



Meghalaya State Skills Development Society (MSSDS)

Department of Labour

Government of Meghalaya

Proposal Format for Skills Meghalaya for Empanelled Training Providers

2024-25

Training Proposal Format for Empanelled Training Providers under MSSDS

The proposals need to be specific, achievable and relevant to the area/district and have result-oriented outcomes in forward linkages. The selection of job roles for training has to depend on the desired demand and need of the District. MSSDS encourages demand-driven requirements for capacity building/training programmes and requests all STPs to include a Letter for Intent (LOI) substantiated with any form of documentation in the form of a survey, feasibility study, research paper, etc or demand derived from the Meghalaya Youth Portal Registrations.

To facilitate the process, MSSDS has prepared the following proposal format for STPs to propose the trades/courses.

Please follow the instructions below carefully.

- i. Kindly provide relevant information in the given order of this template.
- ii. All fields are mandatory unless otherwise specified. Indicate 'NA' wherever not applicable
- iii. STPs to avoid attaching documents that have no direct bearing on the information required to evaluate a proposal.
- iv. STPs to ensure that all information provided is correct and verified and no available material information has been suppressed.
- v. All supporting documents should be self-attested by the authorized personnel of the ETP.
- vi. Forwarding Letter to be on the organizations' letterhead, stamped with organizations' seal and signed by the authorized person.

The project proposal Application shall consist of the following sections;

- I. ABOUT THE ORGANIZATION
 - II. TRADES / COURSE PROPOSED
 - III. COURSE DETAILS
 - IV. PROPOSED TARGETS AND LOCATION
 - V. PROPOSED OUTCOMES
 - VI. POST TRAINING OUTCOMES & SUPPORT
 - VII. PURPOSE OF PROJECT
 - VIII. PROJECT EXECUTION
 - IX. PROJECT MONITORING
- ANNEXURES

I. DETAILS OF THE ORGANIZATION

Name	
Address	
Name of Primary Contact Person	
Mobile number (with What's App)	
Email address	

II: TRADES / COURSE PROPOSED

S N	Course	Type of Certification	NSQF Level (if any)	Proposed Outcome

Please Note only the following options are permissible:

Type of Certification	NSQF Industry Certification None
NSQF Level	Levels 1 - 10 None
Proposed Outcome	Placement Self-Employment Placement and Self-Employment Upskilling ¹

III. COURSE DETAILS (This may be provided in a separate sheet as Annexure for each course)

Particulars	Details
Course Name	
Course Duration in hours	
Course Duration in Days	
Residential (Y/N)	

¹ Upskilling is upto a maximum of 5% of the Target

(b) Self-Employment

Course	Self-Employment Activity	No. of Trainees	Minimum Income per Month (in Rs.)	Forward Linkage Support – Financial	Forward Linkage Financial Tie-ups	Forward Linkage Support – Non-Financial	Forward Linkage Non-Financial Tie-ups

(c) Upskilling

S N	Course	Upskilling Course	No. of Trainees	TPs offering the Course	Location	Approximate Course Fee (in Rs.)	Envisaged Outcome post Upskilling	Envisaged Earnings post Upskilling

3. Please specify how the ETP is going to assist target beneficiaries post-training besides the immediate outcome listed in para 2 above

Sl. No.	ITEM	YES / NO	Remarks (if any)	Documentary evidence (if any)
1	Formalised Market Connect			<i>Documentary proof stating tie up with any agency</i>
2	Skills Premium/Industry Recognition		<i>If Yes, kindly specify form of Skills Premium/Industry Recognition</i>	<i>Documentary proof stating preference to certified person in recruitment, promotion or any other industry recognition</i>
3	Bank Loans/ Financing		<i>If Yes, kindly specify type of Bank Loan</i>	<i>Documentary proof stating the tie up with any bank/ agency for the provision of loans</i>
4	Licenses		<i>If Yes, kindly specify type of Licenses</i>	<i>Documentary proof from the licensing agency</i>
5	Increased Earnings		<i>If Yes, kindly specify the margin by which the candidate's salary would be increased post training</i>	<i>Documentary proof stating the commitment on pay hike of certified persons</i>
6	Post Training Hand Holding Support ²		<i>If Yes, kindly specify the means of hand-holding support to be initialized e.g. grants, startup tools/equipment, etc.</i>	<i>List of Start-up tools proposed (if any) is to be provided in the prescribed format at Annexure</i>

² Post training tracking and hand holding support is mandatory for 12 months.

VII: PURPOSE OF PROJECT

Describe how this project will benefit the target beneficiaries (Please limit your response to 500 words. Please attach it as Annexure).

VIII: PROJECT EXECUTION

The STP is required to submit an overall road map for the deployment of the following interventions across the phase of the project.

1. Mobilisation Strategy

Proof of Mobilisation in the form of Letter of Intent (LOI) or Mobilisation Plan with entities (e.g. shnong, schools, durbars, panchayats, unions, corporates etc.) involved in mobilisation of the project specific to the location and the number of candidates being targeted by the STP.

2. Orientation Strategy

Mention content and strategy for the aspiration-building intervention for a minimum of 12 hours.

Sl. No.	Activity	Content/Strategy	Minimum Duration
1.	Domain Awareness (clarifying any questions/doubts/gaps a candidate may have with respect to the Job Role)		
2	Career Counselling and Guidance		
3.	Soft Skills and Entrepreneurship Tips specific to the Job Role		
4.	Familiarization to the Assessment Process and Terms		

3. Instructional Design and Delivery of Training (Curriculum) *Add to Annexure and make separate for each course.*

a. For NSQF Courses

Sl.No.	Module	Key Learning Outcomes	Equipment/Teaching Tools	Assessment Method

b. For Non-NSQF Courses

S N	Activities/ Topic	Mode of Training	Equipment / Teaching Tools	Assessment Method
1	<i>Concept 1 Concept 2</i>	<i>Theory</i>		
2	<i>Demonstration</i>	<i>Practical</i>		
3		<i>Hands-on Training</i>		

4. Resources to be Allocated

Please specify composition of Project Team to be allocated to the Project

Sl. No.	Member Description	Numbers	Qualifications
	<i>Ideally include Project Lead and Coordinators only. Please refrain from adding assistants, drivers etc to this list.</i>		

5. Assessment and Certification

Please specify the assessment and certification process i.e. third-party assessment/ SSC or other. Also specify if none is available and if assistance is needed from the nodal agency, in this case, MSSDS.

IX: PROJECT MONITORING

1. Please mention monitoring activity throughout the life cycle of the proposed project and the proposed indicators.
2. Media Coverage: Please describe what efforts will be made to ensure that the project receives sufficient media coverage on the following platforms: Print, Electronic (Radio and TV) and Social Media

ANNEXURES

All proposals have to include the following;

Sl. No.	Documents Checklist
1	Forwarding Letter addressed to the Executive Director, MSSDS
2	Name, Address, Contact Details and Email Address of Primary Contact for the Project
3	CVs of Project Team for trade proposed – Lead, Co-ordinators, Instructors and Trainers. Evidence in the form of Contract Document/Offer Letter required.
4	Details of Similar Prior or Existing Training Programmes
5	Curriculum for Proposed Trade Training
6	Purpose of Project as per Section VII
7	List of Potential Employers
8	Forward Linkage Financial Tie-ups
9	Forward Linkage Non-Financial Tie-ups
10	Upskilling Course Details
11	List of Start-up tools proposed (if any) in prescribed format
12	Course Details in case multiple courses are proposed as per Section III

List of Start-Up Tools for Self-employed trainees to be provided as per the format below:

SN	Name of Tool	Tool Description	Trade Name	Rate
1				
2				
3				