



Umed- Maharashtra State Rural Livelihoods Mission (MSRLM)
5th Floor, CIDCO Bhavan, South wing, CBD Belapur, Navi Mumbai-400614
Phone No 022-27562552/54 Website: www.umed.in

Advertisement for Hiring of Various Individual Consultant for DDU-GKY

Maharashtra State Rural Livelihoods Mission (MSRLM) is implementing Deen Dayal Upadhya Grameen Kaushlya Yojana (DDU-GKY). Applications are invited for the following Individual Consultants on contract basis.

| Position | No of Positions |
|-------------------------|-----------------|
| Expert Consultant | 2 |
| Senior consultant | 10 |
| Mid-level consultant | 27 |
| Junior level consultant | 3 |

Interested candidates who are fulfilling the selection criteria, are requested to send their application via email to ddugky.consultant@umed.in. Candidates are requested to visit www.umed.in or www.maharashtra.gov.in to find Eligibility Criteria, Job Description, Application Format and other relevant information. CEO, MSRLM has reserve the right to modify terms of reference or cancel the recruitment process without prior notice if needed. Last date for submission of application is 27th December 2019 upto 11.59PM.

Chief Executive Officer
Maharashtra State Rural Livelihoods Mission



महाराष्ट्र राज्य ग्रामीण जीवनोन्नती अभियान
पाचवा मजला, सिडको भवन, दक्षिण बाजू, सी.बी.डी.वेलापूर, नवी मुंबई-४००६१४.
फोन नं.०२२-२७५६२५५२/५४ संकेतस्थळ : www.umed.in

विविध वैयक्तिक सल्लागार निवडीबाबत

राज्यात 'दीनदयाल उपाध्याय ग्रामीण कौशल्य योजनेची अंमलबजावणी 'उमेद- महाराष्ट्र राज्य ग्रामीण जीवनोन्नती अभियान यांच्या मार्फत करण्यात येत आहे. या योजने अंतर्गत खालील पदे राज्य अभियान व्यवस्थापन कक्ष, नवी मुंबई तसेच विभागीय स्तरावर करार तत्वावर भरणे आहे.

| पदे | पदांची संख्या |
|--|---------------|
| Expert Consultant - तज्ञ सल्लागार | २ |
| Senior consultant – वरिष्ठ सल्लागार | १० |
| Mid-level consultant –मध्यम सल्लागार | २७ |
| Junior level consultant –कनिष्ठ सल्लागार | ३ |

वरील पदासाठी पात्रता निकष, मानधन, अर्जाचा नमुना व इतर माहिती www.maharashtra.gov.in व www.umed.in या संकेतस्थळावर उपलब्ध आहे. इच्छुक उमेदवारांनी विहित नमुन्यात अर्ज ddugky_consultant@umed.in या इमेल वर दि. २७ /१२ /२०१९ रात्री ११.५९ वाजेपर्यंत सादर करावा. अर्ज सादर करण्याच्या मुदतीत किंवा इतर काही बदल झाल्यास त्याबाबतची सूचना www.umed.in या संकेतस्थळावर प्रसिद्ध करण्यात येईल. अभियानाच्या गरजेनुसार पदसंखेत बदल करणे, अटी व शर्तीमध्ये बदल आणि कोणतीही सूचना न देता निवड प्रक्रिया रद्द करण्याचे सर्व अधिकार मुख्य कार्यकारी अधिकारी, महाराष्ट्र राज्य ग्रामीण जीवनोन्नती अभियान यांच्याकडे राखीव ठेवण्यात आले आहेत.

मुख्य कार्यकारी अधिकारी
महाराष्ट्र राज्य ग्रामीण जीवनोन्नती अभियान

Mid-Level Consultants Terms of Reference (ToRs) - DDU-GKY Project

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Hiring of Individual Consultant

Mid-Level Consultant – Appraisal, Procurement & Documentation

Terms of Reference

1. Introduction:

Maharashtra State Rural Livelihood Mission (MSRLM) is a nodal agency for implementation of DDU-GKY Project in the state of Maharashtra. Project has various components which includes bringing new PIAs on board. Appraisal of new PIAs one of the key steps in DDU-GKY Project.

2. Background

The Deen Dayal Upadhyaya Grameen Kaushlya Yojana (DDU-GKY) is a placement linked skill development program. DDU-GKY aims at alleviation of rural poverty through skill development and regular job placement for poor rural youth in the age group of 18-35 years. DDU-GKY is unique in its design and is part of the National Rural Livelihood Mission (DAY-NRLM). It gives priority to disadvantaged groups such as the SC/ ST/ women/ minorities and people with disability (PWD); it focuses on market-led training programs to ensure employability of youth and it emphasizes on partnership with private sector, NGOs, CBOs (Community Based Organization) and others for skilling and placement delivery.

DDU-GKY is implemented through a 3 tier structure with Ministry of Rural Development (MoRD) at the apex as the policymaking, facilitation and coordination agency; the State Skill Missions (SSMs) or State Rural Livelihood Missions (SRLMs) as the state level nodal implementation support agencies and Project Implementation Agencies (PIAs) who serve as the skill and placement providers under the program. The DDU-GKY envisages a central role for SSMs in driving the program delivery, its quality and outcomes. The DDU-GKY guidelines provide additional information on the program. The guidelines can be accessed under the resource section of DDU-GKY website at <http://www.ddugky.gov.in>

3. Objective of the Assignment:

As part of the Operations Team; MSRLM is proposing Mid-Level Consultant who will be responsible for **Appraisal, Procurement & Documentation** of the DDU-GKY Program in compliance with organization's guidelines. This position will be based at State Mission Management Unit at CBD Belapur, Mumbai. Position involves regular field work within and outside of Mumbai in the Maharashtra State.

4. Scope of Assignment:

Scope of the assignment is as below:

- Assist in streamlining project proposal submission and appraisal process for the DDU-GKY Program in the state

- Assist in identification of new PIAs and bringing them on board
- Assist in capacity building of concerned DDU-GKY Stakeholders on PIAs' onboarding
- Assist to identify documentation needs of the project and undertake tasks related to the same
- To prepare required documents and coordinate with procurement department for procurement of necessary activities / resources for DDU-GKY Program
- Assist in preparing quarterly / mid-year / annual reports and documentation of all the related activities of the program
- Any other work assigned from time to time.

5. Duties and Responsibilities:

- To support in organising facilitation workshops / meetings to orient new PIAs / upcoming PIAs on DDU-GKY Project
- To support in identification of new PIAs and bring them on board of the DDU-GKY Project as implementing partners
- To provide technical support and guidance to new PIAs
- To provide technical support to PIAs on proposal writing, sector and trade selection, mobilization strategy, etc.
- To participate in screening of applications of new PIAs
- To coordinate with Project Appraisal Agencies from respective states on Qualitative Appraisal Report and review the same
- To arrive at district wise target allocations for newly selected PIAs and to ensure the same based on approval of senior management
- To document the process of appraisal and onboarding of new PIAs
- To identify DDU-GKY project process documentation needs and in coordination with stakeholders of the project to prepare quality document
- To provide support in organizing pre-PAC and PAC meetings
- To ensure necessary documents are submitted by PIAs related to DDU-GKY Projects and maintain the same as per SOP
- Maintain internal filing mechanism for the DDU-GKY Project at state level / MSRLM and to develop end to end tracking mechanism of all the files / communications
- Keeping track of all communications received and keep a track of the same and route it to further actions

- To coordinate with Procurement Department of MSRLM and provide necessary documentation for procuring resources / activities, etc. related to the JPSD
- To deliver the desired outcomes of the program as per the directions of MSRLM
- To take up any other tasks related to JPSD assigned by MSRLM from time to time

6. Reporting:

The Consultant will work under the guidance of Mission Manager. She/ He will report to the State Mission Manager / Mission Manager JP & SD / respective senior consultant. Regular reporting and interactions with concerned DMMUs.

7. Termination / Discontinuance/ Notice

In case of discontinuance, either party is required to give one-month notice or one-month honorarium in lieu thereof and rescind the contract. If performance of consultant is not satisfactory, CEO, MSRLM may terminate contract during the contract period.

8. Duration of the Assignment:

The assignment will be for a period of 11 months from the signing of the contract and it may be extended further depending upon the performance of individual consultant and requirement of MSRLM.

9. Data, Services and Facilities to be provided by UMED:

The Project will provide all the support to the consultant in carryout tasks:

- a) Access to all the records related to fulfillment of responsibilities as assigned above.
- b) Availability of office space equipped with Computer system, internet access, phone facility etc.

10. Review Committee and Procedure for Review

The performance of the consultant will be reviewed and monitored by a review committee constituted by the Chief Executive Officer of MSRLM on a Half Yearly / Quarterly basis at suitable place.

11. Required qualification and experience:

Qualification, experience of a consultant required for the assignment:

a) Educational qualification required:

Post-graduation from any academic stream with min 7 years of experience in project management / Skill Development Projects / rural development among which 5 years of relevant experience in project appraisal / procurement / documentation

b) Essential Experience required:

1. At least 5 years of relevant experience
2. Experience in handling skill development projects
3. Experience in handling government projects
4. Appraisal of projects, inspection/ audit of the documents
5. Experience in handling procurement process
6. Documentation of the practices
7. Fluency in English, Hindi and Marathi languages.

c) Desirable:

Work experience in skill development sector with government set up

Preference will be given to the candidates with minimum 1 Year experience in DDU-GKY Project

12. Number of Positions:

2 Nos (location – CBD Belapur, Mumbai, Maharashtra)

13. Age Limit:

Candidate applying for the said position should not be more than 50 years as on 1/12/2019.

14. Professional Fee:

- a) The consultant should work for all official working days in a month. If consultant worked less than working days in a month then remuneration will be paid on pro rata basis.
- b) A fixed full time Remuneration of upto **Rs. 60,000/- (Rs. Sixty Thousand Only)** per month will be paid against submission of work done for the Month of which the claim of honorarium is being made. In addition to this, consultant will also get Fixed Mobile allowance per month as per Mission Manager / as per MSRLM's Policies.
- c) Applicable TDS will be deducted while making the payment as per the statutory requirements.
- d) Fees to the Consultant shall be paid upon satisfactory delivery of work and a detailed invoice with breakup of expenses and number of workdays for the month.
- e) In addition, MSRLM will also reimburse the cost of lodging, boarding and travel incurred for the purpose of the assignment. The rates of lodging, boarding and travel will be applicable as per the TA/DA rates to Mission Manager / as per MSRLM's Policies.

- f) If the contract is extended beyond one year, the remuneration will be increased up to 5 % depends upon the performance of the consultant reviewed by a Committee appointed by the Chief Executive Officer

15. Submission of Application:

- a) Application should be submitted in the format provided with this term of reference.
- b) Candidate need to convert application form in word format and type all detail information and sign on each page.
- c) Candidates are free to extend no of rows; there is no page limit to submit the application.
- d) Scanned copy of application should be sent only on ddugky.consultant@umed.in on or before **27/12/2019** up to 11.59 PM.
- e) Applications received after the due date for whatever reason shall not be accepted.
- f) Candidates wishing to apply should mention Application for the position of Mid Level Consultant - Appraisal, Procurement & Documentation in the subject line of the email.
- g) Incomplete applications or submitted in the other format will not be considered for the next selection process.
- h) Do not send any supporting documents along with the application.
- i) Any changes in the ToR, application submission date or any other information shall be published on www.umed.in website. Candidates are requested to frequently visit the website for the latest revision.

R.Vimala IAS
Chief Executive Officer
Maharashtra State Rural Livelihoods Mission

Hiring of Individual Consultant

Mid-Level Consultant – Capacity Building, Assessment & Certification

Terms of Reference

1. Introduction:

Maharashtra State Rural Livelihood Mission (MSRLM) is a nodal agency for implementation of DDU-GKY Project in the state of Maharashtra. MSRLM, DMMUs and PIAs are the key implementing stakeholders in the project. Capacity Building of staff / resources persons associated with DDU-GKY Project thus becomes important to ensure DDU-GKY Project is implemented in line with its guidelines. Assessment and certification of trained candidates is mandatory in any skill development program and thus in DDU-GKY Project.

2. Background

The Deen Dayal Upadhyaya Grameen Kaushlya Yojana (DDU-GKY) is a placement linked skill development program. DDU-GKY aims at alleviation of rural poverty through skill development and regular job placement for poor rural youth in the age group of 18-35 years. DDU-GKY is unique in its design and is part of the National Rural Livelihood Mission (DAY-NRLM). It gives priority to disadvantaged groups such as the SC/ ST/ women/ minorities and people with disability (PWD); it focuses on market-led training programs to ensure employability of youth and it emphasizes on partnership with private sector, NGOs, CBOs (Community Based Organization) and others for skilling and placement delivery.

DDU-GKY is implemented through a 3 tier structure with Ministry of Rural Development (MoRD) at the apex as the policymaking, facilitation and coordination agency; the State Skill Missions (SSMs) or State Rural Livelihood Missions (SRLMs) as the state level nodal implementation support agencies and Project Implementation Agencies (PIAs) who serve as the skill and placement providers under the program. The DDU-GKY envisages a central role for SSMs in driving the program delivery, its quality and outcomes. The DDU-GKY guidelines provide additional information on the program. The guidelines can be accessed under the resource section of DDU-GKY website at <http://www.ddugky.gov.in>

3. Objective of the Assignment:

As part of Operations Team; MSRLM is proposing Mid-Level Consultant who will be responsible for **Capacity Building, Assessment & Certification** of the DDU-GKY Program in compliance with organization's guidelines. This position will be based at State Mission Management Unit at CBD Belapur, Mumbai. Position involves regular field work within and outside of Mumbai in the Maharashtra State.

4. Scope of Assignment:

Scope of the assignment is as below:

- Assisting team in identification of gaps and prepare strategies for capacity building of all stakeholders
- Build capacities of various stakeholders in the DDU-GKY Project
- To coordinate with PIAs and ensure assessment and certification is done as per SOP
- To facilitate in organizing ToTs for PIA staff and ensure ToT and eSOP certifications
- To monitor and supervise assessment and certification process followed at PIA level
- To coordinate with MoRD, SSCs on assessment and certification
- Timely assessment and certification is done of all DDU-GKY Trained candidates
- To monitor empanelled agencies conduct assessment and certification of DDU-GKY candidates across state
- Any other work assigned from time to time.

5. Duties and Responsibilities:

- To contribute in preparation of strategies and organize capacity building programs of various stakeholders working in DDU-GKY program
- To assist in preparation and execution of annual plan / training calendar on capacity building programs at state / region / district / block levels in coordination with all verticals of DDU-GKY
- To ensure identified resources persons are engaged in capacity building programs planned by the program
- Contribute in developing training programs, modules, manuals, etc.
- To monitor resources / budget allocated for capacity building are effectively utilized across all the districts and at state level
- To prepare annual budget plans for capacity building programs and its monitoring
- To identify capacity building gaps at various levels and plan capacity building programs accordingly
- To monitor assessment and certification performance of PIAs
- To coordinate with Assessment bodies and concerned ministries on conducting assessment and certification process in the state
- In close coordination with PIAs, to monitor empaneled agencies are timely conducting assessment and certification of trained candidates

- To deliver the desired outcomes of the program as per the directions of MSRLM
- To take up any other tasks related to JPSP assigned by MSRLM from time to time

6. Reporting:

The Consultant will work under the guidance of Mission Manager. She/ He will report to the State Mission Manager / Mission Manager JP & SD / respective senior consultant. Regular reporting and interactions with concerned DMMUs.

7. Termination / Discontinuance/ Notice

In case of discontinuance, either party is required to give one-month notice or one-month honorarium in lieu thereof and rescind the contract. If performance of consultant is not satisfactory, CEO, MSRLM may terminate contract during the contract period.

8. Duration of the Assignment:

The assignment will be for a period of 11 months from the signing of the contract and it may be extended further depending upon the performance of individual consultant and requirement of MSRLM.

9. Data, Services and Facilities to be provided by UMED:

The Project will provide all the support to the consultant in carryout tasks:

- a) Access to all the records related to fulfillment of responsibilities as assigned above.
- b) Availability of office space equipped with Computer system, internet access, phone facility etc.

10. Review Committee and Procedure for Review

The performance of the consultant will be reviewed and monitored by a review committee constituted by the Chief Executive Officer of MSRLM on a Half Yearly / Quarterly basis at suitable place.

11. Required qualification and experience:

Qualification, experience of a consultant required for the assignment:

a) Educational qualification required:

Post Graduation from any academic stream with min 7 years of experience in project management / rural development / skill development / development sector among which 5 years of relevant experience in capacity building / assessment / certification

b) Essential Experience required:

1. Experience in handling skill development projects
2. Experience in handling government projects
3. Experience in formulating capacity building programs for large scale program
4. Experience in assessment and certification for skills programs
5. Fluency in English, Hindi and Marathi languages.

c) Desirable:

Work experience as master trainer

Preference will be given to the candidates with minimum 1 Year experience in DDU-GKY Project

12. Number of Position:

2 Nos (location – CBD Belapur, Mumbai, Maharashtra)

13. Age Limit:

Candidate applying for the said position should not be more than 50 years as on 1/12/2019.

14. Professional Fee:

- a) The consultant should work for all official working days in a month. If consultant worked less than working days in a month then remuneration will be paid on pro rata basis.
- b) A fixed full time Remuneration of upto **Rs. 60,000/- (Rs. Sixty Thousand Only)** per month will be paid against submission of work done for the Month of which the claim of honorarium is being made. In addition to this, consultant will also get Fixed Mobile allowance per month as per Mission Manager / as per MSRLM's Policies.
- c) Applicable TDS will be deducted while making the payment as per the statutory requirements.
- d) Fees to the Consultant shall be paid upon satisfactory delivery of work and a detailed invoice with breakup of expenses and number of workdays for the month.
- e) In addition, MSRLM will also reimburse the cost of lodging, boarding and travel incurred for the purpose of the assignment. The rates of lodging, boarding and travel will be applicable as per the TA/DA rates to Mission Manager / as per MSRLM's Policies.
- f) If the contract is extended beyond one year, the remuneration will be increased up to 5 % depends upon the performance of the consultant reviewed by a Committee appointed by the Chief Executive Officer

15. Submission of Application:

- a) Application should be submitted in the format provided with this term of reference.
- b) Candidate need to convert application form in word format and type all detail information and sign on each page.
- c) Candidates are free to extend no of rows; there is no page limit to submit the application.
- d) Scan copy of application should be sent only on ddugky.consultant@umed.in on or before **27/12/2019** up to 11.59 PM.
- e) Applications received after the due date for whatever reason shall not be accepted.

- f) Candidates wishing to apply should mention Application for the position of Mid Level Consultant - Capacity Building, Assessment & Certification in the subject line of an email.
- g) Incomplete applications or submitted in the other format will not be considered for the next selection process.
- h) Do not send any supporting documents along with the application.
- i) Any changes in the ToR, application submission date or any other information shall be published on www.umed.in website. Candidates are requested to frequently visit the website for the latest revision.

R.Vimala IAS
Chief Executive Officer
Maharashtra State Rural Livelihoods Mission

Hiring of Individual Consultant

Mid-Level Consultant – Counselling, Job Placement, Alumni, Migration Support Services

Terms of Reference

1. Introduction:

Maharashtra State Rural Livelihood Mission (MSRLM) is a nodal agency for implementation of DDU-GKY Project in the state of Maharashtra. Skill development programs require counseling support to candidates who gets covered under the program. There is a necessity to follow placed candidates during placement. Formation of Alumni groups and provision of Migration Support Services adds to increasing retention of trained candidates at placement.

2. Background

The Deen Dayal Upadhyaya Grameen Kaushlya Yojana (DDU-GKY) is a placement linked skill development program. DDU-GKY aims at alleviation of rural poverty through skill development and regular job placement for poor rural youth in the age group of 18-35 years. DDU-GKY is unique in its design and is part of the National Rural Livelihood Mission (DAY-NRLM). It gives priority to disadvantaged groups such as the SC/ ST/ women/ minorities and people with disability (PWD); it focuses on market-led training programs to ensure employability of youth and it emphasizes on partnership with private sector, NGOs, CBOs (Community Based Organization) and others for skilling and placement delivery.

DDU-GKY is implemented through a 3 tier structure with Ministry of Rural Development (MoRD) at the apex as the policymaking, facilitation and coordination agency; the State Skill Missions (SSMs) or State Rural Livelihood Missions (SRLMs) as the state level nodal implementation support agencies and Project Implementation Agencies (PIAs) who serve as the skill and placement providers under the program. The DDU-GKY envisages a central role for SSMs in driving the program delivery, its quality and outcomes. The DDU-GKY guidelines provide additional information on the program. The guidelines can be accessed under the resource section of DDU-GKY website at <http://www.ddugky.gov.in>

3. Objective of the Assignment:

As part of Operations Team; MSRLM is proposing Mid-Level Consultant who will be responsible for **Counselling, Placement Verification, Alumni, Migration Support Services** of the DDU-GKY Program in compliance with organization's guidelines. This position will be based at State Mission Management Unit at CBD Belapur, Mumbai. Position involves regular field work within and outside of Mumbai in the Maharashtra State.

4. Scope of Assignment:

Scope of the assignment is as below:

- Support in developing the framework for tracking candidates across the DDU-GKY eco-systems from mobilization to post-placement through study of various national and state level frameworks and systems.
- Develop analytics of status and project report on placement verification
- Identify stakeholders for OJT and placements
- Monitor the operation of Migration Support Centres;
- Facilitate the overseas placements; propose innovative PPPs for the state/MOUs
- Review and establishment of migration support center, define activities and services, assessment, services and quality
- Any other work assigned from time to time

5. Duties and Responsibilities:

- Coordinate with STSA, CTSA & PIAs team for timely placement verification of placed candidates as per DDU-GKY SOP guidelines
- Coordination with CTSA for placement verification report
- Review of placement verification report and submit
- To prepare strategy on involvement of Alumni in the DDU-GKY Project
- To strengthen Migration Support System in the state
- Make efficient use of MIS and other candidate data, other systems (e.g. BPO), PIAs reviews for tracking
- Maintain data / documents of placement verification
- To deliver the desired outcomes of the program as per the directions of MSRLM
- To take up any other tasks related to JPSP assigned by MSRLM from time to time

6. Reporting:

The Consultant will work under the guidance of Mission Manager. She/ He will report to the State Mission Manager / Mission Manager JP & SD / respective senior consultant. Regular reporting and interactions with concerned DMMUs.

7. Termination / Discontinuance/ Notice

In case of discontinuance, either party is required to give one-month notice or one-month honorarium in lieu thereof and rescind the contract. If performance of consultant is not satisfactory, CEO, MSRLM may terminate contract during the contract period.

8. Duration of the Assignment:

The assignment will be for a period of 11 months from the signing of the contract and it may be extended further depending upon the performance of individual consultant and requirement of MSRLM.

9. Data, Services and Facilities to be provided by UMED:

The Project will provide all the support to the consultant in carryout tasks:

- a) Access to all the records related to fulfillment of responsibilities as assigned above.
- b) Availability of office space equipped with Computer system, internet access, phone facility etc.

10. Review Committee and Procedure for Review

The performance of the consultant will be reviewed and monitored by a review committee constituted by the Chief Executive Officer of MSRLM on a Half Yearly / Quarterly basis at suitable place.

11. Required qualification and experience:

Qualification, experience of a consultant required for the assignment:

a) Educational qualification required:

Post-Graduation from any academic stream with min 7 years of experience in rural development / skill development / project management among which 5 years of relevant experience in HR / recruitment / admin / PM&IR / migration support

b) Essential Experience required:

1. Experience in handling skill development projects
2. Experience in handling government projects
3. Work experience of field level verification of records / reports
4. Experience in conducting alumni meets
5. Experience in conducting / supervising counselling activities
6. Fluency in English, Hindi and Marathi languages.

c) Desirable:

Work experience on formation of alumni structure in a large size program

Preference will be given to the candidates with minimum 1 Year experience in DDU-GKY Project

12. Number of Position:

3 Nos (location – CBD Belapur, Mumbai, Maharashtra)

13. Age Limit:

Candidate applying for the said position should not be more than 50 years as on 1/12/2019.

14. Professional Fee:

- a) The consultant should work for all official working days in a month. If consultant worked less than working days in a month then remuneration will be paid on pro rata basis.

- b) A fixed full time Remuneration of upto **Rs. 60,000/- (Rs. Sixty Thousand Only)** per month will be paid against submission of work done for the Month of which the claim of honorarium is being made. In addition to this, consultant will also get Fixed Mobile allowance per month as per Mission Manager / as per MSRLM's Policies.
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- e) In addition, MSRLM will also reimburse the cost of lodging, boarding and travel incurred for the purpose of the assignment. The rates of lodging, boarding and travel will be applicable as per the TA/DA rates to Mission Manager / as per MSRLM's Policies.
- f) If the contract is extended beyond one year, the remuneration will be increased up to 5 % depends upon the performance of the consultant reviewed by a Committee appointed by the Chief Executive Officer

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- d) Scan copy of application should be sent only on ddugky.consultant@umed.in on or before **27/12/2019** up to 11.59 PM.
- e) Applications received after the due date for whatever reason shall not be accepted.
- f) Candidates wishing to apply should mention Application for the position of Mid Level Consultant - Job Placement, Alumni & Migration Support Services in the subject line of an email.
- g) Incomplete applications or submitted in the other format will not be considered for the next selection process.
- h) Do not send any supporting documents along with the application.
- i) Any changes in the ToR, application submission date or any other information shall be published on www.umed.in website. Candidates are requested to frequently visit the website for the latest revision.

R.Vimala IAS
Chief Executive Officer
Maharashtra State Rural Livelihoods Mission

Hiring of Individual Consultant

Mid-Level Consultant – Finance and Accounts

Terms of Reference

1. Introduction:

Maharashtra State Rural Livelihood Mission (MSRLM) is a nodal agency for implementation of DDU-GKY Project in the state of Maharashtra. Finance and Accounts unit of the DDU-GKY Project handles various responsibilities of financial system and administrative functions of the program.

2. Background

The Deen Dayal Upadhyaya Grameen Kaushlya Yojana (DDU-GKY) is a placement linked skill development program. DDU-GKY aims at alleviation of rural poverty through skill development and regular job placement for poor rural youth in the age group of 18-35 years. DDU-GKY is unique in its design and is part of the National Rural Livelihood Mission (DAY-NRLM). It gives priority to disadvantaged groups such as the SC/ ST/ women/ minorities and people with disability (PWD); it focuses on market-led training programs to ensure employability of youth and it emphasizes on partnership with private sector, NGOs, CBOs (Community Based Organization) and others for skilling and placement delivery.

DDU-GKY is implemented through a 3 tier structure with Ministry of Rural Development (MoRD) at the apex as the policymaking, facilitation and coordination agency; the State Skill Missions (SSMs) or State Rural Livelihood Missions (SRLMs) as the state level nodal implementation support agencies and Project Implementation Agencies (PIAs) who serve as the skill and placement providers under the program. The DDU-GKY envisages a central role for SSMs in driving the program delivery, its quality and outcomes. The DDU-GKY guidelines provide additional information on the program. The guidelines can be accessed under the resource section of DDU-GKY website at <http://www.ddugky.gov.in>

3. Objective of the Assignment:

As part of Operations Team; MSRLM is proposing Mid-Level Consultant who will be responsible for undertaking tasks related to financial management and accounting system of the DDU-GKY Program in compliance with organization's guidelines. This position will be based at State Mission Management Unit at CBD Belapur, Mumbai. Position involves regular field work within and outside of Mumbai in the Maharashtra State.

4. Scope of Assignment:

Scope of the assignment is as below:

- To collect and analyse data on routine financial tracking variables.
- Budget monitoring of PIAs
- Processing release of funds / installments to PIAs and Districts.

- To undertake desk verifications for installment release
- Any other work assigned from time to time

5. Duties and Responsibilities:

- Play supportive role in MSRLM and PIAs following financial management and accounting systems of the Program in compliance with the DDU-GKY SOP
- To maintain financial and administrative records in accordance with the DDU-GKY SOP
- Providing inputs for the state & district teams in preparation of Annual Budgets.
- Shall help in implementation of DDU-GKY and its key Non-Negotiable.
- Undertaking review of Utilization Certificates (UCs) submitted by partners.
- Conducting First Month Audit, monthly verification and Annual audit of the accounts of PIAs.
- Providing support on disbursement scheduling, periodical review, review and analysis through financial information system (PFMS).
- Ensure transparent & fair financial systems at all levels
- Payroll processing of DDU-GKY State Team
- Providing inputs for Quarterly Financial Reports for the program as per the time line.
- Maintaining all project level financial documents and records at the state office.
- Providing support on arranging logistics for all the trainings, workshops, meetings, travel of official teams.
- Providing updates on PFMS – ERP software on DDU-GKY Program and co-coordinating with the PIAs and District Offices for data accuracy and troubleshooting.
- Attend periodical meetings with PIAs on review of project implementation
- Support program management.
- Capacity building of SRLM / DMMU / PIA staff, as and when required.
- To deliver the desired outcomes of the program as per the directions of MSRLM
- To take up any other tasks related to JPSP assigned by MSRLM from time to time

6. Reporting:

The Consultant will work under the guidance of Senior Consultant – Finance and Accounts. She/ He will report to the Senior Consultant – Finance and Accounts on weekly basis.

7. Termination / Discontinuance/ Notice

In case of discontinuance, either party is required to give one-month notice or one-month honorarium in lieu thereof and rescind the contract. If performance of consultant is not satisfactory, CEO, MSRLM may terminate contract during the contract period.

8. Duration of the Assignment:

The assignment will be for a period of 11 months from the signing of the contract and it may be extended further depending upon the performance of individual consultant and requirement of MSRLM.

9. Data, Services and Facilities to be provided by UMED:

The Project will provide all the support to the consultant in carryout tasks:

- a) Access to all the records related to fulfillment of responsibilities as assigned above.

- b) Availability of office space equipped with Computer system, internet access, phone facility etc.

10. Review Committee and Procedure for Review

The performance of the consultant will be reviewed and monitored by a review committee constituted by the Chief Executive Officer of MSRLM on a Half Yearly / Quarterly basis at suitable place.

11. Required qualification and experience:

Qualification, experience of a consultant required for the assignment:

a) Educational qualification required:

Post-graduation in Finance / CA / ICWA with min 7 years of experience among which 5 years of relevant experience in finance / accounts / administration

b) Essential Experience required:

1. Post Graduate in Commerce with not less than 60% marks in aggregate and experience in Finance Management or MBA with Financial Management & Accounts as study subjects and experience in Finance Management.
2. Fluency in English, Hindi and Marathi languages.

c) Desirable:

Experience in handling skill development projects

Candidates having experience in handling of audit / accounts of large scale Skill / Livelihood Projects of Government will be preferred.

Preference will be given to the candidates with minimum 1 Year experience in DDU-GKY Project

12. Number of Position:

3 Nos (location – CBD Belapur, Mumbai, Maharashtra)

13. Age Limit:

Candidate applying for the said position should not be more than 50 years as on 1/12/2019.

14. Professional Fee:

- a) The consultant should work for all official working days in a month. If consultant worked less than working days in a month then remuneration will be paid on pro rata basis.
- b) A fixed full time Remuneration of upto **Rs. 60,000/- (Rs. Sixty Thousand Only)** per month will be paid against submission of work done for the Month of which the claim of honorarium is being made. In addition to this, consultant will also get Fixed Mobile allowance per month as per Mission Manager / as per MSRLM's Policies.
- c) Applicable TDS will be deducted while making the payment as per the statutory requirements.
- d) Fees to the Consultant shall be paid upon satisfactory delivery of work and a detailed invoice with breakup of expenses and number of workdays for the month.

- e) In addition, MSRLM will also reimburse the cost of lodging, boarding and travel incurred for the purpose of the assignment. The rates of lodging, boarding and travel will be applicable as per the TA/DA rates to Mission Manager / as per MSRLM's Policies.
- f) If the contract is extended beyond one year, the remuneration will be increased up to 5 % depends upon the performance of the consultant reviewed by a Committee appointed by the Chief Executive Officer

15. Submission of Application:

- a) Application should be submitted in the format provided with this term of reference.
- b) Candidate need to convert application form in word format and type all detail information and sign on each page.
- c) Candidates are free to extend no of rows; there is no page limit to submit the application.
- d) Scan copy of application should be sent only on ddugky.consultant@umed.in on or before **27/12/2019** up to 11.59 PM.
- e) Applications received after the due date for whatever reason shall not be accepted.
- f) Candidates wishing to apply should mention Application for the position of Mid Level Consultant - Capacity Building, Assessment & Certification in the subject line of an email.
- g) Incomplete applications or submitted in the other format will not be considered for the next selection process.
- h) Do not send any supporting documents along with the application.
- i) Any changes in the ToR, application submission date or any other information shall be published on www.umed.in website. Candidates are requested to frequently visit the website for the latest revision.

R.Vimala IAS
Chief Executive Officer
Maharashtra State Rural Livelihoods Mission

Hiring of Individual Consultant

Mid-Level Consultant – IEC & Branding

Terms of Reference

1. Introduction:

Maharashtra State Rural Livelihood Mission (MSRLM) is a nodal agency for implementation of DDU-GKY Project in the state of Maharashtra. Branding guidelines are very much structured in the DDU-GKY Project. Information, Education and Communication (IEC) strategies of the project focuses on mobilization and retention of candidates in the training centre and during placement.

2. Background

The Deen Dayal Upadhyaya Grameen Kaushlya Yojana (DDU-GKY) is a placement linked skill development program. DDU-GKY aims at alleviation of rural poverty through skill development and regular job placement for poor rural youth in the age group of 18-35 years. DDU-GKY is unique in its design and is part of the National Rural Livelihood Mission (DAY-NRLM). It gives priority to disadvantaged groups such as the SC/ ST/ women/ minorities and people with disability (PWD); it focuses on market-led training programs to ensure employability of youth and it emphasizes on partnership with private sector, NGOs, CBOs (Community Based Organization) and others for skilling and placement delivery.

DDU-GKY is implemented through a 3 tier structure with Ministry of Rural Development (MoRD) at the apex as the policymaking, facilitation and coordination agency; the State Skill Missions (SSMs) or State Rural Livelihood Missions (SRLMs) as the state level nodal implementation support agencies and Project Implementation Agencies (PIAs) who serve as the skill and placement providers under the program. The DDU-GKY envisages a central role for SSMs in driving the program delivery, its quality and outcomes. The DDU-GKY guidelines provide additional information on the program. The guidelines can be accessed under the resource section of DDU-GKY website at <http://www.ddugky.gov.in>

3. Objective of the Assignment:

As part of Operations Team; MSRLM is proposing Mid-Level Consultant who will be responsible for Information Education & Communication (IEC) and Branding of the DDU-GKY Program in compliance with organization's guidelines. This position will be based at State Mission Management Unit at CBD Belapur, Mumbai. Position involves regular field work within and outside of Mumbai in the Maharashtra State.

4. Scope of Assignment:

Scope of the assignment is as below:

- To undertake activities related to identification & documentation of lessons learnt and good practice at all levels & disseminate appropriately.

- To prepare training modules / training materials / training calendar at State / District / Block / PIA level.
- To develop periodic Situation Analysis / Issue Briefs / Theme Papers on work done.
- To prepare Monthly, Quarterly and Yearly IEC plan of action and activity calendar at State / District / Block and PIA level.
- To work on Newsletter /Case Studies / Success Stories / Documentation of Best Practices/ Learnings.
- To prepare the concepts and designs of campaigning material as necessary from time to time.
- Any other work assigned from time to time.

5. Duties and Responsibilities:

- The person will be responsible for implementation of a State wide Communications Strategy keeping in mind key messages and the Target audience
- Will provide inputs for planning of IEC Campaigns on a state level
- Will be responsible for execution of IEC campaigns on a state level and needs to coordinate with different regional offices and bring about synergy in IEC efforts.
- Will contribute in production of quality content which may be put to use in several forms i.e. print/digital.
- Will contribute in the production of quality audio-visual content including TV commercials, audio jingles.
- Will contribute in scripting as and when required
- Will track news in the media
- Coordinate with other stakeholders / departments such as DMMUs to ensure smooth roll-out of IEC campaigns
- Will play a role in planning and execution of Monitoring and Evaluation of IEC campaigns
- Will undertake comparative analysis of outcomes vis-à-vis the budget spent
- Monitor and manage Social Media presence of DDU-GKY Program
- Will maintain a Media Repository that can be shared with various stakeholders including regional offices to ensure seamless communication
- Will undertake activities pertaining to process documentation and execution of the related activities

- To deliver the desired outcomes of the program as per the directions of MSRLM
- To take up any other tasks related to JPSP assigned by MSRLM from time to time

6. Reporting:

The Consultant will work under the guidance of Mission Manager. She/ He will report to the State Mission Manager / Mission Manager JP & SD / respective senior consultant. Regular reporting and interactions with concerned DMMUs.

7. Termination / Discontinuance/ Notice

In case of discontinuance, either party is required to give one-month notice or one-month honorarium in lieu thereof and rescind the contract. If performance of consultant is not satisfactory, CEO, MSRLM may terminate contract during the contract period.

8. Duration of the Assignment:

The assignment will be for a period of 11 months from the signing of the contract and it may be extended further depending upon the performance of individual consultant and requirement of MSRLM.

9. Data, Services and Facilities to be provided by UMED:

The Project will provide all the support to the consultant in carryout tasks:

- a) Access to all the records related to fulfillment of responsibilities as assigned above.
- b) Availability of office space equipped with Computer system, internet access, phone facility etc.

10. Review Committee and Procedure for Review

The performance of the consultant will be reviewed and monitored by a review committee constituted by the Chief Executive Officer of MSRLM on a Half Yearly / Quarterly basis at suitable place.

11. Required qualification and experience:

Qualification, experience of a consultant required for the assignment:

a) Educational qualification required:

Post-graduation from any academic stream with min 7 years of experience in rural development / skill development / project management among which 5 years of relevant experience in Branding / advertising / IEC / Digital marketing / journalism / media / campaigning / communications

b) Essential Experience required:

1. At least 2 years of relevant experience of execution of mass-media campaigns on a State level
2. Experience in handling skill development projects.
3. Experience in handling government projects.
4. Fluency in English, Hindi and Marathi languages.

c) Desirable:

Should be well versed with Publisher, In Design, Corel, Pinnacle video software or any other equivalent softwares

Preference will be given to the candidates with minimum 1 Year experience in DDU-GKY Project

12. Number of Positions:

2 Nos (location – CBD Belapur, Mumbai, Maharashtra)

13. Age Limit:

Candidate applying for the said position should not be more than 50 years as on 1/12/2019.

14. Professional Fee:

- a) The consultant should work for all official working days in a month. If consultant worked less than working days in a month then remuneration will be paid on pro rata basis.
- b) A fixed full time Remuneration of upto **Rs. 60,000/- (Rs. Sixty Thousand Only)** per month will be paid against submission of work done for the Month of which the claim of honorarium is being made. In addition to this, consultant will also get Fixed Mobile allowance per month as per Mission Manager / as per MSRLM's Policies.
- c) Applicable TDS will be deducted while making the payment as per the statutory requirements.
- d) Fees to the Consultant shall be paid upon satisfactory delivery of work and a detailed invoice with breakup of expenses and number of workdays for the month.
- e) In addition, MSRLM will also reimburse the cost of lodging, boarding and travel incurred for the purpose of the assignment. The rates of lodging, boarding and travel will be applicable as per the TA/DA rates to Mission Manager / as per MSRLM's Policies.
- f) If the contract is extended beyond one year, the remuneration will be increased up to 5 % depends upon the performance of the consultant reviewed by a Committee appointed by the Chief Executive Officer

15. Submission of Application:

- a) Application should be submitted in the format provided with this term of reference.
- b) Candidate need to convert application form in word format and type all detail information and sign on each page.
- c) Candidates are free to extend no of rows; there is no page limit to submit the application.
- d) Scan copy of application should be sent only on ddugky.consultant@umed.in on or before **27/12/2019** up to 11.59 PM.
- e) Applications received after the due date for whatever reason shall not be accepted.

- f) Candidates wishing to apply should mention Application for the position of Mid Level Consultant - IEC & Branding in the subject line of an email.
- g) Incomplete applications or submitted in the other format will not be considered for the next selection process.
- h) Do not send any supporting documents along with the application.
- i) Any changes in the ToR, application submission date or any other information shall be published on www.umed.in website. Candidates are requested to frequently visit the website for the latest revision.

R.Vimala IAS
Chief Executive Officer
Maharashtra State Rural Livelihoods Mission

Hiring of Individual Consultant

Mid-Level Consultant – Inspections & Quality

Terms of Reference

1. Introduction:

Maharashtra State Rural Livelihood Mission (MSRLM) is a nodal agency for implementation of DDU-GKY Project in the state of Maharashtra. Being large scale program of Central and State Governments; DDU-GKY has structured monitoring tools as part of its monitoring and evaluation framework. Inspections of training centres, placement verifications thus are one of the key processes in ensuring overall project's quality at various levels.

2. Background

The Deen Dayal Upadhyaya Grameen Kaushlya Yojana (DDU-GKY) is a placement linked skill development program. DDU-GKY aims at alleviation of rural poverty through skill development and regular job placement for poor rural youth in the age group of 18-35 years. DDU-GKY is unique in its design and is part of the National Rural Livelihood Mission (DAY-NRLM). It gives priority to disadvantaged groups such as the SC/ ST/ women/ minorities and people with disability (PWD); it focuses on market-led training programs to ensure employability of youth and it emphasizes on partnership with private sector, NGOs, CBOs (Community Based Organization) and others for skilling and placement delivery.

DDU-GKY is implemented through a 3 tier structure with Ministry of Rural Development (MoRD) at the apex as the policymaking, facilitation and coordination agency; the State Skill Missions (SSMs) or State Rural Livelihood Missions (SRLMs) as the state level nodal implementation support agencies and Project Implementation Agencies (PIAs) who serve as the skill and placement providers under the program. The DDU-GKY envisages a central role for SSMs in driving the program delivery, its quality and outcomes. The DDU-GKY guidelines provide additional information on the program. The guidelines can be accessed under the resource section of DDU-GKY website at <http://www.ddugky.gov.in>

3. Objective of the Assignment:

As part of Operations Team; MSRLM is proposing Mid-Level Consultant who will be responsible for **Inspections & Quality** of the DDU-GKY Program in compliance with organization's guidelines. This position will be based at State Mission Management Unit at CBD Belapur, Mumbai. Position involves regular field work within and outside of Mumbai in the Maharashtra State.

4. Scope of Assignment:

Scope of the assignment is as below:

- Support the State in project performance assessment and project quality assessment
- Perform inspections as per the norms of the training centers over and above those done by the PIAs
- Create inspection plans, collate results and support other members in monitoring, quality management, PIA management, assessments, reviews
- Any other work assigned from time to time.

5. Duties and Responsibilities:

- Support the State in project performance assessment and project quality assessment
- Track inspection plans, issue alerts and track the status of alerts and action taken accordingly
- Conducting centre inspections on regular time intervals
- Tracking of compliance reports preparation and submission to PIAs based on inspection reports
- Tracking of Due Diligence of Training Centres, Compliance report and its approval status
- Provide inputs to operations team on issuing alerts / notices to PIAs
- To deliver the desired outcomes of the program as per the directions of MSRLM
- To take up any other tasks related to JPSP assigned by MSRLM from time to time

6. Reporting:

The Consultant will work under the guidance of Mission Manager. She/ He will report to the State Mission Manager / Mission Manager JP & SD / respective senior consultant. Regular reporting and interactions with concerned DMMUs.

7. Termination / Discontinuance/ Notice

In case of discontinuance, either party is required to give one-month notice or one-month honorarium in lieu thereof and rescind the contract. If performance of consultant is not satisfactory, CEO, MSRLM may terminate contract during the contract period.

8. Duration of the Assignment:

The assignment will be for a period of 11 months from the signing of the contract and it may be extended further depending upon the performance of individual consultant and requirement of MSRLM.

9. Data, Services and Facilities to be provided by UMED:

The Project will provide all the support to the consultant in carryout tasks:

- a) Access to all the records related to fulfillment of responsibilities as assigned above.
- b) Availability of office space equipped with Computer system, internet access, phone

facility etc.

10. Review Committee and Procedure for Review

The performance of the consultant will be reviewed and monitored by a review committee constituted by the Chief Executive Officer of MSRLM on a Half Yearly / Quarterly basis at suitable place.

11. Required qualification and experience:

Qualification, experience of a consultant required for the assignment:

a) Educational qualification required:

Post-graduation from any academic stream with min 7 years of experience in rural development / skill development / project management among which 5 years of relevant experience in monitoring / quality control / inspections / research / m&E

b) Essential Experience required:

1. Experience in handling database
2. Experience in conducting inspections
3. Fluency in English, Hindi and Marathi languages.

c) Desirable:

Experience in handling google apps / working knowledge of google applications like google spreadsheets, documents, etc.

Preference will be given to the candidates with minimum 1 Year experience in DDU-GKY Project

12. Number of Positions:

6 Nos (location – one in each region)

13. Age Limit:

Candidate applying for the said position should not be more than 50 years as on 1/12/2019.

14. Professional Fee:

- a) The consultant should work for all official working days in a month. If consultant worked less than working days in a month then remuneration will be paid on pro rata basis.
- b) A fixed full time Remuneration of upto **Rs. 60,000/- (Rs. Sixty Thousand Only)** per month will be paid against submission of work done for the Month of which the claim of honorarium is being made. In addition to this, consultant will also get Fixed Mobile allowance per month as per Mission Manager / as per MSRLM's Policies.
- c) Applicable TDS will be deducted while making the payment as per the statutory requirements.
- d) Fees to the Consultant shall be paid upon satisfactory delivery of work and a detailed invoice with breakup of expenses and number of workdays for the month.

- e) In addition, MSRLM will also reimburse the cost of lodging, boarding and travel incurred for the purpose of the assignment. The rates of lodging, boarding and travel will be applicable as per the TA/DA rates to Mission Manager / as per MSRLM's Policies
- f) If the contract is extended beyond one year, the remuneration will be increased up to 5 % depends upon the performance of the consultant reviewed by a Committee appointed by the Chief Executive Officer

15. Submission of Application:

- a) Application should be submitted in the format provided with this term of reference.
- b) Candidate need to convert application form in word format and type all detail information and sign on each page.
- c) Candidates are free to extend no of rows; there is no page limit to submit the application.
- d) Scan copy of application should be sent only on ddugky.consultant@umed.in on or before **27/12/2019** up to 11.59 PM.
- e) Applications received after the due date for whatever reason shall not be accepted.
- f) Candidates wishing to apply should mention Application for the position of Mid Level Consultant - Inspections & Quality in the subject line of an email.
- g) Incomplete applications or submitted in the other format will not be considered for the next selection process.
- a) Do not send any supporting documents along with the application.
- b) Any changes in the ToR, application submission date or any other information shall be published on www.umed.in website. Candidates are requested to frequently visit the website for the latest revision.

R.Vimala IAS
Chief Executive Officer
Maharashtra State Rural Livelihoods Mission

Hiring of Individual Consultant

Mid-Level Consultant – Job Fair, Partnership & PIA Coordination Terms of Reference

1. Introduction:

Maharashtra State Rural Livelihood Mission (MSRLM) is a nodal agency for implementation of DDU-GKY Project in the state of Maharashtra. Being skill development program placement becomes one of its key implementation focus areas. Conducting Job Fairs, developing partnerships and PIA coordination thus plays a vital role in achieving project's objectives.

2. Background

The Deen Dayal Upadhyaya Grameen Kaushlya Yojana (DDU-GKY) is a placement linked skill development program. DDU-GKY aims at alleviation of rural poverty through skill development and regular job placement for poor rural youth in the age group of 18-35 years. DDU-GKY is unique in its design and is part of the National Rural Livelihood Mission (DAY-NRLM). It gives priority to disadvantaged groups such as the SC/ ST/ women/ minorities and people with disability (PWD); it focuses on market-led training programs to ensure employability of youth and it emphasizes on partnership with private sector, NGOs, CBOs (Community Based Organization) and others for skilling and placement delivery.

DDU-GKY is implemented through a 3 tier structure with Ministry of Rural Development (MoRD) at the apex as the policymaking, facilitation and coordination agency; the State Skill Missions (SSMs) or State Rural Livelihood Missions (SRLMs) as the state level nodal implementation support agencies and Project Implementation Agencies (PIAs) who serve as the skill and placement providers under the program. The DDU-GKY envisages a central role for SSMs in driving the program delivery, its quality and outcomes. The DDU-GKY guidelines provide additional information on the program. The guidelines can be accessed under the resource section of DDU-GKY website at <http://www.ddugky.gov.in>

3. Objective of the Assignment:

As part of Operations Team; MSRLM is proposing Mid-Level Consultant who will be responsible for **Job Fair, Partnership & PIA Coordination** of the DDU-GKY Program in compliance with organization's guidelines. This position will be based at State Mission Management Unit at CBD Belapur, Mumbai. Position involves regular field work within and outside of Mumbai in the Maharashtra State.

4. Scope of Assignment:

Scope of the assignment is as below:

- Undertake key activities to facilitate student placement through organizing job fairs, building industry partnerships etc.;
- Engagement with PIA for all PIA requirements and supporting and resolving PIA issues.

- Prepare PIA report (both qualitative and quantitative) for monthly, quarterly, half yearly and yearly reports;
- Identify, classify and define possible and new PIA for engagement with DDU-GKY program
- Continually enhance and engage the PIA network to bring in higher quality PIAs
- Any other work assigned from time to time.

5. Duties and Responsibilities:

- Support in building strategies to conduct job fairs towards increasing placement percentages
- Support in building capacities among stakeholders to organise successful Job Fairs
- Support in building partnership among various stakeholders of the project
- To ensure smooth coordination among various stakeholders
- To streamline effective coordination with PIAs
- Explore for foreign placement and tie-up in co-ordination with PIAs and other agencies
- Build communication networks with PIAs for better coordination on implementation of DDU-GKY Project
- To deliver the desired outcomes of the program as per the directions of MSRLM
- To take up any other tasks related to JPSP assigned by MSRLM from time to time

6. Reporting:

The Consultant will work under the guidance of Mission Manager. She/ He will report to the State Mission Manager / Mission Manager JP & SD / respective senior consultant. Regular reporting and interactions with concerned DMMUs.

7. Termination / Discontinuance/ Notice

In case of discontinuance, either party is required to give one-month notice or one-month honorarium in lieu thereof and rescind the contract. If performance of consultant is not satisfactory, CEO, MSRLM may terminate contract during the contract period.

8. Duration of the Assignment:

The assignment will be for a period of 11 months from the signing of the contract and it may be extended further depending upon the performance of individual consultant and requirement of MSRLM.

9. Data, Services and Facilities to be provided by UMED:

The Project will provide all the support to the consultant in carryout tasks:

- a) Access to all the records related to fulfillment of responsibilities as assigned above.
- b) Availability of office space equipped with Computer system, internet access, phone facility etc.

10. Review Committee and Procedure for Review

The performance of the consultant will be reviewed and monitored by a review committee constituted by the Chief Executive Officer of MSRLM on a Half Yearly / Quarterly basis at suitable place.

11. Required qualification and experience:

Qualification, experience of a consultant required for the assignment:

a) Educational qualification required:

Post Graduation from any academic stream with min 7 years of experience in rural development / skill development / project management among which 5 years of relevant experience in placement / job fairs / industry tie-ups / recruitment

b) Essential Experience required:

1. Experience in partnership building
2. Experience in working with various agencies at a national / state level
3. Experience in conducting job fairs
4. Fluency in English, Hindi and Marathi languages.
5. Experience in handling skill development projects.
6. Experience in handling government projects.

c) Desirable:

Experience in fundraising

Experience in organizing placement related events

Preference will be given to the candidates with minimum 1 Year experience in DDU-GKY Project

12. Number of Position:

2 Nos (location – CBD Belapur, Mumbai, Maharashtra)

13. Age Limit:

Candidate applying for the said position should not be more than 50 years as on 1/12/2019.

14. Professional Fee:

- a) The consultant should work for all official working days in a month. If consultant worked less than working days in a month then remuneration will be paid on pro rata basis.
- b) A fixed full time Remuneration of upto **Rs. 60,000/- (Rs. Sixty Thousand Only)** per month will be paid against submission of work done for the Month of which the claim of honorarium is being made. In addition to this, consultant will also get Fixed Mobile allowance per month as per Mission Manager / as per MSRLM's Policies.
- c) Applicable TDS will be deducted while making the payment as per the statutory requirements.
- d) Fees to the Consultant shall be paid upon satisfactory delivery of work and a detailed invoice with breakup of expenses and number of workdays for the month.
- e) In addition, MSRLM will also reimburse the cost of lodging, boarding and travel incurred for the purpose of the assignment. The rates of lodging, boarding and travel will be applicable as per the TA/DA rates to Mission Manager / as per MSRLM's Policies.

- f) If the contract is extended beyond one year, the remuneration will be increased up to 5 % depends upon the performance of the consultant reviewed by a Committee appointed by the Chief Executive Officer

15. Submission of Application:

- a) Application should be submitted in the format provided with this term of reference.
 - b) Candidate need to convert application form in word format and type all detail information and sign on each page.
 - c) Candidates are free to extend no of rows; there is no page limit to submit the application.
 - d) Scan copy of application should be sent only on ddugky.consultant@umed.in on or before **27/12/2019** up to 11.59 PM.
 - e) Applications received after the due date for whatever reason shall not be accepted.
 - f) Candidates wishing to apply should mention Application for the position of Mid Level Consultant - Job Fair, Partnership & PIA Coordination in the subject line of an email.
 - g) Incomplete applications or submitted in the other format will not be considered for the next selection process.
- a) Do not send any supporting documents along with the application.
 - b) Any changes in the ToR, application submission date or any other information shall be published on www.umed.in website. Candidates are requested to frequently visit the website for the latest revision.

R.Vimala IAS
Chief Executive Officer
Maharashtra State Rural Livelihoods Mission

Hiring of Individual Consultant

Mid-Level Consultant – MIS, IT, Biometrics, Quality

Terms of Reference

1. Introduction:

Maharashtra State Rural Livelihood Mission (MSRLM) is a nodal agency for implementation of DDU-GKY Project in the state of Maharashtra. Management Information System plays an important role in project management. Biometrics and efforts channelised in ensuring quality has overall impact on project management by way of providing inputs at various levels.

2. Background

The Deen Dayal Upadhyaya Grameen Kaushlya Yojana (DDU-GKY) is a placement linked skill development program. DDU-GKY aims at alleviation of rural poverty through skill development and regular job placement for poor rural youth in the age group of 18-35 years. DDU-GKY is unique in its design and is part of the National Rural Livelihood Mission (DAY-NRLM). It gives priority to disadvantaged groups such as the SC/ ST/ women/ minorities and people with disability (PWD); it focuses on market-led training programs to ensure employability of youth and it emphasizes on partnership with private sector, NGOs, CBOs (Community Based Organization) and others for skilling and placement delivery.

DDU-GKY is implemented through a 3 tier structure with Ministry of Rural Development (MoRD) at the apex as the policymaking, facilitation and coordination agency; the State Skill Missions (SSMs) or State Rural Livelihood Missions (SRLMs) as the state level nodal implementation support agencies and Project Implementation Agencies (PIAs) who serve as the skill and placement providers under the program. The DDU-GKY envisages a central role for SSMs in driving the program delivery, its quality and outcomes. The DDU-GKY guidelines provide additional information on the program. The guidelines can be accessed under the resource section of DDU-GKY website at <http://www.ddugky.gov.in>

3. Objective of the Assignment:

As part of Operations Team; MSRLM is proposing Mid-Level Consultant who will be responsible for **MIS, Biometrics, Quality** of the DDU-GKY Program in compliance with organization's guidelines. This position will be based at State Mission Management Unit at CBD Belapur, Mumbai. Position involves regular field work within and outside of Mumbai in the Maharashtra State.

4. Scope of Assignment:

Scope of the assignment is as below:

- Biometric attendance & CCTV footage system linkage to MSRLM designated sites
- Developing reports and support finance team in providing attendance for smooth release of funds based on the candidates attendance
- Ensuring quality MIS data generated and submitted at various levels

- To ensure mandatory database such as Kaushal Pragati / Kaushal Bharat, etc. are maintained at State and PIA level
- To take inputs from inspection reports and identify areas of improvements at training centre level in terms of ensuring biometrics and CCTV coverage
- To ensure grievance redressal mechanism are functional at TC level
- To provide capacity building support to DDU-GKY stakeholders on handling MIS at their level
- To ensure biometrics is functional at training centre levels across the state
- To ensure quality of DDU-GKY program is maintained at various levels
- To implement monitoring and evaluation, research, and learning activities of the Project.
- He/she to ensure DDU-GKY Guidelines are followed at various levels on monitoring and evaluation
- Any other work assigned from time to time.

5. Duties and Responsibilities:

- Coordination with team and PIAs for regular and timely updation of attendance in the biometric system
- Resolve issues of PIAs related to attendance integration & other if any
- Develop quality reports from review of CCTV footage
- Maintain MIS database, ensure timely receipt of monthly MIS from PIAs
- To provide feedback and technical support to PIAs on MIS
- To coordinate with regional teams on quality checks, feedbacks, alerts / notices
- Gathering of monitoring and evaluation indicators on regular basis
- Conducting capacity building activities on monitoring and evaluation
- Providing technical support to PIAs and DMMUs on M&E
- To micro plan M&E activities and monitor its implementation
- To deliver the desired outcomes of the program as per the directions of MSRLM
- To take up any other tasks related to JPSP assigned by MSRLM from time to time

6. Reporting:

The Consultant will work under the guidance of Mission Manager. She/ He will report to the State Mission Manager / Mission Manager JP & SD / respective senior consultant. Regular reporting and interactions with concerned DMMUs.

7. Termination / Discontinuance/ Notice

In case of discontinuance, either party is required to give one-month notice or one-month honorarium in lieu thereof and rescind the contract. If performance of consultant is not satisfactory, CEO, MSRLM may terminate contract during the contract period.

8. Duration of the Assignment:

The assignment will be for a period of 11 months from the signing of the contract and it may be extended further depending upon the performance of individual consultant and requirement of MSRLM.

9. Data, Services and Facilities to be provided by UMED:

The Project will provide all the support to the consultant in carryout tasks:

- a) Access to all the records related to fulfillment of responsibilities as assigned above.
- b) Availability of office space equipped with Computer system, internet access, phone facility etc.

10. Review Committee and Procedure for Review

The performance of the consultant will be reviewed and monitored by a review committee constituted by the Chief Executive Officer of MSRLM on a Half Yearly / Quarterly basis at suitable place.

11. Required qualification and experience:

Qualification, experience of a consultant required for the assignment:

a) Educational qualification required:

Post-Graduation from any academic stream with 7 years of experience in rural management / skill development / project management among which 5 years of relevant experience in handling MIS / IT / biometrics / quality control / inspections

b) Essential Experience required:

1. Expertises on MS office, google spreadsheets
2. Experience in handling biometrics
3. Experience in handling skill development projects.
4. Experience in handling government projects.
5. Fluency in English, Hindi and Marathi languages.

c) Desirable:

1. Preference will be given to the candidates with minimum 1 Year experience in DDU-GKY Project
2. Technical knowledge of biometrics
3. Database designing / structuring

12. Number of Position:

2 Nos (location – CBD Belapur, Mumbai, Maharashtra)

13. Age Limit:

Candidate applying for the said position should not be more than 50 years as on 1/12/2019.

14. Professional Fee:

- a) The consultant should work for all official working days in a month. If consultant worked less than working days in a month then remuneration will be paid on pro rata basis.

- b) A fixed full time Remuneration of upto **Rs. 60,000/- (Rs. Sixty Thousand Only)** per month will be paid against submission of work done for the Month of which the claim of honorarium is being made. In addition to this, consultant will also get Fixed Mobile allowance per month as per Mission Manager / as per MSRLM's Policies.
- c) Applicable TDS will be deducted while making the payment as per the statutory requirements.
- d) Fees to the Consultant shall be paid upon satisfactory delivery of work and a detailed invoice with breakup of expenses and number of workdays for the month.
- e) In addition, MSRLM will also reimburse the cost of lodging, boarding and travel incurred for the purpose of the assignment. The rates of lodging, boarding and travel will be applicable as per the TA/DA rates to Mission Manager / as per MSRLM's Policies.
- f) If the contract is extended beyond one year, the remuneration will be increased up to 5 % depends upon the performance of the consultant reviewed by a Committee appointed by the Chief Executive Officer

15. Submission of Application:

- a) Application should be submitted in the format provided with this term of reference.
- b) Candidate need to convert application form in word format and type all detail information and sign on each page.
- c) Candidates are free to extend no of rows; there is no page limit to submit the application.
- d) Scan copy of application should be sent only on ddugky.consultant@umed.in on or before **27/12/2019** up to 11.59 PM.
- e) Applications received after the due date for whatever reason shall not be accepted.
- f) Candidates wishing to apply should mention Application for the position of Mid Level Consultant - MIS, IT, Biometrics & Quality in the subject line of an email.
- g) Incomplete applications or submitted in the other format will not be considered for the next selection process.
- a) Do not send any supporting documents along with the application.
- b) Any changes in the ToR, application submission date or any other information shall be published on www.umed.in website. Candidates are requested to frequently visit the website for the latest revision.

R.Vimala IAS
Chief Executive Officer
Maharashtra State Rural Livelihoods Mission

Hiring of Individual Consultant

Mid-Level Consultant – Mobilization & District Coordinator

Terms of Reference

1. Introduction:

Maharashtra State Rural Livelihood Mission (MSRLM) is a nodal agency for implementation of DDU-GKY Project in the state of Maharashtra. Being skill development program; mobilization of right candidates becomes essential prerequisite for bringing candidates to training centres. Role of respective mobilization districts equally plays an important role in ensuring sustaining mobilization activities and thus selection of right candidates for the right course.

2. Background

The Deen Dayal Upadhyaya Grameen Kaushlya Yojana (DDU-GKY) is a placement linked skill development program. DDU-GKY aims at alleviation of rural poverty through skill development and regular job placement for poor rural youth in the age group of 18-35 years. DDU-GKY is unique in its design and is part of the National Rural Livelihood Mission (DAY-NRLM). It gives priority to disadvantaged groups such as the SC/ ST/ women/ minorities and people with disability (PWD); it focuses on market-led training programs to ensure employability of youth and it emphasizes on partnership with private sector, NGOs, CBOs (Community Based Organization) and others for skilling and placement delivery.

DDU-GKY is implemented through a 3 tier structure with Ministry of Rural Development (MoRD) at the apex as the policymaking, facilitation and coordination agency; the State Skill Missions (SSMs) or State Rural Livelihood Missions (SRLMs) as the state level nodal implementation support agencies and Project Implementation Agencies (PIAs) who serve as the skill and placement providers under the program. The DDU-GKY envisages a central role for SSMs in driving the program delivery, its quality and outcomes. The DDU-GKY guidelines provide additional information on the program. The guidelines can be accessed under the resource section of DDU-GKY website at <http://www.ddugky.gov.in>

3. Objective of the Assignment:

As part of Operations Team; MSRLM is proposing Mid-Level Consultant who will be responsible for **Mobilization & District Coordination** of the DDU-GKY Program in compliance with organization's guidelines. This position will be based at State Mission Management Unit at CBD Belapur, Mumbai. Position involves regular field work within and outside of Mumbai in the Maharashtra State.

4. Scope of Assignment:

Scope of the assignment is as below:

- Ensure timely and effective mobilization is carried out to achieve targets as per planned
- To coordinate with all DMMUs and build capacities at various levels
- To ensure there is smooth coordination between PIAs and DMMUs on mobilization
- Support to Sr. Consultant in providing information and planning for mobilization related activities
- Any other work assigned from time to time.

5. Duties and Responsibilities:

- Tracking of mobilization plan as per calendar of PIAs and information and coordinate with DMMU
- Coordinate with PIAs, DMMUs on CRP strategy's implementation and release of funds to DMMUs & to CRPs as per specified timelines
- Review of village saturation model, SAGY and other priority model status and report to concern departments
- Assist in developing model to mobilize manual scavenger candidates, PWD candidates for training and placement
- Conduct of mobilization camps, Kausha Rath campaign & other media campaign at regional / district levels
- Ensure mobilized candidate to be registered in Kaushal panjee
- To deliver the desired outcomes of the program as per the directions of MSRLM
- To take up any other tasks related to JPSP assigned by MSRLM from time to time

6. Reporting:

The Consultant will work under the guidance of Mission Manager. She/ He will report to the State Mission Manager / Mission Manager JP & SD / respective senior consultant. Regular reporting and interactions with concerned DMMUs.

7. Termination / Discontinuance/ Notice

In case of discontinuance, either party is required to give one-month notice or one-month honorarium in lieu thereof and rescind the contract. If performance of consultant is not satisfactory, CEO, MSRLM may terminate contract during the contract period.

8. Duration of the Assignment:

The assignment will be for a period of 11 months from the signing of the contract and it may be extended further depending upon the performance of individual consultant and requirement of MSRLM.

9. Data, Services and Facilities to be provided by UMED:

The Project will provide all the support to the consultant in carryout tasks:

- a) Access to all the records related to fulfillment of responsibilities as assigned above.
- b) Availability of office space equipped with Computer system, internet access, phone facility etc.

10. Review Committee and Procedure for Review

The performance of the consultant will be reviewed and monitored by a review committee constituted by the Chief Executive Officer of MSRLM on a Half Yearly / Quarterly basis at suitable place.

11. Required qualification and experience:

Qualification, experience of a consultant required for the assignment:

a) Educational qualification required:

Post Graduation from any academic stream with min 7 years of experience in project management / skill development / rural management among which 5 years of relevant experience in capacity building / mobilization / coordination

b) Essential Experience required:

1. Work experience in development sector
2. Knowledge of English, Hindi and Marathi
3. Experience in handling skill development projects.
4. Experience in handling government projects.
5. Fluency in English, Hindi and Marathi languages.

c) Desirable:

Work experience of handling mass mobilization activities under skill development programs.

Work experience of district government office related coordination

Preference will be given to the candidates with minimum 1 Year experience in DDU-GKY Project

12. Number of Position:

1 No (location – CBD Belapur, Mumbai, Maharashtra)

13. Age Limit:

Candidate applying for the said position should not be more than 50 years as on 1/12/2019.

14. Professional Fee:

- a) The consultant should work for all official working days in a month. If consultant worked less than working days in a month then remuneration will be paid on pro rata basis.
- b) A fixed full time Remuneration of upto **Rs. 60,000/- (Rs. Sixty Thousand Only)** per month will be paid against submission of work done for the Month of which the claim of honorarium is being made. In addition to this, consultant will also get Fixed Mobile allowance per month as per Mission Manager / as per MSRLM's Policies.
- c) Applicable TDS will be deducted while making the payment as per the statutory requirements.
- d) Fees to the Consultant shall be paid upon satisfactory delivery of work and a detailed invoice with breakup of expenses and number of workdays for the month.

- e) In addition, MSRLM will also reimburse the cost of lodging, boarding and travel incurred for the purpose of the assignment. The rates of lodging, boarding and travel will be applicable as per the TA/DA rates to Mission Manager / as per MSRLM's Policies.
- f) If the contract is extended beyond one year, the remuneration will be increased up to 5 % depends upon the performance of the consultant reviewed by a Committee appointed by the Chief Executive Officer

15. Submission of Application:

- a) Application should be submitted in the format provided with this term of reference.
- b) Candidate need to convert application form in word format and type all detail information and sign on each page.
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- g) Incomplete applications or submitted in the other format will not be considered for the next selection process.
- a) Do not send any supporting documents along with the application.
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R.Vimala IAS
Chief Executive Officer
Maharashtra State Rural Livelihoods Mission

Hiring of Individual Consultant

Mid-Level Consultant – Quality (Quality, Finance, Job Placement, M&E)

Terms of Reference

1. Introduction:

Maharashtra State Rural Livelihood Mission (MSRLM) is a nodal agency for implementation of DDU-GKY Project in the state of Maharashtra. Ensuring quality of the project implementation improves outputs and thus achieving overall objectives of the project. Project envisages quality check at regional and district level through creating a cadre of quality personnel at regional level whose role will be to check the quality of project implementation.

2. Background

The Deen Dayal Upadhyaya Grameen Kaushlya Yojana (DDU-GKY) is a placement linked skill development program. DDU-GKY aims at alleviation of rural poverty through skill development and regular job placement for poor rural youth in the age group of 18-35 years. DDU-GKY is unique in its design and is part of the National Rural Livelihood Mission (DAY-NRLM). It gives priority to disadvantaged groups such as the SC/ ST/ women/ minorities and people with disability (PWD); it focuses on market-led training programs to ensure employability of youth and it emphasizes on partnership with private sector, NGOs, CBOs (Community Based Organization) and others for skilling and placement delivery.

DDU-GKY is implemented through a 3 tier structure with Ministry of Rural Development (MoRD) at the apex as the policymaking, facilitation and coordination agency; the State Skill Missions (SSMs) or State Rural Livelihood Missions (SRLMs) as the state level nodal implementation support agencies and Project Implementation Agencies (PIAs) who serve as the skill and placement providers under the program. The DDU-GKY envisages a central role for SSMs in driving the program delivery, its quality and outcomes. The DDU-GKY guidelines provide additional information on the program. The guidelines can be accessed under the resource section of DDU-GKY website at <http://www.ddugky.gov.in>

3. Objective of the Assignment:

As part of the Operations Team; MSRLM is proposing Mid-Level Consultant who will be responsible for **Quality** (Quality, Finance, Job Placement, M&E) of the DDU-GKY Program being implemented in the state in compliance with organization's guidelines. This position will be based at one of the Regional Head Offices in Maharashtra State. Position involves regular local travel to Regional / District Offices and occasional travel for trainings / meetings, etc. Position is transferable within Maharashtra.

4. Scope of Assignment:

Scope of the assignment is as below:

- Will be responsible for ensuring quality of the DDU-GKY program at various levels of implementation
- Will plan and execute quality check visits of PIAs / Training Centres
- Will prepare and report inspection observations and ensure corrective measures are taken at Training Centre level
- Any other work assigned from time to time.

5. Duties and Responsibilities:

- To plan visits for inspections, placement verification, financial verification of documents, monitoring and evaluation, etc.
- To undertake visits to Training Centres / PIA Offices for conducting quality check
- To conduct Training Centre Inspections
- To conduct Due Diligence of Training Centres
- To conduct placement verifications allocated by MSRLM
- To prepare and share reports based on visit observations
- To inform / suggest MSRLM on issuance of notices and alerts to Training Centres based on quality checks / field visit observations / inspections
- To monitor and report PIAs / TCs for corrective measures based on visits, inputs from DMMU / MSRLM visits
- To ensure PIAs and DMMUs are timely reporting MIS, monitoring and evaluation on a regular basis and to ensure quality reporting
- To participate in capacity building activities for PIAs / DMMUs on quality related aspects of the project
- To plan and execute field level Monitoring and Evaluation activities
- To provide technical support to PIAs / DMMUs on MIS and M&E
- To conduct / participate in monitoring and evaluation activities as and when communicated by MSRLM
- To ensure PIAs / TCs are following DDU-GKY Guidelines / compliances
- To deliver the desired outcomes of the program as per the directions of MSRLM
- To take up any other tasks related to JPSP assigned by MSRLM from time to time

6. Reporting:

The Consultant will work under the guidance of Mission Manager. She/ He will report to the State Mission Manager / Mission Manager JP & SD / respective senior consultant. Regular reporting and interactions with concerned DMMUs.

7. Termination / Discontinuance/ Notice

In case of discontinuance, either party is required to give one-month notice or one-month honorarium in lieu thereof and rescind the contract. If performance of consultant is not satisfactory, CEO, MSRLM may terminate contract during the contract period.

8. Duration of the Assignment:

The assignment will be for a period of 11 months from the signing of the contract and it may be extended further depending upon the performance of individual consultant and requirement of MSRLM.

9. Data, Services and Facilities to be provided by UMED:

The Project will provide all the support to the consultant in carryout tasks:

- a) Access to all the records related to fulfillment of responsibilities as assigned above.
- b) Availability of office space equipped with Computer system, internet access, phone facility etc.

10. Review Committee and Procedure for Review

The performance of the consultant will be reviewed and monitored by a review committee constituted by the Chief Executive Officer of MSRLM on a Half Yearly / Quarterly basis at suitable place.

11. Required qualification and experience:

Qualification, experience of a consultant required for the assignment:

a) Educational qualification required:

Post-graduation from any academic stream with min 7 years of experience in project management / Skill Development Projects / office administration among which 5 years of relevant experience in quality control / inspections / M&E

b) Essential Experience required:

1. Experience in MIS / Inspections
2. Experience in capacity building programs
3. Experience in handling skill development projects.
4. Experience in handling government projects.
5. Fluency in English, Hindi and Marathi languages.

c) Desirable:

Work experience in skill development sector with government set up

Preference will be given to the candidates with minimum 1 Year experience in DDU-GKY Project

12. Number of Positions:

6 Nos (location – 1 each in 6 Regional Head Offices in Maharashtra State)

13. Age Limit:

Candidate applying for the said position should not be more than 50 years as on 1/12/2019.

14. Professional Fee:

- a) The consultant should work for all official working days in a month. If consultant worked less than working days in a month then remuneration will be paid on pro rata basis.
- b) A fixed full time Remuneration of upto **Rs. 60,000/- (Rs. Sixty Thousand Only)** per month will be paid against submission of work done for the Month of which the claim of honorarium is being made. In addition to this, consultant will also get Fixed Mobile allowance per month as per Mission Manager / as per MSRLM's Policies.
- c) Applicable TDS will be deducted while making the payment as per the statutory requirements.
- d) Fees to the Consultant shall be paid upon satisfactory delivery of work and a detailed invoice with breakup of expenses and number of workdays for the month.
- e) In addition, MSRLM will also reimburse the cost of lodging, boarding and travel incurred for the purpose of the assignment. The rates of lodging, boarding and travel will be applicable as per the TA/DA rates to Mission Manager / as per MSRLM's Policies.
- f) If the contract is extended beyond one year, the remuneration will be increased up to 5 % depends upon the performance of the consultant reviewed by a Committee appointed by the Chief Executive Officer

15. Submission of Application:

- a) Application should be submitted in the format provided with this term of reference.
- b) Candidate need to convert application form in word format and type all detail information and sign on each page.
- c) Candidates are free to extend no of rows; there is no page limit to submit the application.
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- e) Applications received after the due date for whatever reason shall not be accepted.
- f) Candidates wishing to apply should mention Application for the position of Mid Level Consultant - Quality (Quality, Finance, Job Placement, M&E) in the subject line of the email.
- g) Incomplete applications or submitted in the other format will not be considered for the next selection process.
- h) Do not send any supporting documents along with the application.
- i) Any changes in the ToR, application submission date or any other information shall be published on www.umed.in website. Candidates are requested to frequently visit the website for the latest revision.

R.Vimala IAS
Chief Executive Officer
Maharashtra State Rural Livelihoods Mission

Hiring of Individual Consultant

Mid-Level Consultant – Retention (Retention, Placements, Job Fairs, Partnership, Migration Support, Alumni, Branding and Documentation for IEC)

Terms of Reference

1. Introduction:

Maharashtra State Rural Livelihood Mission (MSRLM) is a nodal agency for implementation of DDU-GKY Project in the state of Maharashtra. Success of skill development program lies with retention of trained candidates on job. DDU-GKY Project puts in lots of efforts on ensuring placed candidates are retained for a longer duration. Involvement of implementing partners along with industries which are involved in placing the candidates thus becomes vital in achieving the same. Migration Support Services and alumni formations also become essential in increasing the retention rate.

2. Background

The Deen Dayal Upadhyaya Grameen Kaushlya Yojana (DDU-GKY) is a placement linked skill development program. DDU-GKY aims at alleviation of rural poverty through skill development and regular job placement for poor rural youth in the age group of 18-35 years. DDU-GKY is unique in its design and is part of the National Rural Livelihood Mission (DAY-NRLM). It gives priority to disadvantaged groups such as the SC/ ST/ women/ minorities and people with disability (PWD); it focuses on market-led training programs to ensure employability of youth and it emphasizes on partnership with private sector, NGOs, CBOs (Community Based Organization) and others for skilling and placement delivery.

DDU-GKY is implemented through a 3 tier structure with Ministry of Rural Development (MoRD) at the apex as the policymaking, facilitation and coordination agency; the State Skill Missions (SSMs) or State Rural Livelihood Missions (SRLMs) as the state level nodal implementation support agencies and Project Implementation Agencies (PIAs) who serve as the skill and placement providers under the program. The DDU-GKY envisages a central role for SSMs in driving the program delivery, its quality and outcomes. The DDU-GKY guidelines provide additional information on the program. The guidelines can be accessed under the resource section of DDU-GKY website at <http://www.ddugky.gov.in>

3. Objective of the Assignment:

As part of the Operations Team; MSRLM is proposing Mid-Level Consultant who will be responsible for **Retention** (Retention, Placements, Job Fairs, Partnership, Migration Support, Alumni, Branding and Documentation for IEC) of the DDU-GKY Program being implemented in the state in compliance with organization's guidelines. This position will be based at one of the Regional Head Offices in Maharashtra State. Position involves regular local travel to Regional /

District Places and occasional travel for trainings / meetings, etc. Position is transferable within Maharashtra.

4. Scope of Assignment:

Scope of the assignment is as below:

- Ensure maximum retention of trained candidates at placement
- Prepare micro-plan for ensuring improved retention of trained candidates at placement
- To conduct Job Fairs
- To organize Partnership meetings
- To work closely with Migration Support Centre
- To establish Alumni network
- To ensure DDU-GKY Branding is displayed as per SOP at Training Centres and during events / meetings
- To undertake documentation tasks of the project
- Any other work assigned from time to time.

5. Duties and Responsibilities:

- To ensure maximum trained candidates join job
- To ensure maximum candidates who joined job completes at least 3 months of the placement
- To ensure maximum placed candidates continue job for at least 1 year
- To organize placement drives / job fairs in coordination with PIAs / DMMUs / Industry Partners, etc.
- To assist Migration Support Activities conducted in the region
- To build / organize Alumni network in coordination with PIAs
- To coordinate with PIAs and come up with good quality success stories / case studies
- To support / participate in MSRLM's initiatives in placement and documentation
- To deliver the desired outcomes of the program as per the directions of MSRLM
- To take up any other tasks related to JPSP assigned by MSRLM from time to time

6. Reporting:

The Consultant will work under the guidance of Mission Manager. She/ He will report to the State Mission Manager / Mission Manager JP & SD / respective senior consultant. Regular reporting and interactions with concerned DMMUs.

7. Termination / Discontinuance / Notice

In case of discontinuance, either party is required to give one-month notice or one-month honorarium in lieu thereof and rescind the contract. If performance of consultant is not satisfactory, CEO, MSRLM may terminate contract during the contract period.

8. Duration of the Assignment:

The assignment will be for a period of 11 months from the signing of the contract and it may be extended further depending upon the performance of individual consultant and requirement of MSRLM.

9. Data, Services and Facilities to be provided by UMED:

The Project will provide all the support to the consultant in carryout tasks:

- a) Access to all the records related to fulfillment of responsibilities as assigned above.
- b) Availability of office space equipped with Computer system, internet access, phone facility etc.

10. Review Committee and Procedure for Review

The performance of the consultant will be reviewed and monitored by a review committee constituted by the Chief Executive Officer of MSRLM on a Half Yearly / Quarterly basis at suitable place.

11. Required qualification and experience:

Qualification, experience of a consultant required for the assignment:

a) Educational qualification required:

Post-graduation from any academic stream with min 7 years of experience in project management / Skill Development Projects / rural development among which 5 years of relevant experience in placement / alumni network / community level events organization / documentation

b) Essential Experience required:

- 1. Experience in handling placement / recruitment
- 2. Experience in handling skill development projects.
- 3. Experience in handling government projects.
- 4. Fluency in English, Hindi and Marathi languages.

c) Desirable:

Work experience in skill development sector with government set up

Preference will be given to the candidates with minimum 1 Year experience in DDU-GKY Project

12. Number of Positions:

6 Nos (location – 1 each in 6 Regional Head Offices in Maharashtra State)

13. Age Limit:

Candidate applying for the said position should not be more than 50 years as on 1/12/2019.

14. Professional Fee:

- a) The consultant should work for all official working days in a month. If consultant worked less than working days in a month then remuneration will be paid on pro rata basis.
- b) A fixed full time Remuneration of upto **Rs. 60,000/- (Rs. Sixty Thousand Only)** per month will be paid against submission of work done for the Month of which the claim of

honorarium is being made. In addition to this, consultant will also get Fixed Mobile allowance per month as per Mission Manager / as per MSRLM's Policies.

- c) Applicable TDS will be deducted while making the payment as per the statutory requirements.
- d) Fees to the Consultant shall be paid upon satisfactory delivery of work and a detailed invoice with breakup of expenses and number of workdays for the month.
- e) In addition, MSRLM will also reimburse the cost of lodging, boarding and travel incurred for the purpose of the assignment. The rates of lodging, boarding and travel will be applicable as per the TA/DA rates to Mission Manager / as per MSRLM's Policies.
- f) If the contract is extended beyond one year, the remuneration will be increased up to 5 % depends upon the performance of the consultant reviewed by a Committee appointed by the Chief Executive Officer

15. Submission of Application:

- a) Application should be submitted in the format provided with this term of reference.
- b) Candidate need to convert application form in word format and type all detail information and sign on each page.
- c) Candidates are free to extend no of rows; there is no page limit to submit the application.
- d) Scanned copy of application should be sent only on ddugky.consultant@umed.in on or before **27/12/2019** up to 11.59 PM.
- e) Applications received after the due date for whatever reason shall not be accepted.
- f) Candidates wishing to apply should mention Application for the position of Mid Level Consultant - Retention (Retention, Placements, Job Fairs, Partnership, Migration Support, Alumni, Branding and Documentation for IEC) in the subject line of the email.
- g) Incomplete applications or submitted in the other format will not be considered for the next selection process.
- h) Do not send any supporting documents along with the application.
- i) Any changes in the ToR, application submission date or any other information shall be published on www.umed.in website. Candidates are requested to frequently visit the website for the latest revision.

R.Vimala IAS
Chief Executive Officer
Maharashtra State Rural Livelihoods Mission

Hiring of Individual Consultant

Mid-Level Consultant – Training / Capacity Building (Training, Mobilization, Coordination with Districts, Assessment and certification, parents meetings, OJT)

Terms of Reference

1. Introduction:

Maharashtra State Rural Livelihood Mission (MSRLM) is a nodal agency for implementation of DDU-GKY Project in the state of Maharashtra. Being large scale program; continuous capacity building of implementing stakeholders on various aspects of the project becomes vital in sustaining efforts in the right direction and thus achieving the objectives of the project.

2. Background

The Deen Dayal Upadhyaya Grameen Kaushlya Yojana (DDU-GKY) is a placement linked skill development program. DDU-GKY aims at alleviation of rural poverty through skill development and regular job placement for poor rural youth in the age group of 18-35 years. DDU-GKY is unique in its design and is part of the National Rural Livelihood Mission (DAY-NRLM). It gives priority to disadvantaged groups such as the SC/ ST/ women/ minorities and people with disability (PWD); it focuses on market-led training programs to ensure employability of youth and it emphasizes on partnership with private sector, NGOs, CBOs (Community Based Organization) and others for skilling and placement delivery.

DDU-GKY is implemented through a 3 tier structure with Ministry of Rural Development (MoRD) at the apex as the policymaking, facilitation and coordination agency; the State Skill Missions (SSMs) or State Rural Livelihood Missions (SRLMs) as the state level nodal implementation support agencies and Project Implementation Agencies (PIAs) who serve as the skill and placement providers under the program. The DDU-GKY envisages a central role for SSMs in driving the program delivery, its quality and outcomes. The DDU-GKY guidelines provide additional information on the program. The guidelines can be accessed under the resource section of DDU-GKY website at <http://www.ddugky.gov.in>

3. Objective of the Assignment:

As part of the Operations Team; MSRLM is proposing Mid-Level Consultant who will be responsible for **Training** (Training, Mobilization, Coordination with Districts, Assessment and certification, parents meetings, OJT) of the DDU-GKY Program being implemented in the state in compliance with organization's guidelines. This position will be based at one of the Regional Head Office in Maharashtra State. Position involves regular local travel to Regional / District Places and occasional travel for trainings / meetings, etc. Position is transferable within Maharashtra.

4. Scope of Assignment:

Scope of the assignment is as below:

- Mobilization of right candidates to maximise retention of registered candidates at training centre
- Ensure quality training is imparted at training centres under work jurisdiction
- Liaison with DMMUs and PIAs on mobilization and training quality
- Oversee assessment and certification in the region covered under DDU-GKY / Roshni / Sagarmala Projects
- Oversee OJT processes followed by PIAs
- To ensure parents' meetings at PIA level are being conducted for each batch
- Any other work assigned from time to time.

5. Duties and Responsibilities:

- To plan and mobilization activities in the region to ensure right candidates selection
- To monitor training delivery in TCs across the TCs in the region for ensuring high quality of training is imparted to the candidates
- To ensure high retention of registered candidates at TCs
- To liaison with DMMUs on mobilization and training quality
- To implement Community Resource Persons Strategy (CRPs) at block and district levels
- To liaison with CRPs at block and district levels within region
- To coordinate with MSRLM and assessment bodies on assessment and certification of trained candidates
- To organize / participate in parents' meetings at PIA level / district / block level
- To oversee OJT programs of PIAs
- To under OJT Candidates' verification
- To build capacities of PIAs and DMMUs on mobilization and training
- To deliver the desired outcomes of the program as per the directions of MSRLM
- To take up any other tasks related to JPSP assigned by MSRLM from time to time

6. Reporting:

The Consultant will work under the guidance of Mission Manager. She/ He will report to the State Mission Manager / Mission Manager JP & SD / respective senior consultant. Regular reporting and interactions with concerned DMMUs.

7. Termination / Discontinuance/ Notice

In case of discontinuance, either party is required to give one-month notice or one-month honorarium in lieu thereof and rescind the contract. If performance of consultant is not satisfactory, CEO, MSRLM may terminate contract during the contract period.

8. Duration of the Assignment:

The assignment will be for a period of 11 months from the signing of the contract and it may be extended further depending upon the performance of individual consultant and requirement of MSRLM.

9. Data, Services and Facilities to be provided by UMED:

The Project will provide all the support to the consultant in carryout tasks:

- a) Access to all the records related to fulfillment of responsibilities as assigned above.
- b) Availability of office space equipped with Computer system, internet access, phone facility etc.

10. Review Committee and Procedure for Review

The performance of the consultant will be reviewed and monitored by a review committee constituted by the Chief Executive Officer of MSRLM on a Half Yearly / Quarterly basis at suitable place.

11. Required qualification and experience:

Qualification, experience of a consultant required for the assignment:

a) Educational qualification required:

Post-graduation from any academic stream with min 7 years of experience in project management / Skill Development / rural development among which 5 years of relevant experience in training / capacity building / mobilization

b) Essential Experience required:

1. Experience in handling ToT programs
2. Experience as master trainer / mobilization expert
3. Knowledge of English, Hindi and Marathi.

c) Desirable:

Work experience in skill development sector with government set up

Preference will be given to the candidates with minimum 1 Year experience in DDU-GKY Project

12. Number of Positions:

6 Nos (location – 1 each in 6 Regional Head Offices in Maharashtra State)

13. Age Limit:

Candidate applying for the said position should not be more than 50 years as on 1/12/2019.

14. Professional Fee:

- a) The consultant should work for all official working days in a month. If consultant worked less than working days in a month then remuneration will be paid on pro rata basis.
- b) A fixed full time Remuneration of upto **Rs. 60,000/- (Rs. Sixty Thousand Only)** per month will be paid against submission of work done for the Month of which the claim of honorarium is being made. In addition to this, consultant will also get Fixed Mobile allowance per month as per Mission Manager / as per MSRLM's Policies.

- c) Applicable TDS will be deducted while making the payment as per the statutory requirements.
- d) Fees to the Consultant shall be paid upon satisfactory delivery of work and a detailed invoice with breakup of expenses and number of workdays for the month.
- e) In addition, MSRLM will also reimburse the cost of lodging, boarding and travel incurred for the purpose of the assignment. The rates of lodging, boarding and travel will be applicable as per the TA/DA rates to Mission Manager / as per MSRLM's Policies.
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R.Vimala IAS
Chief Executive Officer
Maharashtra State Rural Livelihoods Mission

2. **Notice period required in current Job:** days

3. **Educational Details (From S.S.C. onwards)**

| Sr. No. | College/ Institute | University / Board | Qualification | Mark % | Year of passing | Subjects/ Specialization |
|---------|--------------------|--------------------|---------------|--------|-----------------|--------------------------|
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

4. **Other Courses / Additional Qualification**

| Sr. No. | Title of the course / qualification / award | Institute / University | Part Time/ Full Time | Duration & Year of passing |
|---------|---|------------------------|----------------------|----------------------------|
| | | | | |
| | | | | |
| | | | | |

5. **Workshops & Trainings Attended**

| Sr. No. | Name of the Program | Conducted by | Duration | Year |
|---------|---------------------|--------------|----------|------|
| | | | | |
| | | | | |
| | | | | |

6. **Experience Details:**

A) General Experience: (Mention Career Summary)

| S N | Name of Organization | Type of Organisation (Private, Govt, Semi Govt) | Position held | Joining date | Leaving date | Total Experience in Years, Month and Days | Detailed Role & Responsibilities handled. |
|-----|----------------------|---|---------------|--------------|--------------|---|---|
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

**B) Details of Relevant Experience: Experience related to Job Description.
(As per Scope of Work and Duties & Responsibilities mentioned in the ToR)**

| S N | Name of Organizatio n | Type of Organisatio n (Private, Govt, Semi Govt) | Positio n held | Joinin g date | Leavin g date | Total Experience in Years, Month and Days | Detailed Role & Responsibilitie s handled. |
|--------|-----------------------------|--|-------------------|------------------|------------------|---|---|
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

C) Summary of Experience

- Total Work Experience: _____ Years _____ Months
- Total Relevant work experience _____ Years _____ Months
- Total Work Experience on Government Projects _____ Years _____ Months

7. Please write why you find yourself suitable for this position in minimum 200 words:

| |
|--|
| |
|--|

8. Details of the current / last employment:

| Current/Last Employer Place | Per month Salary in Rs. | Annual Salary in Rs. |
|-----------------------------|-------------------------|----------------------|
| | | |

9. Languages Known

| Sr. No. | Languages | Speak | Read | Write |
|------------|-----------|-------|------|-------|
| 1 | English | | | |
| 2 | Marathi | | | |
| 3 | Hindi | | | |
| 4 | Any Other | | | |

Please mention fluency level (**Very Good/Good/Poor**)

10. Extra-Curricular Activities / Interests

11. Any other information the applicant would like to mention : (Research papers, Publications, Membership with professional organizations, International exposure etc.)

12. Computer Skills Details:

(1)

(2)

(3)

13. References:

| Sr. No. | Name | Contact No.and email id |
|---------|------|-------------------------|
| 1. | | |
| 2. | | |

I,undersigned, hereby declare that all the above information is valid and accurate to the best of my knowledge. I understand that in the event of any information being found untrue / false / incorrect or I do not satisfy the eligibility criteria, my candidature / appointment will be cancelled / terminated without assigning any reasons thereof. I also understand that MSRLM may take action on me for providing invalid and inaccurate information.

Date:

Place:

Signature: