Chapter Outline of a Sub Project Plan (SPP) for Village Based Milk Procurement System (VBMPS)

Chapter 1: Introduction

1.1 Background

About the EIA, Act under which the EIA is established, year of registration, EIA's operational area

1.2 Dairy Profile of the state and operational area of the EIA

Dairy profile of the state

Contribution of Agriculture sector specifically Dairying to the state GSDP; contribution of GSDP to GDP; Milch and in-milk animal population; state's milk production, marketable surplus and its position in the country; per capita availability of milk in the state; number of Dairy Unions, federation and producer companies in the state and their average milk collection, processing capacity and marketing network; existence of private players in the state and their milk collection, processing capacity and marketing network

Dairy Profile of the operational area of the EIA

Demography and milk production profile of the operational area of the EIA; major source of livelihood of the people of the operational area; growth of milk production/ marketable surplus in the operational area in past 5 years; Breed wise (local cows, crossbreds and buffaloes) details of milch and in-milk animal population and wet ratio; breed wise productivity of animals and its comparison to state average

1.3 Village based milk procurement system of the state and operational area of the Union

Village based milk procurement system of the state

Existence of Cooperative Milk Producers Unions/PCs states, processing capacity, milk collection network, village level institutions, producer members; Milk collection network of private players and method of milk collection, average quantity of milk procured and processed

Village based milk procurement system of the operational area of the EIA

EIAs milk procurement network; number of DCS organised and number of functional DCS; producer/ pourer member

(women and SC/ST producer members); daily average milk collection (lean /peak months), number of village based milk producers' institution (VBMPI) covered for input services; penetration of the EIA in the operational area (% of villages covered, % of milch animal owning households covered, and % of milk marketable surplus, the EIA is procuring milk)

1.4 Overview of the Union

Present activities of the EIA

Milk procurement, processing and manufacturing of milk and milk product and delivery of various input services to producer members

Existing infrastructure

About the milk processing capacity (liquid milk and other product such as SMP, butter, ghee, ice cream, etc.); about the Chilling centre (CC) and BMC infrastructure; % of milk collected from CC and BMC; dairy input manufacturing infrastructure and processing capacity

Existing HR system

in brief about the HR section of the EIA, structure and employee strength and responsibilities

Existing Financial Management

in brief about the Finance section of the EIA, structure and responsibilities

Exiting purchase system

in brief about the purchase section of the EIA, structure and responsibilities

Exiting governance system

in brief about EIA governance; head of the EIA, the Board members and its tenure; transparency and accountability

Chapter 2: Rationale for Village based milk procurement systems

2.1 Present status of Village based Milk Procurement System

Details of district wise VBMPI organised, how many are functional at present; average milk collection, milk collection per VBMPI and per producer members; quantity of milk

procurement through CC, BMC and Cans; how the EIA manages milk collection during peak and lean months

2.2 Presence of unorganised players in proposed villages

Describe about the presence of unorganised players such as dudhias, contractors and private dairies; average quantity of milk collected by all such players; their method of procurement and payment structure; major concerns

2.3 Advantages of VBMPS

Describe major advantage of existence of village based milk procurement system e.g. transparency, timely payment, input services, grievance redressal, loyalty etc.

2.4 Challenges

Major challenges faced in VBMPS

2.5 Key technical considerations

Rationale for strengthening village based milk procurement system in the operational area

Chapter 3: Sub Project Design

3.1 Sub project objectives

Describe the objective of the sub project

3.2 Justification of the sub project objectives

Proper justification to each sub project objectives

3.3 Sub project area

Describe the area where, the EIA proposes to implement the VBMPS sub project

3.4 Sub project outlay

Financial outlay of the sub project (year wise) separately indicating capital and revenue items

3.5 Risk identification and mitigation matrix for the sub project

Potential risks, their rating (High, medium and low) and mitigation measure of the sub project

3.6   Possible synergised between relevant central/state schemes and proposed VBMPS

Describe the central and state schemes, similar to the sub project, is implemented by the EIA in its operational areas, details of items funded and how Possible synergy between relevant central/state schemes can be done and overlapping can be avoided

Chapter 4:   Sub Project Implementation Arrangement

4.1   Implementation arrangement

Structure of sub project implementation, role of various personnel involve in the implementation of the sub project

4.2   Management Committee

The Management committee would be chaired by head of the EIA, constitution of the committee and its members, frequency of meetings, functions and power of management committee

4.3   Project management Cell

The Cell would be headed by Project Coordinator, constitution of the Cell and role of the Project management cell in implementation of the sub project

Chapter 5: Sub project MIS, Monitoring, Learning and Evaluation

5.1   General

Brief introduction to the chapter mentioning the importance of monitoring and evaluation of the sub project and its benefits

5.2   Objective

Describe objective of sub project MIS, Monitoring, learning and evaluation

5.3   Approach

Importance of monitoring and evaluation; reporting and performance review; details of MIS system to be put in place for monitoring of sub project, Role of MIS for implementing the sub project

5.4 **Role of Project Management Cell in sub project Monitoring and Evaluation**

Role of PMC and list of activities to be undertaken by PMC for monitoring and evaluation

5.5 **Learning and knowledge management**

Sub project review, reporting and learning system; documentation of success stories

5.6 **Structure of ICT based MIS for sub project implementation**

Specific requirements of computer hardware and software for sub project implementation

5.7 **Key performance indicators**

Key performance Indicators to be monitored for the particular activity (Table having specific indicators and their year wise targets)

Chapter 6: VBMPS Rollout plan

6.1 **General**

Brief about the rollout plan; when implementation of the sub project could start; timeline

6.2 **Identification of villages and awareness creation**

Villages identified for setting up new DCS, DPMCU and BMC etc. and basis of identification/ selection criteria

6.3 **Awareness generation**

How awareness would be generated about the activities of the sub project in the sub project area

6.4 **Setting up of new DCS**

Steps/ procedures of setting up new DCS in the selected potential villages

6.5 **Identification and recruitment of manpower**

Manpower required for the sub project; qualification and experience required for each position; roles & responsibility of each position; manpower identified internally and manpower required to be recruited

6.6   Manpower capacity building

Trainings required for each positions to built their capacity for the sub project implementation

6.7   Purchase of Goods (ICT and Non-ICT)

what are the goods (ICT and Non-ICT) to be purchased for the sub project

6.8   Initiation of milk collection

How milk would be collected from the sub project area, its chilling and transportation to the EIA's processing facility?

6.9   VBMPS Rollout Plan

Logical sequence of activities put in a time line (week wise) for the project period of the sub project as per the Guidelines/Manuals.

Chapter 7: Sub Project Governance and Accountability Action Plan

7.1   Existing governance structure

Details of Board, its members and their tenure.

Details regarding existing grievance handling procedures followed and existing complaint handling procedures.

Filled in GAAP checklist to be attached.

7.2   Governance and Accountability Action Plan (GAAP)

Details regarding how the sub project will pay attention to issues of internal and external checks and balances, information disclosure, monitoring of compliance of GAAP measures, maintenance of transparency etc.

GAAP framework for the sub project is to be developed and furnished.

7.3   Design principles

Details regarding the affirmative measures, mechanisms for detection of inappropriate governance and motivational actions to encourage good governance in the EIA to be put in place for the sub project.

7.4   Risk Assessment and Mitigation Plan

Details regarding risk assessment and mitigation plan for the sub project (at the union level/village level/semen station level as applicable) having key GAAP vulnerabilities/risks, their detection, the measures taken to address the risk and entities responsible for mitigating the risk is to be prepared.

7.5   Information disclosure

Information disclosure to be facilitated regarding relevant parameters of the sub project activities through display charts/boards, websites.

7.6   Grievance Redressal Mechanism (GRM)

Details about grievance redressal officer to be designated for the sub project, his roles and responsibilities etc,.

Chapter 8: Human Resource Management

8.1   Manpower status at EIA

Manpower status of the EIA – department wise number of officers, staff, workers (people on regular and contract scale for each category of employees)

Details of key manpower of the EIA including name, designation, department/functional group, qualification, total work experience/full time deputation.

Existing organogram/hierarchy followed in the EIA.

8.2   Compensation structure of the EIA

Compensation structure across various grades of employees in the EIA.

8.3   Annual Performance Appraisals

Details about how annual performance appraisals are carried out, promotion policies followed in the EIA.

8.4   Grievance handling on HR related issues

Details about Grievance Handling Mechanism of internal HR issues that take place in the EIA.

8.5 Key activities of Human Resource Management (HRM)

Details about key activities of HRM like Recruitment, Performance Management, Personnel actions, Time keeping and Payroll, Support Functions etc

8.6 Personnel and Administration (P&A) Team Structure

Details regarding Personnel and Administration (P&A) Team Structure/HR Department of the EIA.

8.7 Existing Training & Development practices

Details regarding training & Development practices followed in the EIA and how training need identification is done in the EIA.

8.8 Training facilities of the EIA

Details regarding training facilities of the EIA, number and different type of trainings conducted in the EIA.

8.9 Specific Human Resource needs for the sub project

Details regarding specific manpower required for implementation of the sub project

8.10 Manpower allocation by the EIA

Manpower to be allocated by the EIA internally (designation, name, qualification, total work experience, relevant experience) for the sub project and to be recruited (name of position, fulltime/part time, allocation by (month/quarter).

8.11 Progress records & reporting mechanism

Details regarding role wise (for the sub project), reports preparation and submission.

8.12 Initial support for Compensation of manpower deployed under the sub-project

Details regarding initial support for compensation of manpower for the manpower deployed in the sub project (if applicable) and their subsequent sustainability under the sub project.

8.13 Training and Capacity Building for Sub Project

Details regarding the training programme(s) name, location, duration and year wise physical targets for the sub project needs.

8.14   Measures to ensure Training Effectiveness

Details regarding what measures to be taken to ensure training effectiveness

Details regarding refresher training programme

Chapter 9: Sub Project Financial Management (FM)

9.1   Present financial management practices and performance

Brief of existing financial management system, with an overview of audit procedure, past financial performance.

Filled-in financial management checklist to be attached.

9.2   Sub project FM arrangements including funds flow

Proposed arrangements for financial management for the sub project.

9.3   Fund flow from PMU to the EIA

Proposed arrangements for funds flow from PMU to the EIA.

9.4   Flow of funds from the EIA to village based milk producers' institutions

Proposed onward flow of funds from EIA.

9.5   Accounting and internal controls

Proposed systems of accounting for the sub project.

9.6   Internal control arrangements for management of the sub project fund by the EIA

Control arrangements on the part of EIA specifying processes for physical verification of assets and withdrawl of sub project fund.

9.7   Audit arrangements at the EIA

Proposed audit arrangements for the sub project.

9.8   Reporting and monitoring

Proposed reporting and monitoring arrangements for the sub project from the EIA to the PMU.

9.9   Staff for FM functions in the EIA

Staf requirements of the EIA for the sub project.

9.10 Role of FM team in the EIA

Role of existing FM department of the EIA in the sub project.

9.11 Capacity building for FM function

Training requirements for proposed FM procedures.

Chapter 10: Procurement of Goods, Works and Services

10.1 Present procurement (purchase) procedure of the EIA

Brief of existing purchase system with an overview of inquiry and tender procedure.

Filled-in procurement questionnaire to be attached

10.2 Procurement (Purchase) Policy

Existing policy for purchase of goods, work and consultancy

10.3 Capacity building

Training requirements for proposed purchase procedures.

10.4 Proposed procurement (purchase) arrangement

Purchase arrangement proposed for the sub project.

10.5 Delegation of powers for procurement (purchase)

Delegation of powers proposed for the sub project.

10.6 Procurement Plan

Category wise plan of items to be purchased for the sub project specifying the agency of procurement, quantity, unit rate total cost and method of procurement and review.

Chapter 11: Sub Project Strategic Environment and Social Assessment

11.1 Introduction

Details about environmental and Social issues in sub project area in-line with the Strategic Environment and Social Assessment (SESA) study.

11.2 Implementation Arrangements

Measures to handle environmental and social issues in sub project area, persons responsible for the same and physical targets and finanical outlay provisioned for the same.

11.3 **Environmental and Social Management Framework (ESMF)**

Details regarding environmental and social concerns faced by the sub project and the interventions proposed for mitigation of the same in-line with the SESA study.

11.4 **Consultation and Disclosure**

Details regarding consultations with other stakeholders in the sub project and information disclosure related to the sub project.

Chapter 12: Means of Financing and Sustainability

12.1 **Means of financing**

Source of proposed investment.

12.2 **Sustainability of Sub Project**

Details regarding implementation of sub project on self-sustainable basis (attaching the projected financial inflow and outflow statement for the sub project)

12.3 **Overall benefits**

Benefits of the sub project to the ecology and milk producers.

12.4 **Economic benefits**

Economic benefits to the milk producers and employment opportunities for people employed in sub project.

12.5 **Social benefits**

Benefits to the milk producers in terms of enhanced organisational capacity.

12.6 **Local environmental benefits**

Benefits to local ecology.