UPAGREES Project
PROCESS FLOW – GENDER COMPONENT IMPLEMENTATION

PHASE 1: POLICY & FRAMEWORK PREPARATION (Pre-Implementation Stage)

Step 1: Development of Core Framework Documents

1.	Preparation of SOP for Women Component	(Ready)
2.	Preparation of Convergence SOP with UPSRLM	(Ready)
3.	Preparation of Gender Action Plan (Month-wise AAP)	(Ready)
4.	Preparation of Detailed Process Flow Document	(Ready)
5.	Finalization of WPG Formation Guidelines	(Ready)
6.	Finalization of Gender Baseline Data Set	(Ready)

Output Deliverables:

- Approved SOPs
- Gender Action Plan (AAP)
- WPG Formation Guidelines
- Baseline Indicator Framework

↓ Approval by APD/PD

PHASE 2: CONVERGENCE & DATA ALIGNMENT

Step 2: Project Area Mapping

1.	Preparation of LGD Code-wise list of UPAGREES villages	(Ready)
2.	Sharing village list with UPSRLM	(Shared)
3.	Nomination of Nodal Officer by UPSRLM	(To be done)

Deliverable: LGD-coded mapped village list

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Step 3: Mapping of Existing SHGs

1.	UPSRLM maps SHGs in UPAGREES project area	(Completed)
2.	Filtering of SHGs engaged in agriculture, horticulture, fisheries & allied activities	(To be done by UPSRLM)
3.	Sharing filtered database with UPAGREES	(To be done by UPSRLM)
4.	Ground truthing of UPSRLM SHGs by SO field staff	(To be done by SO-UPAGREES)

Deliverable: Verified List of Eligible SHGs

↓ APD/PD Approval

PHASE 3: COMMUNITY MOBILIZATION & BASELINE

Step 4: Village Entry & Rapport Building

- Awareness meetings	(To be done by SO Staff)
- Community consultations	(To be done by SO Staff)
- Ground truthing of SHGs	(To be done by SO Staff)

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Step 5: Formation of New WPGs (Where Required)

- Mobilization of uncovered women as per guideline   (To be done by SO Staff)
- Formation as per target & guideline   (To be done by SO Staff)
- Facilitation by SO + UPSRLM cadre to groups   (To be done by SO/ UPSRLM Staff)

Deliverable: Final Village-wise List of SHGs/WPGs

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Step 6: Digitization & MIS Registration

- SHG Code assignment   (To be done by UPSRLM/UPAGREES)
- Profiling on MIS Portal   (To be done by UPAGREES/UPSRLM
- Verification by SO before data entry   (To be done by SO-UPAGREES)
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Deliverable: Registered SHGs/WPGs on Digital Platform

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Step 7: Orientation & Capacity Building of Field Cadre

- Joint training of SO staff & UPSRLM cadre   (To be done by UPSRLM/UPAGREES)
- Finalization of incentive mechanism for community cadres   (To be done by UPAGREES)
- Baseline & micro-planning training   (To be done by SO-UPAGREES)

Deliverable: Trained Staff List

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Step 8: Baseline Survey

- Village-level baseline/profile   (To be done by SO-UPAGREES)
- Household-level baseline/profile   (To be done by SO-UPAGREES)
- Group-level baseline/profile   (To be done by SO-UPAGREES)

Deliverable: Gender-disaggregated Baseline Data

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Step 9: Baseline Analysis & Benchmarking

- Set gender-disaggregated indicators   (Completed)
- Establish benchmarks for PDO & IR indicators   (To be done by UPAGREES after baseline)

Deliverable: Benchmark Indicator Table

PHASE 4: LIVELIHOOD PLANNING & CLUSTER DEVELOPMENT

Step 10: Identification of Potential Activities

- Analysis of landholding   (To be done by UPAGREES after baseline)
- Skill & viability assessment   (To be done by UPAGREES after baseline)
- Selection of agriculture/allied activities   (To be done by UPAGREES after baseline)

Deliverable: Activity Identification List

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Step 11: Commodity Cluster Identification

- Selection of commodity clusters   (To be done by UPAGREES)
- Engagement of TSAs   (To be done by UPAGREES)

- Commodity Cluster wise mapping of women groups   (To be done by UPSRLM/UPAGREES)
- Digital mapping of groups   (To be done by UPAGREES)

Deliverable: Commodity-wise Cluster & WPG/SHG List

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Step 12: Village-Level Micro Planning

- Participatory village micro plans preparation   (To be done by SO-UPAGREES)
- Consent-based group planning   (To be done by SO-UPAGREES)
- Alignment with commodity business plans   (To be done by SO-UPAGREES/TSA)

Deliverable: Village-wise Micro Plans

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Step 13: District Annual Action Plan

- Compilation of village plans   (To be done by SO-UPAGREES)
- Block-level consolidation   (To be done by SO-UPAGREES)
- District AAP preparation   (To be done by DPIUs-UPAGREES)

Deliverable: District AAP

PHASE 5: CAPACITY BUILDING & ENTERPRISE PROMOTION

Step 14: Institutional Strengthening

- Training on group functioning   (To be done by SO-UPAGREES)
- Financial literacy   (To be done by SO-UPAGREES)
- Bank linkage readiness   (To be done by SO-UPAGREES & assessed by Banks)

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Step 15: Technical Agriculture & Allied Training

- Collaboration with State Agriculture Universities & KVKs   (To be done by SO-UPAGREES)
- Preparation of Training Calendar   (To be done by UPAGREES in consultation with SAUs/KVKs)

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Step 16: Convergence with Line Departments

- Agriculture
- Horticulture
- Fisheries
- MSME

Preparation of SOPs & GOs   (To be done by UPAGREES-draft ready)

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Step 17: Credit Linkage

- District interface meeting with Banks   (To be done by DPIUs-UPAGREES)
- Account opening   (Facilitated by SO-UPAGREES/Done by Banks)
- CCL Fixation   (To be done by Banks)

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Step 18: TSA-led Skill & Enterprise Training

- End-to-end value chain training   (To be done by TSA/facilitated by SO/DPIUs-UPAGREES)
- Processing, branding, packaging support   (To be done by TSA)
- Business & SME development   (To be done by TSA)

Deliverable: Women-led SMEs Established

Step 19: Digital Monitoring through MIS

- Monthly target vs achievement   (To be done by SOs/DPIUs on MIS portal)
- District/block reporting   (To be done by SOs/DPIUs on MIS portal)
- RAG Analysis   (To be done by SOs/DPIUs on MIS portal)

Deliverable: Monthly Progress Reports

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Step 20: Documentation & Success Stories

- Collection of field case studies   (To be done by SOs/DPIUs)
- Professional documentation   (To be done by hired agency)
- Booklet & Video Production   (To be done by hired agency)
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Deliverable: Gender Success Story Compendium

(ROLE-BASED PROCESS FLOW)

🟦 **1: PMU (Project Management Unit)**	🟩 **2: DPIU (District Project Implementation Unit)**	🟧 **3: SO (Support Organization – Field Level)**
Draft Women Component SOP	Share LGD Village List with UPSRLM	Village Entry & Rapport Building
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Draft Convergence SOP	Coordinate SHG Mapping & Ground Truthing	Ground Truthing of UPSRLM SHGs
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Prepare Gender Action Plan (AAP)	Compile Village Micro Plans	Formation of New WPGs
↓	↓	↓
Approve SHG/WPG Final List	Prepare District Annual Action Plan	Digitisation & SHG Profiling on MIS
↓	↓	↓
Approve Incentive & Convergence Letters/GOs	Facilitate District Interface with Banks	Conduct Baseline Survey
↓	↓	↓
Select TSAs for Commodity Clusters	Forward Verified Incentive Claims to PMU	Prepare Village Micro Plans (Participatory)
↓	↓	↓
Establish MIS Portal & Monitoring Framework	Monitor District Gender Targets	Train Groups on Governance & Financial Literacy
↓		↓
Review Monthly Gender Progress Reports		Facilitate Commodity Cluster Mapping
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		Continuous Handholding & Data Entry on MIS
		↓
		Document Success Stories
🟪 **4: UPSRLM**	🟧 **5: TSA (Technical Support Agencies)**	🟥 **6: BANKS**
Nominate Nodal Officer		

↓	Commodity Cluster Assessment	Participate in District Interface Meetings
Map SHGs in Project Area	↓	↓
↓	Prepare Commodity Business Plan	Open Group Bank Accounts
Filter Agri/Allied SHGs	↓	↓
↓	Train WPGs/SHGs (Production → Processing → Branding)	Fix CCL Limits
Share Filtered Database with UPAGREES	↓	↓
↓	Provide End-to-End Value Chain Support	Provide Credit Linkages
Support Mobilisation & Ground Truthing	↓	↓
↓	Support SME Establishment	Support Agri-Enterprise Financing
Provide Community Cadre (Ajivika Sakhi, BC Sakhi, CRPs)		
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Enable Revolving Fund & CLF Support		

UPAGREES Project
Year wise Plan of the Major Activities for WPGs/SHGs:

Sr.	Activities	Unit	Target	Yr 1	Yr 2	Yr 3	Yr 4	Yr 5	Yr 6	Strategy	Deliverables	Status
1	Preparation of SOP for Women component	Doc	1							Based on PIP Provisions, draft SOP document of the Gender component to be prepared by the Social Expert-PMU	SOP Document	Draft Ready, To be put up for approval of APD/PD
2	Preparation of Convergence SOP with UPSRLM & UPAGREES	Doc	1							Draft SOP for convergence to be prepared by Social Expert-PMU and to be shared with UPSRLM for their inputs.	SOP Document	Draft Ready, To be put up for approval of APD/PD
3	Preparation of Gender Action Plan	Doc	1							A month-wise plan on gender component to be prepared	AAP	Draft Ready, To be put up for approval of APD/PD
4	Preparation of process flow for implementation	Doc	1							It will be prepared by Social Expert-PMU	Process flow document	Draft ready
5	Sharing of UPAGREES area/villages list with LGD Code to UPSRLM for mapping of women beneficiaries and SHGs	List	1							UPAGREES Project area villages list to be prepared putting LGD Code of each District/Block/village	LGD Code wise list of Project area	LGD Code wise list prepared and shared with all in UPAGREES & with UPSRLM for mapping.
6	Completion of Mapping of UPSRLM SHGs in UPAGREES Area	List	1							Based on UPAGREES Project area, mapping of UPSRLM SHGs and beneficiaries will be done by UPSRLM team. Later, the ground truthing of these beneficiaries and groups will be done by SO staff	List of existing beneficiaries and SHGs in UPAGREES Area	List of existing beneficiaries and SHGs in UPAGREES Area prepared
7	Nomination of Nodal person from UPSRLM	Person	1							The nodal person for convergence with UPAGREES has to be nominated by UPSRLM	Name of Nodal person	To be done by UPSRLM
8	Finalization of WPG Formation Guideline	Doc	1							The WPG Guidelines have been prepared. Some additions have to be done in view of convergence with UPSRLM.	Final approved Guideline document	Changes are being incorporated.

														Will be put up on file for approval
9	Sharing of filtered data of potential women and SHGs involved in agriculture, horticulture and fisheries activities and also in allied agriculture activities along with their income status by UPSRLM	List	1									The mapped SHGs/Beneficiaries have to be filtered on the basis of project activities. Women engaged in agriculture and allied agriculture and fisheries activities have to be filtered. These filtered groups will be considered for engagement in UPAGREES after the approval of APD/PD.	Filtering Final list of SHGs to validated on ground and be associated with UPAGREES	Filtration done by UPSRLM and domain wise activity Lists to be shared with UPAGREES which will be taken for approval of ground truthing.
10	Project awareness and rapport building visits in villages and Ground truthing of UPSRLM Groups in project area	Villages	3690									Ground truthing of UPSRLM Groups will be ensured by SO staff while collecting the baseline	The verified list of UPSRLM SHGs	Will be started as soon as SO staff are in place.
11	Formation of new WPGs as per target (additional to UPSRLM groups) in project districts	WPGs	10000									The formation of new WPGs will be initiated by the SO field team as per given guideline & year wise targets. Simultaneously ground truthing of UPSRLM SHGs will also continue. They will be facilitated by the UPSRLM Community staff in mobilization and ground truthing.	Village wise final list of SHGs/WPGs	The final list of selected SHGs and new WPGs will be taken in the Project as approved by APD/PD
12	Digitisation of adopted UPASRLM groups as well as Newly formed groups under UPAGREES	SHGs/ WPGs	25000 (tentative)									Digitisation of adopted UPSRLM groups as well as Newly formed groups under UPAGREES will be done with SHGs code nos. and their profiling with the help of MIS Agency to be hired in UPAGREES. Verification of SHG data will be ensured through SO Staff and only verified data will be entered on MIS/Digital platform.	Registered SHG/WPG data on MIS and Digital platform of UPAGREES	Ground truthing of SHG data to be started as soon as SO Staff orientation is completed. The women group data will be entered on the MIS portal (subject to readiness of portal

13	Finalization of required baseline data set for gender component	Doc	1							A list of baseline data required for the women component in the project need to be prepared separately as gender disaggregated progress has also to be captured separately in the project. These required data will be included in the baseline survey format being developed by M&E agency.	Compiled list of baseline data points	Draft list is ready and also shared with Digital Expert for inclusion in MIS ToR and to M&E Agency for incorporation in the format
14	Orientation training of SO Staff along with UPSRLM Community cadre on Gender component implementation plan, baseline survey and micro-planning	District	28							The community level staff of SO and the Community level staff engaged with UPSRLM SHGs have to be trained on implementation of women groups activities to be done under UPAGREES project. The project and UPSRLM will conduct joint training programmes. The engagement or assistance of SRLM Community staff like Ajiveeka Sakhi, BC Sakhi, CRPs etc will need some incentives for task performed by them per groups/member as per UPSRLM guideline like per survey/account opening/ other services Rs.2-3 (as suggested by UPSRLM). The services provided by UPSRLM will be verified by SO staff through SO and forwarded by DPIU to PMU. The payment will be reimbursed by the project after approval of APD/PD may be on monthly basis.	List of trained number of staff. Village wise list of SO Staff and UPSRLM Community staff	Will be started as soon as SOs field team are in place.
15	Start of Baseline survey of village/HHs/the potential SHGs of UPSRLM and identified potential women beneficiaries for new group formation	village	3690							Along with UPSRLM Groups ground truthing, baseline data of village/household will also continue to enlist new potential women for WPG formation	Village wise Baseline data	Will be started as soon as SO staff are in place.

#	Activity	Unit	Number								Description	Output	Remarks
	Based on baseline data analysis, benchmarking on each indicator will be set for progress/ impact monitoring	Doc	1								Baseline data will be analysed to benchmark the baseline status	Benchmark data table on gender disaggregated indicators	Will be done after the baseline data collection
16	Through Baseline data, Identification of potential agriculture /allied agricultural activities for selected UPSRLM groups & new WPGs will be done	WPGs/ SHGs	25000 (tentative)								Baseline data will be analysed to identify the potential agriculture /allied agricultural activities for selected UPSRLM groups & new WPGs in line with their household land based agricultural, fisheries and other allied activities and potential skills and viability of the activity	List of identified activities to be promoted in the WPGs/SHGs	Will be done after the baseline data collection
17	Identification of commodity clusters for value chain activities and business plan (by Commodity wise selected TSAs) and association of women groups of that cluster for identified potential processing and other activities	Clusters	09								After selected commodity wise identification of area, and the TSA, the women groups of that commodity clusters will be mapped and consulted for selected activities. Commodity wise women groups activities plan will be prepared separately. The members will be trained by TSA for end-to-end process (production-sorting-grading-processing-branding-packaging-marketing) of selected activities and continuous handholding support till they are established into small businesses and SMEs. The SO staff will facilitate in identification of SHGs/WPGs and taking their consent for association in each commodity. This mapping of existing women groups will also be done digitally.	Identified commodity cluster areas and commodity wise identified list of WPGs/SHGs to be associated.	Will be started after identification of Commodity wise area and selection of TSA.
18	Preparation of detailed village-wise Micro Plans for WPGs/WSHGs in consultation and consent of them	Village	3690								After the Baseline survey data collected and analysed, based on the current status and need, Group-	Ready village wise Micro-	Will be started after the baseline data collection

#	Activity		Target							Description	Output	Remarks
										wise village level micro-plan will be prepared in consultation and consent of the SHGs/WPGs. The groups coming in the area of selected commodities will preferably be associated in commodity business plan with groups' consent. The other SHGs/WPGs will be linked with other identified potential livelihood activities.	plan document	and analysis and commodity area selection
19	Preparation of District annual action plan based on micro plan	District AAP	28							The Village wise ready plans will be compiled at the block and then at the district level to prepare a consolidated district plan	District Annual Action Plan	Compilation will be done after the micro plans are ready
20	Capacity building of WFPGs/WSHGs on group functioning, management and financial literacy by SO/UPSRLM Staff	WPGs	10000							The newly formed WPGs will be trained by the SO Staff/UPSRLM Staff on group functioning and management. This will be a continuous process. SO Staff will facilitate each group in their meetings for how to conduct meeting, financial linkage, record keeping etc. Banks also assess the groups on certain parameters before linking them with Bank.	Number of trained Groups.	Newly formed groups will be trained on O&M practices of groups
21	Training on agriculture and allied agriculture activities	WPGs/ SHGs	25000 (tentative)							Many UPSRLM SHGs engaged in agriculture activities along with newly formed WPGs need specialised training on improved practices as well as various post-harvest crop management and food processing activities. The State Universities and KVKs already have their training modules on these subjects. A consultation meeting with these Institutions need to organised. Through UPAGREES	Training plan and training calendar of women groups	To be done once SO in place and the KVKs and State Agriculture universities are engaged

No.	Activity	Level	Target								Description	Documents	Status
											Project for engaging them at district level. Need-based training plan will be prepared for Women groups. The training calendar will be prepared in consultation with these institutes.		
22	Convergence with Agriculture, Horticulture and Fisheries Department for women centric schemes	WPGs/ SHGs	25000 (tentative)								There are specific women centric schemes run by the Agriculture, Horticulture and Fisheries and MSME Departments. Landless women through WPGs will be involved in agricultural allied activities to support income generation/enhancement and establish SMEs for them. Also convergence with some infrastructural support schemes like establishment of horticulture processing units, Seed storage facility, Farm Machinery Bank etc. will be needed. The SOPs for convergence have to be prepared by UPAGREES. GOs for linkage of UPAGREES WPGs/SHGs may also be needed by the concerned departments.	The SOP Documents and GOs	Draft SOP is ready, need to be reviewed. As per decision of APD/PD, Letters to be sent to the concerned department or GO draft to be prepared. The convergence GO issued for UPSRLM may also be used or a revised GO can be issued by APC-GoUP.
23	District level interface Meeting with lead banks, UPSRLM and WPGs/SHGs for ensuring Credit linkage	District	28								The UPSRLM SHGs have access to revolving fund support and also have support of CLF. Through convergence with UPSRLM, the newly formed WPGs will also be able to access this support. Apart from this each group will have its account in Bank through which also they will have access to credit facility to grow their agri-business and SMEs.	Convergence MoU/GO and Bank linkage (Bank A/c and CCL Fixation)	To be done, Draft letter will be prepared as per decision of APD/PD

#	Activity	Target Group	Target		Description	Output/Indicator	Remarks
24	Capacity Building of women farmers/land holders on improved agriculture practices along with male farmers	WPGs/ SHGs	25000 (tentative)		The identified women farmers will also have the opportunity to get trained on improved package of practices organised under the project. The district wise women farmers list will be prepared for training. Will be part of Annual action plan. These women can also be clubbed with male farmers training batches as per feasibility.	List of women farmers trained	To be started after the training plan prepared and SO Team is in place/KVKs are associated.
25	Skill based training of WPGs/SHGs in identified micro-medium Agri and allied activities/businesses through TSAs-Commodity clusters	WPGs/ SHGs	30% (tentative)		The WPGs/SHGs identified micro-medium Agri and allied activities/businesses will be trained and supported by the Technical Support Agencies to be hired by the project for promotion of commodity-based value chain activities involving WPGs/FPGs/SHGs of UPAGREES.	Number of Business activities started and established and number of farmer/ groups engaged.	To be started after TSAs selection for Commodity Clusters promotion.
26	Capacity building of groups in product branding and packaging and marketing		30% (tentative)		This task will be a part of TSA's activities. The identified groups engaged in commodity clusters, will be trained on business promotion techniques including branding, promotion through advertisement and marketing. The sale record and the profit from business will be recorded.	Establishment of women led SMEs.	To be started after TSAs for Commodity Clusters promotion is hired.
27	Monitoring and evaluation on project's gender disaggregated PDO &IR indicators	District	28		The progress of all activities related to Gender component will be monitored digitally through MIS Portal. The staff of SO/DPIU will be trained to enter the progress data against the targets and district/block wise report will be generated. The MIS portal may include the RAG analysis also so that	Monthly Progress data report	Will be started after the field level activities are initiated and the MIS Portal is established.

										Good/Satisfactory/Poor progress may be seen at a glance		
28	Reports and documentation of success stories	District	28								The SO Staff will record the success stories on the provided format to document the stories. Later after collection of stories some professional agency may be hired to document the booklet and video documentation.	Success Stories Booklet and Video films	Initiated after 2 years field implementation