

LOAN-3539 IND: General Manager-Recognition of Prior Learning - 0009 Individual Consultant (46462-003)

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Terms of Reference (Individual Consultant)

Expertise **General Manager - Recognition of Prior Learning**
 Expertise Group **Education**

Consultant Source
 TOR Keywords

National Training, Placement, MIS, Certification, Reports, Programme management, skill training

Objective and Purpose of the Assignment

"The Asian Development Bank (ADB) and the Government of India signed a \$75 million loan for the implementation of the Odisha Skill Development Project (OSDP). The project aims to improve the skills development ecosystem in Odisha and establish an advanced skills training center, the World Skill Center (WSC), in the state capital Bhubaneswar. The proposed project will help the Government of Odisha transform its skills development system by establishing WSC and integrating government ITIs, polytechnics as well as engineering colleges under a hub-and-spoke model. The proposed model aims to expand the state's training capacity, uplift the quality of skills training, and strengthen the market relevance of training programs, which would enhance the skills and employability of young workforce for the high-demand priority sectors. It will further strengthen the overall branding of "Skilled in Odisha" initiative.

Overall the project aims to benefit around 1,50,000 students, trainers and assessors in the areas of mechatronics, facilities technology, precision engineering, beauty & wellness, hair fashion & design, and logistics operations. Each of the 18 storeys of WSC will be dedicated to different skills and will be Centre(s) of Excellence for the respective trades with direct affiliation/accreditation with global leaders in the field. "

The General Manager - Recognition of Prior Learning will be responsible for overall planning, management, implementation of skill trainings with OSDA/WSC under OSDP (Odisha Skill Development Project).

Scope of Work

- Assist Odisha Skill Development Authority (OSDA)/ World Skill Centre (WSC) and Government of Odisha in overall planning, management, implementation of skill trainings with OSDA/WSC under OSDP (Odisha Skill Development Project).
- Assist in Contract management of consultant firm related to RPL and similar activities.
- Updating the data on Training and placement of the trained candidates and successful employment lateron.
- Assist and coordinating in facilitating mobilization efforts in leveraging existing eco-system related to various training programs within Odisha State and by engaging industry partners for placement of the trained candidates.
- Support by establishing market/institute linkages and creating awareness and enthusiasm in the Odisha state about the RPL project to ensure encouraged participation. Work towards the marketing campaigns of the project with relevant educational / other institutions and industry players, showcase the results and best practices, document the outcomes, and share with all stakeholders' etc.
- Assist in providing all relevant data to RPL Consultant for the project execution (data from existing MIS related to mobilized candidates, trained, and placed youth, details of salary points, geographies of operation etc.)
- Assist in finalizing and mobilization of suitable candidates through RPL consultant by conducting community awareness events, such as Activity based Workshops, Corporate Talks, and Success Stories etc to encourage increased participation; especially from women.
- Assist RPL consultant in establishing coordination with government institutions/departments as per the requirement.
- Assist in issuing guidance on the assessment, certification, evaluation procedures, reporting formats and any other suitable monitoring tools.
- Assist in setting up OSDA/WSC portal and subsequent online monitoring of RPL consultant's activities on both OSDA/WSC and National Skill Qualification Framework (NSQF) portals.
- Assist in monitoring and evaluation of project vis-à-vis with the defined milestones and end

objective. Periodical contract performance review of RPL consultant by tracking the progress made, consolidating and disseminating information on program progress in form of periodic implementation progress reports.

- Collect gender disaggregated data on the numbers of youth trained.
- Assist in Contract and Consultant management by reviewing the invoices, verification of eligible payments and release of payments as per the contractual provisions, expeditiously.
- Assist in regulatory framework and procedures for dispute resolution of contract.
- Assist in Organizing and record keeping of all contract related documents after completion of contract.
- Any Other Responsibility assigned.

Detailed Tasks and/or Expected Output

- Contract Management of RPL consultant contract.
- Timely invoice generation, verification and payment to consultant.
- Responsible for record keeping of all relevant documents in hardcopy & softcopy format.
- Generate & submit Contract related reports and PPTs as and when required.
- Keep track of & take necessary follow up measures for successful Contract management.
- Any other task assigned by OSDA/WSC.

Minimum Qualification Requirements

Post Graduate. Preference will be given to candidate having a Master’s degree in management, rural development, social work or equivalent discipline with Minimum 10 years’ experience of managing large skill training programs. The candidate should be well acquainted with guidelines/norms of MSDE, NSQF, NOS, SSC etc. Conversant with Computer and good communication and report preparation skills are required for this assignment. Experience of externally aided projects will be added advantage. Experience of working in Odisha and similar States will be preferred.

Minimum General Experience **10 Years**
 Minimum Specific Experience (relevant to assignment) **10 Years**
 Regional/Country Experience **Required** **Desired** **Not Required**

Deliverables

Details	Name	Type	Estimated Submission Date
+ Show	Monthly Timesheet Report	Report	

Schedule and Places of Assignment (chronological and inclusive of travel)

Schedule Type **Continuous** **Intermittent**
 Max. Working Days/Week Home Office **6** Field **6**

City and Country	Working Days	Estimated Start Date	Estimated End Date	Other Details (use if place selected is Others)
Bhubaneswar, India	312	02-Jan-2023	01-Jan-2024	
Total	312			

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