



EUROPEAN UNION



Department of Science and Technology
Government of India

Incubating New Emerging Technology (NET) Skills by creating sustainable models of NET skill packages

Project funded by The European Commission and
Department of Science and Technology, Government of India

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Tiruchirappalli Regional Engineering College-
Science and Technology Entrepreneurs Park

Tiruchirappalli Regional Engineering College
Science and Technology Entrepreneurs Park,
Thuvakudi,
Tiruchirappalli – 620 015.

Tender Notice for PPP

Dated: 15th January 2011

The Under signed invites sealed Tenders from the Reputed Skill Training Providers to impart Skill Training on a Public-Private-Partnership(PPP) mode, under EU-DST NET Skills Project for Development of New Emerging Technology Skills in marginalized and vulnerable youth of Sivagangai District ,at Karaikudi.

The Tender schedule can be obtained from TREC-STEP, Thuvakudi,
Tiruchirappalli - 620 015 (or) downloaded from this web site: www.trecstep.com

Last date for issue of Tender documents: **04. 02. 2011**

Closing date for Receipt of Tender: **07. 02. 2011**

Phone : **0431- 500697, 2500085**

E-mail Id : trecstep_event@yahoo.co.in

Executive Director, TREC - STEP,

Tiruchirappalli

From

The Executive Director

Tiruchirappalli Regional Engineering College – Science & Technology Entrepreneurs Park,

TREC-STEP

Thuvakudi Tiruchirappalli – 620 015

E-mail :trecstep_event@yahoo.co.in

Phone: 0431-2500697, 2501681

To

Letter Ref No.TREC-STEP/NETS/PPP/2011/001, Dated:15th January 2011

LETTER OF INVITATION

Dear Sir / Madam,

Sub: Providing New Emerging Technology (NET) Skills training to marginalized and vulnerable youth from backward regions under EU-DST NET Skills Project – Identification of NET Skills Nodal PPP Partners.

1. You are hereby invited to submit the technical and financial bids to impart NET skills training to the marginalized and vulnerable youth from backward regions under EU-DST NET Skills Project in the following Modern Appliances Maintenance Trades:

- a. Refrigeration and Air Conditioning Appliances Repair and Maintenance
- b. Electronic Appliances and Cellular Phones Repair and Maintenance
- c. Computer Hardware Repair and Maintenance
- d. Modern Home Appliances Repair and Maintenance

2. The purpose of this assignment is:

To usher in New Emerging Technology (NET) Skills for the benefit of the youth from marginalized and most vulnerable sections with a visible transition into remunerative employment as 'technicians of the future', for the emerging knowledge economy requirements by carrying out a set of enabling and reinforcing, curriculum development, delivery, dissemination and placement activities.

3. The following documents are enclosed to enable the submission of the proposal:

- (a) Terms of Reference (TOR) (Annexure 1);
- (b) Information for participating Skills Training Providers on Forms and Documents to be enclosed, including a format of curriculum vitae (Annexure 2); and
 - i. Attachment I - Details of NET Skills trades for training and selection criteria for NETS PPP partners
 - ii. Attachment II – Format for recording the details of the selected beneficiaries
 - iii. Attachment III - Guideline Docket on the PPP Assignment for Skills Training under the EU and DST funded NET SKILLS Project

4. The PPP Selection Committee, of which the Executive Director, TREC-STEP, is a Member, is vested with the powers to select a Skill Training Provider/ Institute / Academy as NETS PPP Partner, to impart training for the beneficiaries under the EU-DST NET Skills Project.

5. In order to obtain first hand information on the assignment and to obtain clarification regarding the scope of the work, terms of reference and any other pertinent information, a representative of the interested Institute may visit the Office of TREC-STEP, Thuvakudi, Trichy – 620015, before the Bid is submitted. The representative shall meet any of the following officials:

1. Programme Manager, NET Skills Project, TREC-STEP
2. Project coordinator, NET Skills Project, TREC-STEP

Please ensure that advance intimation regarding the visit has to be sent to this office to enable us to make appropriate arrangements.

6. The Submission of Proposals: The proposals shall be submitted in two parts, viz., Technical bid and Financial bid and should follow the form given in the "Annexure II."

7. The "Technical" and "Financial" bids must be submitted in two separate sealed envelopes (with respective markings in bold letters) following the formats/schedules given in the Annexure II. The first envelope marked "Technical Bid" should include

- the description of the Institute/organization,
- the Institute's general experience in the field of assignment,
- the qualification and competency of the personnel proposed for the assignment and

- the proposed training plan methodology and approach in response to suggested terms of reference.

The first envelope should not contain any cost information whatsoever.

8. The second envelope marked 'FINANCIAL BID' must also be sealed with sealing wax and initialed twice across the seal and should contain the detailed price offer for the Pro-rata basis for offering skill development training with detailed breakup costs and fees as follows:

- Cost for deployment of Trainers
- Cost of Course Material-(Model copy of the Course material has to be enclosed along with the Technical bid.)
- Cost of Tool Kit /.Consumables
- Facility Maintenance and upkeep etc.
- Cost for organizing Trainers Training and In-plant Training including travel costs for the same
- Cost for Rentals, Electricity, communication etc

Both the sealed envelopes should again be placed in a sealed cover, which will be received in the **Office of the Executive Director, TREC-STEP, Thuvakudi, Trichy – 620 015 up to 15.00 hours on 7th February 2011**

9. Opening of proposal - The proposals (first envelope containing technical proposal only) will be

opened by the Executive Director, TREC-STEP or his authorized representative in his office at **15.30 hours on 7th February 2011**. It may please be noted that the second envelope containing the detailed price offer will not be opened until technical evaluation has been completed.

10. **Evaluation** - A two-stage procedure will be adopted in evaluating the proposals with the technical evaluation being completed prior to financial proposals being opened. The technical proposals will be evaluated using the following criteria:

(i) the institute's recognition /local existence of the institution and relevant experience with National / International agencies for similar assignments

(ii) the quality of the curriculum and methodology proposed for the training(Theory / Practical/ In Plant/ Soft skills)

(iii) Institution Facilities, Infrastructures availability, the qualifications & experience of the key staff /trainers proposed for the assignment

(iv) Innovative Market development strategies used / planned for sustainability

(v) Private sector linkages for curriculum development, training and past Placement Record

Curriculum vitae of senior personnel in each discipline, for assessing the qualifications and experience of the personnel proposed to be deployed for the Skills Training, should be included with the proposal (in the format of the sample curriculum vitae – Attachment II).

These personnel will be rated in accordance to:

(i) General qualifications

(ii) Adequacy for the project (suitability to perform the duties for this assignment. These include education and training, length of experience on fields similar to those required as per terms of reference, time spent with the Institute, familiarity with use of advanced pedagogic tools, etc)

(iii) Language fluency and experience in Tamil Nadu

(iv) Familiarity in the Region, Involvement in skills transfer program and training ability in competency based skill training

11. Deciding Award of Contract

Quality and competence of the Skill Training Provider shall be considered as the paramount requirement. The decision of the award of the contract would be as under:

(a) Technical proposals, complete in all respects and scoring not less than 70 % of the total points will only be considered for financial evaluation. The price envelopes of others will not be considered.

(b) The price envelopes of such Training providers will be opened and reviewed by the PPP Selection Committee, and they will decide to invite the applicants having the best Quality – Price ratio, for discussions. The institutes must be prepared to furnish the detailed cost break-up and other clarifications to the Bids submitted by them, as may be required to adjudge the reasonableness of their price proposals.

10. Please note that the PPP Selection Committee is not bound to select any of the Institutes submitting proposals.

11. It is estimated that about 1800 candidates have to be trained in Modern Appliances maintenance (roughly 3 years period) under this training assignment and generally the Institute should base the financial proposal on this figure. However, they may be free to submit the proposal on the basis of the man days considered necessary by them to undertake the training assignment.

12. Participating Institutions are requested to hold their proposal valid for 90 days from the date of submission without changing the personnel proposed for the assignment and the proposed price. The PPP Selection Committee and TREC-STEP will make the best efforts to select an Institute within this period.

13. Please note that the cost of preparing a proposal and of negotiating a contract including visits to TREC-STEP, Trichy, if any is not reimbursable as a direct cost of the assignment.

14. Assuming that the contract can be satisfactorily concluded in early March - 2011, the selected PPP Partner will be expected to take-up/commence with the assignment in April- 2011.

15. Please note that if the Training Provider considers that their Institute does not have all the expertise for the assignment, there is no objection to the Institute associating with another Institute to enable a full range of expertise to be presented. However, joint ventures between Institutes on the shortlist are permitted only with the approval of the PPP Selection Committee. The joint venture should be in live; the proof for the joint venture should be submitted. The request for a joint venture should be submitted as a separate Proposal accompanied with full details of the proposed association

16. Please note that the revenue, which you receive from the contract, will be subject to normal tax liability in India.

Yours sincerely,

Executive Director

TREC-STEP.

Enclosures:

(a) Terms of Reference (TOR) (Annexure 1);

(b) Information for participating Skills Training Providers on Forms and Documents to be enclosed, including a format of curriculum vitae (Annexure 2); and

i. Attachment I - Details of NET Skills trades for training and selection criteria
for NETS PPP partners

ii. Attachment II – Format for recording the details of the selected beneficiaries

iii. Attachment III - Guideline Docket on the PPP Assignment for Skills Training
under the EU and DST funded NET SKILLS Project

Note: Cost of the Tender document Rs. 1000/- to be paid as Demand draft in favour of "EXECUTIVE DIRECTOR, TREC-STEP, TRICHY - 15".

**Those who are downloading the Tender document have to submit the Tender along with Demand draft in favour of "EXECUTIVE DIRECTOR, TREC-STEP, TRICHY - 15", otherwise the Tender will not be considered for evaluation.

TERMS OF REFERENCE (TOR) FOR IMPARTING SKILL DEVELOPMENT TRAINING ON NET SKILLS PACKAGES TO THE BENEFICIARIES IDENTIFIED IN SIVAGANGAI DISTRICT

1. Background:

The proposed set of activities under the EU and DST funded NETS Skills Project for establishing a NET Skills – Vocational Education and Training (VET) System for the first time in the backward region, shall bring to the accessibility of youth from most vulnerable and marginalized sections, market oriented skills in latest technology areas such as Modern Appliances Maintenance Technology, which had evaded them for so long. It is proposed during the project period (2011 – 2014) 1800 youth will be trained and good employment opportunities and sustainable career options in futuristic trades shall be provided for them. This critical mass of compelling end results of the project shall inspire both the beneficiaries of the backward regions and also other Development Agencies and Promoters to take up NETS Nodal Centres more vigorously, for improving the backward regions on a continuous, sustainable basis. This model then shall be available for faster replication in other backward regions in the country. Competency based Curriculum development, state-of-the-art-facilities, education technology inputs, innovative pedagogy, training of trainers and other training and promotional materials shall be a pre-requisite for selection as a NETS PPP Partner. With Public Private Partnership (PPP), the NETS Nodal Centre at Karaikudi is aimed at becoming a sustainable winning proposition.

2. Objectives of the Training Programme:

The Specific objectives which the synergistic set of proposed actions aims to achieve are:

1. Deploying New Emerging Technology (NET) Skills packages across the backward region of Sivagangai in TamilNadu, with lead NETS PPP institutional partners and establishing state-of-the-art New Emerging Technology Skills (NETS) Nodal centres in Karaikudi.
2. Implementing comprehensive training programmes in selected New Emerging Technology Skills, for nearly 1800 youth from the backward regions, especially from the marginalized and most vulnerable sections of our society, by mapping and positioning in tune with the requirements of the target groups.
3. Creating career opportunities and sustainable employment for trained youth through in-plant training, job offers, micro enterprise development programmes and soft skills, to install better livelihood for the youth in the marginalized and vulnerable communities.
4. Institutionalizing an effective Quality Assurance System for scheduled delivery of NET Skills, by benchmarking to international best practices and benchmarks and by bringing in new educational technology based pedagogies.

5. Developing Public Private partnership modes for delivery and integration of private sector industry participation in all applicable stages of the project in order to ensure effectiveness, relevance and synergy in skills delivery and for livelihood options.
6. Develop effective institutional systems for constant monitoring and evaluation of the project milestones, continuous upgradation of the curriculum, innovation and improvements and periodical review of systems of delivery.
7. Developing adequate dissemination platforms, documenting continuously the value adds, sustainability of the model, for large scale replication in other backward regions in the future.

With this set of specific objectives, specific time based activities with specified processes, measurable outputs are planned. Suitable Metrics and Monitoring and Evaluation Systems will ensure success of the project as per the project plan.

3. Scope of the Training Programme and an outline of the task to be performed by the NETS PPP Partner:

3.1 The training is designed to be imparted to beneficiaries identified with the assistance of the Urban Local Bodies, SHGs etc. 1800 persons are to be trained on the NET Skills Packages in the NETS Nodal Centre at Karaikudi, over the Project period, averaging 600 – 700 trainees per annum.

3.2 They need to be trained in batches of not more than 40 participants per batch.

3.3 The duration of the training programme should not be less than 180 days.

3.4 The training should ensure achievements of the objectives set out above.

3.5 The training approach includes but not limited to the following:

1. Each trainee should be provided adequate training in 'hands on' Technical Skills, to develop competency in the chosen trade as well as soft skill training to succeed in the work arena.

3.6 Scope of work of the assignment shall include:

Pre training

- (i) Engaging in mapping and profiling of the backward areas and target segments for their expectations and aspirations in equipping themselves in the NET Skills packages
- (ii) Mobilization of candidates for Skill Training in NETS Packages
- (iii) Training of selected Trainers at the OEMs training centres
- (iv) Assisting TREC-STEP in location identification and establishment of state-of-the-art facilities
- (v) Bridge programmes for candidates who do not have the basic knowledge prerequisites

Training Deployment

- (vi) Preparation of curriculum and course material for the training programme and obtaining approval of the same from TREC-STEP, Trichy, prior to the commencement of first batch of training course. At the end of the programme the course material and other reports should be submitted in the form of CD for the purpose of information exchange and subsequent reference for new members.
- (vii) Course materials to contain both reading material and hands out in the form of learners note, guidelines, quick reference guide including tools for further practice etc. All the material developed as part of course kit should be in Tamil and English.
- (viii) The NETS PPP Partner, Trainers or Trainees, may offer comments, suggestions and improvements with justification on the TOR, for approval by TREC-STEP
- (ix) Each participant shall be evaluated using a short test before and after the training (pre and post evaluation). The difference between the two tests can be considered as training gain. However, during the course of the training programme more intense and innovative evaluation techniques have to be implemented to ensure development of competency in the chosen MAM Trade.
- (x) Submission of weekly and monthly reports as per the prescribed format to TREC-STEP, as well as documentation reports at the end of the programme comprising the salient features of the training activity under this programme, suggestions and recommendations emerging from the participants, compilation and an analytical note of the evaluation sheet (pre evaluation and post evaluation) submitted by the participants and over all summary report on completion of the entire programme.
- (xi) The course materials/ basic tools should be provided to participants along with scribbling pad, pen, etc
- (xii) Trainers / Coaches with relevant specific experience and expertise are deployed for the each specific session given in the training schedule.
- (xiii) The training activities planned should be individual learner focused and Trainers should assist weak candidates by providing extra inputs, either before or after the session timings.
- (xiv) The training should provide more scope for teamwork, individual practice on the skill and interaction of the participants.
- (xv) Basic Amenities such as Drinking water/Sanitation facilities/ventilation must be made available at the NETS Nodal Centre.
- (xvi) The NETS PPP Partner may identify 3 to 5 prospective participants in each batch for further training and to utilize as Trainers.
- (xvii) The safety aspects should be ensured without any negligence, robust earthing, shock proof earth pads and concealed wiring should be provided in the NETS Nodal Centre as per TREC-STEP specifications.

Post training responsibilities

- (xviii) Organizing In plant training for candidates
- (xix) Counseling and guidance for wage employment
- (xx) Securing Placement in good remunerative jobs for atleast 70 % of the successful trainees
- (xxi) Micro-enterprise training for those interested in setting up their own micro ventures

4. Schedule for completion of the Training assignment:

4.1 The training programme may commence in April- 2011 and continue upto mid 2014 or until 1800 candidates have been trained. The duration of batch is 3-4 hours per day with a short break in between. Each training programme shall be for duration of 3-4 months, with 2 weeks additionally dedicated to in-plant training

4.2 The state-of-the-art NETS Nodal Centre shall be established by the NETS PPP Partner as per the blue print and financial assistance provided by TREC-STEP

The monthly, performance and attendance based stipend disbursement to the trainees shall be done by the NETS PPP Partner.

5.0 Cost estimates:

In the financial proposal, the training fee charged shall be calculated on a pro rata basis, which shall be arrived upon considering the following heads of expenditure – Costs for promotion and mobilization of candidates, Trainers' fees, Course material cost, Organization and Travel for Trainers Training & In plant training, Tool kits & Consumables cost, Building rental, power and communication costs and other miscellaneous expenses to be incurred by the NETS PPP Partner.

5.1 Financial proposal shall adhere with NET SKILLS Project guideline given in Attachment-III.

6. Final output required from the Institute / Institutes:

(i) The NETS Nodal PPP Partners are expected to give a set of course material comprising the reading material, day wise curriculum and other training related documents for reference of the participants and trainers note for each session. This output should be produced before commencement of the session.

(ii) A report on the evaluation (including pre evaluation with a set of "knowledge questions" and post evaluation to see "knowledge gain") of each batch and a comprehensive evaluation report of the entire programme giving the evaluation of various aspects of the programme from the point of view of the participants emerged as part of feed back and various suggestions and comments which will be useful as input for the future programmes and improve their performance in the working environment.

(iii) At the end of each training programme, the PPP Partner will identify three to five trainees from each batch who can be utilized as resource person in future.

(iv) A comprehensive list of Candidates placed in wage employment along with their Employer's feedback and those placed in self employment avenues, has to be prepared.

7. Composition of the Review Committee and Review Procedure to Monitor NETS PPP Partner's work:

7.1 The Project Quality Assurance Team from TREC-STEP consisting of the following officers will review and evaluate the training proposal, the coverage and quality of course material, the progress and the quality of training programme as and when necessary. (The NETS PPP Partner or the institution is expected to prepare a comprehensive feed back report of the participants with relevant

photographs while submitting the overall final bill. The review committee will review the same before releasing the final payment. In case any deficiency found in the content of the feed back and the course evaluation report the institute will be requested to revise it suitably)

1. Executive Director TREC-STEP, Trichy
2. Project Manager, TREC-STEP, Trichy
3. Project Coordinator, TREC-STEP, Trichy
4. Officials from EU and DST may attend periodic review meets.

7.2 The Executive Director, TREC-STEP, Trichy reserves the right to cancel the further conduct of training at any point of time, if the performance is found to be unsatisfactory.

8. List of Key positions:

The list of resource persons (for preparation of course material and of the session) whose CV and experience would be evaluated is as given in the attachment II

INFORMATION FOR PARTICIPATING SKILLS TRAINING PROVIDERS ON FORMS AND DOCUMENTS TO BE ENCLOSED

Tenders

(1) Tenders should include the following information:

(a) Technical Bid

(i) A brief description of the Institute/organization and an outline of recent experience on assignments/projects of similar nature executed during the last 3 years in the format given in **Form F-2**.

(ii) Any comments or suggestions of the consultant on the Terms of Reference (TOR).

(iii) A description of the manner in which Institutes would plan to execute the work. Training plan with time schedule in **Form F-3** and approach or methodology proposed for carrying out the required work.

(iv) The composition of the team of personnel including trainers which the institute would propose to provide and the tasks which would be assigned to each team member in **Form F-4**.

(v) Curriculum Vitae of the individual key staff members including trainers/faculty members to be assigned to the training and of the team leader who would be responsible for supervision of each programme. The curriculum vitae should follow the attached Format **(F-5)**, duly signed by the concerned personnel.

(vi) Additional information on the Training Provider / Institute's experience on similar assignments, format **F- 6**

(vii) Declaration (Form F- 7) and General Particulars (Form F- 8)

(vi) The Training Provider's comments, if any, on the data, services and facilities to be provided by the TREC-STEP, Trichy, indicated in the Terms of Reference (TOR).

(b) Financial Proposals

The financial proposals should include the following:

1. Training program and time schedule for key personnel in **Form-F9**.

2. Schedule of Price Bid in Form **No.F-10** with cost break-up.

(2). the Tender documents must be submitted in duplicate, to the Executive Director, TREC-STEP, Thuvakudi, Trichy – 620 015, on or before 7th February 2011, 3.00 p.m.

(3). Contract Discussions

The aim of the discussion is to reach an agreement on all points with the NETS PPP Partner and initiate a draft contract. Discussion commence with the Institute's Bid, the proposed training plan, staffing and any suggestions they may have made to improve the Terms of Reference. Agreement will then be reached on the final Terms of Reference, the staffing and the bar chart, which will indicate personnel, periods in the field and office, man months, and reporting schedule. Once these matters have been agreed financial discussions will take place and will begin with details of the proposed pro rata charges.

(4) Nomination of Expert Trainers

Having selected a Institute partly on the basis of an evaluation of personnel presented in the Institute's proposal, TREC-STEP, expects to negotiate a contract on the basis of the expert Trainers named in the proposal and, prior to contract negotiations, will require guarantees that these experts shall, in fact, be made available for the entire duration of Training.

TREC-STEP, will not consider substitution after contract negotiations, except in cases of unexpected delays on the starting date or incapacity of an expert for reasons of health, or leaving the Institute. The desire of an Institute to use an expert of another institute shall not be accepted for substitution of personnel.

(5) Review of reports

A review committee consisting of following officers of TREC-STEP Project monitoring and Evaluation Team, will review all reports of Institutes and suggest any modifications/changes considered necessary within 15 days of receipt.

1. Executive Director TREC-STEP, Trichy
2. Project Manager, TREC-STEP, Trichy
3. Project Coordinator, TREC-STEP, Trichy

DETAILS OF NET SKILLS TRADES FOR TRAINING AND SELECTION CRITERIA FOR NETS PPP PARTNERS

1. **COURSE CONTENTS:** The training programme should focus on New Emerging Technology Skill trades which fall under Modern Appliances Maintenance such as:

- a. Electronics Appliances and Cellular Phone Repair and Maintenance
- b. Refrigeration and Air Conditioning Appliances Repair and Maintenance
- c. Computer Hardware - Repair and Maintenance
- d. Modern Home Appliances - Repair and Maintenance

Similar proposals in any other emerging NET Skill from the suitable institutions will also be taken up for consideration in the future, based on market demand.

2. **DURATION:** 180 – 200 DAYS

3. **INDICATIVE ANNUAL TARGET FOR SKILLS TRAINING:** 600 persons (as detailed in Attachment 2)

3. **BATCH FORMATION OF BENEFICIARIES / TRADES:** To be suggested by PPP Partner

4. **SIZE OF BATCHES:** Each batch should not exceed 40 trainees

5. REQUIREMENT OF THE TRAINING INSTITUTE

The following are requirements of the Skills Training Provider:

i) The Institution shall be existence for more than three years and engaging in providing technical skills training with reputed National and International Agencies

ii) The Institute shall have experience in training students in the age group of 18 to 35 years, predominantly in the following areas:

- a. Electronics Appliances and Cellular Phone Repair and Maintenance
- b. Refrigeration and Air Conditioning Appliances Repair and Maintenance
- c. Computer Hardware - Repair and Maintenance
- d. Modern Home Appliances - Repair and Maintenance

and should have trained more than 1000 students in the past 3 years, across various centers in the State of Tamil Nadu. Details of placement record in Trades which they are intend to participate, in the last 3 years should be enclosed.

iii) The Training Provider should be a reputed institution with a networked pools of experts in the MAM field with having at least 3 years experience in training and offering placement to at least 70% of the trainees.

iv) The Institute shall arrange for placements assistance and also indicate special efforts taken in all round development of students in areas such as Soft skills etc training imparted.

v) The Institute should indicate its experience in mobilizing trainees for technical skill training and the innovative market penetration activities undertaken

vi) The Institute should be able to ensure minimum 70% placement to the beneficiaries after completion of training.

vii) The Institute should be capable to start up additional centers in the other backward districts of Tamil Nadu as required for the convenience of students.

viii) The operational guideline for skills training for employment promotion should be adhered and fulfilled by the training Institute (refer Attachment 3)

xi) The institution should accept the condition for getting 20% payment after the placement of minimum 70% of the trainees and 10% payment after 3 months on ascertaining the details of Employment provided.

x) The institutions should be allotted candidates based on their capacity (out sourcing by institutions shall not be permitted)

xi) Change of venue after work order not allowed, unless specifically required. (Venue shall be finalized in consultation with TREC-STEP based on its good visibility and proximity to transportation facilities)

FORMAT FOR RECORDING THE DETAILS OF BENEFICIARIES SELECTED FOR TRAINING UNDER the EU – DST funded NET Skills Project

Sl. No.	Name	Date of Birth	Qualification	Full Address and Contact no. if any	NET Skill Trade to be Trained in	Prior work experience , if any

Total beneficiaries to be trained during the period April 2011 – mid 2014 is tentatively 1800

Note: Among the allotment of Beneficiaries, The NETS Nodal PPP Partner shall strive to attain a percentage of women beneficiaries, not less than 25% and a special provision of 3% shall be reserved for differently abled person (Physically challenged) .

Hence the Institution is expected to have required facilities to accommodate this segment of beneficiaries.

**Guideline Docket on the PPP Assignment for Skills Training under the
EU and DST funded NET SKILLS Project**

The TREC-STEP NET SKILLS Nodal Centre at Karaikudi, Sivagangai District

Under the EU – DST supported project, 'Incubating New Emerging Technology (NET) Skills by creating sustainable models of NET Skills packages', TREC-STEP has planned to establish a state-of-the-art NET Skills Nodal Centre in the Sivaganga district of Tamilnadu, operated in a Public Private Partnership (PPP) mode. This Nodal Centre shall be organizationally and functionally connected to the Mother Resource Centre, TREC-STEP. Both the Mother Resource Centre as well as the NETS Nodal Centre, shall work in tandem and have state-of-the-art facilities in chosen field of Modern Appliances Maintenance. **In the NETS Nodal Centre, the Curriculum development, Training delivery, maintenance of the facilities, etc. shall be vested with the selected private partners, while establishment of state-of-the-art facilities, quality monitoring, certification and shall be the responsibility of the partnering public institutions. The Private entrepreneurs shall be selected based on their Skill Training experience, qualification and suitability.**

The public private partnership PPP model, besides ensuring organizational and resource efficiency with responsive flexibility, shall also address the growth and sustainability requirements of the NETS Vocational Education and Training (VET) System. It shall also help in the migration and expansion of the NETS Nodal Centre to other backward regions, effectively, taking further the model to after-project replications, with co-sponsoring from local governments. For the NETS Nodal Centre at Karaikudi, Sivagangai, the management and functional responsibility of the Centre will be vested with TREC-STEP, Trichy, together with the selected Private partner, an Entrepreneur who has atleast 4-5 years experience as a Technical Skill Training Provider, for efficiently administering the NETS Nodal Centre in a manner leading to good performance and sustainability.

Expected Deliverables from the NETS Nodal Partner

Under the EU – DST supported NET Skills Project, the Private NETS PPP Partner shall be integrated into the Project actions right from the commencement of implementation, ensuring quality skill delivery and finally, placement of trainees. The contribution of the Private partner shall be significant in three core, ground breaking activities at Karaikudi, such as Preparatory works, Training deployment and Post training responsibilities.

Preparatory Works

- Survey and Mapping of the profile of the beneficiaries and of the backward region
- Identification of appropriate training modules for promotion among the target segment
- Mobilization of target group beneficiaries
- Selection of OEMs for Training of Trainers (TOTs) with TREC-STEP's inputs and guidance
- Bridge programmes for candidates, wherever necessary

Training Deployment

- Curriculum design and vetting by Experts
- Deployment of a trained Trainers team
- Infrastructure establishment
- Training in batches of 5 – 50 slots
- Soft skills training

Post training responsibilities

- In plant training for candidates
- Counseling and guidance for wage employment and securing Placement in good remunerative jobs
- Micro-enterprise training for those interested in setting up their own micro ventures

Around 1800 – 2000 marginalized and vulnerable youth, including women and differently-abled persons, predominantly from backward districts of Sivagangai and Dindigul, should be trained, in the NET Skills packages, over the period (April 2011- June 2014). Training is fully subsidized for the target beneficiaries and a performance/ attendance linked Stipend will also be provided to the trainees.

Innovative pedagogy such as use of video cameras to project minute circuitry of small gadgets such as cell phones onto a larger screen, video clips of dismantling and reassembly procedures, etc. accelerate imbibing of practical skills. It is important for the entire training programme to be individual learner centric. Trainers should be more of facilitators for skills development and should assist each candidate with additional inputs, if required, to develop competency in the chosen

skill trade. Novel evaluation techniques such as quizzes and planting faults in gadgets to observe the correct the methodology of the candidate in fault rectification shall be deployed.

The training shall also include an important **Soft skills** module, which is critical for grooming an efficient 'Technician of the future', the module should include training on attitudes, behavior at the workplace and customers residences, presentability, team skills etc.

Post Training responsibilities of the NETS Nodal Partner (NNP)

Imparting training to interested candidates in Micro venture development, Counselling and guidance to Trainees for wage employment, organizing In-plant training and actual placement of at least 70% trainees in remunerative employment with ample scope for career progression, shall form part of the core post training responsibilities of the NETS Nodal Partner.

The Private partners are expected and shall be fully supported by TREC-STEP, to actively engage in the sustainability actions of the NETS Nodal Centre, even beyond this Project period, by dovetailing their activities with the National Skill Development Mission and other Government sponsored training schemes, as well as generating walk-ins from among the general public by undertaking market penetration activities to expand their constituency for NET Skill training.

Scope of work of the NET Skill Training Assignment:

Pre training

- (i) Engaging in mapping and profiling of the backward areas and target segments for their expectations and aspirations in equipping themselves in the NET Skills packages
- (ii) Mobilization of candidates for Skill Training in NETS Packages
- (iii) Training of selected Trainers at the OEMs training centres
- (iv) Assisting TREC-STEP in location identification and establishment of state-of-the-art facilities
- (v) Bridge programmes for candidates who do not have the basic knowledge prerequisites

Training Deployment

- (vi) Preparation of curriculum and course material for the training programme and obtaining approval of the same from TREC-STEP, Trichy, prior to the commencement of first batch of training course. At the end of the programme the course material and other reports should be submitted in the form of CD for the purpose of information exchange and subsequent reference for new members.
- (vii) Course materials to contain both reading material and hands out in the form of learners note, guidelines, quick reference guide including tools for further practice etc. All the material developed as part of course kit should be in Tamil and English.
- (viii) The NETS PPP Partner, Trainers or Trainees, may offer comments, suggestions and improvements with justification on the TOR, for approval by TREC-STEP

- (ix) Each participant shall be evaluated using a short test before and after the training (pre and post evaluation). The difference between the two tests can be considered as training gain. However, during the course of the training programme more intense and innovative evaluation techniques have to be implemented to ensure development of competency in the chosen MAM Trade.
- (x) Submission of weekly and monthly reports as per the prescribed format to TREC-STEP, as well as documentation reports at the end of the programme comprising the salient features of the training activity under this programme, suggestions and recommendations emerging from the participants, compilation and an analytical note of the evaluation sheet (pre evaluation and post evaluation) submitted by the participants and over all summary report on completion of the entire programme.
- (xi) The course materials/ basic tools should be provided to participants along with scribbling pad, pen, etc
- (xii) Trainers / Coaches with relevant specific experience and expertise are deployed for the each specific session given in the training schedule.
- (xiii) The training activities planned should be individual learner focused and Trainers should assist weak candidates by providing extra inputs, either before or after the session timings.
- (xiv) The training should provide more scope for teamwork, individual practice on the skill and interaction of the participants.
- (xv) Basic Amenities such as Drinking water/Sanitation facilities/ventilation must be made available at the NETS Nodal Centre.
- (xvi) The NETS PPP Partner may identify 3 to 5 prospective participants in each batch for further training and to utilize as Trainers.
- (xvii) The safety aspects should be ensured without any negligence, robust earthing, shock proof earth pads and concealed wiring should be provided in the NETS Nodal Centre as per TREC-STEP specifications.

Post training responsibilities

- (xviii) Organizing In plant training for candidates
- (xix) Counseling and guidance for wage employment
- (xx) Securing Placement in good remunerative jobs for atleast 70 % of the successful trainees
- (xxi) Micro-enterprise training for those interested in setting up their own micro ventures

NET Skill Trades and Curriculum requirements

The Karaikudi NET Skills nodal Centre shall serve as the focal centre of excellence for dissemination of the new, innovative curricula in NET Skills. Presently the broad area chosen is Modern Appliances Maintenance (MAM). Curricula in other emerging trades shall be constantly generated and disseminated, on a need basis, periodically by the Private PPP partner, after vetting by TREC-STEP, in the future.

The curriculum in Modern Appliances Maintenance (MAM), espoused by the PPP should encompass servicing and maintenance of around 25 modern Home appliances including major modern appliances such as Cellular phones, Washing machines, Dish washers, TVs, Refrigerators,

Air-conditioners, PCs, laptops etc. It should be comprehensive and predominantly a 'hands on', practical oriented curriculum for quicker imbibing of skills, which is so far not available in the conventional VET System in the country and elsewhere. The innovative, competency based curriculum in MAM trades shall include sub trades such as

- Refrigeration and Air-Conditioning,
- Electronic Servicing and Maintenance Technology,
- Cellular Phones and other Modern appliances and
- Computer Hardware maintenance

The curriculum developed for deployment, by the Private partner, shall be an important criterion for selection of NETS Nodal Partner, after it is duly vetted by TREC-STEP.

With rapid upgradations in Technology in the recent years, particularly in the white and brown goods sector, the curriculum shall be intensely scrutinized and rated for the inclusion of latest technological developments. Also, the various innovative methods in courseware content preparation, classroom delivery, simulation exercises, evaluation pattern, feedback and recovery, are the other key criteria for selection and have to be clearly articulated by the interested NETS Nodal Partner.

Curriculum duration, Courseware and Medium of Instruction

This 'hands on' curriculum should be designed keeping in mind the target segment, comprising semi-literate Youth and Women, having only average skills in reading, writing and mathematics. The courseware should incorporate a clear, illustrative style, with expanded views, circuit diagrams, repair and maintenance protocols, flow charts and tables, with only basic required theoretical inputs. The Medium of instruction shall be in Tamil and English. The duration of the Training programme planned, should be approximately 180-200 hours, i.e., 3 -4 months @ 3-4 hours/day, with additional two weeks devoted for in-plant training at OEMs and service centers. The Curriculum should also have focused inputs on another important component of the Training of technicians, crucial to the servicing industry, a module on development of **Soft skills**. Thus the curriculum should be comprehensive and empower every trainee with competent technical skills as well as the nuances required for carrying out the job of a 'Future NETS Technician', efficiently.

Evaluation and Certification

Continuous assessment shall be used as a tool for assessing the competence attained, throughout the training duration. Innovatively designed evaluation tools shall be administered and the candidate will be required to be successful in all critical and essential criteria. A certificate of competence will be issued to all trainees who are successful by TREC-STEP.

The NNP shall forward the list of successful candidates to TREC-STEP and the Certificates shall be issued by TREC-STEP within two weeks from the date of completion of the Programme. Certificates of any defaulters shall be withheld.

Physical Infrastructure

Well-planned training facilities play a significant role in enhancing trainee participation and improving the quality of learning. The NETS Nodal Centre shall have a minimum built-up space of 2500 sq.ft., in a good location, easily accessible by local transport, by the target group. Laboratories and classrooms are the most critical components of the NETS Nodal Centre physical infrastructure. TREC-STEP shall fund the establishment of core facilities such as furniture and equipment, however the physical task of establishment of the state-of-the art Centre shall rest with the NETS Nodal PPP Partner, working under TREC-STEP's blue prints provided. The upkeep and maintenance of the facilities and equipment in working condition is also the responsibility of the PPP Partner.

The NETS Nodal Centre shall house four specialized state-of-the-art laboratories for dismantling, trouble shooting and re-assembling the training systems, essential in MAM Training:

1. Electronic Appliances and Cellular phones Lab
2. Refrigeration and Air-conditioning Appliances Lab
3. Household Appliances Lab
4. Computer Hardware Lab

The laboratories shall be designed to provide adequate working space and equipped with the latest range of modern Household appliances, training systems, measuring instruments, equipments and tools. The labs shall have a minimum carpet area of 350 - 400 sq.ft. and fitted with work tables and stools, demonstration tables, storage spaces for tools and equipment, as per design specifications laid down by TREC-STEP. Utmost care to ensure safety of Trainees and equipment has to be ensured by the PPP Partner by providing concealed wiring, robust earthing and providing shockproof earth pads, fire extinguishers etc.

Three to Four well-lit and ventilated classrooms of 300 sq. ft. at least, to accommodate a batch size of 30-40 trainees is required. Use of exploded views using multimedia kits, OHP and video streaming and video conferencing shall be part of the advanced pedagogic systems used for effective delivery of skills sets and shall be provided by TREC-STEP to enhance the quality of class room curriculum delivery. Reception area for counseling prospective candidates, space for a small library, a faculty room, toilets and other basic student amenities have to be in place.

Staffing Requirements

A motivated Training team is a very vital link in the Training system and shall ensure resounding success of the NET Skills programme, thereby leverage the overall performance of the NETS Nodal Centre. **TREC-STEP recommends atleast three Training Faculty (one for each major specialization), who should be technically competent, having at least a Degree/Diploma in the relevant specialization and 4-5 years experience in servicing and maintenance of modern appliances. Four other persons with lesser experience or with I.T.I qualification may be recruited as Training assistants and storekeepers. A Soft Skills Trainer and a NETS Centre Co-ordinator with good communication skills shall also be part of the Team and shall be an**

interface between the NETS Nodal Centre and TREC-STEP, engaging in activities such as maintaining up-to-date student records, providing information on course details, distributing courseware and certificates etc.

The minimum recommended remuneration shall be:

1. Trainers – 3 persons with 4-5 years of experience, each, paid at least Rs. 11,000/-p.m.
2. Training Assistant – 4 persons with 1-2 years of experience, each, paid at least Rs. 5000/- pm
3. NETS Centre Co-ordinator - person with 3-4 years similar experience, paid at least Rs.11,000/- p.m.
4. Soft Skills Trainer - person with 2-3 years similar experience, @ Rs.6,500/- p.m.

TREC-STEP shall be fully involved in the selection process and in providing intensive training to the selected Trainers, at Trichy and at the Training centers of OEMs, to grasp the new skill dissemination approaches using advanced education technology inputs and to upgrade their technical skills in order to leverage curriculum delivery. The NN Partner may utilize the services of Industrial experts in the field of appliance servicing for curriculum review, special classroom sessions, etc. to ensure the curriculum focus remains on the current needs of the MAM market.

PPP Revenue Model

The space for the NETS Nodal Centre, in the backward districts, for establishing dedicated training infrastructure, shall be finalized by TREC-STEP along with the PPP Partner. It may be owned or rented out, with the rent being subsidized for the PPP Partner, by TREC-STEP. It is proposed that training facilities mainly in terms of interior furnishing and various equipments in Modern Appliances Maintenance, required for the New Emerging Technology Skills training, shall be funded by TREC-STEP and the Private partners are vested with the procurement, installation, maintenance and upkeep of the equipments as well as the interior furnishing as per the training requirements.

The Private Partners revenue share shall be paid on a pro rata basis, as negotiated during the final round of discussions and decided as per norms laid down by the PPP Selection Committee. He / She shall employ good trainers, coordinators and an admin team, as per the requirements of the project and undertake all actions leading to excellent overall performance of the NETS Nodal Centre, at Karaikudi, as per the Quality standards specified by TREC-STEP, which will be strengthened further by monthly interventions by the Project management team from TREC-STEP. Till the end of the project, the EU financial support will be the most critical input for the project. The Private partner along with TREC-STEP shall approach sufficient development stakeholders and private industries to sustain the project, beyond the project period.

Sustainability:

Ensuring sustainability is the key requirement of the project. This has to be achieved by Public Private Partnership, participation of development stake holders and successful results, with innovative and effective visibility actions, by the involvement and aligning of the interest of the private partners with the interest of the various public stake holders in Skill Training. Respect for private partners and their role importance, is prime and recognized at all levels by the public partnering organization. Organizing the New Emerging Technology Skills Nodal Centres, as an Institutional system, is primarily to fix them as sustainable institutions for the benefit of the backward regions. This organizational independence and flexibility shall ensure performance and also provide them sufficient space for their own future growth and sustainability. Participation of local, state and national governments in the initiative, may be built in, to provide for institutional sustainability, in the long run.

Matrix of Roles and Responsibilities

Sl. No.	Activities	TREC-STEP's Responsibility	PPP Partner's Responsibility
1.	Revenue Model finalization	Primary	Secondary
2.	Market Study	Primary	Primary
3.	Location Identification	Primary	Primary
4.	Rent	Primary	Secondary
5.	Facilities creation - Interiors, equipments, furniture etc.	Primary	Primary
6.	Selection of Training Team	Secondary	Primary
7.	Remuneration for Training team	Secondary	Primary
8.	Training of Training team	Primary	Secondary
9.	Promotional Advertisements	Primary	Secondary
10.	Training curriculum	Secondary	Primary
11.	Courseware preparation	Secondary	Primary
12.	Training calendar & Training Targets	Secondary	Primary
13.	Courseware disbursement	Secondary	Primary
14.	Weekly Performance reports	Secondary	Primary
15.	Power and Communication charges	Secondary	Primary
16.	General maintenance, spares, consumables	Secondary	Primary
17.	Student / Faculty feedback	Primary	Primary
18.	Quality system monitoring	Primary	Secondary
19.	Evaluation of Candidates	Secondary	Primary
20.	Certification	Primary	Secondary
21.	Overall performance audit	Primary	Secondary
22.	Improvement plans	Primary	Secondary
23.	Reconciliation of accounts & Private Partner training fee disbursement	Primary	Secondary

GUIDELINES FOR PROVIDING NET SKILLS TRAINING, AT KARAIKUDI in a NUTSHELL

Skill Training:

- The size of a batch may not be more than 40 trainees.
- The total training period for skill upgradation (including soft skills training and in plant training) can be 4 months
- Pro rata expenditure on training per trainee should including programme promotion and mobilization of candidates, trainer's fees, course material cost, toolkit & consumable cost, costs for organization and travel for Trainer Training and In plant training, Costs towards Building rental, electricity and communication charges, and other miscellaneous expenses to be incurred by training institution may vary depending upon the trade and duration of training suggested.

On the Skill Development Process:

The following process may be adopted for developing/upgrading skills of the marginalized and vulnerable youth from the backward districts:

- i) Market Scan/Surveys to identify the needs of target segments as well as the industry, business and service sectors for emerging job opportunities
- ii) Livelihoods Survey, Training Needs Assessment and Identifications of Gaps;
- iii) Identification of NETS Nodal PPP Partners – finalize innovative modalities for preparation of training curriculum and modules, training of trainers, mentoring, training in soft skills, in plant training, evaluation, certification, etc
- iv) Agreement between selected NETS Nodal PPP Partner and TREC-STEP
- v) The payments will be made only for the candidates Trained/ attended the Training
- vi) Selection of trainees by the NETS Nodal PPP Partners with the help of community Structures/Organizations/NGOs based on their education, experience, aspirations and aptitude.
- vii) Preparation of Training Calendar and assignment of Trainees to chosen NETS Trades, Conduct of Training, Evaluation, Certification Process, In plant with Industry / service centre; and placement in remunerative wage employment or self-employment avenues.
- viii) Monitoring, Quality Control, Review, Evaluation and Corrective Measures.
- ix) Post-training Handholding for wage and self employment.

For NETS Nodal PPP Partners:

- Focus will be on those who provide skills of high-value for which there is market demand. Skills may be differentiated in categories on the basis of entry level qualification.
- Persons below secondary school education can be provided specially designed bridge programmes to bring them to a level suitable for training in NET Skills packages.

Note: Additions/ modifications to these Guidelines for undertaking NET Skill training will be issued by TREC-STEP from time to time, as required, PPP Partners are kindly requested to regularly visit this website for latest information.

TREC-STEP reserves the right to accept or reject any or all Tenders without citing any reasons.

