

TERMS OF REFERENCE

REGIONAL RESOURCE ORGANIZATION

THE REGIONAL RESOURCE ORGANIZATION (RRO) is part of the larger pool of the Partners to Alliance: Census 2011 representing the Alliance at Regional Level. The RROs are nominated by Alliance: Census 2011. The RROs would function closely with the SPOs of respective region as a facilitating and troubleshooting resource unit. Their broader scope of work for RROs during Phase-II of Census Operations is to

- Ensure that SPOs offer Training to MTFs and MTs in all States / UTs except snow bound areas & to Enumerators limited to gender critical Districts & Cities, excluding snow bound areas; and
- Extend necessary support and guidance to SPOs for planning, managing, coordinating and monitoring of training programs at different tiers in States / UTs of respective region.

Within the above scope, the RROs will ensure that SPOs works closely with DCO office-

- a) To finalize the list of NTs and MTFs for Phase II
- b) To plan training program for MTF, MT & Enumerators (and others if any)
- c) To organize and conduct training programmes as agreed in the work plan mutually arrived at by SPO and DCO in the States assigned to them
- d) To oversee the work carried out by NTs & MTFs in lines with their ToR
- e) Furnish progress reports and other documents as required by the Regional Resource Organization (RRO).
- f) Participate in consultations / review meetings organized by DCO Office and or RRO.

STATE PARTNER ORGANIZATION

THE STATE PARTNER ORGANIZATION (SPO) is part of the larger pool of the Partners to Alliance: Census 2011 representing the Alliance at State Level. The SPOs are nominated by Regional Resource Organization (RRO) of respective Region. The SPOs would function closely with the Directorate of Census Operations office of respective State / UT. Their broader scope of work for SPO during Phase-II of Census Operations is to-

- Offering Training to MTFs and MTs in all States / UTs except snow bound areas & to Enumerators limited to gender critical Districts & Cities, excluding snow bound areas; and
- Extend necessary support for planning, managing, coordinating and monitoring of training programs at different tiers.

Within the above scope, the SPOs will work closely with DCO office-

- To finalize the list of NTs and MTFs for Phase II
- To plan training program for MTF, MT & Enumerators (and others if any)
- To organize and conduct training programmes as agreed in the work plan mutually arrived at by SPO and DCO in the States assigned to them
- To oversee the work carried out by NTs & MTFs in lines with their ToR
- Furnish progress reports and other documents as required by the Regional Resource Organization (RRO).
- Participate in consultations / review meetings organized by DCO Office and or RRO.

NATIONAL TRAINER

THE NATIONAL TRAINERS are part of the larger pool of 90 National Trainers (NTs) across nation for Phase- II. It is to be noted that a National Trainer cannot be a Master Trainer Facilitator.

The details of the same is as below-

No. of MTFs	Nomination of NTs by	Getting Trained for Phase II	Offering Training & Handholding	Available Man Days for MTF
45 NTs for all States & UTs	DCOs	To undergo 5 days residential NTs Training	To offer training to MTFs & To handhold MTFs while they offer training to MTs & Enumerators	To be decided by DCO / ORGI
45 NTs for all States & UTs	SPOs & RROs	To undergo 7 days residential	To offer training to MTFs & To handhold MTFs while they offer	Available for 30 days. This does not include

	(Alliance: Census 2011)	NTs Training	training to MTs & Enumerators	the number of days for undergoing training (i.e. 7 days)
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Eligibility Criteria-

- Education Qualification- Minimum Graduation (however can be relaxed in case wherein the experience is more than 5 years as trainer)
- Age limit > 25
- Out of the selected MTFs at least 33% should be women
- Experience in Training either as trainer / facilitator
- Availability for Support on training of the functionaries engaged in the work of Census at different tiers as per the training schedule
- Pleasant personality / Communication Skills
- Readiness to travel
- Knowledge of regional / state specific language as specified by DCO is must

Selection Process for Phase II-

- SPOs to come up with list of NTs (15 % to 20% more than actual numbers) after reviewing the performance of existing NTs and necessary replacements, if any
- Such list to be shared with DCO of respective State / UT
- SPO & DCO to mutually finalize the list of NTs
- List of finalized NTs to be shared by SPO with RRO

MASTER TRAINER FACILITATOR

THE MASTER TRAINER FACILITATORS are part of the larger pool of 883 Master Trainer Facilitators (MTFs) across nation for Phase- II. It is to be noted that a National Trainer cannot be a Master Trainer Facilitator.

The details of the same is as below-

No. of MTFs	Nomination of MTFs by	Getting Trained for Phase II	Offering Training & Handholding	Available Man Days for MTF
350 MTFs for all States & UTs	DCOs	To undergo 5 days residential MTF Training	To offer training to MTs & To handhold MTs while they offer training to Enumerators	To be decided by DCO / ORGI
375 MTFs for all States & UTs	SPOs & RROs (Alliance: Census 2011)	To undergo 7 days residential MTF Training	To offer training to MTs & To offer training to Enumerators in Gender Critical Districts / Cities	Available for 25 days. This does not include the number of days for undergoing training (i.e. 7 days)
180 G-MTFs for Gender Critical Districts & Cities	SPOs & RROs (Alliance: Census 2011)	To undergo 2 days residential Foundation Training & To undergo 7 days residential MTF training	To offer training to Enumerators in Gender Critical Districts / Cities	Available for 17 days. This does not include the number of days for undergoing training (i.e. 9 days)
262 MTFs for Gender Critical Districts & Cities *	SPOs & RROs (Alliance: Census 2011)	-	Support to Enumerators / observation during Population Enumeration in 262 Gender Critical Districts / Cities	Available for 25 days.

* The 262 MTFs will be selected from the larger pool of 375 MTFs + 180 G-MTFs nominated by SPO

Eligibility Criteria

- Education Qualification- Minimum Graduation (however can be relaxed in case wherein the experience is more than 5 years as trainer)
- Age limit > 25

- Out of the selected MTFs at least 33% should be women
- Experience in Training either as trainer / facilitator
- Availability for Support on training of the functionaries engaged in the work of Census at different tiers as per the training schedule
- Pleasant personality / Communication Skills
- Readiness to travel
- Knowledge of regional / state specific language as specified by DCO is must

Selection Process for Phase II

- SPOs to come up with list of MTFs (15 % to 20% more than actual numbers) after reviewing the performance of existing MTFs and necessary replacements, if any
 - Such list to be shared with DCO of respective State / UT
 - SPO & DCO to mutually finalize the list of MTFs
 - List of finalized MTFs to be shared with RRO & ORGI
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