

(DRAFT)

Terms of Reference

For

Title: Hiring Services of NGOs as Project Facilitation Teams (PFTs) for management of project activities at block level in two selected project districts of Mizoram, Nagaland, Sikkim & Tripura.

Organization: North East Livelihood Promotion Society.

Credit Number 5035-IN

Section A:

Introduction/Background

The North East Rural Livelihoods Project (NERLP) is a Project under Ministry of DoNER and funded by the World Bank. The Project is being implemented by the North East Livelihood Promotion Society (NELPS) – an autonomous regional level Society based at Guwahati, Assam. The objective of the Project is to enhance the livelihoods of the rural poor, especially women, unemployed youth and the most disadvantaged in 4(four) North Eastern States namely Mizoram, Nagaland, Sikkim & Tripura.

The project would focus on improving livelihoods of the most disadvantaged people in the project area. The project components are designed in a manner that they complement and supplement each other. The core of the model is building strong grassroots institutions of the poor i.e. SHGs, SHG Village Federations, Youth Groups, Community Development Groups and Producer Organizations. Funds will be made available for empowering the poor. Similarly investments will be made for increasing the capacity of the SHGs, project staff and other stakeholders. It would also develop the skill base of young people to increase their employability in various sectors. The following are the four components designed to cover every aspect of the project to achieve the objectives:

- **Social Empowerment** : The objective of this component is to empower the rural communities, create their sustainable institutions so that they manage common activities around microfinance, livelihoods and natural resource management.
- **Economic Empowerment** - The objective of this component is to develop the capacity of the above groups to plan and provide funds to them to undertake various economic initiatives and common public-good activities. The component will have five subcomponents, each aligned along a specific function and community group.
- **Partnership Development** -The Project would partner with various service providers, resource institutions and public and private sector organizations to bring various resources in finance, knowledge and markets in the project so that the community groups and organizations are able to take advantage and improve their livelihoods.
- **Project Management**- The component will facilitate various governance, implementation, coordination, learning and quality enhancement efforts in the project and will consist of the sub-components: (i) Project Management; (ii) Monitoring and Evaluation and (iii) Technical Assistance.

The project will be executed through an implementation architecture consisting of:

- (a) Regional Project Management Unit (RPMU) at Regional level (Guwahati).
- (b) District Project Management Unit (DPMU) at district level of two selected districts from the States of Mizoram, Nagaland, Sikkim & Tripura.
- (c) Project Facilitation Teams (PFTs) at block level in project districts.

Section B:

Background of Assignment

NERLP strives to aggregate the community demand by focusing beyond formation of SHGs and develop higher support structure. Over a long period of time, the poor from marginalized and vulnerable population have been suppressed and unable to voice their demands and needs let alone satisfied. Although SHGs movement has made a tremendous contribution on this front by providing the poor and marginalized segment of population a concrete platform to develop community institutional structure. However, there is a need to further consolidate this movement by developing higher support structure and strong grass-root institutions at various levels. In order to smoothen the process of forming institutions, building their capacity and making them sustainable, there is need committed support structure from Regional level to village level. This support structure will consist of committed and dedicated team of officials and functionaries from Regional Project Management Unit (RPMU) to District Project Management Unit (DPMU) and Project Facilitation Teams (PFTs).

Project Facilitation Teams (PFT) would be working at the cutting edge at the interface of the project and the community. PFT is one of the most important units in the project implementation. All other institutional arrangements would help the PFT to work effectively and achieve the desired outcomes of the project. One PFT will be constituted for 30 villages (approximately) and comprising a team of professional and community level workers. The PFTs will be responsible for operationalizing all activities and processes in the villages. Recognizing the significance of the PFTs' role in the project implementation, RPMU of NERLP proposes to engage the NGOs for providing services as PFT for various activities and manage them.

Section C:

Scope of Services to be provided

- Provide the services of PFT as per the specified structure in the Project Implementation Plan (PIP).
- PFT should comprise of adequately qualified staff as specified further in this document.
- Regular services will be ensured by the service provider. In case of absence of services (beyond admissible period) immediate alternative arrangement should be ensured.
- Services will be provided at the block head-quarter of all the identified districts or at the places as indicated by NERLP. For the present phase (termed as Phase-I), the list of blocks may be seen at [Annexure-I](#).
- The services of NGO includes creation of self reliant community based institutions, promotion of livelihood around the resource base and skill that they have and providing linkages for knowledge, credit, extension and market apart from making timely reporting and other obligation to concerned DPMU.

Section D: Key Responsibilities for PFTs

The overall key responsibilities of the PFT will be:

- Village Entry activities.
- Community Rapport Building and IEC Campaign.
- Participatory Identification of Beneficiaries.
- Social inclusion & Community Mobilization.
- Formation and development of Community Institutions.
- Capacity Building of Community Institutions.
- Facilitating Community Development Group in developing comprehensive natural Resource Management Plan (NRMP) and Community Development Plan.
- Facilitating SHGs in Developing Livelihood Plans.
- Develop a road map for financial inclusion.
- Facilitating community Institutions in accessing Financial and other support from Project and other Institutions.
- Facilitating the Identification of youth for employability component.
- Providing technical assistance to households in effective utilization of loans.
- Mobilizing support from line departments.
- Collection of information, reports and data.
- Formation and handholding support to Producer Organization at varied level and providing market linkage for communities.

D.1 Composition of PFT: A typical structure of a PFT has been indicated below:

- Block Project Coordinator
- Area Coordinators - (6 Nos)
- Accountant
- MIS Assistant
- Office Assistant

The PFTs will operate at the block level. The block will be sub-divided approximately into six clusters (maximum) of average of five villages. However, the number of villages may in a cluster depending upon the number of villages in the Block. The PFTs will be headed by a Block Project Coordinator (BPC) who will be the key person responsible for implement the project of all the villages of the block. The Block Project

Coordinator will be supported by six Area Coordinators (ACs) (1 for each of the 6 clusters). They will provide technical assistance and capacity building support to community institutions. The PFT members will also record and document the progress of the project.

D.2 (a) Specific tasks for Community Mobilization, Capacity Building and Institution Building aspect

- Analyze the Training needs with respect to the community at the PFT/ village levels.
- Monitor, evaluate various training programs being implemented by the project at the PFT and community level and suggest corrective actions for improving the Community Mobilization & Capacity Building aspects.
- Prepare PFT / SHG wise training calendar, training schedule, identify resource persons for training and other Community Mobilization & Capacity Building activities.
- Organize and coordinate workshops and exposure visits etc. at the PFT levels.
- Responsible for Community Mobilization at the grassroot level and responsible for social inclusion including gender and social security.
- Responsible for formation of Community based Organizations (CBOs) and capacity building process of the institutions.
- Identification of Community Service Provider (CSP) and their capacity building.

(b) Specific tasks for Livelihood & Rural Marketing aspect.

- Enhance capacities of the communities in terms of knowledge, skill and input involved in implementing the economic development programmes.
- Identify and analyze the key issues/strategies/activities related to livelihood and its opportunity at the field level with sustainability and put forth them with the project persons concerned for the necessary actions.
- Develop the roadmap of the livelihood aspects and its effective implementation at the PFT and below level (SHG's livelihood Plan, CDG's Community Development Plan, PO's Business Plan) and thus increasing productivity and profitability of communities by generating multiple livelihood opportunities through diversification and integration of production system.
- Facilitating skill development programmes/vocational trainings and placement to village youth with the help of suitable resource institutions.
- Development of value chain relationship that covers assessment of value addition needs and facilitating the same including creation of small scale business and market linkages at community level.
- Supervise and monitor the reach of project on Livelihood development aspects of the project at the PFT and community level.
- Coordinate with other staff of the PFT and other institutions for ensuring the implementation of the identified issues of livelihood promotion by identify the needs i.e. capacity building, monitoring, MIS etc. within the project framework at the PFT and community level.
- Coordinate with Banks and other institutions and establish linkages for credit, extension, insurance and market at the PFT and community level.

(c) Specific tasks for Microfinance aspect

- Identify and analyze the key issues/strategies/activities related to microfinance and its opportunity at the field level with sustainability and put forth them with the project staffs concerned for the necessary actions at the PFT and community levels.
- Develop a roadmap for the financial inclusion and its effective implementation at the PFT and community levels.
- Supervise and monitor the reach of project benefits on microfinance aspects at the PFT and community levels.
- Facilitate training programmes /exposures on specific issues of microfinance for SHG/SHGVF for ensuring sustainability of the institutions.

- Coordinate with other staff of the PFT, Banks and other financial institutions/MFIs for ensuring the implementation of the identified issues of microfinance by identifying the needs i.e. capacity building, monitoring, MIS etc. within the project framework at the PFT and community levels.
- Coordinate with Banks and other institutions and establish linkages with banks and other relevant institutions at the PFT and community levels.
- Facilitate the identification of BF/CRP during PRA exercise
- Facilitate the identification of existing functional SHG and capacity building of the same for SHG-Federation as well as for livelihood development
- Formation of SHG and capacity building for livelihood development
- Linkage of SHGs & SHG-Federation with banks & other financial intermediaries (NGO-MFIs/NBFC/CBOs in any form etc).

(d) Specific tasks for Natural Resource Management and Environment aspect.

- Identify the key natural resources around the village and identify issues, problems and opportunities for preservation and conservation of those resources.
- Develop the roadmap for preservation of Environment aspects and its effective implementation at the PFT and community level.
- Conducting Village level Natural resource Assessment; Ensure the use of environmental guidelines; Environmental appraisal of the proposed SHGs' livelihood plans /activities; Coordinate support from relevant departments/institutes for training/technical support to SHG members.
- Supervise and monitor the reach of project on Environment aspects of the project at the PFT and community level.
- Coordinate with other staff of the PFT and other institutions for ensuring the implementation of the identified issues of NRM & Environment by identify the needs i.e. capacity building, monitoring, MIS etc. within the project framework at the PFT and community level.

(e) Specific tasks for Management Information System (MIS)/ Accounts aspect

- Data management, data analysis, data /information dissemination to PFTs on the issues related to progress, quality of data, Monthly Physical and Financial Progress Reports, project related other information/data, timeliness, accuracy etc. Identify and analyze the key issues related to MIS and Accounts, current shortfalls and put forth them with the project persons concerned for the necessary actions at the PFT and below levels.
- Develop the roadmap of the establishing and strengthening MIS and Account systems and its effective implementation at the PFT and below levels.
- Supervise and monitor the regularity and efficacy of project on MIS & Accounts aspects of the project at the PFT and below levels.
- Coordinate with other staff of the project and other institutions concerned for ensuring the regularity and efficacy of the identified issues of MIS & Accounts by identify the needs i.e. capacity building etc. within the project framework at the PFT and below levels.

D3. Indicative Qualification & Experience of PFT Functionaries.

(a) Block Project Coordinator

The Block Project Coordinator will be responsible for successful facilitation of the project at the block level. He/she has to facilitate, monitor and evaluate the activities of the NERLP at the block level. He/she has to maintain close liaison with the Block level Govt. Department/ PRIs/Council / Banks and other financial intermediaries in order to ensure convergence of Govt. Schemes with the project activities.

Eligibility and Qualification:

Should have Graduate degree from a recognized University with experience in Rural Development or in related fields (qualification may be relaxed to Class-12th passed for deserving candidates having sufficient experience in rural development field)

Other essentials:

- Empathy with tribal communities and weaker sections.
- Willingness to travel extensively in project areas and night stays in villages.
- Ability to interact easily with Rural Communities in local dialect.
- Basic Computer Knowledge.

Job Responsibilities:

- The Block Project Coordinator will have to play a critical role in building a 'Team' of those associated with project facilitation.
- To impart capacity building and awareness programme for other PFT member as well as for community leaders/members. He/ She will ensure quality and regular services of Community Service Provider (CSP).To organize meetings, seminars, workshops and other official events at the block level.
- Guiding the area coordinators in fulfilling their respective responsibilities.
- Assisting / guiding communities in development of livelihood plans and community development plan.
- Preparation of a road map for financial inclusion
- Establishment of good relationship with banks & other financial intermediaries for SHG credit linkage
- To supervise and monitor activities/interventions of project villages on regular basis. Block Project Coordinator will be responsible to send regular feedback and/or progress report, monitoring formats of project activities to DPMU.
- To facilitate/guide the PFT Team in assessing ground need, conducting PRA exercises and to formulate strategies to suit the need of the people. To ensure that the core principles and strategy of the project is followed.
- To Map skill requirement of youth, arrangement for training and placement and maintenance of data bank thereof.
- Facilitation in developing value chain relationship of focused livelihood activities and development of agri-business and establishment of effective market and credit linkages at community level.
- To ensure proper maintenance of books of accounts and maintenance of transparency at ground level in all kind of financial transactions and decisions. He/she will be responsible for submission of request to DPMU for fund requirement of villages, collection of UCs from CBOs and submission of compiled UCs along with monthly SOE to DPMU.
- Any other task assigned by the DPMU that would contribute to the realization of Project objectives.
- To undertake field visit on 15 days a month

(b) Area CoordinatorEligibility and Qualification:

- Should have Bachelor Degree/Graduation from a recognized University / Institutions or,
- Should be 12th passed having experience in rural development field

Experience

- Experience of working in the field of Promotion of rural livelihood, community mobilization, community institution building etc .

Other essentials

- Has to compulsorily travel frequently and night stay to the project village.
- Ability to empathize with the rural poor and lateral communication with them.
- Must possess basic computer skills.

Job Responsibilities

- Ensure effective community mobilization in the project area.

- Identify and capacity building of the community service provider in the villages and ensure quality & regular services of them.
- Ensure that social and tribal development framework is followed in the project.
- Identify training needs of CDG / SHG /SHG Village Federation/ YGs/POs and developing training schedule and imparting training.
- Facilitate SHGs and CDGs to prepare respective action Plans by doing actual need assessment and PRA exercises in villages.
- Facilitate linkage of SHGs /SHG Village Federation/CDG with financial Institutions/Govt Deptt/PRI/Village Council.
- Collection of data for MIS & M & E.
- To supervise and monitor activities/interventions of project villages under his/her area on regular basis. She/he will be responsible to send regular feedback and/or progress report, monitoring formats of project activities to PFT and will have to assist MIS assistant in compilation of it.
- Close coordination with DPM office for project implementation
- Mapping of skill requirement of youth in the area, assisting Block Coordinator in arrangement for training and placement and maintenance of data bank thereof.
- Developing value chain relationship of focused livelihood activities and development of small scale business around value addition and assisting PO/PFT/DPMU in establishment of effective market linkages.
- Ensure proper maintenance of books of accounts and maintenance of transparency at ground level in all kind of financial transactions and decisions. He/she will be responsible for submission of request of fund requirement of villages to PFT, collection of UCs from CBOs of his area and will ensure regular submission of it to DPMU.
- To undertake field visit on 20 days a month

(c) Accountant

Eligibility and Qualification:

- Graduate in Commerce with basic Computer Skills (MS Office and e-mail usage) or,
- H S pass in commerce with basic Computer Skills (MS Office and e-mail usage)

Other essentials:

- Must possess basic computer skills (MS Office and e-mail usage)
- Good knowledge in English
- Should know local dialect of the respective States.

Job Responsibilities:

- Preparing Accounts.
- Preparing Bank Reconciliation.
- Collect the list of grants released by the DPMU to community institutions.
- Maintain year-wise register of grants released to community institutions.
- Monitoring that the fund released to community institutions are properly utilized and utilization certificates are submitted in time as per prescribed format.
- Help in maintenance of community book keeping.
- Timely submission of reports to the DPMU.
- To undertake field visit on 5 days a month

(d) MIS Assistant

Eligibility and Qualification:

- Should have at least a Graduate Degree from a recognized university with thorough knowledge of computer applications (MS Office including Web and E-mail usage)or,
- HS pass with one year Diploma course in Computer Applications

Other essentials:

- Knowledge and experience in project related works will get due advantage.
- Job Responsibilities:
- He/she will be responsible for data collection, data entry, data management, and the dissemination of the same and will report to the DPMU.
- Assist in achieving the project objectives with the MIS
- He/she will ensure that feedback is provided to all relevant stakeholder /partners.
- To undertake field visit on 7 days a month

(e) Office Assistant

Eligibility and Qualification:

- Graduate in any discipline with computer skills or,
- HS pass with one year Diploma course in Computer Applications

Other essentials:

- Knowledge and experience in project related works will get due advantage.

Job Responsibilities:

- To assist the Block Project Coordinator.
- To assist in preparation of reports.
- To maintain files , records and office registers

Section E:

Eligibility Criteria

The general selection of NGO would be guided by the following criteria:

- As a part of legal requirements, the NGO should be a registered body under the relevant state law and is active and operational continuously for the last 3 years on the date of application. It should maintain its accounting records and have them properly audited. Annual statements of income and expenditure should have been prepared.
- The NGO should have at least 3 years of relevant experience carrying out social mobilization with poor and vulnerable segment in rural areas.
- Having an establishment base with office, furniture, computers and preferably with vehicle in the project area namely District, understanding of the socio-economic, culture and political situation of the area. The NGO should have a good rapport and communication with the community.
- The NGO should handle on an average Rs.3-5 lakh annually for last three year as per annual audit statement.
- The NGO should not be blacklisted by any government (Union and/or State), Ministry/Department / Organization/NABARD/CAPART/Multinational donor NGO/etc. or any other donor/partner organization in the past.
- The NGO should be non-political and secular in nature.
- The NGO should be in conformity with mission, vision and the values of Project and ready to work for the key goals.
- NGO should be sufficiently experienced in community development works with SHG formation training and capacity building and convergence with line agencies
- The NGO should have domain knowledge, experience and expertise on livelihood promotion, market linkages and other well being issues such as health, sanitation, education, women issues etc.
- The NGO should have adequate experience in imparting well developed training programmes suited for SHGs and Federations.
- The NGO should have developed a vibrant functional relationship with the multiple stakeholders such as the PRIs, Government and Banks.
- The NGO should have adequate experience in promotion of Producer Organization (PO), SHG Federation, etc.

- The NGO will have to recruit the dedicated team exclusively for NERLP as per eligibility criteria mentioned at 'section D', 'subsection D-3' and have to follow standard recruitment process for the PFT as per NERLP guideline.
- The Head wise financial assistance shall be strictly adhered to at the time of incurring expenditure for the purpose for which it is earmarked.
- The NGOs having experience of working in Project Districts will be given preference.
- The NGO should be willing to sign a memorandum of understanding (MoU) with the Project Authorities for successful implementation of the Project.
- The signing of the MoU is a precondition for the project outlining its role and function.

Section F:

Timelines

The selected agencies are expected to render service upto five years. However, the period of agreement will be of one year and will be renewable yearly subject to satisfactory performances as per the ToR and the same will be granted at sole discretion of NERLP.

Section G:

Deliverables:

- Identification of key issues, exploration of opportunities, development of appropriate strategies and adoption of viable activities for promotion of livelihood. Development of Livelihood Plan on SHG basis based on household preferences
- Community Development Plan on CDG basis .
- Conduct Training Need Assessment (TNA).
- Conducted training programme for the members of SHGs, CDGs, and Federation etc. as per the training calendar finalized and approved by RPMU.
- Promoted and credit linked 300 to 400 SHGs* in the designated area by following community mobilization processes.
- Promoted CDGs in the designated area.
- Promoted Producer Organization (PO) at village/cluster/block level depending on the suitability or business plan.
- Mapping of skill requirement of youth, arrangement of training and placement and maintenance of databank.
- Ensured and facilitated timely grading of SHGs and their credit linkages.
- Promoted Community Service Provider (CSP) to provide services to community groups during and after the project period.
- Document success stories / case studies / key findings or outcome.
- Facilitated in the creation of backward and forward linkages along the value chain for the identified activity for the PO.
- Submitted prescribed MIS statements, Physical and Financial Progress Reports, project related other information/data to DPMU.
- Facilitate the field level visits of the officials from DPMU/RPMU.

* Exact number would depend upon the area allocated i.e. BPL population; geography of the area; status of the group already formed; identification of commercial activity, etc.

Section H:

Support from NERLP

General

- The financial support to execute various activities at Block level for the identified target group as per the objectives of the NERLP. The payment schedule would broadly be done in 4 equal quarterly installments in a year on achieving the targets/goals for the respective time period.
- Identifying the villages where the project activities need to be carried out.
- All the relevant data, guidelines and documents like Project Implementation Plan (PIP), Community Operational Manual (COM), Environmental and Social Safeguard Framework etc. will be provided.
- NERLP will be responsible for the capacity building of the NGO members. All the functionaries of NGOs will undergo orientation/basic training as decided by NERLP.
- District Project Management Unit (DPMU) will be the nodal point for day to day supervision, management and coordination on various issues of operations of PFT.
- District Project Management Unit (DPMU) shall release fund equivalent to three months service charges for the first quarter to the Agency; for covering monthly remuneration, travel expenses and all other incidental expenses.

Cost estimate:

- One time support upto Rs.3.00 lakhs will be provided for establishment of office and necessary infrastructure support for operationasing the project activities. The infrastructure may include Computer, Multifunction printer, Power backup, Furniture, drinking water facility etc which will be finalized in due course of time in consultation with NERLP The items will be procured by the NGO with the handholding support of NERLP.
- Monthly fees of Rs. 159170/-(One lakh fifty nine thousand one hundred and seventy forty eight thousand one hundred and seventy) will be paid to the Agency for rendering service against one PFT as under.

A. Monthly remuneration of PFT Functionaries.

Sl No.	Designation of PFT Functionary	Number of functionaries	Monthly fixed remuneration	Total
1	Block Project Coordinator	1	Rs.18,000/-	Rs.18,000/-
2	Area Coordinator	6	Rs.12,000/-	Rs.72,000/-
3	MIS Assistant	1	Rs.8,000/-	Rs.8,000/-
4	Accountant	1	Rs.8,000/-	Rs.8,000/-
5	Office Assistant	1	Rs.8,000/-	Rs.8,000/-
	Total			Rs.1,14,000/-

B. Office Running Expenses Rs.15,000/- (Excluding office accommodation rent which will be Reimbursed on actual basis)

C. Support towards travelling expenses

Sl No.	Designation of PFT Functionary	Number of functionaries	Monthly maximum Travelling Expenses	Total	
1	Block Project Coordinator	1	Rs.2500/-	Rs. 2500/-	Subject number underta ToR proport will be p
2	Area Coordinator	6	Rs.2000/-	Rs. 12,000/-	
3	MIS Assistant	1	Rs.700/-	Rs. 700/-	
4	Accountant	1	Rs.500/-	Rs. 500/-	
	Total			Rs.15,700/-	

D. Institutional Charges (10 % of A+B+C) Rs.14,470/-

Grand Total**Rs.1159170/-**

- In the event of non-continuation of the NGO/Agency for the Service, all the materials items as provided out of the onetime support cost are to be handed over to the Project authorities failing which appropriate steps will be taken up.
- Separate instructions will be issued in regard to purchase of items under one time support , support towards travelling expenses etc.

Appendix 1

Format for Expression of Interest (EoI)

1.	Name of the organization			
2.	Address of registered office			
3.	Address of local/district office			
4.	Contact details			
5.	Name of Contact person			
6.	Designation			
7.	Telephone			
8.	Fax			
9.	Email			
10.	Website			
11.	Registration details (number and date) of the Organisation			
12.	Income tax registration and PAN no. Details of the Organisation			
13.	Number of years of experience (in the State/District)			
14.	Number of offices (in the State/District) with address			
15.	Number of employees with professional field experiences			
16.	Full time, Professional manpower	Men _____ ; Women _____		
17.	Full time, Non- professional manpower	Men _____ ; Women _____		
18.	Please provide the following: <ul style="list-style-type: none"> • Copy of the Registration Certificate • Copies of certifications/testimonies, if any, of past work done by the NGO • Impact Studies or evaluation of the NGO's work in the recent past by an external NGO, if any • Number of Newspaper reports of the work of the NGO in the recent past, if any • Details of qualification, experiences and key competencies of professional and non-professional staff of the NGO. • Audit Report for the past 3(three) years 			
19.	(a) List of major projects carried out by the organization in the past three years, including in the North East region (in the District and nearby districts) <ol style="list-style-type: none"> 1. Geographic location of projects (districts/talukas) 2. Project awarded by 3. Total funding received/utilized for each project 4. Key objectives of the projects 5. Duration of the project and key activities undertaken 6. Key outcome achieved 7. Focus groups (rural/tribal/women etc.) (b) Mention in brief about experience of working in SGSY/etc. projects.			
20.	Data on Self Help Groups promoted by the organisation for the past three years <ol style="list-style-type: none"> 1. No of SHGs functioning, no of Women's SHGs 2. No of federations (village /sub-block/Block level) 3. No of SHGs that have had at least one round of bank linkage for loan. 4. Cumulative amount of bank loan mobilized in last three years. 			
22.	Data on SHG federations (including Village Organisations/Clusters) that have become self reliant, who do not receive day-to-day support from the organisation			
	Number of Federation	No of SHGs	No of members	Functions performed

21.	Submit a write up on the Agency, its evolution, founding philosophy, values, beliefs, vision, mission, approaches and strategies, activities, major achievements and plans for future.		
22	Please indicate the willingness of the Agency to undertake Services in the following block/s:		
	State/s	District/s	Block/s

Annexure-I**List of the PFTs proposed to be taken-up during 2012-13 (Phase-I)**

State	District	Name of the PFT
Mizoram	Aizawl	1.Aibawk. 2.Thingsulthlia.
	Lunglei	1.Hnahthial. 2.Lungsen.
Nagaland	Peren	1.Peren 2.Tening
	Tuensang	1.Sangsangyu. 2.Shamator.
Sikkim	Sikkim South	1.Jorethang 2.Sikip
	Sikkim West	1.Gyalshing. 2.Kaluk.
Tripura	Tripura (West)	1. Hazemara 2. Jampuijola
	Tripura(North)	1. Dasda 2. Kumarghat