

Section 7. 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 kilometres. 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:

- i. West Jaintia Hills(Jowai)
- ii. East Jaintia Hills(Khliehriat)

B. Khasi Hills Division:

- iii. East Khasi Hills(Shillong)
- iv. West Khasi Hills(Nongstoin)
- v. South West Khasi Hills (Mawkyrwat)
- vi. Ri-Bhoi(Nongpoh)

C. Garo Hills Division:

- vii. North Garo Hills(Resubelpara)
- viii. East Garo Hills(Williamnagar)
- ix. South Garo Hills(Baghmara)
- x. West Garo Hills(Tura)
- xi. South West Garo Hills(Ampati)

Shillong is Meghalaya's capital and is situated at an altitude of 1,496 meters above sea level. Shillong is also the headquarters of East Khasi Hills District. The capital city has a bracing climate throughout the year. The city is well connected with 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.

Meghalaya, as a State is well endowed with vast renewable natural resources. Majority of its population depends upon the natural resources for income generation. 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 income generation. To achieve this vision, GOM is emphasizing on human capital development in the State.

Total population of Meghalaya as per 2011 census is 2,966,889 of which male and female are 50.28% and 49.71% respectively. In 2001, total population was 2,318,822 in which males were 50.71% while females were 49.28%. In Meghalaya about 80% of the population is dependent entirely on agriculture for their income. Out of the total geographical area about 10% is under cultivation. Rice is the dominant food grain crop accounting for over 80% of the food grain production in the state. Other important food grain crops are maize, wheat, other cereals and pulses. Meghalaya is also famed for its horticultural crops like mandarin orange, lemon, pineapple, guava, litchi, banana, jack fruit and temperate fruits such as plum, pears and peach.

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.

2. About the project: “Supporting Human Capital Development in Meghalaya”

Human capital development has been one of the top priorities of the Government of Meghalaya (GoM) with “education and skill development” as the cornerstone of development for enhancing people’s productivity and employability in the State. To achieve the objectives of quality and equitable human development, the Government of Meghalaya has been implementing the ‘Supporting Human Capital Development in Meghalaya (SHCDM)’ project with the support of Asian Development Bank (ADB) The Asian Development Bank (ADB) sponsored project “Supporting Human Capital Development in Meghalaya” (SHCDM) aims to enhance the employability of Meghalaya’s youth by improving quality, delivery and access to Secondary and Higher Secondary (SHS) education, technical and vocational skills training across the 11 Districts of Meghalaya. It intends to build awareness among Meghalaya’s 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:

- Output 1:** Improved teaching and learning in government-aided SHS schools
- Output 2:** Increased capacity and responsiveness of technical and vocational education and training
- Output 3:** Increased awareness and participation
- Output 4:** Improved project management and monitoring and evaluation

The Department of Finance (DOF) is the Executing Agency (EA) for the project. The Department of Education (DOE), Meghalaya State Skill Development Society (MSSDS), Department of Labor (DOL) and Public Works Department (PWD) are the four Implementing Agencies (IA) for the project. The four IAs and have been designated as Project Implementation Units i.e. PIU-1, PIU-2, PIU-3 and PIU-4 respectively.

The project is supported by 3 consulting firms for carrying out various functions for supporting GOM and ADB in implementing the project. The following table provides snapshot of the role of the consulting firms in the project:

Entity / Role	Key Functions
Accenture Services Pvt. Ltd.	Project Management Consultants (PMC) for overall project coordination and monitoring support for Government of Meghalaya;

LEA Associates	Design & Supervision Consultants (DSC) for designing and supervising civil works under the project;
Aide-et-Action	Awareness and Mobilization Consultants (NGO) for various project activities;

3. Purpose of this RFP

Through this RFP, the GoM envisages to select a firm as per Guidelines in “The Use of Consultants by Asian Development Bank and its Borrowers”. The following sections of this RFP present the Scope of Work (SoW) envisaged for the STP for imparting Skill Training under the ambit of this project. The business requirements and the SoW described in the subsequent sections are indicative and at broad level only.

As part of this project, a dedicated Skills Challenge Fund (SCF) has been established and vested with MSSDS for meeting the cost of conducting the required Skill Training Programs. The SCF will provide MSSDS a flexible modality to encourage participation of private sector skills training providers for imparting employment linked and demand driven skills training programs to 30,000 unemployed youths.

This project aims at achieving the following goals:

- a. Transforming the unskilled and unemployed youth of the State by providing employable skills and linking them to employment generation activities;
- b. Transforming the unemployed workforce to gain self-employment through entrepreneurial skill trainings;
- c. Arresting the migration of educated and potential entrepreneurs by incentivizing them to work or start enterprises in the state, so that the enterprises can provide opportunities for wage employment to local people; and
- d. Gearing up for an economic progress in the state by focusing on the multiple sectors and providing skilled manpower.

4. About the training program

Meghalaya has its special and unique charm, different from other hill regions and known as the “Abode of Clouds”. Natural scenic beauty with beautiful landscape, waterfalls, brooks, pine grooves, gardens and several locales are suited for both adventure and sublime tourism. The place, the people, the flora and fauna and the climate all combine to make Meghalaya an ideal destination throughout the year. The service sector plays a major role in the state economy and current employment opportunities.

For some of the growth sectors like the hospitality and related services providing the needed support eco-system in the state, there remains acute need of accounting services specially to cater for the new GST based systems execution. In order to support the businesses of the services and other relevant sectors, it is pertinent to have trained accountants/ executives to provide relevant services professionally.

Financial inclusion or inclusive financing is the delivery of financial services at affordable costs to sections of disadvantaged and low-income segments of society remains one of the pressing needs of the banking sector of the state. To facilitate the same, in January 2006, RBI permitted banks to engage business facilitators (BFs) and Banking Correspondents (BCs) as intermediaries for providing financial and banking services. The BC model allows banks to provide doorstep delivery of services,

especially cash in-cash out transactions, thus addressing the last-mile problem. BCs engage in the following activities:

- a. identification of borrowers;
- b. collection and preliminary processing of loan applications including verification of primary information/data;
- c. creating awareness about savings and other products and education and advice on managing money and debt counselling;
- d. processing and submission of applications to banks;
- e. promoting, nurturing and monitoring of Self Help Groups/ Joint Liability Groups/Credit Groups/others;
- f. post-sanction monitoring;
- g. follow-up for recovery,
- h. disbursement of small value credit,
- i. recovery of principal / collection of interest
- j. collection of small value deposits
- k. sale of micro insurance/ mutual fund products/ pension products/ other third-party products and
- l. receipt and delivery of small value remittances/ other payment instruments

Keeping both the requirements in mind, the SHCDM project intends to impart training in Banking, Financial services and Insurance (BFSI) sector specifically to the courses identified for banking correspondents and account executives (including GST). This is expected to create self-employment and wage-based opportunities for accountants/ youth with required qualifications for BCs. This professional service may be used by various business entities within the state, by state projects like the livelihood missions, various departments for accounting services, and can also encourage self-employment models.

The following courses are being proposed –

Training Program/Course	Duration of Training	Indicative No of Trainees
Accounts Executive - Accounts Payable and Receivable	150 hours (NSQF Level 4)	500
Business Correspondence & Business Facilitator	150 hours (NSQF Level 3)	200

5. Objectives of the training program

To Train the selected youth in the designated Trade and outcomes indicated below:

Accounts Executive - Accounts Payable and Receivable - To develop competency in practicing the basics, theory and practice of account services for business and accounting services across various sectors. The course should integrate a component of on the job training/internship/ practice duration of professional standards. The training should also develop competency in GST application, studying market trends and emerging commerce requirements, etc., to cater to customers, local and domestic and national practices in accountancy. The course should engage graduates from commerce background or equivalent for desired results post training.

Business Correspondence & Business Facilitator- To develop competency in executing the roles (listed above) as BC/ BF. The course should be in line with the requirements of the banking standards/

BFSI requirements laid down by the state and provide necessary practice hours as recommended. The course shall engage minimum 10th pass as entry level qualification required for the trainees.

6. Target group for the training

- a. Candidates/youths only from the State of Meghalaya – from semi-urban, rural areas, tourism clusters, who are at least 18 years of age or above as on the date of completion of training and minimum 10th pass rural/urban youth for BCs and graduates for Account executives;
- b. Candidates with aptitude towards service and financial inclusion

7. Expected Out-come from the proposed training

Besides providing quality training to the candidates, creating adequate linkages with industry / market / training or research institutions, etc is a very important aspect of successful delivery of the skill development programs. These linkages are important for designing demand driven course curriculum for placements and / or successful self-employment generation.

The STP is required to provide a description of how it proposes to establish these linkages in their approach & methodology while submitting the response to the REOI. Submission of letters from prospective employers / market linkages will be given due weightage during the proposal evaluation.

The STP has to submit a wage and / or self-employment plan and a description of how it proposes to establish these linkages to MSSDS before the start of each training batch. The STP shall ensure that a minimum of 60% of trained candidates will be employed at the end of the Training / Gestation Period. MSSDS will authorize commencement of training program only on submission of this plan. The plan will include:

- For Wage Employment: A list of employers who will give jobs to the trained candidates in their respective organizations and industry.
- For Self-Employment: A list of potential partners for market and financial linkages including list of Schemes, Programmes, Subsidies, etc. that the trainee can piggy-back on or avail.

It is perceived that this package will have opportunities for both wage and self-employment.

7.1 Wage Employment

For trainees opting for wage employment the STP shall ensure to provide placement in the State with a minimum remuneration of Rs.7,000 per month.

- Placement is defined as providing jobs having regular monthly income at or above the minimum remuneration as mentioned above
- The trainee should have continuous employment for a minimum of six (6) months in an organization / firm / enterprise.

7.2 Self Employment

For trainees opting for self-employment the STP shall ensure that the trainee is engage in income-generating activities to attain a minimum increase in income to Rs.7,000 per month.

- Self-Employment is defined as continuous engagement in income generation activities for a minimum of six (6) months after a three-month gestation period.
- The Trainee shall be linked to institutions/ banks/ MFIs/ Cooperatives/ business entities etc. within and outside Meghalaya for linkage to customers / clients.

- The STP shall assist the Trainee to avail finance from bank and other financial institutions/ grants, loans and Govt. subsidies available for self-employment models (if necessary).

7.3 Proof of Employment:

MSSDS recognizes the following:

- A. **Wage Employment** - The proof of regular wage employment is demonstrated by:
 - a. Salary slip from the Human Resources / Concerned Employing Department, or
 - b. Certificate issued by the employer indicating remuneration paid and counter signed by the employee along with the bank statement indicating that remuneration has been paid by crossed demand draft or money transfer
- B. **Self-employment** demonstrated through
 - a. Certification / Letter from relevant institutions/ banks/ MFIs/ Cooperatives/ business entities within and outside Meghalaya for linkage to customers / clients, or
 - b. Copy of Certificate of Registration of the start-up/ self-declaration in case of self-employed.
 - c. Bank Statement of the trainee to show increase in income / income generation.

8. Scope of Work

The selected firm will deliver the skill training programs funded by SCF within the state or outside the state of Meghalaya as per the proposed model of execution. Program quality and implementation will be monitored and evaluated by MSSDS. The selected firm shall be expected to design, organize, conduct and monitor phases of various training programs/modules and provide counseling and other support to the trainees.

8.1. Mobilization and Counselling

STP shall undertake the necessary mobilization and counseling within the State to encourage the youth to participate in the training program. They shall assemble and organize personnel from the communities in consultation with the NGO community mobilisers¹ with the aim to actively mobilize youth by encouraging them to participate in the training program. The STP shall adopt a well-researched approach towards mobilization keeping in mind the existing economic, familial, social, cultural/religious constraints. The STP shall involve family members, key village people and community forums to disseminate the information about the training program highlighting its benefits to the youth. Post mobilization the youth shall be counseled to ascertain their interest and aptitude by utilizing various psychological methods and techniques. Post counseling session(s) the candidates should have a clear understanding about why they are attending the training program and its outcomes before enrolling. To achieve the above objectives, the STP shall:

- a. Formulate a mobilization plan in consultation with the NGO partner and ensure that the plan is clear, practical and meets the project objectives;
- b. Carry out various mobilization activities for quality enrollment and ensure the tasks are well-coordinated considering all existing data/information available;

¹Aide-et-Action is already a partner in the project for community mobilization and has a team of mobilization volunteers

- c. Develop a screening system including pre-assessment, counseling, short listing and formulation of batches leading to a standard operating procedure for the planning, management and quality assurance;
- d. Select trainees based on background, profile, and interest and motivation level and can be carried out in consultation with village elders/ councils, local social groups, etc. It is important to ensure that at least 60% of those trained are engaged in income augmentation activities (either entrepreneurial or wage employment);
- e. Batches to be formed region wise with same medium of instruction.
- f. Share the list of candidates along with name, parent's name, residential address, address of place of occupation, mobile number, etc. with MSSDS.

8.2. Instructional Design and Delivery of Training

STP shall design the training and delivery process to meet the learning objectives of the programme. The instructional design should be 75:25 ratio of practical is to classroom. Instructional design will include need analysis, design, development, implementation and evaluation of the programme. Training delivery methods will consist of the techniques and materials used by trainers to structure learning experiences around the objectives of the program. The cognitive and behavioral approaches during the training delivery must be carefully selected to enhance the knowledge skills and attitude of trainees. To achieve the above objectives the STP shall:

- a. Submit the training content and session plan for the proposed model of training to MSSDS.
- b. STP shall develop and localize content of training, handouts, audio visual aids, etc. in local language. It shall also develop post training monitoring/ tracking follow up mechanism for assured income generation. The training content may include specialization like soft skills, entrepreneurial skills, basic book keeping, marketing, basic mobile and computer skills and soft skills components;
- c. Utilize a range of appropriate skill building strategies and learning methodologies including classroom training, practical demonstration, audio visual tools, self-learning tools, projects, hands on activities etc. to ensure optimum learning;
- d. Training should be delivered by high quality expert trainers in local language. The trainer should be able to impart training at a level the participants can relate and understand. The trainer² must be high on empathy and be able to relate to local situation; and
- e. The course content and pedagogy designed for the training program(s) should be for activities where the trainee is capable of independently carrying out entrepreneurial project(s) or wage employment to achieve desired outcomes defined in Section 7 and should be relevant to meet the objectives.

² Trainer qualification could be aligned as per the NSQF levels defined by BFSI SSC

Job Role	Training Outcome
Accounts Executive (Accounts Payable and Receivables)	<p>The Trainee is able to:</p> <ul style="list-style-type: none"> ▪ Comprehend the requirements of GST and execute the basics required as compliance. Also, comprehend the details about the purchase journal, the contents thereof, and supplier category and payment particulars. ▪ Describe the customer purchase order, sales journal and documents such as the delivery challan. ▪ Recognize relevant terminologies and documents related to the purchase booking process such as purchase order, purchase journal, invoice, material receipt report etc., and book the credit purchase in the books of accounts after having authorized by the senior / manager. ▪ Recognize relevant terminologies and documents related to the sales booking process such as sales order, sales journal, invoice, etc., book the credit sale in the books of accounts after having authorized by the senior/ manager. ▪ Recognize relevant terminologies and documents related to the credit sales/purchases booking process. The person has to verify the documents those are in his record, with that of the trigger documents, analyze, verify and validate the correctness of these documents before processing the relevant transaction to be recorded into the books of accounts. ▪ Prepare the payment voucher by verifying and validating supplier information, creating transactional documents in the correct supplier's name, determine the mode of payment and authorization from the senior/ manager regarding the same. ▪ Ascertain the mode of payment (whether cash/cheque or NEFT transaction), prepare the mode of payment by ascertaining the amount payable to the supplier and get the payment voucher authorized by the senior/ Manager. Obtain the authorized payment details from the concerned person and update the voucher with payment details, like, cheque no./ NEFT transaction no. etc. ▪ Prepare the receipt voucher by referring to the invoice raised on the customer, the value on the invoice, and the mode of receipt of money (cash/ bank instruments/ NEFT), generate transactional documents and get it authorized by the senior/ Manager. ▪ Have thorough understanding of the accounting software used by companies / organizations. ▪ Comprehend the relevance of documents, file all the documents for seamless retrieval, to maintain documents according to the accounting period, to maintain supplier/customer details and prepare statements as is needed by the organization/senior/Manager.

<p>Business Correspondent & Business Facilitator</p>	<p>The Trainee is able to:</p> <ul style="list-style-type: none"> ▪ Educate prospective clients about various banking products and services ▪ Initiate application process for various types of accounts on behalf of clients ▪ Initiate application process for various types of loans on behalf of clients ▪ Conduct KYC verification and collect documents to support the verification ▪ Follow up with the bank's staff on processing of applications for various accounts and loans ▪ Resolve queries that clients may have regarding various products, status of their applications / loans, interest computations and so on ▪ Assist clients in executing payments / transfers ▪ Assist clients in availing other banking services as required from time to time ▪ Update the bank's MIS with daily / weekly status reports
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8.3. Training Infrastructure

STP shall have or arrange for adequate training infrastructure for classroom training and practical work. Classroom/ training halls should be equipped with modern training aids and equipment relevant for the proposed training and practical demonstration and work. To achieve the above objectives the STP shall:

- a. Arrange for contextual and experiential infrastructure to be used for training and practical projects. This could be owned or accessible from other sources;
- b. Ensure adequate training infrastructure and training tools and aids for live and practical/practice training;
- c. Provide basic amenities and facilities within the training center premises with provisions to comply with gender and equity mandate;
- d. Provide for transport / residential facilities whichever is applicable; and
- e. Comply with safety norms and have adequate safety measures within the training center premises.

8.4. Post training placement & support

STP shall provide post training support during the contract period and a maximum period of 06 months for assured income generation/ enhancement. The STP shall formulate a process for post training hand-holding and monitoring for entrepreneurship or employment through the following activities:

8.4.1 For Wage-Employment

- a. Assist in the application procedures for obtaining required certification / licenses / approvals;
- b. Assist the trainee in wage-based placement in large, medium or small companies / organizations where the skills of the trainees may be put to productive use;
- c. Link the trainee to a SPOC to assist and provide counseling / guidance in case of issues faced at place of work; and
- d. Ensure that trainees are placed in a safe work environment.

8.4.2 For Self-Employment

- a. Assist the trainees to start up their own enterprise either individually or as a group (collectives, JLGs etc);
- b. Assist the trainees on-site, in case of any technical issues faced while implementing different components of training;
- c. Assist in the application procedures for obtaining required certification / licenses / approvals;
- d. Assist in documentation needed to avail finance from bank and other financial institutions/ grants, loans and Govt. subsidies available;
- e. Link trainees with growth sectors of the state and especially hospitality industry (tour and travel institutes, hotel and resort companies, etc.), agriculture and related trades of native sector for linkages to prospective customers / clients;

8.5. Assessment & Certification

STP must orient and prepare the trainees for final assessment and certification and aligned to National Skills Qualification Framework (NSQF) or as per the relevant guild qualification standards. Assessment and NCVT / SSC aligned to NSQF Certification shall be done by the STP through a third party identified by MSSDS. The trainees should clearly understand the purpose, methodology and benefits of third-party assessment and certification. To achieve the above objectives the STP shall:

- a. Share assessment strategy and assessment plan with MSSDS;
- b. Carry out internal assessments of trainees from time to time and share progress report with MSSDS;
- c. Shall coordinate with the third-party assessors and the certifying body for final assessment and certification in curriculum and the skill, knowledge and attitude level of each trainee as acceptable to the industry or employer. This is to ensure that pass outs are of a high standard and are eagerly sought after by employers and clients. The names and details of the certificates and the assessment agencies shall be mentioned in the project proposal. These should include only those agencies that have been empaneled by NCVT/SSC aligned to NSQF
- d. Prepare the candidates for final assessment by third party;
- e. Ensure award of certificates to all the successful candidates; and
- f. Coach and prepare unsuccessful candidates for reassessment.

Third party certification – Independent certification and assessment by third party agencies of both curriculum and the skill, knowledge and attitude level of each trainee of a quality level that is high enough to ensure that trained candidates are of a high standard and would be capable of engaging in High Quality Self-Employment endeavors or get quality placement.

9. Resource Requirements

9.1. Team: Composition and Qualification Requirements

The persons who are deployed as trainers³ should have the requisite exposure to the process/ field/ domain / activity to meet the outcomes of the training. They should also possess the knowledge, skills and attitude needed to be a good trainer in their domain. The educational qualification and experience level of the trainers has to be tested and verified by the STP and validated by the MSSDS or its agency/ representative. A database of all trainers of the STP should be maintained and their performance will be tracked by MSSDS through a pre-defined checklist, regular feedback forms and post training program questionnaires to be filled in by trainees. The qualification of the trainers to be aligned as per NSQF guidelines. The minimum requirement of batch size, number of trainers and person-months per trainer have been indicated and the STPs are required to propose the number and person-month of trainers depending on their approach and training plan. The required manpower in term of Key and Non-Key experts to train the indicated number of participants with the Team Composition, Qualification and Experience is given below:

9.2. Composition of Team and Number of Resources with Duration

S.No.	Key/Non-Key Experts	Team Composition	Nos.	Duration in Person Months
1	Key Expert	Team Leader	01	12
2	Key Expert	Senior Market Linkage expert	01	08
3	Key Expert	Senior Trainer	01	12
4	Non-Key Expert	M&E and MIS Expert	01	12
Total Key Experts			04	
5	Non-Key Expert	Trainer (03 Account executive trainers and 02 BCs trainers)	05	60
6	Non-Key Expert	Counselor	01	08
7	Non-Key Expert	Coordinator-cum-Mobiliser	01	12
8	Non-Key Expert	Office-cum-Accounts Assistant	01	08
Total Non-Key Experts			08	
Total Key + Non-Key personnel			12	132

Note: The qualified firm will have to submit supporting documents for financial proposals as required later (for example salary slips of experts to support remuneration claimed etc.)

³ As per NSQF guidelines/ parameters

9.3. Qualification and Experience of the Key and Non-Key Experts

Key Experts

#	Team Composition	Preferred Qualification Requirements	Preferred Experience Requirement	Expected Deliverables Reporting requirements
1.	Team Leader	Graduation	5 years inline experience in Team Management preferably on skill development projects.	Overall project planning and resource allocation, ensuring on time and high quality training delivery, furnishing reports and feedback as per the ToR. Day-to- day management of logistics and operational activities for smooth running of the project.
2.	Senior Market Linkage Expert	Graduate	5 years' professional experience with 3 years' experience in similar role is preferable.	<p>Liaison with companies / organizations / agencies to help successful candidates for employment which will lead to premium placement and / or Liaison with agencies / local banks/ co-operatives/ microfinance organizations/ SHG and JLG/ Village and community forums to help successful candidates initiate entrepreneur activities.</p> <p>Handholding and facilitating documentation and procedural requirements related to employment – wage or self. Provide support to Market Linkage Experts and monitor their work. Provide inputs for development of Course Curriculum in line with potential employment opportunities.</p>
3.	Senior Trainer	Graduate in finance/ commerce or relevant financial domains	5 years of experience as trainer.	<p>Preparing Lesson and Demonstration Plan, conducting classes (both Theory and Skill Practical), and assessing trainees are primary Responsibility. Ensure impart training on all NOS elements as per QPs and to ensure 100% pass in all batches.</p> <p>Facilitating screening, mobilization and industry visit during internship & on the job training and / or identification of entrepreneurial activities are the secondary responsibilities.</p>

				Weekly report, Trainees Assessment report, batch Completion report, feedback from the industry and trainees during on the job training. Assist Trainers in preparing session plans and training delivery.
4.	M&E and MIS Expert	MBA/ PG/ MSW from reputed institutes	5 years of experience in monitoring and evaluation frameworks, concurrent process evaluation and support, data management and decision support systems for livelihoods and related theme. Experience and knowledge on statistics and research	Monitoring and evaluation of the value chain used and its impact. Monitoring of ongoing activities and mapping against the end goal. Tracking the progress made. Consolidating and disseminating information on program progress in form of periodic implementation progress reports.

Non- Key Experts

1.	Counselor	Bachelor's Degree / Diploma in Behavioural Science or Social Science	5 years' experience in career guidance & counselling Or 3 years' experience as a counsellor in skill development projects	Generating awareness about training program, counselling parents and trainees to understand aspiration levels, interest, socio-economic-family situations. Matching the trainee aspiration and interest with the training courses, batch formation, motivating the trainees to complete the course and get certified. Conduct one to one counselling sessions with trainees. Administering psychometric tests (as and when required), interpreting test scores and preparing report and recommendations
2.	Accounts Executive Trainer	B. Com	3 years of overall experience in BFSI domain and 2 years of experience in accounting subjects	Aptitude for conducting training, and pre/ post work to ensure competent, employable candidates at the end of the training. Strong communication skills, interpersonal skills, ability to work as part of a team; a passion for quality and for developing others; well-organized

	Business Correspondence Trainer	Graduate	3 years of experience in BFSI domain, experience as trainer in business correspondence subjects	and focused, eager to learn and keep oneself updated with the latest in the mentioned field. Inform the trainees of potential avenues of job opportunities available, prepare them for the required competition/ interview etc. and guide them for successful employment.
3.	Coordinator-cum-Mobiliser	Bachelors' Degree in any field	3 years' experience as skill development program coordinator/mobilizer	In consultation/collaboration with the community mobilizers from NGO the STP coordinator cum mobilizer cum counsellor shall generate awareness about Training program, involve community and family during mobilization and ensure quality enrolment. Ensure batch formation based on region, language, interest and other preferences. Ensure on time training with maximum attendance; coordinate with trainers, trainees, family, and community for smooth operations of each batch, maintaining daily/weekly/monthly reports
4.	Office-cum-Accounts Assistant	Bachelors' Degree in Commerce with knowledge of tally	3 years' experience in office & accounts related activities including maintenance of vouchers/ receipts, etc.	Prepare, examine, and analyse accounting records, financial statements, and other financial reports to assess accuracy, completeness, and conformity to reporting and procedural standards. Compute taxes owed and prepare tax returns, ensuring compliance with payment, reporting and other tax requirements

10. Print and Non-Print Materials

The STP shall develop the following print and non-print contents for the training programs. The intellectual property rights regarding all the print and non-print contents/SIM/Reference material/etc. shall remain with MSSDS.

Type	Reference reading material / articles/ case studies, evaluation/feedback questionnaires	For participants and trainers
Print	Participant Notes to include Activity sheets (Individual, group, etc.)	For participants and trainers
	Self-instruction material (SIM)	For participants and trainers
	Reflective diary/ journal	For participants and trainers
	Trainer Notes	For STP facilitators as well State Identified facilitators (Master Trainers)
Non-Print	Contents and other training materials in the form of CDs; DVDs; Films; software; ICT tool; materials or Tablets/PCs	For STP facilitators as well State Identified facilitators (Master Trainers)

11. Ongoing Monitoring and Evaluation

The STP shall also design and develop various print as well as non-print evaluation tools for monitoring and assessment of training programs including mid-course corrections (if any).

12. Indicative Timeline

Duration: The assignment would be for a total period of 12 Months. Post completion tracking and hand holding of the trainees would be conducted by the STP up to the contract period and for a maximum period of 06 months. Following is the indicative timelines for the various activities

Release of RFP	Nov 2018
Pre-bid meeting	Nov 2018
Signing of Contract with successful bidder as STP	Jan 2019
Completion of design of the training program and Commencement of Training Program	Feb 2019
Completion of training program	Jan 2020

The Timeline for Project Completion would be 12 Months i.e. from Feb 2019 to Jan 2020. The Training under consideration is dependent upon other factors such as Environmental Conditions, Gestation Period, Incubation Period, etc or other unforeseeable factors which might affect completion time, and

based on such acts of nature, the Client may consider request for extension of execution period from the STP on mutual agreement as per terms of the Contract Agreement.

13. Training Venue

The STP shall be responsible for arranging, managing and maintaining logistics for the training programs identified including the training venues.

14. Deliverables

The firm would report to the CEO, MSSDS and Government of Meghalaya. 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:

Envisaged Deliverables	Days (Calendar Days)
Signing of contract	T ₀
Inception Report including Curriculum and course modules	T ₁ = T ₀ + 30
Monthly training report	5 th day of every month
Batch completion Report	within 15 days of the batch completion
Post training Tracking Report for each batch	Every month on or before the 10th day of the subsequent month commencing from the date of completion of Training for a maximum period of 06 months.
The Final Tracking Reports / Project Completion Reports	To be submitted by at least 15 days before the Contract Completion Date.

15. Payment Schedule

Following is the indicative payment schedule:

Sl. No	Indicative Milestones to be Achieved	T = Time line (in Calendar Days)	Payment Schedule
1	Signing of Contract ⁴	T ₀	10%
2	Submission of draft Inception Report including: Project mobilization Plan, Training center location and infrastructure Placement of resources, Activity implementation schedule, Training plan, M&E plan, Curriculum and Course Modules.	T ₁ = T ₀ + 30	10%
3	Completion of the training of 25% target	Within 15 days of the submission of batch completion reports	10%
4	Completion of the training of next 25% target	Within 15 days of the submission of batch completion reports	10%
5	Completion of the training of next 25% target	Within 15 days of the submission of batch completion reports	10%
6	Completion of the training of remaining 25% target	Within 15 days of the submission of batch completion reports	10%
7	Post training handholding report of total trainees after completion of 100% target completion	15 days before the Contract Completion Period	30%
8	The Final Tracking Reports / Project Completion Reports	15 days before the Contract Completion Period	20%

⁴10% as mobilization advance on submission of advance bank guarantee

16. MSSDS's Input and Counterpart Personnel

MSSDS will provide relevant documents / information pertaining to the State of Meghalaya to run the project smoothly.

- a) MSSDS will identify an official as point of contact to resolve any query/bottleneck/roadblocks/problems/issues related to project operations;
- b) MSSDS will provide the following inputs, project data and reports to facilitate preparation of the Proposals:
 - Data related to village/blocks and clusters;
 - Data related to SHG/JLG/Village and community forums/ Microfinance organizations;
 - List of potential Trainees mobilized by the NGO partner of the project;
- c) MSSDS will coordinate to enlist suitable panel of assessors as per the training model and assessment strategy submitted by STP;
- d) MSSDS if required, will assist the STP for hiring/execution of lease of infrastructure, as stated in the Undertaking at Appendix 1.

17. Copyright

The training model and the content submitted by the STP would be owned by MSSDS.

FORMAT A

UNDERTAKING

I, _____ (name of owner/ authorized signatory), owner / authorized signatory of _____ (name of Organization), bearing Registration Number _____ having its registered office at _____ (address of Organization) hereby undertake and affirm:

1. that, the Organization is participating in the Bid for Training of Meghalaya Youth as Accounts Executive - Accounts Payable and Receivable / Business Correspondence & Business Facilitator;
2. that, on being selected, the Organization shall identify suitable infrastructure, for hire / execution of lease with MSSDS for training purposes as part of the deliverables ;
3. that the organization will factor the cost of hire/lease as part of the financial proposal

(Signature of Authorized Signatory)

(Seal)