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Role and Responsibility of persons involved:

**State in-charge;**

- Shall ensure appropriate, efficient and required manpower deployment for effective management and implementation of project.
- Shall arrange for the timely project review and monitoring of the project activities through the Tasar coordinators /thematic team and district in-charge.
- Shall ensure timely release of fund to district unit of the project and arrange for monitoring of its effective utilization & booking.
- Shall ensure finance management, monitoring, networking, institutional linkage with state level stakeholders; project documentation and its timely reporting.

**District In - charge:**

- Over all coordination and administrative support for project implementation.
- Establishing field units at block/cluster level for implementation of the project.
- Placement and engage appropriate manpower for effective field implementation
- Prepare monthly plan in consultation with thematic team and to accord approval to carryout project activities.
- Designating professional and to plan project review in consultation with Tasar coordinator, thematic team and state in-charge on regular basis.
- Ensure timely fund flow to field units/activity groups and ensure project deliverables.
- Regular monitoring and reviewing the financial progress at the district level.
- Timely assessing performance and technical competency of field staff and provide training and handholding support.
- Ensure selection of *mahila* participants, SHGs and emphasis on project non negotiable.
- Ensure project documentation (Photo + video) records, registers and assets traceability.
- Ensure effective community mobilization process for sustainability of the project.
Liaison with district administration, Forest department, State sericulture units, MSRLM units, NGOs, and other line departments for effective implementation of the project.

Ensure public disclosure at appropriate location with appropriate message as per the note circulated.

Explore convergence with various Govt. programmes particularly MGNRGA locally.

**Tasar project coordinator:**

Central coordination of the project from BAIF Pune, Maharashtra.

Liasoning with Coordinating agency (CSB), NRLM, MSRLM, DoS, Partner NGOs and other line departments.

Centrally purchase of equipments and other input materials viz. Purchase of microscope, nylon nets, secateurs, egg laying box and other essential input materials for Tasar activity through purchase committee formed under MKSP project.

Preparation of training modules, training material and extension materials.

Conduct and participate in monthly review meetings, planning in consultation with district in-charge and field Tasar coordinators.

Technical support to field units and conduct project activity & outcome Monitoring and its reporting to management.

Tasar MIS development, web based monitoring system and management.

Communicate BTSSO/BSMTC/RTRS/DOS in consultation with field coordinator for indenting required Dfls for rearing activity.

Seek technical support from coordinating agency, state CSB units, regional office & DoS and percolate information to field units thorough district in-charge and field Tasar coordinator.

Preparation of quarterly report, compliance using prescribed formats provided by NRLM and CSB.

Follow-up physical and financial progress and control over project expenditures.
Field Tasar project coordinator:

- Overall technical coordination for field implementation of Tasar project under guidance of Tasar project coordinator.
- Planning, project detailing, and arranging inputs to every cluster of project implementation districts in consultation with district in-charge.
- Adopt and implement project MoU based standards for smooth implementation of project under guidance of Tasar coordinator.
- Organizing trainings, orientation activities for Cluster in-charges and CRPs
- Conduct monthly review meeting; evaluate achievement vs targets and its validation through field visit.
- Submission of monthly progress report and field activity monitoring reports to Tasar coordinator, Pune and district in-charge.
- Ensure physical & financial achievement as per the project commitment. Collect, compile and validate the MIS from cluster officer and report
- Corrective and preventive action for smooth field implementation
- Ensure crop and rearers insurance coverage of selected BSR/NSR/CR under the project.
- Ensure timely supply of essential input material and equipments to project participants.
- Ensure timely constructions of infrastructures as per project target and ensure its quality through timely monitoring process.
- Record project memories, experiences, case studies, PoP strategy, drudgery reduction mechanism, Climate resilience strategy and update to Tasar coordinator time to time.