

LOAN-3539 IND: General Manager - Self Employment - 0009 Individual Consultant (46462-003)

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Terms of Reference (Individual Consultant)

<p>Expertise Expertise Group</p>	<p>General Manager - Self Employment Education</p>	<p>Consultant Source TOR Keywords</p>	<p>National Self Employment, Certification, Managed Services Operating Partner</p>
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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 - Self Employment will be responsible overall planning, management, implementation of self employment project under OSDP (Odisha Skill Development Project)/ World Skill Center.

Scope of Work

- Assist Odisha Skill Development Authority (OSDA)/ World Skill Centre (WSC) and Government of Odisha in overall planning, management, implementation of self employment project under OSDP (Odisha Skill Development Project).
- Assist the OSDA/WSC in Contract management of Consultant firm related to Self Employment(MSOP) activities, such as selection of right candidates, suitable trades, training infrastructure and other handholding support.
- Assist in providing inputs based on skill ecosystem assessment, certification, report preparations and recommendations.
- Review and finalize the Standard Operating Procedure (SOP) prepared by MSOP Partner for imparting self-employment under OSDP.
- Planning and executing the activities for livelihood and small business development support for urban and rural youth to be carried out by Managed Services Operating Partner (MSOP).
- Review and finalize various models for Self-Employment based on State Specific requirements.
- Evaluate the social mobilization campaign of MSOP Partner for generating awareness amongst the skilled youth about the Initiative, its components and benefits.
- Assist the team in preparing the Knowledge paper on Successful Self Employment / Entrepreneurship Models
- Monitor the effectiveness of the training program and prepare case studies to show what works and what does not.
- Perform other tasks and coordinate closely with relevant consultants as required for the successful implementation of the project.
- Collecting gender disaggregated data on the numbers of youth trained
- Identify ways in which those receiving skills training for self-employment are able to get support for marketing their services and products, and connecting with potential customers.
- Assist in facilitating mobilization efforts in leveraging existing eco-system with Government of Odisha for various training programs and by engaging industry partners for placement of the trained candidates.
- Update the data on Training and placement of the trained candidates and successful employment later on.
- Support by establishing market/institute linkages and creating awareness and enthusiasm in the Odisha

state about the MSOP project to ensure encouraged participation. Work towards the marketing campaigns of the project with relevant industry players, showcase the results and best practices, document the outcomes, and share with all stakeholders' etc.

- Assist in providing all relevant data to MSOP Consultant-like details of target group trained and placed youth from OSDA programs or ITI/ World Skill Centre (WSC) and other related trainings under TVET schemes of the government, viz., PMKVY, PLTP, DDU-GKY.
- Assist in finalizing and mobilization of suitable candidates through MSOP consultant by finalizing filtering criteria and conducting community awareness events, such as Activity based Workshops, Corporate Talks, Success Stories etc to encourage increased participation; especially from women.
- Assist MSOP consultant in establishing coordination with government institutions/departments/credit institutions as per the requirement.
- Assist in issuing guidance on the evaluation procedures, reporting formats and any other suitable monitoring tools.
- Assist in online monitoring of MSOP consultant's activities on OSDA/WSC portal.
- Assist in monitoring and evaluation of project vis-à-vis with the defined milestones and end objective. Periodical contract performance review of MSOP consultant by tracking the progress made, consolidating and disseminating information on program progress in form of periodic implementation progress reports.
- 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

- I. Contract Management of Managed Services Operating Partner (MSOP) consultant contract.
- II. Timely invoice generation, verification and payment to consultant.
- III. Responsible for record keeping of all relevant documents in hardcopy & softcopy format.
- IV. Generate & submit Contract related reports and PPTs as and when required.
- V. Keep track of & take necessary follow up measures for successful Contract management.
- VI. Any other task assigned by OSDA/WSC.

Minimum Qualification Requirements

Post Graduate .Preference shall be given to candidate having a Masters' degree in Management, Agriculture Science, Rural management, Social Work, or equivalent discipline with Livelihood Specialist with Minimum 10 year's experience of managing large skill training and self employment activities. 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	624	02-Jan-2023	01-Jan-2025	
Total	624			

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