

Jharkhand State Livelihood Promotion Society
(Under the aegis of Rural Development Department, Govt. of Jharkhand)
2ndFloor, JSAMB Building, Itki Road Hehal, Ranchi-834005
Website – www.jslps.in

No: JSLPS/3995

Dated:30/11/2021

**REQUEST FOR EXPRESSION OF INTEREST (REOI) TOWARDS HIRING OF CONSULTING
SERVICES FOR “SKILL GAP STUDY” IN JHARKHAND**

The Jharkhand State Livelihood Promotion Society (JSLPS) invites “Expression of Interest” from eligible agencies to submit their interest towards providing consulting services for ‘Skill Gap Study’ in Jharkhand.

Interested agencies may submit their "Expression of Interest" in a sealed envelope clearly superscripted as Expression of Interest for “**Skill Gap Study**” latest by 15.30 hours on **21st December, 2021**. The agencies may obtain further information and procedures for submitting the “Expression of Interest” from the official website of JSLPS i.e. www.jslps.in .

Sd/-
Chief Executive Officer

Jharkhand State Livelihood Promotion Society
(Under the aegis of Rural Development Department, Govt. of Jharkhand)
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REQUEST FOR EXPRESSION OF INTEREST (REOI) TOWARDS HIRING OF CONSULTING SERVICES FOR “SKILL GAP STUDY” IN JHARKHAND.

(CONSULTING SERVICES – AGENCY SELECTION)

Assignment Title:-“CONSULTANCY SERVICES FOR “SKILL GAP STUDY” IN JHARKHAND.

Jharkhand State Livelihood Promotion Society under the edges of Rural Development Department is working towards eradication of rural poverty. The society is developed itself as a special purpose vehicle delivering government program in very effective manner. Jharkhand State Livelihood Promotion Society (JSLPS) is Nodal livelihood promotion agency in the state of Jharkhand working across by and large all 264 blocks and 24 districts promoting integrated rural poverty alleviation, livelihood enhancement and skilling through multiple, multimodal and convergent approaches through funding from National flagship schemes like NRLM, MKSP, DDU-GKY, Startup Rural Village Entrepreneurship and through various state schemes like State Innovation fund, Sanjivani, Social Audit, Sansad Adarsha Gram Yojana, Model Village, etc. Apart from these scheme/project, JSLPS is also to implement the JOHAR and JICA project in the State for certain duration. JSLPS facilitates these multiple interventions through community institution structures including SHGs, VOs, CLFs supported by various cadres of community’s resource persons for supporting and developing community institutions.

The consulting services (“the Services”) include hiring of an agency for undertaking the **CONSULTANCY SERVICES FOR “SKILL GAP STUDY” IN JHARKHAND** for JSLPS for a period of 06 months subject to extension of further period based on the requirement and performance. The details of the proposed services are mentioned in the draft Terms of Reference.

Jharkhand State Livelihood Promotion Society (JSLPS), now invites eligible consulting agencies to indicate their interest for providing the services. Interested agencies should provide information demonstrating that they have the required qualifications and relevant experience to perform the services.

The short-listing criteria are as follows.

- a) The agency should have an independent legal existence, registered under the applicable Act. [Submit proof of Registration Certificate, Articles and Memorandum of Association etc.].
- b) The agency should have minimum 3(three) years of experience in the relevant field of study.
- c) The agency should have a minimum average annual turnover of Rs. 2.00 crore or more during last three financial years and preferably have a positive net worth.

[Relevant documents viz, audited financial statements and a certificate from Chartered Accountant in support of satisfying the criteria should be submitted].

- d) The agency should have prior experience and have successfully completed at least 2 similar assignments, in the last 5 years, in sectors specific to that of the proposed assignment. Experience in Government sector especially related to livelihoods sector projects and having a working experience in Jharkhand is preferred.
- e) The agency should have a well-qualified and sufficiently experienced team, in house, or should be in a position to commit about their own network/association.

Interested agencies may submit their application expressing interest in the prescribed Performa annexed herewith [Annexure A] in sealed envelope with each page of the application signed by an authorised signatory, including the pages comprising the annexure.

The attention of interested agencies is drawn to paragraph 1.9 of the World Bank's *Guidelines: Selection and Employment of Consultants under IBRD Loans and IDA Credits & Grants by World Bank Borrowers* (January 2011) ("Consultant Guidelines"), setting forth the World Bank's policy on conflict of interest. In addition, please refer to the following specific information on conflict of interest related to this assignment: conflict between consulting activities and procurement of goods, works or non-consulting services; conflict among consulting assignments; and relationship with Borrower's staff.

The Consultants may associate with other agencies in the form of a joint venture or a sub consultancy to enhance their qualifications. The submission should clearly indicate the type of association whether a joint venture (JV) or sub consultancy

A Consultant will be selected in accordance with the Quality Cost Based Selection (QCBS) method set out in the Consultant Guidelines.

The

Expressions of interest must be delivered in a written form to the address below by person or through postal/courier services latest by **15.30 hours 21st December, 2021** at the following address.

Address:

The Chief Executive Officer,
Jharkhand State Livelihoods Promotion Society
2nd Floor, JSAMB Building,
Itki Road Hehal, Ranchi-834005
Phone No. 0651-2951915/2951916
Email: joharjharkhandproc@gmail.com

Annexure-A

Attachment-1: Format for Submission of Information to JSLPSto provide consultancy services for“**SKILL GAP STUDY**”IN JHARKHAND.

Submission Requirements

A – Consultant Company’s Profile [Maximum 2 Pages]																														
1.	Organizational	<i>Provide a brief description of the background and organization of your firm/entity. The brief description should include:</i> <ul style="list-style-type: none"> • Ownership details • Date and place of incorporation of the firm, • Objectives of the firm, • Availability of appropriate skills among staff. 																												
2.	Financial: (Minimum average annual turnover of Rs. 2 Crore during the three financial years just gone by required.	<i>Provide the turnover on the basis of the audited accounts of the previous three financial years in Indian Rupees.</i> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <tr> <td style="width: 33%; text-align: center;">2017-18</td> <td style="width: 33%; text-align: center;">2018-19</td> <td style="width: 33%; text-align: center;">2019-20</td> </tr> <tr> <td style="text-align: center;">Rs.</td> <td style="text-align: center;">Rs.</td> <td style="text-align: center;">Rs.</td> </tr> </table>				2017-18	2018-19	2019-20	Rs.	Rs.	Rs.																			
2017-18	2018-19	2019-20																												
Rs.	Rs.	Rs.																												
B – Consultant Agency’s Experience [Maximum 15-20 pages]																														
1.	Experience of working on government, externally aided, or livelihoods sector projects in India. At least 3 years experience required. <i>Please provide details of up to 10 such assignments (you may add more rows).</i> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr> <th style="width: 15%;">Name of Project</th> <th style="width: 25%;">Services provided</th> <th style="width: 15%;">Client and Country</th> <th style="width: 15%;">Duration of Assignment</th> <th style="width: 30%;">Value of Contract (Rs)</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>					Name of Project	Services provided	Client and Country	Duration of Assignment	Value of Contract (Rs)																				
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2.	Experience in providing consulting services in the relevant field (Minimum 2 similar nature of assignment: <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr> <th style="width: 15%;">Name of the Client (GoI/Externally Aided Project)</th> <th style="width: 15%;">Nature of the assignment (Skill Gap Study.)</th> <th style="width: 15%;">Location and coverage (entire state, country, etc.)</th> <th style="width: 15%;">Duration of Assignment (In month)</th> <th style="width: 40%;">Value of Contract (Rs. Lakh)</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>					Name of the Client (GoI/Externally Aided Project)	Nature of the assignment (Skill Gap Study.)	Location and coverage (entire state, country, etc.)	Duration of Assignment (In month)	Value of Contract (Rs. Lakh)																				
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	Please enclose copy of the contract as evidence																													
3.	Two Experts to be proposed of which at least one should hold a master degree in any related discipline. Both experts proposed should have experience in government, externally aided, or livelihoods sector projects and specifically with leading similar nature of assignment in accordance with the draft TOR at-least for a period of 3 years. Detailed CVs are not required at REOI stage, it should be submitted if the agency																													

	qualifies for RFP stage.			
	Among other information, the brief CVs should include the following information in the following format:			
(1)	Name of the proposed Expert			
	Designation			
	Experience			
	Name of Project	Experience Skill Gap Study	Client and State	Duration of Assignments (In month)
(2)	Name of the proposed Expert			
	Designation			
	Experience			
	Name of Project	Experience Skill Gap Study	Client and State	Duration of Assignments (In month)

If the Consultant has formed a consortium, all the above details of each member of the consortium and the name of the lead partner, shall be provided.

Annexure -2

Declaration

Date: __/__/2021

To whom so ever it may be concern

I/We hereby solemnly take oath that I/We am/are authorized signatory in the firms/ Agency/ Institute/ Company and hereby declare that "Our firms/ Agency/ Institute/ Company do not face any sanction or any pending disciplinary action from any authority against our firms/ Agency/ Institute/ Company or partners." Further, it is also certified that our firm has not been blacklisted by any government or any other donor/partner organization in past.

In case of any further changes with effect of this declaration at a later date; we would inform the JSLPS accordingly.

Authorized Signatory
(with seal)

Draft Terms of Reference (TOR) for the Consulting Services for conducting “SKILL GAP STUDY” under DDU-GKY in Jharkhand

1) Introduction:

The Rural Development Department of Government of Jharkhand (GoJ) has established a separate and autonomous society named as “Jharkhand State livelihood Promotion society” (JSLPS) which works as a nodal agency for effective implementation of livelihood promotion in the state. JSLPS is also the nodal agency for implementation of National Rural Livelihood Mission (NRLM) Project in state of Jharkhand. NRLM has an ambitious mandate Conceivably, the largest poverty reduction program for poor in the world, the national Rural Livelihoods Mission aims at reaching nearly 70 million rural households of India, it aims to reach out to all rural poor families and link them to sustainable livelihoods opportunities. It will nurture them till they come out of poverty and enjoy a decent quality of life.

JSLPS, under the aegis of Rural Development Department, Government of Jharkhand is spearheading the mission of Skill development in a responsible way. Our Mission & Vision is to Create a socio-economically developed Jharkhand through inclusive growth strategies for empowering the underprivileged members of vulnerable communities/groups.

JSLPS is the nodal agency in the state of Jharkhand to ensure organization of skill training programs for the rural and urban poor/ unemployed youth through nationally accredited training partners. It integrates the efforts of various departments and public and private stakeholders engaged in skilling the youth of the state, through ‘DeenDayal Upadhyaya Grameen Kaushalya Yojana’ (DDU-GKY) with the vision to transform rural poor youth into an economically independent and globally relevant workforce.

2) Rationale for the Study:

The “Jharkhand State livelihood Promotion society” (JSLPS) envisions to bring about a paradigm shift from its current outlook to conceptualize and institutionalize a transformational strategy towards long-term enablement of the skill ecosystem in the state towards enhanced and efficient capacity, infrastructure, sustainable employment and livelihood generation in the state of Jharkhand. Towards this end, the mission aims to select a consultancy/agency for implementing district-wise, sector-wise skill gap study to enable the mission in enhancing and strengthening the skill development initiatives of the state

In order to guide the implementation activities under “Jharkhand State livelihood Promotion society” (JSLPS) there is need to ascertain the demand and supply gap in skilling space across all the districts of Jharkhand e.g. Ranchi, Dhanbad, Giridih, PurbiSinghbhum, Bokaro, Palamu, Hazaribagh, PashchimiSinghbhum, Deoghar, Garhwa, Dumka, Godda, Shaibganj, Saraikela&Kharsawan, Chatra, Gumla, Ramgarh, Pakur, Jamtara, Latehar, Koderma, Simdega, Khunti and Lohardaga. There is also a need to foresee the projected Job requirements/sectoral demand in Manufacturing, Service, Production, Healthcare, E-Commerce, Sales & Marketing, IT & ITes & Logistic sector in the next five years, in the state of Jharkhand.

In view of this, Jharkhand State livelihood Promotion society invites detailed proposal from eligible entities to undertake the study titled “**SKILL GAP ANALYSIS**”. It is recognized that the skill gap is the interplay of industry demand, supply through public, private & non-formal/informal channels, labour force participation, aspiration and employability of both new entrant and existing but unskilled/semiskilled workforce. Therefore, the proposed skill gap study would conduct in-depth research, analysis & inquiry into above mentioned areas. The study would also come out with recommendations which have to be specific and actionable.

3) Scope of Study:

The agency will conduct district wise skill gap analysis of all the districts in the State of Jharkhand and will come out with a district wise report including summery of the study as a whole. The study should list out the recommendations for filling the skill gap found in the

districts. The general scope of this study shall include but not necessarily be limited to the following;

- a) Assess the demand of various types of skills at different levels across the primary, secondary and tertiary sectors by understanding industry/ sector requirement, State policies for the sectors, upcoming sectors and aspirations of the youth/potential employees.
- b) Assess current skills that will become redundant in the near future, skills that will emerge in future owing to Industry 4.0 technologies, existing skills that can be developed to meet futuristic demand, etc.
- c) Assess skill supply in terms of Labor force participation Labour force participation rate; Unemployment rate, Employment by sector, Employment by occupation, Employment by education, Labour shortage (skilled workforce requirement), informal employment, current employment trends and Government mandate for employment generation in the State, Existing wage / salary levels for identified sectors and job roles, etc
- d) Review the district-wise socioeconomic profile, focusing on demography, economic profile and the state of education.
- e) Identify developmental opportunities based on Skill Gap availability and Sector specific demand with respect to 400 samples in each district covering not less than six blocks/Cluster. The blocks should cover two high performing, two mediums performing and two low performing industrial blocks/ Cluster.
- f) Identify the sector wise and job role wise current and future (next 5 years) skill and manpower requirements by industry, and the existing and projected skill gaps and job roles and demand of skilled youth outside the state and internationally.
- g) Agriculture and allied sector specific focus in which gaps are being observed from current/ future stake of what state can strengthen in agriculture sector for self-employment, start-ups and entrepreneurship.
- h) Find the scope of employment opportunities in unorganized sectors and scope for the start-ups to establish new enterprise based on the Industry 4.0.
- i) Find the scope of international employment opportunities available specifically to the short-term skilling in Jharkhand.
- j) Migration issues need to highlight by understanding the pattern of migration within inter Districts, inter States and inter Countries.
- k) In order to understand the aspiration of the youth belongs to both rural and urban area in terms of expected remuneration, job location, post placement facilities and other suitable payments /perks.
- l) Analyse the level of awareness amongst the Industry on the benefits under National
- m) Assess skill infrastructure – existing Schools, Colleges, Universities, Vocational Training infrastructure – government and private skill providers
- n) Scope the cluster-based approach studies where sectoral shift/ job role shift/ skill set shift/ demand shift/ supply shift of the current emerging skills/ future job roles, industry regulation & technology change.
- o) The Study should have a cluster-based approach, identify industrial/ economic activity clusters and examine them from a view of Skill Development and economic activities.
- p) The focus/ axis of the study should be on earning opportunities that exist rather than just employment opportunities when evaluating demand in the State's economy.
- q) Identify the source of trainers/ technical teachers today and how they are skilled / certified. The report may suggest a model around catering to this aspect of the skill ecosystem.
- r) Identification of Industry engagement with skill development training.
- s) Identify start up potential in each district and suggest avenues/ activities in which start ups can be promoted.
- t) Identify models of paying institutions and incentives for various stakeholders and therefore the behaviours that are being driven by these models.
- u) The study should look at gauging parental paradigm and their view of vocational education. A separate questionnaire may be designed for this purpose.
- v) Identify traditional source of livelihood that are dying but may be rejuvenated.
- w) Identification of unique skill set that is being produced/ developed only in Jharkhand and thus may make Jharkhand a source of skilled manpower.
- x) The study should ascertain not only technical but soft skills also.

- y) Identification and analysis of various government schemes which are supplementary to the skill development initiative. The report may also contain a section on the bottlenecks for the roadblocks which these schemes are facing in implementation
- z) The Study should look at the mechanism / process through which students are enrolled in skill development initiatives with a view to understand if there are any means in play to gauge interest, inclination or natural ability of the youth when enrolling them for a specific job-oriented course.
 - aa) Identify and suggest if career counselling should be introduced at school levels. Suggest the most effective model for establishing such career counselling centres.
 - bb) Check effectiveness of Industry engagement with academic institutions and suggest alternate / effective ways of Industry interaction with academic institutions.
 - cc) Identification of gaps and recommendations for all stakeholders to address these gaps.
 - dd) Identify developmental opportunities based on Skill Gap availability and Sectors specific demand with respect to each block at the District level.
 - ee) Identify specific developmental initiatives that have impact on employment generation considering the aspirations of the youth and emerging technology and market trends.
 - ff) The study should cover the details about the available skill, the exact skill requirement, futuristic skill requirements and action to address the skill gap.
 - gg) Suggest suitable, specific and actionable interventions or recommendations to address the skill gap.
 - hh) The available data should be mapped to provide impact to school education/ Technical Education and Higher education in formulating necessary changes. The Field Level survey conducted by the Agency should be video graphed and documented with necessary photos and tabulations. The training of field enumerators conducted be conducted in the presence of JSLPS representatives.
 - ii) Identify the role that the SSCs are playing in the skill eco- system. Also identify the frequency with which QPs are being updated/ upgraded to match industry requirements. A separate questionnaire may be prepared for this.
 - jj) The Survey should capture understanding and analysis of school level syllabus and identify and suggest whether it needs an overhaul in terms of skills as well as personality development of Jharkhand Youth.
 - kk) Identify Gig- Economy areas and how they may be catered to by the State. Also the report may recommend particular areas in the gig- economy space which Jharkhand as a state can build capacity in.
 - ll) The Consulting agency must have a team of statisticians and staff with actuarial science qualification. There also must be industry experts with higher qualifications like PHD. The team must be at both HQ Level and at the District Level. The Backend team should ideally have data validation experts, item developers in addition to statisticians
 - mm) All the survey tools such as questionnaire, method of survey and sampling procedures is subject to prior approval of JSLPS and each question needs to be necessarily aligned with the Scope of Activities.
 - nn) Identify the skill gap in the following 30 sectors in each District and State Level by collecting and analysing data regarding the available skill force and the required skill force. The study should cover the details about the available skill, the exact skill requirement and action to address the skill gap.

4) INDICATIVE LIST OF SECTORS TO BE COVERED UNDER THE STUDY:

Sl.No	Sectors to be covered under this Study
1	Agricultural and allied
2	Automobile and Auto Component
3	Beauty & Wellness
4	BFSI
5	Building, Construction Industry
6	Chemical & Pharmaceuticals
7	Domestic Help

8	Education and Skill Development
9	Electronic & IT Hardware
10	Food Processing
11	Furniture and Furnishing
12	Gems & Jewelry
13	Handloom & Handicrafts
14	Healthcare Services
15	IT & ITES
16	Leather & Leather Goods
17	Media and Entertainment
18	Organized Retail
19	Other manufacturing
20	Real Estate
21	Security
22	Telecommunication
23	Textile and clothing
24	Tourism, Travel, Hospitality & Trade
25	Transportation, Logistics, Warehousing and Packaging
26	Power
27	Oil, Gas & Hydrocarbon, Petrochemicals
28	Renewable Energy
29	Life Sciences and Pharmaceuticals
30	Mining

It is not the exhaustive list; it can be used only for reference. Agency should cover at least all the points which are mentioned in the scope of study.

4 b) Analysis & Recommendations:

The analysis & recommendations should include, but not necessarily limited to following areas:

- a) Suggest suitable interventions / recommendations to address the skills gap.
- b) Recommendations have to be specific and actionable
- c) Sector-wise gap in skills - demand vs. supply (qualitative and quantitative).
- d) List out in demand job roles by sector, sub-sector including NSQF level at district/Block/industrial cluster level
- e) Changes required for training as per the industry expectations with respect to infrastructure and training methodology
- f) Need for developing or upgrading available educational/training infrastructure and other training inputs such as tools & equipment, curriculum, teaching/training methodology etc. keeping in mind the futuristic skills requirements both for existing skilling courses and recommended courses
- g) Recommendation regarding skill development and support for the mobile/migratory workers.
- h) The study should also recommend the job roles in which training can be imparted to the special categories such as PWD, Transgenders, and other Vulnerable groups
- i) Study should list out the different mobilization initiatives as per the respective districts so that participation of the youths towards the skill development schemes can be maximized
- j) The Field Level survey conducted by the Agency should be videographed and documented with necessary photos and tabulations

5) Deployment of Digital Platform for Study:

- a) All data collection would be done using a digital platform. All questionnaires and tools designed to be used by field enumerators must possess geotagging and date-time stamp features etc.
- b) All filled questionnaires must necessarily be verified telephonically. Agency will be asked to provide evidence of the same. JSLPS may at its own discretion initiate a random check of the questionnaires filled for authentication.

6) Stakeholder Interaction:

The study requires interactions with the following stakeholder groups at the state and district level:

- a) Representatives from State Government from key departments such as Labour and employment, education, industries, MSME, statistical and planning, etc
- b) Representatives from Agriculture, industry and service sectors, agriculture from both organized and unorganized sectors as well as International Employers
- c) Representatives from Vocational and higher education institutions including faculty/ placement officers, academic leaders and administrators
- d) Employers/ Industry Associations covering both Rural and Urban Areas
- e) Representatives from Labour unions
- f) Employed, self-employed and unemployed youth from both Rural and Urban Areas
- g) Under training youth in skill development and vocational training institutes

The questionnaire and agenda for interviews and FGDs will be designed for each stakeholder separately keeping the following outputs of the interactions in mind

S. No.	Stakeholder	Major Outputs
1.	Representatives from State Government	<ul style="list-style-type: none"> a) Key development projects in next 5 yrs. b) Government plans for skill development in state c) Existing schemes and policies for skill development d) Key challenges
2.	Representatives from industry service sectors /Agriculture Sector/ Employers/ Industry Associations/ Industry Experts	<ul style="list-style-type: none"> a) Sector wise, Skill level wise gap and manpower requirement in next 5 years (short term and long term) in the selected growth sectors of the state. b) Block wise, District wise and at the State Level. c) Current employability levels d) Man-power\recruitment channels (organized/unorganized) e) Policies/plans to promote local employment avenues f) Attrition levels and underlying reasons for attrition g) Industrial Growth plans for next 5 years
S. No.	Stakeholder	Major Outputs
		<ul style="list-style-type: none"> a) Future of jobs, Impact of Industry 4.0 technology and associated new jobs that will be created / Gaps that will emerge in current job roles/ etc

3.	Representatives from Schools Vocational and Higher Education institutions	<ul style="list-style-type: none"> a) Current youth enrolment and passing out rates b) Existing training capacity assessment c) High in demand sectors and courses d) Frequency of curricula updation as per market needs e) Quality of training delivery f) Placement rates
4.	Representatives from Labour unions	Sector wise and skill level wise attrition rates
5.	Employed, self-employed and unemployed youth	<ul style="list-style-type: none"> a) Youth aspirations b) Migratory Pattern- Preferred states and sectors c) Quality of skill education/training of VTIs d) Self-employment opportunities and preference e) High in demand sectors and trades
6.	Under-Training Youth	<ul style="list-style-type: none"> a) Quality of skill education/training of VTIs b) Preference for vocational education over formal education

Other than the major Outputs as indicated in the table mentioned above the outputs aligned to the scope of work may be clearly depicted in the report

Minimum Sample Size:

The minimum sample size required has been indicated here, bidders are expected to submit the sample size they propose to cover.

Quantitative Research Method	Sample Size
Questionnaire for Employer / Industry of both Organized and Unorganized Sector	Total 10 Employer / Industry per cluster or 6 to 8 industry / employers per industry sector (as per prominence in each district) that don't have clusters interviews (by manpower absorption and production) per district
Quantitative Research Method	Sample Size
Questionnaire for Vocational Training Institutions	Total 10 functional VT Institutes per district • 5 Government + 5 Private (as per availability)
Questionnaire for Labour Unions	Total 2 Labour Union per district
Questionnaire for Youth Survey	Total 100 FGD per District a) 20 Youths (employed) – 10 Rural + 10 Urban b) 30 Youths (Self Employed) - 20 Rural + 10 Urban c) 30 Youths (Unemployed) – 20 Rural + 10 Urban d) 20 Youths (Trainees) - 10 Rural + 10 Urban
FGD/Interviews with State Government Departments	Representatives from key departments
Questionnaire for SSCs	For each SSC
FGD/Interviews with College / University functionaries	4 major institutions (colleges / Universities) & 4 School per district (as per availability) Separate coverage of Faculty, academic leaders, placement officers and administrative leaders
Workshop with Industry Associations	One workshop per district (min 4 industry associations)

7) Duration of Study:

The duration of the District-Wise Skill Gap Study for Jharkhand is expected to complete within a period up to 6 months from the date of signing of the contract. If the duration of the study is not feasible, the agencies may raise their concern during the pre-proposal meeting to address the issues.

8) Key Experts for Implementing Skill Gap Study:

It is expected that the proposed project team will include experts/team lead/researchers that will spend significant time on the project. Total expected commitment of each team member (in man-months) should be indicated. Key aspects such as the strength of assigned team members, years of prior experience in similar projects, project management and demonstrated background in the study of national / international Labour markets (with a focus on skill gaps), movement of skilled manpower and skill development initiatives should be included in the credentials.

The Consultants should have an adequate number of professionals and support staff for carrying out the assignment. The Consultants should allocate a project lead, subject matter experts, and a team of researchers to the assignment with expertise in designing, planning, and executing rigorous studies.

SL. NO.	Key Experts required	No of Positions	Qualifications & Experience	Expected time input (Person Month)
01	Project Lead	1	Proven track record of leading studies on national / international labour market. Minimum experience: 10 years. Educational Qualification: advanced degree in socialsciences/ economics/ statistics/public policy or a related discipline.	06
02	Subject matter specialist(s) (with expertise in labour markets and international movement of labour)	3	Proven track record of managing / conducting rigorous research / studies on drivers of Labour markets. S/he should have at least 8-12 years of relevant research and evaluation experience, preferably also including in the area of skill training and government projects. S/he should have an advanced degree in social sciences/economics/statistics/public policy or a related discipline.	18
03	Analysts/ team members	7	Minimum 5 years of relevant research experience in labour markets. S/he should have an advanced degree in social sciences/economics/statistics/public policy or a related discipline.	42

It is also expected that the above-mentioned specialists shall be supported by pool of support staff who shall largely be responsible for stakeholder interactions and interviews, questionnaire design, demand assessment, skill gap analysis etc

All staff deployed as field enumerators will undergo training conducted by the selected agency and JSLPS officials jointly. Only those staff members deemed fit to be deployed on conclusion of the training will be allowed to conduct field work and stakeholder engagement.

In addition to the above the indicative team (non-key experts) for the selected consultant should be as follows:

Backend Team

- a) Statisticians and people proficient in data analysis.
- b) The Backend team may also contain an actuarial professional.
- c) Item developers who would design the individual tools/ questionnaires etc. to be used during data collection.
- d) Industry Experts/ Recruiters and people who have experience in having worked in both the skill domain as well as on employer side in any industry sector.

- e) Report writers.
- f) Executives for data validation/ back check of each data entry

9) Key Deliverables and indicative timelines:

SL. No	Key Activity/ Deliverable	Details	Week from Start of Study
1.	Details of core team, research and field teams	Set up of Study Team - core team, survey/field team members, data entry, management persons etc	To be made available prior to start of study
2.	Digital Platform	To enable the study – data collection demand aggregation, reporting, data analysis, etc	To be made operational prior to start of study
3.	Inception Report / Work plan	Detailed work plan using a Chart for all key activities, clearly indicating responsibility and timeline, details of the core team and field teams being deployed, training and logistic arrangements made etc.	1
4.	Sampling Plan	Detailed document on the methodology adopted for sampling, methodology and other details	2
5.	Survey and Research Instruments & Plan	<ul style="list-style-type: none"> a) All questionnaires and data collection instruments using digital platform b) Guidance note on survey implementation, implementation plan c) Training modules for enumerators and supervisors d) Detailed survey implementation plan e) including movement and field procedure plan for the survey teams 	3
6.	Field Manuals / Research Guides	Creation of field guide / manuals	4
7.	Report on Primary Field Pilot and research testing	Report on process and results of pilot testing of all instruments and tools and the revisions made to them	6
8.	Field Work and Research Completion Updates (fortnightly)	Update on completion of Research and field work as per the sample plan approved	6 - 18
9.	Completion of Field and Survey Works	Completion of Field Work and Research activities	20
10.	Preliminary Report	<ul style="list-style-type: none"> a) Preliminary report on study along with complete set of data b) Presentation on key findings 	15
11.	Draft Report	Draft report on Skill Gap Analysis, training need and aspiration analysis	20
12.	Final Report (Final reports on Skill Gap analysis, training need and aspiration analysis along with recommendations to address the Skill Gap)	<ul style="list-style-type: none"> a) Revised report incorporating feedback with final data set in electronic and physical form b) Final presentation on key findings 	24

10) **Data/support to be provided for the Study by JSLPS:**

For the purpose of this assignment, JSLPS will provide the Consultants relevant support in stakeholder consultations. JSLPS will also provide relevant inputs on aspects such as job role definitions, skills training and certification processes, the role of various institutions in standards development and placement, bilateral ties, state skill development missions etc. JSLPS shall provide introductory letter to the consultancy to help access to government departments and industries.

11) **Monitoring Protocol for the Study:**

A Project Steering Committee (PSC) will be constituted under the Chairmanship of Chief Executive Officer (CEO), JSLPS and having representation from the following Departments.

- a) Department of Labour Employment & Training, Govt of Jharkhand
- b) Department of Industries, Govt of Jharkhand
- c) DDC will be the Nodal person from the Concerned District
- d) Director Department of School Education
- e) Director Department of Technical Education

A district committee will be constituted by Deputy Development Commissioner (DDC) of the respective districts, consisting of representative from District Bureau of Labor Employment & Training, DMMU Staff, or any other staff nominated by the DDC and will monitor the progress including provide input on fortnightly basis.

The PSC will regularly review the progress monthly under the study and provide feedback to improve the quality of the Skill- Gap Study Report. The PSC will monitor the progress and give approval to deliverables at key milestones. The PSC will be responsible for implementing the quality assurance protocols.

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