

LOAN-3539 IND: General Manager - Project Management and Coordination - 0009 Individual Consultant (46462-003)

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Terms of Reference (Individual Consultant)

Expertise Expertise Group	General Manager - Project Management and Coordination Engineering	Consultant Source TOR Keywords	National Project Management , Monitoring, Evaluation, Financial Management, TVET Analyst, Operation Management, Coordination
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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 - Project Management and Coordination will be responsible for overall project planning, implementation, management and coordination with OSDA/OSDP and WSC projects.

Scope of Work

- Assist Odisha Skill Development Authority (OSDA)/ World Skill Centre (WSC) and Government of Odisha in overall project planning, management, implementation of skill trainings with OSDA/WSC under OSDP (Odisha Skill Development Project).
- Develop industry engagement strategies to establish industry-cooperated training programs (i.e., short-term training and customized training) in WSC and ITIs, which respond the skills needs in major industries in Odisha.
- 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 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 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 by conducting community awareness events, such as Activity based Workshops, Corporate Talks, and Success Stories etc to encourage increased participation; especially from women.
- Assist 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 training 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 trainings by tracking the progress made, consolidating and disseminating information on program progress in form of periodic implementation

progress reports.

- Consolidate feedback from industries on placed students and provide inputs to WSC and ITI programs to improve training quality
 - Assist the executing and implementing agency to assess the project progress, identify potential issues, and develop effective solutions to address the issues
 - Ensure that all project activities, including procurement, financial management, and safeguards are complied with ADB policies and guidelines.
 - Assist PMU in preparing quarterly and annual progress reports, as well as briefings for the committees
 - Provide strategic guidance to the OSDA and WSC and PMU senior management team on the effectiveness of ongoing skills initiatives in India and abroad by preparing briefing notes based on research and other knowledge products.
 - Collect gender disaggregated data on the numbers of youth trained.
 - Assist in organising workshops to develop common understanding and incorporate stakeholder's priorities to develop tools and sampling for assessments, dissemination workshops, presentation of assessment reports and recommendations, and collect and channelize the feedback and suggestions.
 - Assist in coordinating and managing of various administrative activities of OSDA/WSC and presenting the status of monthly activities performed.
 - Assist in dealing with service providers like manpower consultants, IT infrastructure support etc.
- Assist in maintenance of office equipment / furniture / fixture and ensure their serviceability in the OSDA/WSC and other program delivery points.
- Assist in liaising with government officials for various project activities and manage the communication with all stakeholders and departments.
 - Any Other Responsibility assigned.

Detailed Tasks and/or Expected Output

- Responsible for project management and coordination including organizing visit to WSC of dignitaries.
- Responsible for short term training and placement.Keep track of &take necessarily follow up measures for successful training.
- Generate & submit related reports and PPTs as andwhen required.
- Study designs, presentation templates and standardize reports across the project.
- Finalize reports as per feedback and available data.
- Coordinating Workshops and meetings on behalf of OSDA/WSC for stakeholder engagement - government, academic institutions, industry etc.
- Workshop for training researchers/ surveyors.
- Presentation of draft and final project analysis reports and recommendations.
- Submit report to authority regarding Plan Vs actual Progress of different activities.
- Any other task assigned by OSDA/WSC

Minimum Qualification Requirements

Engineering Graduate from reputed institute .Preference will be given to candidate having a Master's degree in management.

Minimum 10 years experience of Project management and coordination of large skill-sector projects. Experience of short-term skill training programs shall be preferred. The candidate should be well 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	16-Jan-2023	15-Jan-2025	
Total	624			

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