

**REQUEST FOR EXPRESSION OF INTEREST**  
**(CONSULTING SERVICES-FIRMS SELECTION)**

**Name of Country:** India

**Name of Project:** Uttarakhand Work Force Development Project (UKWDP)

**Consulting service:** Engagement of Consulting Firm for Professional Development Plans (PDPs) for Principals, Foremen & Teachers in 148 functional Govt. Industrial Training Institutes in Uttarakhand.

**Period of Consultancy** Six Months for Need Assessment and Development of Strategic Plan for Training of Principals, Foremen, Teachers and staff at ITIs.

**Project No:** P-154525

**Expression of Interest:**

1. The Project Director, Uttarakhand Work Force Development (UKWDP), Government of Uttarakhand, has received a loan from the International Bank for Reconstruction and Development (IBRD), and intends to apply part of the loan proceeds to make payments under the contract for Uttarakhand Work Force Development Project.
2. The UKWDP is a Workforce Development Project for improving the comprehensive quality and relevance of 25 priority Govt. ITIs in the 13 districts of Uttarakhand and industry cluster areas of the State. The period of the Project is from 2018 to 2023.
3. The Project Director, UKWDP proposes to engage **One** consulting firm to prepare detailed Professional Development Plans (PDPs) for Principals, Foremen & Teachers respectively in 148 functional Govt. ITIs in Uttarakhand. The PDP will include training programs and plans for all ITI principals, foremen, and teachers in the public ITI system in Uttarakhand. It will also specify the list of training partners, courses of training or expected areas of training, training cost, and timeline of training. ITI principals, foremen, and teachers and industries will be consulted for finalizing the draft PDP. The PDP needs to be discussed and reviewed by industries. The details of 148 ITIs are annexed as annexure 1.
4. The consulting firm to commence preparation of PDPs immediately after signing of contract. The total period of consultancy shall be Six months for Need Assessment and Development of detailed Strategic Plan for Training of Principals, Foremen and Teachers and staff in ITIs.
5. **The Evaluation Criteria for selecting the Consulting Firm:** Annexed as Annexure-2
6. **Terms of Reference:** Annexed as Annexure-3
7. The attention of interested Consultants is drawn to paragraph 1.9 of the World Bank's *Guidelines: Selection and Employment of Consultants under IBRD Loans and IDA Credits & Grants by World Bank Borrowers* (January 2011, revised July 2014) ("Consultant Guidelines"), setting forth the World Bank's policy on conflict of interest. In addition, please refer to the following specific information on conflict of interest related to this assignment: conflict between consulting activities and procurement of goods, works or non-consulting services; conflict among consulting assignments; and relationship with Borrower's staff.
8. Consulting firm may associate with other firms in the form of a joint venture or a sub-consultancy to enhance their qualifications. The "Association" may take the form of a joint venture (with joint and several liability) or of a sub-consultancy, and this should be stated clearly in the submission.
9. A Consultant will be selected in accordance with the **QCBS** method set out in the Consultant Guidelines.
10. Further information can be obtained at the address below during office hours from **10.00 to 17.00 hours** or by attending a pre-consultation meeting shall be held on 5<sup>th</sup> December, 2018, 11:00 AM at

SPIU Conference Hall, Govt. ITI (Women), 26 EC Road, Dehradun. The consulting firms may participate in this meeting on their own expenses. Attending the pre-consultation meeting is not mandatory. The minutes of this meeting can be viewed by all on the website- [www.uksdm.org](http://www.uksdm.org)

11. Expressions of interest (EOI) must be delivered in a written form and should include firm's demonstrated capacity to provide the required expertise. Expressions of interest must be delivered to the address below through registered post/speed post/ courier/ by-Hand by 10<sup>th</sup> December, **2018** till 1700 hrs.

**Uttarakhand Workforce Development Project**

**The Project Director,**

**State Project Implementation Unit (Govt. Girls ITI Campus),**

**26 EC Road, Near Survey Chowk, Dehradun, 248001, Uttarakhand**

**E-mail: [spiuuttarakhand@gmail.com](mailto:spiuuttarakhand@gmail.com)**

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**LIST OF TEACHING STAFF AT 148 GOVT. ITIs**  
**Annexure-1**

S. No.	Name of Institute	District	Total Capacity	No. of Faculty Members (In Place)			No. of Trades	Type of ITI
				PPL	F.I.	Inst.		
1	<b>GITI (Boys), Dehradun</b>	<b>Dehradun</b>	<b>686</b>	<b>1</b>	<b>7</b>	<b>51</b>	<b>18</b>	<b>Large</b>
2	GITI, Vikasnagar, Dehradun	Dehradun	387		1	9	5	Medium
3	GITI (Girls), Dehradun	Dehradun	329	1	2	8	11	Medium
4	GITI, Mussoorie, Dehradun	Dehradun	115		1	4	4	Small
5	GITI, Rajpur Road, Dehradun	Dehradun	299	1	1	13	9	Medium
6	GITI, Tyuni, Dehradun	Dehradun	21		1	0	1	Small
7	GITI, Lakhamandal, Dehradun	Dehradun	21		1	0	2	Small
8	GITI, Kalsi, Dehradun	Dehradun	183		1	5	7	Small
9	<b>GITI (Boys), Haridwar</b>	<b>Haridwar</b>	<b>372</b>	<b>1</b>	<b>4</b>	<b>25</b>	<b>10</b>	<b>Large</b>
10	Vishist ITI Haridwar	Haridwar	247	1	0	13	8	Medium
11	GITI, Pirankaliyar	Haridwar	141		1	5	4	Small
12	GITI, Delna, Haridwar	Haridwar	68		1	5	3	Small
13	GITI, Narsan, Haridwar	Haridwar	42		1	2	1	Small
14	GITI, Laldhang, Haridwar	Haridwar	84		1	4	3	Small
15	GITI, Laksar, Haridwar	Haridwar	42		1	2	1	Small
16	GITI, Khanpur, Haridwar	Haridwar	84		1	5	3	Small
17	GITI, Sikroda, Haridwar	Haridwar	21	1	1	3	4	Small
18	<b>GITI, Rudraprayag</b>	<b>Rudraprayag</b>	<b>241</b>	<b>1</b>	<b>1</b>	<b>5</b>	<b>5</b>	<b>Medium</b>
19	GITI, Ukhimath	Rudraprayag	47		0	0	3	Small
20	GITI, Chirbatiya	Rudraprayag	68		0	1	3	Small
21	GITI, Agastyamuni	Rudraprayag	68		0	1	4	Small
22	GITI, Basukedar	Rudraprayag	42		0	0	3	Small
23	<b>GITI, Kanda</b>	<b>Bageshwar</b>	<b>146</b>	<b>1</b>	<b>1</b>	<b>2</b>	<b>6</b>	<b>Small</b>
24	GITI, Kathpuriyacheena	Bageshwar	68			1	3	Small
25	GITI, Garud	Bageshwar	42			0	4	Small
26	GITI, Nakuri	Bageshwar	42			0	3	Small
27	GITI, Kapkot	Bageshwar	68			2	3	Small

28	<b>GITI, Srinagar</b>	<b>Pauri</b>	<b>508</b>	<b>1</b>	<b>4</b>	<b>21</b>	<b>15</b>	<b>Large</b>
29	GITI, Lower Bazar	Pauri	73	1	1	5	6	Small
30	GITI, Pokhra	Pauri	188	1	1	3	7	Small
31	GITI, Saldmahadev	Pauri	361	1	1	7	6	Small
32	GITI, Rikhnikhal	Pauri	21		0	0	2	Small
33	GITI, Jayharikhal	Pauri	47		1	4	4	Small
34	GITI, Kanskhet	Pauri	21		1	0	1	Small
35	GITI, Ekeswar	Pauri	47		1	0	2	Small
36	GITI, Duggada	Pauri	277	1	1	7	9	Medium
37	GITI, Dwarikhal	Pauri	26		1	0	2	Small
38	GITI, Kotdwar	Pauri	110		1	4	3	Small
39	GITI, Gaindkhal	Pauri	68		1	2	2	Small
40	GITI, Yamkeswar	Pauri	126		1	0	3	Small
41	GITI, Bungidhar	Pauri	68		0	4	7	Small
42	GITI, Pabo	Pauri	115		1	0	4	Small
43	GITI, Paithani	Pauri	146		1	1	7	Small
44	GITI, Thalısain	Pauri	47		0	0	3	Small
45	<b>GITI, New Tehri</b>	<b>Tehri</b>	<b>388</b>	<b>1</b>	<b>4</b>	<b>14</b>	<b>12</b>	<b>Medium</b>
46	GITI, Bauradi	Tehri	73		1	2	2	Small
47	GITI, Chamba	Tehri	350	1	1	6	5	Small
48	GITI, Muni ki Reti	Tehri	89	1	1	3	4	Small
49	GITI, Devprayag	Tehri	73		1	1	4	Small
50	GITI, Rauddhar	Tehri	47		0	1	3	Small
51	GITI, Anjanısain	Tehri	21		1	0	1	Small
52	GITI, Chamıyala	Tehri	89		1	1	3	Small
53	GITI, Thatyud	Tehri	68		1	0	2	Small
54	GITI, Thauldhar	Tehri	26		1	1	3	Small
55	GITI, Nainbagh	Tehri	21		0	0	2	Small
56	GITI, Jhinjhınısain	Tehri	68		0	0	3	Small
57	GITI, Nakot	Tehri	21		0	0	3	Small
58	GITI, Pab ki devi	Tehri	21		1	2	3	Small
59	GITI, Bagsain	Tehri	21		0	0	3	Small
60	GITI, Rajaakhet	Tehri	42		0	0	3	Small
61	GITI, Lambgaon	Tehri	42		0	0	3	Small
62	GITI, Chakaa	Tehri	21		1	0	3	Small
63	GITI, Ranaakot	Tehri	21		0	0	4	Small

64	<b>GITI (Boys), Haldwani</b>	<b>Nainital</b>	<b>515</b>	<b>1</b>	<b>5</b>	<b>35</b>	<b>17</b>	<b>Large</b>
65	GITI, (Girls), Haldwani	Nainital	99	1	1	5	5	Small
66	GITI, Bheemtal	Nainital	52		1	2	4	Small
67	GITI, Bhowali	Nainital	73		1	2	4	Small
68	GITI, Dhokane	Nainital	42		1	0	3	Small
69	GITI, Ramnagar	Nainital	94		1	8	7	Small
70	GITI, Kaladungi	Nainital	47		1	2	3	Medium
71	GITI, Donpareva	Nainital	21		1	0	3	Small
72	GITI, Bindukhatta	Nainital	42		1	3	5	Small
73	GITI, Tandi	Nainital	356		0	6	5	Small
74	GITI, Okhalkanda	Nainital	47		1	3	3	Small
75	GITI, Betalghat	Nainital	47		1	2	3	Small
76	<b>GITI, Kashipur (Boys)</b>	<b>US Nagar</b>	<b>472</b>	<b>1</b>	<b>4</b>	<b>20</b>	<b>14</b>	<b>Large</b>
77	GITI, Bajpur	US Nagar	152		1	2	4	Medium
78	GITI Vishist, Pantnagar	US Nagar	52		1	3	6	Medium
79	GITI (Girls) Kashipur, Udham Singh Nagar	US Nagar	167		1	2	4	Small
80	GITI, Sitarganj	US Nagar	68	1	1	3	3	Small
81	GITI, Juspur	US Nagar	178		1	4	4	Small
82	GITI, Gadarpur	US Nagar	89		1	2	4	Small
83	GITI, Dineshpur	US Nagar	278		1	8	5	Small
84	GITI, Kitcha	US Nagar	68		1	3	3	Small
85	GITI, Khatima	US Nagar	84		1	2	3	Small
86	<b>GITI, Almora</b>	<b>Almora</b>	<b>635</b>	<b>2</b>	<b>3</b>	<b>30</b>	<b>19</b>	<b>Large</b>
87	GITI, Briten Corner	Almora	105	1	1	3	6	Small
88	GITI, Machod	Almora	157		1	1	4	Small
89	GITI, Danya	Almora	94	1	1	2	4	Small
90	GITI, Sadarquerala	Almora	168		1	3	5	Small
91	GITI, Khoont	Almora	110		1	0	2	Small
92	GITI, Daulaghat	Almora	42		1	1	3	Small
93	GITI, Jayanti	Almora	167		1	2	8	Small
94	GITI, Syalde	Almora	26		1	1	1	Small
95	GITI, Binta	Almora	47		1	2	3	Small
96	GITI, Maasi	Almora	47		1	1	3	Small
97	GITI, Dholcheena	Almora	225		1	0	5	Small
98	GITI, Bamsyun	Almora	110		1	2	5	Small

99	GITI, Ranikhet	Almora	21		1	1	2	Small
100	GITI, Saraikhet	Almora	68		1	0	4	Small
101	GITI, Naini	Almora	42		1	0	3	Small
102	GITI, Daula	Almora	73		1	0	3	Small
103	GITI, Someswar	Almora	131		1	1	4	Small
104	<b>GITI, Karnprayag</b>	<b>Chamoli</b>	<b>188</b>	<b>1</b>	<b>1</b>	<b>10</b>	<b>6</b>	<b>Medium</b>
105	GITI, Ghat	Chamoli	26		0	0	3	Small
106	GITI, Tapovan	Chamoli	136	1	0	1	5	Small
107	GITI, Pokhari	Chamoli	68		1	4	7	Small
108	GITI, Gairsain	Chamoli	52		0	2	2	Small
109	GITI, Nandasain	Chamoli	42		0	0	3	Small
110	GITI, Narayanbagad	Chamoli	26		1	0	2	Small
111	GITI, Dewal	Chamoli	73		0	2	4	Small
112	GITI, Gopeswar	Chamoli	115	1	0	2	5	Small
113	GITI, Sonlabacher	Chamoli	21		0	0	3	Small
114	GITI, Bund	Chamoli	42		0	0	3	Small
115	GITI, Helung	Chamoli	42		0	0	3	Small
116	GITI, Hafila	Chamoli	42		0	0	3	Small
117	<b>GITI, Barkot</b>	<b>Uttarkashi</b>	<b>398</b>	<b>1</b>	<b>1</b>	<b>10</b>	<b>10</b>	<b>Medium</b>
118	GITI, Chinyalisaud	Uttarkashi	68		0	0	4	Small
119	GITI, Purola	Uttarkashi	120		0	1	4	Small
120	GITI, Dunda	Uttarkashi	21		1	1	1	Small
121	GITI, Banchaura	Uttarkashi	42		0	0	3	Small
122	GITI, Uttarkashi	Uttarkashi	94		1	3	4	Small
123	GITI, Mori	Uttarkashi	42		1	0	2	Small
124	GITI, Brahmkhal	Uttarkashi	84		0	1	3	Small
125	GITI, Dhauntari	Uttarkashi	21		0	0	5	Small
126	<b>GITI, Pithoragarh</b>	<b>Pithoragarh</b>	<b>460</b>	<b>1</b>	<b>2</b>	<b>12</b>	<b>11</b>	<b>Medium</b>
127	GITI, Askote	Pithoragarh	231		0	8	7	Small
128	GITI, Thal	Pithoragarh	42		1	0	2	Small
129	GITI, Rai aagar	Pithoragarh	21		0	1	1	Small
130	GITI, Gurna	Pithoragarh	42		0	0	3	Small
131	GITI, Jakhpuraan	Pithoragarh	84		1	0	3	Small
132	GITI, Jaurasi	Pithoragarh	68		0	0	3	Small
133	GITI, Dharchula	Pithoragarh	73		1	2	3	Small
134	GITI, Munsyari	Pithoragarh	47		1	0	2	Small

135	GITI, Paankhu	Pithoragarh	84		1	0	3	Small
136	GITI, Madmanle	Pithoragarh	42		1	0	3	Small
137	GITI, Gangolihat	Pithoragarh	73		0	2	3	Small
138	GITI, Bankot	Pithoragarh	84		1	0	3	Small
139	GITI, Gaurihat	Pithoragarh	42		0	0	3	Small
140	GITI, Badave	Pithoragarh	84		1	0	4	Small
141	<b>GITI, Tanakpur</b>	Champawat	<b>293</b>		<b>2</b>	<b>12</b>	<b>8</b>	<b>Medium</b>
142	GITI, Banbasa	Champawat	42		1	2	3	Small
143	GITI, Champawat	Champawat	63		1	3	3	Small
144	GITI, Talladesh	Champawat	47		0	0	3	Small
145	GITI, Khetikhan	Champawat	68		1	3	5	Small
146	GITI, Bhingrada	Champawat	21		0	0	3	Small
147	GITI, Barakot	Champawat	47		1	1	2	Small
148	GITI, Digalichaur	Champawat	42		0	0	3	Small
149	<b>JD/Directorate, Haldwani</b>	<b>HALDWANI</b>	-	<b>3</b>	<b>2</b>	<b>1</b>	-	-
<b>TOTAL</b>			<b>16704</b>	<b>32</b>	<b>132</b>	<b>505</b>		

#### Abbreviations

**PPL – Principal, F.I. – Foreman Instructor, Inst.- Instructors, JD – Joint Director,  
GITI- Government Industrial Training Institute**

#### Name of Trades in which Training is being Imparting in Uttarakhand

S. NO.	NAME OF TRADES (Technical)	S. NO.	NAME OF TRADES(Non-Technical)
1	FITTER	24	DRESS MAKING
2	WELDER	25	TOURISM GUIDE
3	COPA	26	LABORATORY ASSISTANT
4	ELECTRICIAN	27	HOSPITAL HOUSE KEEPING
5	PLUMBER	28	HR EXECUTIVE
6	MECHANIC DIESEL	29	EMBROIDARY
7	DRAUGHTSMAN CIVIL	30	CUTTING SEWING
8	DRAUGHTSMAN MECHANIC	31	STENO ENGLISH
9	REFRIGERATION & AIR CONDITIONING	32	STENO HINDI
10	ELECTRONICS	33	PAINTER GENERAL
11	DATA ENTRY OPERATOR	34	HAIR & SKIN CARE
12	WIREMAN	35	FASHION TECHNOLOGY
13	MACHINIST		
14	MECHANIC MOTOR VEHICLE		
15	INFORMATION TECHNOLOGY		
16	TRACTOR MECHANIC		
17	INSTRUMENT MECHANIC		
18	ARCHITECTURAL ASSISTANT		
19	TURNER		
20	IT & ESM		
21	CARPENTER		
22	DRIVER CUM MECHANIC		
23	SURVEYOR		

**OFFICE STAFF REGULAR**

<b>S. No</b>	<b>Name of post</b>	<b>Total Posted Employee</b>
1	Chief Administrative Officer	05
2	Senior Administrative Officer	21
3	Administrative Officer	09
4	Principal Assistant	15
5	Senior Assistant	84
6	Junior Assistant	57
7	Store Keeper	29
8	Assistant Store Keeper	53
9	Store Attendant	11
10	Workshop Attendant	23
<b>TOTAL</b>		<b>516</b>

**OFFICE STAFF OUTSOURCING (CONTRACT)**

<b>S. No</b>	<b>Name of post</b>	<b>Total Posted Employee</b>
1	Instructors	320
2	Clerks (Junior/Senior)	93
3	Store Attendant	23
4	Workshop Attendant	53
<b>TOTAL</b>		<b>798</b>

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**Annexure – 2**  
**EVALUATION CRITERIA FOR SELECTION OF CONSULTING FIRM**  
**Evaluation Criteria: Expression of Interest (EOI)**

The Evaluation Criteria for selecting the Consulting Firm are mentioned below:

S.No.	Evaluation Criteria	Max. Marks	Documents to be submitted with the EoI
1	The firm should be in business for the last ten years. 6 Marks shall be awarded to the firm who is in business for last 10 years. For the firm in business for additional 1 year in business over and above 10 years shall be awarded extra 1 mark for each additional year, subject to maximum of 10 marks. E.g. If the firm in business for 10 years only – 6 marks. If the firm in business for 11 years (10+1)- 6+1 =7 marks shall be awarded.	10	Copies of Registration, PAN, GST etc.
2	The firm should have an average annual turnover of at least INR 10 crores in the last three financial years. 6 marks for the firm having average annual turnover at least INR 10 crores in the last 3 financial years. Additional 2 marks for the firm having average annual turnover of INR 5 crores in 3 financial years over and above average annual turnover of INR 10 crore (if the average annual turnover in last 3 financial years is INR 10 +5 Cr=15 Crore 8 marks shall be awarded.)	10	Audited Financial Reports of 2015–16, 2016-17 and 2017-18.
3	Number of assignments related to training sector (TVET Training system, training of ITI, Polytechnics, Engineering college teachers & should be commensurate with the ToR at Annexure-3 of the document) undertaken for State Govt. / Govt. of India during last 5 years (4 marks for each assignment, maximum three) – <b>12 Marks</b> Relevance of similar experience of at least 06 months from other countries, especially in industrial countries (e.g. Japan, China, Germany, South Korea, United States, France etc.) (04 marks for each assignment, maximum two)- <b>08 Marks</b>	20	Details of Work Experience/Assignments undertaken as required in the ToR to support the short listing criteria accompanied by completion or work order certificate (s).
4	Experience with teacher and staff training in skills or education sector.If the key experts for assignment as indicated in point V (key experts required for the assignments from sr. 2 to 6) are 1 Team Leader + 6 Experts =07then30 Marks. For each additional expert 2 mark shall be awarded.	40	A brief profile of the agency's staff engaged in similar assignments.
5	Experience with development of HR management strategy If the key experts for assignment as indicated in point V (key experts required for the assignments for sr. 7&8) =02Experts then10 Marks. For each additional expert 5 mark shall be awarded.	20	A brief profile of the agency's staff engaged in similar assignments.
<b>TOTAL MARKS</b>		<b>100</b>	
<p><b>NOTE</b> -The firm should not have unsatisfactory track record resulting in adverse action taken by Central/State Governments in India (an undertaking must be submitted notarized on Rs.100/- stamp paper to be given in this regard by the authorized person of the firm]. Mandatory Certificate to be enclosed with EoI.</p>			

**\*Mandatory Requirement-**

***It is mandatory for the consulting firm that it meets all the evaluation criteria as listed above. If any of the criteria is not met, then in that case the applicant consulting firm shall be declared ineligible.***

**Annexure -3**  
**Government of Uttarakhand**  
**Uttarakhand Workforce Development Project (UKWDP)**  
**Terms of References for**

**Professional Development Plans (PDPs) for Principals, Foremen & Teachers in 148 functional Govt. Industrial Training Institutes in Uttarakhand"**

**I. Background**

India has made impressive progress in economic growth and poverty reduction over the past few decades. With the Gross National Income (GNI) per capita of US\$1,570 in 2014, India is a lower middle income country. The country's 54 percent of the 1.295 billion people is below 25 years old, making it an opportune context for a rapid and higher GNI growth from an on-going demographic dividend. Yet, India faces dual challenge of paucity of highly trained workforce and non-employability of the large share of youth, who come out of education and training systems. To take on these challenges, India launched the National Policy for Skill Development and Entrepreneurship in 2015 and in the 12th Five Year Plan, the Government of India (GOI) has set a goal to train 400 million workers by 2022.

Uttarakhand, with a population of about 10.1 million in 2011, is one of the youngest states of India, having been carved out of the state of Uttar Pradesh in 2000. During the fifteen years of its existence as a separate state, Uttarakhand has enjoyed a significant growth momentum, contributed by booming construction, fast growing manufacturing, trade and hotel sectors that resulted from industrial promotion policies. Gross State Domestic Product (GSDP) grew at an average rate of 14.5 percent between 2004/05 and 2013/14, exceeding the national growth rate. GSDP per capita is US\$1,973 in 2013/14. In the medium term, the challenge for the State would be to both keep the growth momentum and implement policies that would be able to increase the pace of growth.

It has been identified that the current teacher training system, which is aligned to meet NCVT requirements, presently offers minimal induction and skills qualification training as pre-service training, and negligible opportunities for continuous professional development training. An important focus of the Uttarakhand Workforce Development Project (UKWDP) is to ensure a system of continuous professional development of ITI teachers and staff (Principals and Foremen). It aims to address the persisting issue of low quality and relevance of teaching practices at ITIs through development and implementation of professional development training opportunities for principals, foremen, and teachers of ITIs through (a) domain-specific training (both theoretical and practical); (b) pedagogical or management training; (c) soft-skills training; (d) industry-based training; and (e) competency-based teacher training. Professional Development Plans will be developed based on an assessment of the existing system of training and will include recommendations on the types of training programs, including contents, durations of training, training partners, and training premises.

Given the high importance of effective teacher training and preparation to the overall objectives of this project, this TOR has been guided by sub-component 1.2 of the project (Professional development of ITI teachers and staff), and aims to establish a new professional development culture within ITI professional teaching and administration to continuously develop their technical and soft skills and to receive up-to-date industry knowledge and training in the form of Professional Development Plans (PDPs). The end goal is to establish ITI Teacher and Trainer Skills and Education Professional Administrator skills levels to comparable international TVET standards.

This TOR aims to address the reportedly persistent issue of low skill level of ITI Teachers and staff and the overall relevance of teaching practices at it now stands both to the requirements of the NCVT and the emerging requirements and demands of competency based training and assessment. This will be addressed through a comprehensive review of current teacher training recruitment and training practices followed by designing and implementing professional development training programs for principals, foremen, teachers and other supporting staff to address identified skill gaps. Effective teacher training programs are a critical success requirement for the overall objectives of the Skills Development Program.

Training initiatives suggested under this project may include but not limited to: (i) skills (domain) specific training (both theoretical and practical), (ii) pedagogical and learning management training, (iii) soft skills training, (iv) industry-based training, and (v) competency-based teacher training.<sup>1</sup>(vi) on the job training of foremen / Instructors

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Note: The NCVT has already modified the ITI curriculum as competency-based training, but there is no clear roadmap for implementing the new curriculum at ITIs because there are no competency-based assessors available in the Uttarakhand skills development system. In partnership with authorized training partners, including Sector Skills Councils and/or foreign Registered

(shop floor training in industries) (vii) any other training as per the requirement of principal/foreman/instructor/administrative staff based on the assessment made as part of the consultancy..

## II. Objectives

The overall activity of Professional Development under this Project is divided into 2 phases, including:  
Phase 1: Comprehensive review of current training system of teachers and ITI staff and training needs.  
Phase 2: Development of PDPs for continuous professional development.

The objective of the consultancy is to support SPIU with two Phases (Phase –1 & 2) of activities.

## III. Scope of Work

### Phases

**Phase 1:** The main task of the Consultant in Phase 1, is to undertake a comprehensive review of professional competency of ITI teachers and their training needs as per the current industry demands. It shall also include the review of training needs of ITI Principals and Administrative Staff.

**Phase 2:** The TOR of Phase 2 shall be based on the assessment report of Phase – 1 and will also include the requirement to provide the scope design for an internationally recognized Train the Trainer Program (TTT) to provide in-service training to current ITI teacher graduates. The scope will also include professional development programs for principals, foremen, instructors and ITI administration staff.

**Coverage of Teachers:** All teachers and staff, including permanent and contract teachers & staff is to be included under the scope of this TOR.

**Duration of Consultancy: Six Months**

## IV. Tasks and Deliverables

### **Phase I: Assessment of the Current Training Situation and Options**

- Preparation of an Assessment Report of the professional competency of ITI teachers and their training needs as per the current industry demands. The assessment report shall also include the training needs of ITI Principals and administrative staff (Private ITIs are not covered for the assessment).
- Conduct a desk top audit of the current teacher training w.r.t. the placement of ITI graduates;
  - Assess the status of ITI teacher's competency as per the current industry demand (assessment of the competency level of the ITI teacher w.r.t. the current industry needs are to be made).
  - Assess available programs by different service providers, including government agencies, private agencies, enterprises, private training providers, foreign training providers.
  - Assess available training programs for different skill sets, including but not limited to (i) skills specific training (both theoretical and practical), (ii) pedagogical and learning management training, (iii) soft skills training, (iv) industry-based training, and (v) competency-based teacher training (vi) on the job training of foremen / Instructors (shop floor training in industries) (vii) any other training as per the requirement of principal/foremen/instructor/administrative staff based on the assessment may be included.
- Conduct interviews with industry representatives and community stakeholders, current and graduated teachers, principals and foremen. Minimum 02 industry interactions per trade is mandatory.
- Assess the overall training needs based on the NCVT norms (National Council for Vocational Training) – i.e. competency standards. The assessment should not be limited to NCVT norms; it should also include current industry demands.
- Assess training experience of all teachers and staff in DTE and identify training needs.

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Training Organizations, the component aims to start the process by training master trainers for competency-based training in Uttarakhand for selected trades.

- For both in-service training, and pre-service training in case teachers are converted to different trades as part of the comprehensive reform and rationalization of ITI sector reform supported by this project (i.e. DLI 1 of the project).
- Trainings of office/administrative staff in soft skills, motivational training, hands-on computer skills & in other areas as per the needs of the staff & ITIs shall be provided.
- The frequency of trainings for Principals / Foreman / Instructors / Administrative Staff is to be included in the assessment report.
- Assess the current understanding of staff/teachers on labour legislations specifically in context of contractor labour acts, Factories Act and building, construction workers' act and so on.
- Capture the sensitivity of ITI staff/teachers on gender issues and related constraints
- Assess current knowledge and understanding of principals, teachers, foremen and staff on trade-specific health and safety practices, trade-specific waste management, good environmental practices especially with respect to those that are prevalent in the industries as well as their knowledge and understanding of occupational safety policies, rights or regulations of workers in case of accidents, environmental policies etc. In addition, assess the requirements of industries on Environment Health and Safety (EHS) during industry consultations.
- At least 34 ITIs to be covered for assessment as per details below:
  - Dehradun District (GITI Boys, Dehradun, Vikas Nagar, Women-Dehradun, Rajpur Road, Gujrada)
  - Haridwar District (GITI Vishist Haridwar, Pirankaliyar, Delna, Narsan)
  - Udham Singh Nagar District (GITI Kashipur (Boys), Bajpur, Vishist Pant Nagar, Kashipur(Women), Sitarganj)
  - Nainital District (GITI Haldwani, Kaladungi)
  - In rest 9 Districts of the State, Nodal ITI and 01 other ITI with a capacity of minimum 100 students in each District.
- After the assessment of training needs and interactions with industries and other stake holders as indicated above and before finalizing the assessment needs, a review meeting at SPIU shall be held in which the consulting firm shall present the assessment needs before a committee constituted by the Project Director and shall include the feedback of the committee before finalizing the assessment report.

**Deliverables: A comprehensive assessment report which shall include the following:**

1. The status of ITI teacher's competency as per the current industry demand (assessment of the competency level of the ITI teacher w.r.t. the current industry needs is to be made).
2. List the available programs by different service providers, including government agencies, private agencies, enterprises, private training providers, foreign training providers.
3. List the available training programs for different skill sets, including but not limited to (i) skills specific training (both theoretical and practical), (ii) pedagogical and learning management training, (iii) soft skills training, (iv) industry-based training, and (v) competency-based teacher training (vi) on the job training of foremen / Instructors (shop floor training in industries) (vii) any other training as per the requirement of principal/foremen/instructor/administrative staff based on the assessment may be included.
4. Report of interactions with industry representatives and community stakeholders, current and graduated teachers, principals and foremen. Minimum 02 industry interactions per trade running in the ITIs is mandatory.
5. The overall system wide demand training needs, assessment of the current infrastructure, equipment, and soft components based on the required norms of NCVT (National Council for Vocational Training) – i.e. competency standards. The assessment should not be limited to NCVT norms; it should also include current industry demands.
6. Report of the interactions held with the Principals / Foreman / Instructors / Administrative Staff of 34 ITIs as indicated above to assess their training needs and demands.
7. The feedback of the committee constituted by the Project Director.

**Duration:**

1. Inception report to be submitted within 15 days from the date of signing of the contract (date of signing of the contract is T + 15 days).
2. Assessments should be completed and draft assessment report should be submitted to SPIU within 2½ months from the date of submission of inception report or T+3 months.
3. Consultation on draft assessment with key stakeholders including teachers, staff, industries to be completed within 15 days from the date of submission of draft assessment report or T + 3.5 months.

## Phase II: Development of Professional Development Plans

- Develop a Strategic Plan for professional development in Uttarakhand ITI sector (PDPs), based on the assessment needs as derived from Phase – 1 above, covering teachers, principals, foremen, and administrative staff.
- Identify all the training programs and scope of each training programs that would be introduced for Uttarakhand ITI sector.
  - Identify the potential training partners and include the list.
  - Develop training programs and durations.
  - Assess the unit cost of each training.
  - Ensure all the NCVT / Demand driven trades offered in Uttarakhand are covered for the training programs.
- Develop draft annual training schedule with timelines
- Identify training plans for each ITI staff and teachers implemented during the project implementation period.
- The training schedule for each staff & teachers should be finalized in consultation with the different service providers, including government agencies, private agencies, enterprises, private training providers, foreign training providers and new training programs customized as per the needs of ITI teachers and market demand.
- The strategic plan should also include the assessment criteria for evaluating the Teachers and other staff, who have undergone training, so that the outcome of training of the teachers can be assessed w.r.t. training deliverables (Quality of teaching pre and post training, increase in employment of trainees etc.)
- During developing the strategic plan, meeting shall be held fortnightly at SPIU in which the consulting firm shall present the concept of the strategic plan before a committee constituted by the project director and shall incorporate the feedbacks of the committee. These fortnightly meetings shall continue till the PDPs are finalized.

### **Deliverables:** A comprehensive Professional Development Plan which shall include the following:

- Identify all the training programs and scope of each training programs that would be introduced for Uttarakhand ITI sector.
  - List the potential training partners.
  - List the training programs and durations.
  - List the estimated cost of each training.
  - Ensure all the NCVT/Demand driven trades offered in Uttarakhand are covered for the training programs.
- Include annual training schedule
- List the training plans for each staff and teachers for the entire Project Period.
- The training schedule for each staff & teachers should be listed in consultation with the different service providers, including government agencies, private agencies, enterprises, private training providers, foreign training providers.
- The feedback of the committee constituted by the Project Director.

### **Duration:**

1. Draft Strategic Plan be submitted to SPIU within 1½ months from the date of submission of draft assessment report or T+5 months.
2. Consultations on Draft Strategic Plans with key stakeholders including staff, teachers and industries within 15 days from the date of submission of draft strategic plan or T+5½ months.

**Final Strategic Plan needs to be endorsed by the Secretary of Training.**

**V. Key Experts Required for the Assignment**

S. No.	Level	Desired Qualification and Experience	No. of Positions
1	Team Leader	B.E./B. Tech and MBA with 15 years as Team Leader in similar assignments related to training needs of manpower in TVET Institutions.	01
2	Training Expert (Electrical/Electronics)	B.E./B. Tech in Electrical/Electronic Engg. with 10 years' experience of skills training /educational program auditing experience/TVET Training system. Experienced in industry consultations/ industry training of manpower in TVET Institutions.	01
3	Training Expert (Computer/IT)	B.E./B.Tech in Computer Science & Engg. /IT qualifications with 10 years' experience of skills training /educational program auditing experience/TVET Training system. Experienced in industry consultations/ industry training of manpower in TVET Institutions.	01
4	Training Expert (Mech./Automobile)	B.E./B. Tech in Mechanical Engg. with 10 years' experience of skills training /educational program auditing experience/TVET Training system. Experienced in industry consultations/ industry training of manpower in TVET Institutions.	01
5	Training Expert (Civil)	B.E./ B.Tech. in Civil Engg. with 10 years' experience of Teacher educational/skills training /educational program auditing experience/TVET Training system. Experienced in industry consultations/ industry training of TVET Institutions manpower.	01
6	Additional Training Experts (Non-Technical Trades)	Qualifications with 10 years' experience of skills training /educational program auditing experience/TVET Training system. Experienced in industry consultations/ industry training of manpower in TVET Institutions, which shall cover trades specified on page no.-07 sr. no. 24 to 35. / any other trade listed in curriculum.	02
7	Human Resource Management Expert	MBA (HR) with 10 years' experience of Teacher educational/ skills training /educational program /TVET Training system. Experienced in industry consultations/ industry training of TVET Institutions.	01
8	Pedagogy Expert	Master's in Education/Ph.D. in Management or other relevant discipline and relevant qualification in pedagogy/teaching. Experienced in curriculum development with expertise in planning and implementation of education programmes, examination, evaluation and interaction with students.	01

**NOTE: Firms may propose additional experts under Non-Key experts who may be required to accomplish the assignment, however the CVs of only key experts as mentioned in the table above will be evaluated during the Technical evaluation of proposals.**

It is Suggested that at least one staff who has ITI qualification (should have technical qualification i.e. Fitter/Turner/Machinist/Welder) and having 15 years' experience in industries with 05 years at supervisory level) may be hired as Non-Key expert, because he is well versed with the ITI system and may help the key experts in identifying the training needs of ITI staff.

**2. Estimated efforts**

**Phase I**

- Total of 10 person months for research and report development and workshops (1-person month x 08 experts and 2-person month total for team leader)

**Phase II**

- Total of 10 person months for research and report development and workshops(1-person month x 08experts and 2-person month total for team leader)

### 3. Other qualifications required

- Ability to hire a sufficient number of quality staff and deliver outputs on time.
- Ability to work collaboratively and flexibly with the Client and stakeholder groups within the agreed scope of work.

## VI. Timeline and Arrangement

- Required activities, deliverables and timeline is as follows.

Activities	Deliverables	Timeline (T) from the date of signing the contract
Inception Report	Draft inception report	T + 0.5 months (15 days)
Conduct <b>Phase I</b> assessments	Draft assessment report	T + 3 months
Consultations of Draft Assessment with key stakeholders including teachers, staff, industries	Industry and beneficiary consultations completed	T + 3.5 months
Conduct <b>Phase II</b> activity – Draft Strategic Plans	Draft Strategic Plan	T + 5. months
Consultations of Draft Strategic Plan with key stakeholders including teachers, staff, industries	Industry and beneficiary consultations completed	T + 5.5 months
Final Strategic Plan endorsed by Steering Committee	Final MP endorsed (end of this consultancy)	T + 6 months

## VII. Payment Schedule (proposed).

S. No.	Milestones/Deliverables	Payment Percentage
1	Submission and Acceptance of Inception Report	10%
2	Submission and Acceptance of Delivery of Draft Phase I assessment report	20%
3	Submission and Acceptance of Delivery of Final Phase I assessment report	30%
4	Submission and Acceptance of Delivery of Draft Phase II Strategic Plan	20%
5	Submission and Acceptance of Delivery of Final Strategic Plan acceptable to the Client	20%

### Reporting:

S. No.	Particulars of Reporting	Details / Remarks
1	Inception Report	The consulting firm shall prepare an inception report after signing the contract, which shall include the following- (a) Roadmap of the PDP. (b) Flow charts of activities. (c) List of stakeholders for Interaction. (d) Timeline for each activity.
2	Assessment	Draft assessment report to be submitted after consultations with all stakeholders.
3	Draft Assessment Report	Consultations with all stakeholders on draft assessment report.
4	Draft Strategic Plan	Draft strategic plan to be submitted based on the assessment report as indicated at 2 & 3.
5	Consultations	Consultations with all stakeholders on draft strategic plan.
6	Final Strategic Plan	After incorporating the comments of all stakeholders, final strategic plan document to be submitted to SPIU.

**REMARKS:** The reports, which shall be submitted by the consulting firm shall be reviewed by the committee constituted by the SPIU, at each stage, in which the consulting firm shall present the report. The comments/suggestions of this committee shall have to be incorporated. The report submitted by the firm after incorporating the comments of this committee has to be accepted/approved. After which only the payments shall be made by SPIU.

**Facilities to be provided by the Client**

1. Details of each ITI staff with Qualifications, experience and trainings undergone shall be provided to the consulting firm.
2. SPIU shall facilitate in holding the consultation meetings with all required officials, ITI staff etc.

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