

Terms of Reference

Package No. DOF/SHCDM/SCF-PKG-41 “Training of Meghalaya Youth for the Japanese Technical Intern Training Program (TITP)”

Selection of a sending organization eligible for the Japanese Technical Intern Training Program (TITP) - to execute the training and placement of Meghalaya youth under the SHCDM project by March 2020

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 3 Divisions and 11 Districts.



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%. Generation of employment opportunities for many job seekers is one of the most important contributions of entrepreneurship development. Many educated and uneducated job seekers are given job opportunities through entrepreneurship development, which in turn improve the economy of the people.

As per the Statistical Handbook of Meghalaya, 2007, and directorate of industries, government of Meghalaya, the increase in number of persons employed by various enterprises increased two folds from 2001 to 2006 and the number of enterprises increased 1.5 times in 2006 as compared to those in 2001.

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 Labour (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, PIU2, 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.



As part of this project, a dedicated Skills Challenge Fund has been established and vested with MSSDS (as PIU2) for meeting the cost of conducting the required Skills Training Programs. The SCF will provide MSSDS a flexible modality to encourage participation of private sector skills training providers for imparting industry-linked and demand driven skills training programs to 30,000 unemployed youths. The time frame to achieve this target of 30,000 trained youth is 31 March 2020. Out of the aforesaid target demand driven and placement linked training to about 7,000 unemployed youths is to be imparted in the State of Meghalaya under this assignment.

The SCF has the following goals:

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

Meghalaya State Skill Development Society (MSSDS) will act as the Nodal Agency for this project. Purpose of this assignment is to select a firm as per Guidelines in “The Use of Consultants by Asian Development Bank and its Borrowers”. The following sections of the TOR present the Scope of Work (SoW) envisaged for this project. The business requirements and the SoW (Scope of Work) 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.

3. Objective of the Assignment

Selection of a sending organization eligible for the Japanese Technical Intern Training Program (TITP) to execute the training and placement of Meghalaya youth under the SHCDM project by March 2020

With a view to promoting partnership in skill development, and to strengthen mutual interest through cooperation between the two countries – India and Japan, the Ministry of Skill Development and Entrepreneurship, Government of India (hereinafter referred to as “MSDE”) and the Ministry of Justice, the Ministry of Foreign Affairs and the Ministry of Health, Labour

and Welfare, Government of Japan (hereinafter referred to collectively as “the Ministry of Japan”), signed a Memorandum of Cooperation (MoC) in Tokyo, Japan in the month of October, 2017.

The purpose of signing the MoC is to transfer technical skills, techniques and knowledge from Japan to India appropriately and smoothly under Technical Intern Training Program (TITP), in order to contribute to the human resource development of India, by setting out the commitments between MSDE and Ministry of Japan to send and accept technical intern trainees and thereby strengthen international cooperation between the two countries. TITP will be executed within the scope of the laws and regulations in India and Japan. MSDE has identified sending organizations (SOs) who are eligible to conduct the TITP for Japanese demand identified and listed.

The SHCDM envisages to engage youth in training and placement for international standards and employment as part of the overall SCF. As part of the same, trained individuals from the state of Meghalaya will be sent to Japan for on-the-job training for a specific period, for maximum period of up to 5 years under the TITP program with the help of sending organisation finalised.

Key points for the assignment to be taken care will be as follows:

- a. The primary objective of TITP is to contribute to the fostering of talented individuals who can play leading roles in the development of their countries’ industries and economies by accepting young and middle-aged workers from developing countries as interns at industries in Japan and thereby transferring technical skills, technology and knowledge developed and cultivated in Japan to the respective industries in the technical intern trainees’ home countries. It plays a role in a part of Japan’s international cooperation and contribution activities. TITP was introduced in 1993 in Japan.
- b. The Ministry of Japan has passed an Act on Proper Technical Intern Training and Protection of Technical Intern Trainees (hereinafter referred to as “Technical Intern Training Act³”) with the objective to ensure proper implementation of TITP and protection of technical intern trainees. The Technical Intern Training Act comes into effect from November, 2017.
- c. TITP will be implemented through various key stakeholders as listed below:
 - The Organization for Technical Intern Training (OTIT) is entrusted with the role of overseeing the implementation and protection of the trainees in Japan. OTIT was established by the Minister of Justice and the Minister of Health, Labour and Welfare in Japan.
 - Supervising Organizations are responsible for accepting Interns in Japan under their own supervision and are required to verify and ensure that the technical intern training at each company (Implementing Organization) is performed appropriately. Such entities include organizations such as chambers of commerce and industry, societies of commerce and industry, medium and small sized business associations, agricultural cooperatives, fisheries cooperatives, public interest incorporated associations, public interest incorporated foundations, and other organizations. All activities will be

performed under the responsibility and supervision of Supervising Organizations throughout the duration of TITP.

- Implementing Organizations are the companies that accept technical intern trainees and provide technical training based on an employment relationship under the Supervising Organizations' responsibility and supervision according to the plan developed by the Supervising Organizations.
- Sending Company is a company which employs technical intern trainees in its home country and at which trainees resume employment after returning home.
- Sending Organizations (SOs) are the entities that send technical intern trainees to Japan. These organizations will conclude agreements with supervising organizations for sending/acceptance of technical intern trainees in Japan. Sending Organizations are expected to send the interns to Japan as per the requirements of Supervising Organizations. The technical intern trainees who are sent only by the "Approved Sending Organizations" in India, will be accepted in Japan under TITP. The term "Approved Sending Organizations" means the Sending Organizations which are approved by the MSDE for sending technical intern trainees to Japan under TITP.
- MSSDS will be the governing agency for the assignment for the state of Meghalaya to oversee the execution of TITP through the selected Sending Organization (SO).

The program aims to provide skills training and enhance the employability of unemployed youth of Meghalaya by encouraging the TITP. It has three objectives:

- i. To provide an exposure and gainful employment to the unemployed youth¹ to the best of Japanese organizations through dedicated networks of the sending organization;
- ii. To provide Japanese organizations, an exposure to the rich talent pool available in the state and have long term relationship for sustained engagement wherein MSSDS is considered as one of the potential SOs in future
- iii. To engage 60 of the identified youth with the selected SO in selected trades offering better employment opportunities and established career path by March 2020 (better training standards and facilities in Japan followed by possible career path on return)

4. Scope of the assignment:

The Sending Organizations scope include the following (but not limited to):

- a. Understanding the outline and purpose of TITP and the entire process and selecting appropriate candidates who would like to receive technical intern training after understanding the purpose of the program.
- b. Ensuring that the shortlisted candidates have complete knowledge and adequately trained about TITP, domain skills, Japanese language skills (as per the agreement with Supervising Organization), Japanese culture and way of life, necessary to acquire in India, before despatching the candidate to Japan.

¹Youth here means candidates/ delegates available for employment as per Japanese TITP.

- c. Concluding bilateral Contracts or other agreements with Supervising Organizations in Japan, providing pre-dispatch education, pre-departure training and completing all pre-departure formalities of candidates within the stipulated time.
- d. Funding, coordinating and arranging for travel of trainees to place of employment including travel documents.
- e. Reviewing the status of technical intern trainees after their arrival in Japan. While technical intern trainees are staying in Japan, carrying out liaison and coordination with their families in their countries to support technical intern trainees.
- f. In order to utilize the skills acquired in Japan, support to find a job after returning to their countries. Endeavor to receive and follow-up on technical intern trainees after they return to their home countries so that they can contribute to the development of local industries using the skills that they have acquired in Japan. **It would be preferred that the SO should have its representatives in Japan for handholding the trainees in job placement scenario during initial 6 months to ensure they are smoothly assimilated to new work environment.**
- g. Reporting regularly the sending status of technical intern trainees to the concerned authorities.
- h. Adhering to all other guidelines/ rule or regulations that are released with reference to TITP

4.1 Approved standards of Sending Organizations

The Approved Sending Organization will meet all of the following standards:

- i. To appropriately select and send to Japan only those candidates who are motivated to engage in technical intern training with the understanding of the objectives of the Technical Intern Training Program and to contribute to the economic development of the Republic of India (hereinafter referred to as “India”) by making use of the achievement through the technical intern training after returning to India.
- ii. To ensure that no commissions and any other fees are to be collected from ‘technical intern trainees and/or technical intern trainee candidates (hereinafter referred to as “trainees and candidates”).
- iii. To provide the technical intern trainees who returned to India after completing the technical intern training with necessary support, such as finding occupations in order for them to appropriately utilize the acquired technical skills, etc.
- iv. With respect to the appropriate implementation of the Technical Intern Training Program as well as the protection of technical intern trainees, to respond the requests from the Minister of Justice of Japan, the Minister of Health, Labour and Welfare of Japan or the Organization for Technical Intern Training. Such requests include cooperation on follow-up surveys on the technical intern trainees who returned to India after completing the technical intern training.
- v. As for Sending Organization and its board members, if they had been sentenced to imprisonment or more severe penalty in Japan, India or any other countries, at least five

years have elapsed after the penalty had been completed or the penalty had been exempted from the execution.

- vi. To carry out any projects in accordance with the laws and regulations of India.
- vii. As for Sending Organization and its board members, to have **never** conducted any of the following acts within the preceding five years:
 - a. In connection with technical intern training, managing money or other properties of trainees and candidates, their relatives or other persons concerned, regardless of any reasons such as collecting deposits or any other purposes;
 - b. Concluding any contracts that impose monetary penalties or that expect undue transfer of money or other properties, for the violation of the contracts in relation to technical intern training;
 - c. Human rights infringements against trainees and candidates such as assaults, intimidations, and restrictions of freedom; and
 - d. With regard to the procedures of the Technical Intern Training Program as well as the immigration program in Japan, to use or provide forged, altered or false documents, pictures or drawings with the intention of obtaining permissions fraudulently.
- viii. In coordinating applications for technical intern training to Japanese supervising organizations, to confirm that trainees and candidates, their relatives or other persons concerned have never been involved in the acts set out in (a) and (b) of (vii).
- ix. Acknowledging the importance of addressing disappearance of technical intern trainees, to cooperate with Japanese Supervising Organizations and to make efforts in order to prevent technical intern trainees from disappearing.
- x. To have the necessary capacities to appropriately coordinate applications for the technical intern training to Japanese Supervising Organizations.

4.2 Expected Out-come from the proposed training

Besides providing quality training to the candidates, creating adequate linkages with industry / associations / receiving organisations etc. is a very important aspect of successful delivery of the skill development program. These linkages are important for enabling successful delivery of the TITP mandate.

The TITP agency 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/ existing placement partners will be given due weightage during the proposal evaluation.

The agency has to submit a placement plan and a description of how it proposes to establish these placement tie-ups to MSSDS before the start of each training batch. It will ensure that a minimum of 90% of trained candidates will be employed at the end of the Training (post completion of training by the aspirant successfully as per laid down standards required for TITP). MSSDS will authorize commencement of training program only on submission of this plan.

The plan will include a list of employers (perspective or currently engaging) who will give jobs to the trained candidates in their respective organizations and industry. It is perceived that this package will have opportunities essentially for wage-employment activities in Japan as per the listed job categories in Annexure I. The agency will define the minimum and average anticipated salaries across job categories/ or demands aggregated. The agency will be responsible for the selection/ mobilisation of the candidates, training, all the transfers/ travel (including formalities required for foreign travel) etc.

It is perceived that this package will have opportunities essentially for wage-employment activities as interns in Japan.

4.2.1 Proof of Employment:

The proof of regular wage employment is demonstrated by:

- a. Salary slip from the Human Resources / Concerned Employing Department, or receiving organisation
- b. Certificate issued by the employer indicating remuneration paid and counter signed by the employee or
- c. the bank statement indicating that remuneration has been paid by crossed demand draft or money transfer etc

4.3. Training Infrastructure

The SO will have or arrange for adequate training infrastructure for classroom training and boarding & lodging facilities for trainees. Classroom/ training halls should be equipped with modern training aids and equipment relevant for the proposed training. To achieve the above objectives the SO will:

- 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 training;
- c. Provide basic amenities and facilities within the training center premises with provisions to comply with gender and equity mandate;
- d. Provide for proper residential facilities to trainees; and
- e. Comply with safety norms and have adequate safety measures within the training center and residential premises.

5. Occupation list for TITP

Refer to the Annexure I

6. Maintenance of Accounts and Project Monitoring

- i. The SO will submit invoices as per the defined formats or online reporting.
- ii. Payments will be made by MSSDS to the SO on the invoice raised and as per deliverables in the Contract Agreement.

- iii. MSSDS will maintain the accounts for the amount received and released by it to SO and further for implementation of the training.

7. Project Monitoring & reporting

- i. MSSDS will monitor the implementation of the project on the format defined for the project and will incorporate the corporates feedback on the same.
- ii. MSSDS will lay down a time line for each of the milestones defined in the scheme in the physical and financial format wherever possible and will structure the action plan on quarterly basis for the SO. Milestones may be regarding submission of proposal, their evaluation, approval, visit by SO, selection of potential trainees, different phases of training, placement etc.
- iii. MSSDS will review quarterly progress reports and may advise or suggest such measures, as deems fit, from time to time to ensure proper execution of the project
- iv. The following reports are to be submitted to CEO, MSSDS:
 - a. Inception report: after two months- sharing the details of the supply demand mapping, potential interested industries with job roles, anticipated training and potential placement numbers and minimum expected salary levels
 - b. 12 month activities plan, technology support etc.
 - c. Monthly progress report: 12 status of the work as per inception report and plan)
 - d. Quarterly reports: 4 consisting of the industry MoUs closed, number of trainees under training and placement, etc., and
 - e. Closure report with final list of student details placed, results from industry in terms of employment days and the case studies as icons - 04 hard copies coloured and an electronic editable copy

(b) to (d) are to be submitted on the 7th working day of every month.

8. Key Resources

SN	Key / Non-Key Experts	Team Composition	Qty	Duration in Person Months
1.	Key Expert	Team Leader	1	12
2.	Key Expert	HR or TITP lead	1	06
3.	Key Expert	Operations & Mobilization Lead	1	12
4.	Key Expert	M&E and MIS lead	1	06
5.	Key Expert	Japanese Language & Soft Skill Trainer	2	12
	Total Key Experts		6	
7.	Non-Key Expert	Field coordinator (also will be responsible for Mobiliser and Counsellor)	2	12
	Total Non-Key Experts		2	

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

Details of Qualification and Experience of the Key and Non-Key Experts is provided in Table below:

SN	Team Composition	Preferred Qualification Requirements	Preferred Experience	Requirement Expected Deliverables	Time in Months
1.	Team Leader	MBA/ post graduate/ MSW full time from reputed institute. Experience of handholding enterprise related intervention will be preferred.	10 years of experience in livelihoods related to skill development / non-farm / dairy / services/ FMCG etc.	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.	12
2.	HR or TITP lead	MBA/PG/ MSW from reputed institutes preferably related to HR management	07 years of experience in HR related domain and experience in skill development related to TITP will be preferred	Identify the Japanese industry partners, negotiate the terms and conditions suitable for the state youth aspirations, check on the industry standards of employment and remuneration, etc.	06
3.	Operations & Mobilization Lead	MBA/PG/ MSW from reputed institutes preferably related to rural management.	07 years of experience in skill development or livelihoods activities/ services like logistics, health etc. Experience of end to end delivery of the mission mode projects in social sectors like-working with community-based projects, skill development, health missions, e-district operations etc. etc. would be preferred	Work closely with team lead and HR lead to execute the mandate of training and placing youth with Japanese industry bodies, engage with the MSSDS and its partner and other training providers to enable the right selection and mobilization support for the project etc.	12
4.	M&E and MIS lead	MBA/ PG/ MSW from reputed institutes.	05 years of experience in monitoring and evaluation frameworks, concurrent process evaluation and support, data management and decision support systems for livelihoods and related	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	06

Details of Qualification and Experience of the Key and Non-Key Experts is provided in Table below:

SN	Team Composition	Preferred Qualification Requirements	Preferred Experience	Requirement Expected Deliverables	Time in Months
			theme. Experience and knowledge on statistics and research will be preferred.	in form of periodic implementation progress reports	
5.	Japanese Language & Soft Skill Trainers (02)	University graduate with major or minor as Japanese language education completion certificate of Japanese Language education), completed 420-hour course for Japanese language teachers,	Japanese individuals with Japanese Language Education Proficiency Test and 1 year plus class room teaching experience (certificate of test); individuals with part time job experience can also be preferred given the experience of engaging candidates for TITP/ educational guidance on lifestyle, culture, business etiquettes related to Japan; basics in English required	Responsible for the Japanese language training, culture and manner/ etiquettes, job specific terminology education, planning and implementing the lesson hours at least 10 frames/ week, usage of texts- Marugoto, Minna-no-Nihongo, Sou Matome, etc., other management lessons for students, event management, participation in meetings as required etc.	12
6.	Field coordinators (02) (also will be responsible for Mobiliser and Counsellor)	Bachelors' Degree in any Field	3 years' experience as skill development program coordinator/mobilizer	Analyse resource utilization and competency mapping of the same. Generating awareness about program, counselling parents and candidates to understand aspiration levels, interest, socio-economic-family situations. Conduct one to one counselling sessions. Preparing report and recommendations.	12

9. Client's Input and Counterpart Personnel

- a. MSSDS has appointed an NGO, Aide-et-Action, for mobilising and counselling candidates for training and placement. This team of NGO will mobilise and counsel the required set of candidates for the Japanese industry expected training and career, however the final selection of candidates would be the mandate of the TITP agency (mapping the candidates as per demand and training capabilities)
- b. The MSSDS team (with the support of PMC and NGO team) will provide a venue to the SO and other stakeholders of the programme for selection processes, advertise the visit of the Japanese corporate/ industry and its selection process as notified by them and extend all help and assistance as needed
- c. MSSDS would provide any relevant data available for the project execution from time-time (data from existing MIS related to mobilized candidates, trained and placed youth, details of salary points, geographies of operation etc.)
- d. Professional and counterpart personnel support to be assigned by the Client to the Consultant's team as per requirement on request of the selected consultant.

10. Indicative Timeline

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

Release of REOI	November 2018
Release of RFP	December 2018
Pre-bid meeting	December 2018
Signing of Contract with successful bidder as TITP agency	January 2019
Completion of design of the training program and Commencement of Training Program	January 2019
Completion of training program	January 2020

The Timeline for Project Completion would be 12 Months i.e. from January 2019 to January 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 TITP agency on mutual agreement as per terms of the Contract Agreement.

11. Methodology for Shortlist of bidders

Based on the 'Expressions of Interest (EOI)' submitted by the prospective bidders in response to this REOI, MSSDS will prepare a shortlist of firms who meet the pre-qualification criteria and marks obtained on various eligibility criteria as mentioned in the evaluation sheet of selection of SO as attached in Appendix 2.

12. Validity of EOI

EOI will be valid for 180 days from date of submission thereof. Any withdrawal should be with prior written intimation to the Government of Meghalaya to avoid debarment from participating in future project.

13. Document Check list

The agency is to provide following documents:

- a) Profile of the bidder (name, address of the registered office/ other offices across India/abroad, telephone number, Email ID, name of principal point of contact, etc.)
- b) Certificate of incorporation/constitution of the Firm along with Documentary evidence confirming that the bidder has been operating continuously anywhere in India during the Financial Years (i.e. FY 2014-15, 2015-16 and 2016-2017).
- c) If Joint Venture (JV), Certificate of incorporation/constitution of the Partner(s) along with a copy of the Joint Venture Agreement.
- d) Documents supporting the experience and qualifying Criteria such as Copy of Completion Certificate(s)/ closure report from the client(s) for the skill development programs conducted specifying therein the number of youth trained by the bidder 'Or' Copy of Work Order(s)/MoU/MoA issued/signed by the client(s) specifying therein the number of youth trained by the bidder.
- e) Copy of Infrastructure Documents.

ANNEXURE I- TITP JOB CATRGORIES

Job categories Eligible When Interns Shift to Technical Intern Training (ii) (133 Operations in 74 Job categories as of April 1, 2016)

1. Agriculture (6 operations in 2 job categories)

Job categories	Operations
Cultivation agriculture *	Facility horticulture
	Upland field cropping/ Vegetable growing
	Fruit growing
Livestock agriculture *	Hog raising
	Poultry farming(collecting chicken eggs)
	Dairy

2. Fishery (9 operations in 2 job categories)

Job categories	Operations
Fishin boat fisheries *	Skipjack pole and line fishery
	Long-line fishery
	Squid jigging
	Purse seine fishery
	Trawl and seine net fishery
	Gill net fishery
	Set net fishery
	Crab and shrimp basket fishery
Aquaculture *	Scallop and oyster farming

3. Construction (31 operations in 21 job categories)

Job categories	Operations
Well drilling	Percussion type well drilling operation
	Rotary type well drilling operation
Building sheet metal work	Duct sheet metal operation
Freezing and air conditioning apparatus installing	Freezing and air harmonizing equipment installation work
Fixture making	Hand processing work of wooden fixture
Carpentry	Carpentry construction work
Frame working	Framing construction work
Reinforcing bar construction	Assembling reinforced rod bar work
Scaffolding	Scaffolding building work
Building stone construction	Stone processing work
	Work of putting out stones
Tiling	Tiling work
Tile roofing	Tile-roofing work
Plastering	Plasterers work
Plumbing	Construction piping work
	Plant piping work
Heat insulation	Heat-retention and cool-retention construction work
Interior finishing	Plastic-material floor finishing construction work
	Carpeting floor finishing construction work
	Metal-made foundation construction work
	Board finishing construction work
	Curtain installation work
Sash setting	Building sash installation work
Waterproofing	Sealing water-proof construction work
Concrete pressure feeding	Concrete pressure transfer construction work
Well point construction	Well-point construction work
Paper hanging	Painting work
Application of construction equipment *	Dozing work
	Loading work
	Excavating work
	Road rolling work

4. Food Manufacturing (14 operations in 9 job categories)

Job categories	Operations
Can seaming for canned foods *	Can seaming for canned foods
Poultry processing industry *	Poultry processing
Marine Heated fishery processed foodstuff manufacturing work *	Extract manufacturing
	Heated dried product manufacturing
	Flavored product manufacturing
	Smoked product manufacturing
	Salted product manufacturing
Non-heated fishery processed foodstuff manufacturing work *	Dried product manufacturing
	Fermented foodstuff manufacturing
Fish paste making	Boiled fish paste producing work
Beef and pork processing industry *	Primal cut of beef and pork processing
Ham, sausage and bacon making	Production work of ham, sausage and bacon
Bread Baking	Bread baking work
Ready-made meal manufacturing work *	Ready-made meal processing

5. Textile (22operations in 13 job categories)

Job categories	Operations
Spinning operation *	Pre-spinning work
	Spinning process
	Winding process
	Twisting and doubling work
Weaving operation *	Sizing and warping work
	Weaving process
	Inspecting work
Dyeing	Thread permeation dyeing work
	Fabric and knit dyeing
Knit goods manufacturing	Socks producing work
	Round knitting producing work
Warp knitted fabrics manufacturing *	Warp knitting producing work
Ladies' and children's dress making	Sewing work of ready-made clothes for ladies and children
Tailoring men's suit making	Sewing work of men's ready-made clothes
Underwear manufacturing *	Underwear manufacturing operation
Bedclothes making	Bedding products work
Carpet manufacturing *	Woven carpet producing work
	Tufted carpet producing work
	Needlepunched carpet producing work
Canvas product making	Canvas cloth products related work
Cloth sewing	Dress-shirt producing work
Seat product sewing *	Car seat product sewing work

6. Machinery and Metals(27 operations in 15 job categories)

Job categories	Operations
Casting	Casting iron and article operation
	Casting nonferrous metal and article operation
Forging	Hammer type forging operation
	Press type forging operation
Die casting	Hot chamber die-cast work
	Cold chamber die-cast work
Machining	Lathe operation
	Milling machine operation
Metal press	Metal press operation
Iron work	Steel processing operation for structure
Factory sheet metal work	Machine sheet metal operation
Electroplating	Electric plating work
	Meltdown zinc plating work
Aluminum anodizing	Anode oxidation treatment work
Finishing	Melting equipment finishing work
	Metal mold finishing work
	Machine assembling finishing work
Machine inspection	Machine inspection work
Machine maintenance	Machine maintenance work
Electronic equipment assembling	Electronic devices assembling work
Electric equipment assembling	Spinning electric machine assembling work
	Transformer assembling work
	Control panel and distribution panel assembling work
	Open-close control device assembling work
	Spinning electric cord-reel producing work
Print wiring board manufacturing	Print distribution panel design
	Print distribution panel production

7. Others (24 operations in 12 job categories)

Job categories	Operations
Furniture making	Hand processing on furniture making
Printing	Off-set printing work
Book binding	Binding work
Plastic molding	Compressing forming work
	Injection forming work
	Inflation forming work
	Blow forming work
Reinforced plastic molding	Hand-loaded layer forming work
Painting	Construction painting work
	Metal painting work
	Metal bridge painting work
	Spray painting work
Welding *	Manual welding
	Semi-automatic welding
Industrial packaging	Industrial wrapping work
	Carton box and corrugated card board box making
	Printing box punching work
	Printing box producing work
	Paste box producing work
Industrial manufacturing of pottery *	Cardboard producing work
	Roller jigger forming work
	Pressure casting work
	Pad printing work
Automobile repair and maintenance *	Automobile repair and maintenance work
Building cleaning management	Building cleaning management work

Job categories marked with an asterisk indicate ones certified by Director-General of the Human Resources Development Bureau after he or she holds expert meetings to establish technical training evaluation tests.