

# GUIDELINE FOR ANIMATORS:

## Terms of Reference for Engagement of Animator

### 1. Rationale

Odisha Forestry Sector Development Project, Phase 2 will be working with 1,200 Vans Surakhya Samitis (VSSs) for sustainable forest management and biodiversity conservation in community participation. The Project will facilitate support to 3,600 SHGs for enhancement of livelihood opportunities.

The Project will have rigorous engagements with the communities to evolve sustainable forest management practices, and diversification of livelihood activities including forest based livelihood. The Project will have partnership with local NGOs to mobilise and organise communities and establish sustainable forest management as well as sustainable livelihood practices. The Project will emphasize leadership development and institutional strengthening of VSSs and SHGs for addressing issues in sustainability of these institutions.

The Project intends to support VSSs to engage two persons (One male and one female) from the community as Animators to assist in community mobilization, sensitising the communities on sustainable forest management, implementation of project activities, maintenance of records etc. The Partner NGO to be deployed by the Project will build the capacity of the Animators and guide him/ her in carrying out different project activities.

### 2. Number of Animators to be engaged

Each VSS will engage two Animators – one male and one female. The VSSs will be adopted by the Project in 4 batches (First batch 300 VSSs, Second batch 500 and Third batch 400 VSSs). The following table provides information on the number of Animators to be engaged during the Project period.

Batch	Yr. 2	Yr. 3	Yr. 4	Yr. 5	Yr. 6	Yr. 7	Yr. 8	Yr. 9
Batch 1 – 300 nos. of VSSs (core deployment period – 2 years)	600	600						
Batch 1 – follow up period for 3 years			300	300	300			
Batch 2 – 400 nos. VSSs (core deployment period – 2 years)		800	800					
Batch 2 – follow up period for 3 years				400	400	400		
Batch 3 – 350 nos. VSSs (core deployment period – 2 years)			700	700				
Batch 3 – follow up period for 3 years					350	350	350	
Batch 4 – 150 nos. VSSs (core deployment period – 2 years)				300	300			

<b>Batch</b>	<b>Yr. 2</b>	<b>Yr. 3</b>	<b>Yr. 4</b>	<b>Yr. 5</b>	<b>Yr. 6</b>	<b>Yr. 7</b>	<b>Yr. 8</b>	<b>Yr. 9</b>
Batch 4 – follow up period for 3 years						150	150	150

### **3. Period of engagement**

Each VSS will be supported by the Project to engage two Animators (One male and one female) for 2 years. Additional 3 years, one Animator per VSS will be engaged.

### **4. Essential qualifications**

- 4.1. Resident of the village where VSS has been formed. If the VSS is unable to find a suitable person, it may consider candidates from adjoining villages belonging to the same Gram Panchayat.
- 4.2. Willing and committed to work as an Animator/ Development Cadre with a small honorarium. The person should not consider it as an employment and relate it to wages and other benefits.
- 4.3. Commitment to reside in the village for the next 4-5 years.
- 4.4. Willingness to work in the fields of participatory forest management, farm forestry, livelihood improvement activities through SHGs.
- 4.5. Good leadership qualities.
- 4.6. Good communication and facilitation skills.
- 4.7. Fluency in Odia/ local dialect – should be able to maintain records and prepare reports.
- 4.8. Educational qualification – 10<sup>th</sup> Pass. In case of woman Animator 7<sup>th</sup> Pass candidates can also be considered.

### **5. Key responsibilities**

- 5.1. To create awareness among the members of VSS on
  - a) the duties and responsibilities of the VSS,
  - b) goals, objectives and activities of the Project, and
  - c) need for their participation in project activities.
- 5.2. To provide necessary assistance to the FMU, Partner NGO and Micro-planning Working Group for
  - 5.2.1. Preparation of micro plan
  - 5.2.2. Preparation of annual plans
  - 5.2.3. Preparation of convergence plan
  - 5.2.4. Presentation of micro plan in Gram Panchayat
  - 5.2.5. Revisiting the micro plan
  - 5.2.6. Consultation with Line Department Officials
- 5.3. To motivate resource poor and socially disadvantaged groups to participate in activities of VSS and SHG.

- 5.4. To work with the Partner NGO for formation of SHGs, if necessary
- 5.5. To help VSS in the following activities:
  - 5.5.1. Organisation of meetings (GB, EC and Working Groups)
  - 5.5.2. Sensitization of members to participate in the activities of VSS and Project
  - 5.5.3. Record maintenance
  - 5.5.4. Implementation of different project activities
  - 5.5.5. Organisation of training programmes
  - 5.5.6. Institutionalization of MIS and M&E System at the VSS level
- 5.6. To help SHGs for the following:
  - 5.6.1. Adoption of panchasutras (Five cardinal principles for SHG management)
  - 5.6.2. Identification of appropriate IGAs with the help of Partner NGO.
  - 5.6.3. Preparation of business plans for IGA/ livelihood activities.
  - 5.6.4. Facilitation of obtaining loan from the revolving fund of VSS (Loan application, appraisal by VSS, signing of MoU, release of funds to SHGs etc.).
  - 5.6.5. Implementation of IGA/ livelihood improvement activities
  - 5.6.6. Repayment of loan to VSS
  - 5.6.7. Regular contact with Partner NGO for bank linkage and market support.
  - 5.6.8. Preparation of reports on the SHGs and their activities.
- 5.7. To prepare necessary progress reports on the implementation of project activities in the VSS.
- 5.8. To assist the VSS, Partner NGO and FMU for organisation of social audits, financial audits, project monitoring and evaluation activities.
- 5.9. To act as a point person of VSS to communicate and coordinate with the Project, other Line Departments, PRIs, NGO and other external agencies

The woman Animator will have more responsibility for organizing women in the VSS to enhance their participation in VSS GB, EC and implementation of different activities. The woman Animator will have the key responsibility of organizing women SHGs and their institution development.

## **6. Compensation to the Animator**

The monthly honorarium for the Animator will be Rs. 2,500 per month. The VSS will be supported for 4 years to engage two Animators. Two more year's support will also be provided especially to keep the one Animator, preferably woman Animator but the VSS will be requested to share the cost of Animator i.e. 25 per cent of the honorarium.

Efforts will be made to build the capacity of the Animators to function as Community Resource Persons/ Service Providers for agriculture, livestock, forest based livelihood etc. so that s/he can provide services to the villagers – members of SHGs, VSS against some payments. The FMU, Partner NGO and VSS will explore possibilities of engagement of the Animator as a service provider from the 5<sup>th</sup> year onwards. This would help the VSS to get the services of the Animator even after the closure of the Project.

## **7. Selection procedures**

It is the sole responsibility of the VSS to find a suitable candidate from the village to work as Animator. The Project will help the VSS in selection process, formalization of the engagement, capacity building etc. The PMU will finalize the guidelines for selection, which will include selection methods, approvals, MoU/ letter of offer etc. Based on the guidelines the FMU and Partner NGO will organise orientation programmes for the VSS leaders to initiate the process of selection.

The Partner NGO and the FMU will assist the VSS to select the Animator. The VSS may follow the steps provided below for the selection of Animator:

- 7.1. Organisation of a meeting of the Executive Body of VSS to discuss the Qualifications and Job Description of the Animator and procedure for recruitment.
- 7.2. Announcement in the village – notice to be placed in common places/ community centres, VSS Office, if any, notice board of the Gram Panchayat etc.
- 7.3. Receiving the application and screening by the Executive Committee with the help of Partner NGO to prepare a list of eligible candidates.
- 7.4. Interviews of the eligible candidates by the Executive Committee, FMU Chief and Team Leader of Partner NGO and shortlisting of the Animators.
- 7.5. Organisation of General Body of the VSS for final selection of Animators.
- 7.6. Submission of the name of the Animators and resolutions of EC and GB to the FMU Chief and DMU Chief for their consent.
- 7.7. Issue of letter of engagement to the Animator by the VSS signed by the President and Member Secretary.