

**GOVERNMENT OF MEGHALAYA
Department of Finance (DOF)**

**Selection of Training Providers (SERVICES SECTOR)
for providing placement linked skills development training services**

Terms of Reference

ADB Loan No.: 3033-IND

June, 2015

ABBREVIATIONS

ADB	Asian Development Bank
DOF	Department of Finance, GOM
DOE	Department of Education, GOM
EA	Executing Agency
EOI	Expression of Interest
GOM	Government of Meghalaya
IA	Implementing Agency
MSSDS	Meghalaya State Skill Development Society
PIU	Project Implementation Unit
QCBS	Quality and Cost Based Selection
REOI	Request for Expression of Interest
RFP	Request for Proposal
SCF	Skills Challenge Fund
SHCD	Supporting Human Capital Development
STP	Skill Training Provider
TOR	Terms of Reference
TVET	Technical and Vocational Education and Training

Selection of Training Providers for providing Placement linked Skills Development and Training Services

Terms of Reference

1. Background

Bounded on the North and East by Assam and on the South and West by Bangladesh, the State of Meghalaya (Meghalaya) is spread over an area of 22,429 square kilometers. The State enjoys a temperate climate. The principal languages in Meghalaya are Khasi, Pnar and Garo with English as the official language of the State. Meghalaya comprises of the following 3 Divisions and 11 Districts:

A. Jaintia Hills Division:

- West Jaintia Hills (Jowai)
- East Jaintia Hills (Khliehriat)

B. Khasi Hills Division:

- East Khasi Hills (Shillong)
- West Khasi Hills (Nongstoin)
- South West Khasi Hills (Mawkyrwat)
- Ri-Bhoi (Nongpoh)

C. Garo Hills Division:

- North Garo Hills (Resubelpara)
- East Garo Hills (Williamnagar)
- South Garo Hills (Baghmara)
- West Garo Hills (Tura)
- South West Garo Hills (Ampati)

Meghalaya's capital and also the headquarters of East Khasi Hills District, Shillong is situated at an altitude of 1,496 meters above sea level. The capital city has a bracing climate throughout the year. The city is well connected with motorable roads all-over, has its own charm that is different from other hill stations. Shillong presents a natural scenic beauty with waterfalls, brooks, pine grooves and gardens. This city has been the seat of Government since the consolidation of the British administration in this part of India more than a century ago.

Following is the key demographic data for Meghalaya:

- Total population of Meghalaya as per 2011 census is 2,966,889 of which male and female are 1,491,832 and 1,475,057 respectively. In 2001, total population was 2,318,822 in which males were 1,176,087 while females were 1,142,735.

- Literacy rate in Meghalaya has seen upward trend and is 74.43 percent as per 2011 population census. Of that, male literacy stands at 75.95 percent while female literacy is at 71.88 percent.
- Sex Ratio in Meghalaya is 989 females per 1000 males, which is above national average of 940 as per census 2011. In 2001, the sex ratio of females was 975 per 1000 males in Meghalaya.

Meghalaya is one of the 11 special category states of India which have been designated as such since they suffer from various constraints due to their special history, poor connectivity, difficult terrain, weak economic base, and poor infrastructure.

Meghalaya, as a State is well endowed with vast renewable natural resources. Majority of its population depends upon the natural resources for livelihood support. One of the strategic priorities for the Government of Meghalaya (GOM) is to balance the requirements of rapid economic growth and natural resource conservation. Keeping in view this priority, three areas of focus emerge – promoting inclusive growth with poverty alleviation, employment generation and livelihood promotion. In order to achieve this vision, GOM is emphasizing on human capital development across the State

As a part of its initiatives for the development of human capital, GOM established the Meghalaya State Skill Development Society (MSSDS) in December 2011. MSSDS is headed by the Chief Minister of Meghalaya and has been given the authority to receive funds from the government (central and state), financial institutions and development partners.

2. Objective of the assignment

The Asian Development Bank (ADB) funded project “Supporting Human Capital Development in Meghalaya” (Loan No.3033-IND) aims to enhance the employability of Meghalaya’s youth by improving quality, delivery and access to SHS education and technical and vocational skills training across the 11 Districts of Meghalaya. It will attempt to build awareness among Meghalaya’s youth including tribal youth about the benefits of education and vocational training. The project will help in creating an enabling environment for inclusive growth through the following outputs:

- (i) **Output 1:** Improved teaching and learning in government-aided SHS schools.
- (ii) **Output 2:** Increased capacity and responsiveness of Technical and Vocational Education and Training (TVET).
- (iii) **Output 3:** Increased awareness and participation.
- (iv) **Output 4:** Improved project management and monitoring and evaluation.

3. Scope of work

The Department of Finance (DOF) is the Executing Agency (EA) for the project. The Department of Education (DOE), Meghalaya State Skill Development Society (MSSDS) and the Department of Labor (DOL) are the three Implementing Agencies (IA) for the project. The said three agencies have been designated as Project Implementation Units i.e. PIU-1, PIU-2

and PIU-3 respectively. PIU 2 (MSSDS) will be the implementing agency for the skills and vocational training intervention under this programme.

As part of this project, a dedicated Skills Challenge Fund has been established and vested with MSSDS for meeting the cost of conducting the required Skills Training Programs. The SCF will provide MSSDS a flexible modality to encourage participation of private sector skills training providers for imparting industry-linked and demand driven skills training programs to 60,000 unemployed youths. Skill Gap Studies of Meghalaya will be used extensively to establish demand, in terms of districts, job roles and skill gaps. The time frame to achieve this target of 60,000 trained youth is within five (5) year duration of the 'Supporting Human Capital Development in Meghalaya' project.

Out of the aforesaid, demand driven and placement linked training to about 10,000 unemployed youths is to be imparted during Phase I. Outcome based skills development will also be promoted by SCF through a scheme of Private-Public Partnership (PPP).

The SCF will also be open to public training providers which include Industrial Training Institutes (ITI) and polytechnics to deliver higher level of technical skills of identified priority occupations that are required by employers/industry sectors. However, public ITI and Polytechnics will also be tapped to deliver basic level of skills of priority occupations, if private training providers are inadequate to accommodate the capacity required to meet the needs of trainees in particular Districts. The SCF in particular has the following goals:

- Transforming the unskilled and unemployed youth of the State by providing employable skills and linking to labor market placement (waged employment)
- Transforming the unemployed workforce to gain self-employment through entrepreneurial skill trainings to become successful entrepreneurs
- Arresting the migration of educated and potential entrepreneurs by incentivizing them to start enterprises in the state, so that the enterprises can provide opportunities for wage employment to local people
- Gearing for an economic progress in the state by focusing on the services sector and providing skilled manpower.

Public and Private Skill Training Providers (STP) will deliver the skills training programs funded by SCF. Program quality and implementation will be monitored and evaluated by MSSDS. The STPs shall be expected to detail the Design, Organize, Conduct & Monitor phases of various Training Programs/ Modules and provide counseling and placement support to the trainees.

4. Indicative Team composition and qualification requirement

S.No.	Sector/Trade	Batch Size	Number of trainers	Person man-month	Minimum Qualification of Trainers	Experience	Role and Responsibility	Reporting requirements
A	SERVICES							
1	Security - Unarmed Security Guard	25	2	3 months per trainer	12th Standard or equivalent. SSC certification preferred	Minimum 3 Years' experience in either training or security services	Preparing session plan, Conducting classes, and assessing trainees are primary responsibilities. Ensure 100% pass in all batches, facilitate to placement training, screening, mobilization and Industry visit during internship and on the job training, are the secondary responsibilities	Weekly report, Trainees assessment report, batch completion report, feedback from the industry and trainees during on the job training
2	Hospitality - Steward	25	2	3 months per trainer	Catering diploma. SSC certification preferred	Minimum 3 Years' experience in either training or hospitality services		
3	IT/ ITES	25	2	3 months per trainer	For IT/ITES - Diploma or degree in computer science.	For IT - Minimum 3 years' experience in software industry For ITES - Minimum 3 years' experience in BPO industry		
4	Retail	25	2	3 months per trainer	Diploma or degree.	Minimum 3 Years' experience in either training or retail services		
5	Tourism	25	2	3 months per trainer	Graduate or PG diploma in Tourism	Minimum 3 Years' experience in		

S.No.	Sector/Trade	Batch Size	Number of trainers	Person man-month	Minimum Qualification of Trainers	Experience	Role and Responsibility	Reporting requirements
						tourism industry		
6	Healthcare - General Duty Assistant	25	2	3 months per trainer	GWM	Minimum 3 years' experience in health care services		
7	Beauty and Wellness	25	2	3 months per trainer	12th Standard or equivalent. SSC certification preferred	Minimum 3 years' experience in beauty and wellness industry		

5. Information for preparation of EOI proposal

A. Eligible Items for Support from GoM

STPs will be paid entire training fee from Skills challenge fund (SCF) and they are not expected to recover any fee from trainees. Fees and remuneration to the STPs will be attractive and will cater to challenges arising due to location and other constraints associated with the state.

SCF shall support the full cost of delivering skills training packages to trainees. This training fee will include the following components:

- Fees or salaries of teachers/trainers and support staff (direct or subcontracted); and one time cost of training and assessment of trainers by Sector Skill Councils (SSCs)
- Training materials, consumables and supplies linked to training such as modules, workbooks, competency based learning materials, lecture CD/DVD, software, etc.;
- Travel and accommodation directly related to training program delivery;
- Allowances of trainees, as appropriate, which shall be part of the Training Provider's proposal;
- Cost of assessment and certification of trainees by Sector Skill Councils (SSCs);
- Operating costs related to training such as utilities, rental of equipment and training venues, costs for job placement services;
- Post Placement support services – Migration support center, Incentives for long term employment;
- Management support being provided by the STP, by way of visits by management team, Project Manager Etc.;
- Communication skills and personality development component in each vocational course;
- Incentive for training a differently abled trainee;
- Inflationary adjustments to the training cost;
- Covering margins of profit for the Training Provider.

Over and above the training fee, following support will be provided to the STPs:

- Support for mobilizing trainees across districts;
- Support mechanism for trainees placed outside of state;
- District level support from District Project Co-ordination Units (DPCUs) formed by Government of Meghalaya

6. Methodology for Selection of STPs

The entire selection process for the engagement of the STPs shall be made in accordance with ADB's Guidelines on the Use of Consultants, 2013¹, (as amended from time to time).

On the basis of the 'Expressions of Interest (EOI)' submitted by the STPs in response to this REOI, DOF will constitute a Committee for shortlisting the EOI for issue of Request for Proposal (RFP). RFP will be issued to the shortlisted firms only. The selection process will be based on Quality and Cost Based (QCBS) selection method and the type of proposal shall be full technical and financial proposals. In this evaluation, 90% weightage will be given to the quality and 10% weightage will be given to the cost aspect.

STP's training programs should be aligned to National Occupational Standards (NOS) or certifications by Sector Skill Councils or aligned to National Skills Qualification Framework (NSQF).

The RFP will provide detailed TOR for training delivery including, amongst others:

- Quality of training materials that the STP will use in the training;
- Quality, adequacy and availability of trainers, training managers, and curriculum designers.
- Adequacy of equipment, tools and instructional aids and venue that the STP will use in the training;
- Adequacy of training venue;
- A sound and effective plan for job placement of its trainees after completion of the training.

At the RFP stage, the STPs shall be required to submit their respective Approach & Methodology. MSSDS shall sign a contract (lump sum) with the selected STP for a specific training assignment. Shortlisted STPs from stage 1 will be called for a consultation workshop on trades, sectors and job roles finalization before stage 2 of this process.

7. Entities eligible to participate

Joint Ventures comprising of national and/ or international entities including foreign entities incorporated in **ADB Member Countries** shall also be entitled to apply. However, in the case of Joint Ventures, the parties to the Joint Venture must execute a legally binding Joint Venture Agreement, in terms of which all members of the Joint Venture undertake to remain jointly and severally liable towards MSSDS. Further, in the case of Joint Venture, one of the members of the Joint Venture who shall essentially be an 'eligible entity' in terms of the above criteria, shall designated as the Lead Member, will have to individually meet the Pre-qualification Criteria.

8. Validity of EOI

EOI shall be valid for 120 days from date of submission thereof.

¹Refer <http://www.adb.org/documents/guidelines-use-consultants-asian-development-bank-and-its-borrowers> for ADB's guidelines on the use of consultants

9. Shortlisting Criteria

Bidders should meet the Shortlisting Criteria mentioned in the EOI questionnaire.

10. Submission of Expressions of Interest

DOF invites STPs who are 'eligible entities' and Joint Ventures in terms of para 7 above to submit expressions of interest (EOI). Each STP or member of a Joint Venture shall submit only one EOI.

The EOI should be submitted in the Standard EOI template of ADB only online on Consultancy Recruitment Notice (CSRN) in ADB website. Bidder failing to submit EOI in standard EOI template of ADB shall be rejected.

Each STP must submit the following information/ documents as a part of its EOI :

a. Organizational Information

- (i) Profile of the STP(name, address of the registered office/ other offices across India, telephone number, Email ID, name of principal point of contact, etc.);
- (ii) Certified copy of the Joint Venture Agreement (if the EOI is being submitted by a Joint venture), including the details of the Lead Member and all other members of the Joint Venture;
- (iii) Certified copy of the incorporation/ constitution documents (Certificate of Incorporation, Memorandum and Articles of Association, Trust Deed, LLP Agreement, Certificate of Registration as a Society, etc., as applicable)
- (iv) Audited financial statements for the last three years (i.e. FY 2011-12, 2012-13 and 2013-2014). In case audited financial statement is not available for FY 2013-2014, a certificate issued by a practicing chartered accountant can be submitted.

b. Nature of the STP and Key Personnel

- (i) STP's **history** (duration of being in the training business and the track record of having conducted training programs of similar nature and magnitude anywhere in India, particularly in the north east) with details of any Certifications, awards, recognitions etc.;
 - (ii) Information regarding **Key Personnel** including management team, experts/ trainers/ teachers/ faculty members/ other personnel available with the STP (including access to pool of expertise) highlighting the key qualifications and details of similar experience of each personnel in a **tabular form**; and
- c. The STPs are advised to familiarize themselves with the requirements, which shall be evaluated as per the Appendix 2 hereof. The STPs that do not meet with the above tabulated requirements need not submit their EOIs.
- d. DOF reserves the right to shortlist any or all of the applicant STP(s) without assigning any reason whatsoever.

- e. DOF reserves the right to postpone or cancel the procurement process at its sole discretion and without assigning any reason.

11. Indicative Timelines

Release of REOI	July 2015
Shortlisting of STPs	August 2015
Consultation Workshop with Shortlisted STPs	August 2015
Release of RFP	August 2015
Signing of Contract with successful bidder as STPs (QCBS method)	September 2015
Mobilization of STPs and Commencement of training program	October 2015

12. Payment, milestones and reporting requirements

a. Payment against milestone

Sl.No	Percentage of contract value	Milestones
I	10%	After the commencement of Training
ii	20 %	After the successful completion of 30% of Training
iii	40%	On Successful Completion of all batches of the training and submission of all relevant reports, documents
iv	20%	Will be released after the issue of certificate and successful completion of internship.
V	10%	Completion of Placement assistance and post-placement assistance

b. Reporting Requirements

Following are the reporting requirements of the STP. The STP will furnish the following reports and documents in English in accordance with the agreed program. These will include:

- a. Inception Report (draft submitted within 2 months of mobilization and finalized within 3 months of mobilization)
- b. Monthly activity report – every month on or before 5th day
- c. Quarterly Progress Reports (within 30 days of the end of each quarter)
- d. Project Completion Reports (draft submitted 3 months prior completion date of the project and finalized within 3 months after project closure)

Sector Experience of STPs

Following list of sectors is in no particular order

Relevant Sector	Experience (Check the Box if Yes)
1. Security	<input type="checkbox"/>
2. Hospitality	<input type="checkbox"/>
3. Information Technology & Information Technology Enabled Services (IT & ITES) <i>Including Animation, Desktop Publishing and Computer Networking</i>	<input type="checkbox"/>
4. Retail	<input type="checkbox"/>
5. Tourism	<input type="checkbox"/>
6. Healthcare	<input type="checkbox"/>
7. Beauty and Wellness	<input type="checkbox"/>
8. Any other skills related sector relevant for Meghalaya	

Requirements of STPs

No.	Criterion	Supporting Documents to be Submitted
i.	The STP should have been active and operational continuously anywhere in India for the last three (3) years preceding the date of submission of its EOI.	<p>a. Constitution/ charter documents under which the STP has been established/incorporated.</p> <p>b. A certificate issued by a practicing chartered accountant confirming that the STP has been operating continuously anywhere in India during the last three Financial Years (i.e. FY 2011-12, 2012-13 and 2013-2014).</p>
ii.	The STP should have at least five (5) well equipped and currently operating Training Centers located anywhere within the territory of India that are functional/ operational for the last three (3) years preceding the date of submission of its EOI.	<p>a. A certificate issued by a practicing chartered accountant confirming that the STP has at least five training centers located in India that are continuously operating during the last three Financial Years (i.e. FY 2011-12, 2012-13 and 2013-2014).</p> <p>b. Self-certification with signature from authorized signatory (as authorized by top management or board of the STP) stating STP's total number of training centers currently operating in India</p>
iii.	The STP should have a track record of having successfully completed the training of at least 1000 youth during the last three (3) years preceding the date of submission of its EOI, collectively in any one or more relevant sectors tabulated in <u>Appendix 1</u> hereof.	<p>a. Copy of Completion Certificate(s) from the client(s) for the skill training programs conducted specifying therein the number of trainees trained by the STP</p> <p>Or</p> <p>b. Copy of Work Order(s) issued by the client(s) along with a certificate issued by a practicing Chartered Accountant confirming that all payment in pursuance of the corresponding Work Order(s) have been received by the STP and specifying therein the number of trainees trained by the STP</p>
v.	The STP should not have been barred or blacklisted by any relevant entity as defined in section VI 'eligible entities to participate'	<p>a. Self-certification to be submitted with the signature from authorized signatory (As authorized by top management/ board of the STP) stating that they have not been barred or blacklisted by any relevant entity</p>