



**Meghalaya State Skills Development Society (MSSDS)**

**Department of Labour**

**Government of Meghalaya**

**Proposal Format for Skills Meghalaya for Empanelled Training  
Providers**

**2022-23**

## **Formulation of Project Proposal under MSSDS**

MSSDS is inviting proposals from Skill Training Providers (STPs) specifically designed to strengthen and enhance the capabilities of the youth of the state of Meghalaya. The proposals have to be very specific, achievable and relevant to the area/district and have result-oriented outcomes in the form of forward linkages. The selection of job roles for training has to depend on the desired demand and need of the district. MSSDS encourages demand driven requirements for capacity building/training programmes and requests all STPs to include a Letter for Intent (LOI) substantiated with any form of documentation in the form of a survey, feasibility study, research paper, etc.

To facilitate the process, MSSDS has prepared the following proposal format to assist the STPs in preparing a project proposal format on existing or new skills training. Multiple proposals from a single entity are welcome, provided each project proposal is submitted as a single proposal format.

*IMPORTANT: The STPs are to understand the conditions set out in PART A before setting out preparing the proposal(s) under PART B*

### **PART A**

#### I. Qualification Criteria to be a Skill Training Partner:

- i. The proposer (henceforth to be referred to as the Skill Training Provider (STP)) shall be a firm/company/ partnership/ LLP/proprietorship firm/institution registered under the Indian Companies Act, 1956 / the partnership Act, 1932/ Societies Registration Act, 1860/ LLP Act 2008 and who have their registered offices in India and have had a presence in the State of Meghalaya for a period of at least 3 years minimum. Partnerships and Consortiums are allowed provided all interested parties have signed an agreement towards the same.
- ii. The STP should have been involved in Skills/Livelihood training and/or Youth mobilisation experience of a minimum of 1 year with a minimum intake of at least 35 trainees.
- iii. The bidder should have an average annual turnover of Rs 15 Lakhs or more in the last three financial years from similar services and must have been a profit-making organization (in the case of company/partnership/ proprietorship) for the last 3 financial years ending 31.03.2021. Relaxation will be considered for Local or Regional entities after a financial soundness scrutiny by MSSDS.
- iv. The STP should not have been blacklisted or Barred or any such cases pending for blacklisting / debarment in any court of law by any State Government, Central Government or any other Public Sector Undertaking or a Corporation or any other Autonomous organisation of Central or State Government

- *Please see Annexure for List of Documents needed to be submitted for the above.*
- *The condition for **financial turnover and prior experience may be relaxed for Startups** (as defined by the Department for Promotion of Industry and Internal Trade, Ministry of Commerce and Industry, Government of India) subject to the technical qualifications of the members of the STP/STPs.*

## II. Preparation and Submission of Proposal.

Please follow the instructions below carefully.

- i. Kindly provide relevant information in the given order of this template.
- ii. All fields are mandatory unless otherwise specified. Where not applicable indicate accordingly with NA
- iii. STPs to avoid attaching documents that have no direct bearing with the information required to evaluate a proposal.
- iv. STPs to ensure that all information provided is correct and verified and no available material information has been suppressed.
- v. All supporting documents should be on the organizations' letter head, stamped with organizations' seal and signed by the authorized person.

### **PART B**

The project proposal Application shall consist of the following sections;

- I. Brief Description of the Organization
- II. Project Overview
- III. Purpose of Project
- IV. Project Execution
- V. Project Monitoring
- VI. Project Financials
- VII. Annexure

**I. Brief Description of the Organization.** *Please include Address, Name of Primary Contact Person, mobile number and email address.*

## II: Project Overview

Parameters		Documentary evidence (if any)
Title of Project Proposal		
Description of the Project Proposal		
Project Location		
Proposed Job Roles for Training	Name of Job Role as Per QPs (Job Role Code) of NSQF Please also indicate NSQF level If no QPs exist for the proposed job roles then please define and create curriculum accordingly as per Format IV.3 and Project Financials are per VI. B.	
Target Group		
Training Numbers	Minimum of 50 and Maximum of 200	
Project Duration	Maximum of 12 months	

## III: Purpose of Project

1. Describe how this project is going to benefit the target beneficiaries (Please limit your response to not more than 500 words. Please attach as annexure).

2. Please specify how the STP is going to assist target beneficiaries in forwards linkages through one or more of the following methods;

Sl. No.	ITEM	YES / NO	Remarks ( if any )	Documentary evidence (if any)
1	Formalised Market Connect			<i>Documentary proof stating tie up with any agency</i>
2	Skills Premium/Industry Recognition		<i>If Yes, kindly specify form of Skills Premium/Industry Recognition</i>	<i>Documentary proof stating preference to certified person in recruitment, promotion or any other industry recognition</i>
3	Bank Loans/ Financing		<i>If Yes, kindly specify type of Bank Loan</i>	<i>Documentary proof stating the tie up with any bank/ agency for the provision of loans</i>
4	Licenses		<i>If Yes, kindly specify type of Licenses</i>	<i>Documentary proof from the licensing agency</i>
5	Pay hike		<i>If Yes, kindly specify the margin by which the candidate's salary would be increased post training</i>	<i>Documentary proof stating the commitment on pay hike of certified persons</i>
6	Placements			<i>Documentary proof stating letter of recruitment or tie ups with placement agencies which will recruit candidates post training as per the specific project</i>
7	Post Training Hand Holding Support		<i>If Yes, kindly specify the means of hand-holding support to be initialized e.g. grants, startup tools/equipment etc</i>	

#### IV: Project Execution

The STP is required to submit an overall road-map for the deployment of the following interventions across the phase of the project.

##### 1. Mobilisation Strategy

Proof of Mobilisation in the form of Letter of Intent (LOI) or Mobilisation Plan with entities (egshnong, schools, durbars, panchayats, unions, corporates etc.) involved in mobilisation of the project specific to the location and the number of candidates being targeted by the STP.

## 2. Orientation Strategy

Mention content and strategy for the aspiration building intervention which will be for a minimum of 12 hours.

Sl. No.	Activity	Content/Strategy	Minimum Duration
1.	Domain Awareness (clarifying any questions/doubts/gaps a candidate may have with respect to the Job Role)		
2.	Soft Skills and Entrepreneurship Tips specific to the Job Role		
3.	Familiarization to the Assessment Process and Terms		

## 3. Instructional Design and Delivery of Training (Curriculum) for NSQF Courses. *Add to Annexure and make separate for each job role*

Sl.No.	Module	Key Learning Outcomes	Equipment/Teaching Tools	Assessment Method

## 4. Resources to be Allocated

Please specify composition of Project Team to be allocated to the Project

Sl.No.	Member Description	Numbers	Qualifications
	<i>Ideally include Project Lead and Coordinators only. Please refrain from adding assistants, drivers etc to this list.</i>		

## 5. Assessment and Certification

Please specify assessment and certification process i.e. third party assessment/SSC or other. Also specify if none available and if assistance needed from nodal agency, in this case MSSDS.

## V: Project Monitoring

1. Please mention monitoring activity throughout the life cycle of the proposed project and the proposed indicators.
2. Media Coverage: Please describe what efforts will be made to ensure that the project receives sufficient media coverage on the following platforms: Print, Electronic (Radio and TV) and Social Media

## VI: Financial Proposal

Select and fill the cost breakdown. Applicant should indicate the total project fund that will be utilized in accordance to the costs heads and ceilings indicated. STP to fill in all cost heads specified and add more if required.

**Format A: For NSQF aligned courses (Please refer to Common Norms 5<sup>th</sup> Notification at Annexure I as per MSDE for guidance on the same)**

Sl. No.	Cost Head	Costs Breakdown	Total Amount Proposed	Remarks, if any
1	Training Cost per Head (Including Mobilisation and Orientation Cost) *Refer to Common Cost Norms 5 <sup>th</sup> Notification as per MSDE to include Additional Support for Special Area and Special Groups)	Mobilisation cost - Max of 4% of Training Cost		
2	Boarding and Lodging Costs *Refer to Common Cost Norms 5 <sup>th</sup> Notification as per MSDE to include Categories Cities/Towns			
3	Third Party Assessment and Certification Costs	Max of Rs. 1500 per candidate		
4	Start-Up tools to Candidates *This element of the financials will be subject to review and scrutiny of MSSDS*	Max of Rs.4500 per candidate		
	<b>Total cost for entire project (Break down at Cost per candidate)</b>			

## B. For Non-NSQF Aligned Courses

Sl. No.	Cost Head	Detailed Breakdown	Total Amount Proposed	Remarks, if any
<b>1</b>	<b>Training Cost (Inclusive of Mobilization and Orientation Cost)</b>			
a)	Salary for Trainers/Resource Persons and Administrative Costs (Project Team, etc.)	i. Costs are to be appropriated towards 3 project staff including one trainer ONLY for a Batch of 30 ii. For every additional Batch of 30, TPs can propose costs towards one additional trainer. iii. For a total target of 100 candidates, TPs can propose costs toward one coordinator.		
b)	Training Material Cost (Raw Materials, Stationery, etc.) <i>List of Consumables to be enclosed with detailed quotation</i>			
c)	Equipment Hire Cost (Projector, Sound system, etc.)			
d)	Rental of Training Centre and Overhead Costs (electricity, water etc.)			
e)	Boarding and Lodging Costs (for residential training)	Max of Rs. 315 per day per candidate		
f)	Other			
<b>3</b>	<b>Assessment and Certification Costs</b>	Max of Rs. 1500 per candidate		
<b>4</b>	<b>Supply of startup tools to candidate (if required)</b> <i>*This element of the financials will be subject to review and scrutiny of MSSDS*</i>	Max of Rs. 4500 per candidate		
<b>5</b>	<b>Other (if any)</b>			
	<b>Total cost for entire project (Break down at Cost per candidate)</b>			



### C. Training Plan and Delivery of Training (Curriculum) Format for Non-NSQF aligned courses

For Skill Training Provider (STP) not following NSQF, the applicant should fill up the Training Plan as indicated below:

Total Training Duration (Hours/ Days):

Batch Size:

Sl. No.	Activities/ Topic	Mode of Training
1	<i>Concept 1 Concept 2</i>	<i>Theory</i>
2	<i>Demonstration</i>	<i>Practical</i>
3		<i>Hands-on Training</i>

#### Important Notes:

*The activities/items listed below cannot be included as part of the Financial Proposal*

- *Assets for Individuals*
- *Payment of Salaries/Honorarium to permanent officers/employees of State Government if their services are required*
- *Purchase of land, construction of buildings etc*
- *Purchase of Vehicles etc*
- *Activities already financed for by other State Missions/Programmes*
- *Activities for which financial support can be readily arranged for through partnerships/convergence with other State Depts. or external entities.*

#### VII: Annexures

All proposals have to include the following;

Sl. No.	Documents Checklist
1	Forwarding Letter addressed to the Executive Director, MSSDS
2	Name, Address, Contact Details and Email Address of Primary Contact for the Project
3	CVs of Project Team – Lead, Co-ordinators, Instructors and Trainers. Evidence in the form of Contract Document/Offer Letter required.
4	Details of Similar Prior or Existing Training Programmes
5	Placement Details or Evidence of Forward Linkages
6	Bank Account Documents
7	Previous Work Orders
8	Curriculum for Proposed Trade Training
9	Purpose of Project as per Section III.1
10	Formal Undertaking Letter

\*\*\*