

REQUEST FOR PROPOSAL

Kudumbashree NRO - Documentation of PRI-Convergence Project in five states of UP, Assam, Manipur, Mizoram and Tripura

Background

Kudumbashree NRO has projects running in various partner states based on best practices from Kerala under two domains of convergence between PRI-CBO and micro-enterprises. These projects are a result of combining experience with improved strategies to bring out community support systems, enable access to entitlements, local development and livelihood opportunities primarily focusing on micro-enterprises. The PRI-CBO Convergence project focuses on enabling the working together of PRI and CBO to strengthen access to entitlements and enhance community participation in local governance. The PRI-CBO Convergence approach is based on the premise that if institutions of the poor such as Community Based Organisations (CBO) and constitutionally mandated body like Panchayati Raj Institutions (PRI) collaborate with each other to work for the development of the village, they can significantly enhance the livelihood and social security of the vulnerable and poor. The PRI-CBO Convergence project builds capacities of PRI and SHG network to work together to strengthen the poor's access to entitlements and enhance the public's participation in local governance for improved service delivery. To achieve this, a cadre of motivated community individuals called Local Resource Group (LRG) are nurtured in partner States. The LRGs are expected to work towards enabling convergence of PRI and CBO for the development of the village. As part of the project strategy, the CBOs and PRI are introduced to participatory assessment, planning and monitoring tools to help local communities build awareness and plan for their access to schemes and benefits.

The implementation of PRI-CBO Convergence project has been instrumental in creating a synergy between Panchayati Raj Institutions and Community Based Organisations. Inspired from functioning of Kudumbashree and Gram Panchayats in Kerala, the project in partner states has helped CBO network to develop their identity in taking leadership roles in local governance, strengthening of Village organisations and smoother access to entitlements and infrastructure facilities at the panchayat level. The project in its positive outcomes has been scaled up in Assam, Jharkhand and Tripura. Furthermore, the preparation of Gram Panchayat Poverty Reduction Plans by CBO network and incorporation of it in Gram Panchayat Poverty Reduction Plan, has been identified by NRLM as a best practice and is now encouraged as a crucial participatory planning activity.

Looking at the diversity of States, through the project Kudumbashree NRO got an opportunity to customize its convergence model with respect to functioning of different local governance models and dynamics of the community at the ground level. The experience has been enriching and challenging at the same time. It has been realized that there is a need to capture diverse experiences of the community, local leaders, SRLMs, mentors and professionals working on ground to create an impact. It has also been left, that while developing strategies to work with local governance institutions there is limited literature in place to develop feasible strategies for larger impact.

Hence, Kudumbashree NRO will conduct a documentation of PRI-CBO Convergence project in five partner states of North and North Eastern region of India. This will be conducted through a photo and video documentation on field.

Objective of the assignment

The objective of the assignment is to capture impact under PRI-CBO Convergence project in five partner states of North and North Eastern region of India. The impact will be assessed through documenting experiences of community cadre, community leaders, local leaders, SRLM, Mentors and professionals via story books and short films. The objective of this documentation is to also develop a knowledge material on working with local governance models in north eastern region of India. The developed material may further be used by NRLM and SRLMs to design state specific interventions for Convergence.

Specifications of the items to be developed

The assignment will be carried out over a period of sixty days and will have its outputs in the following manner:

- i. Ready to print story book on Mentors/Internal Mentors (25 cases) from Partner States
- ii. A information brochure on PRI-CBO Convergence project.
- iii. A 15-20 minutes film on people's planning process of poverty reduction plan
- iv. Ready to print document on "Convergence between PRI and CBO in North Eastern region of India" an experiential study

| Module No. | Particulars | Specifications | Maximum time/pages to be allotted |
|-------------------|---|--|--|
| 1 | <i>Story book on Mentors/Internal Mentors (25 cases) from Partner States</i> | <p>A book on capturing stories of LRG members who are now working as Mentors with in their own state or in other partner states</p> <p>The book will capture life stories of the selected 25 women who have worked towards local development and social empowerment of the women in their community.</p> | 60 pages (Two pages per story and other additional pages including foreword, preface etc.) |
| 2 | <i>Brochure on PRI-CBO Convergence Project</i> | An information brochure on PRI-CBO Convergence project depicting about the project context and its activities | 1 (Two fold or Three fold) |
| 3 | <i>Film on People's planning process of poverty reduction plan</i> | A short film on capturing process of preparation of poverty reduction plan under PRI-CBO Convergence project. Information material to be showed for orientation to SRLMs, LRGs, Block leaders. | 15- 20 minutes |
| 4 | <i>An experiential study on Convergence between PRI and CBO in North Eastern Region of India</i> | An in depth study on experience of working with different local governance models models in North East. | 25 pages |

Deliverables from the assignment

Following are the key deliverables that the Agency/Firm has to provide at the end of 60 days from signing of the agreement:

1. A ready to print story book on life stories of Mentors/ Internal Mentors on pendrive or hard disk and one presentable printed copy.
2. A ready to print two fold or three fold information brochure on PRI-CBO Convergence Project on a pendrive or hard disk.
3. A high resolution 15-20 minutes film on people's planning process of poverty reduction plan with subtitles (Hindi and English) on a pendrive or hard disk.
4. A ready to print experiential study on Convergence between PRI and CBO in North Eastern Region of India with one presentable printed copy and soft copy on a pendrive or hard disk.

Methodology

The "Agency/Firm" shall execute the assignment through inputs from the Kudumbashree NRO Resource Development and Convergence team in head office and on field. A detailed methodology along with details of the proposed team members' to be part of each of the deliverable shall be prepared and submitted. The areas to be covered (attached as Annexure) can be referred for preparing the methodology. The methodology should have the following

Pre-production

- ✓ Hired agency to understand work undertaken by convergence domain through discussions with members of convergence team members
- ✓ Engaging with Convergence team and Resource development team members on field and in Kudumbashree Head office to develop and finalise template and layout for the book on experiential study in North East region.
- ✓ Engaging with Convergence team and Resource development team members on field and in Kudumbashree Head office to develop an interview template for various stakeholders to be interviewed on field for story book and for experiential study.
- ✓ Setting timeline for the work to be undertaken in consultation with Kudumbashree NRO
- ✓ Finalisation of concept and scripts for the film

Design and Production

- Data collection on field as per approved template
- Video documentation on field as per the approved script
- Designing of the required books by hired agency as per the approved timeline
- Developing film

- Weekly progress in the form of brief report to be shared to Kudumbashree NRO once the production work starts

Post- Production

- Ready to print final copy of the two books in English alongwith one printed set of the two books and soft copies on a pendrive or a hard disk.
- Ready to print infographic brochure on a pendrive or hard disk.
- High resolution short film as per the decided script with narration in English and Hindi and subtitles in English and Hindi on a pendrive or a hard disk.

Schedule for deliverables

| Sr. No. | Deliverables | Date Schedule |
|----------------|--|---|
| 1 | Signing of Agreement | Immediate |
| 2 | Concerned material to be given to the hired agency | Within two days from signing of agreement |
| 3 | Finalization of template for the books, interview schedule to be used on field | With in eight days from signing of agreement |
| 4 | Finalization of script for the film | Within eight days from signing of agreement |
| 5 | First draft of the two books and films | Within forty five days from signing of agreement |
| 6 | Submission of the agreed final products | Fifteen days from NRO's feedback/comments to the agency |

Annexure

Areas to be covered in partner states:

| | Book on Stories of Mentors/IMs | Process Documentation of Poverty Reduction Plan | PRI-CBO Convergence Project in North East |
|----------------------|--|--|---|
| Uttar Pradesh | Stories of Mentors from Chattisgarh | Basic Infrastructure and Resource Development Plan, Gram Sabha Mobilization | NA |
| Mizoram | | Glimpses of Convergence with Line Departments, Planning and Coordination between VC and VO | Interview of an informed person (SRLM or outside) on Schedule VI |
| Tripura | Stories of Internal Mentors | PAE, EAP, Vulnerability mapping to be confirmed | Interview with an informed person on Tripura Panchayats Act |
| Assam | Stories of Internal Mentors, LRG/VOCC members as elected representatives | Planning of Social issues plans, Glimpses of Gram Sabhas | Interview of SRLM officials or an informed person on Assam PRI act |
| Manipur | | Stories of LRGs, Livelihood Mapping | Experience of Mentor/ professional on working in hills block. Interview of an informed person on PRI act and Hills area act |