

# **Uttarakhand Mahila Samekit Vikas Yojna**

*(An ambitious initiative of Government of Uttarakhand  
towards Women Empowerment)*

## **GUIDELINES**



**State Project Management Unit  
Uttarakhand Women & Child Development Society  
(Department of Women Empowerment & Child Development)  
Government of Uttarakhand**

**Near Nanda Ki Chowki, Vikash Nagar Road,  
Suddhowala, Dehradun  
Telefax-0135-2775992**

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## INTRODUCTION

It is a well-known fact that women are the backbone of the hill economy. Due to the lack of adequate employment opportunities in the hills and also due to their desire for a better standard of living, the youth from Uttarakhand migrate to the plains for jobs. Consequently it is the hill women who take care of the entire household in the absence of the males. Women are responsible for weeding and irrigating the fields, taking care of the livestock, which includes fetching fodder from the forests, collecting fuel wood and getting drinking water for the household, cooking, looking after the children etc. Moreover fodder over steep hillside. To add to this is the lack of adequate dietary intake, which makes her susceptible to diseases like anemia and tuberculosis.

About 42 percent of rural women and 26 percent of urban women are engaged in marginal occupations in order to supplement the family income by collection of fish, firewood, Animal Husbandry, maintenance of kitchen gardens, tailoring weaving and teaching, but the quantification of the activity, in terms of work-hours contributed, or its income-generating equivalent was not attempted or recorded.

Gender discrimination on the traditional role of men and women, and gender violence continue to be pervasive problem, Socio-cultural values are more heavily biased against women.

Some facts, reflecting status of women in Uttarakhand are described below:-

S. No.	Issues	Status	Source
1	<b>Drudgery</b> 1- In-house Work 2- Fetching Fuel & Fodder 3- Drinking Water 4- Agriculture Works 5- Other Activities	Average workload is 12-14 Hours/Day	Sample survey in Nainital & Almora Districts, 2001 (College of Home Science GBPUAT)
2	<b>Available of Drinking Water</b> (15 minutes of safe water supply)	Coverage – 66.2%	National Family Health Survey, 1998-99
4	<b>Sanitation (with flush toilet)</b>	Coverage – 25.9%	National Family Health Survey, 1998-99
5	<b>Health &amp; Nutrition</b> (i) Anemic Women (ii) RTI among Women (iii) Safe Deliveries (iv) Maternal Nutrition (Women with Low Body Mass Index)	45.6% 41.2% 51.2% 32.4%	National Family Health Survey, 1998-99 Health Directorate, 2004 Health Directorate, 2004 World Summit for Children Indicators, Uttaranchal, 2004
5	<b>Literacy among 15-49 yrs</b>	59.7%	World Summit for Children Indicators, U.A., 2004
6	<b>Access &amp; Control over money</b>	46.8%	National Family Health Survey, 1998-99
7	<b>Involved in decision making about own Health</b>	54.5%	National Family Health Survey, 1998-99

Keeping above facts in view, the Government of Uttarakhand has launched Uttarakhand Mahila Samekit Vikas Yojana (UMSVY) in 2003, for holistic empowerment of women, to enable them to participate in decision-making process for effective contribution towards social, economic and political development.

## CONCEPT

Uttarakhand Mahila Samekit Vikas Yojana was conceived to be a nursery for experimenting with ideas about meeting the special needs of mountain women, exploiting the strength of mountain women, and devising suitable schemes which benefit women, particularly schemes that enable women to participate more fully in women endeavor.

The Key principles to be observed whilst formulating proposals for consideration of funding from UMSVY are:

- **Sustainability**, implying that any programme or service should continue after cessation for funding under UMSVY, for a period which should be at least the same, if not more, as the period of time for which the project is supported by UMSVY.
- **Ownership**, implying that the local community or Panchayat or Community Based Organization (such as Self Help Group, Van Panchayat, User Group, Federation, Cooperative Societies) should be involved in the planning and execution of the initiative. The project should be conceptualized as a partnership with the local community and ought to be developed by an open consultative process.
- **Inclusiveness**, implying that there should be a conscious attempt to reach out to marginalized groups. In addition, there should be a conscious attempt to secure the participation of the private sector and civil society.
- **Accountability**, implying that there should be at the project site or project area, all the necessary staff, facilities, funds necessary to ensure accountability to the community and there should be in built mechanisms to share experiences of the project and the accounts and records of the project with the stakeholders and other interested persons. Provision should also be made in the proposal to fund an external, independent evaluation of the project, both concurrently as well as on termination.
- **Emphasis on result**, implying that the project should concretize the benefits that the project will bring to the local community or to the Government and these benefits should be quantified, to the extent possible. The results of the project should be well understood and accepted by the stakeholders prior to the commencement of the project, so that the 'success' or 'failure' parameters are well understood by all concerned.
- **Incremental and synergetic**, implying that the project should acknowledge and take into account all the available funds and resources in the project area and should ideally build upon or integrate with existing programmes and policies, It should be the endeavor of the project to utilize the available programmes, services, institutions, funds and other resources, particularly that available to the Panchayats or Urban Local Bodies.
- **Innovative and model building**, implying that the project should aim to apply fresh and new techniques, methods and technologies and aim to secure recognition, if not co-funding, from national and international institutions.
- **Performance Indicator**, Each project should have an inbuilt component & performance indicators for women empowerment activities, women's health, and where possible, recreation and drudgery reduction.

## **GOAL**

Overall empowerment for women in Uttarakhand by reducing their drudgery in a sustainable manner and improvement in their livelihood through integrated approach

## **OBJECTIVES**

- *Drudgery reduction*
- *Gender sensitization and attitudinal change*
- *Enhancement of women's active participation in decision-making*
- *To encourage Women Participation in the Panchayat Raj Institutions.*
- *Self Employment*
- *Convergence*

## **INTERVENTIONS**

### **Mandatory**

- Development of women friendly technologies for reduction of women drudgery.
- Promotion of LPG Gas connections and other non-conventional energy sources, with the rise in income.
- Plantation of fodder grass and fuel species on bunds of agriculture field, waste and community land.

### **Supplementary**

- Skill & Entrepreneurship development
- Creation of women specific infrastructure
- Awareness on female foeticide, health, water & sanitation, legal literacy
- Assistance for secure and defend the rights of women
- Strengthening support services for women
- Research, surveys, evaluation, studies, publications and advocacy on women related issues.
- Health education for adolescent girls
- Gap filling, where required, in existing schemes for women.

### **Areas of Intervention-**

Any kind of intervention, which can fulfill the above said objectives in order to reduce drudgery and to ensure socio-economic empowerment of women. Some suggested interventions may be-

## **(I) Drudgery Reduction**

### **(a) Fodder Development**

Plantation of improved fodder species on bunds, community land, wasteland, and catchments areas. Demonstration of innovative fodder development techniques, e.g.- urea treatment of straw.

*Technical Consultation-* ULDB, Organic Board, Bhainswara Farm Almora, GBPUAT, etc.

### **(b) Fuel**

Plantation of improved fodder species on bunds, community land, wasteland, and catchments areas. Promotion of LPG, Gobar Gas, Solar Energy, and other source of conventional energy which can reduce drudgery hours, e.g.- pressure cooker, etc.

*Technical Consultation* – G.B. Pant, UREDA, HESCO, etc.

### **(c) Water Conservation**

Construction of Rain Water Harvesting Tanks, Ferro-cement Tanks, etc.

Renovation of traditional water resources, e.g.- Naula, Gul, and hand pumps, etc.

*Technical Consultation* – Irrigation Deptt., Swajal Project, Mirtola Ashram, SRRTT, PSI, GBPUAT etc.

### **(d) Other Measures**

Demonstration and extension of tools and technologies development by Research Institutions/Universities/NGOs/Resource person etc for reducing drudgery in in-house as well as out-door works.

*Technical Consultation* – GBPUAT, VPKAS, Himanchal University, etc.

*Tools-* Field activities, awareness drive, Training, Workshop, low cost assets, demonstration, exposure visits, etc.

## **(II) Social Empowerment**

Communication & networking, leadership development, decision making, conflict management and organization development etc.

Tools- Awareness drive, Training, Workshop, exposure visits etc.

## **(III) Economic Empowerment**

### **(a) Animal Husbandry Activities**

Poultry, goatry, piggery farming, dairy, bee-keeping

### **(b) Horticultural Activities**

Off season vegetable cultivation, mushroom cultivation, medicinal and aromatic plant cultivation, spices cultivation & floriculture, IGA units etc.

### **(c) Agriculture Activities**

Cultivation of high yielding agriculture varieties, diversification in agro-economy, wormi-composting, seed production

### **(d) Other Activities**

Candle and Scent sticks making, soft toys making, packaging, grading and marketing of agri-horticultural and non agri-horticultural produces.

Tools- Field activities, awareness drive, Training, Workshop, tools & assets, demonstrations exposure visits etc.

*Technical Consultation* – GBPUAT, VPKAS, NBPGR, Line Departments, etc.

### **Eligibility criteria for seeking UMSVY support**

#### **Our Partners**

i- Government Department, ii- Semi Government Department, iii- Autonomous Bodies, iv- Universities, v- Self Help Groups, vi- Panchayat, vii- Clusters & Federation, viii- Non Governmental Organization, etc.

#### **Eligibility Conditions**

##### **(a) Point (i) to (vi)- No conditions**

##### **(b) Clusters or Federations**

- Should be registered under Cooperatives Act-2005 or Societies Registration Act-1860.
- At least 1/3<sup>rd</sup> representation of women in General body & Governing board of the federation.

##### **(c) For NGO's**

- Should be registered under Societies Registration Act-1860 and completed 03 years of registration.
- Should have audited balance sheet for last 03 years.
- Should not be blacklisted by any of the Govt. agency.
- Organizations, which are not registered in Uttarakhand should possess at least 03 years of working experience in Uttarakhand.
- At least 1/3<sup>rd</sup> representation of women in General body & Governing board of the organization.
- Should comply with the requirement of Income Tax Department (PAN, 12A) or should have at least applied for the same.

#### **FINANCIAL ASSISTANCE**

The following parameters will be applicable, which are subject to amendment and are likely to be modified or supplemented or relaxed by Project Sanctioning Committee without prior notice.

#### **PARTNERS CONTRIBUTION**

The maximum limit for assets creation should depend on project concept. The applicant organization will ensure 30% contribution of total asset cost from other source with compulsory 10% contribution (either in cash or labour) from the user community. Assets upto the limit of Rs. 5000/- can be given to a SHG as a demonstration, under activity head.

## **ADMINISTRATIVE EXPENSES**

The permissible upper limit will be 12% of the total project cost. The administrative expenses includes staff salary and TA/DA., stationery, contingency, electricity and telephone bills, purchase and maintenance of assets, other expenses etc.

## **OWNERSHIP OF MATERIAL & ASSETS:**

Any studies, reports or other material, graphic software or otherwise prepared by the partner Organization shall belong and remain a property of the UWCDS. Assets created under the project will be handed over to community through SGHs/Federations/PRI or any other body suggested by the UWCDS.

## **PROJECT SANCTIONING MECHANISM**

A transparent mechanism has been designed to screen and sanction the viable Project Proposals-

- Appraisal and selection of viable project by Screening Committee constituted under the chairmanship of Vice President, UWCDS.
- Presentation of viable Project Proposals before 'Project Sanctioning Committee', constituted under the chairmanship of Chief Secretary, Govt. of Uttarakhand.
- Financial assistance, as per the parameters, set by project Sanctioning Committee.

The proposal should be vetted by District Line Department and should be routed through District Administration.

Penalty condition shall be applicable as per the procedures laid down for land arrears recovery in case of irregularities/misuse of funds. The organization will also be put in the category of black listed organization. The decision of Chairperson of UWCDS shall be final.

## **GENERAL INSTRUCTION**

- (1) Detailed project proposals, to be submitted in duplicate, should be neatly typed in double line space on A-4 size white bond paper.
- (2) The language should be simple, clear and to the point, please avoid repetition.
- (3) Please make sure that your proposal is complete, with all relevant data, information documents etc. accompanying it. Incomplete or piecemeal project documents are not acceptable.
- (4) Cost estimates must be worked out carefully and precisely. Be factual to the extent possible, providing provisional qualification/estimates. Regarding price escalation and audit costs, it is recommended that these items should be provided for in the budget and financial plan and may be taken into account while planning the year-wise phasing of funds to ensure timely completion of the project.
- (5) The preparation of project, if done with expert advice, care and after adequate background investigations and studies, will enable the 'Project Sanctioning Committee to expedite clearance.
- (6) The recipient organization/institution shall maintain a record of all assets acquired for community wholly or substantially under the USMVY grant.
- (7) A two page summary of project proposal must be attached on top page of the detailed project proposal. The summary should briefly cover project title location (no. of villages, Block, District), purpose of the project, means to achieve, result expected, main beneficiaries, duration, expected start and completion dates, total cost, UMSVY contribution, local contribution, other donor contribution, and budget summary. If applicable, include reference to partnership twining with other NGO's or donors, vis-à-vis technical cooperation, collateral funding, etc on project needs.
- (8) Project proposals with all supporting documents recommended by District Magistrate/Chief Development Officer of the concerned district should be sent to-

**The Vice Chairperson, UWCDS  
State Project Management Unit,  
Near Nanda Ki Chowki, Vikash Nagar Road,  
Suddhowala, Dehradun  
Telefax-0135-2775992**



## **FORMAT FOR PROJECT PROPOSAL**

**(1) Project Title:**

**(2) Name and Address of Applicant NGO/Institution**

**(3) Person Responsible with contact Telephone/Fax No.**

**(4) Legal Entities/Status**

**(5) Brief History of the Organization/Institution**

**(6) Whether recognized and/or assisted by other Government Agency**

**(7) Capability and Experience**

Briefly describe the capacity of the organization/institution, including staff, infrastructure (specify whether owned or rented), and administrative/financial procedures to carry out the project. Give details of your experience and activities in the relevant areas of drudgery reduction and women empowerment at the grassroots level, and your work with community.

**(8) Description of the Project Area**

Briefly describe the precise location of the proposed project and its accessibility by road, rail, and air; topography and demography, socio-economic conditions, public and private development activities being undertaken.

Indicate project area coverage in the Block in terms of percentage through a pie diagram.

**(9) Project Beneficiaries**

Beneficiaries must be women and 80% of them should belong to BPL, SC, ST, OBC & Minority category, Beneficiaries associated with Programmes/Projects having similar objectives/activities should not be considered.

**(10) Purpose of the Proposed Project**

Briefly explain the objectives to be achieved, activities to be undertaken. Briefly explain the specific conditions prevailing in the proposed project area and which necessities encourage you to submit this proposal. What is the precise problem you wish to solve?

**(11) Methodology**

Method/process to be followed management system and duration of the project. Draw up and submit a "Project Activity Scheduling Implementation Chart" enclosed as Annexure-1.

Mechanism to ensure external scientific, technical, and managerial expertise/ inputs for the projects having Scientific and Technical content.

Does the proposal require any specific permission? Which are these? Have they been opted?

**(12) Justification**

Briefly explain why the proposed activity is a high priority. Explain the key impediments that have prevented the community in attaining the desired outcome with existing institutions and resources and how the project aims to overcome these impediments. Explain why the project has a high likelihood of success and the opportunities and risk factors. If possible, describe and compare with similar development initiatives elsewhere in the Country or State.

**(13) Consultative Process**

Describe the consultative process used to develop the proposal, particularly the perspective of the local community. Specifically state if consultation with local Panchayat/SHG/CBO/NGO took place. Name all Government officials who played a significant role in developing the proposal.

Project Proposal should compulsorily be developed on the findings of a joint meeting of stakeholders (i.e-Community, PRL& Line Departments etc.).

Priority will be given to those Project Proposals, who wish to work with existing Self Help Groups. It is suggested to enclose 'SWOT' (S-Strength, W-Weakness, O-Opportunity, T-Threats) analysis of the Self Help Groups and Sample Base Line Survey, so that need based interventions can be proposed.

**(14) Implementation**

Describe the institutional framework proposed for implementing the project. Be specific about the roles and responsibilities of different levels of implementing staff/volunteers. Be clear about the command and control structure regarding administration, account, programme objectives, and monitoring. State the process by which staff will be engaged for the project and their expected qualification and

remuneration. Please state where project implementation sites will be located, providing preferably and address, telephone number and name of staff available at that location. In this section, the sequence in which the activities will be conducted and all other relevant implementation details will be provided. The time frame of activities will be described and milestones indicated.

**(15) Procurement Policy**

Describe the process to be used for procurement of goods and services, including solicitation, review and selection of vendors. Explain how procurement procedures will be open, fair and competitive.

**(16) Replicability and Sustainability**

Highlight the measures built into the proposed project to ensure flexibility and adaptability of the Programme to different community needs: identify what could likely be the most successful features for replication.

Highlight the measures proposed to build self-sustainability into the project. Can and will your organization/institution develop and promote a system of co-financing collateral fund/revolving fund/ thrift and credit scheme for which an appropriate plan and agreement with a Lead Bank or Banks can be made for overdraft facilities, which can help to sustain the project beyond the UMSVY funding period or other critical periods.

Highlight the measures to ensure convergence with Line Departments, Research Institutions & Marketing Agencies etc. to ensure backward and forward linkages.

**(17) Monitoring and Evaluation**

Provide a plan by which progress towards achievement of project objectives can be measured from time to time. Please include, where feasible, methods by which the project can be monitored by the beneficiaries themselves or by the local community or Panchayat.

Pre & End line Baseline Survey is essential for impact assessment. Mention milestone indicators to measure progress towards achieving each goal of the project. Comment on how the performance measures can be crosschecked and verified. Describe how performance data will be collected and validated.

State the desired output and outcomes after successful completion of project (best and low estimates). State intermediate goals that will be achieved even if the outcomes are not of the desired level.

**(18) Transparency**

Describe how information about the project will be available to the general public and the means to access that information. Partner Organizations will adhere to the provisions specified under the Right to Information Act.

**(19) Project Cost Summary**

Summarize and list budget items for a maximum period of 03 years. Sample format is enclosed as Annexure-2

Please indicate per beneficiary project cost on annual basis and analyze cost-benefit ratio as well.

**(20) Other Factors for Consideration**

Attach with your proposal any relevant study, research, evaluation, recommendation or other testimonials. Through not mandatory, it is advisable to have the project proposal independently reviewed either by a peer organization or technical/academic/research organization or an expert in the field.

**Date-**

**Signature of the authorized person with designation and stamp**

**List of Documents to be attached**

- 1- A district map/ sketch showing location of the project area by appropriate shading/ colouring.
- 2- Registration Certificate of the Society.
- 3- Constitution (By-laws, Memorandum of Association, Rules and Regulations) of the Society.
- 4- Copies of audited accounts viz, receipts & payments accounts, income & expenditure accounts, balance sheets along with auditors certificate and report for last 03 years.
- 5- Annual Reports of last 03 years.
- 6- List of Staff with complete addresses and contact numbers.
- 7- List of governing body members.
- 8- List of ongoing projects with approved Budget.

**Note:**

- i. These Guidelines are provided for information only. Neither these Guidelines nor submission of a proposal for assistance under UMSVY creates any rights in favour of the applicant or any other party.
- ii. These Guidelines are subject to amendment and are likely to be modified or supplemented from time to time by Project Sanctioning Committee without prior notice.

**Project Activity Scheduling Implementation Chart**

**Project Title: -----**

**(Month wise)**

S.N.	Activity	Year-1												Year-2												Year-3												Remark
		A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	
1-	P																																					
	A																																					
2-	P																																					
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5-	P																																					
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6-	P																																					
	A																																					

**(P- As Proposed in the Project Proposal, A-Actual)**

## Budget Sheet

S. N.	Description	Unit No.	Unit cost (Rs)	1 <sup>st</sup> Year		2 <sup>nd</sup> Year		3 <sup>rd</sup> Year		Total	
				UMSVY	Contribution	UMSVY	Contribution	UMSVY	Contribution	UMSVY (a)	Contribution (b)
1- (i) (ii)	Activities										
<b>Sub Total-</b>											
2- (i) (ii)	Assets										
3-	Administrative Expenses										
<b>Grand Total -1(a) +2(a) +3(a) +4(a)/UMSVY Assistance- Rs.</b> <div style="text-align: center;"><b>In words –Rs.</b></div>											
<b>Contribution -1(b) +2(b) +3(b) +4(b) – Rs.</b> <div style="text-align: center;"><b>In words –Rs.</b></div>											

## **ABBREVIATIONS USED**

1. BPL- Below Poverty Line
2. CBO- Community Based Organization
3. C.V.- Curriculum Vitae
4. GBPUAT- Govind Ballabh Pant University of Agriculture & Technology
5. HESCO- Himalayan Environmental Studies & Conservation Organization
6. IGA- Income Generating Activities
7. LPG- Light Petroleum Gas
8. NBPGR- National Bureau of Plant & Genetic Resources
9. NEDA- Non Conventional Energy Development Agency
10. NGO- Non Governmental Organization
11. OBC- Other Backward Classes
12. PRIs- Panchayat Raj Institutions
13. PSI- People Science Institute
14. SC- Schedule Caste
15. SHG- Self Help Group
16. SPMU- State Project Management Unit
17. ST- Schedule Tribe
18. SRTT- Shri Ratan Tata Trust
19. TA/DA- Traveling Allowance/Daily Allowance
20. UREDA- Uttarakhand Renewal Energy Development Agency
21. UWCDS- Uttarakhand Women & Child Development Society
22. ULDB- Uttarakhand Livestock Development Board
23. VPKAS- Vivekanand Parvatiya Krishi Anusandhan Sansthan