

# TERMS OF REFERENCE

## Thematic Expert (Procurement)

### 1. About DDU-GKY

The Ministry of Rural Development (MoRD), Government of India, is implementing a placement linked skill development program called the Deen Dayal Upadhyaya Grameen Kaushalya Yojana (DDU-GKY). The vision of DDU-GKY is “Transforming Rural Poor Youth into Economically Independent and Globally Relevant Workforce”.

DDU-GKY aims to achieve this vision with an inclusive agenda, standards-led delivery focused on industry requirements and its outreach that makes skills acquisition aspirational amongst the rural poor, thereby helping to create a productive and empowered workforce.

DDU-GKY is unique in its focus and approach to skilling. It is the only national level program that is fully focused on youth from rural families to ensure that the majority of the potential demographic dividend which resides in the villages of the country are equipped with skills to participate in economic growth of the country. In its design and mandate, DDU-GKY gives priority to disadvantaged groups such as the SCs/ STs/ women/ minorities and People with Disability (PWD), victims of human trafficking and Particularly Vulnerable Tribal Groups (PVTGs) and other such vulnerable groups.

DDU-GKY has many “firsts” to its credit. It is the first program to launch “**Roshni**” which is a placement linked skill training program aimed at rural youth in left-wing extremist (LWE) districts of the country. Similarly, DDU-GKY is a pioneer in launching “**Himayat**” aimed at providing skills and employment to the youth of Jammu and Kashmir. Both of these programs have been highly appreciated by all stakeholders and have now become the norm for providing productive alternatives in conflict areas. DDU-GKY has also been pioneer in setting the very first standards for infrastructure and processes for skill delivery in the country, supported by a quality framework that puts self-regulation at the heart of its quality policy. In its objective to benchmark skills to global standards, DDU-GKY has also been the first mover to introduce information technology supported by tablets for every trainee, soft-skills and english language delivery.

DDU-GKY is implemented through a 3 tier structure with:

- a) MORD at the apex as the policy making, facilitation and coordination agency supported by two Central Technical Support Agencies - NIRDPR & NABCON;
- b) the State Skill Missions (SSMs) / State Rural Livelihood Missions (SRLMs) as the state level nodal implementation support agencies playing central role for SSMs/SRLMs in driving program delivery, its quality and outcomes; and
- c) external organizations (Corporates, Societies, NGOs, Private Skill Training providers) as Project Implementation Agencies (PIAs) who serve as the skill and placement providers

under the program.

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>.

## 2. National Resource Centre (NRO) at NIRDPR

The National Institute of Rural Development and Panchayati Raj (NIRDPR), an autonomous organisation under the Union Ministry of Rural Development, is a premier national centre of excellence in rural development and panchayati raj. Recognized internationally as one of the UN-ESCAP Centres of Excellence, it builds capacities of rural development functionaries, elected representatives of PRIs, bankers, NGOs and other stakeholders through inter-related activities of training, research and consultancy. The major thrust is on development of knowledge, skills, attitude of the rural development functionaries. The institute is located in the historic city of Hyderabad in Telangana state. In addition to the main campus at Hyderabad, this institute has North-Eastern Regional Centre at Guwahati, Assam to meet the NE-regional needs.

The DDU-GKY unit of NIRDPR functions as a Central Technical Support Agency (CTSA), NIRDPR and supports MoRD for the implementation of DDU-GKY programme in the 18 states & UTs assigned to it by discharging following key functions:

- a) Standard based monitoring and evaluation of DDU-GKY, Roshni and Himayat projects
- b) Help MoRD in Policy Formulation - Guidelines & SOPs
- c) Training & Capacity Building of states and PIAs
- d) Research & Impact Analysis
- e) Project Appraisal

In order for it to bring in more professionalism and focus more on policy matters relating to skilling of rural poor youth, with the funding from World Bank, MoRD has approved a plan to set up a National Resource Organisation (NRO) at NIRDPR. NRO will have a Project Management Agency (PMA) based at NMMU at New Delhi. As an NRO, NIRDPR shall strive to bring all the stakeholders under one roof using appropriate technology like a web portal and to provide technical and implementation support to all stakeholders involved.

The vision of the NRO is to be a Centre of Excellence (COE) in skilling for providing strategic advisory, consultative, and program implementation support and guidance with particular reference to rural communities and disadvantaged sections of the population not only in India but to other developing countries in Asia and Africa.

## 3. Professional Required

NIRDPR is seeking the services of a Procurement Specialist to develop comprehensive procurement policy and SOPs in sync with the World Bank Guidelines/ MoRD's requirement. Other details and requirements for this position are detailed as following.

### 3.1 Thematic Expert (Procurement) - 1 no.

#### 3.1.1 Roles and Responsibilities

Thematic Expert (Procurement) shall be responsible for and to perform the following services:

- a) Development comprehensive procurement policy and SOPs in sync with the World Bank Guidelines/ MoRD's requirement
- b) Drafting MoUs and contract documents and empanelment of PIAs and other stakeholders
- c) Overall designing and execution of Bid process and contract management
- d) Support in drafting the required legal contracts, MoUs, stakeholder interaction representations, assist in regulatory and legal proceedings etc.
- e) Conducting legal vetting of the tender/contract documents
- f) Release of EoIs/RFPs/RFQs etc. and evaluating the responses
- g) Documentation and support for empanelment of the respective agencies
- h) Management of MoUs as per prescribed guidelines/ statement or work Financial Management Support
- i) Preparation of periodic financial planning and budgeting reports.
- j) Develop guidelines for overall financial management including for states
- k) Conducting internal audit and reconciliation
- l) Overall documentation of the reports, procurement and financial documents
- m) Support in all transactions as required for the program
- n) Also provide functional support as required to other thematic areas Qualification and Experience
- o) A Master's degree or equivalent in law, economics, political science, international relations, or other subject of relevance for the position
- p) A minimum of 5 years of professional experience in international economics, political science, international relations or a related area, preferably in an international environment and with knowledge of and experience in Skill ecosystem
- q) Possesses strong analytical skills demonstrable through previous work

#### 3.1.2 Skills and Competencies

- a) Self-driven, self-motivated with an entrepreneurial ability to drive the team & function
- b) Ability to work independently with lean resources
- c) Ability to network and co-opt collaboration from diverse stakeholders in government and private entities who are part of the DDU-GKY eco system
- d) Ability to work under pressure and tight deadlines
- e) Unimpeachable integrity and strong work ethics and personal commitment

- f) Strong written and oral communication skills
- g) High level of numeracy and high-level proficiency in software applications
- h) Gender sensitivity
- i) Ability to understand and consistently apply organizational policies and procedures in work
- j) Willingness to travel.

### **3.1.3 Term and Location**

Thematic Expert (Procurement) shall be appointed initially on contract for 1 year and the tenure is extendable on mutual agreement. The job shall be based at PMA of NRO in New Delhi and will involve travel to all over the country in the states as required.

### **3.1.4 Reporting**

This role shall be reporting into the NRO Director/PMA Head/ Deputy PMA Head

### **3.1.5 Remuneration**

Consolidated remuneration for this position will be 1,00,000/- p.m. This will not be constraint to the right candidate.

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