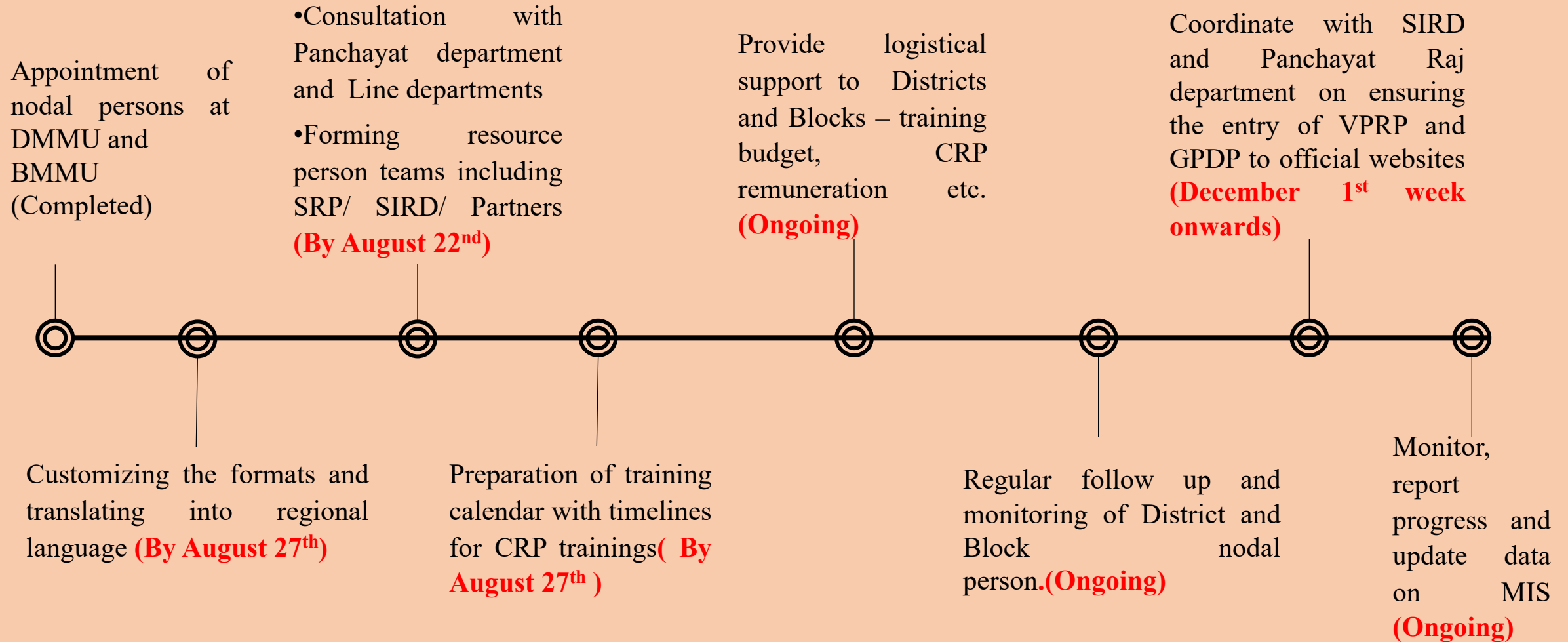


Responsibility Matrix for VPRP

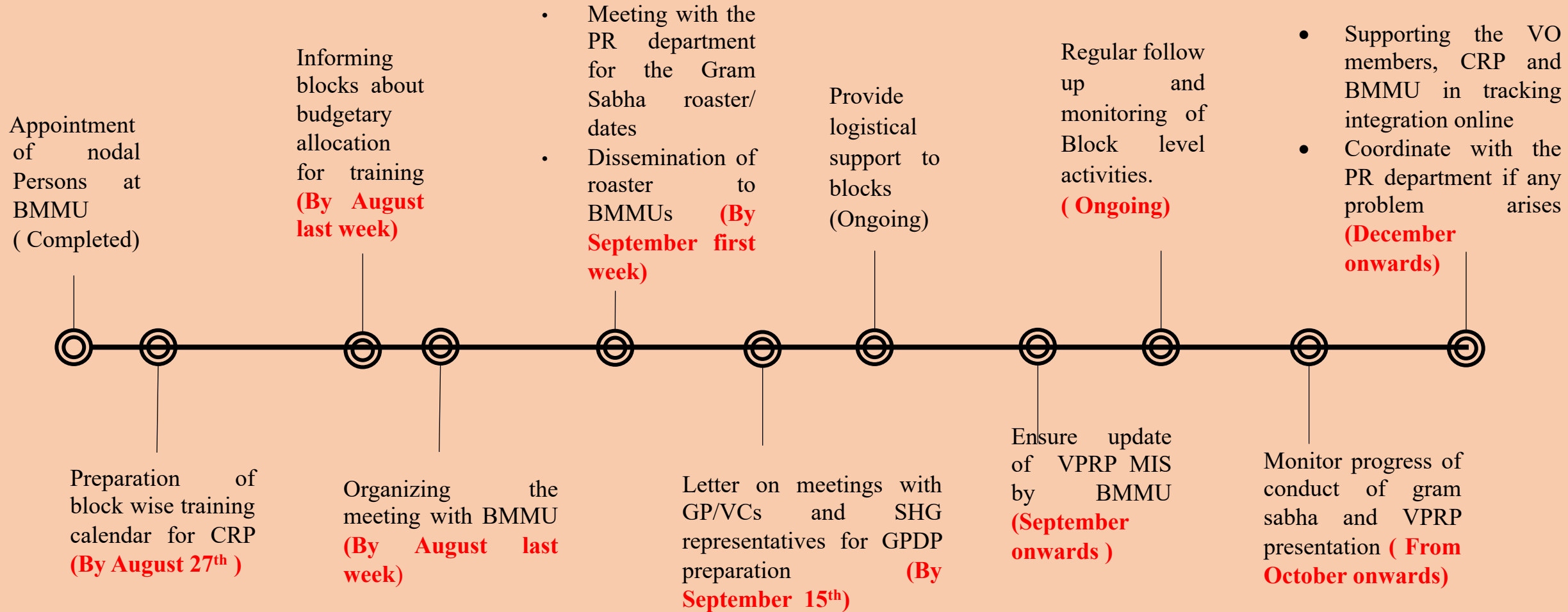
Major Activities

S. No	Activities	Timeline
1	Completion of Phase I &Phase II National Level Trainings by NMMU	13 th August – 20 th August 3 rd September – 5 th September
2	State level preparation for VPRP	August 20 th – August 30 th
3	Preparatory meeting at the district and block level	August 20 th – August 30 th
4	Training of Community Resource Persons on VPRP Plan components	August 20 th – September 15 th
5	VPRP Plan Preparation	September 5 th – 3 rd week of October
6	Preparations for Gram Sabha & Gram Sabha Mobilization	From September 20 th
7	Gram Sabha	From October – December
8	Integration of VPRP into GPDP &Follow up	From December

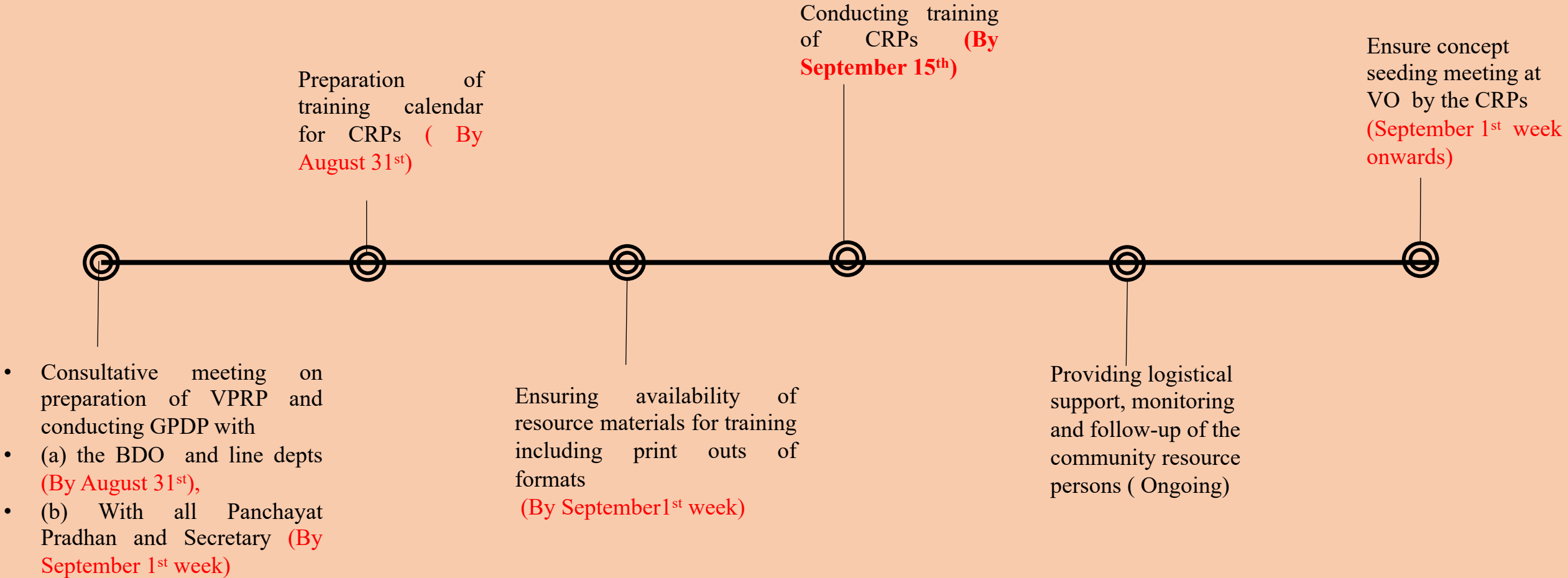
Role of Staff- State level



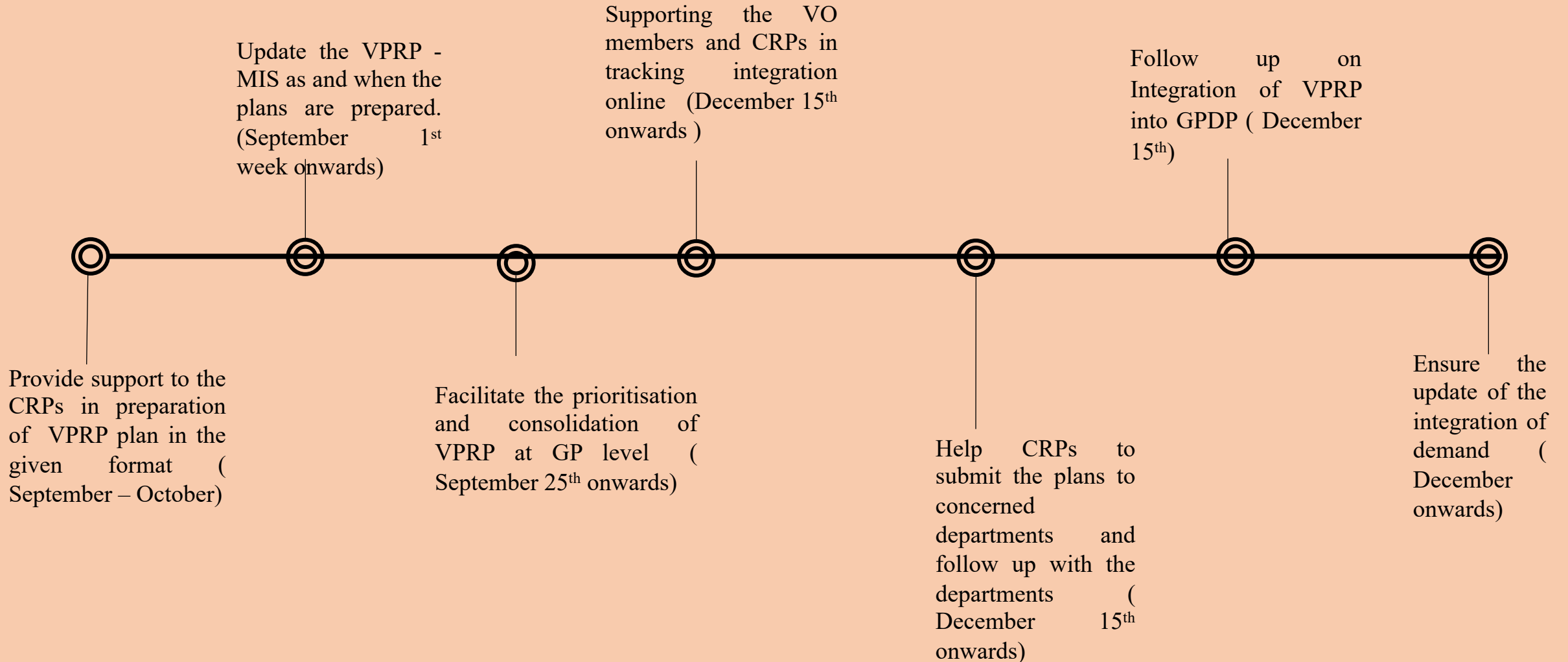
Role of Staff- District level



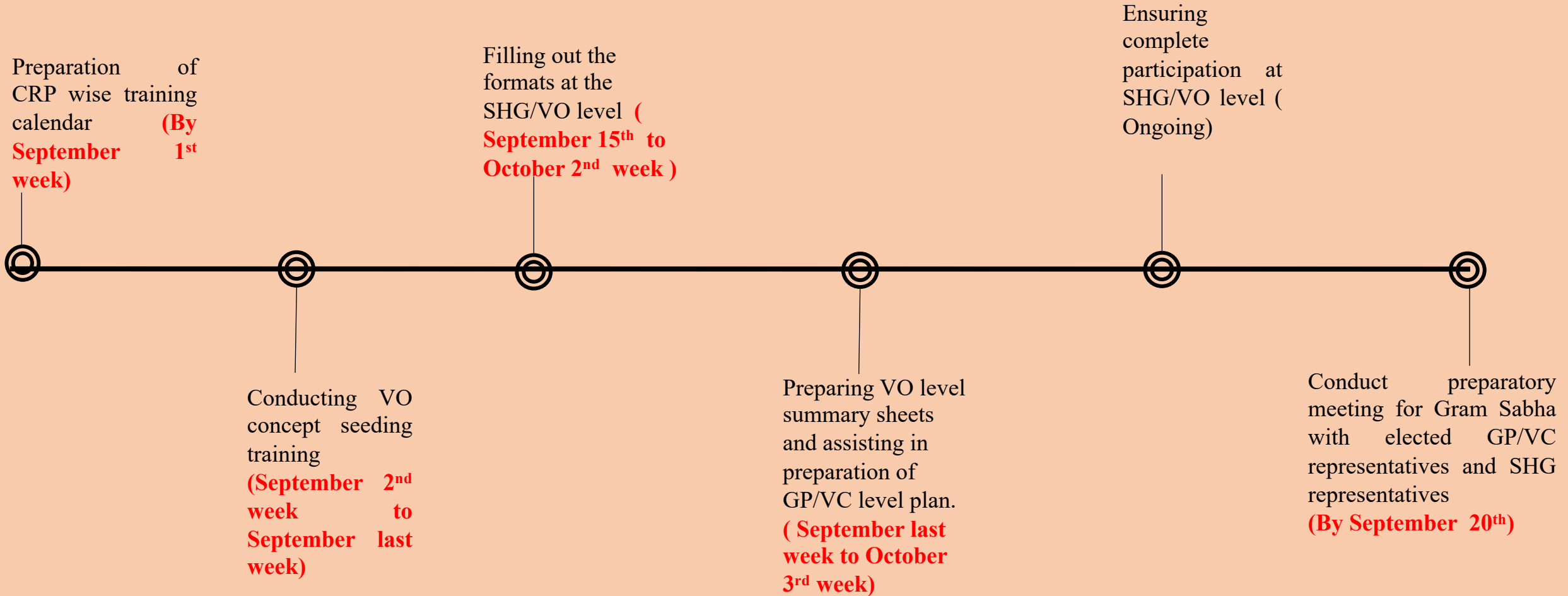
Role of Staff- Block level



Role of Staff- Block level...cond.



Role of Community Resource Person

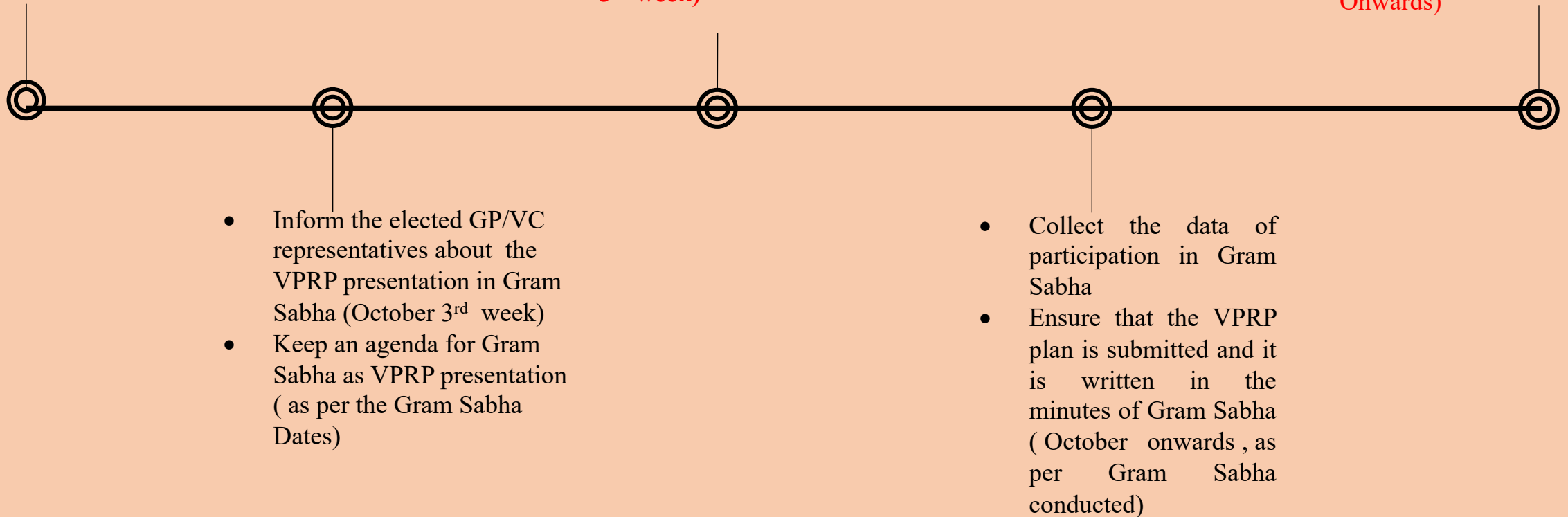


Role of Community Resource Person ...cond.

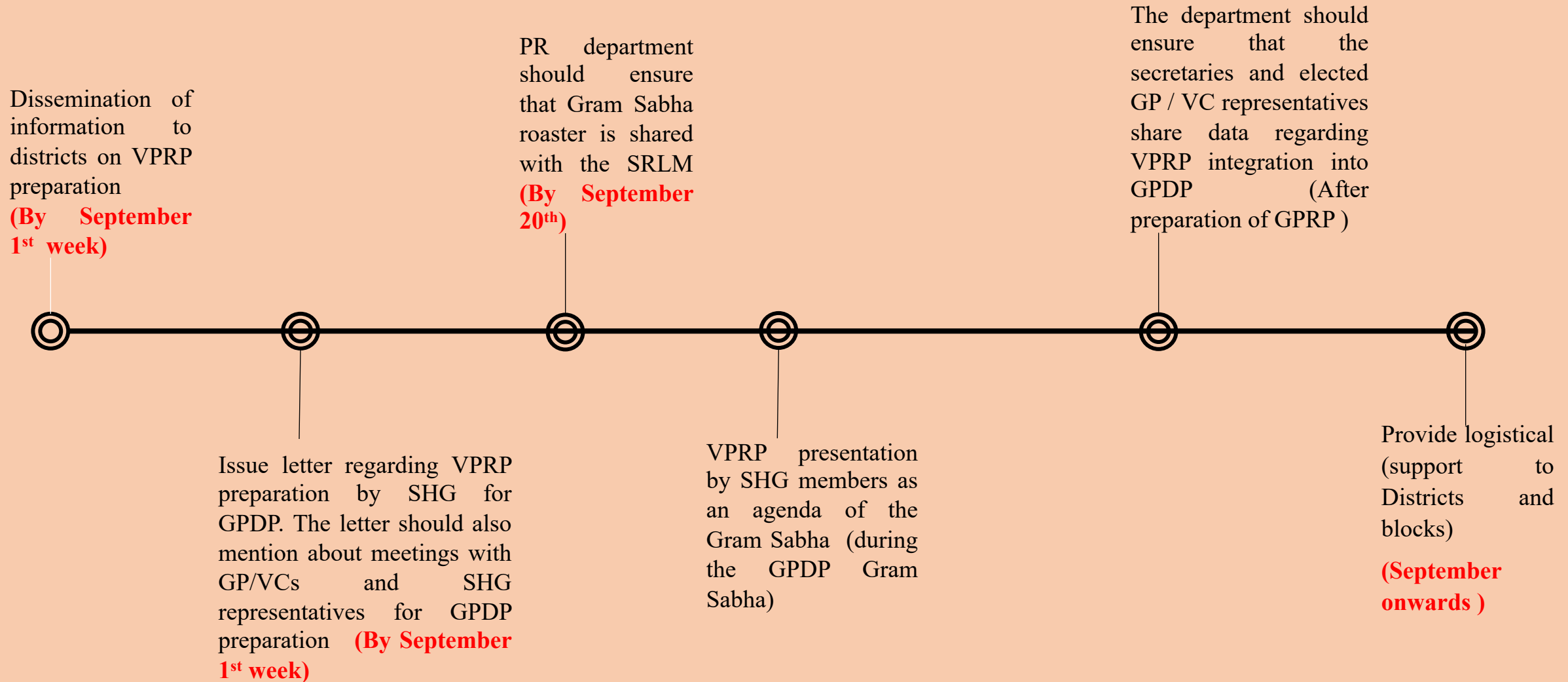
- Conducting preparatory meetings with SHG network
- Assisting VO in devising mobilization strategy
- Conduct of Gram Sabha mobilisation activities (September 2nd week onwards)

- Ensuring dissemination of information to SHG members
- Select and prepare at least 2 SHG member from each VO/PLF to present the VPRP in Gram Sabha (By October 3rd week)

- Arranging a meetings with the SHG representatives to do the follow-up
- Assisting the SHG members to have documents in place/ getting made to file for entitlement (January Onwards)



Role of Staff- Panchayati Raj Department





Checklist for major activities on VPRP preparation process

- to be used by the BMMU Nodal resource person

PHASE I- Prior to VPRP Preparation on field

Activity	Checklist of Things to Do
2nd week of GPDP Preparation	
Preparatory meeting at the block level	<ul style="list-style-type: none"><input type="checkbox"/> Meeting at block level- BMMU<input type="checkbox"/> Prepare field-level action plan for VPRP roll-out<input type="checkbox"/> Ensure that the letters regarding Gram Sabha / consultative meeting with GP/VC is issued from Panchayati Raj department
3rd week of GPDP Preparation	
Training of Community Resource Persons on VPRP- Components and process	<ul style="list-style-type: none"><input type="checkbox"/> Preparing a training calendar<input type="checkbox"/> Issue letters for training and budgetary allocation<input type="checkbox"/> Print-out of formats and other resource materials required for training<input type="checkbox"/> VPRP- MIS data entry regarding trainings (as and when the training happens)<input type="checkbox"/> Prepare a VO concept seeding meeting calendar for every VO

PHASE II (1/2)- VPRP Preparation

Activity	Checklist of Things to Do
After completion of VPRP training for cadre	
VPRP Preparation	<p>Things to be finalized in VO concept seeding meeting :</p> <ul style="list-style-type: none"><input type="checkbox"/>Preparation of SHG and VO calendar for plan preparation<input type="checkbox"/>Finalising date, time and venue for preparation of VO Summary Sheets of the four plans and conduct the mapping exercise.<input type="checkbox"/>Inform the VO members about identifying and discussing social issues for SDP in upcoming VO meeting <p>Things to ensure during consolidation of plan:</p> <ul style="list-style-type: none"><input type="checkbox"/>Prepare VO level summary sheet during VO consolidation<input type="checkbox"/>Ensure that the demands of members outside SHG fold are included.<input type="checkbox"/>Prepare GP level summary sheet at GP consolidation and prioritisation meeting<input type="checkbox"/>Rank the demands in order of priority during GP consolidation and prioritisation meeting <p>After completion of plan preparation</p> <ul style="list-style-type: none"><input type="checkbox"/>VPRP- MIS data entry on the status of plan preparation

PHASE II (2/2)- VPRP Preparation

Activity	Checklist of Things to Do
Before 1st Gram Sabha	
Preparations for Gram Sabha	<ul style="list-style-type: none"><input type="checkbox"/> Fix meeting with Panchayati Raj department for Gram Sabha roaster /dates<input type="checkbox"/> Issue letter to GP/VC to set VPRP presentation by CBO leaders as an agenda in Gram Sabha<input type="checkbox"/> Finalize dates and include agendas of Gram Sabha<input type="checkbox"/> Inform CBOs, line departments about the date, time and venue of Gram Sabha
Gram Sabha Mobilization	<ul style="list-style-type: none"><input type="checkbox"/> Orientation to VO-EC members on importance of Gram Sabha<input type="checkbox"/> Prepare mobilization strategy with VO-EC members<input type="checkbox"/> Organize rallies / prepare placards, etc for mobilisation
October- December	
Gram Sabha (Number of GPDP Gram Sabha varies according to state GPDP guidelines)	<ul style="list-style-type: none"><input type="checkbox"/> 1st Gram Sabha organized<input type="checkbox"/> 2nd Gram Sabha organized<input type="checkbox"/> 3rd Gram Sabha organized<input type="checkbox"/> Presentation of complete VPRP or its components in 1st/2nd/3rd Gram Sabha<input type="checkbox"/> Maintain records of participation data in 1st/2nd/3rd Gram Sabha

PHASE III- After VPRP submission

Activity	Checklist of Things to Do
After approval of VPRP in Gram Sabha	
Integration of VPRP into GPDP	<ul style="list-style-type: none"><input type="checkbox"/> VPRP-MIS data entry regarding Gram Sabha nd plan submission status<input type="checkbox"/> Fix consultative meetings between CBO and PRI members to check integration into GPDP<input type="checkbox"/> Submit necessary forms and documents for individual entitlements<input type="checkbox"/> VPRP plans of all the GPs are updated on official website- https://gdpd.nic.in/<input type="checkbox"/> GPDP VPRP plans of all the GPs are updated on official website- https://egramswaraj.gov.in/<input type="checkbox"/> Share the demands with concerned departments<input type="checkbox"/> Follow up with departments on the demands submitted

Planning and monitoring template at State

Operational Plan by SRLM

State:

Activities	Timeline	Training of CRPS			Preparatory work to be done	Status as on date
		District wise No. Batches for training CRPs	Name of SRP/DPR/BRP who will facilitate training at district/block level; (with mobile number)	Number of participants (expected CRP)		
Customizing the formats (adding State specific schemes) and translating into regional language	27 th August 2020				<ul style="list-style-type: none"> Identifying the State specific schemes to be added under entitlement plan. Adding those schemes as per the format of entitlement plan. Getting approval from the authority for the new format. Translating the formats and circulating those to the districts and blocks. 	
Consultation with Panchayat department and Line departments	22 nd August 2020				<ul style="list-style-type: none"> Finalizing meeting date and time. Send letters to all dept for the meeting. Ensuring representative from all dept are present in the meeting. 	

Planning and monitoring template at District

Operational Plan by SRLM

District:

Activities	Timeline	Training of CRPs			Preparatory work to be done	Status as on date
		Block wise No. Batches for training CRPs	Name of SRP/DPR/BRP who will facilitate training at district/block level; (with mobile number)	Number of participants (expected CRP)		
Preparation of block wise training calendar	27 th August, 2020				<ul style="list-style-type: none"> •Letter to the blocks to submit the training calendar for CRPs •Follow up with blocks to submit the training calendar for completing CRP trainings by 15th Sept, 2020 	
Organizing the meeting at block level with BMMU	31 st August, 2020				<ul style="list-style-type: none"> •Finalizing date and time of the meeting. •Send letter to blocks about the meeting. •Ensure participation of all blocks in the meeting. 	

Operational Plan by SRLM

Block:								
Activities	Timeline	GP/VC wise No. Of Batches for training CRPs	Name of SRP/DPR/BRP who will facilitate training at district/block level; (with mobile number)	Number of participants (expected CRP)	Preparatory work to be done	Status as on date	No. and names of GP/VC where VPRP is prepared	No. and names of GP/VC where VPRP presented at Gram Sabha
Preparation of GP/VC wise community resource person training calendar	31 st August, 2020				<ul style="list-style-type: none"> •Generate list of VOs at every GP and thus generate the min. No of CRP to be trained •Generate list of CRPs to be training from each GP/VC. 			
Conducting training of CRPs	15 th September, 2020	name of GP/VC (No. of batches)	Xxxx, Yyy, Zzz	No. of VO X 2 (should be the min. No.)	<ul style="list-style-type: none"> •Finalizing the training calendar. •Informing the CRPS about the training dates and venue. •Check that all the training materials for the training is available. •Follow up with the CLF/ VO/ CRPs to ensure participation in the training. •Ensure all training materials including kits to be providing to the CRPs are ready. 			
		name of GP/VC (No. of batches)	Aaa, Bbb, Ccc	No. of VO X 2 (should be the min. No.)				



Things do to before Phase II training

Things do to before Phase II training

- ✓ Nodal persons must circulate the relevant resource materials and IEC materials before the process of VPRP starts (State specific customization of the formats and translation into regional languages)
- ✓ Conduct district/block level planning meeting and prepare Block level action plan
- ✓ BMMU must conduct meetings with BDO & PR Department to get an understanding about GPDP
- ✓ BMMU to organize a preparatory meeting with elected representatives of GP/VC
- ✓ Train few members of the Community Resource Persons
- ✓ Pilot the VPRP preparation process in one or more VO and their respective SHGs
- ✓ Presentation of state specific action plan (To be presented during Phase II training)



Resources & IEC Materials on VPRP

Resources & IEC Materials on VPRP

- ❖ Village Poverty Reduction Plan Handbook
 - ❖ Details of Village Poverty Reduction Plan and its components
 - ❖ Formats along with facilitator's note
 - ❖ Eligibility Criterion of Centrally Sponsored Schemes
 - ❖ Responsibility Matrix
 - ❖ Checklist for VPRP preparation

- ❖ Training of Trainers Module on Village Poverty Reduction Plan

- ❖ Village Organisation Concept Seeding Facilitation Note

- ❖ Videos on
 - ❖ Public Goods, Services and Resource Development Plan
 - ❖ Gram Sabha
 - ❖ Guide to filling the various formats of VPRP components

- ❖ Presentations of VPRP components