Terms of Reference (ToR)

For

Hiring of Individual Consultant as “State Financial Inclusion Advisor” for State Mission Management Unit.

**Odisha Livelihoods Mission**

**SIRD Campus, Bhubaneswar-**

**ToR for Hiring of Individual Consultant as “State Financial Inclusion Advisor ” for State Mission Management Unit**

# Introduction

Odisha Livelihoods Mission (OLM) is a registered society working under the Panchayati Raj Dept. of Govt. of Odisha for enhancing the socio-economic condition of the rural poor through promotion of sustainable livelihoods. The society is implementing the centrally sponsored scheme of Govt. of India called “National Rural Livelihoods Mission” (NRLM) and The World Bank assisted project TRIPTI . The project’s aim is to enhance social and economic status of the rural poor of all the blocks of 30 districts of Odisha through development of self-sustained and community managed institutions. The targeted poor households are mobilized into thrift and credit based Self Help Groups (SHGs) which are in turn federated into higher level institutions at cluster, GP and block level. Leveraging more funds from banks is an important component under SHG bank linkage programme.

# Background

Bank Linkage and financial inclusion is an important component in OLM as well as TRIPTI. In Odisha there are about 3500 branches of all banks placed in remote corners and engaged in rural financing through SHGs. OLM intends to act as facilitator in the process of ensuring mainstream financial services are accessible to the poor. In this endeavor, project intends to ensure smoother and hassle free services to the community institutions of the poor. This will be achieved on one side by creating, and nurturing quality community institutions and their federations and ensuring reach to the mainstream institutions on the other side. The more is the flow of financial services to the community institutions; the better shall be the impact on the poverty reduction scenario. The project is all set to put the systems in place that facilitates the linkage of community institutions like that of SHG’s and their Federations with mainstream financial institutions. This shall include not only facilitating the savings account opening of the community institutions but also ensuring the timely facilitation of credit linkage with mainstream financial systems on a continuous basis.

In Odisha there are about 3500 branches of all banks placed in remote corners and engaged in rural financing through SHGs. The project anticipates a role for different people and institutions as its stakeholders. One of the important stakeholders is banks and thus the people involved with the banking sector can stand in good stead in streamlining the system with the banking sector. Relations with all the Banks stand very encouraging and it has to be taken to further heights with the help of experienced hands in the future. Taking in to cognizance the importance of improved and effective relationship with banks, the project would like to effectively utilize the services of experienced Banker as “ State Financial Inclusion Advisor ” in the state level to support the project for delivering better service to the SHGs by closely liaison with different financial institutions. The planning for Bank linkage for the state and monitoring at state level is more important as well besides planning for the training programme of Bankers and project staff. The work of Chief Financial Inclusion Advisor also needs to be constantly followed up and reviewed for effective delivery of project objectives.

# Objectives

* To provide strategic guidance and technical support to SMMU, OLM to meet the financial inclusion agenda of NRLM /NRLP plan
* To facilitate establishing a system of effective implementation and monitoring of financial inclusion products and services.

# Scope of Work:

The scope of the work of State Financial Inclusion Advisor is to :

1. Diagnosis of state Financial Inclusion (FI) scenario and preparing state NRLM/NRLP-FI perspective plan.
2. Designing framework and tools to implement Financial Inclusion plan at State/District/Block /CBO level.
3. Hand holding support and technical guidance to state and district Financial Inclusion team as well as District level Financial Inclusion Consultants.
4. Skill mapping/training need assessment(TNA) of State/District/Block FI team and banker and, preparing suitable capacity building strategy in order to enhance the competency level of staff and bankers.
5. Preparing SHG bank linkage training program plan for state/district/block/bankers/community professionals/ CBOs etc and designing a training tracking system to saturate in time bound manner.
6. Developing strategy and ensuring effective administration of interest subvention program under NRLM
7. Preparing annual SHG-Bank linkage plan and strategy of state in coordination with NABARD and SLBC.
8. Liaisoning with Controlling Heads of Banks , SLBC, NABARD, RBI,SIDBI, and line departments for effective delivery of FI products
9. Put in place a system to consolidate SHG wise, Bank Branch wise and block wise SHG loan portfolio on a regular basis including repayments and is reported on a regular basis to SLBC and Banks
10. Visit Bank Branches in the state as and when required and also keep close interactions with Branch Managers and Controlling Heads of Banks .
11. To develop plan for capacity building of CBOs and project staff regularly on SHG Bank linkage and financial inclusion including Micro Investment Plan trainings, Financial Literacy and counseling trainings etc.
12. Advising for innovative FI products suitable to community based organizations
13. Preparing strategy for reducing SHG-NPA accounts in the state.
14. Developing strategy for community based service delivery mechanism
15. Work closely with the FI vertical and support other thematic Heads of SMMU for expanding bank linkage vertically and horizontally
16. Partnership with external resource agency within and outside the state for developing and delivering certain thematic training to the staff/ CRPs and community.
17. Any other work as and when required and assigned by State Mission Director in order to strengthen the FI agenda of NRLM.

# Eligibility criteria:

1. Retired Bank officer of NABARD as General Manager or minimum scale V and above of commercial bank on superannuation/exist/VRS etc.
2. Should have less than 65 years of age.
3. Should have worked as a District level Officer of the Bank directly looking after SHG Bank Linkage programme at least for a period of 5 years.
4. Working as a faculty member in the training system of the Bank will be given more importance.
5. Should have worked as controller in zonal office / HO/ RO at least for a period of 5 years in planning of SHG Bank linkage Programme .
6. Association with any externally aided project will be an added advantage.
7. Willing for extensive field visits for providing handhold support.

# Expected Outputs

S/he will deliver the following outputs

1. Develop Financial Inclusion perspective plan for state under NRLM/NRLP Develop framework for FI Skills Mapping /Training Need Assessment (TNA) of State/District/Block/CBOs/Bankers
2. Develop strategy for achieving SHG Bank linkage target of state
3. Develop strategy for effective administering of interest subvention program under NRLM
4. Develop strategy for reducing SHG-NPA accounts in the state.
5. Preparing Capacity building strategy for FI team of state/district/block/CBOs/bankers
6. Ensure SHG bank linkage training program in saturation mode for SMMU/DMMU/BMMU/bankers/community professionals/ CBOs etc.
7. Develop SHG Bank linkage training tracking system to saturate training program.
8. Develop MoU for collaboration with training institutes like BIRD, IIBF,NIBM and other externally aided projects for capacity building of FI team and bankers
9. Develop MoU with Banks for facilitating SHG bank linkage program in the state
10. Facilitate in creating a pool of resource persons (FI) to conduct training programmes at the state, district and block level.
11. Develop innovative FI products suitable to target group of NRLM/NRLP
12. Develop suitable FI-MIS system to strengthen existing MIS and monitoring system
13. Undertake process monitoring and ensuring quality assurance.
14. Undertake time to time impact assessment of the financial inclusion programs

# Coordination and review of the Consultant’s work

Odisha Livelihoods Mission (OLM) will provide necessary support to the consultant to carry out the assignment. The review of the work will be done by OLM at regular interval. Initially the contract will be for 6 months and may be extended up to further period as per the requirement of the project and on satisfactory performance.

Odisha Livelihoods Mission (OLM) will designate a team of Specialists and Officers to liaise with and provide the consultant with necessary support to carry out the assignment. The committee comprising of the following member shall be responsible for effective support for the assignment. The committee will also review the performance of the consultant by referring to the delivery of assignment .

Committee for Reviewing the Consultant’s Work

1. State Mission Director, OLM
2. Additional CEO (Programme Support)
3. Dy. CEO (Community Finance)
4. Project Manager (Microfinance )
5. Project Executive (Bank linkage)

# Terms and Conditions

* In accordance with the above deliverables, a monthly work plan will be prepared in consultation with the FI team and will be approved by the review committee.
* Monthly reporting to OLM on the progress of the tasks as per approved work plan till the completion of the assignment.
* The Consultant needs to follow the timeline and quality standard as per the agreed ToR. If there is any deviation prior approval to be taken from OLM.
* During the assignment the Consultants have to stay in the state headquarters on their own arrangement. However, they have to make visits to districts and blocks as per their approved work plan and as & when required by OLM. TA & DA etc. will be reimbursed as per the project norm. OLM will provide vehicles.
* The Mission Director reserves the right to cancel the assignment at any time during the process for any reason, if the Consultant does don’t deliver as per the ToR or if found indulged in any unfair practices that bring bad names for the Project, its staff or Clients.

# Contract Period

The total period of engagement of the Consultant will be 12 months, during which s/he will work on full time basis. At the beginning of every month, s/he in consultation with the Project Manager/ Project Executive (bank linkage) and other thematic area specialists will develop a work plan which will be approved by the Director, OLM. His/ her performance will be monitored as per the work plan.

# Payment Schedule

Payment will be made on monthly basis according to the deliverables as mentioned in the approved work plan. The Consultant will be eligible for the payment on satisfactory performance and recommendation of the review committee. Payment will be made within seven days from date of submission of Invoice along with all original vouchers, supporting document etc.

* TA/DA as per OLM norm at par with Project Manager of SMMU,OLM