



OPELIP

ODISHA PVTG EMPOWERMENT & LIVELIHOODS IMPROVEMENT PROGRAMME
ST & SC Development Department
Govt. of Odisha



Programme Management Unit

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Letter No.

1617

File No. 307/2020

Date. 02.05.2023

From

**Shri P. Arthanari, IFS
Programme Director, OPELIP**

To

**The Special Officers of MPAs
The Chief Functionaries of FNGOs**

Sub: Guidelines for conducting training on training on "Sustainable Livelihood & its Management (**Account code- I.51**)"

Madam/Sir,

With reference to the subject cited above, I am to inform that OPELIP has developed Guidelines for conducting training on "Sustainable Livelihood & its Management" across MPAs. All are instructed to follow given guidelines (Annexure-1) for conducting meeting and training programme at MPAs.

Yours faithfully

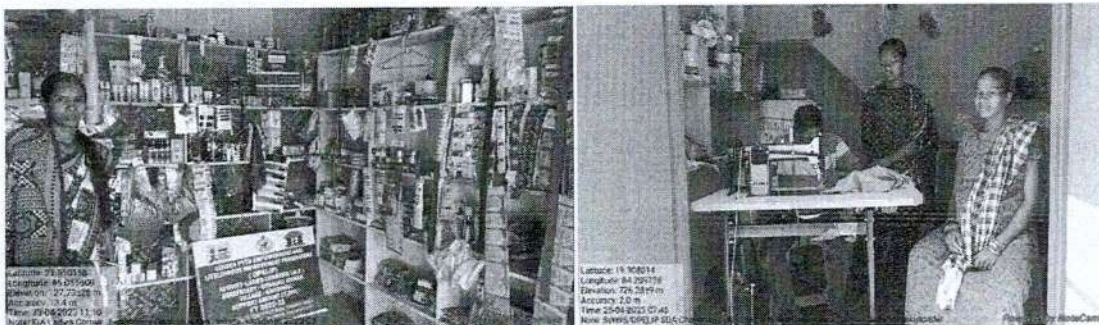

Programme Director

Memo no. 1618 date. 02/05/2023

Copy to PMs & TLs of FNGOs for information and necessary action.


Programme Director

*Operational Guidelines for Conducting Training
Programme on "Sustainable Livelihood & its
Management" under Income Generating Activities
(IGA)*



**Odisha PVTG Empowerment and
Livelihoods Improvement Programme
- OPELIP -**

- PROGRAMME MANAGEMENT UNIT -

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Sahid Nagar, Bhubaneswar, ODISHA - 751022**

Signature

Signature

Conducting Training on "Sustainable Livelihood & its Management" under Income Generating Activities (IGA), (Account Code-I.51)

Important information

Sl No	Date of meeting	Months of meeting	Participants	Responsibility
1	1 st to 15 th of the month	May, June & July 2023	IGA beneficiaries	LRFO & SM

A. Overview:

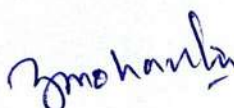
The overall goal of "Odisha PVTGs Empowerment and Livelihoods Improvement Programme (OPELIP)" is to achieve enhanced living conditions and reduced poverty of the target group households. This is sought to be achieved through realizing the development objective of enabling improved livelihoods and food and nutrition security for PVTG households. The strategy to be followed is to build the capacity of the target households, secure them their entitlements over land and forests, improve their agricultural practices for higher production, promote income-generating micro-enterprises as alternate livelihoods, ensure access to education, health and other services and improve community infrastructure. The emphasis has given on building capacities and capabilities of implementers and stake holders to effective implementation of project components, building institutions and nurturing them to take charge of themselves and majorly focusing on improving the livelihood of house hold through farm and non-farm IGA initiatives.

This training guideline is meant for awareness on the potential IGAs at village level and training on the IGAs implementation process can be carried out according to the level of competencies of all the individual male/female potential beneficiaries.

B. Objectives:

The purpose of conducting training programme on 'Sustainable Livelihood & its Management' is to enhance the business quality of the IGA beneficiaries, so that they can learn various concept of basic information on the advantages and constraints, economic and financial profitability, explore to IGAs and technologies, proper utilisation of availability of resources, fund management, marketing skill, books of records keeping, linkage building, investment plan, financial calculation, risk assumption, management and reinvestment etc. and manage the IGA for effective management of implementation and empower in livelihood interventions under OPELIP.

The objective is to enhance the knowledge and skills of IGA beneficiaries with regard to local based income generating activities, expand the scale and scope of these activities, create sustainable service and support systems for these activities, to



supplement additional regular incremental income of the vulnerable households and create opportunities for employment in the rural/urban industrial economy.

C. Participants:

All the IGA beneficiaries of MPA in OPELIP areas are eligible and batch size should be 40- 50 participants in one training programme.

D. Training Venue:

Training may be conducted at MPA office point or cluster point of OPELIP areas where successful IGA unit is available for visit purposes. Training calendar for the year needs to be prepared in the month of May and communication to the participants well in advance so that they should not miss the opportunities to attend the training.

E. Duration of the Training:

One-day training program with a batch size of 40 participants. Training should be completed within July 2023. All need to plan out for training programme in the month of May, June & July 2023.

D. Agenda of the training:

Agenda of the training will be decided as per the need of the IGA beneficiaries to enhance their enterprise skill, quality parameter and understanding about various aspects of the IGA implementation so that his/her activities will be implemented effectively for long run.

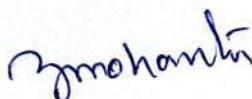
Training comprises of:

1. Experience sharing and cross learning by brief introduction of the enterprise and entrepreneur;
2. Business Progress status as per plan;
3. Major issues still laying unresolved
4. Books of records /Record keeping;
5. Financial Management;
6. Bank linkages procedure
7. Product/ service promotion strategy
8. Other topic as per the expectation of the participants

E. Facilitator:

The concern expert at MPA / FNGO level will responsible for management of training programme. They need to complete the training programme adhering the guidelines.

Odisha PVTG Empowerment Livelihood Programme (OPELIP)



F. Resource Person:

The concern thematic expert of MPA/FNGO and CSP IGA will be the resource person and s/he will sensitize about the subject matter. Self-experience and life story telling by a success IGA beneficiary/entrepreneur in the MPA.

F. Funds:

Based on the training cost approved in the AWPB 2023-24, the budget has been prepared and placed below. 50% of the training may be carried out by the MPA & 50% by the FNGO. Both LRFO & SM need to coordinate each other for successful completion of training programme.

Sl No	Particulars of activities	Units	Unit Cost	Amount in Rs
1	Snacks / Food/Tiffin (40) participants for 1 days)	LS	4000	4000
2	Poster / banner	1	100	100
3	Resource Person (successful IGA entrepreneur) Fee Rs. 250 @ per day,	2	250	500
4	Cashbook registers in prescribed format.	40	35	1400
Total cost @ for 1 day programme				6000

G. Documentation

It is the responsibility of the organizer to keep detail information of the participants, training photos and meet out the expenditures based on the financial guidelines issued by OPELIP. MPAs need to keep the track records of the following details to follow up for further implementation of activities.

1. For execution of various IGA training, MPA needs to open a case record for the said activity.
2. The copy of AWP&B (mentioned IGA said training budget) is to be enclosed in case records.
3. Correspondence documents (Participants) with the MPAs will be included.
4. Participants register
5. Proper documentation including GPS photo (At least three Photographs & post in OPELIP WhatsApp group) and to be submitted PPT in photo documentation format to PMU.
6. Complete training programme details to be updated in e-Samrudhi.
7. Details of resource persons
8. Bills and vouchers as per the norms of OPELIP for future audit.

Signature

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9. Materials details used in training programme
10. Training Report
11. 2 year growth plan of the activity prepared by each participants.

H. Roles and responsibilities of MPA & FNGO (SM & LRFO):

1. Preparation of training plan in the month of April and carry out the training in the month of May, June & July.
2. Identification of IGA beneficiaries and communication in writing before 15 days.
3. Prepare session plan and timely organize of training.
4. Ensure timely joining of participants
5. Ensure 100% attendance in the training
6. MPA/FNGO needs to schedule the training programme.
7. Mobilize the IGA beneficiary for the training programme.
8. Arrange logistics for the successful completion of the programme.
9. Arrange resource persons for the programme.
10. Facilitate the process of completion of the programme.
11. Timely fund release and settlement.
12. Verification of documents and update in e-Samrudhi.
13. MPA/FNGO needs to prepare follow up action after training.

I. Monitoring and Follow up action:

1. 2 years Growth plan needs to be prepared by the participants in the last session of the training supported by facilitator and submit to MPA.
2. It is necessary to evaluate each activity planned and advise the corrective action activities by monthly visit of respective expert of MPA / FNGOs staffs in presence of Nodal person of VDC.
3. During the monitoring phase, attention must be paid to the previous conditions and present status and what is expected further from that enterprise.

Zmohanti *[Signature]*