

State Resource Centre for Women (SRCW)
Guidelines

1. Project description:

At the state level, the State Resource Centre for Women (SRCW) under the State Government (Department of WCD/Social Welfare) will work towards implementing gender sensitive programmes, laws and schemes through effective coordination at the State/UT level. SRCW may review and evaluate existing policies, programmes and legislations so that activities which are cross-cutting and multi-disciplinary in nature synergise harmoniously to reach women beneficiaries.

2. Structure and Functions:

A State Mission Authority (SMA) in each state /UT will provide overall guidance and monitoring of the Scheme at the State/UT level. The State Resource Centre for Women (SRCW) notified by the respective State Govt./UT Admn shall function under the Department of WCD/Social Welfare of the respective State Government/UT Adm.

SRCW shall consist of the following five positions i.e. State Project Coordinator -1; Specialist Gender -1; Specialist Training – 1; Research Officer -1 and Assistant (Training & Documentation) -1 who shall be engaged to support the Department of WCD/Social Welfare on women related issues and undertake research and training and capacity building on issues pertaining to women's empowerment.

SRCWs in consultation with key stakeholders will prepare State Action Plans for respective States/UTs with a focus on women's issues and provide technical support and coordination for implementation of the BBBP scheme while working in coordination with the State Task Force mandated under the said Scheme. Further, SRCWs will also facilitate the implementation of the Poorna Shakti Projects (in select districts) and also support the

implementation of the Village Convergence and Facilitation Service (VCFS) in 100 gender critical districts..

3. Objectives:

SRCWs are mandated to give focused attention to inter-sectoral issues affecting women by undertaking research, maintaining gender related data and engage in training and capacity building programs to enable greater understanding on women's issues especially bringing the discourse on women belonging to vulnerable and marginalized communities on the forefront. It aims to:

- Function as the technical body to support the implementation of women centric schemes at the state level and undertake measures to improve the effectiveness of such programmes through convergence initiatives.
- Create an environment through awareness generation to fuel demand by women for schemes/programmes and facilitate the process through which the gap between demand and supply can be reduced.
- Regularly review and evaluate existing policies, programmes and legislations impacting women and bring suitable recommendations before the State Government/UT Adm.
- Develop and implement gender sensitive training & capacity building modules. The strategy needs to factor in the requirements of diverse stakeholders (elected representatives, government officers, staff including field functionaries, women's collective members and individuals), training needs (sensitization, awareness generation, technical skills, behavioral change), modalities (either directly or through agencies) etc.
- Develop different strategies for women empowerment such as enhancing livelihood options for women using the women collectives including promoting SHG federations, producer companies of women etc. Carry out public service campaign, workshops, awareness generation about the different programs/schemes, health and education through suitable media strategy to achieve the mission objectives. Design and implement the Information Education and Communication (IEC) strategy to generate awareness about issues facing

women including “patriarchal beliefs” that impedes all round development of women.

4. Key Strategies:

- Prepare Action Plans based on women issues specific to the State/UTs with the approval of State Department of Social Welfare/Women & Child Development.
- Identify steps and undertake measures to improve the effectiveness of government programmes from the perspective of impact on women. This will cover facilitating changes in policies, design and implementation of programmes.
- Identify existing or potential problems in achieving convergence of government programmes, schemes and services; it will involve coordination with different departments/agencies/missions in the state to identify factors in the design, process and delivery of schemes/legislations that hinder convergence and facilitate in adoption of appropriate suggestive measures.
- Liaise with the existing institutions and structures (Gender cells within Departments) for monitoring and reviewing government schemes with a gender perspective. It will also develop partnership models with Panchayati Raj Institutions (PRIs), CSOs and Private Sector for initiating activities that promotes women’s empowerment.
- Identify best practices (Government, CSO, PRI) in various sectoral areas like health, education, microfinance, livelihoods, etc. from a gender perspective, document initiatives and disseminate within the state.
- Undertake innovative measures and practices to promote convergence and coordination of schemes, programmes and services that effect women at different levels. (State, District, Block and Village).
- Send regular reports on the operations of the project in the state and contribute to the national repository of information of best practices maintained by NMEW.
- Prepare and submit the following reports/documents: annual and quarterly work plans, annual and quarterly progress reports and update on monitoring plans and any other report as required by the NMEW from time to time.

5. Coverage area:

All States/UTs

6. Implementing Agency:

State Government/UT Adm

7. Monitoring:

State Govt./UT Adm may devise institutional mechanisms to provide overall guidance and monitoring of SRCWs activities. In those States/UTs where State Mission Authority has been formed/notified the same may continue. Progress report pertaining to the activities undertaken by SRCW along with UC & SOE will be sent to NMEW by the Dept. of WCD/Social Welfare of the respective State Govt./UT Adm.

8. Funding:

The Scheme NMEW will be implemented in the States/UTs with 100% central funding as a central sector scheme. The Annual Budget for SRCW may be seen in Table 1. One time non-recurring grant (Table 2) as establishment costs has been earmarked for those States/UTs who are yet to incur the said expenditure towards setting up the SRCW.

Table -1 Budget for State Resource Centre for Women (Annual)				
Recurring Expenditure				
A	(Salary* Expenditure)			
	Name of Post	No. of Post	Pay per month (Rs.)	Annual Budget (Rs.)
	State Project Coordinator	1	₹ 50,000/-	₹ 6,00,000/-
	Specialist Gender	1	₹ 35,000/-	₹ 4,20,000/-
	Specialist Training	1	₹ 25,000/-	₹ 3,00,000/-
	Research Officer	1	₹ 25,000/-	₹ 3,00,000/-
	Assistant (Training & Documentation)	1	₹ 15,000/-	₹ 1,80,000/-
	Sub-total	5		₹ 18,00,000/-
B	Office Expenditure**			₹ 10,00,000/-
	Sub-total			₹ 10,00,000/-
C	Activities			
	Consultations/ Seminars/ Workshops			₹ 1,20,000/-
	Training and capacity building			₹ 2,50,000/-
	IEC activities (including web site designing & maintenance/ printing IEC material)			₹ 2,00,000/-
	Research and Studies			₹ 1,50,000/-
	Documentation and publication			₹ 1,00,000/-
	Fund for innovative project/ activity for women's empowerment			₹ 50,000/-
	Programme Management support (Operationalizing MIS system etc.)			₹ 1,30,000/-
	Sub-total			₹ 10,00,000/-
	Grand total			₹ 38,00,000/-

**If states fill these posts on deputation state rules for deputation will apply subject to the condition that there will not be additional budgetary implications on the centre.*

***Includes the cost of Rent/Stationary /Communication / Secretarial/Support staff outsourced as per functional requirement etc Annual Maintenance Expenditure (security services, cleaning services, electricity and water charges etc.) Financial provisions have been made for hiring of secretarial/support staff on contractual basis as per requirement from open market/agency.*

Table -2 One-time non-recurring Grant for SRCW*			
S. No	Non-Recurring Grant (head)	One time	Amount in Rupees
I.	a) Office Furniture		₹ 1,00,000/-
	b) Computer/printer & UPS	2 Nos	₹ 1,20,000/-
	c) Fax Machine		₹ 10,000/-
	d) Photocopier		₹ 2,00,000/-
	e) Telephone		₹ 4,000/-
	Total		₹ 4,34,000/-

***this one-time grant is meant for those States/UTs who are yet to incur the expenditure as mentioned under Non-recurring grant.**

Manpower required for SRCW (Broad parameters)

No	Position*	Responsibilities	Qualifications & Experience and Salary
1	State Project Coordinator (1)	<p>Overall responsibility for effective implementation of the mission in the State including ensuring that the SRCW delivers on the objectives of NMEW.</p> <p>Prepare the annual work plans for SRCW in consultation with NMEW and nodal department in the State. Also ensure that all staff and institutional partners have clear work plans consistent with the annual work plans.</p> <p>Lead a team of professionals and manage partner organizations in different aspects of the mission.</p> <p>Operationalize partnerships with government departments at the state level to work on convergence of programmes and schemes.</p> <p>Anchor mechanisms for on-field convergence between different activity areas (social, economic, political and legal) and identify opportunities for convergence with government programmes and schemes.</p> <p>Operationalize physical and financial progress trackers and ensure quality and thematic integration in mission's strategies.</p> <p>Provide oversight to project components in the "pilot convergence" model by implementing</p>	<p><u>Essential</u> Master's Degree in Social Work/Economics/Women's Studies/Law/Governance/any other related field.</p> <p>Minimum experience of 5 years of working on women's issues, with at least 3 years spent in managing and leading projects and teams.</p> <p>Good knowledge of computers and ability to work in MS Office packages. Working knowledge of spread sheet and presentation packages.</p> <p>Excellent understanding and knowledge of women's issues and policies and programmes of the government, at the National and State level.</p> <p><u>Desirable</u> Ph.D. in the relevant field.</p> <p>Previous experience of working with the government on policy issues.</p> <p>Previous publications, articles and papers on the area of expertise, with particular emphasis on women.</p> <p>Knowledge of monitoring and evaluation techniques as well as conducting impact assessment studies.</p> <p><u>General Condition</u> Involves extensive travel within the state.</p>

		<p>partners and ensure that they deliver on outputs agreed as per project conditions.</p> <p>Coordinate with various thematic experts in NMEW to implement interventions including IEC, training and capacity building, research studies including impact assessments, midterm reviews, exploratory research etc.</p> <p>Prepare and submit the following reports/documents: Annual and Quarterly Work Plans, Quarterly and Annual Progress Reports and update on Monitoring Plans as may be required by NMEW.</p> <p>Prepare briefing notes, documents and reports on the project for various committees and the advisory group.</p> <p>Organizing meetings of the State Mission Authority (SMA) at least twice a year, putting up agendas, preparations of minutes, follow up on actions decided to be taken etc.</p> <p>Establish knowledge partners/forums/ advisory groups consisting of experts/ academic institutions, technical resource agencies, financial institutions and private sector.</p> <p>Undertake any other activity as may be required to further the aims and objectives of SRCW.</p>	<p>Age of candidate preferably between 40-55 years.</p> <p>Salary Rs. 50,000 per month</p>
2.	Specialist Gender (1)	<p>Coordinate with NMEW for research & knowledge base on critical issues impacting women/girl child including building common mandates with the States to address gender</p>	<p><u>Essential</u> Master's Degree in Social Work/Economics/Women's Studies/Law/Governance/any other related field</p>

		<p>concerns on priority and all activities concerning government schemes and programmes. Generate ideas/themes to undertake research studies to assist in framing policies and programmes under the convergence mandate of the Mission.</p> <p>Coordinate and monitor the commissioned studies.</p> <p>Undertake any other activity as may be required to further the aims and objectives of SRCW.</p> <p>Should be prepared to travel extensively</p>	<p>Minimum experience of 3 years of working on women's issues.</p> <p>Good knowledge of computers and ability to work in MS Office packages. Working knowledge of spread sheet and presentation packages.</p> <p><u>Desirable</u> Previous experience of working with the government.</p> <p><u>General Condition</u> Involves extensive travel within the state. Age of candidate preferably between 35-45 years. Salary of Rs. 35000 per month.</p>
3.	Specialist Training (1)	<p>Collaborate with NMEW for strengthening training and capacity building activities related to different domain areas such as livelihoods, health, Gender Budgeting/mainstreaming, Education, awareness building etc. including training of village coordinators</p> <p>Undertake any other activity as may be required to further the aims and objectives of SRCW.</p> <p>Should be prepared to travel extensively</p>	<p><u>Essential</u> Master's Degree in Social Work/Economics/Women's Studies/Law/Governance/any other related field</p> <p>Minimum experience of 3 years in the training and capacity building on issues related to women.</p> <p>Good knowledge of computers and ability to work in MS Office packages. Working knowledge of spread sheet and presentation packages.</p> <p><u>Desirable</u> Previous experience of working with the government.</p> <p><u>General Condition</u> Involves extensive travel within the state. Age of candidate preferably between 30-45 years. Salary of Rs 25,000 per month.</p>

4	Research Officer (1)	<p>Collate and document information, gender disaggregated data relating to various sectoral areas like livelihoods, health, education etc., particularly with regard to women.</p> <p>Undertake empirical as well as desk-based studies to review implementation of gender sensitive health policies and programmes.</p> <p>Assist specialist Gender to undertake research studies to assist in framing policies and programmes under the convergence mandate of the Mission.</p> <p>Undertake any other activity as may be required to further the aims and objectives of SRCW.</p>	<p><u>Essential</u> Master's Degree in Social Work/Economics/Women's Studies/Law/Governance/any other related field.</p> <p>Minimum experience of 2 years in Research field.</p> <p>Must have computer knowledge and ability to work in various MS Office, data analysis packages like SPSS, STATA etc.</p> <p><u>Desirable</u> Previous experience of working with the government.</p> <p><u>General Condition</u> Involves extensive travel within the state. Age of candidate preferably between 30-45 years. Salary of Rs. 25,000 per month.</p>
5	Assistant (Training & Documentation) (1 no.)	<p>Maintain data entry operations in the SRCW.</p> <p>Assist in the training and capacity building programmes, as well as research and other programmes under the convergence mandate of the Mission.</p> <p>Record minutes of meeting, records of meeting held by SRCW.</p> <p>Maintain the computer systems in the SRCW. Undertake any other activity as may be required to further the aims and objectives of SRCW.</p>	<p><u>Essential</u> Graduate in any discipline. Typing speed of 30 wpm is essential. Minimum work experience of 3 years.</p> <p><u>Desirable</u> Diploma in Computer applications. Managing computer systems and hardware.</p> <p><u>General Condition</u> Maximum age limit of 35 years. Salary of Rs. 15000 per month.</p>

Village Convergence & Facilitation Service (VCFS) in 100 selected districts

Guidelines

1. Coverage:

Village facilitation & convergence service will be provided in 100 gender critical districts with lowest Child Sex Ratio (CSR) (listed under Beti Bachao and Beti Padhao Scheme (BBBP) of the Ministry) to generate awareness regarding various schemes/programmes of the Central/State Government and mobilize the community to create demand and access/avail such services. For the first year the service will be provided in 20 Gram Panchayats (GPs) in each of the selected 100 gender critical districts. The service will then cover another 20 GPs (in the same district) in the next year and another set of GPs during the following year. Thus, the services under VCFS will not be static in nature and is conceived to cover the entire district in a phased manner during the 12th Plan period.

A lumpsum amount of Rs 82,000 has been allocated for project activity in each Gram Panchayat. The identification of districts/locations for the coverage under this service will be done in consultation with State Govt. /District Collector (DC/DM)/District Task Force under BBBP Scheme of the respective district selected.

At the GP level volunteers may be engaged who would be educated women from the local community. The primary role will be to facilitate convergence & coordination on ground and work in close coordination with the Gram Panchayats and other sub-committees to address issues pertaining to education, health, nutritional needs, legal rights, safety and security of women. The volunteers engaged under VCFS will be the focal point for activities under BBBP Scheme.

2. Activities to be undertaken:

Facilitation services under VCFS are aimed to linking women in need with the schemes/programs being implemented by the Central/State Government impacting the lives of women such as BBBP, Sabla, Jan Dhan Yojana, Swach Bharat etc. Ground level services will specially focus on the activities at the GP level as listed under BBBP Scheme. Under BBBP Scheme Multi-Sectoral interventions in 100 gender critical districts with low CSR has been envisaged and activities under VCFS (NMEW) will converge directly with the structures and activities at the GP level.

Some of the major activities to be included under VCFS are:

- Collection, compilation of databases from different sources related with resource mapping of the villages in the villages being covered by them and the target group of women.
- Mobilize women into joining collectives, strengthen existing collectives at village level.
- *Provide easy access to* informational and other resources to *the* community members for effective participation in Gram Sabhas and PRIs.
- Organize community meetings through *Naari ki Chaupal* to engage with community to build awareness about social issues, facilitate discussions on issues concerning women. The existing platform of Gram Sabha/Mahila

Sabha/VHSNC/VHND may be used. Mobilize women to participate in Gram Sabha meetings.

- Undertake household visits to spread awareness about government schemes, programmes and services, motivate to join various programs meant for their development and help in improving access.
- Grievance redressal through articulation and follow-up cases in right forums such as Panchayats, OSCC, VHSNC/VHND. Bring issues affecting women as agenda before Gram Panchayats for suitable redressal.
- Coordinate with other field level functionaries of different Government programmes like Anganwadi workers, ASHA's, ANM's for various activities.
- Facilitate convergence & access to women centric programmes through SHGs platforms
- Coordinate with other local Civil Society Organizations (CSOs)/ Non-Governmental Organizations (NGOs) and their staff working in the same region to utilize opportunities for collaboration.

3. Mode of Selection of Volunteers*:

Applications will be invited by way of advisements in local Newspapers. The candidate will be required to appear for a personal interview in front of selection committee as decided by the State WCD/ District Administration.

4. Required knowledge, skills, abilities & essential qualification

- Minimum 12th pass girls/women with basic understanding of gender issues
- Resident of same Gram Panchayat.
- Awareness on women issues and the ability to effectively communicate the same in the local dialect.
- Maximum age limit of 45 years.

The said position requires commitment to work for the cause of women empowerment and high sensitivity to gender issues. There will not be any monthly salary; however, the dedicated work by volunteers may be incentivised under the directions of the DC concerned.

5. Reporting and Monitoring Mechanism

Attendance and reporting shall be done at the Anganwadi Centers and MIS report will be submitted on quarterly basis to the District Task Force with a copy marked to the office of the Secretary, WCD/Social Welfare of the respective State Govt./UT Adm. The respective Panchayat Samiti/Village Health Sanitation & Nutrition Committee (*which are sub committees of standing committees of Panchayat and have representations from health ICDS, Total Sanitation Campaign (TSC) and PRI*) having jurisdiction over the concerned village may also provide overall coordination/supervision of the work being done at the GP level.

6. Training

- The training of Volunteers would be a very important exercise so that they are truly empowered to work at community level. They will be trained to serve as an informed and gender sensitive functionaries who are equipped to take forward the agenda of women's empowerment.
- Training workshops will be organized. These training programmes shall be linked with reputed government and autonomous training institutes at the state level to provide training on the roles and responsibilities of the volunteers.
- Exposure visits to see some best practices on ground shall be the important aspect of the training.
- Training will be imparted through standardized of ICT Tools
- A tool kit will be designed and developed which will contain concept note regarding TOR, MIS formats, IEC materials which act as a reference manual for volunteers.

7. Budget: Village Convergence and Facilitation Service

			All values in Rs.		
	<i>Expenditure Head</i>	<i>Remarks</i>	<i>No.</i>	<i>Total cost Monthly</i>	<i>Annual 2014-15</i>
A.	Activity Cost*	Gram Panchayat level	(Lumpsum)		50000
B.	Stationery items	Chart paper, pens, register, easel board, stapler etc.			2000
C.	Meeting & IEC Activities	Nari ki Chaupal, sensitization workshops, beti janmotsav etc.		1000	12000
D.	Travelling Expenses (local)			1500	18000
	Total				82000
	Annual Cost for 1 District	To cover at least 20 Gram Panchayats in the district annually			1640000

*Note: The activities may be undertaken through volunteers and their nomenclature may be kept as per the local language

8. Funding Pattern:

VCFS shall be provided in the respective States/UT Adm with 100 percent funding by NMEW/MWCD.