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**Meghalaya State Skills Development Society (MSSDS)**

**Department of Labour**

**Government of Meghalaya**

**Proposal Format for Government Departments under Skills Meghalaya**

**2022-23**

**Formulation of Project Proposal under MSSDS**

MSSDS invites skill training proposals from Government Departments of the Government of Meghalaya, specifically designed to intervene, strengthen and enhance the capabilities of the youth of the state of Meghalaya. The proposals have to be specific, achievable and relevant to the area/district concerned and have result-oriented outcomes in the form of forward linkages. The selection of job roles for training has to depend on the desired demand and need of the district. MSSDS encourages demand driven requirements for capacity building/training programmes and requests all Government Departments to include a Letter for Intent (LOI) towards the intervention strategies proposed by the Government Department. This can optionally be substantiated with any form of documentation in the form of a survey, feasibility study, research paper, etc

To facilitate the process, MSSDS has prepared the following proposal format to assist the Government Departments in preparing project proposals on existing skills, new skills or up-skilling programmes. Multiple proposals are welcome, provided each project proposal is submitted in a single proposal format.

**PART A**

I. General Conditions for Proposals:

1. The Government Department concerned is to mention the purpose/objective of the proposed training programme in Part I of the Proposal. These can be;
* based on established research (departmental or external) outcome/results
* skills that are potentially useful, demand driven and required by concerned district/block/cluster.
* a development of technology/method for multiple applications
* an adaptation of existing technology/method for its applications
* meeting a critical national/regional need (present/ future) and strengthening skill capabilities
* Any other
1. If the Government Department is sub-contracting programme to an external agency/vendor/resource person, the Department is to share details of the said interventions under Part IV Section 3. **The empanelment process as per MSSDS will apply to all external agencies before allotment of project targets**.
2. Government Departments are encouraged to promote systems of convergence with other Government departments, sanction of start-up tools, subsidies and/or other assisted loans/grants in its capacity to all trainees on conclusion of the training programmes.
3. The Government Department is to ensure that the proposal for training is not in conflict with the current State Mission Programmes being conducted by other Like Departments like the Honey Mission, the Mushroom Mission, the Ginger Mission, the Piggery Mission, the Turmeric Mission etc.

II. Preparation and Submission of Proposal.

1. Government Departments are to avoid attaching documents that have no direct bearing with the information required to evaluate a proposal.
2. Government Departments to ensure that all information provided is correct and verified
3. All supporting documents should be on the Department’s letter head signed by the authorized officer.

**PART B**

The project proposal Application shall consist of the following sections;

1. Brief Description of the Intervention Strategy of the Proposed Training Programme and the expected Outcome
2. Project Overview
3. Project Execution
4. Project Monitoring
5. Project Financials
6. Annexure
7. **Brief Description of the Intervention Strategy of the Proposed Training Programme and the Expected Outcome in Physical Terms. The Government Department is to define if the proposed intervention can bring out outcomes, in terms of;**
* New/Upgraded Products
* New/Upscaled Processes
* New/Upgraded Systems
* Introduction of New Services
* Any Other.

**II: Project Overview**

|  |  |
| --- | --- |
| Parameters | Attachments (if any) |
| Title of Project Proposal |  |  |
| Description of the Project Proposal  |  |  |
| Project Location |  |  |
| Proposed Job Roles for Training  |  |  |
| Target Group  |  |  |
| Training Numbers  |  |  |
| Project Duration  | Maximum of 12 months  |  |

|  |
| --- |
| 1. Please specify the forward linkage intervention through one or more of the following methods;
 |
| Sl. No. | **ITEM** | **YES / NO**  | **Remarks ( if any )** | **Documentary evidence (if any)** |
| 1 | Formalised Market Connect |  | *If Yes, specify the market connect to be facilitated* | *Documentary proof stating tie up with any agency* |
| 2 | Skills Premium/Industry Recognition |  | *If Yes, kindly specify form of Skills Premium/Industry Recognition* | *Documentary proof stating preference to certified person in recruitment, promotion or any other industry recognition* |
| 3 | Bank Loans/ Financing  |  | *If Yes, kindly specify type of Bank Loan*  | *Documentary proof stating the tie up with any bank/ agency for the provision of loans* |
| 4 | Licenses |  | *If Yes, kindly specify type of Licenses* | *Documentary proof from the licensing agency* |
| 5 | Pay hike |  | *If Yes, kindly specify the margin by which the candidate’s salary would be increased post training* | *Documentary proof stating the commitment on pay hike of certified persons* |
| 6 | Placements  |  | *If Yes, kindly specify the organization/department the trained candidates will be placed at*  | *Documentary proof stating letter of recruitment or tie ups with placement agencies which will recruit candidates post training as per the specific project* |
| 7 | Convergence with other Departments  |  | *If Yes, kindly specify the organization/department the Department will be coordinating with for convergence exercise* |  |
| 8 | Post Training Hand Holding Support |  | *If Yes, kindly specify the means of hand-holding support to be initialized e.g. startup grant, startup tools/equipment etc.*  |  |

**IV: Project Execution**

1. Orientation Strategy

Content and strategy for the aspiration building intervention which will be for a minimum of 12 hours.

|  |  |  |  |
| --- | --- | --- | --- |
| Sl. No.  | Activity | Content/Strategy | Minimum Duration |
| 1. | Domain Awareness (clarifying any questions/doubts/gaps a candidate may have with respect to the Job Role) |  |  |
| 2.  | Soft Skills and Entrepreneurship Tips specific to the Job Role |  |  |
| 3. | Familiarization to the Assessment Process and Terms |  |  |

1. Training Plan and Delivery of Training (Curriculum) Format

Total Training Duration (Hours/ Days): Batch Size:

|  |  |  |
| --- | --- | --- |
| **Sl. No.** | **Activities/ Topic** | **Mode of Training** |
| 1 | *Concept 1* *Concept 2* | *Theory* |
| 2 | *Demonstration* | *Practical* |
| 3 |  | *Hands-on Training* |
| 4 |  |  |

1. Training Resources

Please specify composition of Project Team/External Agency/Resource person to be allocated to the Project. **Please note that the Empanelment Process of MSSDS will apply to all external agencies.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Sl.No.  | Member Name  | Contact Details  | Qualifications  | Organisation/Department  |
|  |  |  |  |  |

1. Assessment and Certification

Please specify assessment and certification process. Will the Government Department be offering third party assessment and certification, Sector Skill Council assessment and certification or will the Department assess and award the Certification by itself.

**V: Project Monitoring**

1. Please mention monitoring activity throughout the life cycle of the proposed project and the proposed measurable indicators.

**VI: Financial Proposal**

Select and fill the cost breakdown. Department should indicate the total project fund that will be utilized in accordance to the costs heads and ceilings indicated. Government Department to fill in all cost heads specified and add more with justification if required.

| **Sl. No.**  | **Cost Head** | **Detailed Breakdown**  | **Total Amount Proposed**  | **Remarks, if any** |
| --- | --- | --- | --- | --- |
| **1** | **Mobilization and Orientation Cost**  |  |  |  |
| **2** | **Training Cost** |
| a) | Salary for Trainers/Resource Persons |  |  |  |
| b) | Training Material Cost (Raw Materials, Stationery, etc.) *List of Consumables to be enclosed with detailed quotation* |  |  |  |
| c)  | Equipment Hire Cost (Projector, Sound system, etc.)  |  |  |  |
| d)  | Rental of Training Centre and Overhead Costs (electricity, water etc.)  |  |  |  |
| e)  | Boarding and Lodging Costs (for residential training) |  |  |  |
| f) | Transportation Costs (for non-residential training) |  |  |  |
| g)  | Other  |  |  |  |
| **3** | **Overhead Costs** |
| a)  | Administrative Costs (Project Team, etc.)  |  |  |  |
| b)  | Other  |  |  |  |
| **4** | **Assessment and Certification Costs**  |  |  |  |
| **5** | **Hand-holding support OR supply of startup tools to candidate (if required)** ***\*This element of the financials will be subject to review and scrutiny of MSSDS\**** |  |  |  |
| **6** | **Other (if any)**  |  |  |  |
|  | **Total cost for entire project (Break down at Cost per candidate)** |  |  |  |

**Important Notes:**

*The activities/items listed below cannot be included as part of the Financial Proposal*

* *Assets for Individuals*
* *Payment of Salaries/Honorarium to permanent officers/employees of State Government if their services are required*
* *Purchase of land, construction of buildings etc*
* *Purchase of Vehicles etc*
* *Activities already financed for by other State Missions/Programmes*
* *Activities for which financial support can be readily arranged for through partnerships/convergence with other State Depts. or external entities.*

**VII: Annexures**

All proposals have to include the following;

|  |  |
| --- | --- |
| Sl. No.  | Documents Checklist  |
| 1 | Forwarding Letter addressed to the Executive Director, MSSDS |
| 2 | CVs of Project Team (Internal or External) – Lead, Co-ordinators, Instructors and Trainers. Evidence in the form of Contract Document/Offer Letter required |
| 3 | Information in the Form of a Report or any other Document in the Case of External Agencies procured/hired for the programme.  |
| 4 | Report of Prior or Existing Training Programmes if conducted  |
| 5 | Evidence towards Forward Linkages |
| 6 | Curriculum for Proposed Trade Training |
| 7 | Formal Undertaking Letter  |

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