutes Register.
8. The concerned CLF/ Nodal VO shall make an offer to the potential candidates for the PS role. After accepting the offer, the candidates will attend centralised residential training organised by TRLM.
9. TRLM shall provide centralised-residential orientation training about the programme, selection criteria, and duties and responsibilities to the potential PS chosen through the afore mentioned process. The trainers and experts will evaluate this potential pool's performance by the end of the centralised orientation training.
10. After completing the centralised orientation cum training, the candidates will report to their respective CLF/ Nodal VO. After three months, based on the candidate's on-field performance, the concerned CLF/Nodal VO, in consultation with the BMMU/DMMU, shall decide whether to continue with the potential candidate or not. These potential Pariborton Sakhi would receive the final grade based on their performance and potential, and the final pool will be selected. After the performance evaluation (after three months), if found to be satisfactory by the concerned CLF/ Nodal VO, the candidate shall be empanelled as a UCM.
11. The decision taken by the CLF/ Nodal VO on the identification/ selection/ empanelment of PS shall be final.
12. **Training of Pariborton Sakhi:**

The State Master Trainers (SMT), empanelled by TRLM, will provide training to the selected Pariborton Sakhis. A tentative capacity-building plan for the PS is given below. The concerned Domain, DMMU, BMMU, and Community Institutions (CLF/Nodal VO) may organise multiple training programs for the PS at their level.

Broad Category	Broad Topics	Duration
	7. Project orientation on Ultra-Poor	



<p>Basic Training: Orientation</p> <p>Selection &amp; Targeting</p> <p>Roles and Responsibilities</p>	<p>Graduation Approach.</p> <p>8. Selection process (social mapping, wealth ranking, PAT survey and scoring of households, VO endorsement, use of digital application etc.)</p> <p>9. Mobilisation of Ultra-Poor into small group.</p> <p>10. Baseline survey of the ultra-poor households.</p> <p>11. Project timeline, activities and roles and responsibilities of UCM.</p>	05 days
<p>Food Security - Access to food and enhancement in food quality</p>	<p>7. PDS System, PVTG Yojana</p> <p>8. Tri-coloured food</p> <p>9. Kitchen garden and demo</p> <p>10. Utilization of consumption support</p>	05 days
<p>Social &amp; Financial inclusion</p>	<p>Hamlet/Para level small group of ultra-poor &amp; on community institutions- Self Help Group, Village Organization &amp; Cluster Level Federation</p> <p>Financial inclusion (saving, credit, insurance (PMJJBY, PMSBY), pension (APY), PM-JAY)</p>	03 days
<p>Access to entitlements &amp; rights and social issues</p>	<p>On different government entitlements &amp; rights- PMAY-G, PMJDY, Mid-Day-Meal, Anganwadi, social security pensions, Mahatma Gandhi NREGA etc.</p> <p>On social issues related to child-marriage, witch-hunting, dowry, domestic violence, FRA etc.</p>	03 days
<p>Livelihood promotion &amp; diversification</p>	<p>7. Individual household level planning &amp; diversification (Agriculture, Livestock, Small Business, NTFP etc.)</p> <p>8. Asset grounding, Package of Practices on Livestock (goat &amp; pig), micro-enterprise &amp; utilisation of first livelihood support grant</p> <p>9. Refresher on first livelihood Package of Practice (POP)</p> <p>7. Asset grounding, Package of Practices on Agriculture &amp;</p>	<p>05 days at once then 03 days in every quarter</p> <p>05 days at once then</p>

	utilisation of first livelihood support grant 8. Refresher on second livelihood Package of Practice (PoP)	03 days in every quarter
Digital application use	On working with digital MIS/ DSS formats (PAT, baseline etc., livelihood planning formats.)	03 days
Health & Sanitation	On basic health, nutrition, drinking water & sanitation issues and behaviour change aspects.	03 days
<p>7. The above topics are the minimum training.</p> <p>8. More training topics may be added by the concerned Domain as and when required.</p>		

**4. Key functions of Pariborton Sakhi:**

5. Each PS would be responsible for the overall development of 25-40 ultra-poor families for 36 months.
6. PS must maintain the highest level of discipline, punctuality, accountability, and transparency at work.
7. PS must avoid any corruption practices. Any direct/ indirect involvement in any type of corruption will lead to immediate suspension from work with adequate disciplinary action.
8. PS must maintain good relationships with Government, PRI and CBOs, Village Secretary, Ward Members, Anganwadi Workers, Community Institutions (CLF/VO/SHG) working in the same location etc.
9. PS must respect and follow the office orders, guidelines, action plan and suggestions from their supervisor, community institutions (CLF & VO), project staff of TRLM and staff of relevant technical agencies/ partners.
10. PS must attend and actively participate in training programs conducted by TRLM, Community Institutions (CLF/VO/SHG) regularly.
11. PS must ensure correct data is captured and forwarded/ transmitted as per the prescribed formats on time. They will submit their monthly Work Done Report (WDR) to CLF/Nodal VO.
12. PS will maintain a database of their respective ultra-poor families in the Sarathi App and support with regular data capturing for the Management Information System (MIS) or/and Decision Support System (DSS).
13. PS will provide vision-building and confidence-building training, technical and enterprise development/ livelihood training, financial literacy, and training on social issues to the ultra-poor community.
14. Undertake the baseline survey, midline survey, endline survey, mobilising ultra-poor families in small groups, conduct weekly meetings, household visits, livelihood planning, asset grounding etc.



15. Provide regular coaching/mentoring & handholding support to the ultra-poor families on various aspects like access to Government entitlements & rights, improve food intake, livelihood planning and asset grounding, skill training/ weekly coaching, Financial Inclusion & Social Inclusion etc.
16. **Reporting of the Pariborton Sakhi:**
17. PS shall report to the concerned Community Institutions (CLF/ Nodal VO).
18. The concerned Community Institutions (CLF/ Nodal VO) shall monitor the PS monthly.
19. PS shall attend the monthly CLF/ Nodal VO meeting and present the progress. The concerned Community Institutions/CLF/ Nodal VO shall only process the honorarium to the PS if it finds the performance satisfactory.
20. PS shall attend the monthly VO(s) meeting and present the progress.
21. PS must attend the monthly planning-cum- review meeting at the Block level. The BMMU shall organise these meetings, and the concerned Block Mission Manager (BMM) of BMMU, TRLM shall chair the meeting.
22. Staff of relevant Technical Agency/ Partner also attend the monthly planning-cum-review meeting.
23. PS shall fill out the Monthly Action Plan (MAP) in the meeting and Monthly Work Done Report (WDR) before attending the meeting.
24. PS shall submit the MAP & WDR to the BMMU during the monthly planning-cum-review meeting.

#### **6. Payment to the Pariborton Sakhi:**

7. During their engagement, PS will receive a fixed honorarium of Rs 6,000 per month or Rs 240/day whichever is lower, which may be increased (up to Rs 1,000) per year depending on the performance and budget availability in the approved project.
8. Payment shall be done from the concerned Community Institutions (CLF/ Nodal VO) as per the approved PS policy.
9. PS shall be engaged for a maximum 25 days in a month.
10. PS shall present their work done report (WDR) near the concerned Community Institution/ CLF/ Nodal VO and also get the work done approved by the Block Mission Manager (BMM).
11. After the concerned BMM verifies the Work Done Report (WDR), the honorarium needs to be transferred to the PS's bank account within 15 days of submission of Work Done Report (WDR).
12. PS shall be paid and engaged up to the time of the concerned project (under which they are engaged) stand active/ enforce and has sufficient budget to pay the cadre.

#### **7. Travel expenditure reimbursement:**

Tour expenditures made by selected PS for travelling outside their allocated districts/ Block/ Village Committee will be reimbursed on the following basis

7. TA - Reimbursements of actual Bus/Sleeper Class Train fare from respective District Head Quarter to the destination.






**Signature of Pariborton Sakhi  
VO**

**Seal & Signature of**