

ACTION PLAN

| Sl.No | Key Activity | Major Tasks | Timeline | |
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| Social Development | | | | |
| 1 | Social Development Documentation | <ol style="list-style-type: none"> 1. Book preparation training 2. Printing and distribution of pamphlets | <ol style="list-style-type: none"> 1. 10-12-2017 2. 15-12-2017 | |
| 2 | Ward level committees formation in the following areas <ol style="list-style-type: none"> 1. Health 2. Social Development 3. Social Audit 4. Education 5. Livelihood | <ol style="list-style-type: none"> 1. Formation of 44 ward level social development committee and its strengthening 2. Training to 20 health animators | <ol style="list-style-type: none"> 1. 15-12-2017 2. 15-12-2017 | |
| 3 | Vigilante groups | <ol style="list-style-type: none"> 1. Formation of vigilante groups in 40 hamlets | <ol style="list-style-type: none"> 1. 30-12-2017 | |
| 4 | Nutrition Education centers for transforming community kitchens of Attapady | <ol style="list-style-type: none"> 1. Protocols for NEC to be developed 2. Indicators for transforming a community kitchen to NEC to be presented 3. Starting of NEC in 20 locations | <ol style="list-style-type: none"> 1. 30-11-2017 2. 30-11-2017 3. 15-12-2017 | |
| 5 | Community Kitchen | <ol style="list-style-type: none"> 1. Operationalizing community kitchen in vulnerable hamlets of Puthur and Kurumba areas 2. Review of community kitchen status on a monthly basis | <ol style="list-style-type: none"> 1. 20-11-2017 2. 15-11-2017 | |
| 6 | Expansion work in Thirunelli Wayanad | <ol style="list-style-type: none"> 1. Charge officer for Thirunelli Wayanad | | |
| INSTITUTION BUILDING | | | | |
| 7 | Trainings to CBO elected representatives | <ol style="list-style-type: none"> 1. Training to Oorusamithi President and Secretary on Institution Building, | <ol style="list-style-type: none"> 1. 15-11-2017 to 15-01-2018 2. 15-11-2017 to 15-01-2018 | |

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| | | <ul style="list-style-type: none"> roles and responsibilities 2. Training to Thematic Volunteers | | |
| 8 | Kudumbashree School | <ul style="list-style-type: none"> 1. Completion of RP training to 60 RPS 2. Ooru based training for 6 modules of Kudumbashree school to NHGs | <ul style="list-style-type: none"> 1. 11-Nov-2017 2. 11-Nov-2017 to 16-Dec-2017 | |
| 9 | Matching Grant Release | <ul style="list-style-type: none"> 1. Submission of request to DMC Palakkad for Release of matching grant to eligible NHGs of Attapady | <ul style="list-style-type: none"> 1. 07-Nov-2017 to 16-Nov-2017 | |
| 10 | Interest subsidy to NHGs | <ul style="list-style-type: none"> 1. Submission of request for Release of interest subsidy to linked NHGs in cooperative banks | <ul style="list-style-type: none"> 1. 07-Nov-2017 to 23-Nov-2017 | |
| 11 | Funds to the Community | <ul style="list-style-type: none"> 1. Obtain requests for funds-CIF,VRF, CF from the CBOs 2. Release of funds-CIF,VRF,CF to the CBOs 3. Evaluation of utilization funds released till now [supported by YP-MIS] 4. Obtain Utilization certificates from Panchayat Samithis on a monthly basis | <ul style="list-style-type: none"> 1. 15-Nov-2017 to 30-Nov-2017 2. 30-Dec-2017 3. 15-Dec-2017 4. 30-Nov-17 | |
| 12 | CBO Strengthening | <ul style="list-style-type: none"> 1. Convening executive committee meeting of Block Samithi twice in a month 2. Convening executive committee meeting of Panchayat Samithi atleast once in a month | <ul style="list-style-type: none"> 1. Block Samithi Nov'17-2 meetings Dec'17-2 meetings 2. Panchayat Samithi Nov'17- one meeting Dec'17-one meeting | |
| 13 | CBO Elections | <ul style="list-style-type: none"> 1. Preparation of guidelines for CBO | <ul style="list-style-type: none"> 1. 30-Nov-2017 2. 15-Dec-2017 | |

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| | | <ul style="list-style-type: none"> Elections to NHG, Oorusamithi, Panchayat Samithi, Block Samithi 2. Meeting with CDS and Panchayats 3. Training to animators on conduct of elections 4. Training to Oorusamithis on conduct of elections 5. Completion of elections to NHG 6. Completion of elections to Oorusamithis 7. Completion of elections to Panchayat Samithis 8. Completion of Elections to Block Samithis | <ul style="list-style-type: none"> 3. 15-Dec-2017 4. 30-Dec-17 5. 5-Jan-18 6. 20-Jan-18 7. 25-Jan-18 8. 30-Jan-18 | |
| 14 | Expansion works for Nilambur | 9. Charge officer for Nilambur | | |
| YP-INSTITUTION BUILDING | | | | |
| 15 | Center of Excellence (CoE) The center of excellence are centers where the community resource person impart trainings on various thematic areas to the community as well as external participants | 1. Start of training in 8 centers of excellence | 1. [November'17-2 Nos December'17-2 Nos Jan'17-4 Nos] | |
| 16 | Auditing of NHGs/Oorusamithis (NHGs-663, Oorusamithis-140) | <ul style="list-style-type: none"> 1. Preparation of Auditing schedule and strategy for NHG/Oorusamithis 2. Completion of Auditing of NHGs 3. Completion of Auditing of Oorusamithis | <ul style="list-style-type: none"> 1. 7-Nov-17 2. 01-Jan-2018 3. 01-Jan-18 | |
| 17 | CBO Strengthening | 1. Completion of 100 Oorusamithi meetings in a month | <ul style="list-style-type: none"> Nov'17-100 Dec'17-100 Jan'18-100 | |

| | | (70%) | Feb'18-100 March'18-100 | |
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| 18 | Bridge School | <ol style="list-style-type: none"> 1. Completion of Aspiration survey with partnership of Kaushal Kendra of KASE 2. Providing livelihood skill trainings to all the candidates of Bridge school | <ol style="list-style-type: none"> 1. 30-Nov-2017 2. 15-Dec-2017 | |
| EDUCATION | | | | |
| 19 | Bridge course | <ol style="list-style-type: none"> 1. Formation of 150 RP team in Bala gothrasabha 2. Completing training to 125 new possible bridge course teachers so that the vacancies can be filled | <ol style="list-style-type: none"> 1. 15-Nov-17 to 15-Dec-17 2. 15-Jan-18 | |
| 20 | Bala gothra kalolsavam-17 | <ol style="list-style-type: none"> 1. Cultural programme of bala gothrasabha childrens | <ol style="list-style-type: none"> 1. 23-Dec-17 to 25-Dec-17 | |
| 21 | Community Theater | <ol style="list-style-type: none"> 1. Forming 2 community theater 2. Obtaining work orders for at least 6 performances | <ol style="list-style-type: none"> 1. 25-Nov-17 to 15-Dec-17 2. [Dec'17- 1 act Jan'18-2 Feb'18-2 Mar'18-1] | |
| 22 | Adolescence girls federation | <ol style="list-style-type: none"> 1. Formation of federation of adolescent girls 2. Organizing 2 committee meetings of the federation | <ol style="list-style-type: none"> 1. 30-Nov-17 to 30-Dec-17 2. 1-Jan-18 to 30-Mar-18 | |
| 23 | Balavinjan library campaign | <ol style="list-style-type: none"> 1. Obtaining 50 books each for Balaivinjan library in 100 Bridge course centre through sponsorship | <ol style="list-style-type: none"> 1. 30-Nov-17 to 30-Jan-18 | |
| 24 | Survey | <ol style="list-style-type: none"> 1. Conduct a survey in the various ooru for Identification of drop outs 2. Identification of beneficiaries for Snehapoorvam program | <ol style="list-style-type: none"> 1. 15-Nov-30 to 15-Dec-30 2. 15-Nov-20 to 15-Dec-30 | |
| 25 | Quality Improvement | <ol style="list-style-type: none"> 1. Prepare the guidelines or detailed project | <ol style="list-style-type: none"> 1. 15-Nov-17 To 15-Dec-17 | |

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| | Program (Insights) | <p>proposal for Quality improvement program for selected 40 candidates to prepare them for Civil Services</p> <ol style="list-style-type: none"> 2. Selection of beneficiaries 3. Start of training for the selected beneficiaries | <ol style="list-style-type: none"> 2. 15-Dec-17 to 30-Dec-17 3. 15-Jan-18 | |
| MANAGEMENT INFORMATION SYSTEM | | | | |
| 26 | NRLM-MIS-SHG Profile Creation | <ol style="list-style-type: none"> 1. Format distribution to 663 NHG 2. SHG profile data entry | <ol style="list-style-type: none"> 1. 09/11/17 2. 16/11/17 | |
| 27 | NRLM-MIS-Cadre Profile | <ol style="list-style-type: none"> 1. Format distribution 2. Cadre profile data entry | <ol style="list-style-type: none"> 1. 13/11/2017 2. 20/11/17 | |
| 28 | NRLM-MIS-VO profile Creation | <ol style="list-style-type: none"> 1. Format distribution 2. VO profile Creation | <ol style="list-style-type: none"> 1. 23/11/2017 2. 30/11/17 | |
| 29 | NRLM MIS-Fund management Module | <ol style="list-style-type: none"> 1. Map the funds on a topographical map 2. Unique identification number for all the funds provided to the NHG | <ol style="list-style-type: none"> 1. 13/11/2017 2. 30/11/17 | |
| 30 | Data Entry of Transaction Based MIS | <ol style="list-style-type: none"> 1. Format for cut off data to be Distributed 2. Training for cut off data for Transaction based MIS 3. Start of Data collection for cut off data 4. Start of Data Entry for TBMIS | <ol style="list-style-type: none"> 1. 13/01/2018 2. 30/01/18 3. 5/02/18 4. 25/02/18 | |
| 23 | MIS Training to Animators | <ol style="list-style-type: none"> 1. Phase 1 Training of 120 Animators-SHG profile 2. Phase 2 training of 120 animators- Fund management module 3. Phase 3 training of 120 animators- Transaction based module | <ol style="list-style-type: none"> 1. 13/11/2017 2. 13/12/2017 3. 13/01/2018 | |
| FINANCE MANAGER | | | | |
| 24 | Community Kitchen | <ol style="list-style-type: none"> 1. Settling community kitchen expenditure on a monthly basis. Reports to be shared to | <ol style="list-style-type: none"> 1. Monthly 2. Monthly | |

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| | | Kudumbashree/ITDP/Social Justice Dept 2. Community Kitchen statements from Supplyco for the transactions till date | | |
| 25 | Systems Improvement | 1. Tally implementation in all Panchayat Samithi | 1. 01/01/2018 | |
| 26 | Auditing support | 1. Training to Social Audit team | 1. 15/11/2017 | |
| 27 | Funds Management | 1. Obtain interim funds for Community Kitchen from state mission (6 Crores) 2. Obtain Community Kitchen funds from ITDP/Social Justice for 2017-18 3. Obtain balance funds for NRLP for 2017-18 4. Obtain state share for MKSP | 1. 15/11/2017 2. 30/12/2017 3. 30/12/2017 4. 15/01/2018 | |
| 28 | MIS for Kudumbashree Website | 1. Preparation of Monitoring progress through Kudumbashree website 2. Collating contents for Kudumbashree website | 1. 15/10/2018 2. Regularly 3. Regular | |
| 29 | Skill training- DDU GKY | 1. Mobilizing and starting skill training for 300 candidates 2. Organize PIA workshop in Attapady 3. Partner with Block level job mela with District Mission for Attapady block | 1. Nov'17 to March 18 2. 5-Dec-17 3. 30-Nov-17 | |
| 30 | Livelihood | 1. Ethnic Café start in 4 centers (Thrissur, Palakkad, Ottapalam, Mannarkad) 2. NTFP procurement and sale of 12 lakhs (Rs 3 lakh per month) 3. Partner with District | 1. Nov'17 to March'18 2. Nov'17 to March'18 3. 30-Nov-17 4. Monthly statements 5. 15-Dec-17 | |

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| | | <p>Mission Thrissur for NTFP Sales</p> <ol style="list-style-type: none"> Preparation of Profit and loss statement of NTFP Sales on a monthly basis Start the process for initiating Handloom project under MP funds | | |
| 31 | Study | <ol style="list-style-type: none"> Initiate an health study for the tribal hamlets Initiate a baseline survey of youth of Attapady | <ol style="list-style-type: none"> 15-Nov-17 to 15-Dec-17 15-Nov-17 to 10-Dec-17 | |
| 32 | Sports | <ol style="list-style-type: none"> Organize sports selection camp Organize sports coaching camp Make ready Kudumbashree Football Team to participate in local competitions Organize Athletic meet and Games competition in Attapady | <ol style="list-style-type: none"> Jan'18 Jan '18 Dec'17 Dec'17 | |
| 33 | Education Aid | <ol style="list-style-type: none"> Provide education aid to 30 deserving candidates | <ol style="list-style-type: none"> Nov'17 to March'18 | |
| 34 | Finishing School | <ol style="list-style-type: none"> Assist 60 students to complete their courses by associating with finishing schools in Palakkad | <ol style="list-style-type: none"> Nov'17-10 Dec'17-10 Jan'18-20 Feb'18-20 | |
| | Project Manager | | | |
| 35 | Monitoring and Review | <ol style="list-style-type: none"> Organize weekly review meetings Organize Monthly review meetings | <ol style="list-style-type: none"> Weekly Monthly | |
| 36 | Reporting | <ol style="list-style-type: none"> Prepare monthly and annual reports to Kudumbashree/MoRD | <ol style="list-style-type: none"> Monthly | |
| 37 | Administration | <ol style="list-style-type: none"> Manage administration and systems | <ol style="list-style-type: none"> Regular | |
| 38 | Appraisal | <ol style="list-style-type: none"> Appraisal of CBO staff, PMU staff | <ol style="list-style-type: none"> Feb'18 | |
| | LIVELIHOOD | | | |
| 39 | Expansion Work in | <ol style="list-style-type: none"> Formation of 5 | <ol style="list-style-type: none"> 20/11/2017 | |

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| | Aralam | NHGs 2. Start of Community Kitchen | 2. 11/11/2017 | |
| 40 | Exposure visit | 1. Exposure visits to Keystone Foundation, Kothagiri, Nilambur to study marketing to premium segments 2. Exposure visits to Gudallur 3. Exposure visits to livelihood interventions of CDS, Kudumbashree | 1. 20/11/2017 to 21/11/2017 2. 27/11/2017 to 28/11/2017 3. 11/12/2017 to 18/12/2017 | |
| 41 | JLG Incentive | 1. Formation of JLGs 2. Submission of forms for obtaining JLG incentive from Kudumbashree | 1. 7/11/2017 to 20/11/2017 2. 7/11/2017 to 20/11/2017 | |
| 42 | Status report of Livelihoods | 1. Prepare a detailed year wise report of livelihood operations, funds received, income and expenditure statements of Goat Village, Vegetable Sales, Mill operations and NTFP Sales till 30-Oct-2016. 2. Present the report to ED, Kudumbashree | 1. 06-Nov-2017 to 30/11/2017 2. 18/12/2017 | |
| 43 | Goat Village | 1. Explore partnership with Brahmagiri, Wayanad with the support of DMC, Wayanad 2. Target a Monthly sales of 8 lakhs for goat village 3. Form a Attapady Black Goat unit 4. Organize monthly | 1. 3/12/2017 2. Monthly 3. 25/12/2017 4. Monthly 5. 20/11/2017 | |

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| | | goat market 5. Participate in goat market in Palakkad | | |
| 44 | Micro enterprises | <ol style="list-style-type: none"> 1. Start Hamlet wise micro enterprises-Target 20 2. Start Individual non agri Micro enterprises-Target 30 3. Start group micro enterprises (Target 20) 4. Start youth micro enterprises (Target 20) | <ol style="list-style-type: none"> 1. 01/12/2017 to 01/02/2018 2. 01/12/2017 to 28/02/2018 3. 01/12/2017 to 28/02/2018 4. 15/11/2017 to 30/03/2018 | |
| 45 | Agriculture/MKSP | <ol style="list-style-type: none"> 1. MIS for Agriculture activities in Attappady to be integrated with State MIS 2. Complete the JEVA evaluation of agriculture interventions 3. Obtain GAP certification 4. Obtain organic product certification | <ol style="list-style-type: none"> 1. 01/01/2018 2. 15/01/2018 3. 15/03/2018 4. 15/03/2018 | |
| 46 | Clustering | <ol style="list-style-type: none"> 1. Mobilization of beneficiaries for apparel park 2. Start of skill training for apparel park beneficiaries 3. Mobilization of beneficiaries for catering and food processing 4. Start of skill training for catering and food processing | <ol style="list-style-type: none"> 1. 30/11/2017 2. 01/01/2018 3. 15/11/2017 4. 15/12/2018 | |
| 47 | Training and capacity building | <ol style="list-style-type: none"> 1. Workshop of livelihoods with participation of PMU | <ol style="list-style-type: none"> 1. 16/11/2017 2. 18/11/2017 3. 16/12/2017 | |

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| | | <ul style="list-style-type: none"> 2. Training to animators for livelihoods 3. Evaluation of livelihood performance with animators | | |
| 48 | Producer Company | <ul style="list-style-type: none"> 1. Register one producer company | <ul style="list-style-type: none"> 1. 15/03/2018 | |
| 49 | Mill | <ul style="list-style-type: none"> 1. Obtain fssai license 2. Launch at least 4 value added branded products with quality packaging and labeling 3. Implement book keeping systems in mill | <ul style="list-style-type: none"> 1. 15/12/2017 2. 15/02/2018 3. 30/11/2017 | |
| 50 | Action plan | <ul style="list-style-type: none"> 1. Prepare village level livelihood plan | <ul style="list-style-type: none"> 1. 15/01/2018 | |
| 51 | Farmer field school | <ul style="list-style-type: none"> 2. Completion of training on various modules 3. Prepare a process report of farmer filed school 4. Launch of farmer field school | <ul style="list-style-type: none"> 1. 30/01/2018 2. 30/11/2017 3. 15/01/2018 | |