



**POLICY DOCUMENT ON SELECTION  
OF  
DISTRICT RESOURCE PERSON (DRP)  
AND  
LOCAL RESOURCE PERSON(LRP)**

**Developed by –**

**Tripura Rural Livelihood Mission**

## **Selection of DRP & LRP for PRI-CBO Convergence Project**

Tripura Rural Livelihood Mission (TRLM) has witnessed and gained valuable lessons with the implementation of project activities at the grassroot level with the support of Community Resource Persons (CRPs) as an effective strategy for mobilizing, nurturing the SHG federations in the areas of financial literacy, social development, livelihood enhancement. These CRPs are community leaders who are actively engaged in strengthening the capacity of the federations to ensure community action and poverty reduction.

As a part of empowering the SHG federations to contribute in village development, The PRI-CBO Convergence Project piloted under DAY-NRLM, by Tripura Rural Livelihood Mission (TRLM) in the state of Tripura between December 2016 to March 2020. During this period the project was implemented in 271 GP/VCs across 12 blocks of 3 districts namely Gomati, South Tripura and Dhalai. During the pilot intervention, it was observed that the participation of SHG women in Village Planning increased and relationships among the Local self-governance Institutions (LSGIs) and SHG federations established through continuous sensitization and awareness campaigns.

Recently, Tripura Rural Livelihood Mission and Kudumbashree - National Resource Organisation have partnered for strengthening PRI-CBO network in selected Gram Panchayat/Village Committee, blocks and districts through PRI-CBO Convergence Universalisation. The Universalisation of PRI-CBO Convergence aims to develop a synergy among various stakeholders for effective convergence results. 604 Gram Panchayat/Village Committees have been identified under 63 CLFs from 28 blocks in 5 districts (Sepahijala, Gomati, South Tripura, Dhalai and Unakoti). For effective implementation of the project activities, District Resource Persons (DRPs) at district level and Local Resource Persons (LRPs) at Gram Panchayat/Village Committee level have been envisaged for strengthening of PRI-CBO network.

The project will work towards devising strategies for the Local Self Governance Institutions (LSGIs) to work in close partnership with the SHG network and frontline workers, developing and executing community-based sensitization campaigns, creating a pool of cadres (DRP and LRP) for developing the capacities of all stakeholders in villages, converging the implementation of various government schemes by creating platforms for convergence.

## 1. Need of cadres (DRP, LRP)

There is a need for participation and organisation of the local people to collectively participate in the local development and enhance the access to rights and entitlements. Developing a pool of cadres to facilitate the PRI-CBO Convergence project activities would lead to demand driven action which is essential for generating entitlement demands and socio-economic wellbeing of the local people. Hence under the PRI-CBO convergence universalisation, two different types of cadres shall be identified from the existing cadre pool and CBO network, namely,

1. District Resource Person (DRP)
2. Local Resource Person (LRP)

## 2. Who can be a District Resource Person (DRP)?

To qualify for the role of District Resource Person, a cadre must possess the following credentials:

- Minimum 4 years of experience of working under any thematic of TRLM,
- Preferably be an SHG member; IBCB or PRI-CBO related CRP/ I-Mentor
- Must possess excellent training skills,
- Must have good reading & writing skills

### 2.1 Deployment Strategy:

1 DRP per 2 Blocks (i.e., 14 no. of DRP will cover 28 Blocks)

### 2.2 Selection Process for District Resource Person:

Steps	Activities	Responsibility
Step 1:	Notification release	BMMU
Step 2:	Nomination from CLF	BMMU

Step 3:	Screening process (based on the eligibility criteria)	BMMU
Step 4:	Written test & activity	DMMU & BMMU
Step 5:	Result Announcement	BMMU
Step 6:	Orientation to selected candidates	DMMU

**Panel Members for selection of DRPs:**

In order to avoid biases and favouritism while selecting the candidates a committee or panel members shall be constituted as mentioned below:

1. DMC
2. BMC
3. President/Secretary

**Preparation by TRLM block team before the selection process**

- Mobilization among the CBO members
- Nomination to be invited from the CLFs
- Verification of applications to ensuring they fulfil the eligibility criteria

**Preparation by TRLM block team for the selection process**

- Arrangement of logistics
- Required stationary, equipments and food
- Presence of Nodal person for the PRI-CBO Convergence (both district and block)

**Details of the Steps in the selection process:**

❖ **Notification release**

- The notification about the DRP selection with the eligibility criteria will be issued by the Block team
- The CLFs have to spread the notification to all SHG for inviting applications.

❖ **Nomination from CLF**

- The I-mentors from the piloted blocks shall be selected as DRPs.

❖ **Screening process:**

- The applicant's eligibility will be verified by the BMMU & DMMU and after completion
- Submissions of the screening report need to be submitted to DMMU.

❖ **Written Test & Activity**

- In the written test an equal percentage of multiple-choice questions and short answer questions will be there. The duration for the text will be 45 mins
- A planning and strategizing exercise will be conducted with the participants where they will be given various topics to present to test their communication and public speaking skills
- Presentation on schemes awareness to understand the candidates understanding of various line departments
- Personal interviews to evaluate the participants interest to be part of the programme.

### **2.3 Roles and Responsibilities of District Resource Person**

District Resource Persons (DRPs) are individuals appointed at the district level to provide technical support and expertise in specific areas related to development initiatives. They play a crucial role in providing training and supporting the LRPs and SHG federation in the implementation of PRI-CBO convergence activities within their assigned districts. DRPs are typically chosen based on their knowledge, experience, and expertise in a particular field, such as agriculture, health, education, livelihoods, or social development. The Roles & Responsibilities of a District Resource Person are as follows:

- A. Will be developed as Internal Resource Pool for the State.
- B. Provide training to CLF, CLF Managers, and LRP at the Block level for an interface between the two institutions of PRI and CBO.
- C. Provide handholding support to the Local Resource Person (LRP) in resolving conflicts that may arise at the field level.
- D. Give feedback to SMMU on the information regarding training that has been carried out.
- E. Act as troubleshooters, identifying and resolving challenges and issues that arise during the implementation of development initiatives in their assigned districts.

- F. Provide guidance, support, and expert advice to overcome obstacles, mediate conflicts, develop strategies, engage stakeholders to the LRPs, CLFs & VOs and monitor progress to ensure effective problem-solving and smooth program implementation.
- G. Facilitate district and block level meetings/orientation program with administration and line departments with the support of DMMU and BMMU teams.
- H. The DRPs will be providing handholding support to the CLF managers in undertaking the PRI-CBO Convergence activities

#### 2.4 Cost Norms for District Resource Person:

S. No	Activity	Days of activity	Engagement period	Total no. Resource Persons	Cost Norms	Total Cost per month per cadre	Total
1	Honorarium	25 days (per month)	16 months	14	750 (per day)	18750	Rs. 18750
2	Travel Allowance (TA)	20 days (per month)	16 months	14	150 (per day)	3000	Rs. 3000
Total Amount (Per month)							Rs. 21,750

#### 2.5 Reporting Mechanism:

The **District Resource Person (DRP)** have to

1. Report to the Concerned DMMU District Nodal Person on a regular basis
2. Attend CLF monthly meetings
3. Report the progress of training conducted, meetings attended, support provided to LRPs to the Mentor resource persons of Kudumbashree NRO team for troubleshooting. They will be reporting the issues at the Block Level, (may be seen at **Annexure-i**).
4. Share the progress to the concerned BMMU block nodal persons.

## **2.6 Monitoring Mechanism:**

Monitoring of the District Resource Person will be the responsibility of the hosting DMMU/BMMU. The roles of the District Resource Person would be:

- a. To prepare working days action plan & work done report and get approved by the DMC/BMC of the host DMMU/BMMU;
- b. They should be maintaining a field movement register to facilitate good monitoring mechanism;
- c. They should maintain a detailed block-wise register for all the trainings and activities conducted;
- d. Monthly review meetings of all District Resource Person will be conducted by hosting DMMU/BMMU, and quarter-wise review meetings will be done by SMMU.

### 3. Who can be a Local Resource Person (LRP)?

To qualify for the role of Local Resource Person, a person must possess the following credentials:

- a. Must be an 3 year old SHG member,
- b. Must be a resident of the same GP/VC that is assigned to her,
- c. Must have good communication, coordination & interpersonal skills,
- d. Must have basic reading & writing skills,
- e. Must have good knowledge of the Gram Panchayat & Departments
- f. May have worked as LRG (specific to Pilot project GP/VCS)

#### 3.1 Deployment Strategy:

1 LRP per GP/VC (i.e., 604 no. of LRP will cover 604 GP/VC)

**Pilot GP/VCS:** In case of pilot blocks, the LRPs would be selected from the existing resource pool of LRG (Local Resource Group) and I-mentors would be selected based on the screening process.

**Non-Pilot GP/VCS:** For non-pilot blocks, the LRPs would be selected from the existing resource pool of cadres functioning under various verticals such as IBCB, LH (Farm & Non-Farm) and Financial Inclusion through a selection process. If needed, new cadres would be recruited through the same selection process. The cadres who will be selected as LRPs from the existing pool of cadres will be assigned only for the PRI-CBO Convergence project.

#### 3.2 Selection Process for Local Resource Person:

<b>Steps</b>	<b>Activities</b>	<b>Responsibility</b>
<b>Step 1:</b>	Notification release	CLF team



<b>Step 2:</b>	Screening process (based on the eligibility criteria)	BMMU team
<b>Step 3:</b>	Written test & activity	CLF with the facilitation of BMMU
<b>Step 4:</b>	Result Announcement	CLF
<b>Step 5:</b>	Orientation of selected candidates	BMMU

### **Panel Members for selection of LRPs:**

In order to avoid biases and favoritism while selecting the candidates a committee or panel members shall be constituted as mentioned below:

1. BMC
2. CLF President / Secretary
3. CCs

### **Preparation by TRLM block team before the selection process**

- Mobilization among the CBO members
- Nomination to be invited from the VOs
- Verification of applications for ensuring they fulfil the eligibility criteria

### **Preparation by TRLM block team for the selection process**

- Arrangement of logistics
- Required stationary, equipments and food
- Presence of Nodal person for the PRI-CBO Convergence (both district and block)

### **❖ Details of the Steps in the selection process:**

The existing Local Resource Groups (LRGs) in the previous intervention blocks will be place as the Local Resource Person (LRP) in VOs under each Gram Panchayat level. For the new

Blocks a selection process will be conducted from the existing resource pool of Community Cadres and after selection they will be fully engaged as LRPs. They will be tested on leadership, communication, creativity, teamwork and public speaking skills and their willingness to work for the community.

**Notification release:**

- The notification about the LRP selection with the eligibility criteria will be issued by the CLF team
- The VOs have to spread the notification to all SHG for inviting applications.

**Screening:**

- The applicants eligibility will be verified by the BMMU and after completion
- Submission of screening report need to be submitted to DMMU

**3.3 Roles and Responsibilities of Local Resource Person**

Local Resource Persons (LRPs) are individuals who possess local knowledge, expertise, and understanding of specific contexts, communities, or areas. They play a crucial role in supporting and facilitating development initiatives at the local level. The Roles & Responsibilities of Local Resource Person are as follows:

- 1) Facilitating the activities under PRI-CBO Convergence Project at the VO level
- 2) Facilitating VOs and SHGs to participate in participatory planning and collective decision making
- 3) Coordinating with frontline functionaries of departments
- 4) Planning and conducting different innovative activities in convergence with line departments and other stakeholders
- 5) Training on various departmental schemes to CBO members
- 6) Facilitate SHG federation in plan preparation for VPRP
- 7) Working closely with various sub-committees
- 8) Working closely with PRI/VC members, functional and citizen committees

- 9) Conducting innovative activities in convergence with various departments, GP/VC members and functionaries etc

### 3.4 Cost Norms for Local Resource Person:

S. No	Activity	Days of activity	Engage ment period	Total no. of Resource Persons	Cost Norms (per cadre)	Total Cost
1	Honorarium	Minimum 10 days (per month)	18 months	604	Rs. 300 (per day)	Rs. 3000 (per month)
2	TA for LRP during Training	Minimum 30 days (during 18 months project period)	18 months	604	Rs. 300 per day	Rs. 9000 (for 18 months)
3	TA for LRP within the GP/VC	10 days (per month)	18 months	604	Rs. 100 per day	Rs. 1000 (per month)
4	TA for LRP outside the GP/VC	10 days (per month)	18 months	604	Rs. 200 per day	Rs. 2000 (per month)

### 3.5 Reporting Mechanism:

The Local Resource Person have to

- 1) Report to their respective VO within every 15 days and CLF, once in a month, on the progress of their activities undertaken.

- 2) Attend monthly meetings in their respective VO and CLF to orient on various project activities
- 3) Report to the concerned nodal person at the BMMU level during monthly review. A monthly work plan must be prepared by each LRP and verified by the BMCs
- 4) Share the progress, work plan, feedback and challenges faced to the allotted District Resource Person for support and troubleshooting on a weekly basis.

### **3.6 Monitoring Mechanism:**

- The BMMU will be monitoring the work undertaken by the LRPs on a daily basis
- A monthly work plan need to be prepared by each LRP and verified by BMCs/CCs
- A monthly review must be conducted at the Cluster level, which can be facilitated by the CLF managers/ CCs
- The BMMU must ensure that the monthly reviews of the LRP's work is included as an agenda in the CLF monthly meetings
- The LRP need to submit a monthly activity report in the prescribed format to the concern BMCs and later after verified will be submitted to the BMMU for approval

### **3.7 Annexures:**

#### **i) Reporting format for DRP**

#### **Tripura Rural Livelihood Mission**

#### **District Resource Person (DRP) Activity Report Format**

<b>Name of District</b>	
<b>Name of Block</b>	
<b>Name of DRP</b>	
<b>Period Report</b>	

#### **Details of activities undertaken**

Date	Activity Undertaken	Place

**Total number of working days:**

Signature of the DRP:

Signature of CLF Leader:

Date:

Date:

Signature of the BMMU:

Date:

**Report verified and forwarded for approval**

**Signature of the BDO:**

**Date:**

**Following is the format of the DRP Activity Report Summary to be submitted by the KS-NRO mentor along with the Activity Report after Verification**

**DRP Activity Report Summary:**

Name of District	
Name of Block	
Number of DRPs	
Period of Reports	

<b>Name of DRP</b>	<b>Name of District</b>	<b>Name of Block</b>	<b>No. of Workdays</b>

**Report verified and forwarded for approval**

**Signature of the BDO:**

**Signature of the Mentor:**

**Date:**

**Date:**





**Total number of Working days:**

**Signature of the LRP:**

**Signature of the VO Leader:**

**Date:**

**Date:**

**Signature of the BMC/CC with date:**

**Report verified and forwarded for approval**

**Signature of the BDO:**

**Date:**

**Following is a format of the LRP Activity Report Summary to be submitted by the Mentor along with the Activity Report after Verification:**

**LRP Activity Report Summary**

<b>Name of Block</b>	
<b>Name of the GP/VC</b>	
<b>Number of LRP</b>	
<b>Period of Report</b>	

<b>Name of LRP</b>	<b>Name of VO</b>	<b>Number of working days</b>

**Report verified and forwarded for approval**

**Signature of the BDO:**

**Date:**

iii) Cadre Payment Sheet for DRP:

**Cadre Payment Sheet for DRP**

<b>DRP Monthly Planning and Payment Sheet</b>							
<b>Indicative Task List and Cost norms for District Resource Person (DRP)</b>							
<b>Date:</b>		<b>Place:</b>			<b>Month:</b>		
<b>Sl. no</b>	<b>Major activities</b>	<b>Tentative Time required</b>	<b>Unit Cost</b>	<b>No. of activities planned</b>	<b>No. of activities achieved</b>	<b>Total payment</b>	<b>Remarks</b>
1.	CLF Training	9 days of training (including food & printing cost)	Rs. 750 per day				40 members per CLF (2 member per VO)
2.	CLF Manager Training	30 days of CLF Manager training at Block Level	Rs. 750 per day				
3.	LRP Training	30 days of Training at Block	Rs.750 per day				1 LRP per GP
4.	Workshop with different stakeholders and Officials of frontline departments-Block	1 day of Workshop including food and print materials	Rs. 750 per person				
5.	Workshop with different stakeholders and Officials of frontline departments-District	1 day of Workshop including food and print materials	Rs. 1000 per person				
6.	TA/DA	20 days per month for 16 months	Rs. 150 per day				To be provided during field visit at the blocks

							other than training
7.	Any other activities	Half Day	Rs. 375				Special camps like Blood Donation, Health Camp, Literacy Campaign, Health Education with approval of VO/CLF
		One Day	Rs. 750				

Total amount in Words:

Name and Signature of DRP

Bank A/C:

IFSC Code:

Name & Signature of

CLF:

BMC:

BMM(BDO):

iv) Cadre Payment Sheet for LRP

**Cadre Payment Sheet for LRP**

LRP Monthly Planning and Payment Sheet							
Indicative Task List and Cost norms for Local Resource Person (LRP)							
<b>Date:</b>		<b>Place:</b>			<b>Month:</b>		
Sl. no	Major activities	Tentative Time required	Unit Cost	No. of activities planned	No. of activities achieved	Total payment	Remarks
1.	VO Training	35 days of training (including food & printing cost)	Rs. 300 per day				20 members per VO
2.	VOCC Formation and Training	5 days of training (including formation and initial orientation, fooding & print material) at Block/GP/VC level	Rs. 300 per day				20 members per GP
3.	PRI Training	9 days of training (including food & printing material)-Village level	Rs. 300 per day				5 per GP/VC
4.	WER Training	3 days of training (including food & print material)-Village level	Rs. 300 per day				3 per GP
5.	GPCC Formation and Training	5 days of training including formation and initial orientation (including food & print material)-Block/GP/VC level	Rs. 300 per day				25 members per GP

6.	TA/DA	10 days per month	Rs. 100(within GP/VC) or Rs. 150 (Outside GP/VC)				To be provided during any field visit within the GP/VC or outside GP/VC within block other than training
7.	Any other activities	Half Day	Rs. 150				Special camps like Blood Donation, Health Camp, Literacy Campaign, Health Education with approval of VO/CLF
		One Day	Rs. 300				

Total amount in Words:

Name and Signature of LRP

Bank A/C:

IFSC Code:

Name & Signature of

VO President:  
Treasurer

Secretary

**v) Nomination form for DRP:**



12	Date of Joining to SHG	
13	VO Name	
14	CLF Name	
15	SHG Grade	
16	Educational Qualification	
17	Aadhar Details	
18	Bank Details	<ol style="list-style-type: none"> <li>1. Account no.</li> <li>2. Bank Name and Branch:</li> <li>3. IFSC Code:</li> </ol>
19	No of Family Members	<ol style="list-style-type: none"> <li>1. Adult -</li> <li>2. Children -</li> </ol>
20	Family Income Source	
21	Experience as CRP (years worked)	



22	Whether worked as I-mentor (yes/no)	
23	Details of work as I-mentor (if worked)	
24	Are you interested to travel to other districts, as & when assigned?	

**I hereby declare that the above-mentioned facts and information are true to the best of my knowledge. I shall be solely responsible for any discrepancy found in the above-mentioned information provided by me.**

**(Signature of the applicant)**

**To be filled by the Cadre Controlling Authority.**

(This should be filled by the competent authority of State Govt. / Cadre Authority as prescribed in the letter)

It is certified that the above information given is correct as per record.

Signature:

Name:

Designation:

**vi) Nomination form for LRP:**

**Nomination Form for Local Resource Person (LRP)**

**(under PRI-CBO Convergence Project in Tripura)**

1	First Name	
2	Middle Name	
3	Last Name	
4	Contact Details-	
	Address:	
	D/W.O	
	Block:	Dist.
	State:	PIN:
5	Gender	
6	Date of Birth	
7	Category	
8	Father's Name	
9	Mother's Name	

10	Name of the Spouse	
11	SHG Name and address	
12	Date of Joining to SHG	
13	VO Name	
14	CLF Name	
15	SHG Grade	
16	Educational Qualification	
17	Aadhar Details	
18	Bank Details	<ol style="list-style-type: none"><li>1. Account no.</li> <li>2. Bank Name and Branch:</li> <li>3. IFSC Code:</li></ol>

19	No. of Family Members	1. Adult:  2. Children:
20	Family Income Source	
21	Experience as CRP	
22	Whether worked as LRG (Yes/No)	
23	Details of work done as LRG (if Yes)	

**I hereby declare that the above-mentioned facts and information are true to the best of my knowledge. I shall be solely responsible for any discrepancy found in the above-mentioned information provided by me.**

**(Signature of the applicant)**