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Roles and responsibilities of project staff

CRPs (Community Resource person)

- Responsible for providing hand holding support 50-75 house holds
- Formation of activity based groups in the village and supporting them for effective functioning
- Capacity building to farmers at habitation level.
- Responsible for extension and ensuring the all the recommended practices pertaining to tasar culture in the field.
- Mobilize the community to take up the project specific activities effectively in the allotted village.
- Agent for transformation process and shall monitor all the activities closely.
- Conducting baseline survey of farmers and tracking of activities and income household wise
- Ensures book keeping and group level records
- Timely submission of field reports (farmer wise feedback reports, progress/activity tracking reports in time in the prescribed format)

CCs (Cluster coordinator):

- Cluster coordinator will cover about 300-500 households
- Exploring potential areas of beneficiaries in the project area
- Ensures effective monitoring of activities through CRPS as per the monitoring indicators
- Facilitating Community Resource Persons (CRPs) as effective services providers
- Supporting CRPs in imparting training programme to farmers
- Conducting producer group meetings
Coordination with CRPs and District level project coordination unit for effective implementation of the activities

Responsible for in time supply of inputs and extension services

Periodical review of CRPS on ongoing activities

Responsible for compiling of reports and progress tracking formats

Ensuring the baseline survey and income tracking farmer wise

Responsible strengthening of cluster, District level federations.

FIELD COORDINATOR:

Field coordinator has to cover 2 or 3 districts
Responsible for planning and delivering the project on ground in project operational areas
Ensuring execution and monitoring of planned activities as per time line
Coordination and liasoning with various stakeholders/line departments pertaining to tasar farmers
Organizing workshops, cross visits and exposures
Responsible for all physical and financial transactions in the jurisdiction
Periodical Review and Monitoring of staff
Assessing performance of the staff and build their Capacities
Ensuring the Submission of monthly progress reports of concerned field area
Ensuring proper fund flow in their cluster federations and groups and regular review and monitoring of financial systems.
Responsible for formation and strengthening of cluster level and district level federation
Responsible for ensuring effective project MIS at field unit level

Accountant /cum admin Asst:

support the field coordination units in accounts management, Data entry, Asset management, documentation and logistics
Verification of physical and financial reports of field staff
**Project Director**

- Responsible for smooth and effective execution of the project
- Responsible for providing strategic management of project and provisioning line management support
- Responsible for building and maintaining partnerships
- Management of external research and evaluation
- Coordinating with technical support and sponsoring agencies
- Develop training module and relevant resource material in local language.
- Ensure sound resource planning and financial management
- Conducting periodical reviews on implementation of project activities.
- Assessing the performance of field staff and improving their skills and knowledge through providing suitable training and handholding support.
- Coordination with other line departments and building institutional linkages with stakeholders at district and state level

**Technical consultants:**

- Providing technical knowledge in project specific interventions
- Ensures Adoption of technical interventions and knowledge
- Monitoring of technical aspects of activities
- Monitor the trainings and capacity building activities

**Finance officer**

- Ensures effective financial systems in place
- Verification and Preparation of financial reports
- Bank operations and preparation of bank reconciliation statements.
- Ensures timely submission of physical and financial reports of field units
- Support in preparation of quarterly and financial reports, activity plans, auditing and submission of UCs and indents etc