

Maharashtra State Rural Livelihood Mission (MSRLM)
Establishment of Migration Support Centre (MSC) for DDU-GKY in Maharashtra

Terms of Reference (ToR)

Title of Position: Consultant- Cell Coordinator, Migration Support Centre (MSC)

Headquarter: DRDA, Pune and Nagpur.

1. Introduction:

Maharashtra State Rural Livelihood Mission (MSRLM) is nodal agency for implementation DDU-GKY in the state Maharashtra for this purpose, MSRLM as per DDU-GKY Project Guidelines (Framework for the establishment and operations of Migration Support Centre) want to establish a Migration Support Centre (MSC) for post placement support.

2. Background:

The Deen Dayal Upadhyaya Grameen Kaushlya Yojana (DDU-GKY) is a placement linked skill development program. DDU-GKY aims at alleviation of rural poverty through skill development and regular job placement for poor rural youth in the age group of 15-35 years. DDU-GKY is unique in its design and is part of the National Rural Livelihood Mission (DAY-NRLM). It gives priority to disadvantaged groups such as the SC/ ST/ women/ minorities and people with disability (PWD); it focuses on market-led training programs to ensure employability of youth and it emphasizes on partnership with private sector, NGOs, CBOs (Community Based Organization) and others for skilling and placement delivery.

DDU-GKY is implemented through a 3 tier structure with Ministry of Rural Development (MoRD) at the apex as the policymaking, facilitation and coordination agency; the State Skill Missions (SSMs) or State Rural Livelihood Missions (SRLMs) as the state level nodal implementation support agencies and Project Implementation Agencies (PIAs) who serve as the skill and placement providers under the program. The DDU-GKY envisages a central role for SSMs in driving the program delivery, its quality and outcomes. The DDU-GKY guidelines provide additional information on the program. The guidelines can be accessed under the resource section of DDU-GKY website at <http://www.ddugky.gov.in>.

3. Objective of the Assignment

In view of tackling problem of post placement, MSRLM with reference to letter No. J-1760/96/2014- Aajeevika Skills vide dated 4th January, 2018 by Ministry of Rural development (MoRD), MSRLM wishes to set up Migration Support Centre in the state of Maharashtra.

Migration Support Centre is proposed for enhancing the retention of placed candidates by increasing the coping abilities of candidates through constant counselling on matters pertaining to urban lifestyle, work place friction and last but not least is health and career progression.

4. Scope of Assignment:

Scope of the assignment is as below:

- I. Post Placement Support –addressing the issues related to accommodation, Job satisfaction, employer and candidates meeting, support in health issues, social security, communication with parents.
- II. Career Progression – Encourage to pursue higher education while in job, Skill upgradation training etc.
- III. Continuous Education - Facilitating continuous education through distance mode / correspondence courses, learn and earn concept, improve their qualification, improve communication skills, links to career growth – Promotions, recognition in the community, Orienting on distance education.
- IV. Placement and Post Placement Tracking.
- V. Traveling for mobilization, placement and physical verification and also to attend the activities of DDUGKY.

5. Professional fees:

- The consultant should work all official working days in a month. If consultant worked less than working days in a month then remuneration will be paid on pro rata basis.
- Monthly professional fees – Rs.30,000 + 500 Mobile allowance will be paid against submission of work done for the Month of which the claim of honorarium is being made.
- TDS will be deducted while making the payment as per the statutory requirements.
- Fees to the Consultant shall be paid upon satisfactory delivery of work and a detailed invoice with breakup of expenses and number of workdays for the month.
- Travelling charges to the field for the purpose of the assignment will be calculated from consultant's home location (i.e. State Mission Management office or District Mission Management office or DRDA.)
- In addition UMED will reimburse the cost of boarding, lodgings, food expenses and travel incurred during the assignment as per the benefits provided to District Managers.
- Increment of 5% will be given for the next year based on the performance appraisal.

6. Deliverables/Outcome

The expected deliverables/outcomes for the Field Coordinator of Migration Support Centre are as below:

- I. Smooth coordination and liasoning with PD-DRDA and SMM (JPSD) MSRLM.
- II. Coordination with industries for tie-ups.
- III. Retention of candidates for the longer period with less than 10% dropouts.
- IV. Counselling and reaching out to candidates in healthcare, health education and linkages with formal institutes/schemes.
- V. Access to urban organized labour markets and further education or skilling opportunities.

7. Reporting

For all purposes the reporting would be done to the Project Director, DRDA, Pune and SMM (JPSD) MSRLM.

8. Duration of the Assignment:

- I. Migration Support Centre Field Coordinator will be on contract for the period of 12 months and contract will be renewed only after reviewing and evaluating performance by the committee.
- II. It is mandatory for both the parties to give notice of one month prior to the submission of resignation/termination of the contract.

9. Duties and Responsibilities:

This job responsibility involves extensive travelling within the state and day to day coordination government officials and industry persons.

- Identification of training institutes
- Tie ups with the banks for opening bank accounts with zero balance
- Identification of industries
- Identification of migrant/immigrant youth
- Creating awareness on urban culture/social support
- Work place difficulties
- Post placement support
- Facilitating Aadhar and PAN card support.
- Hostel identification and making available directory
- Placement Verification

10. Eligibility

Qualification:

Essential:

- MBA-HR / MSW/ Rural Management / Social Sciences or any other relevant professional PG. (All PGs & PG diploma should be 2 years)
- Minimum 3 years of Experience of working with Placement agency or working as placement officer.
- Knowledge of English, Hindi and Marathi.

Desirable:

- Hands on experience of capacitating youth and rural communities.
- Experience of working with Government with large projects on placement.
- Experience of working with Community Based Organizations.

Sd-
R. Vimala IAS
Chief Executive Officer
Maharashtra State Rural Livelihood Mission

Maharashtra State Rural Livelihoods Mission (MSRLM)
State Mission Management Unit (SMMU)
Application Form for Individual Consultant - (Please specify position)

To,
The Chief Executive Officer,
Maharashtra State Rural Livelihoods Mission
5th Floor ,CIDCO Bhavan ,Southwing ,
CBD, Belapur,
Navi Mumbai- 400 614

Latest Passport
Size photograph
of applicant self
attested

Subject Application for Individual consultant - (Please specify position)

SECTION A

1. Applicant Details

Name (first-middle-last)	
Date of birth (dd-mm-yyyy)	
Age as on 1/08/2018	
Place of birth	
Gender	[] Male [] Female
Permanent address	
	Tel. No.: Mobile No.:
Current address (If different than permanent address)	
	Tel. No.: Mobile No.:
Email ID	

2. Notice period required in current Job

Earliest date you can join		No. of days notice required	
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SECTION - B**1. Educational Details (From S.S.C. onwards)**

Sr. No.	College/ Institute	University / Board	Qualification	Mark %	Year of passing	Subjects/ Specialization

2. Other Courses / Additional Qualification

Sr. No.	Title of the course / qualification / award	Institute / University	Part Time/ Full Time	Duration & Year of passing

3. Workshops & Trainings Attended

Sr. No.	Name of the Program	Conducted by	Duration	Year

SECTION C**1. Nature of present employment: - (contract /permanent)**

2. Work Experience Details

Sr. No.	Name of Organization	Joining date	Leaving date	Total Experience in Years, Month and Days	Position held	Please write the detailed Role & Responsibilities handled. Use additional papers if required

3. A. Total work Experience: _____ Years _____ Months

B. Relevant work experience _____ Years _____ Months

4. Please write why you find yourself suitable for this position in maximum 200 words:

5. Details of the current / last employment:

Current/Last Employer Place	Per month Salary in Rs.	Annual Salary in Rs.

1. Languages Known:

Sr. No.	Languages	Speak	Read	Write
1	English			
2	Marathi			
3	Hindi			

4	Any Other			
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Please mention fluency level (**Very Good/Good/Poor**)

2. Extra Curricular Activities / Interests

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3. Any other information the applicant would like to mention: (Research papers, Publications, Membership with professional organizations, International exposure etc)

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4. Computer Skills Details:

- (1)
- (2)
- (3)

5. References:

Sr. No.	Name	Contact No.and email id
1.		
2.		

I, the undersigned, hereby declare that all the above information is valid and accurate to the best of my knowledge.

Date:

Place:

Applicant Signature

Note:

1. Application should be typed and signed by the applicant
2. Application along with self-attested required documents (copies) should be send in sealed envelope superscripted as APPLICATION FOR POST OF INDIVIDUAL CONSULTANT - **Please specify position**
3. Incomplete applications shall not be rejected.
4. Application received without mentioning the name of position shall be rejected and no further communication shall be made.
5. Applications received after due date for whatever reason shall not be accepted.
6. Last date for submission of applications is 21st August 2018 up to 5 PM.