

Terms of Reference

for

Hiring Agencies/Institutions

On

**Imparting Training on Skills Building and Placement of Unemployed Youth
of Project Districts under NERLP**

Client Name: North East Rural Livelihoods Project (NERLP), A Project funded by World Bank,
Ministry of DoNER, House No. 2, Near Nayantara, Sixmile, Guwahati – 22

Credit Number 5035 - N

NORTH EAST RURAL LIVELIHOODS PROMOTION SOCIETY

(An Autonomous Organisation under the Ministry of DONER, GoI)

Terms of Reference for hiring of Agencies/Institutions for imparting Training on Skill Building and Placement of unemployed youth of Project Districts under NERLP

1. Background of Organization

The North East Rural Livelihoods Project (NERLP) is a Project under Ministry of DoNER and funded by the World Bank. The Project is being implemented by the North East Livelihood Promotion Society (NELPS) – regional level Society based at Guwahati, Assam. The objective of the Project is to enhance the livelihoods of the rural poor, especially women, unemployed youth and the severely disadvantaged in 4 (four) North Eastern States namely Mizoram, Nagaland, Sikkim & Tripura.

The project would focus on improving livelihoods of the most disadvantaged people in the project area. The project components are designed in a manner that they complement and supplement each other. The core of the model is building strong grassroots institutions of the poor i.e. SHGs, SHG Village Federations, Youth Groups, Community Development Groups and Producer Organizations. Funds will be made available for empowering the poor. Similarly investments will be made for increasing the capacity of the SHGs and other stakeholders. It would also develop the skill base of young people to increase their employability in various sectors. The following are the four components designed to cover every aspect of the project to achieve the objectives:

- ❖ **Social Empowerment:** The objective of this component is to empower the rural communities, create their sustainable institutions so that they manage common activities around microfinance, livelihoods and natural resource.
- ❖ **Economic Empowerment** - The objective of this component is to develop the capacity of the above groups to plan and provide funds to them to undertake various economic initiatives. The component will have five subcomponents, each aligned along a specific function and community group which are (i) SHG and SHG Federation Investment support (ii) Community Development Investment support (iii) Producer Organization Investment Support (iii) Skill development and Placement Support (iv) Innovation Support.
- ❖ **Partnership Development** -The Project would partner with various service providers, resource institutions and public and private sector organizations to bring various services in finance, technology, knowledge and markets in the project so that the community groups and organizations are able to take advantage and improve their livelihoods.
- ❖ **Project Management-** The component will facilitate various governance, implementation, coordination, learning and quality enhancement efforts in the project and will consist of the sub-components: (i) Project Management; (ii) Monitoring and Evaluation and (iii) Technical Assistance.

The project is being executed through an implementation architecture consisting of:

- a) Regional Project Management Unit (RPMU) at Regional level (Guwahati).
- b) District Project Management Unit (DPMU) at district level of two selected districts from the States of Mizoram, Nagaland, Sikkim and Tripura. .
- c) Project Facilitation Teams (PFTs) at block level in project districts.

2. Objectives of the Assignment:

The objective of the assignment is to deliver skill-development training and post-training placement services to youth from the 4 project states in different trades on 'per trainee' or 'per batch' cost basis.

The North East (NE) region of India has a population more than 44 million of which 85 percent lives in rural areas and 35 percent are below the poverty line. Despite its rich natural resources and relatively good human development indicators, the NE region lags in important growth parameters. Despite the relatively high literacy rate, the region suffers from alarmingly high youth unemployment rate at 14 percent. This is caused by high school drop-out rate and lack of skills. NERLP is seeking to hire professional agencies to conduct skill development training programs so as to develop skills and enhance employability of young men and women in the four project states.

NERLP is seeking to hire a reputed implementing agency to deliver skill-building training programs and post-training placement services to selected youth. NERLP will be responsible for mobilization of poor youth and it has fixed the following eligibility criteria:

- Rural youth should be in the age group of 18-35 years
- He/She should have minimum qualification of 5th pass
- Disabled youth, and youths from the poorest and women-headed households will be given priority.
- Female youth would be encouraged to participate in this initiative.
- No stipend will be paid to the trainee by NERLP for the training period
- The Project will offer handholding support to candidates during first six months after placement to ensure retention along with tracking till one year.
- No capital assets, equipment or infrastructure would be supported under the programme.

3. Scope of Work

The selected agency will be responsible for end-to-end implementation of the training program from delivering the training sessions to post-training placements. The agency's scope of work will include the following:

- a) Screening and Counselling of Youth for Final Selection:** The trainees mobilized by NERLP have to be put through an assessment process or other basic screening tests to assess the need and aptitude that are fundamental to the trades. The Agency will make this assessment along with NERLP Team including necessary counseling process and will select the final list of potential youths.
- b) Develop training schedule:** Agency will develop a training schedule including list of different trades for which training programs will be offered; overview of training modules for each trade listing topics covered and duration of training program; required eligibility criteria in addition the minimum criteria listed above; list of key staff deployed to deliver training modules along with their qualifications and work experience.
- c) Deliver training programs:** The agency will be responsible for setting batch sizes; making logistical arrangements for provision of training programs including venue; and providing proper accommodation and food to the trainees during the entire training period and the total training cost will be inclusive of these costs. The trainings will need to be organized either in the District

Head Quarter or at suitable place designated by Training Agency as per the need of the training. The list of places where training will need to be offered will be clearly stated by NERLP at the Request for Proposal stage and on signing of the contract with the agency. The agency should have proper arrangement of equipment, tools and materials required for the training. The training materials/study materials should be prepared in the local language commonly accepted in the project district, which will be clearly designated by NERLP at the Request for Proposal stage and on signing of the contract with the agency. After completion of training, the training organization has to conduct an examination and give a diploma / certificate duly recognized by either the Sector Skill Councils under the National Skill Development Corporation (NSDC) or the Director General for Vocational Education and Training (DGVET).

- d) **Placement of trainees:** The Agency/organization has to ensure placement of trainees post completion of training programs. Agency further has to conduct post placement counseling to the employed youth and have to extend support as and when required for a period of six month post-training program.

4. Detailed Tasks of the Assignment

Task- I: Screening and Counselling of Youth for Final Selection: The trainees mobilized have to be put through an assessment process or other basic screening tests to assess the need and aptitude that are fundamental to the trades in which training is to be imparted and also to reduce mid course/post training dropout of candidates before placements. The Agency will make this assessment along with NERLP Team including necessary counseling process and will select the final list of potential youths on the basis of their application form stating the sector they are interested in to work. The sectors will be allocated based on candidate's preference and the eligibility. The number of youths to be selected per district and block will be given at the signing of MoU with the partners keeping in view the potential and demand.

Task-II: Orientation Training: Youth screened by Agency will be given an orientation on work ethics; basic discipline and etiquette, managing on limited salaries, staying out of families and friends-dos and don'ts etc. This is to prevent dropouts after job placements and preparing them for a shift in the life.

Task III: Training Content: The Agency has to ensure innovative content development with inputs from the industry to ensure employability as per current industry practices. In this aspect, course/curriculum should preferably be designed jointly with prospective employers/industry. The Agency must mandatorily introduce modules on IT training and soft and communication skills in their training module. The training module of the Agency should include a 'Work Readiness Module' to be communicated to all trainees on the last 3 days of the training programme. This is to acquaint them with what to expect at the work site and to provide clarity on what is PF, overtime, his / her entitlement as an employee, call centre / facilitation centre details etc.

Task IV: Training and certification of youth: The training program must be conducted by a team of subject matter specialists and training specialists to take care of content and pedagogy respectively. The Agency/Institution will have to make available the training infrastructures viz. tools, equipments, raw materials, training support tools like audio-visual aids etc. No new infrastructure creation is envisaged under the Programme, instead, leveraging and utilization of existing infrastructure and facilities for operation of training centres is the primary objective. The training programme will have to be conducted as per the identified skill batch-wise in suitable locations. The programme will necessarily involve theoretical, practical sessions in trade related skills along with exposure to related industry/trade centre.

Independent assessment of the trainees will have to be conducted by third party agencies that are Govt. recognized and the certificate will be issued to successful trainees. The Statewise/District wise potential skills where skill building training will have to given are given in **Appendix- 1**. However, the list of skill/sector may change depending on the output of market scanning and mobilizing youth to be done by NERLP and based on the advice of Agencies as per market demand.

Task V: Placement of trained youths: The agency will have to guarantee placement of 70% of the total trainees after completion of training. Therefore, it is expected that the selected agency will be able to demonstrate a history of successfully placing trainees and letters of intent with potential employers.

Task VI: Post placement counseling and tracking: The agency will track placed trainees for a period of six months and submit a post-placement tracking report at the end of the six-month period. A candidate shall be considered as ‘Placed’ only if the candidate is continuously working for a period of minimum of six months on providing a job by the Agency after completion of training. Agency shall submit salary slips and/or certification from employer as proof of continuation in job for the 6 months.

5. Deliverables and Time Frame

The assignment targets to train and employ a definite no of youth in different batches under several trades for 4 project states. While 100 per cent placement of trained candidates (placement rate) is desirable, however, full payment to agency will be linked to at least 70% placement. The placement rate will be calculated on a quarterly basis, i.e., all training programs completed up to that quarter.

The activities to be undertaken and the outputs to be delivered by the agency shall include the following:

Sl. No	Activity	Timing	Deliverables
1	Inception Report and Presentation	15 days from the Commencement Date	Presentation on training schedule including list of different trades for which training programs will be offered; overview of training modules for each trade listing topics covered and duration of training program; required eligibility criteria; list of key staff deployed
2	Progress report-I	4 months after Commencement Date/ agreement	<ul style="list-style-type: none"> • Selection of batches of youths based on list of potential trainees given by NERLP. • Start of trainings/ skill development courses for selected batches. • Monthly Reporting • Placement of trainee of 3 month course
3	Progress report-II	7 months after Commencement Date/ agreement	<ul style="list-style-type: none"> • Continuation of training of 6 month course • Monthly Reporting • Placement of trainee of 6 month course • Post Placement tracking of 3 months course
4	Progress report-III	10 months after Commencement Date/ agreement	<ul style="list-style-type: none"> • Continuation of training of 9 month course • Monthly Reporting • Placement of trainee of 9 month course • Post placement tracking of 3 months course

			<ul style="list-style-type: none"> • Final Report of 3 Month Course • Post placement tracking of 6 months course
5	Progress report-IV	13 months after Commencement Date/ agreement	<ul style="list-style-type: none"> • Monthly Reporting • Post placement tracking of 6 months course • Final Report of 6 Month Course • Post placement tracking of 9 months course
6	Progress report - V	16 months after Commencement Date/ agreement	<ul style="list-style-type: none"> • Monthly Reporting • Post placement tracking of 9 months course • Final Report of 9 Month Course

The above stated deliverables and time frame may change depending on the no of candidates/batches to be trained by Agencies and duration involved thereof.

6. Eligibility Criteria

The Organization/ Agency with relevant experiences of conducting skill training and placement are eligible to apply for the assignment. Below are the eligibility criteria:

- As a part of legal requirements, the agency should be a registered body under the relevant state law and is active and operational continuously for the last 3 years on the date of application. It should maintain its accounting records and have them properly audited. Annual statements of income and expenditure should be available.
- The agency should have panel of trainers/resource persons with relevant qualification and experiences in various sector/areas of skills for mobilizing the youths and providing trainings.
- The agency should have at least 3 years of relevant experience in giving similar training programmes along with providing placement services.
- The agency should have or demonstrate ability to access sufficient infrastructure such as training premises, lodging arrangement of trainee, tools, furniture, equipments, raw materials, practical laboratory, electrical and /or water connection as required for training.
- If the applicant is an NGO, it should have a regular office and staff in the district in which it wishes to organizes skill training programmes.
- The agency should have tie-ups with public and private sector agencies for providing placement to the trainee.
- A thorough knowledge and experience of working in the Project areas viz Mizoram, Nagaland, Sikkim and Tripura will be given preference.
- The Agency should have average annual turnover/budget of over 30 lakh in the past three years.
- The Agency should not be blacklisted by any government (Union and/or State), Ministry/Department/ Organization/NABARD/CAPART/Multinational donor agency/etc. or any other donor/partner organization in the past.

7. Financial Implications:

The Consultant Agency will be hired based on 'per trainee' or 'per batch' cost basis.

The consultant fee will be paid to the Agency/ Organization/ Consultant in 4 tranches i.e. on signing of agreement, on completion of the training programme and after completion of placement procedures.

SI No	Head	Payment Schedule
1	Signing of Agreement and submission of Inception Report	5% of per trainee cost X target number of trainees in Year 1.
2	Commencement of each training batch	15% of cost per trainee X number of trainees in batch; within one week of commencement of training.
3	Completion of training batch	20% of cost per trainee x number of trainees in batch; within one month of completion of training batch on submission of invoices.
4	Post-training placement	50% of cost per trainee x number of trainees placed; against evidence in the form of employment letters or salary slips.
5	Post Placement Tracking up to 6 months	10 % cost per trainee on submission of Placement tracking reports and evidence of placement of at least six months.

8. Review of progress –

The progress of the assignment will be reviewed at two levels. The District Project Management Unit (DPMU) will coordinate with the agency to ensure that training programs are taking place as scheduled. For this purpose, the agency/ institute will inform to DPMU at least one month in advance about the date, time and venue of the activities. At Regional Project Management Unit (RPMU), the work will be reviewed by the Project Directors with assistance from the sectoral Project Manager/Assistant Project Manager before release of the funds. The RPMU will ask the agency/institute to present the progress before the committee on a quarterly basis. The agency will depute a liaison officer to keep liasoning with the RPMU and other stakeholders. NERLP will make visit to the agency's office and training set up to assess the infrastructural availability and capability for conducting the training.

9. Reporting Requirements:

- The Training and placement Reports should be submitted to the Project Director, NERLP, Guwahati as per 'Deliverables and Time Frame' given in point no. 5.
- All the reports in printed and electronic form should be submitted to the Project Director, NERLP, Guwahati.
- The reports and assignment of 'training and placement' will be accepted subject to the approval by the Project Director
- Project Manager [Livelihood & Rural Marketing] and Assistant Project Manager [Skill Development & Placement] will coordinate from RPMU.

10. Support to be provided by NERLP

- NERLP shall extend all necessary co-operations during the assignment. All project related data and documents required for carrying out the assignment like Project Implementation Plan (PIP), Community Operational Manual (COM) etc. and other available studies like Social, Environmental and Livelihood Assessment Report, Baseline Study Report will be made available.
- The consultant shall make own arrangements with regard to transportation, accommodation, boarding, lodging of trainer, arrangement of training venue, logistic arrangement etc.
- NERLP will be providing the infrastructure support that includes venue, audio/video equipments, and Stationery for the initial presentation of inception report as well as for the meeting on the presentation of training report.
- The Agency/ Organization will be provided with the preliminary list potential trainees along with contact address and phone number, if available. NERLP will be responsible for mobilizing youth for training and final screening and counseling will be done jointly by NERLP and the Agency. NERLP will ensure attendance at training programs that youth have been selected in and registered for.
- Project Manager [Livelihood & Rural Marketing] and Assistant Project Manager [Skill Development & Placement] shall be the contact person for the consultants for any clarification on the ToR which can be sought during the office working hours through email (pm.lrm.nerlp@gmail.com, apm.sdp.nerlp@gmail.com) or through telephone (0361-2331233).

11. Termination of contract:

In case of continuous failures to meet the deadlines and quality of the expected deliverables, the contract will be terminated by the Project Director, NERLP before the end of the assignment.

12. Other Obligations of Consultant:

- NERLP, being a specialized project where the principles of people's participation and community empowerment works, consultant Agency will adapt their approach for the programme to suit the specific values and need of the project.
- The consultant agency will ensure to deploy multidisciplinary team of experienced and qualified resource persons as per the requirement and will perform the task by maintaining utmost professionalism.
- Consultant Agency will deliver the services and will meet the deadline by following the specified time frame strictly. Unless there are genuine causes and unforeseen reasons which are not in the hand of the consultant, the consultancy period will not be extended.
- Consultant Agency will not be able to sub-contract the consultancy job to others, once they are selected. However, the proposal can be submitted jointly with other organization. In this case, the deliverables from both the organizations will have to spell out correctly.
- As the project is dynamic in nature, NERLP reserves the right to make alteration in the scope of work either by adding new task or deleting already mentioned activities to suit the need of changing time.
- The Project Director or any other official of the NERLP will review and monitor the progress of the assignment from time to time. NERLP may also seek comments and inputs on the consulting agency work from other experts as found appropriate.

- In the case of residential training programmes, the Agency must provide free accommodation and food for all trainees for the duration of the training programme. In the case of non-residential training, food must be provided by the agency during the period of training programme.
- The Agency must appoint a nodal person from its organization to accompany successfully placed trainees to their place of work whose role would be to facilitate the placed trainees in the new place in organizing essential things like finding accommodation, opening bank account etc.

13. Application Procedure:

The agency/organization has to submit proposals to the office of the undersigned within the date mentioned in the advertisement through registered post/courier, addressed to “ **The Project Director, NERLP, HN-2, Near Nayantara, Sixmile, G.S.Road, Guwahati 781022, Assam**” The envelope must be superscribed on the top as “Proposal for training on skill development and placement”. Proposal has to submit as per prescribed format along with all necessary attachment of documents.