

TERMS OF REFERENCE

Thematic Expert (Standards and Quality Assurance)

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

One of the critical focus area for NRO is to establish and ensure quality across the value commencing from Training partners accreditation, quality assurance of the training, rating and grading of training partners, assessment and certification. To address the above stated requirements, the NIRDPR requires the services of a professional expert to function as Thematic Expert (Standards and Quality Assurance).

3.1 Thematic Expert (Standards and Quality Assurance) - 1 no.

3.1.1 Roles and Responsibilities

Thematic Expert (Standards and Quality Assurance) shall be responsible for and perform the following services:

- a) Draft quality assurance policies and procedures taking into account best practices and relevance to DDU-GKY objectives
- b) Establish systems and structures for effective implementation of quality assurance standards, taking inputs from key stakeholders
- c) Establish capacity building efforts to standards requirements of QA through the skill ecosystems across different stakeholders
- d) Evaluate adequacy of quality assurance standards, through continuous monitoring
- e) Devise sampling procedures and directions for recording and reporting quality data
- f) Review the implementation and efficiency of quality and inspection systems.
- g) Undertake, plan and conduct periodic inspections to ensure compliance with quality norms.
- h) Keep abreast of developments in the vocational education and training (VET) and Skills landscape for implementation in DDUGKY
- i) Coordinate extensively with SSC and NCVT, for effective timely certification DDU GKY Trainees and resolve issues in assessment and certification of the training partners of DDU-GKY
- j) Document quality audits and other quality assurance activities
- k) Ensure timely assessment/ certification, areas of concern and areas of improvement along with systemic redressal of the same
- l) Develop and undertake training of stakeholders on quality assurance systems
- m) Makes recommendations in areas of expertise
- n) Prepares special studies and reports
- o) Peoples' orientation and the ability to work with people
- p) Establish, build and sustain effective relationships, partnerships and alliances, advocate effectively and communicate sensitively
- q) Identifies problems and propose solutions
- r) Demonstrates extremely strong influencing and facilitation skills
- s) Any other task assigned from time to time by management

3.1.2 Qualification and Experience

- a) Graduate Degree in any discipline
- b) Reputed certification in Quality management and Quality Assurance such as Lean management, Black belt in 6 Sigma and other such certifications
- c) Minimum of 10 years with at least 5 years' experience in leading Quality Management systems and Quality Assurance team for a large program or organisation
- d) Proven experience in designing and implementing QA systems and undertaking Quality

audit

- e) Quality Management in Training Organisation/ Skill Sector/ Educational Institutions would be an advantage

3.1.3 Skills and Competencies

- a) Natural leader, self-driven, self-motivated with an entrepreneurial ability to drive the organisation
- 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 application including some popular databases/ Ms-Office/ Data Analysis packages, etc.
- h) Gender sensitivity
- i) Ability to understand and consistently apply organizational policies and procedures in work
- j) Willingness to travel.

3.1.4 Term and Location

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

3.1.5 Reporting

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

3.1.6 Remuneration

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

--- End of the Document ---