

Government of India
Ministry of Labour and Employment
Director General of Employment and Training (DGE&T)

Vocational Training Improvement Project (VTIP)
(Credit Number: 4319 - IN and Project ID: P099047)

Applications invited from Individual Consultant on contract basis as:

- 1) Financial Management Consultant . 1 no.
- 2) Environment / CW Consultant . 1 no.
- 3) Procurement Consultant . 1 no.
- 4) Junior Consultant . 2 nos.

EOI No: No. DGET- 35(4)(Consult-2)/2011-NPIU

Date: 5th January 2012

Ministry of Labour and Employment, Government of India has received credit from International Development Association toward the cost of Vocational Training Improvement Project (VTIP) and intends to apply part of the proceeds of this Credit to cover eligible payments under the contract for hiring of individual consultants as mentioned above.

Project Background:

Director General of Employment and Training (DGE&T), Ministry of Labour & Employment (MoL&E), Govt. of India has taken-up a scheme for upgrading 500 existing Industrial Training Institutes (ITIs) within the country. The first 100 ITIs have been upgraded through domestic resources and the remaining 400 ITIs are being upgraded through World Bank funding under the Vocational Training Improvement Project. The objective of the scheme is to produce multi-skilled workforce matching world standards. The main thrust of the program is to provide appropriate infrastructure and equipment; update syllabi and introduce new courses in the ITIs. The project is currently under implementation and covers 33 States /UTs. The project is being managed by the National Project Implementation Unit created under the office of Director General of Employment and Training (DGE&T), Ministry of Labour & Employment (MoL&E) at the central level. Also, State Project Implementation Unit (SPIUs) have been created to assist and facilitate the implementation of the programme at the state level.

Objective:

As part of VTIP, it is proposed to hire individual consultants as

- 1) Financial Management Consultant . 1 no.
- 2) Environment / CW Consultant . 1 no.
- 3) Procurement Consultant . 1 no.
- 4) Junior Consultants . 2 nos.

(Please refer TOR for scope of services and expected outputs)

A. Essential Criteria position wise:

1. Financial Management Consultant

- Chartered Accountant
- 3-4 years experience in implementation of externally aided projects or relevant work in sector/technical education sector
- Should possess good documentation and report writing skills.
- Knowledge of Computers is essential.

2. Environment / CW Consultant

- Degree in Civil Engineering / Architecture preferably with qualification / experience in Environmental Science/ Environment Studies field.
- About five years of relevant work experience is essential.
- Experience in EMF implementation.
- Should be familiar with the working of Central/State Govt. / multilateral funding agencies
- Should possess good documentation and report writing skills.
- Knowledge of Computers is essential.

3. Procurement Consultant

- Bachelor of Engineering from a recognized University ;
- Professional purchasing and logistics qualification will be an added advantage
- At least 5 years experience of public procurement;
- At least one year experience in procurement using World Bank or any multilateral funding agency procurement/selection guidelines.
- Considerable knowledge of purchasing methods and procedures; working knowledge of sources of supplies, price trends and grades or quality of materials and equipment.
- Should possess good documentation and report writing skills
- Knowledge of Computers is essential

4. Junior Consultants

- Bachelor of Engineering / M.B.A. from a recognized University with experience in industry or H.R. Management.
- Have at least 02 years of industry experience
- Preference will be given for experience in data management / research
- Should possess good documentation and report writing skills
- Knowledge of Computers is essential.

B. CONSULTANCY TERM: The assignment is for a period of 12 months or till Dec. 2012 (i.e till the close of Project which ever is earlier) on purely contract basis. The assignment can also be extended based on extension of the project. The tenure may vary, at the discretion of the DGE&T on the basis of project requirement and the performance of the individual consultant.

C. Emoluments: Shall commensurate with qualification & experience.

General information:-

- The consultants will report to the Director (Project), DGE&T or authorized representative.
- **Engagement of Consultant will be purely on contract & full time basis.** The place of work will be New Delhi. However, frequent traveling to States / UTs & ITIs spread all over the country may be required. TA / DA for such traveling shall be paid / reimbursed as admissible as per rules.

Application Submission details:

Application in the prescribed format should be delivered or e-mailed to the address below within 15 days from the date of publication of the advertisement in the newspaper. **Application should include the following:**

(a) CV in prescribed format, outlining your desired fee for professional services for this assignment

(b) a statement of interest (single sheet)

(c) list of three references is desirable to support for the work experience and skills to undertake this role.

The CV without a statement of interest will not be considered.

Only suitable candidates will be contacted.

No TA/DA shall be given for attending the interview.

Candidates above 65 years of age (as on 1st January 2012) and retired persons with working gap of more than 18 months from the date of retirement need not apply.

Address: - The Director of Training (Project)
Room No. 519, Shram Shakti Bhawan,
Rafi Marg, New Delhi . 110001.

Email: dhingra@nic.in

Website: [www.dget.nic.in/worldbank assisted project](http://www.dget.nic.in/worldbank_assisted_project)

CURRICULUM VITAE (CV) FOR PROPOSED CONSULTANT

1. Proposed Position: _____

2. Name: _____

3. Date of Birth: _____ Nationality: _____

4. Postal Address:

5. Present Residential Address (if not same as above):

6. Telephone No.:

Mobile No.:

7. email:

8. Education [*Indicate college/university and other specialized education, giving names of institutions, degrees obtained, and dates of obtainment*]: _____

9. Membership of Professional Associations: _____

10. Other Trainings [*Indicate significant trainings since degrees under 8 - Education were obtained*]: _____

11. Employment Record *[Starting with present position, list in reverse order every employment since graduation, giving for each employment (see format here below): dates of employment, name of employing organization, positions held, work done.]*

From [Year]: _____ To [Year]: _____

Employer: _____

Positions held: _____

Work done: _____

12. Detailed Tasks Assigned

[List all tasks as per TOR to be performed under this assignment]

13. Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned

[Among the assignments in which the staff has been involved, indicate the following information for those assignments that best illustrate staff capability to handle the tasks listed under point 12.]

Name of assignment or project: _____

Year: _____

Location: _____

Client: _____

Main project features: _____

Positions held: _____

Activities performed: _____

14. Last salary / remuneration fee Drawn:

15. Salary / Remuneration Fee desired:

16. Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. I understand that any wilful misstatement described herein may lead to my disqualification or dismissal, if engaged.

_____ Date: _____
[Signature of Candidate] *Day/Month/Year*

TERMS OF REFERENCE

a) Financial Management Consultant

- Assist NPIU to build capacity of finance officers in SPIU and ITIs for implementation of agreed financial management procedures and system;
- Provide assistance to NPIU in preparation of estimates and budget for the project. Coordinate timely release of funds by NPIU to states and CFIs;
- Provide assistance to NPIU to review the status of state fund releases and the funds released to ITIs including the delays and reasons for delays;
- Provide assistance to NPIU in coordinating receipt of quarterly information of IUFRs from the States/UT and preparation of consolidated quarterly IUFR for the project for submission to World Bank;
- Provide assistance to NPIU in coordinating receipt of annual audit reports, audit observations and Utilization Certificates from the States and its consolidation. To help analyze the data related to fund utilization, utilization certificates and trends of expenditure;
- Visits to States for financial and accounting reviews as per need
- Help strengthening of SPIU and ITI level financial staff capacity. Improve coordination of SPIUs and ITIs in tracking funds and expenditure;
- Maintain a central data base on funds released and spent; audit report and issues, and follow up with States on resolution of audit issues, if any;
- Contribute to adherence to FM aspects of Disclosure Management Framework of the project by NPIU.
- Prepare review reports

b) Environment / Civil Work Consultant

- Build capacity of officials of SPIU and ITIs in-charge for implementation of the agreed environmental management framework (EMF) and Equity Assurance Plan (EAP);
- Help states anticipate the likely environmental impact of carrying out various civil works and proactively plan to take necessary action so that implementation is not delayed and subsequently monitor compliance.
- Assist the states to monitor the quality of construction periodically to ensure that structure of the buildings are constructed in the safest and sturdiest manner following approved norms.
- Ensure states adhere to norms specified in the Manuals for Civil works and Procurement prepared by NPIU.

- Ensure states carry out regular site supervision to check EMF implementation at the ITI level by conducting environmental inspections and preparing Environmental Inspection Reports for each such visit.
- Review and provide comments on civil work drawings received from SPIUs to ensure compliance of EMF and other related norms.
- Document and share good practices to the States widely.
- Prepare review reports

c) Procurement Consultant

- Build capacity of procurement officers in NPIU, SPIUs and ITIs to procure in accordance with the Project procurement guidelines;
- Provide hands-on support to States/UTs to prepare National Competitive Bidding and Shopping documents of works, tools & equipment and services;
- Help States/UTs to maintain complete documentation pertaining to procurement for post review by the World Bank;
- Collect procurement related information in a timely manner from the States/UTs as required by the NPIU. Assist NPIU in resolving the complaints by the NPIU in a timely manner as specified in the Procurement Manual. Also, prepare quarterly reports on status of procurement related complaints received and resolved by States/UTs and NPIU;
- Ensure that the States/UTs prepare Civil Works drawings in accordance with the guidelines issued under the project and review the drawings and NCB documents on behalf of the NPIU;
- Follow up with the States/UTs for compliance with Disclosure Management Framework requirements and prepare quarterly report on compliance and submit it to the NPIU.
- Compile the findings from periodical procurement post review of States.
- Provide hands on support in preparation of TOR and hiring of consultancy services required by the NPIU/SPIUs and Centrally-Funded Institutions (CFIs).
- Assist the NPIU/SPIUs and CFIs in preparing and publishing the procurement plans and produce quarterly reports on execution of PPs by NPIU/SPIU and CFIs.
- Assist the NPIU/SPIUs and CFIs in preparation and follow up Procurement Post Review (PPR) action plans on the PPR conducted by the Bank.
- Assist the NPIU/SPIUs and CFIs in conducting internal PPR by its staff and consultants and carry out such reviews on instructions from NPIU.
- Hands on support in procurement will include preparation of TOR, preparation of REOI, preparation shortlists in consultancy hiring, preparation of bid documents/RFP, preparation of BER, preparation of TER, conduct contract

negotiations and draft contract for consultancy services and preparation of contract documents for all procurements, post contract monitoring and contract management.

- Prepare review reports

d) **Junior Consultants**

- Develop capacity at State and ITI levels to focus on institutional development, training quality improvement, and results based management.
- Work intensively with States to organize IMC orientation and guide other States to conduct similar orientation program for IMC members;
- **Assist NPIU in organizing** workshops and consultation programs for State/ITI Principals/IMC members covering all aspects of VTIP program.
- Document good practices in the project and outside the project and disseminate to the States/UTs;
- Assist NPIU in organizing workshops on various themes, to facilitate cross-state sharing, and initiate dialogue and discussions on relevant issues/areas in CTS;
- Help NPIU start a newsletter, both a print version and a web-based version .
- Collect required information from the States and prepare documents for review missions
- Provide coordination support to NPIU for conduct of bi-annual Joint Review Missions and interim missions,
- Assist in the preparation of TORs for evaluation of different aspects of the project, and commission the evaluation and assure quality;
- Help NPIU prepare quarterly progress report on some key inputs/outputs indicators ;
- Assess project impact by tracking key performance indicators in respect of monitoring progress on project implementation emerging out of MIS. Continuous interaction with the MIS system and integrating the output in project reporting.
- Periodic visit to the States for implementation support on various issues relating to VTIP
