

## ToR for Individual Consultant proposed under State share

### Terms of Reference

#### PIU-2

Name of the Position	Project Coordinator
No of Position	3 (three) Posts
Job Description	<ul style="list-style-type: none"> <li>▪ Work closely with PIU-2 to monitor and coordination of various activities, projects and programmes and ensure their smooth execution for successful implementation of the project.</li> <li>▪ Day to day follow ups &amp; coordination across all STPs</li> <li>▪ Inspect and assess the ongoing training programmes -Monitoring status and progress</li> <li>▪ Capture the trainees grievances and redressal mechanism and</li> <li>▪ Apprise PIU-2 of any grievances from all stakeholders.</li> <li>▪ Liaise between all stakeholders in the project – NGO, Skill Training Providers, Assessing Bodies, Placement Agencies, PMC, etc</li> <li>▪ Work in coordination with the NGO team on the project and other stakeholders in PR, communication and branding activities.</li> <li>▪ Assist PIU-2 in tracking of trainees and placed trainees including documenting success stories of successful trainees.</li> <li>▪ Assist PIU-2 in the compilation and preparation of reports.</li> <li>▪ Assist PIU-2 in the compliance and completion of various mission findings and reporting the progress related to project.</li> <li>▪ Undertake media tracking of coverage of different events to keep the project team informed of current viewpoints and issues if any.</li> <li>▪ Facilitate case studies of best practices and lessons learnt and disseminate such learnings to internal and external audiences.</li> <li>▪ Coordinating and making necessary arrangements during any events or meetings and adhering to logistical requirements as per need.</li> <li>▪ Ensuring uniform communication is delivered to all</li> <li>▪ Any other requirements to ensure attainment of MSSDS’ mission</li> </ul>
Educational Qualification / Experience	Post Graduate or Equivalent Qualification in any stream with minimum 5 (five) years’ experience in i) working in a Govt setup similar processes ii) monitoring/implementation of State/Government Projects/Programs at field level.
Skills & Proficiencies:	<p>Having working experience of handing multi-stakeholder projects/ assignments.</p> <p>Good communication and interpersonal skills, for dealing with many types of people at all levels in a direct diplomatic way, are essential. An understanding of customer/client requirements is also necessary.</p>

	Proficient in commonly software applications like Microsoft Office, Word and Excel. Able to electronically communicate internally and externally using public and private email and messaging programs Adept at planning schedules utilizing computer spreadsheet and calendar software. Proficient in creating visual presentations.
Age limit	Maximum Age Limit: 45 years. (In deserving cases, the qualification and experience may be relaxed)
Remuneration	INR. 60,000/- Per Month.
Place of Posting	Office of Meghalaya State Skills Development Society, Shillong
Reporting	The Consultant will report to Chairman PIU 2

### PIU-3

Name of the Position	Project Coordinator
No of Position	1 (one)
Job Description	<ul style="list-style-type: none"> <li>▪ Coordinate &amp; monitor firms executing civil works, supply of Lab/Workshop, Class-room, Library and IT Lab equipment for ITIs.</li> <li>▪ Work with PIU4 and DSC for overseeing quality of construction</li> <li>▪ Design and develop Standard Operating Procedures(SoP) /templates for project specific components/expected outcomes/outputs.</li> <li>▪ Prepare quality reports, identify deviations/non-compliance, set CAR/PAR plans and monitor</li> <li>▪ Visit ITIs for independent evaluation/Assessment of implementation plans and/or indicators</li> <li>▪ Improve escalation process of issues and coordination with different agencies/stakeholders for closure</li> <li>▪ Monitor lab/workshop establishment including installation &amp; commissioning of equipment ITI wise and Trade-wise.</li> <li>▪ Ensure highest standards of training &amp; logistics &amp; track feedback from trainees</li> <li>▪ Identify project bottlenecks and preparation of correction plan</li> <li>▪ Liaison with different Departments, PIUs, Consultants to ensure smooth implementation of Project components</li> <li>▪ Work with NGO for monitoring of PIU3 communication strategy.</li> </ul>
Educational Qualification / Experience	<p>Any Graduate, Preferably B.E/B. Tech <b>Desired:</b> MBA</p> <p><b>Experience:</b></p> <ol style="list-style-type: none"> <li>i. Minimum 5 years similar experience.</li> <li>ii. Experience in Monitoring/Implementation of State/Central Government Projects/Programs at Field level</li> <li>iii. Experience of quantitative and qualitative data collection and analysis</li> </ol>

	iv. Experience in Labour markets and related field
Skills & Proficiencies:	Knowledge of Quality tools & processes Proficiency in Microsoft Office Good report writing and analytical skills. Proficiency in local languages of the State
Age limit	Maximum Age Limit: 40 years. (In deserving cases, the qualification and experience may be relaxed)
Remuneration	INR.60,000/- per month
Place of Posting	Directorate of Employment & Craftsmen Training, Labour Department
Reporting	The Consultant will report to Chairman PIU 2