

**NOTICE INVITING APPLICATION (NIA)  
FROM  
FACILITATOR ORGANIZATION  
FOR**

**IMPLEMENTING TYPE I “Recognition of Prior Learning (RPL)”  
under**

**ASSAM SKILL DEVELOPMENT MISSION (ASDM) FOR JAL JEEVAN  
MISSION (JJM)  
GOVT. OF ASSAM  
20<sup>th</sup> OCTOBER 2020**

**NIA No: ASDM-2402/2020/48**

**Email Id: [missiondirector.asdm@gmail.com](mailto:missiondirector.asdm@gmail.com)**

# ASSAM SKILL DEVELOPMENT MISSION

## NOTICE INVITING APPLICATION

Jal Jeevan Mission is implementing Recognition of prior learning (RPL) in mission mode with a target of training the youth of Assam in the Financial Year 2020-21 in Mason General, Assistant Electrician and Plumber (General). This NIA is for interested facilitator agencies/organisations for submission of Proposal/Application for conducting Training of the uncertified workers across Assam under Type 1 during FY 2020-21 for the job roles of Mason General, Assistant Electrician and Plumber (General).

Multiple Facilitator agencies may be selected for each job role for conducting Skill Development training under this NIA for RPL component in the State of Assam.

The objective of this NIA is to organise Skill Development training for uncertified workers of the abovementioned sectors through government / private facilitator agency in the state of Assam. The skill development trainings shall be in compliance with the guidelines of RPL.

**Interested training provider cum facilitator organisations/agencies may submit the proposal mandatorily in form of hard copy in a sealed envelope to the office of the undersigned, superscribed with ‘Project Application for conducting for RPL under JJM’**

The facilitator agencies are expected to submit the project proposal enclosed in Annexure I, II & III.

Eligibility for participating in the “NIA” for conducting Skill Development Training under RPL for FY 2020-21 in Assam is as follows:

- I. Must be an ASDM emplaned Training Partner.**
- II. Should have experience in conducting RPL or Skill Development Training programme in NSQF compliant courses for any sector during last three years preceding the date of submission of the proposal.**
- III. Should have Trained Trainers in the relevant job role applied for. The number of target allotment will be directly proportional to the number of Trained Trainers.**

The NIA is open to all entities that fulfil the eligibility criteria as mentioned above. The proposals should be submitted in the prescribed Project Application Form (PAF) as per format at Annexure II & III. The proposal will be evaluated based on the scoring criteria and preferences mentioned in Annexure IV.

The project proposals would be evaluated by the Project Approval Committee (PAC). The PAC reserves all the rights to reject any proposal / allocate any number of targets to any participated agency.

Please be informed that submission of this application does not mean or indicate any commitment of approval /allocation of target for the said project.

ASDM/ JJM reserves all the rights to cancel the application / penalize the facilitator agency if any information is found to be incorrect/false during and after project execution, at its sole discretion and without assigning any reason.

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ASDM also reserves right to cancel the NIA at any point of time without providing any explanation.

Kindly note that the facilitator agencies under this NIA don't guarantee allocation of work and JJM will assume no liability or cost towards it. JJM makes no commitments, express or implied, that this process will result in a business transaction between anyone.

**JJM reserves the right to allocate the training numbers as per the Evaluation criteria and demand of job role in the location.**

The last date for receipt of proposals/applications is **29.10.2020 till 3:00 P.M.**

The Request for Application **ASDM-2402/2020/48** document is also available at our website:

<http://www.asdm.assam.gov.in>

Mission Director  
Assam Skill Development Mission  
Katabari, DPS Road, NH-37  
Garchuk, Guwahati-781035  
Email: [missiondirector.asdm@gmail.com](mailto:missiondirector.asdm@gmail.com)  
**Contact Person: Dipankar Barman**

## SCHEDULE OF ACTIVITIES

| S. No. | Milestone                                 | Dates      |
|--------|---|------------|
| 1      | Issue of NIA                              | 10/10/2020 |
| 2      | Proposal/Application Submission Last Date | 29/10/2020 |

NB: If any date coincides with a holiday, the next working day would be considered as appropriate date.

## OTHER KEY INFORMATION

| S. No. | Heading                       | Details  |
|--------|-------------------------------|--|
| A      | Name of the Client/ Authority | Jal Jeevan Mission (legal entity)  |
| B      | Document Intended for NIA     | Facilitator Organisations found eligible based on the NIA to conduct Recognition of Prior Learning (RPL) vide <b>NIA No. ASDM-2402/2020/48</b>   |
| C      | Tender Fee/ Application Fee   | A demand draft of non-refundable tender/Application fee of Rs. 1000 in favour of Assam Skill Development Mission payable at Guwahati is to be submitted with the proposal. Applicants who had applied earlier but had not qualified may not submit the demand draft. |
| D      | Job roles/Sectors             | The List of Job Roles under different Sectors has been provided in this NIA- ASDM-2402/2020/48.  |

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| S. No. | Heading                           | Details   |
|--------|-----------------------------------|---|
| E      | Targets                           | Targets will be allocated by JJM  |
| G      | Infrastructure                    | Each training location applied by FO should strictly adhere to the necessary training infrastructure and required laboratory/equipment at the RPL location, as per the requirements defined by respective Sector Skill Council (SSC) for the identified job roles. FO shall ensure that the overall training infrastructure especially the training aids for the proposed job role are as per the industry benchmark. |
| H      | <b>Mobilization and Enrolment</b> | <b>The FO will be Mobilization and enrolling the candidates as per direction from JJM</b>   |

## Objectives

Brief on objective of this NIA

Individuals with prior learning experience or skills shall be assessed and certified under the Recognition of Prior Learning (RPL) component of the Scheme. RPL aims to align the competencies of the unregulated workforce of the country to the NSQF. Facilitator agency registered under ASDM shall be incentivized to implement RPL projects.

Recognition of Prior Learning (RPL) is the process of recognizing previous learning, often experiential, towards gaining a qualification. RPL majorly, not mandatorily, focuses on the individuals engaged in unorganized jobs like Construction Workers/ Labourers, Agricultural Labour, etc.

The objectives of RPL are primarily three-fold:

- I. To align the competencies of the un-regulated workforce of the country to the standardized National Skills Qualification Framework (NSQF)
- II. To enhance the career/employability opportunities of an individual as well as provide alternative routes to advance skill training
- III. To provide opportunities for reducing inequalities based on privileging certain forms of knowledge over others

### **Following conditions being incorporated in the project implementation:**

- The Selected Facilitation Organisations (FO)s shall adhere to the RPL Guidelines of ASDM under JJM.
- The Selected Facilitation Organisations (FO)s is/are required to inform candidates that the training/orientation and certification by SSC is not in substitution of the statutory requirement of specific license/diploma/degree or any other certificate for taking up or performing the job

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for which there is a requirement under any statute for any specific license/diploma/degree or any other certificate for taking up or performing that job.

- The Selected Facilitation Organisations (FO)s shall ensure participating centers carry Skill India and JJM branding.
- All beneficiaries shall wear the RPL Badge after execution of the program.
- The Selected Facilitation Organisations (FO)s shall conduct an impact assessment study of the entire project and submit a report to JJM. The study shall highlight value additions to target beneficiaries before and after enrolment in the RPL program.
- The Selected Facilitation Organisations (FO)s shall initiate the RPL program only upon completion of **training of trainers (TOT)**
- All beneficiaries shall be given the RPL Skill Card (if available) during the Certificate Distribution Ceremony along with the RPL certificate.
- The Selected Facilitation Organisations (FO)s shall encourage self-employment and entrepreneurship through JJM.
- The Selected Facilitation Organisations (FO)s must ensure that the candidates are provided with Job Role Kit.
- The Selected Facilitation Organisations (FO)s shall ensure provision of digital literacy, cashless transactions, BHIM app, Bharat QR Code, and entrepreneurship basics in the orientation content.
- The Selected Facilitation Organisations (FO)s shall ensure extensive documentation of entire project through videography and photography as defined in the Term Sheet.
- Success stories of candidates shall be developed and disseminated widely on all media platforms (i.e. print, electronic and digital).
- The Selected Facilitation Organisations (FO)s shall inform Jal Jeevan Mission (JJM) office prior, during and completion of RPL activity in the districts.

RPL Guidelines:

All the Definitions, Terms and Conditions as explained herein below will be subject to process and cost norms under JJM as amended from time to time.

## 1. Definitions:

**Funding Department:** Funding source will be Jal Jeevan Mission (JJM) and the whole RPL programme will be implemented and monitored by JJM with assistance from ASDM. JJM will allocate targets to successfully empanelled facilitator agency for conducting RPL through the evaluation process.

**SSCs:** Sector Skill Councils (SSCs) are industry-led bodies, who are responsible for defining the skilling needs, concept, processes, certification, and accreditation of their respective industry sectors. The SSCs prescribed the NOSs and QPs for the various job roles relevant to their industry, classify the job roles and worked with the National Skill Development Agency (NSDA) to ensure that these are in accordance with the National Skill Qualification Framework (NSQF).

**QPs:** A set of NOSs, aligned to a job role, called Qualification Packs (QPs), would be available for every job role in each industry sector. These drive creation of curriculum and assessments. The job roles would be at various proficiency levels and aligned to the NSQF. The NOSs and QPs for the various job roles in each sector, created by SSCs, would be available online and updated from time to time.

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**NOSs:** National Occupational Standards (NOSs) specify the standard of performance an individual must achieve when carrying out a particular activity at the workplace, together with the knowledge and understanding they need to meet that standard consistently. Each NOS defines one key function in a job role. In its essential form, NOS describes functions, standards of performance, and knowledge / understanding.

**Payout:** It is the amount that is paid out to the candidates, facilitator agency, as applicable. Funding source will make payment as per payment terms as per specified guidelines of JJM- RPL scheme.

## 2. RPL Project type and process

RPL with Certification as well as Bridge Course: Under JJM “RPL will be done under TYPE –I , which will be implemented in the State of Assam.

Facilitator organisations/ agency shall implement RPL through Type I as mentioned in Table below:

| Project Type | Target Group           | 5- Step RPL Process   |
|--------------|------------------------|---|
| Type I       | • As identified by JJM | STEP 1: Mobilization<br>STEP 2. Pre-Screening and Counselling<br>STEP 3: Orientation plus Bridge Training<br>STEP 4: Final Assessment<br>STEP 5: Certification and Payout |

- Implementing Partner:** JJM will select Facilitator Organisations (FO)s for implementing RPL with Certification and orientation. Facilitator Organisations (FO)s will be responsible for implementation and have to submit monthly progress report to the JJM.
- Course Selection:** The facilitator Organisations (FO)s will be responsible for implementing RPL on the following courses as per the orientation and the bridge course module of the SSCs.

Courses as per the orientation and the bridge course module of the SSCs.

| Sl. No. | Sector       | Job Role              | QP code   | NSQF | Proposed Geography |
|---------|--------------|-----------------------|-----------|------|--------------------|
| 1       | Construction | Assistant Electrician | CON/Q0602 | 3    | Across Assam       |
|         |              | General Mason         | CON/Q0103 | 4    | Across Assam       |
| 2       | Plumbing     | Plumber (General)     | PSC/Q0104 | 3    | Across Assam       |

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## 5. Eligible Beneficiaries:

- On the date of enrolment, fits the minimum age criteria and eligibility criteria as per the Qualification Pack (QP) requirements. However, this will not be a mandatory condition but a preferable condition.
- Possesses a valid ID card and a bank account

## 6. Branding and Publicity:

- Facilitator Organisations (FO)s will be responsible for the arrangement of necessary collaterals for branding and communication in accordance to the JJM RPL Branding Guidelines.

## 7. Training Infrastructure:

- The Facilitator Organisations (FO)s shall arrange the necessary training infrastructure and required laboratory/equipment at the RPL location, as per the requirements of the job role under SSC. Facilitator Organisations (FO)s shall ensure that the overall training infrastructure especially the training aids for the proposed job role is as per the industry benchmark.

## 8. Training Duration:

- The Facilitator Organisations (FO)s will ensure that all the enrolled candidates undergo an orientation programme for 12 hours which would include Domain training, Soft skills and Entrepreneurship and Familiarisation with assessment process.

## 9. Orientation Activities:

- Facilitator Organisations (FO)s are to ensure that each enrolled candidate mandatorily undergoes a 12 hour orientation which includes but not limited to the following topics:
  - Domain Training (clarifying any doubts/gaps a candidate may have with respect to Job Role including the topic of Health and Safety) - 6 Hours
  - Soft Skills and Entrepreneurship Tips specific to the Job Role- 4 Hours
  - Familiarization with Assessment Process and Terms- 2 Hour

## 10. Assessment & Certification:

### A. Pre- Screening

Facilitator Organisations (FO)s are to conduct a robust and thorough pre-screening of the candidates to ascertain which job role matches with their prior knowledge and experience most and to identify knowledge gaps, if any. The pre-screening process is divided into two parts:

**Part 1: Collection of supporting documentation and evidence from the candidate** - personal information required by JJM, and the supporting documentation that may be available for the job role.

### Part 2: Candidate self-assessment –

- I. Facilitator Organisations (FO)s will design a self-assessment sheet for each job role. Questions are to be based on the Core NOSs of the job role.
- II. Facilitator Organisations (FO)s is to evaluate the existing skill sets and experience of the candidates based on the pre-screening format for each job role. Facilitator Organisations (FO)s shall conduct the candidate self-assessment for each candidate.

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## B. Final Assessment

- The Facilitator Organisations (FO)s will coordinate with respective SSCs to conduct the Final Assessment of the candidates through accredited assessment agencies. There should be no overlap in the functions of the Assessment Agency and the Facilitator Organisations (FO)s engaged for the project.

Note: For any candidates who fail in the assessment process, there will not be any re-assessment process for such candidates. However, they can opt for mainstream domain skilling to get trained and certified.

## 11. Requirement of ToT Certified Trainer:

- The Trainer must be SSC certified trainer for Orientation and Bridge Course Classes. It is mandatory for the Trainer to undertake 'Training of Trainer (ToT)' program specified by the concerned Sector Skill Council and get certified for conducting RPL training.

## 12. Batch Size:

- Minimum Batch Size- 20 and Maximum Batch size- 50.

## 13. Proposal shall comprise of following forms:

Covering Letter: Format at Annexure I

Project Application Form (PAF): Format at Annexure II

**14 Certificate and Mark sheet Distribution:** Facilitator Organisations (FO)s shall conduct a Certificate and Mark sheet Distribution Ceremony for Candidates. Facilitator Organisations (FO)s has to ensure the presence of each candidate. Facilitator agencies are to submit images and videos to JJM in form of a hard copy with invoice printout.

## 15. Pay-out for Training -Release of Funds:

| Tranches | % of Total Training Cost Per Batch | Output Parameters   |
|----------|------------------------------------|---|
| 1        | 80%                                | On Successful Certification of targets  |
| 2        | 20%                                | a. On successful submission of evidence based proofs of certification distribution ceremony (Batch-wise photos of candidates with certificates and video of certification distribution ceremony)<br>b. Monthly Performance Report |

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## Annexure I

### **Covering letter for submission of RFP for conducting Skill Development Training under RPL in Assam:**

To  
The Mission Director,  
Assam Skill Development Mission  
Katabari, DPS Road, NH-37  
Garchuk, Guwahati-781035

### **Sub: Submission of proposal for conducting Recognition of Prior Learning (RPL) in Assam**

Sir,

This is with reference to your advertisement inviting NIA for conducting Recognition of Prior Learning (RPL) in Assam. We, the undersigned, offer to provide the services for the above in accordance with your "Notice Inviting Application", dated...../...../2020. Please find below the details of our agency for your consideration.

We are hereby submitting our Proposal and understand that you are not bound to accept any proposal you receive. We fully understand and agree to comply that on verification, if any of the information provided here is found to be misleading or unduly favors are vetted out by our company, in the target allocation process, we are liable to be dismissed from the Proposal selection process or termination of the contract during the project.

We agree to abide by the conditions set forth in this Notice Inviting Application. We hereby declare that our proposal submitted in response to this NIA is made in good faith and the information contained is true and correct to the best of our knowledge and belief.

**Sincerely**  
Applicant's name with Seal  
Designation  
Signature

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## Annexure II

### A. Project Application Form (PAF)

Provide a brief profile of the Application in the format mentioned below:

|    |   |                                |
|----|---|--------------------------------|
| 1  | Name of the Facilitator agency  |                                |
| 2  | Type of the Facilitator Organisation (Government Institute/Company/Firm/Society/Trust/Proprietorship)                             | <b>(Attach document proof)</b> |
| 3  | Whether ASDM Training Partner/ registered Training Provider?  | <b>(Attach document proof)</b> |
| 4  | Name and contact details of the Authorised Signatory of the Facilitator Organisation (Enclose a bio data of Authorised Signatory) |                                |
| 5  | Address of head office  |                                |
| 6  | Any other office location in the state, if any. Please provide address along with documents.                                      |                                |
| 7  | Brief description of areas of operation of the Facilitator agency / Facilitator agency profile (is not more than 100 words)       |                                |
| 8  | Name of the SPOC (Enclose Bio data of SPOC)   |                                |
| 9  | Contact details of SPOC with email id   |                                |
| 10 | Office address of SPOC  |                                |
| 11 | Sector(s) Proposed  |                                |
| 12 | Job role(s) with target proposed  |                                |
| 13 | Total Target proposed   |                                |

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## **B. Experience in Recognition of Prior Learning/ Skill Development Programs**

1. Provide details of organisation's past experience in conducting skill development programs for NSQF aligned courses in last three financial years. (**Attach document proofs**)

| Financial Year | Govt. Funded scheme |           | Corporate Social Responsibility (CSR) scheme |           | RPL in sector and job role applied for |           |
|----------------|---------------------|-----------|--|-----------|--|-----------|
|                | Trained             | Certified | Trained                                      | Certified | Trained                                | Certified |
| <b>2017-18</b> |                     |           |  |           |  |           |
| <b>2018-19</b> |                     |           |  |           |  |           |
| <b>2019-20</b> |                     |           |  |           |  |           |

2. Provide detailed documents of experience in conducting RPL.

3. Provide work order copies from ASDM for implementation of RPL in the State of Assam, if any (**Attach document proofs**)

**C. Trainer Details:** The facilitator agency shall attach the details of the ToT certified trainers in the job roles applied for.

For and on behalf of:

Signature:

Name:

Designation:

Date: (Organization Seal)

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## Annexure: III

### Self Certificate for Turnover

On the letter head of the organization

Dated:

The Total Turnover of \_\_\_\_\_ (Organization Name) for the Financial Year 2017-20 based on Audited Financial Statements is provided below:

| S. No. | Particulars                                   | Amount (in INR figures) | Amount (in words) |
|--------|---|-------------------------|-------------------|
| 1      | Total Turnover for the Financial Year 2017-18 |                         |                   |
| 2      | Total Turnover for the Financial Year 2018-19 |                         |                   |
| 3      | Total Turnover for the Financial Year 2019-20 |                         |                   |

Net worth as on 31.03.2020: \_\_\_\_\_ / - (Amount in Figures and Words)

(Authorized Signature)  
Authorized Signatory's  
Name:

Stamp / Seal of the Organization:

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## CA Certificate for Turnover

On the letter head of the organization

Dated:

The Total Turnover of \_\_\_\_\_ (Organization Name) for the Financial Year 2017-20 based on Audited Financial Statements is provided below:

| S. No. | Particulars                                   | Amount (in INR figures) | Amount (in words) |
|--------|---|-------------------------|-------------------|
| 1      | Total Turnover for the Financial Year 2017-18 |                         |                   |
| 2      | Total Turnover for the Financial Year 2018-19 |                         |                   |
| 3      | Total Turnover for the Financial Year 2019-20 |                         |                   |

Net worth as on 31.03.2020: \_\_\_\_\_ / - (Amount in Figures and Words)

(CA's  
Signature)  
CA's Name:

CA's Stamp / Seal:

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## Annexure: IV

### Evaluation Criteria

| Sl. No.       | Parameters   | Scoring criteria   | Maximum scoring |
|---------------|--|--|-----------------|
| 1             | Registered TP certificate  | <ul style="list-style-type: none"> <li>• Both ASDM Partner and NSDC and concern SSC Partner = 10</li> <li>• Only ASDM or JJM empanelled= 5</li> </ul>  | 10              |
| 2             | Trained candidates under RPL in the applied job role or under PLSDTP training programme. | <ul style="list-style-type: none"> <li>• More than 5000 = 15</li> <li>• 5000 - 2500 =10</li> <li>• 2500 – 1000 = 7</li> <li>• Less than 1000= 5</li> </ul>   | 15              |
| 3             | Domain expertise in the proposed sector.   | <ul style="list-style-type: none"> <li>• More than 5 years =15</li> <li>• 3 years to 5 years =10</li> <li>• Within last 3 years = 5</li> </ul>   | 15              |
| 4             | Experience in conducting RPL or any other Skilling programme in North Eastern Region     | <ul style="list-style-type: none"> <li>• Yes=10</li> <li>• No =0</li> </ul>  | 10              |
| 5             | Performance in respect of Placement under PLSTDP in the last 1 year                      | <ul style="list-style-type: none"> <li>• Yes=10</li> <li>• No =0</li> </ul>  | 10              |
| 6             | No. of ToT available   | <ul style="list-style-type: none"> <li>• 10-20 TOT Certified Trainers- 5 Marks</li> <li>• 21-30 TOT Certified Trainers-10 Marks</li> <li>• 31 and More TOT Certified Trainers-15 Marks</li> </ul>  | 15              |
| 7             | Finding of the study   | <ul style="list-style-type: none"> <li>• Yes=05</li> <li>• No=0</li> </ul>   | 05              |
| 8             | Average annual turnover in latest 3 financial years                                      | <ul style="list-style-type: none"> <li>• Less than INR 30 lakhs- 03 Marks</li> <li>• INR 30 lakhs to 1 Crore- 05 Marks</li> <li>• INR 1 Crore-2 Crore-10 Marks</li> <li>• INR 2 Crore- 10 Crore-15 Marks</li> <li>• INR 10 Crores and above- 20 Marks</li> </ul> | 20              |
| Total Score   |  |  | 100             |
| Minimum Score |  |  | 80              |