

No. DET(E)T-66/2021/687, dtd. 5th February 2024



सत्यमेव जयते

TERMS OF REFERENCE

Engagement of an agency as Project Management Consultant (PMC) under the Directorate of Employment & Craftsmen Training (DECT), Government of Assam



Section 1: Background and Scope of Work

1. About DIRECTORATE OF EMPLOYMENT AND CRAFTSMEN TRAINING, ASSAM:

The Directorate of Employment & Craftsmen Training, Assam under the Skill Employment and Entrepreneurship Department, Govt. of Assam have two wings namely:

- Craftsmen Training scheme
- Employment Service scheme

This Directorate is providing training avenues through different government ITIs of the state under Craftsman Training Scheme of Government of India, with the following objectives:

- To provide semi-skilled/skilled workers to industry by systematic training.
- To reduce unemployment among educated youths by equipping them with suitable skills for Industrial Employment & self-Employment.

Director General of Training under the directions of National Council of Vocational Education and Training which is the apex body at Government of India level for coordinating development of Vocational Education and Training in the country. The Council has been entrusted with the responsibilities of prescribing standards and curricula for craftsmen training, advising the Government of India on the overall policy and programmes, conducting All India Trade Tests and awarding National Trade Certificates. The NCVT certificates are issued to the passed-out trainees of NCVT trades.

Similar to the National Council for Vocational Education and Training at Central level, State Council for Vocational Training at the State level is responsible for coordinating an integrated development of Vocational Training. The SCVT certificates are issued to the passed-out trainees of SCVT trades.

Present ITIs and trade detail are as below:

Sl. No.	Particulars	Count
1	Total functional Government ITIs (including 5 Women ITIs & 1 ITI for Divyangs)	44
2	Private ITI s (SCVT affiliated)	60
3	Private ITI s (NCVT affiliated)	15
4	ITIs in PPP Mode	21
Total ITIs		141
1	Seat strength in total government ITIs (Academic year 2023*)	13184
2	Trades (based on duration)	
	One-year	39



Sl. No.	Particulars	Count	
	Two-year	15	
3	Trades (based on type)	Engineering	33
		Non-Engineering	21

*Government ITI wise seat strength has been provided at Annexure-1.

Detail of Government ITIs having enrolment seat more than 200 and ITIs which are covered under SCVT only (in academic year 2023-24) are given below:

Sl. No.	Name of Nodal ITI	Enrolment Seat (in AY 2023-24)
1	ITI Jorhat	1432
2	ITI Guwahati	1108
3	ITI Tinsukia	808
4	ITI Tezpur	808
5	ITI Srikona	800
6	ITI Barpeta	568
7	ITI Bongaigaon	496
8	ITI Diphu	428
9	ITI Gargaon	408
10	ITI Dhansiri	304
11	ITI South Salmara	288
12	ITI Kokrajhar	292
13	ITI Biswanath Chariali	212
14	ITI Dudhnoi	212
		8164

Detail of SCVT trades in 36 Government ITIs of Assam are given below:

Sl. No.	Name of Govt ITI	SCVT IMC Trade	Trade Category	Total Unit	Seat per unit	Total Seat Strength
1	ITI Barpeta	Computer Operator and Programming Assistant (COPA)	SIMC	1	24	24
2	ITI Barpeta	Electrician	SIMC	2	20	40
3	ITI Barpeta	Electronics Mechanics	SIMC	1	24	24
4	ITI Barpeta	Fitter	SIMC	2	20	40
5	ITI Barpeta	Mechanic Motor Vehicle	SIMC	1	24	24



Sl. No.	Name of Govt ITI	SCVT IMC Trade	Trade Category	Total Unit	Seat per unit	Total Seat Strength
6	ITI Barpeta	Refrigeration & Air-Conditioning Technician	SIMC	1	24	24
7	ITI Barpeta	Stenographer and Secretarial Assistant (English)	SIMC	1	24	24
8	ITI For Women Guwahati	Draughtsman (Civil)	SIMC	1	24	24
9	ITI Sootea	Computer Operator and Programming Assistant (COPA)	SCVT	1	24	24
10	ITI Tezpur	Electrician	SIMC	2	20	40
11	ITI Tezpur	Fitter	SIMC	2	20	40
12	ITI Tezpur	Machinist	SIMC	2	20	40
13	ITI Tezpur	Mechanic Diesel	SIMC	1	24	24
14	ITI Tezpur	Turner	SIMC	2	20	40
15	ITI Tezpur	Welder	SIMC	2	20	40
16	ITI Tezpur	Wireman	SIMC	2	20	40
17	ITI Biswanath Chariali	Basic Cosmetology	SCVT	1	24	24
18	ITI Biswanath Chariali	Computer Operator and Programming Assistant (COPA)	SCVT	1	24	24
19	ITI Biswanath Chariali	Fitter	SCVT	2	20	40
20	ITI Biswanath Chariali	Information & Communication Technology System Maintenance	SCVT	1	24	24
21	ITI Biswanath Chariali	Welder	SCVT	2	20	40
22	ITI Biswanath Chariali	Wireman	SCVT	2	20	40
23	ITI Boko	Computer Operator and Programming Assistant (COPA)	SCVT	1	24	24
24	ITI Boko	Electrician	SCVT	1	20	20
25	ITI Guwahati	Fire Technology & Industrial Safety Management	SIMC	1	24	24
26	ITI Guwahati	Stenographer and Secretarial Assistant (English)	SIMC	1	24	24
27	ITI Tinsukia	IoT Technician(Smart City)	SIMC	1	24	24
28	ITI Bokajan	Computer Operator and Programming Assistant (COPA)	SCVT	2	24	48
29	ITI Dhansiri	Basic Cosmetology	SCVT	1	24	24
30	ITI Dhansiri	Computer Operator and Programming Assistant (COPA)	SIMC	1	24	24
31	ITI Dhansiri	Electrician	SIMC	1	20	20
32	ITI Dhansiri	Electrician	SCVT	1	20	20



Sl. No.	Name of Govt ITI	SCVT IMC Trade	Trade Category	Total Unit	Seat per unit	Total Seat Strength
33	ITI Dhansiri	FITTER	SIMC	1	20	20
34	ITI Dhansiri	Information & Communication Technology System Maintenance	SCVT	1	24	24
35	ITI Dhansiri	Mechanic Diesel	SIMC	2	24	48
36	ITI Dhansiri	WELDER	SIMC	1	20	20
37	ITI Diphu	Draughtsman (Civil)	SCVT	1	24	24
38	ITI Diphu	Welder	SCVT	1	20	20
39	ITI Gargaon	Electrician	SIMC	3	20	60
40	ITI Gargaon	Fitter	SIMC	1	20	20
41	ITI Gargaon	Machinist	SIMC	1	20	20
42	ITI Gargaon	Mechanic Diesel	SIMC	1	24	24
43	ITI Gargaon	Welder	SIMC	2	20	40
44	ITI Goalpara	Computer Operator and Programming Assistant (COPA)	SCVT	1	24	24
45	ITI Haflong	Electronics Mechanics	SCVT	1	24	24
46	ITI Haflong	Computer Operator and Programming Assistant (COPA)	SIMC	1	24	24
47	ITI Haflong	Electrician	SIMC	1	20	20
48	ITI Lahowal OIL Centre of Excellence	Computer Operator and Programming Assistant (COPA)	SIMC	1	24	24
49	ITI Lahowal OIL Centre of Excellence	Mechanic Diesel	SIMC	2	24	48
50	ITI Majuli	Mechanic Diesel	SIMC	1	24	24
51	ITI Morigaon	Electrician	SIMC	1	20	20
52	ITI Morigaon	Mechanic Motor Vehicle	SIMC	1	24	24
53	ITI Nagaon	Computer Operator and Programming Assistant (COPA)	SIMC	1	24	24
54	ITI Nagaon	Food Production (General)	SIMC	1	24	24
55	ITI South Salmara	Basic Cosmetology	SCVT	1	24	24
56	ITI South Salmara	Computer Operator and Programming Assistant (COPA)	SCVT	1	24	24
57	ITI South Salmara	Computer Operator and Programming Assistant (COPA)	SIMC	1	24	24
58	ITI South Salmara	Electrician	SIMC	2	20	40
59	ITI South Salmara	Information & Communication Technology System Maintenance	SIMC	1	24	24



Sl. No.	Name of Govt ITI	SCVT IMC Trade	Trade Category	Total Unit	Seat per unit	Total Seat Strength
60	ITI South Salmara	Information & Communication Technology System Maintenance	SCVT	1	24	24
61	ITI South Salmara	Plumber	SIMC	1	24	24
62	ITI South Salmara	Refrigeration & Air-Conditioning Technician	SIMC	1	24	24
63	ITI South Salmara	Refrigeration & Air-Conditioning Technician	SCVT	1	24	24
64	ITI South Salmara	Sewing Technology	SIMC	1	24	24
65	ITI Golaghat	Computer Operator and Programming Assistant (COPA)	SIMC	1	24	24
66	ITI Golaghat	Electrician	SIMC	1	20	20
67	ITI Golaghat	FITTER	SIMC	1	20	20
68	ITI Golaghat	Information & Communication Technology System Maintenance	SIMC	1	24	24
69	ITI Dibrugarh	Computer Operator and Programming Assistant (COPA)	SCVT	1	24	24
70	ITI Dibrugarh	FITTER	SIMC	2	20	40
71	ITI for Women Mazbat	Dress Making	SCVT	1	20	20
72	ITI for Women Mazbat	Secretarial Practice (English)	SCVT	1	20	20
73	ITI Ballamguri	Electrician	SIMC	1	20	20
74	ITI Ballamguri	Electrician	SCVT	1	20	20
75	ITI Ballamguri	Fitter	SIMC	1	20	20
76	ITI Ballamguri	Fitter	SCVT	1	20	20
77	ITI Ballamguri	Mason	SCVT	1	24	24
78	ITI Bhergaon	Mechanic Motor Vehicle	SCVT	1	24	24
79	ITI Dudhnoi	Basic Cosmetology	SCVT	1	24	24
80	ITI Dudhnoi	Computer Operator and Programming Assistant (COPA)	SCVT	1	24	24
81	ITI Dudhnoi	FITTER	SIMC	1	20	20
82	ITI Dudhnoi	Fitter	SCVT	2	20	40
83	ITI Dudhnoi	Information & Communication Technology System Maintenance	SCVT	1	24	24
84	ITI Dudhnoi	Painter (General)	SCVT	1	20	20
85	ITI Dudhnoi	Welder	SCVT	2	20	40
86	ITI Dudhnoi	Wireman	SIMC	1	20	20
87	ITI Dudhnoi	Wireman	SCVT	2	20	40
88	ITI for Women	Basic Cosmetology	SCVT	1	24	24



Sl. No.	Name of Govt ITI	SCVT IMC Trade	Trade Category	Total Unit	Seat per unit	Total Seat Strength
	Nalbari					
89	ITI for Women Nalbari	Computer Operator and Programming Assistant (COPA)	SCVT	1	24	24
90	ITI for Women Nalbari	Draughtsman (Civil)	SCVT	1	24	24
91	ITI for Women Nalbari	Secretarial Practice (English)	SCVT	1	24	24
92	ITI Hailakandi	Computer Operator and Programming Assistant (COPA)	SCVT	1	24	24
93	ITI Hailakandi	Stenographer and Secretarial Assistant (English)	SCVT	1	24	24
94	ITI Hailakandi	Welder	SCVT	1	24	24
95	ITI Kajalgaon	Computer Operator and Programming Assistant (COPA)	SCVT	1	24	24
96	ITI Kajalgaon	Electrician	SIMC	1	20	20
97	ITI Kajalgaon	Floriculture & Land Scaping	SIMC	1	24	24
98	ITI Kajalgaon	Mechanic Diesel	SIMC	1	24	24
99	ITI Kajalgaon	Plumber	SIMC	1	24	24
100	ITI Kajalgaon	Sewing Technology	SCVT	1	20	20
101	ITI Kazigaon	Electrician	SIMC	1	20	20
102	ITI Kazigaon	Electrician	SCVT	1	20	20
103	ITI Kazigaon	Fitter	SIMC	1	20	20
104	ITI Kazigaon	Fitter	SCVT	1	20	20
105	ITI Kazigaon	Mason	SCVT	1	24	24
106	ITI Kokrajhar	Electronics Mechanics	SCVT	1	24	24
107	ITI Kokrajhar	Bodo Language Transcription Trade (BLTT)	SCVT	1	20	20
108	ITI Kokrajhar	Computer Operator and Programming Assistant (COPA)	SIMC	1	20	20
109	ITI Kokrajhar	Electrician	SIMC	1	20	20
110	ITI Kokrajhar	Fitter	SIMC	2	20	40
111	ITI Kokrajhar	Floriculture & Land Scaping	SIMC	2	24	48
112	ITI Kokrajhar	Mechanic Diesel	SIMC	2	24	48
113	ITI Kokrajhar	Multi Media Animation & Special Effect	SIMC	2	24	48
114	ITI Kokrajhar	Plumber	SIMC	2	24	48
115	ITI Kokrajhar	Secretarial Practice (English)	SIMC	2	24	48
116	ITI Kokrajhar	Welder	SIMC	1	20	20
117	ITI Pathsala	Basic Cosmetology	SCVT	1	24	24
118	ITI Pathsala	Computer Operator and Programming Assistant (COPA)	SCVT	1	24	24
119	ITI Pathsala	Fitter	SCVT	2	20	40



Sl. No.	Name of Govt ITI	SCVT IMC Trade	Trade Category	Total Unit	Seat per unit	Total Seat Strength
120	ITI Pathsala	Information & Communication Technology System Maintenance	SCVT	1	24	24
121	ITI Pathsala	Painter (General)	SCVT	1	20	20
122	ITI Pathsala	Welder	SCVT	2	20	40
123	ITI Pathsala	Wireman	SCVT	2	20	40
124	ITI Rangia	Basic Cosmetology	SCVT	1	24	24
125	ITI Rangia	Computer Operator and Programming Assistant (COPA)	SCVT	1	24	24
126	ITI Rangia	Fitter	SCVT	2	20	40
127	ITI Rangia	Information & Communication Technology System Maintenance	SCVT	1	24	24
128	ITI Rangia	Painter (General)	SCVT	1	20	20
129	ITI Rangia	Welder	SCVT	2	20	40
130	ITI Rangia	Wireman	SCVT	2	20	40
131	ITI Srikona	Electrician	SIMC	1	20	20
132	ITI Srikona	Fitter	SIMC	1	20	20
133	ITI Srikona	Mechanic Diesel	SIMC	1	24	24
134	ITI Srikona	Mechanic Motor Vehicle	SIMC	1	24	24
135	ITI Suklai	Electronics Mechanics	SCVT	1	24	24
136	ITI Suklai	Electrician	SCVT	1	20	20
137	ITI Suklai	Fitter	SCVT	1	20	20
138	ITI for Women Silchar	Electronics Mechanics	SCVT	1	24	24
139	ITI Bongaigaon	Basic Cosmetology	SCVT	1	24	24
140	ITI Bongaigaon	Computer Operator and Programming Assistant (COPA)	SCVT	1	24	24
141	ITI Bongaigaon	Draughtsman (Civil)	SCVT	1	24	24
142	ITI Bongaigaon	Information & Communication Technology System Maintenance	SCVT	1	24	24
143	ITI Bongaigaon	Maintenance Mechanic Chemical Plant	SCVT	1	20	20
144	ITI Bongaigaon	Plastic Processing Operator	SCVT	1	20	20

- Total government ITIs for SCVT trades upgradation : 36
- Total SCVT Units to be upgraded : 178
- Enrolment seats to be upgraded : 3912



2. Background:

Industrial Training Institutes (ITIs) form the backbone of long-term Skill Development Ecosystem in India. The ITIs intends to develop an increasingly competitive and well-qualified workforce, which can adapt to changing labour market needs, technological advancements, and sector specific industry demand of Assam. The ITI training should have to keep aligned with the existing and changing needs of the industry with closely linkages.

The government of India's Skill India Mission aims to create a skilled workforce through standardization of vocational training. Directorate seeks to elevate SCVT trades to NCVT affiliation to aligns with this goal by ensuring uniform and high-quality skill development across the country. SCVT to NCVT affiliation provides wider recognition of ITI training at national level, enhanced quality of ITI training owing to improved infrastructure & training facilities, better learning environment and more qualified instructors, uniform curriculum & assessment, higher industry acceptance with more attractive employment opportunities. Standardization of ITI training with NCVT certification facilitates labour mobility and integration of trained personnel with the national labour market.

Directorate has conducted Tracer Study of ITI graduates of Assam. The tracer study recommended to establish / strengthen the Training Cum Placement Cell (TCPC) in each ITI to improve the employment outcome (Employment, Self-employment and apprenticeship) of ITI training, thorough AS-IS assessment of existing training infrastructure and facilities to identify the infrastructural gaps, robust industry linkages and on-the-job training to support training delivery to reduce skill mismatch, focus on strategies to enhance apprenticeship and dedicated efforts for promotion of self-employment during ITI training.

Services of a consulting firm will be hired as Project Management Consultant (PMC) for creation of an enabling ecosystem for enhancement of employment outcomes (wage / self-employment and apprenticeship) for ITI graduates of the Assam.

3. Objective:

The objective of the assignment is to creation of enabling ecosystem for enhancement of employment outcomes of ITI graduates in Assam. The selected consulting firm will:

- Assist in gap assessment of training infrastructure and facilities of selected Fourteen ITIs as per DGT requirement for upgradation of SCVT trades to NCVT affiliation.
- Assist in Strengthening / establishment of sustainable Training cum Placement Cell in selected ten Government ITIs for training delivery, placement, OJT and apprenticeship.
- Assist in creation of conducive environment for promotion of entrepreneurship / self-employment through TCPC cell in identified 10 Government ITIs of Assam.



4. Tasks / Scope of work:

To help in achieving the desired objectives as set-out in the preceding section, the consulting firm is expected to undertake the following:

- a) Establish a Program Management Unit with domain experts:
 - Onboard team members to be deployed at Directorate of Employment and Craftsmen Training (DECT), Government of Assam at Guwahati within 1 month from issuance of workorder.
 - Kick-off meeting with DECT officers and Principals of ITIs under the assignment to have a common understanding about the assignment, to finalize the methodology, workplan and timelines and to set the roles and responsibilities of all the stakeholders.
 - Develop a detailed program implementation with responsibilities of stakeholders of each of the objectives.
 - Prepare and implement reporting mechanism.
 - Prepare monthly progress report to measure the effectiveness of the assignment.

- b) Assist in gap assessment of training infrastructure and facilities of selected 14 ITIs as per latest DGT norms for upgradation of SCVT trades to NCVT affiliation:
 - Develop framework for assessment of training infrastructure and facilities in ITIs to assess compliance with the latest DGT affiliation norms.
 - Assist in review of civil infrastructure including supporting documents and identify infrastructure gaps.
 - Review of general aspects of building - building plan, compliance with local building byelaws / National Building Code (NBC) of India, Fire safety certificate, plot and building entrance gate, open space etc.
 - Review of administrative building – Reception, Principal room, staff room, administrative hall/section, placement / counselling section etc.
 - Review of institutional building - classrooms, workshops, IT lab, drawing hall etc.
 - Review of amenities – library, canteen, staircase, separate toilets, parking, ramps, multipurpose hall, first-aid room, playground, treated drinking water facilities, raw material storage room etc.
 - Review of finishing of building – plastering, painting, door, windows, grills etc.
 - Review of board and signage and other desirable requirements like rainwater harvesting, solar power plant, CCTV, digital pedagogy equipment etc.



- Assist in framing of Career Progression Policy of Assam Craftsmen Training Service Rules in force as per Govt. of India guidelines.
 - Review of academic and non-academic human resource requirement, assess their availability and identify the need for staffing.
 - Assist in review of tools, equipment, machineries, furniture & fixture, power & power backup, and other relevant infrastructure and identify gaps for the compliance to the norms for followings and but not limited to:
 - Review of adequacy of Machinery, Equipment and Tools as per list mentioned in latest trade syllabus
 - Review of Working condition, Bureau of Indian Standards (BIS) Certificate, Safe installation, wiring practices procedures, of Machinery, Equipment and Tools
 - Review of required furniture in classroom, workshops and admin building
 - Review of IT laboratory with desired no. of computer and peripherals, their working, installation, software, networking, internet connectivity etc.
 - Review of Drawing-hall furniture and fixtures.
 - Review of Main power supply (3 phase), backup power supply
 - Review of exhaust fans at all sides of the walls and Ventilation fans for roof top
 - Review and assess adequacy and completeness of the documents submitted by the ITI for trade upgradation.
 - Prepare a gap assessment report with specific and actionable recommendations for compliance with the DGT affiliation norms for selected government ITIs of Assam under the assignment.
- c) Assist in strengthening / establishment of sustainable Training cum Placement Cell in government ITIs for improvement of industry linkages to enhance training delivery, placement, OJT and apprenticeship:
- Assist in creation of a result-oriented partnership framework for a robust Industry – ITI collaboration that will help the Directorate and ITIs to achieve a sustainable and robust relationship with the industries and institutions. This would include:
 - Preparation of governance and team structure, SOP and manuals for day-to-day functioning, KRAs of Training cum Placement Cell (TCPC), M&E framework etc.
 - Secondary analysis of industry databases in and around Assam to gather deep insights on sector wise manpower requirement, opportunities for OJT and apprenticeship, Start-ups / livelihood generation activities.
 - Suggest DECT regarding enhancing linkages between the ITIs and industries under various modes including but not limited to:



- Encourage participation in DGT schemes i.e. Dual System of training, Flexi MoUs, Apprenticeship etc.
 - Encourage providing support for development of training facilities in ITI.
 - Facilitate development of trade specific top-up curriculum to enhance the employability of ITI trainees.
 - Facilitate trainee's exposure visit to industries to acquire the knowledge of industrial practices.
 - Facilitate ToT for ITI staff (instructors) in collaboration with the industries.
 - Facilitate guest lecture from industry personnel.
 - Establishment of a network of employers or industry partners to facilitate internships, apprenticeship, and job placements.
- Provide support for strengthening / establishment of Training cum Placement Cell in selected ten ITIs for implementation of partnership framework that would foster the industry – ITI interface for enhancement of employment outcomes (Placement, Apprenticeship, OJT & Enterprise Creation) and facilitate industry linkages.
 - Design and implement reporting and monitoring mechanism to help manage the activities to be undertaken by TCPC.
- d) Assist in creation of conducive environment for promotion of entrepreneurship / self-employment:
- Identify various government schemes related to entrepreneurship / self-employment:
 - Secondary research to identify potential sectors, preparation of shelf of opportunities related to the existing trades in ITIs of Assam.
 - Identify and facilitate capacity building of ITI staff / coordinator as master trainers / mentors across the ITIs for awareness, mobilization and screening of students (Selection of potential entrepreneurs).
 - Facilitate product selection, ideation etc. through TCPC for identified trainees.
 - Process monitoring covering above aspects.

5. Duration of assignment:

The consulting services are being desired for a duration of 12 months (1 year) after the date of effectiveness of the contract. The consulting firm through its team deployed in the state shall align themselves towards achieving the objectives elaborated in the preceding section.

Based on the successful delivery of the project and subject to mutual agreement, the project can be further extended year-on-year for a maximum period of three years beyond the initial 1-year engagement.



6. Reports / Deliverables:

Sl. No.	Reports / deliverable	Applicable in month	Suggestive inclusion in report
1	Inception report	Within one month of contract signing	Inception report including: <ul style="list-style-type: none"> ▪ Summary appreciation of ToR ▪ Detailed program implementation and monitoring plan ▪ Final workplan and timelines ▪ Reporting mechanism ▪ Roles and responsibilities of all the stakeholders.
2	Monthly progress report	7 th of subsequent month	Status of work as per inception report: <ul style="list-style-type: none"> ▪ Summary of progress during the month and cumulative. ▪ Detail of key accomplishments against all the objectives. ▪ Summary of main issues and challenges including corrective actions. ▪ Expert's input during the month. ▪ Planned activities for following month.
3	Annual report	Within 15 days of end date of one year completion	Overall progress and key accomplishment during the year

7. Resource requirement matrix:

Sl. No.	Designation	Nos. and duration	Qualification and Experience
1	Team Lead cum Industry Expert	1 No. 12 months	<ul style="list-style-type: none"> ▪ Should be at least a Masters' Degree / PG Diploma holder. ▪ Consultant with 6 yrs. and <10 years of experience (Management / Functional Profile Tier -1)
2	Placement cum entrepreneurship development Expert	1 No. 12 months	<ul style="list-style-type: none"> ▪ Should be at least a Masters' Degree / PG Diploma holder. ▪ Consultant with 3 yrs. and <6 years of experience (Management / Functional Profile Tier -1)
3	Institutional Development Expert	1 No. 10 months	<ul style="list-style-type: none"> ▪ Should be at least a Masters' Degree / PG Diploma holder. ▪ Consultant with 3 yrs. and <6 years of experience (Management / Functional Profile Tier -1)



8. Payment schedule:

Sl. No.	Report / Deliverable	Payment %	Timeline
1	Monthly progress report – 1	12%	T+1
2	Monthly progress report – 2	8%	T+2
3	Monthly progress report – 3	8%	T+3
4	Monthly progress report – 4	8%	T+4
5	Monthly progress report – 5	8%	T+5
6	Monthly progress report – 6	8%	T+6
7	Monthly progress report – 7	8%	T+7
8	Monthly progress report – 8	8%	T+8
9	Monthly progress report – 9	8%	T+9
10	Monthly progress report – 10	8%	T+10
11	Monthly progress report – 11	8%	T+11
12	Monthly progress report – 12	-	-
13	Annual report (year 1)	8%	T+13

T= engagement commencement month

9. Payment Terms:

Invoice will be raised by the PMC firm on submission of above deliverables. If there is no objection in terms of performance, deliverable or invoice value then the invoice and the deliverables will be deemed accepted by the DECT. Payments shall be released within 30 days of submission of invoice by the Consulting firm.

If there is an objection to the performance, deliverable or invoice value, then the DECT shall raise objection within 15 days of invoice submission date. In such a scenario, the Consulting firm shall take corrective measures and resubmit the invoice. Payments shall be released within 30 days of resubmission of invoice.

10. Support that will be facilitated by the DECT, Assam:

- DECT will provide a counterpart staff of adequate seniority within the system, appointed as a Single Point of Contact (SPoC) and given the authority to accept and approve project deliverables.
- The DECT will provide access to the database of under training and trained youth (course details, contact details, academic background etc.) of all the government ITIs during the engagement.
- DECT shall facilitate visit in holding the consultation meetings / interaction with all required Govt. officials, ITI staff, trainees / graduates, industries, and other relevant stakeholders etc.



- (7)
- DECT will provide office space with required furniture to PMC team within the DECT office at Guwahati.
 - DECT will make relevant expenditure towards logistic support during visit to ITIs and organizing events / guest lectures by industry representatives or individuals, however the agency shall have to provide the necessary planning and strategic support.

11. Copyright

All materials and documents used/generated while working on the project in the state will be the sole property of the DECT, SEED, GoA. The Consultant will submit the same to the DECT.

Unless otherwise indicated, all reports and relevant data and information such as maps, diagrams, plans, databases, other documents and software' supporting records or material compiled or prepared by the Consultant for the DECT in the course of the Services shall be confidential and become and remain the absolute property of the DECT. The Consultant shall, not later than upon termination or expiration of this Contract' deliver all such documents to the DECT, together with a detailed inventory thereof- The Consultant may retain a copy of such documents, data and/or software but shall not use the same for purposes unrelated to this Contract without prior written approval of the DECT.

If license agreements are necessary or appropriate between the Consultant and third parties for purposes of development of the plans, drawings, specifications, designs, databases, Other documents and software the Consultant shall obtain the prior written approval to such agreements, and the Client shall be entitled at its discretion to require recovering the expenses related to the development of the project(s) concerned- Other restrictions about the future use of these documents and software, if any, shall be specified.

12. Limitation of Liability

The DECT shall not recover from the consulting firm, in contract or tort, under statute or otherwise, any amount with respect to loss of profit, data or goodwill, or any other consequential, incidental, indirect, punitive or special damages in connection with claims arising out of this Agreement or otherwise relating to the Services, whether or not the likelihood of such loss or damage was contemplated. The DECT shall not recover from consulting firm, in contract or tort, including indemnification obligations under this contract, under statute or otherwise, aggregate damages in excess of the fees actually paid for the Services that directly caused the loss in connection with claims arising out of this Agreement or otherwise relating to the Services.

13. Confidentiality

- a) From the time the Proposals are opened to the time the Contract is awarded, the Consultant should not contact the Client on any matter related to its Technical and/or Financial Proposal. Information relating to the evaluation of Proposals and award recommendations shall not be disclosed to the Consultants who submitted the Proposals or to any other party not officially concerned with the process, until the publication of the Contract award information.



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- b) Any attempt by shortlisted Consultants or anyone on behalf of the Consultant to influence improperly the Client in the evaluation of the Proposals or Contract award decisions may result in the rejection of its Proposal
- c) Notwithstanding the above provisions, from the time of the Proposals' opening to the time of Contract award publication, if a consultant wishes to contact the Client on any matter related to the selection process, it should do so only in writing.
- d) Except as otherwise permitted by the Agreement, neither of the parties may disclose to third parties the contents of the Agreement or any information provided by or on behalf of the other that ought reasonably to be treated as confidential and/or proprietary. Parties may, however, disclose such confidential information to the extent that it:
- Is or becomes public other than through a breach of this Agreement
 - Is subsequently received by the receiving party from a third party who, to the receiving party's knowledge, owes no obligation of confidentiality to the disclosing party with respect to that information
 - Was known to the receiving party at the time of disclosure or is thereafter created independently
 - Is disclosed as necessary to enforce the receiving party's rights under this Agreement, or
 - Must be disclosed under applicable law, legal process or professional regulations. These obligations shall be valid for a period of 3 years from the date of termination of the Agreement.



Section 2 - Technical Evaluation Matrix

S. No.	Evaluation and Scoring Criteria	Maximum Marks	Supporting Documents to be Submitted
I	Average Turnover of the Firm/ bidder		10 Marks
i.	<p>Average Turnover in the name of the applicant organisation during last three financial years from consulting and professional services (FY 20-21, 21-22 and 22-23)</p> <p>(The Marks shall be calculated on a pro rata basis. The applicant with highest average turnover will receive the maximum marks)</p>	10	<p>CA Certificate or Financial statements</p>
II	Specific Experience of the Firm/ bidder		45 Marks
i.	<p>Experience of consultancy services in the ITI sector</p> <p>The Agency should have undertaken any consultancy / advisory or implementation projects with respect to ITI s at the state level</p> <p>(3 marks per project – maximum 15 marks)</p>	15	<p>Information to be provided as per Form Tech 2. Documents to be enclosed- Copies of contracts / work order Or Completion or acceptance certificate by the clients</p>
ii.	<p>Experience as a Project Management Consultant / Project Management Unit / Technical Support Agency for Skill Development Projects:</p> <p>The Agency should have undertaken assignments as Project Management Consultant / Project Management Unit / Technical Support Agency for Skill Development Projects with State Govt. Bodies / Agencies (The fees in each of the projects to be at-least INR 1.0 Cr.)</p> <p>(2 marks per project – maximum 20 marks)</p>	20	<p>Information to be provided as per Form Tech 2. Documents to be enclosed- Copies of contracts/ work order Or Completion or acceptance certificate by the clients</p>
iii	<p>Experience of working in NE Region</p> <p>The Agency should have undertaken consulting assignments in the Skill Development domain with Government Agencies in NE Region of India</p> <p>(2 marks per project – maximum 10 marks)</p>	10	<p>Information to be provided as per Form Tech 2. Documents to be enclosed- Copies of contracts/ work order Or Completion or acceptance certificate by the clients</p>
III	Adequacy and quality of the proposed methodology, and		35 marks



S. No.	Evaluation and Scoring Criteria	Maximum Marks	Supporting Documents to be Submitted
	work plan in responding to the Terms of Reference (TORs) - Qualitative assessment based on Demonstration of understanding of the requirements through providing:		
i.	Understanding of Objectives and detailed Approach and Methodology [will assess quality and whether the proposed methodology is clear, responds to the TORs]	15	As per Form Tech 4
ii.	Work plan- Qualitative assessment based on proposed timelines / work plan, dependencies and milestones	10	As per Form Tech 4, 5
iii	Organisation and staffing: Organisation background, proposed structure of team composition and assigned roles/ responsibilities	10	As per Form Tech 4
Iv	Technical presentation on the above aspects ((sl no. III (i,ii and iii))	-	Technical presentation will be called post submission of the proposal
IV	Key Experts qualifications and competence for the Assignment		10 marks
	Key Experts' qualifications and competence for the Assignment		Resumes to be provided as per Form Tech 6
i.	Team Lead cum Industry Expert	5	
ii.	Placement cum entrepreneurship development Expert	2.5	
iii.	Institutional Development Expert	2.5	
	<p>Note:</p> <p>1. The number of points to be assigned to each of the above positions shall be determined considering the following two sub-criteria and relevant percentage weights:</p> <p>(a) General qualifications (General education, training, and experience): 20%</p> <p>(b) Adequacy for the Assignment: 80%</p>		



Section 3 - Instructions to the Bidder

1. Bid Proposal

Bid proposal shall comprise the following:

- a. Filled Forms as prescribed in the subsequent section.

The consulting firm will be selected based on the technical evaluation criteria as per norms fixed by the Evaluation Committee.

2. Joining Time

The firm shall deploy the resources within one month of issuance of the work order. In case of delay, a penalty of @ 0.5% per day of the consulting cost of the resource shall be applicable. The total penalty shall be a maximum of 5% for delays of up to 10 days.

3. Bid submission

#	Particulars	Date & Time
1	The interested firms should submit their complete technical proposal through email to strive.assam2020@gmail.com	15 February 2024, 5 PM

4. Instructions

- a. The proposal, after the date and time of submission, will not be accepted.
- b. Any deficiency of proof or documents may lead to disqualification for this project.



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Annexure 1

Detail of Government ITIs with enrolment seat (in academic year 2023-24)

Sl. No.	ITI Name	Seat strength
1	ITI Jorhat	1432
2	ITI Nagaon	1216
3	ITI Guwahati	1108
4	ITI Tinsukia	808
5	ITI Tezpur	808
6	ITI Srikona	800
7	ITI Barpeta	568
8	ITI Bongaigaon	496
9	ITI Diphu	428
10	ITI Gargaon	408
11	ITI Nalbari	332
12	ITI for Women Guwahati	324
13	ITI Dibrugarh	320
14	ITI Dhansiri	304
15	ITI Kokrajhar	292
16	ITI South Salmara	288
17	ITI Morigaon	288
18	ITI Haflong	236
19	ITI Rangia	212
20	ITI Pathsala	212
21	ITI Dudhnoi	212
22	ITI Biswanath Chariali	212
23	ITI Titabor	184
24	ITI Majuli	160
25	ITI for Women Tinsukia	136
26	ITI Bhergaon	128
27	ITI for Women Mazbat	116
28	ITI Hailakandi	112



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Sl. No.	ITI Name	Seat strength
29	ITI Goalpara	112
30	ITI Golaghat	108
31	ITI Dhemaji	108
32	ITI for Women Nalbari	96
33	ITI Lohawal	92
34	ITI Karimganj	88
35	ITI for Women Silchar	72
36	IT for Women North Lakhimpur	68
37	ITI Ballamguri	64
38	ITI Kajigaon	64
39	ITI Kajalgaon	44
40	ITI Boko	44
41	ITI Suklai	24
42	ITI Sootea	24
43	ITI Bokajan	24
44	ITI Divyang	12
Total		13184



Annexure 2

Detail of SCVT trades in government ITIs of Assam

Sl. No.	Name of Govt ITI	SCVT IMC Trade	Trade Category	Total Unit	Seat per unit	Total Seat Strength
1	ITI Barpeta	Computer Operator and Programming Assistant (COPA)	SIMC	1	24	24
2	ITI Barpeta	Electrician	SIMC	2	20	40
3	ITI Barpeta	Electronics Mechanics	SIMC	1	24	24
4	ITI Barpeta	Fitter	SIMC	2	20	40
5	ITI Barpeta	Mechanic Motor Vehicle	SIMC	1	24	24
6	ITI Barpeta	Refrigeration & Air-Conditioning Technician	SIMC	1	24	24
7	ITI Barpeta	Stenographer and Secretarial Assistant (English)	SIMC	1	24	24
8	ITI For Women Guwahati	Draughtsman (Civil)	SIMC	1	24	24
9	ITI Sootea	Computer Operator and Programming Assistant (COPA)	SCVT	1	24	24
10	ITI Tezpur	Electrician	SIMC	2	20	40
11	ITI Tezpur	Fitter	SIMC	2	20	40
12	ITI Tezpur	Machinist	SIMC	2	20	40
13	ITI Tezpur	Mechanic Diesel	SIMC	1	24	24
14	ITI Tezpur	Turner	SIMC	2	20	40
15	ITI Tezpur	Welder	SIMC	2	20	40
16	ITI Tezpur	Wireman	SIMC	2	20	40
17	ITI Biswanath Chariali	Basic Cosmetology	SCVT	1	24	24
18	ITI Biswanath Chariali	Computer Operator and Programming Assistant (COPA)	SCVT	1	24	24
19	ITI Biswanath Chariali	Fitter	SCVT	2	20	40
20	ITI Biswanath Chariali	Information & Communication Technology System Maintenance	SCVT	1	24	24
21	ITI Biswanath Chariali	Welder	SCVT	2	20	40
22	ITI Biswanath Chariali	Wireman	SCVT	2	20	40
23	ITI Boko	Computer Operator and Programming Assistant (COPA)	SCVT	1	24	24
24	ITI Boko	Electrician	SCVT	1	20	20
25	ITI Guwahati	Fire Technology & Industrial Safety Management	SIMC	1	24	24
26	ITI Guwahati	Stenographer and Secretarial Assistant (English)	SIMC	1	24	24
27	ITI Tinsukia	IoT Technician(Smart City)	SIMC	1	24	24
28	ITI Bokajan	Computer Operator and Programming Assistant (COPA)	SCVT	2	24	48
29	ITI Dhansiri	Basic Cosmetology	SCVT	1	24	24
30	ITI Dhansiri	Computer Operator and Programming Assistant (COPA)	SIMC	1	24	24
31	ITI Dhansiri	Electrician	SIMC	1	20	20
32	ITI Dhansiri	Electrician	SCVT	1	20	20
33	ITI Dhansiri	FITTER	SIMC	1	20	20
34	ITI Dhansiri	Information & Communication Technology System Maintenance	SCVT	1	24	24
35	ITI Dhansiri	Mechanic Diesel	SIMC	2	24	48
36	ITI Dhansiri	WELDER	SIMC	1	20	20



Sl. No.	Name of Govt ITI	SCVT IMC Trade	Trade Category	Total Unit	Seat per unit	Total Seat Strength
37	ITI Diphu	Draughtsman (Civil)	SCVT	1	24	24
38	ITI Diphu	Welder	SCVT	1	20	20
39	ITI Gargaon	Electrician	SIMC	3	20	60
40	ITI Gargaon	Fitter	SIMC	1	20	20
41	ITI Gargaon	Machinist	SIMC	1	20	20
42	ITI Gargaon	Mechanic Diesel	SIMC	1	24	24
43	ITI Gargaon	Welder	SIMC	2	20	40
44	ITI Goalpara	Computer Operator and Programming Assistant (COPA)	SCVT	1	24	24
45	ITI Haflong	Electronics Mechanics	SCVT	1	24	24
46	ITI Haflong	Computer Operator and Programming Assistant (COPA)	SIMC	1	24	24
47	ITI Haflong	Electrician	SIMC	1	20	20
48	ITI Lahowal OIL Centre of Excellence	Computer Operator and Programming Assistant (COPA)	SIMC	1	24	24
49	ITI Lahowal OIL Centre of Excellence	Mechanic Diesel	SIMC	2	24	48
50	ITI Majuli	Mechanic Diesel	SIMC	1	24	24
51	ITI Morigaon	Electrician	SIMC	1	20	20
52	ITI Morigaon	Mechanic Motor Vehicle	SIMC	1	24	24
53	ITI Nagaon	Computer Operator and Programming Assistant (COPA)	SIMC	1	24	24
54	ITI Nagaon	Food Production (General)	SIMC	1	24	24
55	ITI South Salmara	Basic Cosmetology	SCVT	1	24	24
56	ITI South Salmara	Computer Operator and Programming Assistant (COPA)	SCVT	1	24	24
57	ITI South Salmara	Computer Operator and Programming Assistant (COPA)	SIMC	1	24	24
58	ITI South Salmara	Electrician	SIMC	2	20	40
59	ITI South Salmara	Information & Communication Technology System Maintenance	SIMC	1	24	24
60	ITI South Salmara	Information & Communication Technology System Maintenance	SCVT	1	24	24
61	ITI South Salmara	Plumber	SIMC	1	24	24
62	ITI South Salmara	Refrigeration & Air-Conditioning Technician	SIMC	1	24	24
63	ITI South Salmara	Refrigeration & Air-Conditioning Technician	SCVT	1	24	24
64	ITI South Salmara	Sewing Technology	SIMC	1	24	24
65	ITI Golaghat	Computer Operator and Programming Assistant (COPA)	SIMC	1	24	24
66	ITI Golaghat	Electrician	SIMC	1	20	20
67	ITI Golaghat	FITTER	SIMC	1	20	20
68	ITI Golaghat	Information & Communication Technology System Maintenance	SIMC	1	24	24
69	ITI Dibrugarh	Computer Operator and Programming Assistant (COPA)	SCVT	1	24	24
70	ITI Dibrugarh	FITTER	SIMC	2	20	40
71	ITI for Women Mazbat	Dress Making	SCVT	1	20	20
72	ITI for Women Mazbat	Secretarial Practice (English)	SCVT	1	20	20
73	ITI Ballanguri	Electrician	SIMC	1	20	20
74	ITI Ballanguri	Electrician	SCVT	1	20	20



Sl. No.	Name of Govt ITI	SCVT IMC Trade	Trade Category	Total Unit	Seat per unit	Total Seat Strength
75	ITI Ballamguri	Fitter	SIMC	1	20	20
76	ITI Ballamguri	Fitter	SCVT	1	20	20
77	ITI Ballamguri	Mason	SCVT	1	24	24
78	ITI Bhergaon	Mechanic Motor Vehicle	SCVT	1	24	24
79	ITI Dudhnoi	Basic Cosmetology	SCVT	1	24	24
80	ITI Dudhnoi	Computer Operator and Programming Assistant (COPA)	SCVT	1	24	24
81	ITI Dudhnoi	FITTER	SIMC	1	20	20
82	ITI Dudhnoi	Fitter	SCVT	2	20	40
83	ITI Dudhnoi	Information & Communication Technology System Maintenance	SCVT	1	24	24
84	ITI Dudhnoi	Painter (General)	SCVT	1	20	20
85	ITI Dudhnoi	Welder	SCVT	2	20	40
86	ITI Dudhnoi	Wireman	SIMC	1	20	20
87	ITI Dudhnoi	Wireman	SCVT	2	20	40
88	ITI for Women Nalbari	Basic Cosmetology	SCVT	1	24	24
89	ITI for Women Nalbari	Computer Operator and Programming Assistant (COPA)	SCVT	1	24	24
90	ITI for Women Nalbari	Draughtsman (Civil)	SCVT	1	24	24
91	ITI for Women Nalbari	Secretarial Practice (English)	SCVT	1	24	24
92	ITI Hailakandi	Computer Operator and Programming Assistant (COPA)	SCVT	1	24	24
93	ITI Hailakandi	Stenographer and Secretarial Assistant (English)	SCVT	1	24	24
94	ITI Hailakandi	Welder	SCVT	1	24	24
95	ITI Kajalgaon	Computer Operator and Programming Assistant (COPA)	SCVT	1	24	24
96	ITI Kajalgaon	Electrician	SIMC	1	20	20
97	ITI Kajalgaon	Floriculture & Land Scaping	SIMC	1	24	24
98	ITI Kajalgaon	Mechanic Diesel	SIMC	1	24	24
99	ITI Kajalgaon	Plumber	SIMC	1	24	24
100	ITI Kajalgaon	Sewing Technology	SCVT	1	20	20
101	ITI Kazigaon	Electrician	SIMC	1	20	20
102	ITI Kazigaon	Electrician	SCVT	1	20	20
103	ITI Kazigaon	Fitter	SIMC	1	20	20
104	ITI Kazigaon	Fitter	SCVT	1	20	20
105	ITI Kazigaon	Mason	SCVT	1	24	24
106	ITI Kokrajhar	Electronics Mechanics	SCVT	1	24	24
107	ITI Kokrajhar	Bodo Language Transcription Trade (BLTT)	SCVT	1	20	20
108	ITI Kokrajhar	Computer Operator and Programming Assistant (COPA)	SIMC	1	20	20
109	ITI Kokrajhar	Electrician	SIMC	1	20	20
110	ITI Kokrajhar	Fitter	SIMC	2	20	40
111	ITI Kokrajhar	Floriculture & Land Scaping	SIMC	2	24	48
112	ITI Kokrajhar	Mechanic Diesel	SIMC	2	24	48
113	ITI Kokrajhar	Multi Media Animation & Special Effect	SIMC	2	24	48
114	ITI Kokrajhar	Plumber	SIMC	2	24	48



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Sl. No.	Name of Govt ITI	SCVT IMC Trade	Trade Category	Total Unit	Seat per unit	Total Seat Strength
115	ITI Kokrajhar	Secretarial Practice (English)	SIMC	2	24	48
116	ITI Kokrajhar	Welder	SIMC	1	20	20
117	ITI Pathsala	Basic Cosmetology	SCVT	1	24	24
118	ITI Pathsala	Computer Operator and Programming Assistant (COPA)	SCVT	1	24	24
119	ITI Pathsala	Fitter	SCVT	2	20	40
120	ITI Pathsala	Information & Communication Technology System Maintenance	SCVT	1	24	24
121	ITI Pathsala	Painter (General)	SCVT	1	20	20
122	ITI Pathsala	Welder	SCVT	2	20	40
123	ITI Pathsala	Wireman	SCVT	2	20	40
124	ITI Rangia	Basic Cosmetology	SCVT	1	24	24
125	ITI Rangia	Computer Operator and Programming Assistant (COPA)	SCVT	1	24	24
126	ITI Rangia	Fitter	SCVT	2	20	40
127	ITI Rangia	Information & Communication Technology System Maintenance	SCVT	1	24	24
128	ITI Rangia	Painter (General)	SCVT	1	20	20
129	ITI Rangia	Welder	SCVT	2	20	40
130	ITI Rangia	Wireman	SCVT	2	20	40
131	ITI Srikona	Electrician	SIMC	1	20	20
132	ITI Srikona	Fitter	SIMC	1	20	20
133	ITI Srikona	Mechanic Diesel	SIMC	1	24	24
134	ITI Srikona	Mechanic Motor Vehicle	SIMC	1	24	24
135	ITI Suklai	Electronics Mechanics	SCVT	1	24	24
136	ITI Suklai	Electrician	SCVT	1	20	20
137	ITI Suklai	Fitter	SCVT	1	20	20
138	ITI for Women Silchar	Electronics Mechanics	SCVT	1	24	24
139	ITI Bongaigaon	Basic Cosmetology	SCVT	1	24	24
140	ITI Bongaigaon	Computer Operator and Programming Assistant (COPA)	SCVT	1	24	24
141	ITI Bongaigaon	Draughtsman (Civil)	SCVT	1	24	24
142	ITI Bongaigaon	Information & Communication Technology System Maintenance	SCVT	1	24	24
143	ITI Bongaigaon	Maintenance Mechanic Chemical Plant	SCVT	1	20	20
144	ITI Bongaigaon	Plastic Processing Operator	SCVT	1	20	20



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Form TECH-1
TECHNICAL PROPOSAL SUBMISSION FORM

{Location, Date}

To:

The Director
Directorate of Employment & Craftsmen Training, Assam
A.K.Azad Road, Rehabari
Guwahati-781008, Assam

Dear Sir,

We, the undersigned, offer to act as ' _____ ',
in Assam in accordance with your Request for Proposals dated ___/02/2024. We are hereby
submitting our Proposal, which includes this Technical Proposal.

We hereby declare that:

- (a) All the information and statements made in this Proposal are true and we accept that any misinterpretation or misrepresentation contained in this Proposal may lead to our disqualification by the Client
- (b) Our Proposal shall be valid and remain binding upon us for the period of time specified in the Data Sheet.
- (c) In competing for (and, if the award is made to us, in executing) the Contract, we undertake to observe the laws against fraud and corruption, including bribery, in force in the country of the Client.

We undertake, if our Proposal is accepted and the Contract is signed, to initiate the Services related to the assignment no later than the date if indicated in the Scope of Work.

We understand that the Client is not bound to accept any Proposal that the Client receives.

We remain,

Yours sincerely,

Authorized Signature:

Name and Title of Signatory:

Name of Consultant:

In the capacity of:

Address:

Contact information (phone and e-mail):



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Form TECH-2
CONSULTANT'S ORGANIZATION AND EXPERIENCE

A brief description of the Consultant's organization and an outline of the recent experience of the Consultant that is most relevant to the assignment.

A -Consultant's Organization

1. Provide here a brief description of the background and organization of your company

B - Consultant's Experience

1. List only previous similar assignments
2. List only those assignments for which the Consultant was legally contracted by the Client as a company or was one of the JV partners. Assignments completed by the Consultant's individual experts working privately or through other consulting firms cannot be claimed as the relevant experience of the Consultant, or that of the Consultant's partners or Sub-Consultants, but can be claimed by the Experts themselves in their CVs. The Consultant should be prepared to substantiate the claimed experience by presenting copies of relevant documents and references if so, requested by the Client.



Duration	Assignment name and brief description of main deliverables or outputs	Name of Client and Country of Assignment	Approximate Contract value (in INR)/ Amount Paid to Your Firm	Role on the Assignment
Example 1: January 2009– April 2010	Improvement quality of.....”: designed master plan for rationalization of	Ministry of, [insert country]		Lead partner in a JV A&B&C
Example 2: January May 2008}	Support to sub-national government: drafted secondary level regulations on.....	Municipality of....., [insert country]		Consultant



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Form TECH-3

**COMMENTS AND SUGGESTIONS ON THE TERMS OF REFERENCE,
COUNTERPART STAFF, AND FACILITIES TO BE PROVIDED BY THE CLIENT**

The Consultant will write its comments and suggestions on the Terms of Reference that could improve the quality or effectiveness of the assignment; and on requirements for counterpart staff and facilities, which are provided by the Client, including: administrative support, office space, local transportation, equipment, data, etc.

A. On the Terms of Reference

[Insert improvements to the Terms of Reference, if any]

B. On Counterpart Staff and Facilities

[Include comments on counterpart staff and facilities to be provided by the Client, e.g. administrative support, office space, local transportation, equipment, data, background reports, etc., if any]



Form TECH-4

**DESCRIPTION OF APPROACH, METHODOLOGY, AND WORK PLAN IN
RESPONDING TO THE TERMS OF REFERENCE**

Form TECH-4 is a description of the approach, methodology and work plan for performing the assignment, including a detailed description of the proposed methodology and staffing for training, if the Terms of Reference specify training as a specific component of the assignment.

The suggested structure is as follows:

- Understanding of Objectives and detailed Approach and Methodology
- Work plan- Qualitative assessment based on proposed timelines / work plan, dependencies and milestones and
- Organisation and staffing: Organisation background, proposed structure of team composition and assigned roles/ responsibilities



Form TECH-5
WORK SCHEDULE AND PLANNING FOR DELIVERABLES

N°	Deliverables ¹ (D-..)	Months												
		1	2	3	4	5	6	7	8	9	n	TOTAL	
D-1	(e.g., Deliverable #1: Report A													
	1. Data Collection													
	2. Drafting													
	3. Inception Report													
	4. Incorporating Comments													
	5.													
	6. Delivery of Final Report to Client)													
D-2	(e.g., Deliverable #2:.....)													
n														

1. List the deliverables with the breakdown for activities required to produce them and other benchmarks such as the Client's approvals. For phased assignments, indicate the activities, delivery of reports, and benchmarks separately for each phase.
2. Duration of activities shall be indicated in a form of a bar chart.
3. Include a legend, if necessary, to help read the chart.



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Form TECH-6

CURRICULUM VITAE (CVS OVERALL PAGE LIMIT- 5 PER CV)

Position Title and No.	{e.g., K-1, TEAM LEADER}
Name of Expert:	{Insert full name}
Date of Birth:	{day/month/year}
Country of Citizenship/Residence	

Education: {List college/university or other specialized education, giving names of educational institutions, dates attended, degree(s)/diploma(s) obtained}

Employment record relevant to the assignment: {Starting with present position, list in reverse order. Please provide dates, name of employing organization, titles of positions held, types of activities performed and location of the assignment. Past employment that is not relevant to the assignment does not need to be included.}

Period	Employing organization and your title/position.	Country	Summary of activities performed relevant to the Assignment
[e.g., January'2024-present]	[e.g., Ministry of, advisor/consultant to...]		

Membership in Professional Associations and Publications:

Language Skills (indicate only languages in which you can work): _____

Adequacy for the Assignment:

1. Name of assignment or project:	
Year:	
Location:	
Client:	
Main project features:	
Position/s held:	



Activities performed:	
2. Name of assignment or project:	
Year:	
Location:	
Client:	
Main project features:	
Position/s held:	
Activities performed:	

Expert's contact information: (e-mail....., phone.....)

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience, and I am available to undertake the assignment in case of an award. I understand that any misstatement or misrepresentation described herein may lead to my disqualification or dismissal by the Client.

{day/month/year}

Name of Expert	Signature	Date
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{day/month/year}

Name of authorized Representative of the Consultant (Same who signs the Proposal)	Signature	Date
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