**SOP Document Tracker**

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| 11 | Signature of the issuer |  | | |
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PS: \*This document replaces all previous versions, if any

**This SOP is not applicable to existing cadre of “Jal Sakhi’s” of WAPRO project**

**Engagement of Community Resource Persons**

At PNP we believe that a community-led approach is essential in bringing about any real transformation in the lives of its beneficiaries. Therefore, we aim to build a strong knowledge base within the community by empowering interested individuals as Community Resource Persons (CRPs) through intensive training on key programmatic components in line with organisations mission. One of the most important reasons for this strategy is that by equipping them with the exposure, technical skills and the necessary expertise, these empowered group will be able to carry forward the message of sustainable agriculture long after intervention stops. Once trained, CRPs often form the first line of intervention, making up an essential link of the support system we build for beneficiaries. As members of the community themselves who understand the challenges of their fellow farmers and neighbours, they form a strong link between PNP and the farmers we reach out to, thereby enabling fast mobilization of intervention activities. Their easy understanding of local socio-cultural bonds also helps to establish ties amongst the beneficiaries themselves and unite them towards a common goal of promoting sustainable development practices.

**Terms of Engagement**

CRP is a part time position requiring less than 20 hours per week, or 80 hours a month. An honorarium is paid to the CRPs in recognition of their contribution to the community.

A CRP is engaged for a maximum period of 5.5 months starting on 1st January and 1st July of calendar year but ending on 15th June or 15th December of the same calendar year.

**Key roles and responsibilities of CRPs**

– provide sound technical support and guidance to beneficiaries about relevant subjects and issues  
– help in documentation of initiatives

– help people access various Government entitlements and schemes  
– monitor progress within a community  
– provide valuable feedback to PNP

**Criteria for Selection of CRPs**

Essential

* Must be youth between 18 and 45 years
* Must be 12th standard pass
* Must be physically and mentally fit to undertake roles and responsibilities of CRP
* Must have good communication skills (preferably local language and should exhibit good oration skills).
* Must have strong rapport with the community
* Must not be related to PRI functionary or any employee of PNP, or any of the partners implementing project

Desirable

* Should be preferably women or belonging to SCT/ST community.
* Should have strong support from the family.
* Should be resident of the concerned Block.
* Preference given to those who have a two wheeler for use at work.

Ideally the CRPs should not be retained for more than 3 +2 years so that other persons in the community get an opportunity.

The CRPs need to submit their CV in the prescribed format. The evaluation of the CRP needs to be done by at least two members from PNP Staff appointed by the State Programme Coordinator and it should be as per the evaluation form.

**Documents to be submitted along with application**

* Signed application form in the prescribed format
* Self attested passport size photo, Aadhaar card, and proof educational qualifications
* Self attested SC/ST certificate if applicable

**Sample for Engagement Letter of Community Resource Persons**

**Address of the candidate**

Dear \_\_\_\_\_\_\_\_\_

With reference to your application and subsequent discussion with you, we are pleased to offer you a volunteer position in our organisation as Community Resource Person (CRP) for our project. This engagement is on temporary basis in our organization on the following terms and conditions:

1. The duration of this engagement is from 1st Month/year \_\_\_\_\_ to 15th / Month/ year (5.5 months) on temporary /part time basis. This engagement will automatically come to an end on the expiry of the specified period and no notice pay or any other compensation will be payable.
2. This agreement can be terminated within seven days of notice on either side, without assigning any reason.
3. The CRP agrees to undertake this responsibility on voluntary basis, which means that the CRP will not charge professional fees in connection with this matter. However, the organisation agrees to assume responsibility for all agreed upon out-of-pocket expenses incurred during the engagement. The following honorarium/expenses are anticipated:

* Rs. 4000/- towards honorarium plus travel charges.

1. Your place of work will be at **\_\_\_\_\_\_\_\_\_\_\_\_** but during the course of the above assignment, you shall be posted / transferred anywhere in the project area to serve as per the organisations’ requirement.

1. You will be reporting to the Field Coordinator at project office.
2. The scope of work is outlined as follows:

* provide sound technical support and guidance for beneficiaries
* help in documentation of initiatives
* help people access various Government entitlements and scheme
* monitor progress within a community
* provide your feedback to PNP

1. You will not divulge orally or in writing or in any way regarding organisational information or or any other information that comes to your knowledge during the period of your engagement with us. You will be responsible for safekeeping and return in good condition and order of all organisation’s property, which may be in your use, custody or charge.
2. The CRP will not accept any present, commission or any sort of gratification in cash or kind from any person, party or firm or Company having dealing with the organisation and if you are offered any, you should immediately report the same to the Management.
3. This agreement is only for the specific period as mentioned in clause 1 and the CRP neither has any right on the engagement/job nor claim for regular employment.
4. As this agreement is project based, notwithstanding the above conditions if the project is discontinued for any reason what-so-ever the agreement shall cease forthwith.

**Jurisdiction**

Any legal actions arising out of this contract or relating thereto are subject to the jurisdiction of the courts in Hyderabad, Telangana.

If you accept the terms and conditions above mentioned, please sign the declaration in the duplicate and return to us.

I am pleased to have this opportunity to assist you and look forward to working with you.

Yours faithfully,

for **Partners in Prosperity**

Authorised Signatory

Name:  
Title:

Acceptance:

I have read the above and accept the terms and conditions stated above.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Signature of the candidate)

Date:

Place:

**CANDIDATE INTERVIEW EVALUATION FORM**

Candidate’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Interviewed By:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Scoring**: Candidate evaluation forms are to be completed by the interviewer to rank the candidate’s overallqualifications for the position.  Under each heading the interviewer should give the candidate a numerical rating and write specific job-related comments in the space provided.  The numerical rating system is based on the following:5 – Exceptional; 4 – Above Average; 3 – Average; 2 – Satisfactory; and 1 – Unsatisfactory.

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| --- | --- | --- | --- |
| **#** | **Aspect** | | **Score** |
| 1 | Educational Background – Does the candidate have the appropriate educational qualifications or training for this position? | |  |
| Comments | |  |
| 2 | Prior Work Experience – Has the candidate acquired necessary skills or qualifications through past work experiences? | |  |
| Comments: | |  |
| 3 | Technical Qualifications/Experience – Does the candidate have the technical skills necessary for this position? | |  |
| Comments: | |  |
| 4 | Administrative and budgetary experience: financial planning, staff supervision, management of resources – Does the candidate demonstrate the knowledge of these areas necessary for this position? | |  |
| Comments: | |  |
| 5 | Leadership Ability – Did the candidate demonstrate the leadership skills necessary for this position? | |  |
| Comments: | |  |
| 6 | Customer Service Skills – Did the candidate demonstrate the knowledge and skills to create a positive customer experience/interaction necessary for this position? | |  |
| Comments: | |  |
| 7 | Communication Skills – How were the candidate’s communication skills during the interview? | |  |
| Comments: | |  |
| 8 | Candidate Enthusiasm – How much interest did the candidate show in the position? | |  |
| Comments: | |  |
| 9 | Is the Candidate a good match for the organisations mission, culture, and values? | |  |
| Comments: | |  |
| 10 | Overall Impression and Recommendation – Final comments and recommendations for proceeding with this candidate. | |  |
| Comments: | |  |
|  | Overall Score out of maximum 50 | |  |
| Sig | | Sig | |
| Name | | Name | |
| Title | | Title | |