

REQUEST FOR EXPRESSION OF INTEREST

(CONSULTING SERVICES-FIRMS SELECTION)

REVISED AFTER MINUTES OF MEETING OF PRE CONSULTATION MEETING

Name of the Country: India

Name of Project: Uttarakhand Work Force Development Project (UKWDP)

Consulting Service: Engagement of a consulting firm for conducting tracer studies of graduates in priority ITI's in Uttarakhand

Period of Consultancy: 06 months

Project No: P- 154525

Expression of Interest:

1. The Project Director, Uttarakhand Work Force Development Project (UKWDP), Government of Uttarakhand has received a loan from the International Bank for Reconstruction and Development (IBRD), and intends to apply part of the loan proceeds to make payments under the contract for Uttarakhand Work Force Development Project
2. The UKWDP is a Workforce Development Project for improving the skills development system to provide better quality and more labour-market relevant training, and to provide equitable access to training opportunities among disadvantaged population in Uttarakhand. The duration of the project is approximately 5 years i.e. Dec'2018 to Jun'2023.
3. The Project Director, UKWDP, invites eligible consulting firms ("Consultants") to express their interest in providing the services i.e. Conducting tracer studies of graduates (ITIs and Training) in Uttarakhand" under the subcomponent 3.2 "Monitoring and evaluation (M&E) and project management" that aims to study employment outcomes of graduates and the impact evaluation of the pilot interventions covering and long-term training programs.
4. The total duration of the consultancy engagement is six (6) months
5. **The evaluation criteria for selecting the consulting firm:** Annexed as Annexure-1
6. **Terms of Reference:** Annexed as Annexure-2
7. It is hereby mentioned that the staffing schedule and deliverables mentioned in this EoI may be modified to some extent depending upon their suitability in the consulting assignment.
8. The attention of interested consultants is drawn to Section I, 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, revised July 2014) ("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.

9. Consultants may associate with other firms in the form of a joint venture or a sub-consultancy to enhance their qualifications. The “Association” may take the form of a joint venture (with joint and several liability) or of a sub-consultancy, and this should be stated clearly in the submission.
10. If the lead firm is associating with other entity(s), they should clearly highlight the value being brought by each organization and how the collaboration enriches the overall proposal.
11. All the key experts (as detailed in the Terms of Reference) proposed for this engagement by the firm shall be on the payrolls of the consultant or its sub-consultant and will not be sub-contracted to other agencies / 3rd parties.
12. A consultant will be selected in accordance with the QCBS method in the ratio 80:20 i.e. 80% weightage to the technical score and 20% weightage to the financial score. The method is set out in the procurement guidelines for selection of the consultant.
13. Further information can be obtained at the address below during office hours from 10:00 to 17:00 hours or by attending a pre-consultation meeting to be held on 31st July, 2020 , 1500 Hrs. at SPIU Conference Hall, Govt. ITI(Women), 26 EC Road, Dehradun. Queries shall be forwarded on email spiuukwdp@gmail.com by the prospective consultants prior to the Pre-Consultation meeting. If any prospective consultants are unable to attend the Pre-Consultation meeting mentioned above due to unavoidable circumstances, they may attend the virtual pre-consultation meeting. The details of the meeting shall be shared on the email through which queries are received from the Consultants. Attending the pre-consultation meeting is not mandatory. The minutes of this meeting can be viewed by all on the website- www.uksdm.org
14. Expressions of interest (Eoi) must be delivered in a written form and should include firm’s demonstrated capacity to provide the required expertise. Expressions of interest must be delivered to the address below through post/ speed post/courier/by-hand till 1st September,2020; 1700 hrs.

Uttarakhand Workforce Development Project
The Project Director
State Project Implementation Unit (Govt. Girls ITI Campus),
26 EC Road, Near Survey Chowk, Dehradun, 248001, Uttarakhand
e-mail: spiuukwdp@gmail.com

(Annexure – 1)
EVALUATION CRITERIA FOR SELECTION OF CONSULTING FIRM
Evaluation Criteria (Consulting Firm)

S.No.	Evaluation Criteria	Mandatory Documents to be submitted with the EoI
1	The firm should be in business in India for the last 10 years.	Copies of Registration PAN, GST, etc.
2	The firm should have an average annual turnover of at-least INR 10 crores in the last three financial years.	Audited Financial reports of 2016-17, 2017-18, 2018-19
3	The firm should have undertaken at-least 3 tracer studies/ /impact evaluation or assessment design and implementation projects/ skill-gap analysis along with Central Govt. / State Govt./NSDC/multilateral agencies in the last 3 years. (The consulting fees in each of the projects to be at-least INR 25 lakhs) ONLY ONE (1) ONGOING PROJECT WILL BE CONSIDERED OUT OF THE THREE ASSIGNMENTS REQUIRED.	Signed Work Order or Agreement or completion certificate should be provided
4	The firm should have expertise and experience in impact evaluation sample size calculations, econometrics, and/or use of statistical tools (e.g. STATA, SAS, SPSS) on similar projects. Firm should possess the following; a) Dedicated team of in-house experts (statistics/economics) in this area b) Demonstrated experience of using statistical tools in at-least 3 projects in the last 3 years ONLY ONE (1) ONGOING PROJECT WILL BE CONSIDERED OUT OF THE THREE ASSIGNMENTS REQUIRED.	4 a) Names, qualification and relevant experience of the in-house team (at-least 5 employees) 4 b) Signed Work Order or Agreement or completion certificate should be provided 4 c) Relevant reports/documents to be submitted
5	The firm should have demonstrated experience in undertaking on-ground activities covering data collection, conducting surveys, field-level monitoring and/or placement verification. A minimum of 5 relevant projects in the last 3 years shall be provided. The fees for each of the assignment should be at-least INR 50 lakhs ONLY ONE (1) ONGOING PROJECT WILL BE CONSIDERED OUT OF THE FIVE ASSIGNMENTS REQUIRED.	Signed Work Order or Agreement or completion certificate should be provided.
6	The firm shall have at-least 100 professionals on its payrolls working on consulting services for Govt./Private sector	Proof of count on firm's letter head/other valid document to support count
7	The firm should not have unsatisfactory track record resulting in adverse action taken by Central/ State Govts.	An undertaking must be submitted and signed by the authorized person of the firm

NOTE

- *It is mandatory for the consulting firm (lead firm in case of participation along with a sub-consultant) to meet all the evaluation criterion points as listed above. If any one or more of the evaluation criteria is not met, then in that case the applicant consulting firm shall be declared ineligible.*
- *The consulting firm should ensure to provide brief details of each project submitted in accordance with the evaluation criteria table.*
- *The above-mentioned qualification criteria are the minimum criteria and the evaluation shall be done basis thorough examination of the relevant mandatory documents submitted by the firm.*

(Annexure – 2)
Government of Uttarakhand
Uttarakhand Workforce Development Project (UKWDP)
Terms of Reference for

*Engagement of a consulting firm for conducting tracer studies of graduates
in priority ITIs in Uttarakhand*

I – Background

The UKWDP aims to enhance the overall long-term training ecosystem in the state of Uttarakhand. To achieve this objective, the entire project has been divided into 3 broad components. Under the component 1, the project aims to improve the overall quality and relevance of the ITI ecosystem in the state. A relevant learning & development intervention for the ITI trainees should help them realise a successful employment (wage or self) opportunity post completion of the program. Similarly, under the component 2, the project aims to create a pool of skilled industry relevant workers through relevant training interventions.

The state, therefore, is making concerted efforts to increase the overall learning, placement and employment outcomes for its ITI graduates. Multiple initiatives including overall institute infrastructure upgradation, learning & development augmentation of staff, industry linkage interventions, revenue generation activities, etc. are being designed for the trainees.

To achieve these activities envisaged by the Govt. of Uttarakhand in its quest to realise the overall objective, it is pertinent to get feedback from the field (covering a wide range of stakeholders) to;

- ✓ Gather labour market and employment information (by tracking graduates)
- ✓ Evaluate the effect of interventions (long-term training) on employment outcomes and undertake a process evaluation of the training interventions.

This EoI seeks to hire a relevant consulting firm to conduct a tracer study for the priority ITI graduates in Uttarakhand.

A tracer study is a standardised survey (in written or oral form) of graduates from education institutions, which takes place sometime after graduation or the end of the training. The subject of a tracer study can be manifold, but common topics include questions on study progress, the transition to work, work entrance, job career, use of learned competencies, current occupation and bonds to the education institution (school, centre, institutes, university).

II - Objectives

The tracer study aims to assess the effect of interventions (covering long-term training ecosystem) on the labour market outcomes of the graduates. The tracer study to be carried out under this consultancy assignment will cover the following (not limited to);

- 1) Collect / calculate job placement rates among graduates of priority ITIs within six months of training completion, disaggregated by gender and social groups. The study should analyse a range of data-points¹ to help understand the linkage between the training programs and the outcomes. Should cover a range of graduates engaged in OJT, apprenticeship, dual training, full-time employment, self-employment as well as those who are unemployed. Similarly, on the ITI trainee or prospective

¹ The consultant is expected to share the quantitative and qualitative analyses of the data-points captured from the Industry with the client.

trainee front, group identification and analysis based on different parameters (different trades, socio-economic background, gender, social groups, geographies, etc.) should be undertaken.

- 2) Draw insights and provide inputs for corrective measures required to be taken to improve the employability aspects during and after the ITI trainings.
- 3) Collect information of students who are not in employment/have left the employment and the reasons for the same. While collecting such information specific reasons such as due to- Industry closed because of lockdown, Reverse migration due to Pandemic etc. should also be identified.

As the engagement involves working on large datasets, the consultant is also expected to develop dynamic dashboards / analytical reports explaining the data points (Elements) that can be included in the department MIS related to long-term training ecosystem (supply side) and the industry-related insights (demand-side) to develop a systemic dashboard capturing the employment outcome.

III – Duration of the engagement

The consulting services are being desired for a duration of 6 months from the contract sign date. The firm through its dedicated team of consultants shall help the client undertake this tracer study and feedback study covering long-term training ecosystem.

The engagement should commence within 15 days from the signing of the contract.

IV – Target Population

As mentioned before, the tracer studies shall be conducted in Project ITI's to assess the long-term training interventions of graduates who have passed in FY 2019-20

Further the study should also depict employment/self-employment status of the passed-out of FY-2019-20 graduates for a period of six months i.e. Student should be traced for at-least six month after passing out from the institution to check his/her recent employability status.

The table below provides the ITI-wise student capacity. For the study, only 24 priority ITIs will be considered for the tracer studies.

Table1 – Student capacity for each of the 24 priority ITI

Sl. No	Name of the Government ITI's	District	Total Student Capacity	Sl. No	Name of the Government ITI's	District	Total Student Capacity
1	Dehradun (Boys)	Dehradun	673	13	Kanda	Bageshwar	146
2	Almora	Almora	635	14	Vikasnagar	Dehradun	330
3	Haldwani	Nainital	515	15	Dehradun (Girls)	Dehradun	324
4	Srinagar	Pauri	488	16	Duggada	Pauri	277
5	Kashipur (Boys)	US Nagar	613	17	Piran kaliyar	Haridwar	162
6	Pithoragarh	Pithoragarh	460	18	Bajpur	US Nagar	147
7	Barkot	Uttarkashi	398	19	Vishist, Pantnagar	US Nagar	147
8	New Tehri	Tehri	383	20	Rajpur Road, Dehradun	Dehradun	89
9	Tanakpur	Champawat	293	21	Delna, Haridwar	Haridwar	68
10	Rudraprayag	Rudraprayag	241	22	Sitarganj	US Nagar	68
11	Vishist Haridwar	Haridwar	205	23	Kaladungi	Nainital	47
12	Karanprayag	Chamoli	188	24	Narsan, Haridwar	Haridwar	42

Appropriate statistically correct sample sizes may be defined by the firm for undertaking the data collection. The firm may use the following method for data collection;

- a. Primary assessments/surveys² / Focus group discussions (FGD) – The consultant firm is expected to create extensive datasets through these primary assessments and undertake extensive data analysis using statistical tools.
- b. Online and telephonic Surveys
- c. Secondary data analysis – it is expected that the consultant will use available databases in the market pertaining to Institutional investments and trends, economic environment, employment trends, etc.
- d. Others (as relevant)

NOTE: - The consultancy firm shall be responsible for the design of data collection and validation instruments, pre-testing, and finalization of collected data for verification for each method mentioned above in consultation with Project Director, UKWDP.

IV – Scope and duration

The total duration of the consulting assignment shall be six (6) months divided into different deliverables as mentioned below: -

Table2 – Phase in the project execution and timelines

Sr. No	Phase	Major Work Tasks	Completion month
1.	Inception Phase	<ul style="list-style-type: none"> • The consulting firm shall prepare an inception report after signing the contract , which shall include the following- <ol style="list-style-type: none"> (a) Roadmap of the project (b) Flow chart of activities (c) Timelines / locations for activities planned (d) List of stakeholders for Interaction (e) Timelines for report submission 	T + 15 days
2.	Tracer study framework – Design Phase	<ul style="list-style-type: none"> • Defining project objectives and deliverables • Literature review (conceptual framework, learnings from other studies, etc.) • Methodology design • Finalization of main surveys, research instruments, questionnaire pre-testing • Pilot surveys for survey tool and methodology refinement 	T + 2 months
3.	Data Collection – Implementation Phase	<ul style="list-style-type: none"> • Sampling type, sampling size • Finalization of participants (sample groups) for surveys 	T+ 4 months

² **Recent graduates survey** – to assess the employment condition of the recent graduates of ITIs within 6 months of graduation, and correlate it with their background, academic performance, trades, and aspirations

Institution survey – to understand the academic and co-curricular activities at the institute as well as assess the placement support and industry linkage at the institute

Employer survey – to assess how the recent graduates of ITIs perform in their roles and to uncover additional training requirements to effectively perform those job roles.

Sr. No	Phase	Major Work Tasks	Completion month
		<ul style="list-style-type: none"> Online/offline surveys w.r.t the long-term training ecosystem 	
4.	Data Analysis and Report Writing – Report Preparation Phase	<ul style="list-style-type: none"> Analytical framework – the qualitative and the quantitative analysis of the data points / dashboards Methodological (training program lifecycle) issues Employment outcomes and occupation of graduates Occupational mobility of the graduates The relevance and effectiveness of the learnings in the vocational education and training space in Uttarakhand Final report submission Knowledge sharing – findings to be shared with all the key stakeholders 	T + 6 months

V – Key Experts required for the assignment

A) Resource requirement matrix

Table-3 – Job description and desired qualification/experience

S.No.	Level / # of positions	Main Tasks	Desired Qualification and Experience
1	Team Leader (Program Management) 1 Nos. Duration of engagement - 6 months	Lead, manage, and supervise the works of the consultant team; coordinate with SPIU and other client stakeholders; Drive the project design, methodology, surveys, data analysis and report preparation; Be responsible for the completion of deliverables/report	<ul style="list-style-type: none"> Post-graduate degree in Economics, Statistics, Business, Engineering, or related field Minimum of 10 years' total experience in research projects of which at-least 5 years to be related to education, skill development, technical & vocational skills training programs Demonstrated experience in conceptualizing and implementing impact evaluation / tracer studies. Experience of similar work in technical & vocational education sector shall be given preference Excellent communication and report writing skills in English
2	Researcher 2 Nos. Duration of engagement - 6 months each	Carry out research works, data analysis; train and supervise survey or research assistants /field enumerators; ensures the quality of data collection. Work with the Team Leader in report preparation. Prepare analytical dashboards for client reference / project	Post-graduate degree in Engineering, , Business management, Economics or statistics with a minimum of 5 years of research experience in undertaking impact evaluation/skill-gap analysis/tracer studies. Demonstrated experience/skills in data management and analysis using statistical software and econometric tools such as SPSS, STATA and R. Experience in the skill development / TVET domain is desirable.
3	Surveyors 3 Nos. Duration of engagement - 2 months each	Carry out data collection	Master's degree with at-least 2 years of experience or Bachelors' Degree with at-least 4 years of experience. The person should have extensive experience of conducting surveys and data collection

S.No.	Level / # of positions	Main Tasks	Desired Qualification and Experience
4	Program Management Support Staff 1 Nos. Duration of engagement - 6 months	Provide all the required support or coordinate with the SPIU for administrative work. Coordination with ITIs, and with other stakeholders	Bachelors' degree with at-least 3 years of experience providing co-ordination support and administrative support. Experience in the skill development/vocational education sector working with Govts shall be preferred.

Serial No. 1 and 2 are key experts and sl no. 3 & 4 are non-key experts

NOTE: Firms may propose additional experts under Non-Key experts who may be required to accomplish the assignment, however the CVs of only key experts as mentioned in the table above will be evaluated during the technical evaluation of proposals.

B) Estimated Efforts

The duration of the engagement for each resource-type (key experts and non-key experts) to be deployed by the consulting firm is mentioned in the table above. The key experts shall be expected to be deployed in Dehradun for the entire duration of the engagement. The surveyors may be deployed or shall move to different locations basis the visit plan developed by the consulting firm as part of this engagement.

VI – Payment Schedule (Proposed)

Table4 – Milestones and payment%

S.No.	Milestones/Deliverables	Payment Percentage
1	Submission and Acceptance of Inception Report (T+15 days)	10%
2	Submission and Acceptance of Design Phase report (T+2 months)	20%
3	Submission and Acceptance of Implementation Phase report (T+4 months)	20%
4	Submission and Acceptance of draft tracer study report (T+5.5 months)	20%
5	Submission and Acceptance of Final tracer study report / dashboards acceptable to the client (T+6 months)	30%

T= Project Commencement Date

The agency shall submit invoices in accordance with the milestones and timelines defined in the tables above. A lump-sum price (fees + expenses) shall be quoted by the consultant and payment payable shall be aligned to the above table.

VII - Support that will be facilitated by the Client

- Data points w.r.t ITI (course details, contact details, academic background, etc.)
- SPIU shall facilitate in holding the consultation meetings with all required Govt. officials, ITI staff, Training Providers, etc.
- SPIU shall facilitate visits to the respective ITIs and facilitate interactions with the trainees