



GOVERNMENT OF ASSAM

অসম ৰাজ্যিক গ্ৰামীণ জীৱিকা অভিযান

ASSAM STATE RURAL LIVELIHOODS MISSION

NABAJYOTI NAGAR, SIVA NATH GOGOI PATH, GUWAHATI, ASSAM -781037



EOI No:- ASRLMS/DDU-GKY/4976/2022-23/ 353

Dated: 23 .05.2023

Request for Expression of Interest for Hiring Technical Support Agency for providing Project Management Services under DDU-GKY, Assam State Rural Livelihoods Mission (ASRLM)

ASRLM invites "Expression of Interest" from the eligible consultancy agencies to submit their interest for providing consulting services for "Hiring Technical Support Agency for providing Support Services under DDU-GKY, Assam State Rural Livelihoods Mission (ASRLM)"

1) Objectives of the Project:

The main objective of this project are the follows:

- i) Mobilization of poor Rural Youth
- ii. Training of rural youth for skill development and skill up-gradation
- iii. Liaison with Skill providers, Corporate and Industries for training and placement support
- iv. Providing Jobs (Placement)
- v. Supporting the youth for employed for sustainability after placement - retention
- vi Capacity Building of professionals of DAY-NRLM across all levels, Panchayati Raj Institutions and Project Implementing Agencies(PIAs)
- vi. Designing DDU-GKY promotional (IEC) strategies
- vii. Documentation of best practices, success stories etc. (Knowledge Management)
- viii.Placement and Post placement support including setting up of Migration Support Centers and Alumni Support Cell
- ix. Organizing Job Mela for Placement eligible / Placement drop-outs at District Levels
- x. Organizing Employers Meet / CXO Meet for Networking with all Potential Employers
- xi. Conducting Studies viz Impact evaluation and Drop-out analysis

2) The duration of Contract will be for a period of Two (2) year effective from the date of signing of contract which may further be renewed depending on requirement of ASRLMS or satisfactory performance of Agency. However, the total extension of contract can't exceed Five(5) years.

3) The Terms of Reference (TOR) for the proposed assignment is provided in the website of ASRLMS www.asrlms.assam.gov.in under Procurement Section for ready reference.

4) The short-listing criteria for RFP Stage include:

The agency must fulfill the following criteria to be eligible to apply.

- a. The agency should be a firm /company registered/incorporated in India under the Companies Act, 1956, Trust Act or registered in India under the Society Registration Act, 1860 or Limited Liability Partnership and should be in operation in India for a minimum of 10 years as on 31st March 2023.
- b. The agency must have valid Goods & Service tax (GST)and EPF registration.
- c. The agency must have average annual turnover of Rs.10 crores during the Three (3)financial years (2019-20, 2020-21 &2021-22).



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- d. The agency should have experience in undertaking atleast Three(3) Assignment of long-term nature(atleast 12 months) in implementation of Skill Development & Placement Projects with any Central Govt./State Govt./NSDC/State Skill Development Mission in India during last 5 years of minimum project value INR 2.5 Cr. & above for each assignment. *Continuation of Single Assignment with any client by the bidder in consecutive years will be treated as One(1) assignment.*
- e. The Bidder should have provided services as a Project Management Consultancy & Advisory Services Agency in Skill Development Sector for at least 1 project with contract value more than INR 2.5 crores (exclusive of extension value)under State/Central Govt. The consulting firm should have provided support services to a state govt for implementation of GoI and state sponsored skill initiatives.
- f. The agency must have experience in facilitating Closure/Blacklisting/ Recovery in at least 5 Skill Development Project under State/Central Govt during last 5 years (Certificate from client having experience in facilitating Closure/Blacklisting/ Recovery must be furnished)
- g. The agency should have more than 100 People in the Consulting/Advisory division payroll.
- h. The Agency should not have been debarred/ blacklisted by Central Govt. /State Govt. / CPSU/ State PSU/ Autonomous/Statutory Bodies/ Public Sector Banks/ Public Sector Insurance Companies or by any other government undertaking.
4. The Agency shall have the dedicated manpower (Both Key and Non – Key Experts) on board as per details mentioned in Key Personnel requirement.

The lists of documents to be submitted along with EOI are: -

- Certificate of Incorporation/Registration Certificate (Latest).*
- Document (s) to demonstrate that the firm is in the business for the last Ten (10) years;*
- Details of Work Experience and Similar Assignments undertaken to support the short-listing criteria accompanied by completion or acceptance certificate(s);*
- Self- certified details of available Key Professional with domain expertise and experience as per Terms of Reference;*
- Audit Reports along with Certificate from the statutory auditors/ Chartered Accountant certifying the year wise amount of turnover from 'consultancy business' during Three(3) financial years (2019-20, 2020-21 &2021-22).*
- Undertaking that the Bidder should not have been blacklisted by any Central / State Government (Central/State Government and Public Sector) or under a declaration of ineligibility for corrupt or fraudulent practices.*
- Copy of GST & EPF registration certificates.*



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4. ASRLMS will not entertain any Agencies with Joint Venture/Consortium to compete in the Bidding Process.
5. The Consultant would be selected in accordance with the Quality Cost Based Selection method stipulated in the Manual for the Procurement of Consultancy and Other Services (Updated June 2022).
6. The detailed Terms of Reference for the proposed assignment may be obtained from the website www.asrlms.assam.gov.in The EOI should be submitted in hard copy to the office of undersigned on or before **15th June 2023** up to **3:00 PM**.

State Mission Director.

Assam State Rural Livelihoods Mission,
Panchayat & Rural Development Dept
Sivanath Gogoi Path, Panjabari,
Guwahati-37.

ToR for Hiring of Technical Support Agency (TSA) for providing Project Management Services under DDU-GKY by Assam State Rural Livelihoods Mission Society(ASRLMS)

1. Background:

Placement Linked Skill Development Training Program under Deen Dayal Upadhaya Grameen Kaushalaya Yojana (DDU-GKY) in Assam is being implemented by the Assam State Rural Livelihoods Mission (ASRLM) to cater to the challenges of creating a large number of Skill development and livelihood opportunities for the rural poor, occupational aspirations of the rural youth and to increase the income levels of rural poor in the State.

ASRLM is an autonomous body formed under the Panchayat and Rural Development Department, Govt. of Assam and registered under Societies Registration Act, 1864. It has been designated by Govt. of Assam to implement the Deen Dayal Antodya Yojana- National Rural Livelihoods Mission in the state. As such, ASRLM has been implementing DDU-GKY as a vertical under DAY-NRLM. The mandates of ASRLM under DDU-GKY are:

- Mobilization of poor Rural Youth
- Training of rural youth for skill development and skill up-gradation
- Liaison with Skill providers, Corporate and Industries for training and placement support
- Providing Jobs (Placement)
- Supporting the youth for employed for sustainability after placement - retention
- Capacity Building of professionals of DAY-NRLM across all levels, Panchayati Raj Institutions and Project Implementing Agencies (PIAs)
- Designing DDU-GKY promotional (IEC) strategies
- Documentation of best practices, success stories etc. (Knowledge Management)
- Placement and Post placement support including setting up of Migration Support Centers and Alumni Support Cell.
- Organizing Job Mela for Placement eligible / Placement drop-outs at District Levels
- Organizing Employers Meet / CXO Meet for Networking with all Potential Employers.
- Conducting Studies viz Impact evaluation and Drop-out analysis

2. Objective of the assignment-

ASRLM has been mandated to train close to 90,000 trainees for the project and has already partnership with more than 147 Project Implementing Agencies (PIAs) and therefore is in the process of engaging a Technical Support Agency (TSA), who has worked as TSA for Skills development Mission / SRLM in different states or has setup PMU for Skill development mission/ SRLM, as per the DDU GKY Guidelines and SoP, to support the execution of the project.

ASRLM lays emphasis on promotion of '**professionally competent and dedicated implementation structures**' at the state and regional level for managing and supporting all Skill development and Livelihoods activities with special focus on centrally funded DDUGKY Program. For this ASRLM will hire services of a **Technical Support Agency (TSA) for providing Project Management Services under DDU-GKY by Assam State Rural Livelihoods Mission Society** that will provide thematic support services for ideas incubation, policy framing and formulating implementation strategies for programme implementation on key areas such of Skill Development/ Training (monitoring, quality assurance, jobs placement and market linked skill development; etc.) through TSA.

Besides, the ASRLM will develop program management systems like management framework, technical and financial management, procurement management, monitoring and evaluation, etc. for effective implementation of the DDU GKY Skill program as per SoP and guidelines. For the purposes of technical assistance for enhancing program implementation capacity, it is envisaged that **Technical Support Agency (TSA)** support required for the program would be conceived by developing the structure which involves the technical support and knowledge management.

3. Scope of the assignment:

1. Development of a comprehensive framework for monitoring and supporting projects under skilling and placement
 - a. Facilitate orientation of new partners during the initial phase
 - b. Facilitate and support in Skill Development Management System also mentioned as Skill Portal, implementation, training and support DDU-GKY program
 - c. Coordinate, collate, prepare and track progress reports of all partners
 - d. Physical site inspections of each PIAs (as per desired scientific sampling/ methodology), formation of Q teams and reporting channels
 - e. Capacity Building of PIA, district and Block level team.
 - f. Monthly progress review (Physical & financial) of PIAs.
2. Support ASRLM in partnership with of training providers (PIA) as per project guidelines set by ASRLM (in accordance with DDU GKY guidelines and SOP).
3. Assist the mission in quality assurance of PIAs as per the project guidelines and SOPs
4. Facilitate Instalment release to PIAs
5. Facilitate Closure of Projects

6. Performing the roles of a knowledge partner- curriculum alignment, representation of ASRLM in various forums at state, national and international forums, capacity building programs for staff and cadres
7. Support in IEC activities (branding and advertising included) for the promotion and dissemination of the program, also ensuring standard parameters of training delivery
8. Providing convergence and PPP platforms for integrated skill program execution and industry linkages for placement support facilitation to PIAs and ASRLM, partnerships for direct placement, modernizing employment exchanges etc.
9. Awareness building within the community on the opportunities
10. Identification, counselling & mobilisation of rural youths
11. Support in Mobilisation , counselling , Utilisation of community cadres etc
12. Support Assessment and Certification of all PIAs.
13. Organising Industry meet/CXO meet.
14. Establish an DDU-GKY alumni program Organize programs that nurture and encourage DDU-GKY alumni. Newsletters, annual get together, recognition for high achievers, assistance in finding better paying jobs, convergence with other government programs for higher education.
15. Convergence with State Missions for skill development Explore convergence opportunities with State Missions for skill development as well as various departments. Some of the programmes have similar objectives and target group as DDU-GKY and provides opportunities to develop synergies
16. Organising Alumni Meets at Employer Locations / T.C levels etc
17. Organising Job fairs and Youth mobilisation for DDUGKY and Job fairs to bring together both prospective employers who have a good track record and rural youth who have either employable skills or can be trained by the employer at the cost of the employer.
18. Placement monitoring of all PIAs
19. Conduct Studies viz . Impact Evaluation and Assessment, Drop-out analysis etc
20. Conduct Skill Gap Analysis.
21. Collect , maintain and update Success stories of DDU-GKY successfully placed candidates .
22. Capacity building for SRLM staff, PIA staff and trainers.
23. Maintain & Monitor the progress of Migration Support Centre (MSC)
24. Provide legal management services
25. Introducing post placement tracking, counselling and facilitation for a period of one year.
26. Employer Tie ups within Assam (District wise) and Pan India related to all Trades implemented by ASRLM
27. Monitoring of Captive Employers

4. Tasks and Responsibilities to be performed by TSA in the project:

I. Assist the mission in empanelment of training providers as per the approved proposals and apprise the existing PIAs for further engagement: The TSA team will be responsible for overall coordination in the empanelment of PIAs (as per DDU GKY guidelines/SOP/guidelines provided by ASRLM, through workshops, road shows etc.) by implementing a system for technical as well as financial assessment of the proposals received from prospective partners and further coordination till partner is on-board.

- a. Proposal evaluation of the online proposals with due diligence
- b. Release and management of expression of interest (EOIs), request for proposal (RFPs), release of advertisement and tender notices
- c. Support in technical and financial assessment
- d. Background documentation for empanelment of the partner
- e. Management of MoU as per DDU-GKY SoP and guidelines
- f. Support ASRLM in legal matter related to penalty, recovery from PIAs, if required
- g. Orientation of PIAs with current policies, expectations and deliverables
- h. Provide quarterly report indicating above outputs
- i. Appraise the existing PIAs performance for further program delivery, allocation of target etc.

II. Development of a comprehensive framework for monitoring and supporting projects under skilling and placement mission: The TSA will assist the DDUGKY team in monitoring of overall skill training program under DDU GKY implementation thus, enabling effective implementation at district and block level. Following are the detailed activities that TSA will undertake for effective project monitoring:

- a. **Facilitate orientation of new partners during the initial phase:** The TSA team will coordinate, conduct and lead the kick-off meetings with all the new partners. The following broad level activities are to be undertaken during the process:
 - i. Review of MoUs between ASRLM and PIA followed by preparation of compendium of KPIs/financials/ geographical commitments, etc. for each partner before the kick-off meetings.
 - ii. Orientation of the PIA on monitoring processes and associated reporting requirements. Primary focus of discussion could be as follows:
 - Use of skill portal for reporting
 - The tools and templates to be used for reporting purpose
 - Appointment of a nodal person for coordination on monitoring and evaluation activities from Partner
 - The partner performance evaluation scorecard, its parameters, associated weightage and the frequency of evaluation
 - The training numbers to be achieved by the partner and the associated timelines as per the agreement

- b. **Facilitate and support in Skill Development Management System implementation, training, support and maintenance:** The TSA would provide technical inputs in the MIS required to be maintained at state level, its implementation support and roll out of online MIS system through the vendor dedicated for MIS development by ASRLM or the PIA, strategies for data preparation and migration, and facilitate in training on MIS of the project staff and PIA representatives. . The functional requirements shall include:
- i. As-Is documentation and to-be documents for the dedicated MIS team to develop upon
 - ii. Proposing integrated workflow based system that end to end partner monitoring and performance in terms of targets, funds, attendance, placement percentage, youth perceptions etc.
 - iii. Reporting & Dashboard capability to monitor the performance of the partner organisations against the stated Key Performance Indicators (KPIs)
 - iv. Provide a standardised platform to all stakeholders including ASRLM training partners, state departments and other entities to upload skill and performance details
 - v. Suggest an easy to use and Intuitive User interface
 - vi. Work flows for ability to search & retrieve documents, apply versions and archive documents
- c. **Coordinate, collate, prepare and track progress reports of all partners:** The TSA will undertake following activities to monitoring of PIAs:
- i. Coordinate with partners to ensure timely submission of monthly reports.
 - ii. Educate the partners on the reporting formats, templates and any other specific information requirements as per MIS tool used/ over mail/ DDU GK Ysite
 - iii. Review the reports for any information gaps and highlight the same to the respective partner through discussion on call/ formal mailers/ meetings
 - iv. Provide Preparation of the summary dashboard to give a snapshot of the monthly performance by partners
 - v. Analysis of the overall performance of all ASRLM partners and highlighting any major trends noticed during the process and also highlight specific challenges being faced by partners.
 - vi. periodic guidance notes to identify and notify non-compliance to partners
- d. **Physical site inspections of each PIAs:** The TSA will undertake following activities under physical inspections:
- i. Bi-monthly inspection of each training centre. During these inspections the information provided by the PIA on the online MIS system will be verified including the inspection notes and compliance of the quality team. Specific formats of inspection and matrix to assess the quality of the centers to be devised. Scientific representation of the centers in terms of grading or ranking to be done as well periodically.
 - ii. Once in three months, inspect number of randomly chosen training centres chosen using 'lot quality assurance sampling'(LQAS) standards approved by NIRD (Project management unit to get the training accordingly)
 - iii. Share report on the finding and status of compliance notes from such inspections for improving the quality of the programme.

e. Monitoring the progress through monthly conference calls/ using MIS based reports/ financial tracking/ field inspections etc.: Track the progress of the PIAs centre wise and discuss overall reporting and performance related issues and concerns.

- i. These shall throw open an effective channel where ASRLM and PIAs can jointly discuss the project performance, assistance required from ASRLM, issues and concerns and arrive at mutually agreeable solutions.
- ii. These calls will be documented so as to keep a track of the discussed issues and the associated action items, which can be reviewed in the subsequent call.

f. Monthly and quarterly progress review of PIAs: The TSA will analyse the monthly and quarterly performance with respect to training, placement and retention targets by each PIA and share the report for discussion with ASRLM. Corrections in target, capacity building measures and action plan for the PIAs would be provided quarterly basis based on the monthly reports.

g. Performing the roles of a Knowledge Partner:

The TSA will also bring substantial knowledge in skill development and would play the roles of a Knowledge Partner with following responsibilities of knowledge management:

- i. Facilitate in designing the model training centers strategy
- ii. Support in mapping of jobs in industries and converging with these departments
- iii. Knowledge partner will help in benchmarking the proposed curricula and duration of each level of the training in various sectors.
- iv. Establish strategies and processes for regular review and up-gradation of courses so that they always remain contemporary.
- v. Knowledge Partner will help the Skills Theme to focus on new emerging occupations/employment avenues.
- vi. Periodic Impact assessment studies on key initiatives, PIAs and their performance, tracking market change and key learning by engaging credible firms/ consultants.
- vii. Will suggest Innovative pilots for the state.
- viii. Will bring in best practices of other projects across the country.

III. Assist the mission in quality assurance of PIAs as per the project guidelines: The PMU will assist the skills/ Jobs team of ASRLM in maintaining the overall quality of the DDU GKY by conducting quality audits on training centre infrastructure, trainer and training quality, course curriculum & learning material, certification etc. Specific quality circles could be created with set responsibilities by ASRLM for better delivery of the project.

IV. Facilitate fund disbursement to PIAs through physical performance analysis: Assist ASRLM team in disbursement of fund by preparing reports on partners' performance and compliances.

- i. Monitoring the parameters that need to be met before 2nd, 3rd and 4th instalment on fortnightly basis
- ii. Highlight deviations to the ASRLM team for further discussion points with the PIAs
- iii. Review of documents received from PIAs and verify all required documents have been received and are complete in all aspects
- iv. In case of any discrepancies, the TSA will highlight the same to the ASRLM

- v. In case there are any major issues or discrepancies observed in the performance of the PIA, the TSA team lead by ASRLM will conduct meetings and discussions with the PIAs representatives to gain an insight into the challenges.

5. Duration of the assignment

The duration of the Consultancy Services will be **Two (2) Years**, and it should begin in _____ (after the awarding of contract formalities is completed). Depending on annual performance review of the selected agency, and available budget, the contract may be extended further on yearly basis up to a maximum of total 5 years with mutual agreement.

6. Description of Services for Supporting Implementation of Skill Development Program of ASRLM

ASRLM partner PIAs (project implementing Agencies) are likely to train youths of working age group and may setup their centres across various districts of the state during this period. ASRLM intends to engage TSA for Skill Development Program which would act as the extended arm of ASRLM to facilitate the scaling up of the skilling initiatives in entire state. It shall provide technical support by experienced staff at grass root level youth mobilization & Counselling, Training & capacity building, project management & monitoring, financial management, MIS, Procurement and other logistic management, Placement and post placement tracking etc. The Agency shall set up the monitoring methodologies and systems to replicate in entire state/district, and support mechanism.

Financial sustainability of the Programs funded by ASRLM is important for the success of overall strategy for large scale skill development in the state. To achieve sustainability, it is essential that the vocational training programs funded by ASRLM are developed, marketed, delivered and assessed in accordance with current national/international best practices. For monitoring the organizational objectives of ASRLM, the following objective needs to be fulfilled:

- Tracking performance of projects/ programs through regular and close consultations with Partners and independent research studies.
- Identifying and resolving problems at an early stage
- Discussing monitoring and evaluation results and preventive measures with ASRLM and Partners to find / recommend the best solutions.

7. Service Deliverables.

Expected Deliverables	Timeline
<p><u>Service Deliverables-1</u> Mobilization, Counselling, Job fairs & Alumni Support</p> <ul style="list-style-type: none"> ▪ Support the continual design and development of the overall Mobilisation & Placement strategy for DDU-GKY in Assam 	<ul style="list-style-type: none"> • All activities in regular basis every month for the period 0 – 24 months with weekly reporting's and submission of weekly reports • Organize 2 Job Fairs in Q1 -Q8 (Total of 16 Job Fairs in 24 months)

<ul style="list-style-type: none"> ▪ Development of knowledge repository with interactive user interface ▪ Capturing the data mining requirements and determining the periodic reports/journals ▪ Design and undertake pilots and innovative projects ▪ Design and develop effective Learning and Development tools ▪ Documentation of best practices and resource materials from different sources ▪ Organizing knowledge sharing sessions with various stakeholders ▪ Co-ordination with NSDC and all Sector Skill Councils ▪ Assess learning and training quality, methodology, curriculum of PIAs as per the standards and skill assessment frameworks. ▪ Assess and review learning management systems, trainer quality and training related processes ▪ Review NOS, curriculums, assessments both formative and final based on various methodology (e.g. random samples etc.) ▪ Assesses learning pedagogy and provide inputs on the improvements Support the State team in terms of standards, curriculum for trades, assessments & certifications of Trainees and trainers. ▪ Conduct Skill Gap Analysis for ASRLM ▪ Conduct Impact evaluation study ▪ Conduct Study on Drop out (trainings and Placement) ▪ Any other Studies as per the requirement of ASRLM. ▪ Executing a holistic communications strategy for both external and internal audiences; ▪ Develop annual communication plans that include measurable milestones and activities plan ▪ Develop executive communication, including speeches, organizational updates, client-facing decks, etc. ▪ Create content & Graphical Design for internal communication channels, including newsletters, blogs, internal communities, etc. ▪ Collaborate with multiple stakeholders to ensure communication is accurate, on time ▪ Work with teams and leaders across the organization to communicate key messages ▪ Leverage industry bodies to spread awareness of the Program Plan and conduct internal and external events, including employee town halls, leadership webcasts, and industry meets Manage vendors and event agencies as required 	<ul style="list-style-type: none"> • Skill Gap analysis within 0-3 months. • Conduct Impact evaluation study within 3-6 months • Conduct Study on Drop out (trainings and Placement) within 3-6 months
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| <ul style="list-style-type: none"> ▪ Development of knowledge repository with interactive user interface ▪ Capturing the data mining requirements and determining the periodic reports/journals ▪ Design and undertake pilots and innovative projects ▪ Design and develop effective Learning and Development tools ▪ Documentation of best practices and resource materials from different sources ▪ Organizing knowledge sharing sessions with various stakeholders ▪ Co-ordination with NSDC and all Sector Skill Councils ▪ Assess learning and training quality, methodology, curriculum of PIAs as per the standards and skill assessment frameworks. ▪ Assess and review learning management systems, trainer quality and training related processes ▪ Review NOS, curriculums, assessments both formative and final based on various methodology (e.g. random samples etc.) ▪ Assesses learning pedagogy and provide inputs on the improvements Support the State team in terms of standards, curriculum for trades, assessments & certifications of Trainees and trainers. ▪ Conduct Skill Gap Analysis for ASRLM ▪ Conduct Impact evaluation study ▪ Conduct Study on Drop out (trainings and Placement) ▪ Any other Studies as per the requirement of ASRLM. ▪ Executing a holistic communications strategy for both external and internal audiences: ▪ Develop annual communication plans that include measurable milestones and activities plan ▪ Develop executive communication, including speeches, organizational updates, client-facing decks, etc. ▪ Create content for internal communication channels, including newsletters, blogs, internal communities, etc. ▪ Collaborate with multiple stakeholders to ensure communication is accurate, on time ▪ Work with teams and leaders across the organization to communicate key messages ▪ Leverage industry bodies to spread awareness of the Program Plan and conduct internal and external events, including employee town halls, leadership webcasts, and industry meets Manage vendors and event agencies as required | <ul style="list-style-type: none"> • Skill Gap analysis within 0-3 months. • Conduct Impact evaluation study within 3-6 months • Conduct Study on Drop out (trainings and Placement) within 3-6 months |
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<ul style="list-style-type: none"> ▪ Media and Public relations ▪ Plan and execute a Public Relation strategy. ▪ Ensure Branding of DDU-GKY in all Blocks and Districts of Assam. ▪ Ensure all IEC support and branding for all events organized by ASRLM ▪ Success stories of successfully placed DDU-GKY candidates ▪ Video documentation of training centres, Activities at various levels, Placements, Employers etc ▪ Prepare Annual reports and Best Practices 	
<p>Service Deliverables-3 M&E , PIA Coordination, Inspection & SoP Assurance</p> <ul style="list-style-type: none"> ▪ Identifying data requirements and the data sources for monitoring of the program ▪ Designing various formats, templates, dashboards, etc. for comprehensive monitoring ▪ Monitoring and evaluation of training outcome ▪ coordinating activities of existing PIAs by tracking their overall performance ▪ Scorecard development and analysis ▪ Development and implementation of frameworks for quality assurance in infrastructure, trainers, curriculum etc ▪ working towards standardization of internal processes and preparing SOPs for the same ▪ Build a platform to track placement of trained youth ▪ Build a platform to track Utilisation of Jeevika Sakhis (CRP) ▪ Design and implement an effective trainer development strategy to impact on the quality of training delivery ▪ Identify gaps and develop strategies to ensure effective assessment – internal and external in collaboration with assessment bodies. ▪ Continuously scan the market and identify effective training technologies as well as strategies to assimilate within the DDU-GKY program ▪ Prepare Project appraisal & Project monitoring tools, templates etc. Draft Risk management strategy-risk register, risk analysis & management policy. ▪ Gap finding as per the performance reviews and capacity building of the stakeholders involved ▪ Monitor Captive Employers 	<ul style="list-style-type: none"> • All activities in regular basis every month for the period 0 – 24 months with weekly reporting's and submission of weekly reports • Conduct CXO meet , one in each quarter (8 in 24 months)

- Develop comprehensive M&E Framework for the program:
 - System for effective periodic M&E
 - Formats and reporting designs for M&E
 - Customized dashboards with indices for monitoring and evaluation
 - Grading norms for internal units, PIAs and states
 - Standards for assessing quality of training delivery
 - Defining SLAs for project appraisal, fund releases and other critical operational parameters that affect timely and effective delivery of the program

In developing the M&E framework the following needs to be kept in mind:

- Aligning performance reports of Central Technical Support Agency
- Tracking of performance of project appraisal agencies (if any)
- Tracking of performance of training partners with reference to SOP, grading norms and other standards for quality assurance
- Tracking of internal performance norms as per established SLAs

Implementation of M&E:

- Prepare and analyze monitoring reports as per defined norms
- Conduct reviews, prepare all M&E reports, provide feedback to functional units and states
- Provide feedback on internal performance to management
- Rate internal units, PIAs and districts
- Design and implement studies for deeper understanding of gaps and good practices

Process Analysis:

- Create periodic analytical reviews on a periodic basis by defining the sample/ area of functionality and disseminate the results along with suggestive action plans bearing the responsibilities of various stakeholders
- Implementation of business intelligence tools & analytics (reports/scorecards etc.)
- The resource will prepare and submit an Annual Action Plan for the State and for all the PIAs with

clear deliverables and timelines, which will be finalized after due consultation and approval of competent authority.

- Developing the overall framework for project M&E, for example, annual project reviews, participatory impact assessments, process monitoring, operations monitoring and lessons-learned workshops.
- The resource will prepare and submit an Annual Action Plan for the State and for all the PIAs with clear deliverables and timelines, which will be finalized after due consultation and approval of competent authority.
- Preparing performance and reporting management plan; Identifying data requirements and the data sources for monitoring; periodic inspection of the training centre, Conducting due diligence, compliance Management.
- Handle all complaints / issues / queries from all Stakeholders
- Handle CPGRAMS and RTI complaints
- Guide the process for identifying and designing the key indicators for each component, to record and report physical progress against the target. Also steer the process for designing the format of such progress reports.
- Clarify the core information needs of central project management, funding agencies and the cooperating institution.
- With the implementing partners, review their existing approaches and management information systems and agree on any required changes, support and resources.
- Undertake regular visits to the field to support implementation of M&E and to identify where adaptations might be needed.
- Development and implementation of frameworks for quality assurance in infrastructure, trainers, curriculum etc. working towards standardization of internal processes as per DDU-GKY guidelines & SOP.
- Monitoring of all activities of DDU-GKY in the State of Assam with regular reportings
- Regular meetings with all stakeholders for overall monitoring of DDU-GKY
- Monitoring of the overall performance of all Projects and suggest actions to be taken as per the SOP and Guidelines of DDU-GKY.
- Any other Task as assigned by ASRLM

<ul style="list-style-type: none"> ▪ Identify and classify new PIA for engagement with training and direct placement ▪ Engaging with PIA for capacity building and resolving PIA's issues ▪ Ensure Capacity Building of all Stakeholders as per the requirement of DDU-GKY ▪ Organizing CXO meet for engagement of Employers and PIAs ▪ Review and grading of PIAs 	
<p><u>Service Deliverables-4</u> MIS, Instalment Release and Project Closure</p> <ul style="list-style-type: none"> ▪ Data management, Design of MIS templates for monitoring & evolution, MIS application management. ▪ Manage, monitor, plan and organize meetings/ knowledge sharing activities, learning outcomes ▪ Rolling out MIS and structuring IT and Networking ▪ Timely monitoring of data reflecting on State MIS portal/Kaushal Bharat portal submitted by respective PIAs. ▪ Provide timely assistance and hand holding to MIS officials of all empaneled PIAs. ▪ Maintain central databases, ensuring that scheme data is held securely with integrity. ▪ The Resource will do regular monitoring of Kaushal Bharat/ all Stakeholders portal and will generate reports from respective portals and streamline /resolve all IT based technical issues with MoRD/NIRD etc. ▪ Biometric with GIS. ▪ Develop a system for biometric reporting of trainees ▪ Conduct periodic review and monitoring of identified performance outcomes. ▪ Prepare reports and presentations for all meetings and for all requirements of ASRLM. ▪ The resource will facilitate desk and physical verification w.r.t trained & placed candidates of respective PIAs ▪ Monitoring the parameters that need to be met before 2nd, 3rd and 4th instalment on fortnightly basis ▪ Highlight deviations to the ASRLM team for further discussion points with the PIAs 	<ul style="list-style-type: none"> • All activities in regular basis every month for the period 0 – 24 months with weekly reporting's and submission of weekly reports • Prepare and implement a functional ERP within 0-3 months

<ul style="list-style-type: none"> ▪ Review of documents received from PIAs and verify all required documents have been received and are complete in all aspects ▪ In case of any discrepancies, the TSA will highlight the same to the ASRLM ▪ In case there are any major issues or discrepancies observed in the performance of the PIA, the TSA team lead by ASRLM will conduct meetings and discussions with the PIAs representatives to gain an insight into the challenges ▪ Ensure timely release of Instalments to PIAs as per the SOP & Guidelines of DDU-GKY . ▪ Ensure timely Closure of Projects as per the SOP & Guidelines of DDU-GKY ▪ Assist in Preparing MIS related data and preparing power point presentations pertaining to Pre Empowered , Empowered Committee and PRC and any other meetings of MoRD/State Govt 	
<p><u>Service Deliverables-5</u> Other skilling Initiative</p> <ul style="list-style-type: none"> ▪ To coordinate with the State Coordinators and Director of all other skilling institutions in the state for effective implementation of the program. ▪ To Monitor the Other Skilling Institutions based on identified parameters, and updating of MIS at regular intervals. ▪ To identify various new and innovative Self Employment training programmes matching the aspirations of the youth and ensuring settlement after the training. ▪ To liaison with Accounts and Finance Department and ensure timely payment of funds to Other Skilling Institutions. ▪ Regular field visits ▪ To coordinate with the various thematic verticals of SRLM and help Other Skilling Institutions to mobilize appropriate candidates for training and settlement ▪ To Liason with Other Skilling Institutions & Banks for early settlement of trained candidates. ▪ Tracking of trained beneficiaries/candidates. 	<ul style="list-style-type: none"> • All activities in regular basis every month for the period 0 – 24 months with weekly reporting's and submission of weekly reports
<p><u>Service Deliverables-6</u> Legal services</p> <ul style="list-style-type: none"> • Assist and advise ASRLM so that court cases as well as matters which require examination from legal point of view are effectively dealt with in a professional manner. ▪ Scrutinize and draft legal papers, documents and affidavits received and submit comments/legal opinion regarding signing of MoUs, Alerts, Show 	<p>All activities in regular basis every month for the period 0 – 24 months with weekly reporting's and submission of Monthly reports</p>

<p>Cause Notices, Court Cases/ Recovery of fund cases/Complaints if any.</p> <ul style="list-style-type: none"> ▪ Liaisoning with, standing counsels (Central/State Government), Department of Legal Affair/Police agencies or any other department etc. ▪ Carry out legal research, identify legal issues and draft counter affidavit, counter writ petition etc. ▪ Maintain status report of all ongoing Court Cases, arbitrations, recoveries or any other legal matters and track the dates of next hearing etc. Carry out continuous review and monitor the same. ▪ Preparation of reply/petitions/complaints etc if required. ▪ Assist in processing of application received under RTI Act, 2005 . ▪ Perform such other work of legal nature that may be entrusted from time to time. ▪ Maintain record on Legal Management system. ▪ Prepare drafts/ parawise reply to court cases ▪ Process the changes in authorized signatory and bank guarantee related matters 	
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8.Team Composition(Both Key & Non Key Experts)

- A. Key Experts-7(Seven)
- B. Non Key Experts-4(Four)

Snapshot of the roles (not limited) to be performed by Key Experts are as follows:-

I. Team Lead(1)

- Ensure all responsibilities of other Thematic Experts are met with timely reporting's to ASRLM.
- Project guidance & direction for implementation of the program;
- Alignment on expectations; Conflict/issue resolution;
- Regular reviews & updates to the client; Quality Control & Assurance
- Project Tracking and Issue Resolution
- Coordination with State Skill Mission and other State Skilling initiatives to build integrated approach for the state
- Ensure timely release of Instalments to PIAs as per the SOP & Guidelines of DDU-GKY .
- Ensure timely Closure of Projects as per the SOP & Guidelines of DDU-GKY
- Issue of Project Sanction/Revised Sanction orders.

II. Thematic Expert-Mobilization, Counselling, Job fairs & Alumni Support(1)

- Support the continual design and development of the overall Mobilisation & Placement strategy for DDU-GKY in Assam
- Rationalization and harmonization of policies, guidelines and procedures for DDU-GKY Program in context trainee selection.
- Organize job fairs at district/block levels as per the requirement of ASRLM
- Ensure synchronization with the Placement Partners for conducting of Job fairs
- Design the mobilization strategies for the program as per DDU GKY mandate
- Undertake training programs for implementing an effective manpower planning, recruitment and management strategy.
- In this role the requirement is for the expert to assess the target to be trained and how best can they be placed in jobs. This function would need to provide strategic insights on recruitment issues of the industry so that the skill training can be aligned to meet the recruitment priorities of the industry.
- Build interface with recruiters and bring them into job fairs, and develop a robust system to map manpower requirements
- Build network relationships along with PIAs to ensure that manpower requirements from industry are fulfilled through training programs
- Explore industry specific corporate training programs which could be executed under DDU-GKY
- Build, create & nurture trainee support structure through migration support centers
- Continuously interact with MSCs and analyze issues faced by trainees post placement and building that feedback into program design and student support activities
- Build an active alumni network and strengthen it through peer networks and networking
- Leveraging alumni network for industry manpower assessment and trainee mobilization
- Actively monitoring all the activities of the Alumni Support Centre(Call Centre) of ASRLM with monthly visits.

III. Thematic Expert-Knowledge management & IEC support(1)

- TSA is required to develop system for knowledge management in which it provides the insights for policy management/ formulation, best practices, pilot studies, gaps etc.
- Development of knowledge repository with interactive user interface
- Capturing the data mining requirements and determining the periodic reports/journals
- Design and undertake pilots and innovative projects
- Design and develop effective Learning and Development tools
- Documentation of best practices and resource materials from different sources
- Organizing knowledge sharing sessions with various stakeholders
- Co-ordination with NSDC and all Sector Skill Councils
- Assess learning and training quality, methodology, curriculum of PIAs as per the standards and skill assessment frameworks.
- Assess and review learning management systems, trainer quality and training related processes
- Review NOS, curriculums, assessments both formative and final based on various methodology (e.g. random samples etc.)



- Assesses learning pedagogy and provide inputs on the improvements Support the State team in terms of standards, curriculum for trades, assessments & certifications of Trainees and trainers.
- Conduct Skill Gap Analysis for ASRLM
- Conduct Impact evaluation study
- Conduct Study on Drop out (trainings and Placement)
- Any other Studies as per the requirement of ASRLM.
- Executing a holistic communications strategy for both external and internal audiences:
- Develop annual communication plans that include measurable milestones and activities plan
- Develop executive communication, including speeches, organizational updates, client-facing decks, etc.
- Create content for internal communication channels, including newsletters, blogs, internal communities, etc.
- Collaborate with multiple stakeholders to ensure communication is accurate, on time
- Work with teams and leaders across the organization to communicate key messages
- Leverage industry bodies to spread awareness of the Program Plan and conduct internal and external events, including employee town halls, leadership webcasts, and industry meets Manage vendors and event agencies as required
- Media and Public relations
- Plan and execute a Public Relation strategy.
- Ensure Branding of DDU-GKY in all Blocks and Districts of Assam.
- Ensure all IEC support and branding for all events organized by ASRLM
- Success stories of successfully placed DDU-GKY candidates
- Video documentation of training centres, Activities at various levels, Placements, Employers etc
- Prepare Annual reports and Best Practises
- Create content & Graphical Design for internal communication channels, including newsletters, blogs, internal communities, IEC Materials etc
- Developing success stories of placed candiates, champion employers etc
- Managing Social Media(Facebook, Twitter etc)

IV. Thematic Expert–M&E , PIA Coordination, Inspection & SoP Assurance(1)

- The incumbent would be responsible for Identifying data requirements and the data sources for monitoring of the program
- Designing various formats, templates, dashboards, etc. for comprehensive monitoring
- Monitoring and evaluation of training outcome
- coordinating activities of existing PIAs by tracking their overall performance
- Scorecard development and analysis
- Development and implementation of frameworks for quality assurance in infrastructure, trainers, curriculum etc
- working towards standardization of internal processes and preparing SOPs for the same
- Build a platform to track placement of trained youth
- Build a platform to track Utilisation of Jeevika Sakhis (CRP)
- Design and implement an effective trainer development strategy to impact on the quality of training delivery
- Identify gaps and develop strategies to ensure effective assessment – internal and external in collaboration with assessment bodies.

- Continuously scan the market and identify effective training technologies as well as strategies to assimilate within the DDU-GKY program
- Prepare Project appraisal & Project monitoring tools, templates etc. Draft Risk management strategy-risk register, risk analysis & management policy.
- Gap finding as per the performance reviews and capacity building of the stakeholders involved
- Develop comprehensive M&E Framework for the program:
 - System for effective periodic M&E
 - Formats and reporting designs for M&E
 - Customized dashboards with indices for monitoring and evaluation
 - Grading norms for internal units, PIAs and states
 - Standards for assessing quality of training delivery
 - Defining SLAs for project appraisal, fund releases and other critical operational parameters that affect timely and effective delivery of the program

In developing the M&E framework the following needs to be kept in mind:

- Aligning performance reports of Central Technical Support Agency
- Tracking of performance of project appraisal agencies (if any)
- Tracking of performance of training partners with reference to SOP, grading norms and other standards for quality assurance
- Tracking of internal performance norms as per established SLAs

Implementation of M&E:

- Prepare and analyze monitoring reports as per defined norms
- Conduct reviews, prepare all M&E reports, provide feedback to functional units and states
- Provide feedback on internal performance to management
- Rate internal units, PIAs and districts
- Design and implement studies for deeper understanding of gaps and good practices

Process Analysis:

- Create periodic analytical reviews on a periodic basis by defining the sample/area of functionality and disseminate the results along with suggestive action plans bearing the responsibilities of various stakeholders
- Implementation of business intelligence tools & analytics (reports/scorecards etc.)
- The resource will prepare and submit an Annual Action Plan for the State and for all the PIAs with clear deliverables and timelines, which will be finalized after due consultation and approval of competent authority.
- Developing the overall framework for project M&E, for example, annual project reviews, participatory impact assessments, process monitoring, operations monitoring and lessons-learned workshops.
- The resource will prepare and submit an Annual Action Plan for the State and for all the PIAs with clear deliverables and timelines, which will be finalized after due consultation and approval of competent authority.
- Preparing performance and reporting management plan: Identifying data requirements and the data sources for monitoring; periodic inspection of the training centre. Conducting due diligence, compliance Management.
- Handle all complaints / issues / queries from all Stakeholders

- Handle CPGRAMS and RTI complaints
- Guide the process for identifying and designing the key indicators for each component. to record and report physical progress against the target. Also steer the process for designing the format of such progress reports.
- Clarify the core information needs of central project management, funding agencies and the cooperating institution.
- With the implementing partners, review their existing approaches and management information systems and agree on any required changes, support and resources.
- Undertake regular visits to the field to support implementation of M&E and to identify where adaptations might be needed.
- Development and implementation of frameworks for quality assurance in infrastructure, trainers, curriculum etc. working towards standardization of internal processes as per DDU-GKY guidelines & SOP.
- Monitoring of all activities of DDU-GKY in the State of Assam with regular reportings
- Regular meetings with all stakeholders for overall monitoring of DDU-GKY
- Monitoring of the overall performance of all Projects and suggest actions to be taken as per the SOP and Guidelines of DDU-GKY.
- Any other Task as assigned by ASRLM
- Identify and classify new PIA for engagement with training and direct placement
- Engaging with PIA for capacity building and resolving PIA's issues
- Ensure Capacity Building of all Stakeholders as per the requirement of DDU-GKY
- Organizing CXO meet for engagement of Employers and PIAs
- Review and grading of PIAs

V. Thematic Expert- MIS , Instalment Release and Project Closure(1)

- Data management, Design of MIS templates for monitoring & evolution, MIS application management.
- Manage, monitor, plan and organize meetings/ knowledge sharing activities, learning outcomes
- Rolling out MIS and structuring IT and Networking
- Timely monitoring of data reflecting on State MIS portal/Kaushal Bharat portal submitted by respective PIAs.
- Provide timely assistance and hand holding to MIS officials of all empanelled PIAs.
- Maintain central databases, ensuring that scheme data is held securely with integrity.
- The Resource will do regular monitoring of Kaushal Bharat/ all Stakeholders portal and will generate reports from respective portals and streamline /resolve all IT based technical issues with MoRD/NIRD etc.
- Biometric with GIS.
- Develop a system for biometric reporting of trainees
- Conduct periodic review and monitoring of identified performance outcomes.
- Prepare reports and presentations for all meetings and for all requirements of ASRLM.
- The resource will facilitate desk and physical verification w.r.t trained & placed candidates of respective PIAs
- Monitoring the parameters that need to be met before 2nd, 3rd and 4th instalment on fortnightly basis
- Highlight deviations to the ASRLM team for further discussion points with the PIAs
- Review of documents received from PIAs and verify all required documents have been received and are complete in all aspects

- In case of any discrepancies, the TSA will highlight the same to the ASRLM
- In case there are any major issues or discrepancies observed in the performance of the PIA, the TSA team lead by ASRLM will conduct meetings and discussions with the PIAs representatives to gain an insight into the challenges
- Ensure timely release of Instalments to PIAs as per the SOP & Guidelines of DDU-GKY .
- Ensure timely Closure of Projects as per the SOP & Guidelines of DDU-GKY
- Assist in Preparing MIS related data and preparing power point presentations pertaining to Pre Empowered , Empowered Committee and PRC and any other meetings of MoRD/State Govt

VI.Thematic Expert -Other Skilling Initiative(1)

- To coordinate with the State Coordinators and Director of all Other Skilling Institutions in the state for effective implementation of the program.
- To Monitor the Other Skilling Institutions based on identified parameters, and updating of MIS at regular intervals.
- To identify various new and innovative Self Employment training programmes matching the aspirations of the youth and ensuring settlement after the training.
- To liaison with Accounts and Finance Department and ensure timely payment of funds to Other Skilling Institutions.
- Regular field visits & inspection of Other Skilling Institutions as per SOP.
- To coordinate with the various thematic verticals of SRLM and help Other Skilling Institutions to mobilize appropriate candidates for training and settlement.

VII.Thematic Expert-Legal services(1)

- Assist and advise ASRLM so that court cases as well as matters which require examination from legal point of view are effectively dealt with in a professional manner.
- Scrutinize and draft legal papers, documents and affidavits received and submit comments/legal opinion regarding signing of MoUs, Alerts, Show Cause Notices, Court Cases/ Recovery of fund cases/Complaints if any.
- Liasoning with, standing counsels (Central/State Government), Department of Legal Affair/Police agencies or any other department etc.
- Carry out legal research, identify legal issues and draft counter affidavit, counter writ petition etc.
- Maintain status report of all ongoing Court Cases, arbitrations, recoveries or any other legal matters and track the dates of next hearing etc. Carry out continuous review and monitor the same.
- Preparation of reply/petitions/complaints etc if required.
- Assist in processing of application received under RTI Act, 2005 .
- Perform such other work of legal nature that may be entrusted from time to time.
- Maintain record on Legal Management system.
- Prepare drafts/ parawise reply to court cases.
- Process the changes in authorized signatory and bank guarantee related matters

9. Qualification, Experience & Responsibilities of Team Members:

Position	Key Qualification	Experience	Key Responsibilities
Team Lead(1)	Post Graduate in any discipline	<ol style="list-style-type: none"> 1. At least 10 years of Post qualification experience in Project Management, Client relationship management, strategy building with demonstrated experience in handling similar assignments in large scale projects 2. Experience of working with SRLM or State Skill development Mission will be given preference 3. Good written and spoken skill in English & Hindi & Assamese language is desirable 	<p>The incumbent would be responsible for:</p> <ol style="list-style-type: none"> 1. Ensure all responsibilities of other Thematic Experts are met with timely reporting's to ASRLM. 2. Project guidance & direction for implementation of the program; 3. Alignment on expectations; Conflict/issue resolution; 4. Regular reviews & updates to the client; Quality Control & Assurance 5. Project Tracking and Issue Resolution 6. Coordination with State Skill Mission and other State Skilling initiatives to build integrated approach for the state 7. Ensure timely release of Instalments to PIAs as per the SOP & Guidelines of DDU-GKY . 8. Ensure timely Closure of Projects as per the SOP & Guidelines of DDU-GKY 9. Issue of Project Sanction/Revised Sanction orders. 10. Any other Task as assigned by ASRLM
Thematic Expert– Mobilization, Counseling . Job fairs & Alumni support (1)	Post-Graduation in Management/ Social Sciences/Soci ology/Rural & Development / MSW	<ol style="list-style-type: none"> 1. Proven 5 years post qualification experience in tracking, follow-up, root cause analysis, assessments, in a multi stakeholder eco-system; 2. Preference would be given to the candidates who 	<p>The incumbent would be responsible for:</p> <ol style="list-style-type: none"> 1. Design, develop the framework for tracking candidates across the DDU-GKY eco-systems from mobilization to post-placement through study of various national and state level frameworks and systems. 2. Conduct statistical based study to assess the overall quality and

		<p>have work experience in large development Projects like SRLM/ State Skill Mission or organization with similar size and nature at state/district level.</p> <p>3. The person should have proven track record of working with state/central government programme of similar nature and size.</p> <p>4. Good written and spoken skill in English & Hindi & Assamese language is desirable</p> <p>5. Organize job fairs at district/block levels as per the requirement of ASRLM</p> <p>6. Actively monitoring all the activities of the Alumni Support Centre(Call Centre) of ASRLM with monthly visits.</p>	<p>quantity of placement and retention.</p> <p>3. Identify areas/ stakeholder for deeper and intensive assessments including audits, financial and placements and post-placement assessments.</p> <p>4. Review and establishment of migration support center, define activities and services, assessment, services and quality and monitor all activities of current existing Migration support centres.</p> <p>5. Undertake key activities to facilitate candidates placement through organizing industry partnerships, build a robust alumni network & organizing Alumni meets at Employer locations / Training center level etc.</p> <p>6. Ensure Mobilisation and counselling activities at all Villages /GP /Block levels</p> <p>7. Ensure all the Training centres have minimum 80 % Training centre utilization.</p> <p>8. Prepare Mobilisation calendar every month and process the Mobilisation / Awareness requests received by PIAs on a monthly basis.</p> <p>9. Organise Job Melas as per the requirement of ASRLM</p> <p>10. Tracking the activities of Jeeviak Sakhis (CRP) for various activities of DDU-GKY</p> <p>11. Develop , implement and monitor a reporting mechanism from all Jeevika Sakhis , Blocks and Districts regarding Mobilisation , Candidate tracking , etc.</p>
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			<p>12. Develop an Employers Data Base District wise with special emphasis on Local Employment.</p> <p>13. Facilitate Foreign Placements</p> <p>14. Co-ordinate and monitor all activities with regular reportings of the existing Alumni Support center (call centre) at Guwahati.</p> <p>15. Study of requirement of clusters of cottage/small industry</p> <p>16. Training need analysis</p> <p>17. Analysis related to jobs market and finding opportunities to scale up the skill segment.</p> <p>18. Any other Task as assigned by ASRLM</p>
Thematic Expert-Knowledge management & IEC support (1)	Masters in Mass Communication	<p>1. Atleast 5 years post- qualification experience in developing curriculum standards for skill / vocational training, Experience in development of NOS/ curriculum development/ L&D in skill/ experience in managing/handling industrial partners /IEC & Branding would be given preference.</p> <p>1. Excellent written and verbal skills Excellent understanding of public relations, employer branding, and social media Ability to work</p>	<p>The incumbent would be responsible for:</p> <p>1. Assess learning and training quality, methodology, curriculum of PIAs as per the standards and skill assessment frameworks.</p> <p>2. Assess and review learning management systems, trainer quality and training related processes</p> <p>3. Review NOS, curriculums, assessments both formative and final based on various methodology (e.g. random samples etc.)</p> <p>4. Assesses learning pedagogy and provide inputs on the improvements Support the State team in terms of standards, curriculum for trades, assessments & certifications of Trainees and trainers.</p> <p>5. Conduct Skill Gap Analysis for ASRLM</p> <p>6. Conduct Impact evaluation study</p> <p>7. Conduct Study on Drop out (trainings and Placement)</p>

		<p>with a diverse group of global stakeholders</p> <p>2. The individual should possess excellent communication skills, presentation skills. He / she should be creative, a self-starter, and have the ability to work independently in a dynamic environment.</p> <p>3. Preference would be given to the candidates who have work experience in SRLM / State Skill Mission or organization with similar size and nature state/district level etc.</p> <p>4. Good written and spoken skill in English & Hindi & Assamese language is desirable</p>	<p>8. Any other Studies as per the requirement of ASRLM.</p> <p>9. Executing a holistic communications strategy for both external and internal audiences;</p> <p>10. Develop annual communication plans that include measurable milestones and activities plan</p> <p>11. Develop executive communication, including speeches, organizational updates, client-facing decks, etc.</p> <p>12. Create content & Graphical Design for internal communication channels, including newsletters, blogs, internal communities, IEC Materials etc</p> <p>13. Developing success stories of placed candidates, champion employers etc</p> <p>14. Social Media Management (Facebook, Twitter etc)</p> <p>15. Collaborate with multiple stakeholders to ensure communication is accurate, on time</p> <p>16. Work with teams and leaders across the organization to communicate key messages</p> <p>17. Leverage industry bodies to spread awareness of the Program Plan and conduct internal and external events, including employee town halls, leadership webcasts, and industry meets. Manage vendors and event agencies as required</p> <p>18. Media and Public relations</p> <p>19. Plan and execute a Public Relation strategy.</p> <p>20. Ensure Branding of DDU-GKY in all Blocks and Districts of Assam.</p>
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			<p>21. Ensure all IEC support and branding for all events organized by ASRLM</p> <p>22. Success stories of successfully placed DDU-GKY candidates</p> <p>23. Video documentation of training centres , Activities at various levels , Placements ,Employers etc</p> <p>24. Prepare Annual reports and Best Practices</p> <p>25. Any other Task as assigned by ASRLM</p>
<p>Thematic Expert-M&E , PIA Coordination , Inspection & SoP Assurance (1)</p>	<p>Post graduate degree/MBA</p>	<p>1. At least 5 years of post-qualification experience of working with large organization of similar size and nature. The person should have understanding and capabilities in designing and implementing frameworks for quality assurance and process documentation.</p> <p>2. S/he should be able to synthesize innovative concepts and to communicate them effectively;</p> <p>3. Preference would be given to the candidates who have work experience in SRLM / State Skill Mission or organization with similar size and</p>	<p>The incumbent would be responsible for:</p> <p>1. Developing the overall framework for project M&E, for example, annual project reviews, participatory impact assessments, process monitoring, operations monitoring and lessons-learned workshops.</p> <p>2. The resource will prepare and submit an Annual Action Plan for the State and for all the PIAs with clear deliverables and timelines, which will be finalized after due consultation and approval of competent authority.</p> <p>3. Guide the process for identifying and designing the key indicators for each component, to record and report physical progress against the target. Also steer the process for designing the format of such progress reports.</p> <p>4. Clarify the core information needs of central project management, funding agencies and the cooperating institution.</p> <p>5. With the implementing partners, review their existing approaches and management information systems and agree on any required changes, support and resources.</p>

		<p>nature at state/district level etc.</p> <p>4. Good written and spoken skill in English & Hindi 7 Assamese language is desirable</p>	<p>6. Undertake regular visits to the field to support implementation of M&E and to identify where adaptations might be needed.</p> <p>7. Development and implementation of frameworks for quality assurance in infrastructure, trainers, curriculum etc. working towards standardization of internal processes as per DDU-GKY guidelines & SOP.</p> <p>8. Monitoring of all activities of DDU-GKY in the State of Assam with regular reportings</p> <p>9. Regular meetings with all stakeholders for overall monitoring of DDU-GKY</p> <p>10. Monitoring of the overall performance of all Projects and suggest actions to be taken as per the SOP and Guidelines of DDU-GKY.</p> <p>11. Any other Task as assigned by ASRLM</p> <p>12. Identify and classify new PIA for engagement with training and direct placement</p> <p>13. Engaging with PIA for capacity building and resolving PIA's issues</p> <p>14. Ensure Capacity Building of all Stakeholders as per the requirement of DDU-GKY</p> <p>15. Organizing CXO meet for engagement of Employers and PIAs</p> <p>16. Review and grading of PIAs</p> <p>17. Preparing performance and reporting management plan: Identifying data requirements and the data sources for monitoring; periodic inspection of the training centre, Conducting due diligence, compliance Management.</p>
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			<p>18. Handle all complaints / issues / queries from all Stakeholders</p> <p>19. Handle CPGRAMS and RTI complaints</p> <p>20. Any other Task as assigned by ASRLM</p>
<p>Thematic Expert- MIS , Instalment Release and Project Closure (1)</p>	<p>BE/BTech(IT) / MCA/ MSC (IT)</p>	<ol style="list-style-type: none"> 1. Atleast 5 years of Post qualification experience in design & Development of system 2. Experience in design, project management of medium scale IT system is required \ 3. Experience in working on reporting tools shall be preferred 4. Preference would be given to the candidates who have work experience in large skill development Projects like SRLM / State Skill Mission or organization with similar size and nature at state/district level. 5. Good written and spoken skill in English & Hindi & Assamese language is desirable 	<p>The incumbent would be responsible for:</p> <ol style="list-style-type: none"> 1. Data management, Design of MIS templates for monitoring & evolution, MIS application management. 2. Manage, monitor, plan and organize meetings/ knowledge sharing activities, learning outcomes 3. Rolling out MIS and structuring IT and Networking 4. The Resource will do regular monitoring of Kaushal Bharat/ all Stakeholders portal and will generate reports from respective portals and streamline /resolve all IT based technical issues with MoRD/NIRD etc. 5. Biometric with GIS. 6. Develop a system for biometric reporting of trainees 7. Conduct periodic review and monitoring of identified performance outcomes. 8. Prepare reports and presentations for all meetings and for all requirements of ASRLM. 9. The resource will facilitate desk and physical verification w.r.t trained & placed candidates of respective PIAs 10. Ensure timely release of Instalments to PIAs as per the SOP & Guidelines of DDU-GKY .

			<p>11. Ensure timely Closure of Projects as per the SOP & Guidelines of DDU-GKY</p> <p>12. Assist in Preparing MIS related data pertaining to Pre Empowered , Empowered Committee and PRC and any other meetings of MoRD/State Govt.</p> <p>13. Create a Dashboard for activities undertaken by the TSA with necessary documents and evidences.</p> <p>14. Any other Task as assigned by ASRLM</p>
Thematic Expert - Other Skilling Initiatives (1)	Post graduate / MBA	<p>1. Atleast 5 years' of Post qualification experience in working with employment program.</p> <p>2. Preference would be given to the candidates who have work experience in large skill development Projects like SRLM / State Skill Mission or organization with similar size and nature at state/district level.</p> <p>3. Good written and spoken skill in English & Hindi & Assamese language is desirable</p>	<p>1. To coordinate with the State Coordinators and Director of all other skilling institutions in the state for effective implementation of the program.</p> <p>2. To Monitor the Other Skilling Institutions based on identified parameters, and updating of MIS at regular intervals.</p> <p>3. To identify various new and innovative Self Employment training programmes matching the aspirations of the youth and ensuring settlement after the training.</p> <p>4. To liaison with Accounts and Finance Department and ensure timely payment of funds to Other Skilling Institutions.</p> <p>5. To coordinate with the various thematic verticals of SRLM and help Other Skilling Institutions to mobilize appropriate candidates for training and settlement.</p> <p>6. Any other Task as assigned by ASRLM</p>

<p>Thematic Expert Legal services (1)</p>	<p>Master's Degree in Law from a recognized university or Institution in India, recognized by Bar Council of India.</p>	<ol style="list-style-type: none"> 1. Atleast 5 years of practicing experience in drafting, pleading, handling recovery case/court case/arbitration & other related legal matters 2. Good written and spoken skill in English & Hindi & Assamese language is desirable 	<ol style="list-style-type: none"> 1. Assist and advise ASRLM so that court cases as well as matters which require examination from legal point of view are effectively dealt with in a professional manner. 2. Scrutinize and draft legal papers, documents and affidavits received and submit comments/legal opinion regarding signing of MoUs, Alerts, Show Cause Notices, Court Cases/ Recovery of fund cases/Complaints if any. 3. Liaisoning with, standing counsels (Central/State Government), Department of Legal Affair/Police agencies or any other department etc. 4. Carry out legal research, identify legal issues and draft counter affidavit, counter writ petition etc. 5. Maintain status report of all ongoing Court Cases, arbitrations, recoveries or any other legal matters and track the dates of next hearing etc. Carry out continuous review and monitor the same. 6. Preparation of reply/petitions/complaints etc if required.

			<p>7. Assist in processing of application received under RTI Act, 2005 .</p> <p>8. Perform such other work of legal nature that may be entrusted from time to time.</p> <p>9. Maintain record on Legal Management system.</p> <p>10. Prepare drafts/ parawise reply to court cases.</p> <p>11.Process the changes in authorized signatory and bank guarantee related matters</p> <p>12.Any other Task as assigned by ASRLM</p>
Management Executive (2)	MCOM/MBA /MSC/BE/BT ECH	<ol style="list-style-type: none"> 1. At least 3 years of experience in programme administration including administration, logistic support. 2. Good written and spoken skill in English & Hindi language is desirable 	<p>The incumbent would be responsible for:</p> <ol style="list-style-type: none"> 1. Providing administrative support and analytical support (designing relevant matrices, etc.) in coordinating and implementing key tasks as performed by the Eight Thematic Experts. 2. Assist in Instalment Release and Closure of Projects. 3. Any other Task as assigned by ASRLM
MIS Analyst (2)	B. Tech in any branch/ MCA/MSc-IT./	<ol style="list-style-type: none"> 1. At least 3 years of experience of working on functional MIS platform; The person should have proven track record of experience in MIS design, development and implementation in large scale programs, data analysis by using 	<p>The incumbent would be responsible for:</p> <ol style="list-style-type: none"> 1. Support MIS Design and Implementation for Skill Theme: Data Management; 2. Designing MIS templates for monitoring and evaluation; 3. MIS Application Management: Conduct Periodic Review and monitoring of identified performance outcomes; Partner management related to MIS; Training the stakeholders on MIS handling and reporting; Smooth

		<p>statistical software, ability to synthesize concepts and to communicate them effectively, network management, software maintenance and security, research software and new technologies know-how, reporting structures, etc.</p> <p>2. Good written and spoken skill in English & Hindi & Assamese language is desirable</p>	<p>operation of MIS Application; Stakeholder Management, creation of dashboards, Analysis of data and reporting</p> <p>4. Assist in Instalment Release and Closure of Projects.</p> <p>5. Any other Task as assigned by ASRLM</p>
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10. Payment Schedule:

Payment will be made on Quarterly Basis according to the deliverables as mentioned in the approved work plan. The agency will be eligible for payment on satisfactory performance as per deliverables and recommendation of review committee.

11. Review Committee to Monitor Consultant's Work

The State Mission Director, ASRLM will review the work of the TSA on a quarterly basis. She/He may constitute a review/steering committee to monitor the progress of the agencies from time to time and provide necessary advice. The review/steering committee may also seek comments and inputs on the consultant's work from MoRD and other experts as appropriate. The review committee may decide on continuation of service of Technical Agency depending their performance after Year one or in between depending deliverables.

12. Services to be provided by the Agency:

The agency will create a digital platform/portal/website where the activities undertaken by the TSA shall be uploaded with all activity reports, photographs etc. The digital platform must contain a dashboard with Key Performance Indicators (KPIs) of the TSA for monitoring by ASRLM. These services may be upgraded as per requirements of ASRLM.

13. Data, services and facilities provided by the ASRLMS (DDU-GKY)

- 1) Data relevant to DDU-GKY and its implementing agencies shall be provided by ASRLM as per the requirement of TSA.
- 2) DDU-GKY team of ASRLMS will Support the team.

14. Ownership:

All information collected by the consultant will be used only for the purpose of delivering the scope specified in the TOR. No part of the information shall be used for any other purpose without the prior explicit consent of the client. All data collected and materials developed as a

part of this assignment shall be the property of the client. IPR of all SOPs, Training Modules, data analysis, technology introduced, if any will be with SRLM.

15 .Reporting

- (a) The agency will report to State Mission Director ASRLM or any person designated by State Mission Director.

- (b) All reports (including the Inception Report, weekly & monthly progress reports, quarterly report, annual report, mid-cycle project assessment report, and final report) are to be submitted by the TSA to State Mission Director.