

**Government of Tripura**  
 State Mission Management Unit, Agartala  
 Tripura Rural Livelihood Mission  
 Rural Development Department  
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Date: 20/05/2024

**MEMORANDUM**

State Resource Persons (SRP) and Block Resource Persons (BRP) from the district/ block level staff of TRLM/technical partner and the existing pool of CRPs/ CSPs are essential to provide capacity building and handholding support to the community cadres (Pariborton Sakhi) under special project TRUPTI .

The documents related to SRPs and BRPs are enclosed in following Annexures for deployment of SRPs and BRPs:

1. SRP & BRP Policy which includes role, selection criteria, training & assessment and payment norms under Annexure-I,
2. List of identified SRPs and BRPs under Annexure-II,
3. Training plan of BRPs under Annexure-III,
4. Format for training completion under Annexure-IV.

The honorarium for BRPs is to be paid under budget head component C.1(Innovation Forums and Action Pilots) of TRLM under approved Annual Action Plan of 2024-25.

This is for information of all concerned.

Signed by Brahmneet Kaur  
 Date: 17-05-2024 18:33:55  
 (Dr. Brahmneet Kaur, IAS)  
 Reason: Approved  
 Chief Executive Officer  
 Tripura Rural Livelihood Mission

**Copy to:**

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

**ANNEXURE I**

**Policy for Empanelment & Engagement  
of  
State Resource Person & Block Resource Person  
under Project TRUPTI**

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

### **Need of Resource Person:**

The Project TRUPTI aims to develop a pool of capacity building/ training delivery professionals, State Resource Persons and Block Resource Persons, proficient in understanding the “graduation approach”. These Resource Persons will deliver training and provide ongoing support to selected *Pariborton Sakhi*. Through resource persons, the focus will be on empowering the Pariborton Sakhi with the skills and knowledge needed to catalyse positive change within the lives of vulnerable communities.

### **Who is the State Resource Person?**

SRPs are professionals of TRLM/ technical partners/ implementing agencies/ NGOs engaged at the state, district and block levels to facilitate the implementation of Project TRUPTI. The SRPs will be engaged to support and provide training to Block Resource Persons who will further provide training to the Pariborton Sakhi.

### **Role of State Resource Person:**

- SRPs are to be involved in finalizing resources for training, limited to venue logistical arrangements, along with food, and printing of IEC materials, etc.
- SRPs should possess in-depth knowledge and expertise in the subject matter they are tasked with training. They must be well-versed in the theories, principles, and best practices relevant to the training topic.
- SRPs are tasked with leading the training sessions, delivering presentations, and building skills to engage participants while ensuring the creation of a positive learning environment during the residential training of Pariborton Sakhi).
- SRPs need to assess the PS's (Pariborton Sakhi) learning progress and evaluate the effectiveness of the training program, including conducting quizzes, tests, feedback through surveys or discussions, and identifying areas for improvement for Block Resource Persons.
- SRPs are expected to focus on continuous learning and development, staying updated on government (Central/State) schemes and entitlements for rural areas, along enhancing their interpersonal skills.
- SRPs should attend all Training of Trainers (ToT) sessions at the state, district, and block levels.
- They should be readily available to travel and accessible via call to their Block Resource Persons.
- SRPs need to understand field implementation and demographic challenges properly.

### **Who is the Block Resource Person?**

Block Resource Persons are existing community cadres who may or may not be engaged as master trainers at the CLF/Nodal VO level or experienced community cadres. They will be engaged under Project TRUPTI for further training of Pariborton Sakhi at the district/block level throughout the project period.

### **Role of Block Resource Person**

- Train the Pariborton Sakhis with the support of State Resource Persons.
- To share their enriching experience and knowledge with the selected Pariborton Sakhi and ensure they understand the concept discussed during the training.
- Provide guidance and support to the Pariborton Sakhis and help them develop training abilities to train the extremely vulnerable families.
- To demonstrate their skills and use their local area examples in training the Pariborton Sakhis for enhanced learning and participation from the trainees.
- To guide and support the Pariborton Sakhis and solve their doubts or connect with some professionals to resolve the same.
- Need to ensure quality during the delivery of training, provide feedback and conduct the monitoring sessions with the Pariborton Sakhis during the training period.
- Supporting the SRPs in evaluating the learning of the participants during and after completion of training.
- Engage themselves in continuous learning – and update on the new Central/State govt. entitlements and provide up-to-date information to the Pariborton Sakhis during the training.

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

### **Empanelment Criteria of Block Resource Person:**

#### **Block Resource Person selected as per the following criteria:**

- Should be above 20 years of age and not more than 50 years of age.
- Should be an active member of SHG.
- Must be fluent in writing, reading and speaking in Bengali/Kokborok.
- Must be a 10th standard pass with formal school certification to apply for the position. Any higher qualification should be supported by a recognised college or university certificate.
- Must have prior experience working as a community cadre for at least 2 years.
- Preference shall be given to the candidates having prior experience in conducting a training session for community cadres.
- Must have a smartphone in working condition and must know how to operate mobile applications.
- Candidates must be socially accepted in the village and have empathetic behaviour towards their community.
- Must be committed to supporting the vulnerable families on the field and willing to put in time under the prescribed terms and circumstances.
- Must be prepared to move quickly to new areas, if necessary.

**Empanelment process of Block Resource Person:**

- The Community Institutions (CLF/ Nodal VO) has identified the Block Resource Person.
- CLF/ Nodal VO has conducted some basic screening processes such as written examination, interviews etc. including physical interaction with the potential applicants. During this process, they had observed the following qualities for selection of this pool-
  - Prior experience in the relevant space
  - Intellectual, social & emotional maturity level,
  - 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 has conducted the following selection process:
  - a. Written examination in Bengali/ Kokborok/English,
  - b. Testing basic knowledge on operating mobile phones,
  - c. Interview process,
  - d. Announcement of the final list of selected/ empanelled candidates for BRP role.
- The decision taken by the CLF/Nodal VO on the identification/ selection/ empanelment of BRPs shall be considered final.

**Training by State/Block Resource Person:**

Sr. professionals of SRLM/ Technical Partners/ NGOs will provide training to the empanelled State & Block Resource Persons. Further, the empanelled SRP & BRP shall provide training to the Pariborton Sakhi. A tentative capacity-building plan for the Pariborton Sakhi is given below:

Category	Topics	Duration	Payment per day (Including Travel & Food Expense)		
			Within Block (per day)	Within District (per day)	At State (per day)
Basic Training: Orientation	1. Project orientation on "Graduation Approach".				
Selection & Targeting	2. Selection process (social mapping, wealth ranking, PAT survey and scoring of households, VO endorsement, use of digital application etc.)				
Roles and Responsibilities	3. Mobilisation of vulnerable households into small groups.				

	<ol style="list-style-type: none"> <li>4. Baseline survey of the vulnerable households.</li> <li>5. Project timeline, activities and roles and responsibilities of Pariborton Sakhis.</li> </ol>	04 days	Rs. 500	Rs. 750	Rs. 1000
Food Security - Access to food and enhancement in food quality	<ol style="list-style-type: none"> <li>1. PDS System, PVTG Mission</li> <li>2. Tri-coloured food</li> <li>3. Kitchen garden and demo</li> <li>4. Utilization of consumption support</li> </ol>				
Social & Financial inclusion	<ol style="list-style-type: none"> <li>1. Hamlet/Para level small group of vulnerable HHs &amp; on community institutions- Self Help Group, Village Organization &amp; Cluster Level Federation</li> <li>2. Financial inclusion (saving, credit, insurance (PMJJBY, PMSBY), pension (APY), PM-JAY)</li> </ol>	04 days	Rs. 500	Rs. 750	Rs. 1000
Access to entitlements & rights and social issues	<ol style="list-style-type: none"> <li>1. On different government entitlements &amp; rights- PMAY-G, PMJDY, Mid-Day-Meal, ICDS, Social Security pensions, Mahatma Gandhi NREGA etc.</li> <li>2. On social issues related to child-marriage, dowry, domestic violence, drug abuse, FRA etc.</li> </ol>	04 days	Rs. 500	Rs. 750	Rs. 1000
	<ol style="list-style-type: none"> <li>1. Individual household level planning &amp; diversification (Agriculture, Livestock, Small Business, NTFP etc.)</li> <li>2. Asset grounding,</li> </ol>				

Livelihood promotion & diversification	Package of Practices on Livestock (goat & pig), micro-enterprise & utilisation of first livelihood support grant  3. Refresher on first livelihood Package of Practice (POP)	05 days	Rs. 500	Rs. 750	Rs. 1000
	1. Asset grounding, Package of Practices on Agriculture & utilisation of first livelihood support grant  2. Refresher on second livelihood Package of Practice (PoP)	05 days	Rs. 500	Rs. 750	Rs. 1000
Digital application use	On working with digital MIS/DSS formats (baseline, midline, endline, livelihood planning formats, documentation, monitoring tracker)	05 days	Rs. 500	Rs. 750	Rs. 1000
Health & Sanitation	On basic health, nutrition, drinking water & sanitation issues and behaviour change aspects.				

\*\*More training topics may be added by the concerned Domain as and when required.

a. State: Rs 1,000 per day (Rs 750 Fixed + Rs 250 for food)

b. District: Rs 750 per day (Rs 500 Fixed + Rs 250 for food)

c. Block: Rs 500 per day (Rs 350 fixed + Rs 150 food)

#### Reporting of the Block Resource Person:

- BRPs shall report to the concerned Community Institutions (CLF/ Nodal VO).
- The concerned BMMU shall monitor the training delivery of their Block Resource Persons.
- BRPs shall attend the monthly CLF/ Nodal VO meeting and present the progress. The concerned Community Institutions/CLF/ Nodal VO shall only process the honorarium for the BRPs if the performance is satisfactory.
- BRPs 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.
- BRPs shall fill out the Monthly Training Plan (MTP) in the meeting and Monthly Training Completion Report (TCR) before attending the meeting.
- BRPs shall submit the MTP & TCR to the BMMU during the monthly

planning-cum-review meeting.

### **Assessment & Grading of State & Block Resource Persons**

State and Block Resource Persons will undergo detailed assessments during the residential ToT sessions. They will be evaluated based on their learning, participation during the training, quizzes and self-reflection conducted before and after the training program. They will receive grades according to the following criteria:

**Grade A:** Primarily, lead the training of Pariborton Sakhis. For each residential training session, at least two no. of Grade A resource persons should conduct the training modules.

**Grade B:** Capable of training the Pariborton Sakhis, but requiring support during training. They will facilitate the training sessions and assist other trainers, gradually enhancing their ability to train the Pariborton Sakhis independently.

**Grade C:** These individuals are not suitable for directly training the Pariborton Sakhis, but they can attend the Pariborton Sakhi' training sessions to refresh their understanding of the content. Additionally, they can contribute by assisting trainees with logistical arrangements. They are eligible to be part of the training pool and participate in future train-the-trainer sessions.

**Note:** In all residential training, resource persons will be assessed and graded. Previous grades given to the trainers will not impact the grading of the resource persons.

### **Payment Norms for Block Resource Person:**

- For the engagement of Grade A & B, the Block Resource Person will be paid a payment of:
  - a. **State: Rs 1,000 per day (Rs 750 Fixed + Rs 250 for food)**
  - b. **District: Rs 750 per day (Rs 500 Fixed + Rs 250 for food)**
  - c. **Block: Rs 500 per day (Rs 350 fixed + 150 food expenses)**  
along with the travel expenses after submission of their report to the concerned CLF/Nodal VO.
- Payment shall be made from the concerned Community Institutions (CLF/ Nodal VO) as per the approved BRP Policy.
- Block Resource Person will be engaged depending on the training requirement of the Pariborton Sakhi.
- BRPs shall present their Training Completion Report (TCR) to the concerned Community Institution/ CLF/ Nodal VO and also get it approved by the Block Mission Manager (BMM).
- After the concerned BMM verifies the Report, the payment needs to be transferred to the BRP's bank account within 15 days of submission of the Report.
- BRPs shall be paid and engaged up to the time of the concerned project (under which they are engaged), stand active/ enforce and have a sufficient budget.

**Travel expenditure reimbursement:**

Travel expenditures made by the Block Resource Persons for travelling outside their allocated districts/blocks will be done as per the submission of bills.

**Identity Card:**

Each Block Resource Person must be given an identity card by their respective CLF/Nodal VO.

**Life Insurance and Health Insurance:**

Block Resource Person shall mandatorily have life insurance and health insurance. TRLM and community institutions shall not be responsible for providing any financial support in case of death (natural or due to any type of accident). The TRLM/ technical partner/NGOs and community institutions shall not be responsible for providing financial support for any type of accident, medical emergency or health problem.

**Termination:**

The Community Institutions (CLF/ Nodal VO) can immediately terminate the Block Resource Person service. The termination must have a rationale, such as poor performance at work, corruption practices, submitting false information, etc.

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**ANNEXURE – II****LIST OF STATE RESOURCE PERSONS**

S.NO.	NAME OF SRP	CONTACT NO	GENDER	DESIGNATION	BLOCK/DISTRCT NAME
1	Tapan Chakma	8837334017	Male	DMC	Dhalai
2	Prakash Chakma	8119853069	Male	DPC	North Tripura
3	Pritam Sarkar	9383166792	Male	DPC	Dhalai
4	Ramenjoy Reang	7005332514	Male	BMC	Dasda
5	Arun Mog	8119062818	Male	BPC	Dasda
6	Sayan Moni Jamatia	7629823375	Male	BPC	Dasda
7	Raju Jamatia	7005836795	Male	BPC	Ganganagar
8	Shanti Bikash Chakma	7559126808	Male	BPC	Ambassa
9	Motom Reang	9774224219	Male	Cluster Coordinator	Dasda
10	Kanika Chakma	8414077334	Female	Cluster Coordinator	Dasda
11	Baigo Moni Molsom	9366216334	Male	Cluster Coordinator	Ganganagar
12	Priyanka Bhattacharya	8787315119	Female	Cluster Coordinator	Ambassa

**LIST OF BLOCK RESOURCE PERSONS**

S.NO.	NAME OF UP CRP	CONTACT NO	GENDER	DESIGNATION	BLOCK NAME
1	Srangti Reang	9612800705	Female	Community Cadre	Dasda
2	Diyaboti Reang	7005654738	Female	Community Cadre	Dasda
3	Deepika Reang	9862100188	Female	Community Cadre	Dasda
4	Zeenath Reang	7628824926	Female	Community Cadre	Dasda
5	Mongla Chakma	8787717957	Female	Community Cadre	Dasda
6	Mitirung Reang	6909569250	Female	Community Cadre	Dasda
7	Sunita Mog	9919708669	Female	Community Cadre	Ambassa
8	Sarada Gurung Sarkar	7005889051	Female	Community Cadre	Ambassa
9	Debi Reang	7005783476	Female	Community Cadre	Ambassa
10	Sukhamaya Das Paul	9862345078	Female	Community Cadre	Ambassa
11	Kabita Reang	8416038174	Female	Community Cadre	Ganganagar
12	Pramita Reang	6009626768	Female	Community Cadre	Ganganagar
13	Rateswari Tripura	6009540085	Female	Community Cadre	Ganganagar
14	Radharani Reang	7085488962	Female	Community Cadre	Ganganagar
15	Rimabati Reang	6009528964	Female	Community Cadre	Ganganagar
16	Hasmaiti Reang	8974234815	Female	Community Cadre	Ganganagar

**ANNEXURE: III**

<b>TRAINING PLAN OF BRPs</b>				
Name:				
Mobile Number:				
Name of Reporting CLF/ Nodal VO:				
Block Name:				
<b>Date</b>	<b>Name of Training</b>	<b>Topics</b>	<b>Learning objectives</b>	<b>Expected Number of Participants</b>

**Signature of Pariborton Sakhi****Seal & Signature of  
CLF**