

**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 Executive, 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 4<sup>th</sup> 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. Building and maintaining database of industries, training institutes, Health centre etc.
- 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 during the training program  
youth will get information on new courses, course notification, fee details through SMS alerts, phone calls, e-mails, counselors, etc.
- IV. Alumni Support – conducting alumni meet, developing and facilitating interaction through social sites (What's App Group, Facebook).
- 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.20,000/- + 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 District Rural Development Agency )
- In addition, UMED will reimburse the cost of boarding, lodgings, food expenses and travel incurred during the assignment as per the benefits provided to Block Managers.
- Increment of 5% will be given for the next year based on the performance appraisal.

#### **6. Deliverables/Outcome**

The expected deliverables/results of the set-up of Migration Support Centre are as below:

- I. Access to information.
- II. Smooth coordination and liasoning with PD-DRDA and SMM (JPSD) MSRLM.
- III. Communication and relation building with corporates and industries association.
- IV. Retention of candidates for the longer period with less than 10% dropouts.
- V. Counselling and reaching out to candidates in health and health related issues.
- VI. Help-line number with agents who can provide information on the MSC set of products/services as well as support migrants or their families at source through creating an alternate communication channel

## **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 Executive 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:**

- Continuous counseling and educational guidance
- Career guidance
- Health awareness
- Grievances Follow-up (Work place, Food & Accommodation)
- Enhancing placement ratio through counselling the drop out candidates.
- Coordination with DRDA and MSRLM day to day basis
- Maintaining and updating the database
- Counselling and motivating the youth for the Retention
- Day to day office management, maintenance of records and building data base of local industries, health centres and entertainment facilities.

## **10. Eligibility**

### **Qualification:**

#### **Essential:**

- Any graduate degree holder.
- Minimum 2 years of Experience of working with Placement agency or working as placement officer on the field.
- 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  
5<sup>th</sup> 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 |  |
|----------------------------|--|-----------------------------|--|

**SECTION - B****1. Educational Details (From S.S.C. onwards)**

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

**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 |
|---------|---------------------|--------------|----------|------|
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**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 |
|---------|----------------------|--------------|--------------|---|---------------|--|
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|         |                      |              |              |   |               |  |

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 |  |  |  |
|---|-----------|--|--|--|

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.