

## Minutes of Meeting – National Urban Livelihood Mission

Date of Meeting: 15<sup>th</sup> July, 2015 at 10:30 AM

Venue: Chamber of Principal Secretary, Urban Development & Housing Department, New Secretariat, Patna

A meeting was held on July 15, 2015 at 10:30 AM to discuss the additional proposals submitted by PMC-NULM and implementation of National Urban Livelihoods Mission. The meeting was chaired by Mr Amrit Lal Meena, Principal Secretary, UD&HD. Other participants were as follows:

1. Mr Jai Praksh Mandal Director cum Special Secretary, UD&HD
2. Mr Binodanand Jha Deputy Director, UD&HD
3. Ms Irina Sinha Thematic Lead, Social Development, UTAST-SPUR
4. Mr Avijeet Sinha Programme Officer, PMU-SPUR
5. Mr Ajay Singh Managing Director, Vision EIS Consulting Pvt. Ltd.
6. Mr Sanjeev Pandey Project Coordinator, PMC-NULM
7. Mr Siddhartha Shankar Mishra MIS Expert, PMC-NULM

The issues discussed and decisions taken in the meeting are as follows:

	ISSUE	DECISION TAKEN
1.	<b>Evaluation of Work Undertaken by PMC-NULM</b>	<ul style="list-style-type: none"> <li>• Principal Secretary, UD&amp;HD has instructed for the formation of a Performance Evaluation Committee which will evaluate the performance of PMC-NULM and review monthly and quarterly progress reports submitted by PMC-NULM and recommend payment and other suitable action. The Committee will comprise of Director cum Special Secretary - UD&amp;HD, Deputy Director – UD&amp;HD and SPUR representative.</li> </ul>
2.	<b>Review of work undertaken by PMC-NULM as per the provisions of the Contract</b>	<ul style="list-style-type: none"> <li>• Principal Secretary, UD&amp;HD has reviewed the action taken and performance of PMC-NULM vis-à-vis the responsibilities assigned to the PMC-NULM as mentioned in the contract. The details of activities undertaken is provided in <b>Annexure 1</b>.</li> </ul>
3.	<b>Objective Payment Criteria</b>	<ul style="list-style-type: none"> <li>• Principal Secretary, UD&amp;HD has instructed SPUR to prepare a matrix of work &amp; timelines to define objective criteria of payment to PMC-NULM upon the submission of subsequent monthly and quarterly reports. The matrix is provided in <b>Annexure 2</b>.</li> <li>• PMC-NULM was also assigned the task of online MIS reporting, execution of tasks as per NULM annual action plan through stakeholders, submission of Utilization Certificates, Audit Reports &amp; ensuring transfer of NULM funds to the State.</li> </ul>

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4.	Loss of Man-days	<ul style="list-style-type: none"> <li>PMC was instructed to provide additional man-days beyond the term of the contract to make up for the loss of man days due to delay in the deployment of manpower.</li> </ul>
5.	Proposal on Information Education & Communication (IEC) and City Livelihood Centre (CLC)	<ul style="list-style-type: none"> <li>Principal Secretary, UD&amp;HD has instructed SPUR to prepare an appraisal note on the IEC and CLC proposals with details of proposed features/ activities, feasible activities, suggestion on implementing agency and associated costs.</li> <li>SULM executive committee to review the appraisal note on these proposals and take final decision on the implementation.</li> </ul>
5.	Management Information System (MIS)	<ul style="list-style-type: none"> <li>MIS developed by PMC-NULM was discussed in details and PMC-NULM was asked to implement the MIS developed by its team.</li> <li>PMC-NULM was also asked to provide a detailed note on the limitations of the NULM-MIS and benefits of the MIS developed by PMC-NULM along with details of the features of the MIS.</li> </ul>

The meeting ended with vote of thanks.

*Amrit Lal Meena*  
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(Amrit Lal Meena)  
Principal Secretary, UD&HD

No:-SPUR-PMU/179/NULM-PMC-PF/2015/119/341

Date: 12/08/2015

**Copy to:**

1. Special Secretary cum Director, UD&HD
2. Deputy Director, UD&HD
3. Team Leader, SPUR
4. Team Leader, PMC-NULM

**ACTIVITIES UNDERTAKEN BY PMC-NULM FOR THE IMPLEMENTATION OF NULM**

Deliverable in Quarter 1	Target	Activities Undertaken
Inception Report	Preparation and Submission of Inception Report within one month of the assignment	The agency has submitted detailed inception report within one month of the assignment. The report provides the details of SMMU staff deployed and responsibilities assigned to each expert. The report also outlines the key performance indicators and detailed work plan for the assignment.
Selection of CMMU Staff	Recruitment started for the selection of CMMU staff for 89 positions in 42 NULM towns	The agency has undertaken a comprehensive selection process in the recruitment of City Mission Management Unit staff for the 42 Urban Local Bodies in Bihar. A total of more than 200 candidates were interviewed out of which 65 have been selected. Currently 59 CMMU staff have been mobilized by the PMC.
Office Set up	To be set up in the 1 <sup>st</sup> month of the assignment	The agency has setup its office in S.K Nagar, Patna which has been visited by SPUR team. The SMMU staff as well as Coordinators are based from the office.
Development of NULM Website and Management Information System (MIS)	NULM Website and MIS proposal to be submitted	<p>PMC-NULM has sent its personnel to MoHUPA for training on NULM-MIS developed by MoHUPA.</p> <p>Based on the understanding of NULM-MIS PMC-NULM has submitted detailed proposal for development of NULM website and MIS. The PMC has engaged a team of experts from March 15, 2015 to develop the NULM MIS and NULM website and has also provided details in its reports.</p> <p>Achievements :</p> <ul style="list-style-type: none"> <li>• Requirement gathering, gap analysis, System requirement and design, Storyboarding etc.</li> <li>• Conceptual Architecture and software designing, Role based user flow architecture model.</li> <li>• Formats of the MIS reporting system has been finalized as per requirement.</li> <li>• Draft proposal of the web-site development has been prepared as per meeting held on April 01, 2015 and presented to the department on April 16, 2015.</li> <li>• Reduplication removal, EST&amp;P Beneficiary: Incorporating UID numbers to the beneficiary profile to avoid duplication.</li> <li>• The domain name <a href="http://www.sulmbihar.in">http://www.sulmbihar.in</a> for web-site has been acquired and processing for incorporation of web-site content.</li> <li>• Third Party Secure Server has been acquired for securing web-based software.</li> <li>• Website Front-end designing process is ongoing.</li> <li>• E&amp;STP Beneficiary - Online registration process is ongoing</li> <li>• Team Size : <ul style="list-style-type: none"> <li>- Current : 6 Nos. comprising of 1 Project Lead, 1 Software Architect, 1 Sr. Developer, 2 Programmers, 1 Technical Writer</li> </ul> </li> </ul>

		<ul style="list-style-type: none"> <li>- Other experts required would be mobilized i.e. database expert, Software Tester etc.</li> </ul>
Establishment of City Livelihoods Centres	Submission of Proposal for City Livelihood Centres in 42 towns	<ul style="list-style-type: none"> <li>• The PMC has submitted detailed proposal for establishment of 25 City Livelihood Centers (CLCs) after the identification of the CLC premises in all the towns, details of CLC infrastructure and facilities along with the details of role of CLC and the functions to be performed by the CLC. The IEC proposal is being reviewed by the members of the evaluation committee.</li> </ul>
Development of IEC Strategy	Submission of proposal for IEC implementation	<ul style="list-style-type: none"> <li>• The PMC has submitted detailed proposal for development and implementation of IEC strategy. The IEC proposal is being reviewed by the members of the evaluation committee.</li> </ul>
Submission of Report	Report to be submitted at the end of each month/ quarter	<ul style="list-style-type: none"> <li>• The PMC has submitted the monthly reports for 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> month along with the consolidated report for the 1<sup>st</sup> quarter.</li> </ul>
HR Manual	HR Manual to be developed in the first quarter	<ul style="list-style-type: none"> <li>• For effective management of the PMC and its staff a comprehensive HR Manual has been prepared and submitted.</li> </ul>
<b>Additional Activities</b>		
Communication and Correspondence		<ul style="list-style-type: none"> <li>• Effective communication and correspondence systems have been established at the PMC with regular filling of records and documents along with preparations and submission of note sheets.</li> <li>• Proceeding of the meetings and orders are being recorded as per established norms and system.</li> <li>• Communication channels with Mission partners and stakeholders have been established using phone and emails.</li> </ul>
Coordination with Other departments & agencies		<ul style="list-style-type: none"> <li>• Coordination with Rural Development Department (Jeevika)</li> <li>• Department of Labour for information related to the EST&amp;P component.</li> <li>• SLBC for target setting under SEP</li> </ul>
EST&P Component		<ul style="list-style-type: none"> <li>• Introductory meeting with the STPs on 13.01.2015</li> <li>• Communicating with the STPs relating to submission of beneficiary list and other information required towards issue of work order.</li> <li>• Verification of documents submitted by the agencies.</li> <li>• Designing the formats for submission of additional information by the STPs in hard and soft copy</li> <li>• Organizing further round of meetings with STPs to discuss key issues and concerns of the STPs and the communicating department's expectations/ guidelines to the agencies.</li> <li>• Verification of the documents submitted and infrastructure established by the STPs through the SMMU and CMMU staff, preparation of detailed verification report and its submission to the department.</li> <li>• Day to day technical support to STPs on issues of contract management</li> <li>• Processing of work orders and payments to STPs on file.</li> <li>• Initiating the decentralization of EST&amp;P component</li> </ul>

Capacity Building & Development	<ul style="list-style-type: none"><li>• The SMMU and CMMU staff have been provided training on NULM components as well as details of the functions to be carried out. SPUR has also been involved in some of the capacity building measures related to EST&amp;P, SM&amp;ID, SUSV, SUH components of NULM.</li><li>• The team has also been provided other training on written communication, procurement, verification of training partner activities etc.</li><li>• CMMU team has also been given assignment for verification of STPs and information collection on SM&amp;ID after orientation programme related to components for qualitative information collection.</li><li>• Schedule for the ULBs' orientation on NULM has been finalized, which has been approved by the department. ULBs have been informed about PMC visit through phone calls/ emails/ other means of communication.</li></ul>
SM&ID component of NULM	<ul style="list-style-type: none"><li>• The PMC has attended the meetings held by SPUR with APMAS and has also collected the data from the partner agencies under SPUR.</li><li>• PMC is in the process of uploading the SHG data on the NULM website which is also being prepared by the PMC.</li></ul>
SUH component of NULM	<ul style="list-style-type: none"><li>• PMC is in the process of visiting the ULBs to inform the officials about the allocated amount, money transferred as well as inform them about the revised estimate, design and drawing.</li><li>• The PMC has also developed formats and provided data to the department for response to Gol queries on Supreme Court related cases.</li></ul>
SUSV component of NULM	<ul style="list-style-type: none"><li>• The PMC has attended the meetings held by SPUR with APMAS and has also collected the data from the partner agencies under SPUR.</li><li>• PMC is in the process of uploading the SHG data on the NULM website to be prepared by the PMC.</li></ul>
NULM Reporting to Gol	<ul style="list-style-type: none"><li>• PMC-NULM has prepared the monthly reports for submission to Government of India and has also represented/ participated the department in the NULM meetings at MoHUPA.</li></ul>

PERFORMANCE TARGETS

Output	Activities	Target	Timeline	Documents required
<b>Social Mobilization &amp; Institution Development (SM&amp;ID)</b>				
5000 SHGs to be formed in 2015-16	Selection of Resource Organization (ROs)/ Community Resource Persons (CRPs) for formation of SHGs (as decided by department) with support of SPUR	File processed for selection of ROs/ CRPs submitted for approval	July 2015	Relevant documents
	Preparation of ToR/ EoI based on department's decision (as given above)	Drafts prepared & submitted to department for review and approval	Within 1 month of decision on selection of ROs or CRPs	Copy of letter submitted with relevant documents
	Setting Town wise target for formation of 2500 SHGs through ROs/ CRPs in 2015-16, obtaining department approval on targets & communication to ULBs	Submission of town wise targets by August 14, 2015	August 2015	Letter to ULB regarding town wise targets for SHG Formation
3000 SHGs to be assisted with Revolving Fund	SHG Grading & report submitted to ULB with support of APMAS & SPUR	Minimum 200 SHGs graded monthly	Monthly	Grading Sheet
	RF Disbursement status updated on MIS	Process initiated for assistance to minimum 100 SHGs monthly	Monthly	NULM Monthly report submitted by ULB and MIS entry
160 Area Level Federation of SHGs to be formed	Monthly monitoring & Verification of ALF formation and its activities with support of APMAS	10 ALFs formed monthly	Monthly	NULM Monthly report submitted by ULB and MIS entry
	Facilitation in preparation of documents for registration of ALFs and submission to District Cooperative Officer (DCO)	Submission of ALF related documents to DCO (50%	Monthly	Copy of documents submitted to DCO

		of ALFs formed in the month)		
80 Area Level Federation to be assisted with Revolving Fund	<ul style="list-style-type: none"> <li>• Coordination with ULB &amp; APMAS</li> <li>• Grading of ALFs</li> </ul>	50% of ALFs formed	Monthly	Grading Sheet
	<ul style="list-style-type: none"> <li>• Revolving Fund Transfer to ALFs</li> </ul>	Processing for transfer of RF to 50% of ALFs registered	Monthly	NULM Monthly report submitted by ULB and MIS entry
5000 Basic Savings Accounts to be opened	<ul style="list-style-type: none"> <li>• Submission of concept note on appointment of Bank Mitra/ Retd. Bank officials</li> </ul>	Note prepared with details & costs	August 2015	Copy of relevant letter submitted to department
	<ul style="list-style-type: none"> <li>• Participation in District Level Coordination Committee (DLCC) meetings</li> </ul>	Monthly Meetings	Monthly	NULM Monthly Report submitted by ULB
42 Financial Literacy Camps Organized	<ul style="list-style-type: none"> <li>• Coordination with ULB, APMAS &amp; Banks/ Town Level Bankers' Committee</li> <li>• Transfer of funds to ULB</li> <li>• Organizing Financial Literacy programmes</li> </ul>	Financial Literacy programmes in 7 towns each month	Monthly	NULM Monthly report submitted by ULB
Establishment of City Livelihoods Centre	<ul style="list-style-type: none"> <li>• Submission of Proposal for 50% towns</li> </ul>	21 CLCs	April 2015	<ul style="list-style-type: none"> <li>• NULM Monthly report submitted by ULB</li> <li>• PMC-NULM MPR</li> </ul>
	<ul style="list-style-type: none"> <li>• Submission of Proposal for remaining 50% towns</li> </ul>	21 CLCs	Within 1 month of approval of CLC for 50% towns	
	<ul style="list-style-type: none"> <li>• Procuring infrastructure &amp; Hiring of CLC staff</li> </ul>	42 CLCs	Within 1 month of approval	
	<ul style="list-style-type: none"> <li>• Operationalization of CLC</li> </ul>	42 CLCs	Within 1 month of hiring space & staff	
Employment through Skill Training & Placement (EST&P)				

Decentralization of EST&P implementation	<ul style="list-style-type: none"> <li>• NULM Guidelines for ULBs</li> <li>• List of STPs selected for each town</li> <li>• Details of work awarded and targets (Phase I) to each town</li> </ul>		July 2015	Letter to ULB and STPs
	<ul style="list-style-type: none"> <li>• STP Contract Amendment</li> </ul>		August 2015	Copy of Amendment
Selection of Skill Training Providers (Phase II)	<ul style="list-style-type: none"> <li>• Opening of proposals &amp; Technical Evaluation of proposals received for selection under EST&amp;P (Phase II)</li> <li>• Preparation of proceedings of technical evaluation and submission to SULM executive committee</li> </ul>	-	August 2015	Details of selection in file/ proceedings submitted to department
	<ul style="list-style-type: none"> <li>• Contract signing and allocation of clusters/ towns</li> <li>• Communicating the details of selected STPs to NULM ULBs</li> <li>• Trade/ Course and Town wise targets revised and communicated to ULBs</li> </ul>	-	September 2015	<ul style="list-style-type: none"> <li>• Letter to ULB regarding STPs selected and allocated to towns</li> <li>• Revised target details submitted for approval</li> </ul>
Selection of Assessment Agency	Identification of agencies for Assessment & Certification		July 2015	
	Signing Contract with selected Assessment Agency & sharing details with STPs & ULBs		August 2015	Letter to STP/ ULB, Details on Website/ MIS
Monitoring of work undertaken by Skill Training Providers	<ul style="list-style-type: none"> <li>• Monthly CMMU verification of training Centre</li> <li>• Preparation of Verification Report</li> </ul>	Minimum one Verification visit in all training centres in all 42 towns	Monthly	Copy of Verification Report

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Issue of Work Orders/ Payments to STPs by ULB	Coordinating with ULBs for the issue of work orders/ entry of candidate details in MIS, formation of batches, calculation and release of payments to STPs	-	Monthly	NULM Monthly report submitted by ULB
<b>Self-Employment Programme (SEP)</b>				
Organizing meeting with R-SETI OR Identification of other suitable agency for Enterprise Training for SEP-NULM support	<ul style="list-style-type: none"> <li>Letter to R-SETI/ other identified agencies for providing assistance under SEP – NULM</li> <li>Organizing meeting with R-SETI/ other identified agencies</li> </ul>	-	August 2015	Proceeding of meeting
Identification of suitable individuals/ groups for SEP training through R-SETI	<ul style="list-style-type: none"> <li>Coordination with ULBs, STPs, APMAS, NASVI for identification of suitable individuals &amp; groups</li> </ul>	-	October 2015	List of candidates
Facilitating Bank support for Enterprise promotion	<ul style="list-style-type: none"> <li>Coordination with Bankers &amp; R-SETI/ Other agency for loan process initiation to selected individuals/ groups</li> </ul>	-	Monthly	NULM MPR submitted by ULB
<b>Capacity Building &amp; Training (CB&amp;T)</b>				
Mobilizing 6 SMMU staff at the state level	<ul style="list-style-type: none"> <li>Mobilization of SMMU staff at State Office</li> <li>Induction Training</li> <li>Defining Tasks and responsibilities</li> </ul>	6 SMMU staff to be mobilized in the 1 <sup>st</sup> month	February 2015	Details of SMMU Staff mobilized/ replaced in monthly report
		Details of 6 SMMU staff submitted monthly	Monthly from July 2015	Attendance Sheet signed by Deputy Director, UD&HD
Mobilizing 89 CMMU staff at the city level	<ul style="list-style-type: none"> <li>Recruitment of staff</li> <li>Induction Training</li> <li>Mobilization of staff in ULBs</li> </ul>	Recruitment to be completed by April 2015	April 2015 (Revised to July 2015)	Letter to ULB with details of CMMU staff selected/ replaced
		Mobilization of 89 CMMU staff by July 2015	Monthly from July 2015	Attendance Sheet signed by ULB

Recruitment of COs	• Concept Note for approval on recruitment of COs	Submission of note with requirement & budget	July 2015	Letter to ULB for submission of concept note
	• Recruitment of COs post approval	Recruitment Process started	15 days after approval received from department	Recruitment related documents
	• Induction Training & Mobilization in ULBs	Mobilization in 28 SPUR towns	Within 15 days of recruitment	Details of Training & Letter to ULBs regarding mobilization
Training of Specialists	• Capacity Building Plan and proposal as per NULM guidelines		August 2015	Copy of letter submitted for proposal
	• Empanelment of Resource Persons/ Agencies	Agencies identified for Capacity Building/ Training to ULB staff, MMU staff, CO & CRP	Within 1 month of approval from department	Details of empanelment
<b>Scheme of Shelter for Urban Homeless (SUH)</b>				
Identification of Land for construction of Shelters in 38 District Headquarter Towns	Sharing guidelines, estimates, design and drawing & action to be taken with ULB	All 38 DHQ towns covered under NULM	August 2015	Details regarding information shared with dates, concerned official etc.
	Coordination with ULB & identification of suitable land	All 38 DHQ towns covered under NULM	Monthly	Details regarding ongoing process & NULM ULB MPR
	Monitoring & Verification of the Shelter Construction & sharing status with Department	All 38 DHQ towns covered under NULM	Monthly	NULM MPR submitted by ULB
Formation of Shelter Management Committees (SMC)	Formation of SMC where construction of Shelters has started/ completed	All towns where construction has started	Monthly	Office Order for the formation of SMC
<b>Support to Urban Street Vendors</b>				
3 vendor markets to be selected for development	Sharing guidelines & action to be taken with ULB	3	1 – July 2015 2 – Oct 2015	Letter from ULB with details of land with Municipal resolution

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	Coordination with ULB/ NASVI & identification of suitable vending zones that can be developed		3 – January 2015	
Town Vending Committee	Facilitating meetings of TVC & support to TVC from other stakeholders		Monthly	NULM MPR submitted by ULB
Distribution of ID cards & Certificate of Vending	Facilitating the preparation of list of vendors as per biometric details submitted by NASVI	List completed within 1 month of submission	Monthly	NULM MPR submitted by ULB
	Facilitating ULB/ NASVI in preparation of ID cards & their distribution	Cards prepared & distributed within 3 months of list approval by TVC	Monthly	NULM MPR submitted by ULB
	Facilitating ULB/ NASVI in preparation of Vending Certificate & their distribution	Certificate prepared & distributed within 3 months of list approval by TVC	Monthly	NULM MPR submitted by ULB
Convergence with other schemes	Support to NASVI in organizing meetings and other events for convergence with social security, financial security & others in NULM towns		Monthly	Details of such support
<b>Monitoring &amp; Evaluation (M&amp;E)</b>				
Town wise Verification of work carried out by APMAS, ROs/ CRPs, NASVI and Sammaan Foundation	<ul style="list-style-type: none"> <li>Attending ULB level meeting with APMAS representative</li> <li>Compiling numbers and preparing ULB level report</li> </ul>	Verification of status in all 42 towns each month	Monthly	Monthly Verification Report in format provided
Monitoring of work undertaken by Skill Training Providers	<ul style="list-style-type: none"> <li>Monthly CMMU verification of training Centre</li> <li>Preparation of Verification Report</li> </ul>	Minimum one Verification visit in all training centres in all 42 towns	Monthly	Verification Report

NULM Monthly Report & MIS	<ul style="list-style-type: none"> <li>• Compiling data from ULB monthly reports &amp; preparation of State NULM MPR</li> <li>• Regular MIS updating</li> </ul>		Monthly	Copy of Cover Letter & MPR submitted to GoI
<b>Achievement of General Milestones</b>				
Submission of provisional UC	<ul style="list-style-type: none"> <li>• Preparation and submission of Provisional UC for departmental approval</li> <li>• Sending approved document to HUPA</li> </ul>	-	As required	
Submission of Final UC with audit report	<ul style="list-style-type: none"> <li>• Preparation and submission of Final UC with audit report for departmental approval</li> <li>• Sending approved document to HUPA</li> </ul>	-	As required	
Transfer of funds to the State	<ul style="list-style-type: none"> <li>• Coordinating with MoHUPA regarding transfer of funds</li> <li>• Sending corrected documents, if required to HUPA for release of funds</li> </ul>	-	As instructed by department	
Transfer of funds to ULBs	<ul style="list-style-type: none"> <li>• Submission of details relating to transfer amount as per department's decision</li> <li>• Facilitating the preparation of relevant documents for transfer of funds</li> <li>• Coordinating with BUDA for funds transferred</li> <li>• Communicating fund transfer to ULBs.</li> </ul>	-	As per departmental decision	
Finalized formats for monthly reporting by ULBs (Physical & electronic)	<ul style="list-style-type: none"> <li>• Submission of formats and approval from department</li> <li>• Circulation of formats to ULB</li> </ul>	-	August 2015	
Facilitation the issue of Circulars/ Notices/ Office Orders and organizing meetings	<ul style="list-style-type: none"> <li>• Drafting Circulars/ Notices/ Office Orders for approval from department</li> <li>• Circulating the approved and signed documents as required</li> </ul>	-	As instructed by department	

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of the department & ULB related to NULM				
Preparation of NULM Action Plan and Target Setting	<ul style="list-style-type: none"><li>• Drafting NULM Action Plan and setting targets for all NULM components and activities.</li><li>• Submission of NULM Action Plan to GOI post departmental approval</li></ul>	-	March 2015	

