

**North East Rural Livelihood Promotion Society**  
Ministry of DoNER, Govt. of India

House No. 102, Dilip Huzuri Patah,  
Dispur, Guwahati – 781006


PD/NERLP-2012-13/165(pt-1)/148

Dated: 01/03/2018

Request for Proposal – Extension time

The last date for receiving of Request for Proposal (RFP) for Vocational Training Providers for Skill Development Training & Placement vide memo no. PD/NERLP/2012-13/165(part-1)/85, dated 05/02/2018 has been extended till **15<sup>th</sup> March 2018**. The terms and conditions relating to the RFP remains the same.

This is issued with the approval of the competent authority.

  
11/3/18

(Paul Lokho)

Chief Operating Officer  
NERLP, Guwahati

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Dated: 05/02/2018

### REQUEST FOR PROPOSAL FROM VOCATIONAL TRAINING PROVIDERS

North East Livelihood Promotion Society, an autonomous body under the Ministry of Development of North Eastern Region (DoNER), Govt. of India, invites proposals from willing Vocational Training Providers (VTP), having **NSDC** empanelment/government registration, for providing skill training and placement in various trades for the youths of NERLP Project Areas.

Proposals in prescribed format (Available on our website) along with relevant documents in sealed envelopes and super-scribed as "Proposal for Vocational Skills Training" should reach the office of the 'Project Director' House No. 102, Dilip Huzuri Path, Dispur, Guwahati – 781006, on or before 20<sup>th</sup> February 2018.

Soft copy may also be submitted at [nerlpdoner@gmail.com](mailto:nerlpdoner@gmail.com).

Format for submission of Proposal is available at project website: [www.nerlp.gov.in](http://www.nerlp.gov.in) / [www.nerlp-development.in](http://www.nerlp-development.in)



Project Director  
North East Rural Livelihood Project  
Guwahati (Assam)

## **REQUEST FOR PROPOSALS FROM VOCATIONAL TRAINING PROVIDERS**

### **Background:**

The North East Rural Livelihood Project (NERLP) is a central sector externally aided project of the Ministry of Development of North Eastern Region (DoNER). It covers two districts each of Mizoram (Aizawl & Lunglei), Nagaland (Peren & Tuensang), Sikkim (South Sikkim & West Sikkim) and five districts of Tripura namely West Tripura, North Tripura, Sepahijala, Khowai & Unakoti.

**The objective of the project is “to improve rural livelihoods especially that of women, unemployed youth and the most disadvantaged in the four participating states”.**

The Project Aims to:

- Transform the village economy by increasing substantially the income level of the rural households through improved production, productivity and technology
- Facilitate aggregation of products and producers for value addition and business growth
- Create opportunities for income generating activities, micro-enterprises, and jobs through vocational and skill development trainings
- Implement community development plans for sustainable management of resources and enhancement of earning opportunities
- Partner with technical agencies for implementation and technical support and value chains development.

NERLP Focus Areas:

- ❖ Making Community Based Organizations (CBOs) vibrant & sustainable through capacity building trainings, promotion of livelihoods and community based business growth.
- ❖ Community Development Plan (CDP) extends technical and implementation support to the community Development Groups (CDGs) to prepare CDP and provides financial support for implementation of these plans.
- ❖ Promotion of Livelihood through financial support to CBOs – SHGs, SHG Federations for taking up different income generating activities, providing activity based trainings to both farm and non-farm sectors, demonstration of livelihood modes, cluster development, implementation of technical support through partners, bank linkage and marketing.
- ❖ “Skill Development and Placement” sponsors skill development trainings in different trades to youths between 18 – 35 years, both boys and girls from the project districts. More than 22 national Skill Development Corporation (NSDC) empanelled vocational training providers, Government Departments and other reputed universities are partnering this mission.
- ❖ Value Chain Development- taking up value chain development on
  - Livestock:- piggery, goatery, and fishery
  - Agri - products:- tea, king chilly, vegetables
  - Spices:- ginger, cardamom
  - Non-farm:- handloom.

Skill Development & Placement component occupies a unique position in NERLP due to its focus on the rural unemployed youth and its emphasis on sustainable employment through placement. Lack of formal education, marketable skills and other constraints imposed by poverty place significant entry barrier to today’s job market. NERLP targets 20000 rural unemployed youths of its project villages to

**TERMS OF REFERENCE (ToR)  
FOR SELECTION OF VOCATIONAL TRAINING PROVIDERS**

**Empanelment:** The Vocational Training Providers (VTPs) having empanelment with NSDC, a training institute under Central Government, or registered with State Governments, are requested to submit proposals for empanelment. The skills training will be as per the DDUGKY/PMKVY and VTPs should refer their guidelines.

**This RFP will be limited to providing training on the following trades:**

1. Village level Health Worker's Skills.
2. Bedside patient assistants.
3. Diploma in Music.
4. Pharmacy Assistants training.
5. ICT (including Computer skills training)
6. Pottery.
7. Fine arts (Painting and Sculpting)
8. Food and fruit processing.
9. Hospitality.
10. Modern office management.
11. Agriculture Extension Services.
12. Village artisans' training including Pottery.
13. Eco tourism industry.
14. Tour Guides.
15. Import-export business.
16. Motor mechanics.
17. Skills for Solar Dryer/lighting Machines.
18. Weaving and Tailoring training.
19. Accountant/tally experts.
20. Traditional arts and crafts – rural artisan's training.
21. Horticulture, Floriculture development-management training.
22. Apiculture Development management training.
23. Aquaculture Development Management Training.
24. Animal husbandry development management training.

**Work Experience:** The VTP must have at least three years of experience in imparting Skill training programs.

**Infrastructure:** The VTP must possess ready infrastructure facilities like training halls, laboratories, equipment relevant for the training. The VTP must also have boarding and lodging facilities described more elaborately under accommodation below.

**Mobilization of Trainees:** Mobilization of the prospective trainees is the responsibility of NERLP and its stakeholders in the field. DPMU team shall mobilize the trainees through the help of the SHG Federations and the area coordinators. Once the list is prepared, the DPMU will inform the VTP to visit the district and conduct the screening and counselling the youths and accompany the selected candidates to the institute.

**Detail Task of the Assignment:** The VTP will be responsible for implementation of the training program from delivering the training sessions to post-training placement. The agency's scope of work will include the following:-

- **Information of the Institute:** Very specific details regarding what the trainees need to fulfill in order to get admission must be shared with NERLP. This include criteria for admission, personal effects to be brought to the institute. Written rules and regulations should also be shared.
- **Screening and Counseling of Youth:** The mobilized trainees have to be put through an assessment processor, other basic screening tests to assess the need and aptitude that are fundamental to the trades in which training is to be imparted and also to reduce mid course/post training dropout of candidates before placements. The VTP will make this assessment along with NERLP Team including necessary counseling process and will select the final list of potential youths on the basis of their application form stating the sector they are interested in. The sectors will be allocated based on candidate's preference and eligibility.
- **Orientation Training:** Youth screened by VTP will be given an orientation on work ethics; basic discipline and etiquette, managing on limited salaries, staying out of families and friends-dos and don'ts etc. This is to prevent dropouts after job placements and preparing them for a shift in the life.
- **Training Content:** The VTP will develop overview of training modules for the courses/trades they propose to offer which will include topics and duration of training program. Institute must mandatorily introduce modules on soft and communication skills in their training module. The training module should also include a 'Work Readiness Module' to be communicated to all trainees on the last 3 days of the training program. This is to acquaint them with what to expect at the work site and to provide clarity on what is Provident Fund, overtime, his / her entitlement as an employee, call centre/facilitation centre details etc. The list of key staff deployed to deliver training modules along with their qualifications and work experience should be informed to NERLP.
- **Accommodation:** The Training Provider Institute must make suitable accommodation for trainees, and ensure proper board and lodge facilities with sufficient running water, adequate toilet and bathroom with at least 1:10 ratio. The facility also should have adequate lighting provisions and healthy and hygienic kitchen and dining provisions. The institute also should ensure proper security arrangement as well as well managed and established rules and regulations. Separate accommodation for female trainees to be provided with female warden.
- **Training and Certification of youth:** The training program must be conducted by a team of subject matter specialists and training specialists to take care of content and pedagogy respectively. VTP will have to make available the training infrastructures viz. tools, equipment, raw materials, training support tools like audio-visual aids etc. The training program will have to conduct as per the identified skill batch-wise in suitable locations. The program will necessarily involve theoretical, practical sessions in trade related skills along with exposure to related industry/trade centre. Independent assessment of the trainees will have to be conducted by third party agencies that are Govt. recognized and the certificate will be issued to successful trainees.
- **Placement of trained youths:** The VTP has to assure placement of at least 70% of the total trainees after completion of training. For this purpose; a list of potential employers should be highlighted when submitting the proposals. In the case of skills training for self-employment the VTP must clearly specify a period of hand-holding support to the stage when the self-employed youth can become self-reliant.

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

The RFP Should include a syllabi of training package on the concerned trade

For application format please visit: [www.nerlp-development.in](http://www.nerlp-development.in)

**Anexure 1. Format for submission of proposal**

**A. Summary Sheet**

| Sl. No | Particulars                                                                                                                                          | Details |
|--------|------------------------------------------------------------------------------------------------------------------------------------------------------|---------|
| 1.     | Name of the organization                                                                                                                             |         |
| 2.     | Address of registered office                                                                                                                         |         |
| 3.     | Address of local/district office (Please give State wise detail of office)                                                                           |         |
| 4.     | Contact details                                                                                                                                      |         |
| 5.     | Name of Contact person                                                                                                                               |         |
| 6.     | Designation                                                                                                                                          |         |
| 7.     | Telephone                                                                                                                                            |         |
| 8.     | Fax                                                                                                                                                  |         |
| 9.     | Email                                                                                                                                                |         |
| 10.    | Website                                                                                                                                              |         |
| 11.    | Registration details (number and date) of the Organisation                                                                                           |         |
| 12.    | Income tax registration and PAN no. details of the Organisation                                                                                      |         |
| 13     | Annual turnover for last 3 years                                                                                                                     |         |
|        | 2014-15                                                                                                                                              |         |
|        | 2015-16                                                                                                                                              |         |
|        | 2016-17                                                                                                                                              |         |
| 14     | Status of Audited statement ( Yes/No)                                                                                                                |         |
|        | 2014-15                                                                                                                                              |         |
|        | 2015-16                                                                                                                                              |         |
|        | 2016-17                                                                                                                                              |         |
| 15     | Agency whether having certification for any quality management system, If yes, name and details of the Institutions from whom certification achieved |         |
| 16.    | Number of years of experience in skill development and placement training                                                                            |         |

|           |                                                                                                                                                                                                                                               |  |
|-----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>17</b> | Number of Skill Training completed so far                                                                                                                                                                                                     |  |
|           | 2014-15                                                                                                                                                                                                                                       |  |
|           | 2015-16                                                                                                                                                                                                                                       |  |
|           | 2016-17                                                                                                                                                                                                                                       |  |
| <b>18</b> | Number of Persons trained so far (mention no against different trade)                                                                                                                                                                         |  |
|           | 2014-15                                                                                                                                                                                                                                       |  |
|           | 2015-16                                                                                                                                                                                                                                       |  |
|           | 2016-17                                                                                                                                                                                                                                       |  |
| <b>19</b> | Number of persons placed so far against number of person trained                                                                                                                                                                              |  |
|           | 2014-15                                                                                                                                                                                                                                       |  |
|           | 2015-16                                                                                                                                                                                                                                       |  |
|           | 2016-17                                                                                                                                                                                                                                       |  |
| <b>20</b> | Name and type of Organizations (Govt. Semi Govt., Corporate, Non Govt.) Where the agency has provided or is continuing Training and placement services for last 3 years i.e. 2014-15, 2015-16, and 2016-17.                                   |  |
| <b>21</b> | Number of employees with professional field experiences                                                                                                                                                                                       |  |
| <b>22</b> | No of Key Persons to be involved in the Training from the                                                                                                                                                                                     |  |
| <b>23</b> | No of Key Persons to be involved in the Training to be hired (if any)                                                                                                                                                                         |  |
| <b>24</b> | Has the Agency has been blacklisted by any government (Union and/or state), Ministry /Department /Organization /NABARD /CAPART /Multinational donor agency/etc. or any other donor/partner organization in the past? If yes, provide details. |  |
| <b>25</b> | Is the Agency a member of any Agency network/alliance? If yes, provide details.                                                                                                                                                               |  |



**B. Detail Information**

| Sl. No | Particulars                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|--------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1      | Submit a write up in about 1500 - 2000 words on the Introduction of the Agency, its evolution, founding philosophy, values, beliefs, vision, mission, activities, major achievements and plans for future.                                                                                                                                                                                                                                                                                                            |
| 2      | <p>Details of similar Training related to Skill Development and Placement that has been completed and being successfully implemented in last 3 years (2014-15, 2015-16, 2016-17). Pl give in details in separate sheet about:</p> <ul style="list-style-type: none"> <li>• Project area,</li> <li>• Name and level of skills developed, Sponsoring agencies,</li> <li>• Total funding,</li> <li>• Duration,</li> <li>• Target group</li> <li>• Training Tools</li> <li>• Placement Details and Key outcome</li> </ul> |
| 3      | Name and type of Organizations (Govt. Semi Govt., Corporate, Non Govt.) where the agency has provided or are continuing Training and placement services for last 3 years (2014-15, 2015-16, 2016-17).                                                                                                                                                                                                                                                                                                                 |
| 4      | Approach and Methodology of the Training Tools & Techniques, Training Curriculum, Placement, Strategies, Network Organization where placement will be made, offer salary, Trainee retention strategy                                                                                                                                                                                                                                                                                                                  |
| 5      | Write up on Post Placement Tracking Strategies and methodologies                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| 6      | Full time, Professional manpower of the Organization to be involved person wise small paragraph                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 7      | Key Persons to be involved in the Training and placement from the Organization to be involved person wise small paragraph. Detail description as CV to be attached (in separate sheet)                                                                                                                                                                                                                                                                                                                                |
| 8      | Key Persons to be involved in the Training to be hired (if any) person wise small paragraph. Detail description as CV to be attached (in separate sheet)                                                                                                                                                                                                                                                                                                                                                              |
| 9      | <p>Write up on type of Infrastructures available with the Agency for the training:</p> <ul style="list-style-type: none"> <li>• Training Hall,</li> <li>• Lodging arrangement,</li> <li>• Tools/ Equipments/ Raw Materials etc.</li> </ul>                                                                                                                                                                                                                                                                            |
| 10     | Type of Infrastructures to be hired (if not available) by the Agency for the training and from whom it will be hired Training Hall, Lodging arrangement, Tools/ Equipments/ Raw Materials etc.).                                                                                                                                                                                                                                                                                                                      |
|        | A short note of about 500 words on why the Agency thinks it is suitable to conduct the Training for youth with NERLP.                                                                                                                                                                                                                                                                                                                                                                                                 |
| 11     | Describe in brief about the experience of working in NERLP States, particularly with respective Govt.                                                                                                                                                                                                                                                                                                                                                                                                                 |

|    |                                                                                                                                                                       |
|----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 12 | Audited statement of 2014-15, 2015-16, 2016-17 (please submit only the Balance Sheet and Income Expenditure Statement)                                                |
| 13 | Please express your willingness for training and placement in the geographical area and mentioned the trades in the appropriate column as given below mentioned Table |

