



Terms of Reference

For Selection of Training Service
Provider for Graduate Add-On Program
(2000 Students) Package No. - 7

May, 2019

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1. Background

1.1. Introduction to Himachal Pradesh Skill Development Project (HPSDP)

The Himachal Pradesh Skill Development Project (HPSDP) is an Asian Development Bank (ADB) supported program, for assistance to reinforce Himachal Pradesh's efforts at modernizing and reforming its technical and vocational education and training (TVET) institutions, and scaling up training capacity. The project reflects the priorities of the Asian Development Bank (ADB) country partnership strategy for India, 2018–2020, which aims to support India's efforts in facilitating inclusive growth. Skills development is a major priority of the Government of India, and a key instrument for empowering people.¹ It is aligned with ADB's Midterm Review of Strategy 2020, which emphasized the need for ADB to focus on post-basic education and TVET to promote human capital development.² The experience gained from ADB's two ongoing loans in the education sector in India has been reflected in the design of the project.³

The project is envisaged to achieve the following outputs:

- **Output 1:** TVET in Himachal Pradesh improved and aligned to national standards
- **Output 2:** Market-aligned skills ecosystem created
- **Output 3:** Access to quality training institutes improved
- **Output 4:** TVET institutional structure improved

1.1.1. Project Organization Structure

GOHP, acting through DOTE, is the executing agency. HPKVN, DOHE, are the two implementing agencies for the HPSDP for these Trainings. Qualified private sector training service providers (TSPs) which are procured by HPKVN through a process of open competition in line with ADB's policies and processes undertake all the training programs. The procurement and management of all the TSPs (for handling different types of trainings and development programs) is managed by HPKVN.

Since the HPSDP aims to establish a unified State Skill Development Mission in Himachal Pradesh as emphasized by the National Policy for Skill Development and Entrepreneurship, 2015, and reduce duplication, the executing agency and implementing agencies coordinate with the following supporting departments:

- **Department of Economics and Statistics (DOES)**, which supports HPKVN in undertaking additional aspiration and skills-gap surveys, and in evaluating the outcomes of the project by guiding the monitoring and evaluation (M&E) firm engaged under the loan;
- **Department of Industries (DOI)**, which helps HPKVN and other departments in identifying apprenticeship and employment opportunities with local small and medium enterprises, and industries of Himachal Pradesh;
- **Department of Labor and Employment (DOLE)**, which supports HPKVN by undertaking awareness building and counseling activities in the upgraded MCCs;

¹ ADB. Forthcoming. *Country Partnership Strategy: India, 2018–2022—Accelerating Inclusive Economic Transformation*. Manila.

² This project will contribute to the achievement of Sustainable Development Goals 4 (Quality Education: “ensure inclusive and equitable quality education and promote lifelong learning opportunities for all”); 5 (Gender Equality: “achieve gender equality and empower women and girls”); and 8 (Decent Work and Economic Growth: “promote sustained, inclusive and sustainable economic growth, full and productive employment and decent work for all”).

ADB. 2014. *Midterm Review of Strategy 2020: Meeting the Challenges of a Transforming Asia and Pacific*. Manila.

³ ADB. 2013. *Report and Recommendation of the President to the Board of Directors: Proposed Loan and Administration of Technical Assistance Grant to India for Supporting Human Capital Development in Meghalaya*. Manila; and ADB.

2014. *Report and Recommendation of the President to the Board of Directors: Proposed Results-Based Loan and Administration of Technical Assistance Grant to India for Supporting Kerala's Additional Skill Acquisition Program in Post-Basic Education*. Manila.

- **Department of Rural Development (DORD)**, which supports HPKVN in planning and executing the livelihood development activities being undertaken in the RLCs for the benefit of needy rural youth and workers;
- **Department of Urban Development (DOUD)**, which supports HPKVN in planning and executing the livelihood development activities being undertaken in the CLCs for the benefit of needy urban youth and workers; and
- **Department of Social Justice and Empowerment**, which supports HPKVN in undertaking training programs for people with disabilities.

Two high-level committees have also been established to guide the HPSDP:

- **Project Steering Committee (PSC)**: It comprises the chief secretary of GOHP; additional chief secretary (ACS) of the Department of Technical Education; the ACS/principal secretaries/ secretaries of DOTE, DOHE, DOLE, DORD, DOUD, and DOI; adviser, DOP, and the managing director of HPKVN. The PSC will meet every quarter, or as required, to carry out the functions listed in Table 1.
- **Project Monitoring and Implementation Committee (PMIC)**: It is headed by the managing director of HPKVN, and comprises of the general managers of HPKVN, the directors of the DOHE, DOTE, and the chief engineer, PWD. The PMIC meets every quarter, or as required, to carry out its functions. Directors of the support departments (i.e. DOES, DOI, DOLE, DOUD, and DORD) are also called for some meetings to ensure seamless coordination across their respective activities.

1.2. Overview of Himachal Pradesh Kaushal Vikas Nigam (HPKVN)

The Twelfth Five-Year Plan of Himachal Pradesh, 2012–2017 emphasized the need for “faster, inclusive, and sustainable development”.⁴ As part of this goal, GOHP aimed to enhance livelihood and employment opportunities for the state’s youth. It established the Himachal Pradesh Kaushal Vikas Nigam (HPKVN) as a specialized skills development company under the Department of Planning (DOP) in September 2015, to consolidate the state’s fragmented TVET programs, align all TVET programs with India’s National Skills Qualification Framework (NSQF), and facilitate private sector participation in design and delivery of TVET.⁵ This approach is aligned with India’s National Policy on Skill Development and Entrepreneurship (2015), which encourages states to develop umbrella skills development missions with “the overarching power to pool resources for harmonizing the skilling efforts across line departments, private agencies, and voluntary organizations, and reducing duplication”.⁶

In June 2016, GOHP approved the Himachal Pradesh Skills Development Policy (*Him Kaushal*), 2016 to guide the reform and scaling-up of skills development efforts in the state.⁷ The project aims to build HPKVN’s institutional capacity to operationalize this policy and deliver the challenging mandate of the state’s skills development mission effectively. All ongoing TVET programs are being rationalized and integrated to reduce duplication. The project adds value by supporting GOHP in providing NSQF-aligned vocational training and livelihood development opportunities to around 65,000 needy youth over 2017–2022, expanding Himachal Pradesh’s annual TVET training capacity by 13,000, and extending the reach of quality training facilities and counseling services to underserved parts of the state. This will help the youth of Himachal Pradesh to learn relevant TVET skills and gain the confidence required to make the transition from the primary sector to the secondary and tertiary sectors, where job prospects are better and remuneration levels are higher.

⁴ Government of Himachal Pradesh, Department of Planning. 2012. *Twelfth Five-Year Plan of Himachal Pradesh, 2012–2017*. Shimla.

⁵ The NSQF, notified by the Government of India on 27 December 2013, is a competency-based framework that organizes all qualifications according to levels of knowledge, skills, and aptitude. These levels, graded from 1 to 10, are defined in terms of learning outcomes which the learner must possess regardless of whether they are obtained through formal, nonformal, or informal learning. NSQF is an integrated education and competency-based framework providing for multiple pathways, horizontal as well as vertical, within and across TVET and general education.

⁶ Government of India. 2015. *National Policy on Skill Development and Entrepreneurship*. New Delhi. <http://msde.gov.in/National-Policy-2015.html>.

⁷ Department of Planning, Government of Himachal Pradesh. 2016. *Himachal Pradesh Skills Development Policy*. Shimla. <http://hpkvn.nic.in/download/HP%20Skill%20Development%20Policy.pdf>.

As noted earlier, the GOHP established the HPKVN as a not-for-profit, government-owned company under the DOP, GOHP, in September 2015, to play the leading role for implementing the mandate of the Himachal Pradesh Skills Development Policy (Him Kaushal), 2016. HPKVN's Board of Directors (BOD) is headed by the Chief Minister of Himachal Pradesh, which highlights the state's strong commitment towards skill development. There are 15 directors in the board including the ministers of DOTE, DOLE, and DORD, the chief secretary to the GOHP, the ACS/ principal secretary/ secretary of the participating departments including DOP, DOTE, DOLE, DOE, DORD, adviser, Planning, GOHP, managing director of HPKVN, and up to three independent directors including representatives of industry bodies.

The Executive Committee of HPKVN is chaired by the ACS of the Department of Technical Education, and includes the ACS/ principal secretary/ secretary of DOI, DOTE, DOP, and the managing director of HPKVN. It takes decisions pertaining to staffing for HPKVN, purchases and procurement beyond the dollar equivalent for ₹1 million, and other internal issues required for smooth functioning.

To ensure the smooth implementation of HPSDP, a Project Management Unit (PMU) has already been established at HPKVN. It comprises the managing director of HPKVN as project director, PMU (ex-officio), two general managers, and other officers for overseeing key functions such as finance and administration, coordination with other implementing agencies and support departments, managing accounts, audit, procurement, engagement and supervision of TSPs, assessment agencies, and consulting firms, managing the bills of all vendors, project reporting through the management information system (MIS), mobilization of trainees, industry engagement, internships and placements. In addition to being responsible for running their own short-term vocational training programs and forging strong links with industry partners, the PMU also coordinates with the other implementing agencies to ensure proper sequencing and execution of their respect activities.

Project implementation units (PIUs) have been established at each of the implementing agencies namely, DOHE, DOTE, and PWD to undertake project activities. The PIUs include the directors of the implementing agencies nominated in the PMIC, and other officers to handle finance, accounts, procurement, and other functions required for smooth implementation.

The PMU and PIUs keep the District Commissioners of each of the 12 districts of Himachal Pradesh informed about the project activities. They take into account any guidance and feedback provided by the District Commissioners regarding the design and implementation of the project activities.

Three consulting firms are engaged under the loan to assist the PMIC, PMU, and the PIUs. These include the project management consulting (PMC) firm, a monitoring and evaluation (M&E) firm, and a civil works quality assurance firm.

1.2.1. Objectives of HPKVN in Skills Training

The main objectives of HPKVN in skills training are briefed below:

1. To prepare a prioritized road map for skill development, training and employment for the period 2016-22 for trainees passing out from higher secondary schools, school drop-outs, un-skilled workers, unemployed youth, informal sector workers, women, differently abled and other disadvantaged or marginalized groups.
2. To make skill training and quality vocational training an aspirational choice in the outlook of the youth and with employers when linked with increased productivity.
3. To establish an IT and modern technology based information system for aggregation of skill based information and efforts which will be accessible to all stakeholders
4. To operationalize a well-defined quality assurance framework for the skill ecosystem of the State
5. To encourage self-employment and entrepreneurship skills and opportunities for the youth of the State
6. To make Himachali Youth more employable as per the market needs and trend.
7. To create a single access platform for job seekers and provide guidance in self-employment opportunities
8. To create tie-ups with different skill development and placement agencies in public and private sectors.
9. To collaborate with different ministries in Union Government, appropriate organizations, designated Skill Development Missions of other States, Sector Skill Councils, establish appropriate national/ international linkages etc. with the objective of optimizing resources for rapid and sustained skill development among the people of State.

2. The Graduate Add-On Program

Graduate Add-On program is intended to improve the employment potential of the students of the University of Himachal Pradesh with systematic training, certificates of competency, and placement assistance. The various programs offered will be aligned to Qualification Packs (QP) and National Occupational Standards (NOS) developed by NSDC through Sector Skill Councils, to bridge the gap of industry requirement for suitable jobs. The skills provided during the training will be measured by facilitating employment to the students post achieving certification.

These courses will be introduced to the third academic year Undergraduate students during the current academic session 2019-20. The students will be given a choice to select any one skill-based course from the identified sectors in addition to the regular academic subjects. This course will be a part of applied course offered to the students and will be integrated into the timetable of the participating colleges. Facilitating employment to the students post achieving certification, training partners will ensure that through respective Sector Skill Councils quality placement of the students desiring the same (70% placement) is achieved.

Government Degree Colleges affiliated to Himachal Pradesh University will create awareness among the students to promote and encourage enrolment in skill-based courses. For this, it will share information on its website, do mass e-mailing to students and actively promote the engagement on other social media platforms, as and when required. Himachal Pradesh Kaushal Vikas Nigam will also help Government Degree Colleges in creating awareness of the programs.

The training program targets 2000 youth in HP state for imparting skill training in IT-ITES; BFSI; Apparels and made ups; Hospitality & Tourism; Media & Entertainment and any other sector which may be finalized in consultation with TSP and HPKVN or any other authority. The period of engagement of TSP is 24 months

Table 1: Sectors, College location & Numbers

Sector	College Name*	Total Numbers
<ul style="list-style-type: none"> • BFSI (Banking, Finance, Securities and Insurance) • IT-ITES • Apparel and made up • Hospitality and Tourism • Media and Entertainment • Any other sector which may be finalized in consultation with TSP and HPKVN or any other authority 	GDC Arki, Solan	2000
	GDC Nahan, Sirmaur	
	GDC Nadaun, Hamirpur	
	RKMV, Shimla	
	GDC Sarkaghat, Mandi	
	Kotshera College, Shimla	
	GDC Seema, Shimla	
	GDC Ghumarwin, Bilaspur	
	GDC Daliara, Kangra	
	GDC Paonta Sahib, Sirmaur	

*Training has to be rolled out in the each college (minimum one sector, minimum one job role) in the total duration of the program. 80% of the college needs to be covered during first year and atleast 35% of the total targeted number has to be enrolled during first year.

2.1. Objective of the program

The program is being initiated with the objective of improving the employment potential of the students of the University of Himachal Pradesh with systematic training, certificates of competency, and placement assistance. The program aims to train 2000 students in the next 2 years, i.e. 2020-21, 2021-22.

2.2. Program Overview

Particulars	Details
Beneficiaries	Final Year Students
Training Hours	200-400 hours
Daily Allocation	1 hours per day
Practical v/s Theory	60% Practical & 40% Theory
Soft Skills Training	40 Hours (Over and above of Technical skills)
Attendance	At least 70%
Curriculum	Aligned with Model Curriculum approved by concerned SSC
Sectors	<ul style="list-style-type: none"> • BFSI (Banking, Finance, Securities and Insurance) • IT-ITES • Apparel and made up • Hospitality and Tourism • Media and Entertainment • Any other sector which may be finalized in consultation with TSP and HPKVN or any other authority

2.3. Program Design

- The target beneficiaries will be final year students of all streams in the proposed colleges. Trainees will get training in a Job Role offered by industry association/Company. This will be delivered by SSC certified trainers. All such programs should be NSQF compliant. The course curriculum will be aligned with the Model Curriculum approved by the respective Sector Skills Council.
- Soft skill / Entrepreneurship component of 40 hours will also be in addition to course content defined by SSC. Soft skills training will be made mandatory in all colleges having more than 120 students. One trainer will be made mandatory (Stationed at college location) for Soft Skill and for domain training if the student strength is more than 120 else the Training Service Provider can rotate the soft skill trainer.
- The courseware will be divided into two parts. 60% of it will be practical and the remaining 40% will be theory and has to be aligned with Model Curriculum approved by respective SSCs. All courses offered under HPKVN would require strong emphasis on practical orientation.
- Skill Training will be imparted in the Government colleges decided by the HPKVN. All training program would be offered on all working days as per HP government Calendar (Aligned with college academic session). Depending on the number of hours required for training, some classes maybe held between Semesters, or post the trainee's final academic examination.
- These courses will be introduced to the 5th semester (3rd year) undergraduate students during the current academic session (2020-21) and will continue in 6th semester. Depending on the number of hours required for training, some classes maybe held between Semesters, or post the trainee's final academic examination. The students will be given a choice to select any one skill-based course from the identified sectors in addition to the regular academic subjects.
- Internship, if applicable will be planned in every training program, and the duration of the internship should match with the requirements of the Job Roles. Internship needs to be aligned with Model Curriculum approved by respective Sector Skill Council. HPKVN will discuss the internship model at the time of signing of the contract with shortlisted / selected TSP. Internship will be followed by assessment and certification, and thereafter placement.
- The college will provide the infrastructure to TSP for setting up of labs. The training hours range from 200 to 400 hours in various courses. A training session/ class of minimum for 1 hour or more can be dedicated each day for this program. The TSP will be responsible to plan the execution wisely in order to ensure timely completion of the course without compromising quality.
- Training service provider to pay to each college for academic infrastructure and support facilities, which may include furniture, labs and equipment, electricity, water, cleanliness and upgrade of labs wherever required.

- As per NSDC guidelines, the minimum attendance for each student has to be 70%. The TSP will have to ensure the attendance criteria.
- The college will appoint a Nodal Officer for the program.
- Any sector that is mutually agreed by HPKVN and the TSP will be considered apart from the indicative list of sectors provided.

2.4. Program Material

- The TSP shall develop Participant Handbook relevant to the program proposed and it should be provided in both print and digital format to all trainees enrolled for the program (Bilingual). One copy of the Handbook should be submitted to HPKVN Head Office.
- They shall develop Trainer Handbook for the program proposed and it should be provided in printed format to all trainers. One copy of the Handbook should be submitted to HPKVN office.
- Both above documents should conform to the Format given by NSDC (Please see 'Quality Guidelines for Training Content' at NSDC website). This would be checked during RFP evaluation.
- TSPs should prepare Internship card as per the Standards and Formats approved by HPKVN. This should be printed in bilingual language and distributed to each trainee before the commencement of Internship.

2.5. Trainee Selection

- TSPs would select trainees from Mobilization/ Awareness Camps organized by TSP in the selected government colleges.
- The TSP would share a soft copy of print material (brochures) to HPKVN for approval. The same would be distributed to trainees during mobilization camps.
- They would design presentations for various Job Roles and share with HPKVN.
- They would conduct Orientation session for their Staff about the prospects, content, Job opportunities, Internship arrangements of Programs as and when required.
- TSPs may conduct an aptitude test for trainee selection for a Job Role, and all trainees should be counseled. The counselling must be done by professional counsellors in the presence of HPKVN team (either state or district team).
- Greater emphasis must be paid in the interest of the trainees. The trainees must not be forced to join the course in order to fill up seats. This will ensure quality and better placements.
- List of mobilized trainees will be put up by TSP for the perusal of HPKVN district level committee.

3. Training Service Provider (TSP)

3.1. Definition of TSP

Training Service Provider (TSP) is a professional and non-consulting firm with knowledge and experience in the specialized area of skill based training. TSP will impart training program to trainers of different needs such as employability, employment, recognition of prior learning, knowledge enhancement etc. The areas these firms focus on also include assessing the industry needs and engagement, sector and job role demands, internship for trainers during training, courseware alignment training materials as per the NSQF13, training of trainers, mobilization of trainees, placements and post placement assistance, supporting environment and necessary leadership that enables training programs to accelerate the achievement of business results.

3.2. Scope of Services, Tasks (Components) & Expected Deliverables

- The skill training programs under HPSDP shall be implemented in a phased manner from 2018 till 2023, to provide employment opportunities to approx.. 65000 youth in HP state.
- Training Partners should design the Courseware for the program offered, keeping in mind the trainee segment in HP.
- The Courseware should be NSQF aligned.
- The TSP will have to ensure minimum 70% attendance for the students. The attendance report, verified by the District Coordinator of HPKVN shall be submitted to HPKVN.
- Third party assessor suggested by the concerned SSC would conduct assessment. Training providers must make it transparent and authentic.
- Guest Lectures and Industrial Visits will be planned and organized by the TSP.
- The TSPs shall be expected to detail the design, organize, conduct and monitor phases of various training programs/ Modules and provide counseling and support to the trainees. Any consortium/joint-venture is not allowed until informed at the time of contract signing and embed at the time.

3.3. Batch Size

- The batch size of the program may vary from 30 to 40 trainees, however the final batch size will be decided in consultation with TSP and HPKVN.
- TSP needs to conduct training for the chosen program at the identified colleges across the State of HP.

3.4. Training Delivery

- An activity based learning methodology for the proposed Program and the same will be adopted while imparting training. The approach should be reflected in all documents developed for the program. This would be checked during RFP evaluation.
- A Session wise Training Delivery Plan as per Quality Framework will be developed and adhered to. This would be checked during RFP evaluation.
- More scope for teamwork, individual practice on the skill and interaction of the participants will be incorporated in the training activities.
- A calendar will be drawn in consultation with HPKVN and the same shall be followed during the implementation.
- Special focus on individual attention will be given.
- TSP will ensure that the training is being delivered as per the approved quality framework.
- The TSP will provide all the materials required for training delivery to the Trainers and Trainees.
- The TSP shall ensure attendance of trainees through quality delivery of the program as per approved schedule.

3.5. Practical – Role of TSP

- Each program should require a minimum of 60% of Practical component.
- Should set up practical labs as per QP & curriculum standards in the training location.
- Practical training should be conducted as per the quality framework of the program.

3.6. Internship

- Internship would commence earliest after completion of classroom training, but not later than 30 days after completion of classroom training. Assessment would be conducted after internships.
- TSP should make efforts to ensure internship is provided to 100% students. Some support and industry linkages maybe provided by HPKVN. Discussion with HPKVN on internships must commence immediately after commencement of training.
- TSP should design internship training package, and conduct internship evaluation in consultation with employer, once every week, and the same should be shared with HPKVN.
- TSP would provide residential facility to trainees, if any part of the program including internship were conducted outside the District of domicile of the trainee, in consultation with HPKVN. The expenses incurred for the same shall be borne either by trainees, or by HPKVN.
- The firms agreeing for internship should preferably be from the State of HP & the internship should be conducted within the State.

3.7. Trainer

- The TSP shall be responsible for providing all necessary skilled trainers/manpower, lodging and boarding for its staff members, office space, furniture and equipment, computers and peripherals, communication equipment, electricity, water, licensed software, worker, 3rd party and other insurances, vehicles, stationery, and licenses for intellectual property etc. for performing the services throughout the period of the Contract and to the satisfaction of HPKVN.
- Only professionals having a minimum of work experience in the relevant industry as specified by respective SSC should be deployed for the program.
- Trainers should have proficiency in both English and Hindi.
- TSPs should submit resumes along with educational and professional credentials of trainers to HPKVN and get approval before field deployment.
- TSP should ensure that the trainers replaced or substituted, if any, are assessed by HPKVN team, before they are deployed in the field with prior approval from HPKVN.
- In case a trainer is substituted or if a trainer resigns, the same shall be communicated to HPKVN within 5 days. In case of trainer applies for leaves greater than 7 consecutive days, the same shall be informed to HPKVN within 2 days.
- Trainer and master trainer will be approved by HPKVN. Once it is approved by HPKVN officials, then only they can be deployed at the center.
- Trainers not meeting the quality standards of HPKVN should be replaced.

3.8. Assessment, Evaluation and Certification

- Final Assessment at the end of training would be conducted by concerned SSC nominated assessment body, in presence of a representative of HPKVN.
- Assessment agencies would adhere the Assessment Criteria for the QP, prescribed by SSC and NSDC.
- TSPs should conduct continuous and comprehensive evaluation for each batch and the marks obtained shall be shared with HPKVN within the stipulated time itself.
- The TSP will provide the concerned SSC certificates to successful candidates and share the list of successful candidate with HPKVN.

3.9. Placement

- TSP will be responsible for placement of the successful candidates through their own contacts with employers. Provision of employment opportunities would be viewed as strength of such TSPs.

- If any trainee will have more than one job offer, it will be left to the trainee to choose his/her employer.
- TSP will nominate one person from their team as ‘Internship & Placement Facilitator’, other than trainers, for the State.

3.10. Reports

- TSPs would be required to fill and use this interim MIS introduced by HPKVN.
- In addition to above MIS, the TSPs will ensure data on Batches are uploaded on SDMS of NSDC.
- At the end of the program, the course completion report should be submitted in soft copy and printed copy should be submitted within 15 days to HPKVN in the prescribed format.

3.11. Co-ordination

- TSP should deploy coordinator at State level to implement the entire training assignment
- State Coordinator –
 - needs to liaise with HPKVN Official
 - should represent the TSP for all project related activities
 - should submit training reports to HPKVN as per requirement
 - should submit monthly report and must attend the monthly review meeting of the program at HPKVN headquarter.
 - shall establish a schedule of coordination and progress meetings, to be approved by the HPKVN, to ensure that all stakeholders are kept informed of the status and activities of the Project.
 - shall submit monthly Progress Reports in an agreed format and shall fully support the HPKVN in reporting to the Government of Himachal Pradesh and the ADB.
- Monitoring shall include checking the progress, quality and outcomes (in quantitative and qualitative terms) of ongoing trainings. This requires that information about batch progress (attendance and trainee performance), placement and assessment should be made available to HPKVN at regular intervals if done manually and continuously if uploaded on the MIS portal. HPKVN may arrange for conducting audit checks and surprise visits to training centers to ensure enhanced monitoring.

3.12. Staff details

Sr. No.	Position Title	No. of Position	Qualification	Man-months
1	State Level Coordinator	1	Graduate with more than 5 years of experience of managing and delivering large skill development/ employability / social sector projects / Government Projects/ Cluster Development Projects/CSR Projects in India.	18 Months
2	Placement Officer	2	Graduate with more than 5 years of experience of managing and delivering in establishing Industry Connect in large Skill Development/ Employability / Social Sector Projects/ Government Projects/ Cluster Development Projects / CSR Projects in India.	18 Months for each position

Sr. No.	Position Title	No. of Position	Qualification	Man-months
3	Counsellor/ Mobilizer	1	Graduate degree in Social Sector/ Psychology with more than 5 years of experience of counselling and mobilizing students for Connect in large Skill Development/ Employability / Social Sector / educational institution Projects/ Government Projects/ Cluster Development Projects / CSR Projects in India.	18 months for each center

More positions will be elaborated during RfP stage. TSP will also have to deploy center manager, technical trainer, soft skill trainer and master trainer for each center and deployment of staff will be in consent of HPKVN team.

3.13. Summary of proposed activities & role of stakeholders

Table 2: Activities & Role of Stakeholders

Activity	TSP Role	HPKVN's Support	College Role
Courseware alignment to Curriculum & QPs	<ul style="list-style-type: none"> Ensure Courseware as per NSDC Guidelines A Courseware check sheet with the following heads must be filled: <ul style="list-style-type: none"> Quality Assurance by Training Partners Template for Syllabus/ Curriculum Guidelines for Facilitator's Guide Guidelines for Trainer's Guide Guidelines for Participant Manuals Training Delivery Plan <p>The same can be downloaded from (http://www.nsdcindia.org/standards-and-quality-assurance) under Quality Guidelines for Training and Content Head.</p>	HPKVN QA team would be available to answer any queries on this aspect	
Selection and Assessment of Trainers	<ul style="list-style-type: none"> TSP to organize mobilization/ counselling camps and create publicity materials for their Job Roles. Conduct screening / assessment test and counseling in mobilization camps. Responsible to filling up Training Batches with well-informed and qualified candidates. 	HPKVN will program manage carry out Assessment of the Trainer's facilitation skills programs. These would be held at Shimla.	
Procurement of Lab Equipment	TSP to ensure all the lab equipment's as required by respective SSCs, for	HPKVN to facilitate the TSP wherever required	Government Degree Colleges to ensure the

Activity	TSP Role	HPKVN's Support	College Role
	the Job Role, and get the center accredited by HPKVN State/district team before rolling out of the batch		availability of classroom so that TSP can set-up the lab equipment's as specified by respective SSCs
Mobilization of Trainees	<ul style="list-style-type: none"> • Create publicity materials for their Job Roles. • Conduct aptitude test and counseling in mobilization camps within Campus. • Responsible for filling up Training Batches with well-informed and qualified candidates. 	Provide support to TSPs in mobilization of the students in coordination with Department of Higher Education	Government Degree Colleges to share the list of enrolled students in respective college with mobilization team of TSP
Training of Batches	Complete responsibility – ensure attendance, learning of trainees. Support weaker trainees with extra training. Internal testing. Complete tools, equipment, materials and classrooms as per requirement of QP.	Regular monitoring & evaluation and feedback to TSPs	Government Degree Colleges to ensure the training hours are accommodated with the college timetable. Appoint a Nodal Officer per College for Skill Development programs.
Internships	Design Internship Models and proactively source internship opportunities.		
Assessments	<ul style="list-style-type: none"> • TSP Staff and Trainers well acquainted with Assessment Process • Conduct numerous mock tests for trainees • Re training to those trainees who fail assessments in consultation with HPKVN 	Oversee every assessment being conducted – to ensure free and fair assessments	
Placements	Proactively source employment opportunities. Providing such opportunities would be seen as positive for the TSP.	Monitoring of Placement/ Self Employment plans of TSP.	

3.14. Evaluation Criteria for the TSP

The bids submitted by the TSPs will be evaluated based on below mentioned criteria:

Table 3: Evaluation Criteria for TSPs

#	Evaluation Criteria	Max. Marks
1	Technical Experience of Bidder (furnish certification or work order or contract document or information available in public domain from the client)	60 Marks

#	Evaluation Criteria	Max. Marks
1.1	<p>Experience of completed/ongoing Projects as Training Service Provider with trainee strength ≥ 1000 each as a Lead Training Service Provider as part of a contract in the last 5 years (Only those projects will be evaluated which has completed atleast one year of implementation from the date of signing of the contract)-</p> <ul style="list-style-type: none"> • Less than 1 Project – 0 Marks • 1 Projects – 4 Marks • 2 Projects – 9 Marks • 3 Projects or more – 18 Marks <p>If any single project submitted for this criterion has value >2000 numbers, then 1 additional mark for each such project (Maximum 2 Marks).</p>	20
1.2	<p>Experience of working on similar projects with High Educational Institutes (Colleges, Universities) in imparting skill development program / employability skills / capacity building (Only those projects will be counted for evaluation which has >100 trainees).</p> <ul style="list-style-type: none"> • Less than 1 Project – 0 Marks • 1 Projects – 3 Marks • 2 Projects – 6 Marks • 3 Projects or more – 10 Marks 	10
1.3	<p>Experience of Imparting training in the area of Skill Development in Similar Sector</p> <ul style="list-style-type: none"> • Media and Entertainment – 1 Marks for each 200 students trained maximum to 4 Marks • IT and ITeS – 1 Marks for each 200 students trained maximum to 4 Marks • BFSI – 1 Marks for each 200 students trained maximum to 4 Marks • Apparel and made up-1 Marks for each 200 students trained maximum to 4 Marks • Hospitality and Tourism-1 Marks for each 200 students trained maximum to 4 Marks 	20
1.4	<p>Experience of having worked / working on projects with any Central/State Government. (Only those projects will be counted for evaluation which has >100 trainees).</p> <ul style="list-style-type: none"> • 1 Projects – 3 marks • 2 Projects – 6 marks • 3 Projects – 9 marks • More than 3 Projects- 10 marks 	10
2	Geographical Experience of Bidder (Ongoing or Completed Project during last 5 years - Client certificate/MIS/SDMS report or information available in public domain from the Client)	20 Marks
2.1	<p>Trained in Himachal Pradesh or Similar Geographical Area (J&K, Uttarakhand, North Eastern States)</p> <ul style="list-style-type: none"> • 100 to 200 Students – 4 Marks • 200- 300 Students – 6 Marks • 300- 400 Students – 8 Marks • >400 Students – 10 Marks 	10
2.2	<p>Placement of trained students in Himachal Pradesh or Similar Geographic area (J&K, Uttarakhand, North Eastern States)</p> <ul style="list-style-type: none"> • 100 to 200 Students – 4 Marks • 200- 300 Students – 6 Marks • 300- 400 Students – 8 Marks • > 400 Students – 10 Marks • (CA Certified Documents required) 	10
3	Management Experience of Bidder (Evaluation Mechanism will be based on the Ratings for sub-section 3.1, 3.2 and 3.3)	20 Marks

#	Evaluation Criteria	Max. Marks
	Excellent – 100% Very Good – 85% Above average -70% Average- 55% Below average – 40% Non-complying – 0%	
3.1	Quality Control Mechanism proposed for implementation of the program	5
3.2	Overall quality of EOI submission	5
3.3	Approach and Methodology for achieving the training targets within timeframe (2 marks for each section) <ul style="list-style-type: none"> • Awareness generation • Counselling • Training • Placement • Post placement tracking 	10

4. Financial Aspects

4.1. Performance Based Payment System

- The training program uses the 'The Common Norms for Skill Development Schemes' implemented by Ministry of Skill Development and Entrepreneurship (MSDE), Government of India. https://www.msde.gov.in/assets/images/Notification/Common%20Norms_amendment.pdf
- Government of Himachal Pradesh (GOHP) has made amendments in some norms/provisions in the Norms keeping in view of HP's tough topography and low density of population in the rural areas. Please refer Common Norms and amendments in <http://hpkvn.nic.in/> for the latest guidelines. <http://hpkvn.nic.in/download/Common%20Norms%20Circular.pdf>
- Training Providers shall charge a refundable security deposit of Rs. 1000/- per candidate (for NSQF Level 5 and above), Rs. 500/- (for NSQF Levels 3 & 4), and Rs. 250/- (for NSQF Levels 1 & 2) at the commencement of the training.
- Refundable security deposit would be chargeable to all candidates:
 - To ensure that candidates selected for the training programs are undertaking the training with seriousness
 - To reduce the drop-out rates during the course of training.

The amount would be refunded to every candidate who completes the training program and is successfully certified. Proof of refund will be taken from the Training Provider along with the claims of training costs.

- The outcomes envisaged under the Scheme, guided by the Common Norms, are as below:
 - For training of fresh entrants to the workforce, outcome shall be defined to include all of the following:
 - Employment (both wage and self) on an annual basis of at least 70% of the successfully certified trainees within three months of completion of training, with at least 50% of the trainees passing out being placed in wage employment; Provided that HPKVN may alter the percentage target of wage and self-employment within a batch based on specifics of the trade, local economy, social conditions, etc.
 - In case of wage employment and recognition of prior learning, candidates shall be placed in jobs that provide wages at least equal to minimum wages of the state of placement prescribed and such candidates should continue to be in jobs for a minimum period of three months from the date of placement in the same or a higher level with the same or any other employer.
 - In case of self-employment, candidates should have been employed gainfully in livelihood enhancement occupations which are evidenced in terms of trade license or setting up of an enterprise or becoming a member of a producer group or proof of additional earnings (bank statement) or any other suitable and verifiable document as prescribed by the respective Ministry/ Department/ HPKVN.
- The TSP will be asked to discontinue the training in that particular trade/ center and will be paid only on pro rata basis, if the outcome achievement for a batch is unsatisfactory as defined under:
 - 49% and below placement of those who have been certified;
 - 49% and below number of certified candidates with increase of at least 3% in remuneration within 14 months in case of re-skilling and up-skilling

4.2. Flow of Funds under the program

- HPKVN shall release funds to the Training Service Providers in adherence with the prescribed processes in Standard Operating Procedures (SoP) which shall be modified by HPKVN from time to time.
- The fund release to the Training Service Providers would be in accordance to the procedures laid down in the Common Norms for Skill Development Schemes notified by the Government of India from time to time. Need based deviations for Himachal Pradesh would be reflected in the Standard Operating Procedures (SoP) to be released by HPKVN.
- Under the Scheme, funding would be available to Training Service Providers selected through impartial and transparent selection criteria to impart skill development trainings.
- Base Cost for approved skill development training's shall be paid in accordance with the Common Norms notified by the Government of India from time to time. In line with the prevailing Common Norms notified on the 31st December 2018, the Base Cost for different sectors will be as under:
 - Rs. 46.70 per hour of training for trades/sectors listed in Category I of Schedule - II
 - Rs. 40.00 per hour of training for trades/sectors listed in Category II of Schedule - II
 - Rs. 33.40 per hour of training for trades/sectors listed in Category III of Schedule - II

With effect from 01.04.2019, the Base cost for different Sectors is increased at 10 percent, rounded off to the next 10 paise, of the amounts mentioned above.

The Base Cost shall change as per amendments made to the Government of India's Common Norms, unless specified otherwise. Over and above the Base Cost, an additional amount equal to 10% of the Base Cost could be given, as Himachal Pradesh is a special area. Taxes as applicable would be paid to the TSP by HPKVN over and above the common cost norms.

- The hourly rates shall be inclusive of cost components such as:
 - Mobilization of candidates, Post-placement tracking/monitoring, Curriculum, Placement expenses, Trainers' training, Equipment, Amortization of Infrastructure costs/Utilities, Teaching Aid, Raw material, Salary of trainers.
- Third Party Certification & Assessment costs shall be payable to the third-party Assessment Agency in line with the Common Norms notified by the Government of India. The TSP would not have any intermediary role in the selection and contract administration of assessment agencies.
- Costs would be subject to a periodic enhancement of 10% annually or as decided by the Common Norms Committee provided minimum duration between any 2 revisions would be at least six months.

4.3. Installment milestones

Table 4: Milestones

Installment	Percentage of total cost	Output Parameters
1 st	30%	On commencement of training batch against validated candidates.
2 nd	50%	On successful certification of the trainees
3 rd	20%	Outcomes based on Placement

Note –

- While calculating payment, trainees having 70% and above attendance will be considered.
- The 3rd instalment will be released only for the students successfully completing 3 months in job. At least 70% students must be placed (self or wage) to avail this instalment.
- Payouts will be made as per Common Cost Guidelines.

Note: - 10% of the total contract value will be given to the training service provider as a mobilization advance. This will be issued against advance bank payment guarantee which will be adjusted during 1st year against the invoices.

In order to encourage the Training Provider to exceed the prescribed outcomes, the following additional incentives should be provided:

- For every candidate, where outcome achievement is above 70% to 85%, the Training Provider should be paid an additional amount of Rs.3000/- of the base cost per candidate.
- For every candidate where outcome achievement is above 85%,the Training Provider should be paid an additional amount of Rs. 5000/- of the base cost per candidate

4.4. Component-wise Cost Break-up of the Hourly Rates for NSQF Courses

Table 5: Cost Breakup

#	Parameter	Breakup of Percentage (%)
1	Mobilization of candidates	8
2	Post-placement tracking/monitoring	7
3	Curriculum	5
4	Placement Expenses	8
5	Trainers' training	4
6	Equipment	20
7	Amortization of Infrastructure Costs/Utilities	7
8	Teaching Aid	3
9	Raw Material	3
10	Salary of trainers	35
	Total	100

5. Reporting

Schedule of Deliveries

The following reports must be delivered as per the timeline mentioned below:

Table 6: Schedule of Deliveries

#	Deliverable	Submission
1	Progress Report	Monthly
2	Batch Completion Report	15 days after completion of batch
3	Mid Term Progress Report	30 days after completion of half duration of program
4	Program Completion Report	15 days after completion of all batches

Notes: (i) Monthly Progress Report within 5 days of commencement of each calendar month.
(ii) Quarterly Progress Report: as agreed with HPKVN- Report format and quality of analysis is important.

The contents of each report will be discussed and agreed with HPKVN in advance. The TSP will submit six hard copies and one electronic copy of each report. Final report will also be submitted in a CD-ROM.

All reports, bid documents etc. shall be submitted to the following address:

The Managing Director,
Himachal Pradesh Kaushal Vikas Nigam (HPKVN),
Block no. 24, 2nd Floor, STPI Building, SDA Complex,
Kasumpti, Shimla – 171009