

# GOVERNMENT OF KARNATAKA



## KARNATAKA FOREST DEPARTMENT

**No:** APCCF(P)-JFPM--CR-22/2011-12

Office of the  
Additional Principal Chief Conservator of Forests,  
(Projects), 6<sup>th</sup> Floor, Aranya Bhavan,  
18<sup>th</sup> Cross, Bangalore-03,  
Dated: 7<sup>th</sup> December 2011

### **Applications Invited**

Karnataka Forest Department is implementing an externally aided project viz., "Karnataka Sustainable Forest Management and Biodiversity Conservation Project" from 2005-06 to 2012-013. The project is funded by the Japan International Co-operation Agency (JICA). The Joint Forest Planning and Management (JFPM) is one of the major components of this project. Under the project, 1,222 Village Forest Committees (VFCs) and 73 Eco-development Committees (EDCs) are formed in JFPM mode. The Joint Forest Planning and Management Activities involve the formation of VFCs/EDCs, formation of promoter's groups, registration of VFCs/EDCs, formation of management committees, drawing up of Integrated management/Micro plans, Formation/Identification of Self Help Groups(SHGs), signing of MOU, implementation of Village Forest Development Activities( VFDA) and implementation of Village Development Activities (VDA) and participation of VFCs/EDCs members in protection, management, development of forest areas and poverty alleviation of forest dependents/resource poor VFCs members in forest fringe villages continuously. All these activities involve the participation of VFC's/EDC's people as well as the field level staff of the department. This process requires holding meetings at regular intervals, mass public approach, motivation of rural people, dissemination of information about the benefits of participatory management, updating of VFCs/SHGs records, preparation of Integrated Management/Micro Plan, facilitation of Monitoring and Evaluation activities, implementation of project activities to achieve sustainability both among Forest resources and VFCs, etc. Further, it is also essential to ensure that the members of the VFCs do have sustained interest in VFC activities and participate continuously. To achieve this objective, it is provided in the project to appoint One JFPM Coordinator. The JFPM Coordinator will be at the State level with headquarters at Bangalore and monitor and supervise works of the Lead NGOs (Non Government Organizations) and assist the Project Director in planning,

implementing, supervising, monitoring and evaluating the Project activities to achieve the sustainability. The period of present incumbent JFPM Coordinator ends on 19<sup>th</sup> December 2011. Hence, there is a need to appoint a new JFPM Coordinator from 20<sup>th</sup> December 2011 to March 2013. Only the eligible candidates need to apply. The requirements for above appointment are as follows:-

**Responsibility:** To oversee and monitor the activity of all the lead NGOs and to assist the Project Director in all the areas of Joint Forest Planning and Management

**Area of Work:** The entire Project area covering 30 Districts in the state of Karnataka.

**Criteria for selection of JFPM Coordinator:**

**Qualification:-**

1. Degree in science discipline with training in Extension methodology/Extension Methods / Forestry Extension / Agricultural Extension / Co-operation /Rural Development

**Note:** *The candidates having completed short courses in Extension Methodology will be given preference in the selection process.*

2. Should have 20 years of experiences in Forestry related activities. Out of 20 years of experience one
  - a. Should have 10 years of field experiences in Joint Forest Planning and Management activities
  - b. Should have 10 years experience in Forestry related Income Generation Activities (IGAs)/ SHG's and thrift societies.
3. Must have organizational, managerial and communication skills.
4. Must have skill to conduct in-situ training programmes for VFC/EDC members and also training to frontline staff of Karnataka Forest Department, NGOs and Resource Persons.
5. Should have experience in mass contact programmes, conducting meetings, workshops, drawing action plans, interacting with the rural mass, motivating people etc.

6. Should have knowledge of preparing and compilation of Integrated Management /Micro Plans and other reports.
7. Should have good communication and drafting, facilitation and appraisal skills both in Kannada and English.
8. Should be interested in extensive traveling to oversee the JFPM activities in the state.

**Remuneration:** The remuneration will range from Rs. 45,000/- to Rs. 50,000/- per month depending on the qualification and experience. Office accommodation and office support shall be provided for contract period. They will be eligible for travel expenses as applicable to officer under category I of Karnataka Civil Service Rules.

**Disclaimer:** This selection and payment of remuneration is from 20<sup>th</sup> December 2011 upto March 2013 only and it will not create any right on part of the individual to be continued further. The position is on a purely contractual basis, subject to yearly extension based on annual review and evaluation upto March 2013.

Interested candidates must submit their application in prescribed technical proposal sample forms 5A to 5F only. They may obtain the project information and terms of reference and other project details from the website [www.karnatakaforest.gov.in](http://www.karnatakaforest.gov.in) or from the office of the Project Director (KSFMB Project) and Additional Principal Chief Conservator of Forests (Projects) Aranya Bhavan, 6<sup>th</sup> Floor, Bangalore-560 003 during office hours. Telephone Number 080- 23343090

The appointment will be purely on contract basis, initially for a period of one year and possible to be renewed on satisfactory performance of the service upto March 2013.

Applications should reach the Office of the Project Director (KSFMB Project) and Additional Principal Chief Conservator of Forests (Projects) 6<sup>th</sup> Floor, Aranya Bhavan, 18<sup>th</sup> Cross, Malleshwaram, Bangalore-03 during office working hours on or before 16<sup>th</sup> January 2012.

Project Director &  
Additional Principal Chief Conservator of Forests  
(Projects), Bangalore

## Evaluation of proposals

1. Proposals received by the Project Director and Additional Principal Chief Conservator of Forests (Projects), Bangalore in response to the RFP shall be evaluated in accordance with the criteria stipulated in the letter of invitation. Such criteria shall normally include:
  - a. The applicant's general experience and record in the field covered by the Terms of Reference:
  - b. The adequacy of the proposed approach, methodology and work plan: and
2. To assess the qualification of the applicant to be assigned to the project, his curricula vitae shall be evaluated on the basis of the following three criteria:
  - a. General qualifications (education, length of experience, types of position held, length of service etc.)
  - b. Suitability for the project (experience of performing the duties which will be assigned to him in the project): and
  - c. familiarity with the language and the conditions of the country in which the work is to be performed or experience in similar environments.
3. An in house selection committee will evaluate the proposals in 2 steps
  - Step-1 Evaluation of proposals submitted by the applicants
  - Step-2 Evaluation of presentation made before the evaluation committee. Each applicant will be given 20 minutes time for presenting his proposal followed by 10 minutes interaction / discussion. Exact date & time for presentation will be communicated separately.

Project Director &  
Additional Principal Chief Conservator of Forests  
(Projects), Bangalore

## GOVERNMENT OF KARNATAKA

**Project Director (KSFMBC Project) & Additional Principal Chief Conservator of Forests (Projects), 6<sup>th</sup> Floor, Aranya Bhavan, 18<sup>th</sup> Cross, Malleshwaram, Bangalore-560 003**

**No:** APCCF(P)-JFPM-CR-22/2011-12

**Dated:** 07-12-2011

### **Applications Invited for the Appointment of JFPM Coordinator**

Karnataka Forest Department is implementing an externally aided project viz., "Karnataka Sustainable Forest Management & Biodiversity Conservation Project" from 2005-06 to 2012-13. In the project 1,222 VFCs and 73 EDCs have been formed. The Joint Forest Planning & Management (JFPM) is the major programme of the project. The formation of VFCs involve, formation of promoters groups, registration of VFCs, formation of management committees, drawing of Micro Plans, signing of MoU, Implementation of Village Developmental activities and participation of VFCs for protection, management and development of forest areas continuously.

To assist the Project Director in planning, implementing, supervising, monitoring and evaluating the Project activities particularly JFPM related activities to achieve the sustainability, it is provided in the project to appoint one full time JFPM Coordinator for a period of 15 months from 20-12-2011 till March 2013. The JFPM Coordinator will be placed at the State Level with headquarters at Bangalore. Specifically, he is required to oversee and monitor the activity of all the lead NGOs, develop case studies and to assist the Project Director in all the areas of Joint Forest Planning and Management.

#### **Qualifications:-**

Minimum experience of 20 years in forestry related activities, such as JFPM and also experience in IGA Micro Credit Activities / SHGs activities in Karnataka.

Should have long experience in mass contact programmes, conducting meetings, workshops, drawing action plans, interacting with the rural mass, motivating people etc.

Should have good communication and drafting, facilitation and appraisal skill both in Kannada and English with better computing skills.

Should be in the age group of 55-60 years which could be relaxed based on experience and qualification.

#### **Remuneration:-**

The remuneration will range from Rs. 45,000/- to 50,000/- per month depending on the qualification and experience.

#### **Disclaimer:-**

This selection and payment of remuneration is for a maximum period of 15 months only and it will not create any right on part of the individual to be continued further. The position is on a purely contractual basis, subject to yearly extension based on annual review.

Interested candidates must submit their application in prescribed technical proposal sample forms 5A to 5F. They may obtain the project information and terms of reference and other project details from the website [www.karnatakaforest.gov.in](http://www.karnatakaforest.gov.in) or from the office of the Project Director (KSFMBC Project) and Additional Principal Chief Conservator of Forests (Projects), Aranya Bhavan, 6<sup>th</sup> Floor, Bangalore-560 003 during office hours. Telephone Number 080- 23343090

Expression of interest must be delivered to the Project Director, KSFMBC Project and Additional Principal Chief Conservator of Forests (Projects), 6<sup>th</sup> Floor, Aranya Bhavan, 18<sup>th</sup> Cross, Malleshwaram, Bangalore-560 003 before the office closing hours on dated 16-01-2012.

# Terms of Reference for JFPM Coordinator

## 1. Introduction

The JICA assisted Karnataka Sustainable Forest Management and Biodiversity Conservation project is approved for implementation from 2005-06 to 2012-13, with a financial outlay of 745 crores.

The Joint Forest Planning and Management (JFPM) is one of the major components of this project. Under the project, 1,222 Village Forest Committees (VFCs/EDCs/SHGs) and 73 Eco-development Committees (EDCs) are formed in JFPM mode. The Joint Forest Planning and Management Activities involves the formation of VFCs/EDCs/SHGs, formation of promoter's groups, registration of VFCs/EDCs/SHGs, formation of management committees, drawing of management plans, Formation/Identification of Self Help Groups(SHGs), signing of MOU, implementation of Village Forest Development Activities( VFDA) and implementation of Village Development Activities (VDA) and participation of VFCs/EDCs/SHGs members in protection, management, development of forest areas and poverty alleviation of forest dependents/resource poor VFCs/EDCs/SHGs members, continuously. All these activities involve the participation of VFC's people as well as the field level staff of the department. This process requires holding meetings at regular intervals, mass public awareness approach, motivation of rural people, dissemination of information about the benefits of participatory management, Updating of VFCs/EDCs/SHGs records, assisting in Monitoring and Evaluation activities, assisting Project Director in implementing the project activities to achieve sustainability both among Forest resources and VFCs/EDCs/SHGs, etc. Further, it is also essential to ensure that the members of the VFCs/EDCs/SHGs do have sustained interest in VFC activities and participate continuously. To achieve this objective, it is provided to appoint one JFPM Coordinator till March 2013 from 20.12.2011. The JFPM Coordinator will be at the State level with headquarters at Bangalore and monitor and supervise the Lead NGOs works and assist the Project Director in planning, implementing, supervising, monitoring and evaluating the Project activities to achieve the sustainability. The lead NGOs will work in the respective districts all over the state.

## **2. Area of Work**

The entire project area in the state of Karnataka. All the territorial divisions & 5 identified Protected Areas (Ranebennur, Daroji, Bandipur, Sharavathi, & Shettihalli Wildlife Sanctuaries)

## **3. Services**

### **3.1 Duties & Responsibilities of the JFPM Coordinator**

- 3.1.1 Should monitor and coordinate the activities of Lead NGOs and JFPM Facilitators.
- 3.1.2 Conduct meetings and initiate all follow up actions.
- 3.1.3 Organize training programmes and workshops.
- 3.1.4 Updating of VFCs/EDCs/SHGs records
- 3.1.5 Servicing of VFCs/EDCs/SHGs for achieving sustainability and integrated development of villages
- 3.1.6 Establishment of Market linkages for IGA products
- 3.1.7 Collect and compile the progress reports and other data, information /particulars required by the Project Director
- 3.1.8 Should work for achieving the objective of JFPM programme stipulated in the project.
- 3.1.9 Assist the Project Director in all the JFPM Programmes.
- 3.1.10 Guide the lead NGOs and JFPM Facilitators for effective implementation of all activities of JFPM programme.
- 3.1.11 Making arrangements through Lead NGOs and JFPM Facilitators for periodical checking of VFC Accounts.
- 3.1.12 Assess the performance level of each Lead NGO and JFPM Facilitator and providing feed back to the Project Director
- 3.1.10 Issuing guidelines to the Lead NGOs and JFPM Facilitators with the approval of the Project Director.
- 3.1.11 Assist the external final evaluation team in assessing and evaluating the project activities

### **3.2 Tasks**

- 3.2.1 Servicing of VFCs/EDCs/SHGs i.e., conduct of Management Committee Meetings, General Body Meetings, updating of records, revising of management/micro plans/ integrated Management Plan

- 3.2.2 Capacity Building of VFCs/EDCs/SHGs members, volunteers/motivators on all the benefits of JFPM including revenue share as per the Karnataka Government Order 2002.
- 3.2.3 Facilitation work for achievement of sustainability in VFCs/EDCs/SHGs sustainability
- 3.2.4 Facilitation work for establishing linkages with other line departments/ banking Institutions / other related agencies
- 3.2.5 Establishment of linkages for marketing the IGA products
- 3.2.6 Assist in Participatory Annual Assessment of VFCs/EDCs/SHGs
- 3.2.7 Facilitation work to VFCs/EDCs/SHGs members to participate in Krishi Mela/ Local Fairs for marketing IGA products.
- 3.2.8 Facilitate rapid assessment of VFCs/EDCs/SHGs to assess socio-economic & technical feasibility for the project interventions.
- 3.2.9 Facilitate active participation of project stakeholders, in planning, development, conservation, management and protection of forests
- 3.2.10 Help to prepare meticulous and diligent plan to ensure capacity building activities of the VFCs/EDCs/SHGs.
- 3.2.11 Help in development of data base for every VFC.
- 3.2.12 Provide managerial, professional and technical assistance to VFCs/EDCs/SHGs to enable them to appreciate and share the vision of community based planning, implementation of Management Plan.
- 3.2.13 Help the Department in enabling VFCs/EDCs/SHGs to plan and implement the Management Plan by providing technical, managerial, and professional help with responsibility and accountability to the VFCs/EDCs/SHGs and the project.
- 3.2.14 Facilitate in ensuring the primary stakeholders, particularly those vulnerable (including landless, women, SC / ST, disadvantaged groups etc..) to actively participate in planning and implementing project interventions and that their concerns are addressed.

- 3.2.15 Ensure that all Lead NGOs and JFPM Facilitators are able to help the Department for community organization and undertake respective activities through collective decision making process at VFC level.
- 3.2.16 Ensure that all Lead NGOs and JFPM Facilitators appreciate the concerns of each task/activity and in turn enable VFC communities to understand integrated approach to VFC system improvement and management.
- 3.2.17 Ensure that every Lead NGO and JFPM Facilitator builds the capacity of VFC with respect to each task / activity aiming at sustainable and self reliant VFC management system.
- 3.2.18 Facilitate that all Lead NGOs and JFPM Facilitators accomplish each task within a specified time frame and agreed action with concerted efforts and co-ordination.
- 3.2.19 Undertake any other work incidental or otherwise for furtherance of the project objectives and help the department to support the VFC at all stages of project implementation.
- 3.3 The JFPM Coordinator shall undertake necessary activities to accomplish the duties and responsibilities at clause 3.1 and tasks at 3.2 to achieve the project objectives.

#### **4 Reporting progress and Monitoring**

The JFPM Coordinator should submit the progress report in the stipulated format periodically to the Project Director. The JFPM Coordinator should also furnish data and other information / particulars desired by the Project Director. JFPM Coordinator should monitor the activities of the JFPM Facilitators & also JFPM programme activities be implemented in their zone to ensure that project objectives are achieved within the stipulated schedule.

#### **5 Final Outputs that will be required of the JFPM Coordinator**

- 5.1 The final output would be satisfactory completion of the duties & responsibilities & tasks enumerated in para-3 of the Terms of Reference.
- 5.2 In addition, following reports shall be submitted to the Forest Officer.

- 5.2.1 **Inception report**-It should describe the methodology and approach proposed to be followed along with the tentative work plan with time lines to accomplish all tasks. It should be submitted within two weeks after signing the MOU.
- 5.2.2 **A preliminary status report**-The report should identify main issues requiring the focus / attention. The report should highlight strategies, methodologies & processes planned by the JFPM Coordinator to address the issues identified. It should be submitted within sixty days of signing the MOU.
- 5.2.3 **Monthly Progress Report**-The report should detail the work done against the agreed plan and also indicate expected dates to accomplish the tasks on hand. It should be submitted before 15th of every succeeding month.
- 5.2.4 **Annual Summary Report**- The report should be developed in a clear, logical & readable manner. This report should be submitted by 31st May every year.
- 5.2.5 **Withdrawal Strategy Report**-The report should highlight the VFC systems in place for sustainable, self reliant management. It should detail the arrangements for all activities carried out under KSFMBC Project. This report should be submitted within three months before the expiry of the MOU period.
- 5.2.6 **Final Report**-Draft final report is due three months before the end of the MOU period. The draft final report will be presented to the Forest Officer. Final report should be submitted one month before the end of the MOU period incorporating the suggestion / s made by the Forest Officer.

## **6 Composition of Review Committee to Monitor JFPM Coordinator's work.**

A committee consisting of Project Director, Conservator of Forests (PF & P) and Deputy Conservator of Forests, JBIC constituted by the Forest Officer will monitor, review and supervise the performance of the JFPM Coordinator. The comments / suggestions of the committee will be provided to the JFPM Coordinator by the Forest Officer and they should suitably be addressed by the JFPM Coordinator.

Project Director &  
Additional Principal Chief Conservator of Forests  
(Projects), Bangalore

## SUMMARY EVALUATION SHEET

Name of Individual		Weight(w)
Selection criteria		
<b>I1a</b>	<b>Education &amp; Experience</b>	<b>50</b>
	1. Minimum Educational Qualification Degree	Degree
	1a Additional short courses in Extension Methodology	5
	2. 20 Years experience in the field of forestry related activities	Preferred
	2a 10 Years experience in JFPM	15
	2b. 10 Years experience in forestry related IGA / SHG and thrift societies	15
	3. Experience in conducting in-situ training programmes for VFC/EDC members	10
	4. Experience in mass contact programmes, drawing action plans and motivating people	5
<b>II</b>	<b>Proposal</b>	<b>25</b>
1.	Knowledge in preparing and compiling IMP/Micro Plans and quality of proposal and work plan	25
<b>III</b>	<b>Presentation</b>	<b>25</b>
1.	Understanding of the ToR / Project	10
2.	Personality traits (listening skills, body language, maturity in expression, etc)	5
3.	Presentation Skills (Communication abilities)	5
4.	Proficiency in Kannada & English	5
<b>Total</b>		<b>100</b>

5.5 Based on the evaluation of the Technical Proposals, the Applicants shall be ranked from highest to lowest, in accordance with the total points obtained from the table shown in paragraph 5.4 above. According to section 3.04 of hand book for procurement of under JBIC ODA Loans a short list of maximum 5 applicants shall be called for presentation and negotiation.

### 6. Negotiations

6.1 Negotiations will be held at Aranya Bhavan, Bangalore. The aim is to reach agreement on all points and sign a contract

6.2 Negotiations will include a discussion of the technical proposal, the proposed methodology (work plan) and any suggestions made by the applicant to improve the Terms of Reference. The Employer and applicant will then work out agreed final Terms of Reference and bar charts indicating activities, periods in the field periods in the field and in the home office, logistics, and reporting. The agreed work plan and final Terms of Reference will then be incorporated in the "Description of Services" and form part of the contract. Special attention will be paid to optimizing the required outputs from the applicant within the available budget and to clearly defining the inputs required from the Employer to ensure satisfactory implementation of the Assignment.

**Notes:** 1. The applicant with the greatest number of points shall, other factors being equal, be ranked first.

2. Additional items may be used and criteria included above may be deleted, as appropriate

Project Director &  
Additional Principal Chief Conservator of Forests  
(Projects), Bangalore

## **SECTION 5**

### **TECHNICAL PROPOSAL - SAMPLE FORMS**

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- 5A. Technical proposal submission form.**
  
- 5B. Applicant's references.**
  
- 5C. Applicant's comments and suggestions on the Terms of Reference and on data services and facilities to be provided by the Employer.**
  
- 5D. Approach paper on methodology and work plan for performing the assignment.**
  
- 5E. Curricula vitae of the applicant.**
  
- 5F. Activity (work) schedule of the applicant**

## 5A. TECHNICAL PROPOSAL SUBMISSION FORM

*[Location, Date]*

To:

*[Name and address of Employer]*

Ladies/Gentlemen:

We, the undersigned, offer to provide the consulting services for [Title of consulting services] in accordance with your Request for Proposal dated [Date], and our Proposal. We are hereby submitting our Technical Proposal sealed under a separate envelope.

If negotiations are held during the period of validity of the Proposal, i.e., before [Date] we undertake to negotiate on the basis of the proposed staff. Our Proposal is binding upon us and subject to the modifications resulting from contract negotiations.

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature:  
Name and Title of Signatory:  
Name of Firm:  
Address:

## 5B. APPLICANT'S REFERENCES

### Relevant Services Carried Out in the Last Ten Years That Best Illustrate Qualifications

Using the format below, provide information on each reference assignment for which your services were legally contracted.

Assignment Name:		Country:
Location within Country:		
Name of Employer:		
Address:		No. of professional months and Duration of assignment:
Start Date (Month/Year):	Completion Date (Month/Year):	Approx. Value of Services (in Rs.):
Name of Senior Staff (Project Director/Coordinator, Team Leader) involved and functions performed:		
Narrative Description of Project:		
Description of Actual Services Provided by the Applicant:		

Applicant name & Signature \_\_\_\_\_

**5C. COMMENTS AND SUGGESTIONS OF APPLICANTS ON THE  
TERMS OF REFERENCE AND ON DATA, SERVICES, AND  
FACILITIES TO BE PROVIDED BY THE EMPLOYER**

**On the Terms of Reference:**

- 1.
- 2.
- 3.
- 4.
- 5.

**On the data. services. and facilities to be provided by the Employer**

- 1.
- 2.
- 3.
- 4.
- 5.

Applicant name & Signature \_\_\_\_\_

**5D. APPROACH PAPER ON METHODOLOGY AND WORK PLAN  
FOR PERFORMING THE ASSIGNMENT**

Applicant name & Signature \_\_\_\_\_

## 5E FORMAT OF CURRICULAM VITAE (CV) OF THE APPLICANT

Proposed Position: \_\_\_\_\_

Name of Firm: \_\_\_\_\_

Name of Staff: \_\_\_\_\_

Profession: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Years with Firm/entity: \_\_\_\_\_ Nationality: \_\_\_\_\_

Membership in Professional Societies: \_\_\_\_\_

Detailed Tasks Assigned \_\_\_\_\_

\_\_\_\_\_

### **Key Qualifications:**

[Give an outline of your experience and training most pertinent to tasks on assignment. Describe degree of responsibility held by you on relevant previous assignments and give dates and locations. Use about half a page]

\_\_\_\_\_

### **Education:**

[Summarize college/university and other specialized education giving names of schools, dates attended, and degrees obtained. Use about one quarter of a page.]

\_\_\_\_\_

**Employment Record:**

[Starting with present position, list in reverse order every employment held. List all positions held by you since graduation, giving dates, names of employing organizations, titles of positions held, and locations of assignments. For experience in last ten years, also give types of activities performed and Employer references, where appropriate. Use about three - quarters of a page.]

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**Languages:**

[For each language indicate proficiency: excellent, good, fair, or poor; in speaking, reading, and writing]

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**Certification:**

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications, and my experience.

\_\_\_\_\_ **Date:**

**Signature of the applicant with Day/Month/Year**

**Full name of applicant:** \_\_\_\_\_

## 5F. ACTIVITY (WORKS) SCHEDULE OF THE APPLICANT

### A. Field Investigation and Study Items

	(1 <sup>st</sup> , 2 <sup>nd</sup> , etc., are the months from the start of assignment)												
	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>	6 <sup>th</sup>	7 <sup>th</sup>	8 <sup>th</sup>	9 <sup>th</sup>	10 <sup>th</sup>	11 <sup>th</sup>	12 <sup>th</sup>	
Activity (Works)													
_____													
_____													
_____													
_____													

### B. Completion and Submission of reports

Reports	Date
1. Inception Report	
Monthly Monitoring Report on Lead NGOs & JFPM Facilitators	
Monthly Monitoring Report on Training	
Monthly Monitoring Report on JFPM Activities in VFCs year wise	
5. Monthly Monitoring report on IGA Activities	
Annual Report on performance of VFCs & SHGs	

Applicant name & Signature \_\_\_\_\_