

**GOVERNMENT OF MEGHALAYA
FINANCE DEPARTMENT**

No.FEA(ADB)/SHCDM/PIU-2/P-II/PKG40/1/2018/38

Dated: the 17th April 2018

From: Shri P. K. Agrahari, IFS
Secretary to the Govt. of Meghalaya
Finance Department

To: The State Informatics Officer,
NIC, Meghalaya, Shillong

Subject: Loan No. 3033-IND "Supporting Human Capital Development in Meghalaya" – Advertisement for submission of EOI for selection of Skill Training Providers

Sir,

Inviting a reference to the subject cited above, I am directed to enclose herewith the copy of the Advertisement along with the soft copy of EOI Document inviting interested Firms/Institution to submit Expression of Interest (EOI) for selection of Skill Training Providers (STP) on ADB assisted project "Supporting Human Capital Development in Meghalaya". You are also requested to kindly publish the same on Government of Meghalaya portal (www.meghalaya.gov.in) on **19th April 2018 positively.**

Yours faithfully,



(P. K. Agrahari)
Secretary to the Govt. of Meghalaya, Finance
Department & Deputy Project Director, SHCDM

**Meghalaya State Skill Development Society (MSSDS), Government of Meghalaya, Shillong
Supporting Human Capital Development in Meghalaya - ADB Loan No. 3033 IND**

Request for Expression of Interest (EOIs) from Training Service Providers

Date: 19th April 2018

The Meghalaya State Skill Development Society (MSSDS), Government of Meghalaya, invites eligible Training Provider Firms/Institutions to submit EOIs to impart training in the State of Meghalaya under Lump-sum contract as follows:-

Pkg	Particulars	Duration in months	Estimated Cost (in Crore)
40	Training of Meghalaya Youth as Football Coach	12	Rs. 1.06

The interested Training Provider Firms/ Institutions may submit EOI online at ADB Consulting Service Recruitment Notice (CSRN) website <http://csrn.adb.org> in accordance with instructions contained therein and EOI document. All other form of submissions including hard copy will not be considered for evaluation. The project details and scope of work for this programme are available in the EOI document downloadable in <http://csrn.adb.org> or <http://mssds.nic.in> or <http://www.meghalaya.gov.in>

The deadline for the submission of EOIs is **May 18, 2018**

**Executive Director,
MSSDS, Govt. of Meghalaya
Ph. No. 0364-2502243
Email: mssds2012@gmail.com**

Department of Finance (DOF)
Government of Meghalaya

Procurement Plan Package Number: 40

**Identification, Selection and Training of
Meghalaya Youth as
AFC Licensed Football Coach**

ADB Loan No.: 3033-IND

April, 2018

Table of Contents

1. Background	4
2. About the project: “Supporting Human Capital Development in Meghalaya”	5
3. Purpose of this REOI	6
4. About the training program	6
5. Objectives of the training program	8
6. Target group for the training	8
7. Expected Out-come from the proposed training	8
8. Scope of Work	8
8.1. Mobilization and Counselling	10
8.2. Instructional Design and Delivery of Training	10
8.3. Training Infrastructure	10
8.4. Assessment & Certification	11
9. Resource Requirements	11
9.1. Team: Composition and Qualification Requirements	11
9.2. Composition of Team and Number of Resources with Duration	11
9.3. Qualification and Experience of the Key and Non-Key Experts	12
10. Print and Non-Print Materials	14
11. Ongoing Monitoring and Evaluation	14
12. Indicative Timeline	14
13. Training Venue	15
14. Deliverables	15
15. Payment Schedule	16
16. MSSDS’s Input and Counterpart Personnel	16
17. Methodology for Shortlist of bidders	16
18. Validity of EOI	16
19. Document Check list	17
20. Copyright	17

Abbreviations

ADB	Asian Development Bank
CBO	Community Based Organisation
DOF	Department of Finance, GOM
EOI	Expression of Interest
GOM	Government of Meghalaya
IA	Implementing Agency
ICT	Information & Communication Technology
JLG	Joint Liability Group
MSSDS	Meghalaya State Skill Development Society
NOS	National Occupational Standards
NSQF	National Skills Qualification Framework
PIU	Project Implementation Unit
QP	Qualification Pack
REOI	Request for Expression of Interest
RFP	Request for Proposal
SCVT	State Council for Vocational Training
SHCD	Supporting Human Capital Development
SHG	Self Help Group
SPOC	Single Point of Contact
STP	Skills Training Provider
TOR	Terms of Reference
TVET	Technical Vocational Education and Training

1. Background

Bounded on the North and East by Assam and on the South and West by Bangladesh, the State of Meghalaya (Meghalaya) is spread over an area of 22,429 square kilometres. The State enjoys a temperate climate. The principal languages in Meghalaya are Khasi, Pnar and Garo with English as the official language of the State. Meghalaya comprises of the following 3 Divisions and 11 Districts:



A. Jaintia Hills Division:

- i. West Jaintia Hills(Jowai)
- ii. East Jaintia Hills(Khliehriat)

B. Khasi Hills Division:

- iii. East Khasi Hills(Shillong)
- iv. West Khasi Hills(Nongstoin)
- v. South West Khasi Hills (Mawkyrat)
- vi. Ri-Bhoi(Nongpoh)

C. Garo Hills Division:

- vii. North Garo Hills(Resubelpara)
- viii. East Garo Hills(Williamnagar)
- ix. South Garo Hills(Baghmara)
- x. West Garo Hills(Tura)
- xi. South West Garo Hills(Ampati)

Shillong is Meghalaya's capital and is situated at an altitude of 1,496 meters above sea level. Shillong is also the headquarters of East Khasi Hills District. The capital city has a bracing climate throughout the year. The city is well connected with roads all-over, has its own charm that is different from other hill stations. Shillong presents a natural scenic beauty with waterfalls, brooks, pine grooves and gardens. This city has been the seat of Government since the consolidation of the British administration in this part of India more than a century ago.

Meghalaya, as a State is well endowed with vast renewable natural resources. Majority of its population depends upon the natural resources for income generation. One of the strategic priorities for the Government of Meghalaya (GOM) is to balance the requirements of rapid economic growth and natural resource conservation. Keeping in view this priority, three areas of focus emerge – promoting inclusive growth with poverty alleviation, employment generation

and income generation. To achieve this vision, GOM is emphasizing on human capital development in the State.

Total population of Meghalaya as per 2011 census is 2,966,889 of which male and female are 50.28% and 49.71% respectively. In 2001, total population was 2,318,822 in which males were 50.71% while females were 49.28

Meghalaya is one of the 11 special category states of India which have been designated as such since they suffer from various constraints due to their special history, poor connectivity, difficult terrain, weak economic base, and poor infrastructure.

2. About the project: “Supporting Human Capital Development in Meghalaya”

Human capital development has been one of the top priorities of the Government of Meghalaya (GoM) with “education and skill development” as the cornerstone of development for enhancing people’s productivity and employability in the State. To achieve the objectives of quality and equitable human development, the Government of Meghalaya has been implementing the ‘Supporting Human Capital Development in Meghalaya (SHCDM)’ project with the support of Asian Development Bank (ADB). The Asian Development Bank (ADB) sponsored project “Supporting Human Capital Development in Meghalaya” (SHCDM) aims to enhance the employability of Meghalaya’s youth by improving quality, delivery and access to Secondary and Higher Secondary (SHS) education, technical and vocational skills training across the 11 Districts of Meghalaya. It intends to build awareness among Meghalaya’s youth about the benefits of education and vocational training.

The project will help in creating an enabling environment for inclusive growth through the following outputs:

- Output 1:** Improved teaching and learning in government-aided SHS schools
- Output 2:** Increased capacity and responsiveness of technical and vocational education and training
- Output 3:** Increased awareness and participation
- Output 4:** Improved project management and monitoring and evaluation

The Department of Finance (DOF) is the Executing Agency (EA) for the project. The Department of Education (DOE), Meghalaya State Skill Development Society (MSSDS), Department of Labor (DOL) and Public Works Department (PWD) are the four Implementing Agencies (IA) for the project. The four IAs have been designated as Project Implementation Units i.e. PIU-1, PIU-2, PIU-3 and PIU-4 respectively.

The project is supported by 3 consulting firms for carrying out various functions for supporting GOM and ADB in implementing the project. The following table provides snapshot of the role of the consulting firms in the project:

Entity / Role	Key Functions
Accenture Services Pvt. Ltd.	Project Management Consultants (PMC) for overall project coordination and monitoring support for Government of Meghalaya;
LEA Associates	Design & Supervision Consultants (DSC) for designing and supervising civil works under the project;
Aide-et-Action	Awareness and Mobilization Consultants (NGO) for various project activities;

3. Purpose of this REOI

Through this REOI, the GoM envisages to prepare a shortlist of firms for submitting technical as well as financial proposals based on the Request for Proposal (RFP) to be released by GoM subsequently for the selection of STP. Recruitment would be done as per Guidelines in “The Use of Consultants by Asian Development Bank and its Borrowers”. The following sections of this REOI present the Scope of Work (SoW) envisaged for the STP for imparting Skill Training under the ambit of this project. The business requirements and the SoW described in the subsequent sections are indicative and at broad level only. The RFP shall contain more detailed SoW.

As part of this project, a dedicated Skills Challenge Fund (SCF) has been established and vested with MSSDS for meeting the cost of conducting the required Skill Training Programs. The SCF will provide MSSDS a flexible modality to encourage participation of private sector skills training providers for imparting employment linked and demand driven skills training programs to 45,000 unemployed youths.

This Project aims at achieving the following goals:

- a. Transforming the unskilled and unemployed youth of the State by providing employable skills and linking them to employment generation activities;
- b. Transforming the unemployed workforce to gain self-employment through entrepreneurial skill trainings;
- c. Linking the trained workforce to economic activities and enterprises in the North East Region (NER) and Rest of India; and
- d. Gearing up for an economic progress in the state by focusing on the multiple sectors and providing skilled manpower.

4. About the training program

Football is emerging as one of the popular spectator sports in India. Football in Meghalaya has traditionally been the most popular sport but till a few years back was viewed only as a hobby and not in the context of being a viable employment avenue.

Changes in the recent past, with the growing acceptance and popularity of Football in the country and with the introduction of the I-League and Indian Super League has given a boost to the sport in the state and emerging as a viable career choice.

Many Indian football fans follow the major clubs in Europe and these clubs have begun to realize the economic opportunity presented by India. To tap this opportunity and the potential growth in revenue that would come with growing popularity of the sport in India, clubs from abroad have started making forays for marketing of their merchandise into India.

Nurturing of talent to develop them into professional players also require the requisite supporting structure of football academies which will hone and develop raw potential into the next generation of star players. At least five major football clubs from outside the country have opened football academies in India, in addition to the already present Indian football academies.

The success of Local Football Clubs and the signing up of players by different sports clubs in the country has encouraged more youth of the State to aspire for a career starting from local community/ club to state level and thereon to National level, both in professional league circuit and state/ national tournament circuit. In 2017, the Government of Meghalaya launched the

‘Mission Football’ to mould young five or six year olds’ talent through “Introductory” and “Intermediate” Levels of local and district level leagues. Coaches play a vital role in this process, starting from talent spotting at the community level and transforming them to imbibe strategic and tactical game play. The need is for high quality coaching at the Introductory Level (D) and the Intermediate Levels(C) of leagues and tournaments.

The SHCDM project intends to impart and enhance skills of the youth of Meghalaya as Football Coaches who can serve as coaches in local teams, schools, communities or in football academies both in the State as well as outside the State. This shall be based on training protocols and certification requirements of All India Football Federation (AIFF) & Asian Football Confederation (AFC), specifically customized to the youth and ecosystem of Meghalaya. The training shall be aligned with the national & international coaching accreditation system and career channel for vertical mobility. The selected training provider should have both a football academy - facilities and expertise, and also dedicated access to national/ state/ district/ local level teams and ecosystems for (a) identification of trainee coach/ talent pool (b) mapping of possible future scenarios of football in Meghalaya, leveraging upon the proposed course (c) designing the practical / field component of the course and (d) post-training placements through apprenticeship, internships, coach appointments to clubs, etc

The training provider, submitting Expression of Interest, shall demonstrate their proven and dedicated club / players / eco-system linkage.

It is envisaged that each course shall comprise of three or four phases (mentioned hereinafter) alternating with class sessions in the football academy and field application sessions in applying the inputs to youth football teams at various levels. The performance response of teams will constitute as a significant measure of training effectiveness / outcome.

The following courses are proposed –

S.No.	Training Program/Course	Duration of Training Programme Period	Indicative No of Trainees
1	Football Coach Introductory + AIFF D License	1.5 months (200 Hours) over 6 months	288
2	Football Coach Intermediate + AFC C License	2 Months (300 Hours) over 6 months	24

The Course design and structure shall conform to AIFF / AFC pattern required for licensing and acceptable leading to placement engagements in clubs, leagues and tournaments. Based on this, the following phasing is indicated:

Training Phase 1: Coaches to undergo respective courses (AIFF D or AFC C) at their respective district centre (non-residential)

Training Phase 2 Coaches to undergo 2 weeks of programme under a technical director in Shillong (Residential)

Training Phase 3: Coaches to run coaching programmes at their respective organisations locally

Training Phase 4: Coaches to come in for a residential 2 week programme in Shillong to work with an I-League club along with their coaches.

5. Objectives of the training program

To select trainees in consultation with MSSDS and train the selected youth in the designated trade as indicated below:

- a. Talent identification, aptitude testing and mobilization of trainees based on domain factors applying the programme framework / criteria of MSSDS
- b. Training as football coach to be involved in the direction, instruction and training of either a football team or individual players. Develop competency in planning, preparing schedules and activities, delivery of instructions and monitoring of coaching programmes and sessions.
- c. Training & certifying already existing football coaches across Meghalaya, upgrading their skills and resumes by running coaching courses, refreshers, training at an I-League club & constant monitoring by a technical director of repute.
- d. Each batch may comprise of a mix of new and experienced trainee coaches.
- e. Providing opportunities to trainees post-training as indicated in Section 7 below.

6. Target group for the training

- a. Candidates/youth from the indigenous groups of Meghalaya – from semi-urban and rural areas, with proven aptitude, behavioural traits for coaching, passion for the game and who are at least 18 years of age or above as on the date of completion of training;
- b. Football coaches who have not received any formalized training (primary), upgrading football coaches who have received some sort of formalized training into higher levels. These coaches could be employed with schools, run their own local football schools, work in the communities as volunteer coaches, former players or work with clubs as coaches.
- c. Minimum 10th pass;
- d. Two percent of all coaches trained, certified and placed must be women.

7. Expected Out-come from the proposed training

Meghalaya which is the hotbed of football talent, would receive 312 skilled & technically adept coaches exposed to high level of training with practical application. This is expected to catalyze and accelerate the football development of Meghalaya. The STP shall present the future scenarios leveraged from this training of coaches.

Besides providing quality training to the candidates, the selected training provider shall offer internships, apprenticeships, placements as assistant or full coaches through their already established / dedicated linkages with local / district clubs, teams in schools, colleges, and other leagues, teams. The STP will ensure such coverage to minimum of 60% of trainees.

The STP is required to provide a description of its already developed linkage and eco-system for placements at end of training in their proposal while submitting the response to the REOI. This must be supported by agreements, MoUs, with their affiliated clubs, schools, colleges, local / district / state football associations etc. This, along with the terms of engagement of trainee coaches, shall be submitted to MSSDS for evaluation.

It is perceived that this package will have opportunities for both wage and self employment. The placements will be 50% in Meghalaya, 30% in the other States of North East Region and 20% in rest of India.

7.1 Wage Employment

For trainees opting for wage employment the STP shall ensure to provide placement with a minimum remuneration of Rs.6,000 per month for trainees placed within the State and Rs.10,000 for trainees placed outside the State.

- Placement is defined as providing jobs having regular monthly income at or above the minimum remuneration as mentioned above
- The trainee should have continuous employment for a minimum of six (6) months.

7.2 Self Employment

For trainees opting for self-employment the STP shall ensure that the trainee is engage in income-generating activities to attain a minimum increase in income to INR.6,000 per month.

- Self Employment is defined as continuous engagement in income generation activities for a minimum of six (6) months after a three-month gestation period.
- The Trainee shall be linked to local / district clubs, teams in schools, colleges, and other leagues, teams.

7.3. Proof of Employment:

MSSDS recognizes the following:

- A. Wage Employment** - The proof of regular wage employment is demonstrated by:
 - a. Salary slip from the Human Resources / Concerned Employing Department, or
 - b. Certificate issued by the employer indicating remuneration paid and counter signed by the employee along with the bank statement indicating that remuneration has been paid by crossed demand draft or money transfer
- B. Self-employment demonstrated through**
 - a. Undertaking from trainee declaring engagement in income generation activities
 - b. Bank Statement of the trainee to show increase in income.

8. Scope of Work

The STP will deliver the skill training programs funded by SCF within the State of Meghalaya. Program quality and implementation will be monitored and evaluated by MSSDS/PMC. The selected firm shall be expected to design, organize, conduct and monitor phases of the training program and provide counseling and other support to the trainees.

8.1. Mobilization and Counselling

STP shall undertake the necessary mobilization and counseling within the State to encourage the youth to participate in the training program. They shall assemble and organize personnel from the communities in consultation with the NGO community mobilisers¹ with the aim to actively mobilize youth by encouraging them to participate in the training program. The STP shall formulate a mobilization plan in consultation with the NGO partner and ensure that the plan is clear, practical and delivers the outcome of the best intake of target trainees for the Course as indicated in Section 6 above.

8.2. Instructional Design and Delivery of Training

STP shall design the training and delivery process to meet the outcome objectives of the programme as mentioned in Section 7 above. Important part of the programme would be the delivery of the various coaching sessions by the AIFF & the AFC designated instructor/s. The instructional design / curriculum will be based on certification / licensing needs of AIFF & AFC with consideration of local factors. STP shall submit the training content and session plan for the proposed model of training to MSSDS. STP will ensure that adequate number/ mix of overseas/ national level coaching instructors and experts are available as per schedule.

Expected training deliverables:

S.No	Job Role	Training Outcome	Terminal Competency
1	Football Coach - Introductory	License D of All India Football Federation (AIFF)	Coach youth in Schools / Colleges to play in AIFF approved entry level league matches / tournaments
2	Football Coach - Intermediate	License C of Asian Football Confederation (AFC)	Coach youth to play in State and National Level league matches and tournaments.

8.3. Training Infrastructure

STP shall have adequate training infrastructure for classroom training and practical classes. Classroom/ training halls should be equipped with modern training aids and equipment relevant for the proposed training and practical demonstration and work. These may include:

- Gymnasium and facilities (Swimming Pools) for physical training; including nutrition and special diet services with kitchen facility, residential facility in academy
- Sporting and team thinking process – include game theory, psychological counselling, behavioral labs, etc
- Football and comparative Game: Certified astro-turf football pitch, courts of other games

¹ Aide-et-Action is already a partner in the project for community mobilization and has a team of mobilization volunteers

- d. Library of videos and films relating to football matches and related topics
- e. Provision of transport/ residential facilities as applicable; and
- f. Compliance with safety norms and have adequate safety measures within the training center premises.

8.4. Assessment & Certification

Assessment and Certification will be the responsibility of the STP and as per AIFF and AFC requirements for License D and C.

8.5. Post – Placement Tracking

The Training Provider shall track the trainees placed at end of training for a period of **six months** to ensure that he / she integrates the competencies gained on the job and in practice.

9. Resource Requirements

9.1. Team: Composition and Qualification Requirements

The persons who are deployed as trainers should have the requisite exposure to the process/ field/ domain / activity to meet the outcomes of the training. They should also possess the knowledge, skills and attitude needed to be a good trainer in their domain. The educational qualification and experience level of the trainers has to be tested and verified by the STP and validated by the MSSDS or its agency/ representative. A database of all trainers of the STP should be maintained and their performance will be tracked by MSSDS through a pre-defined checklist, regular feedback forms and post training program questionnaires to be filled in by trainees. The qualification of the trainers has been detailed in the following section. The minimum requirement of batch size, number of trainers and person-months per trainer have been indicated and the STPs are required to propose the number and person-month of trainers depending on their approach and training plan. The required manpower in term of Key and Non-Key experts to train the indicated number of participants with the Team Composition, Qualification and Experience is given below:

9.2. Composition of Team and Number of Resources with Duration

SN	Key/Non-Key Experts	Designation	Nos.	Duration in Person Months
1	Key Expert	Team Leader	01	12 Person Months
2	Key Expert	Trainer for C level Coaches	01	15 days
3	Key Expert	Trainer for D Level Coaches	02	1 Person Month each
Total Key Experts			04	
4	Non-Key Expert	Coordinator-cum-Mobiliser – cum – Counsellor	02	12 Person Months each
5	Non-Key Expert	Office-cum-Accounts Assistant	01	12 Person Months
6	Non-Key Expert	Office Assistant	01	12 Person Months
Total Non-Key Experts			04	
Total Key + Non-Key personnel			08	

9.3. Qualification and Experience of the Key and Non-Key Experts

S.no.	Team Composition	Preferred Qualification Requirements	Preferred Experience Requirement	Expected Deliverables Reporting requirements
1.	Team Leader	UEFA/ AFC Pro License Coach who is also a Coaches instructor	10 years inline experience in Football development and Coaching Programme	Supervise the development of Strategy and Course Design suited to Meghalaya youth and coaching approach Ensure 100% pass of trainees in License D and License C. Ensure the linkage for recognition of license and the course in all leading clubs, leagues and tournaments in North East with premium remuneration. Create a Brand for the Course and output Coaches Align with Mission Football of GoM
2.	Trainer for C level Coaches	FIFA / AFC Certified Coaching Instructor –	10 Years inline football Coaching with experience in coaching of North East Football Clubs / State Football Associations;	Develop Unique Coaching Strategy and Course Design based on strategy and tactics of game play suited to physical and psychological profile and attributes of Meghalaya youth. Suitably develop pedagogy and practical session modules (QPs and NOS) for the Course. Benchmark Coaching performance on par with Asian and EU standards
3.	Trainer for D Level Coaches– 2 Nos	AFC / AIFF Certified Coaching Instructor	10 years operational experience in running Football programmes.	Develop Strategy and Course Design suited to Meghalaya youth and coaching approach. to train them, to be developed and Impart coaching to trainees through Course covering both pedagogy and practical session modules

4.	Coordinator-cum-Mobilizer – cum counsellor -2 Nos	Bachelors' Degree in relevant field	5 years' experience as Counsellor to Football Associations / Clubs	In consultation/collaboration with the community mobilizers from NGO the STP coordinator cum mobilizer cum counsellor shall generate awareness about Training program, involve community and family during mobilization and ensure quality enrolment.
5.	Office-cum-Accounts Assistant	Bachelors' Degree in Commerce with the knowledge of tally	3 years' experience of office & accounts related experience including maintenance of vouchers / receipts, etc.	Prepare, examine, and analyse accounting records, financial statements, and other financial reports to assess accuracy, completeness, and conformity to reporting and procedural standards. Compute taxes owed and prepare tax returns, ensuring compliance with payment, reporting and other tax requirements
6.	Office Assistant	Bachelors' Degree in any field	3 Years experience as Admin Support Staff	To assist the Accountant as well as to assist in file work relating to certification of trainees and to render any other administration related support work as may be required from time to time

10. Print and Non-Print Materials

The STP shall develop the following print and non-print contents for the training programs. The intellectual property rights regarding all the print and non-print contents/SIM/Reference material/etc. shall remain with MSSDS.

Type	Reference reading material / articles/ case studies, evaluation/feedback questionnaires	For participants and trainers
Print	Participant Notes to include Activity sheets (Individual, group, etc.)	For participants and trainers
	Self-instruction material (SIM)	For participants and trainers
	Reflective diary/ journal	For participants and trainers
	Trainer Notes	For STP facilitators as well State Identified facilitators (Master Trainers)
Non-Print	Contents and other training materials in the form of CDs; DVDs; Films; software; ICT tool; materials or Tablets/PCs	For STP facilitators as well State Identified facilitators (Master Trainers)

11. Ongoing Monitoring and Evaluation

The STP shall also design and develop various print as well as non-print evaluation tools for monitoring and assessment of training programs including mid-course corrections (if any).

12. Indicative Timeline

Duration: The assignment would be for a total period of 12 Months. Post completion tracking and hand holding of the trainees would be conducted by the STP up to the contract period and for a maximum period of 12 months. Following is the indicative timelines for the various activities

Release of REOI	April, 2018
Release of RFP	May 2018
Pre-bid meeting	June 2018
Signing of Contract with successful bidder as STP	July 2018
Completion of design of the training program and Commencement of Training Program	July 2018
Completion of training program	July 2019

The Timeline for Project Completion would be 12 Months i.e. from July 2018 to July 2019. The Training under consideration is dependent upon other factors such as Environmental Conditions, Gestation Period, Incubation Period, etc or other unforeseeable factors which might affect completion time, and based on such acts of nature, the Client may consider request for extension of execution period from the STP on mutual agreement as per terms of the Contract Agreement.

13. Training Venue

The STP shall be responsible for arranging, managing and maintaining logistics for the training programs identified including the training venues. It is envisaged that training shall be conducted in and around all the district headquarters of Meghalaya.

14. Deliverables

The firm would report to the CEO, MSSDS and Government of Meghalaya. Following are the reporting requirements of the STP. The STP will furnish the following reports and documents in English in accordance with the agreed program. These will include:

Envisaged Deliverables	Days (Calendar Days)
Signing of contract	T_0
Inception Report including Curriculum and course modules	$T_1 = T_0 + 15$
Monthly training report	5 th day of every month
Batch completion Report	within 15 days of the batch completion
Post training Tracking Report for each batch	Every month on or before the 10th day of the subsequent month commencing from the date of completion of Training for a maximum period of 12 months.
The Final Tracking Reports / Project Completion Reports	To be submitted by at least 15 days before the Contract Completion Date.

15. Payment Schedule

Following is the indicative payment schedule:

S.No	Indicative Milestones to be Achieved	T = Time line (in Calendar Days)	Payment Schedule
1	Signing of Contract ²	T ₀	
2	Submission of draft Inception Report including: Project mobilization Plan, Training center location and infrastructure Placement of resources, Activity implementation schedule, Training plan, M&E plan, Curriculum and Course Modules.	T ₁ = T ₀ + 15	10%
3	Completion of the training of 25% target	Within 15 days of the submission of batch completion reports	10%
4	Completion of the training of next 25% target	Within 15 days of the submission of batch completion reports	15%
5	Completion of the training of next 25% target	Within 15 days of the submission of batch completion reports	10%
6	Completion of the training of remaining 25% target	Within 15 days of the submission of batch completion reports	15%
7	Post training handholding report of total trainees after completion of 100% target completion	15 days before the Contract Completion Period	30%
8	The Final Tracking Reports / Project Completion Reports	15 days before the Contract Completion Period	10%

16. MSSDS's Input and Counterpart Personnel

MSSDS will facilitate relevant approvals /documents / information pertaining to the State of Meghalaya to run the project smoothly.

17. Methodology for Shortlist of bidders

Based on the 'Expressions of Interest (EOI)' submitted by the prospective bidders in response to this REOI, MSSDS will prepare a shortlist of firms who meet the pre-qualification criteria and marks obtained on various eligibility criteria as mentioned in the evaluation sheet of empanelment of STP as attached in Appendix 1.

18. Validity of EOI

EOI shall be valid for 180 days from date of submission thereof. Any withdrawal should be with prior written intimation to the Government of Meghalaya to avoid debarment from participating in future project.

²10% as mobilization advance on submission of advance bank guarantee

19. Document Check list

The agency shall provide following documents:

- a) Profile of the bidder (name, address of the registered office/ other offices across India/abroad, telephone number, Email ID, name of principal point of contact, etc.)
- b) Certificate of incorporation/constitution of the Firm along with documentary evidence confirming that the bidder has been operating continuously anywhere in India during the Financial Years (i.e. FY 2014-15, 2015-16 and 2016-2017).
- c) If Joint Venture (JV), Certificate of incorporation/constitution of the Partner(s) along with a copy of the Joint Venture Agreement.
- d) Documents in support of: (a) Registration with national, Asian and International Football and Sporting Associations and bodies (b) Role and Status in Mission Football, Meghalaya with access to teams / associations at District and local levels (c) Right of access to Sporting facilities and infrastructure in Shillong, District Headquarters and other towns; including of University, Colleges and Schools.

20. Copyright

The training model and the content submitted by the STP would endorsed by MSSDS.

Appendix 1

EVALUATION SHEET FOR EXPRESSIONS OF INTEREST

Loan No.3033-IND: Supporting Human Capital Development in Meghalaya

EVALUATION CRITERIA		Max. Weight	Rating	Score
I. Management Competence (20)		20		
a	Quality Control and Assurance	10		
b	Project Management Coordination	5		
c	Approach and Methodology	5		
II. Technical Competence (60)		60		
a	Firm's specialisation vis à vis the sectoral focus of the assignment	10		
b	Firm's experience vis à vis the assignment's TOR	30		
c	Number of similar projects undertaken by the firm	20		
III. Geographic Competence (20)		20		
a	Firm's country experience	5		
b	Firm's regional experience	10		
c	Permanent presence / local office	5		
TOTAL		100		
Rating: Excellent: 100% Very Good: 90 □ □ 99% Above Average: 80 □ 89% Average: 70 □ 79% Below Average: 1 □ 69% Non-complying: 0%, Score: Maximum Weight x Rating / 100				

Sub criteria

S.No	Proposed criteria	Proposed sub criteria
I. Management Competence (15)		
I.a	Quality Control and Assurance	Clearly defined quality management practices & processes
		Designated continual testing and assessment in place
		Well defined processes/SOP in place
		Quality Assurance framework in place
		ISO certification
		Performance and Training Standards and Norms benchmarked with International Quality Leagues and Clubs
I.b	Project Management Coordination	Affiliated to FIFA / AFC / AIFF and Partnerships with leading football associations / clubs and leagues in India and overseas
		Key stakeholder in Mission Football of Meghalaya State and access to football infrastructure, clubs and resources in the State and Region
		Strategies for retention of proposed key experts and back up plans in case of replacement.
I.c	Approach towards handling the assignment	Key aspects of the approach:
		Is aligned to project objectives
		Provides clarity on how the outcomes will be achieved and acceptance of these by leading clubs, associations, federations
		Addresses all components of Scope of Work
		Provides satisfactory and feasible solutions on handling of constraints
		Reveals a good understanding of risks and proposes risk mitigation strategies
		Reflects understanding of the niche requirements of the region
II. Technical Competence (30)		
II.a	Firm's specialisation vis à vis the sectoral focus of the assignment	Expertise & experience in all dimensions of Football Development activities from talent identification to grooming and development Players, to managing high performance teams to Development of Coaches, Referees and Managers and with assured performance and quality systems in place for continual improvements.
		Own and / or access to international quality (FIFA / AFC Certified) football infrastructure for finishing training in Shillong and functional facilities at field locations across the State
		Access to good quality and experienced instructors and trainers
		Established Partnership / network arrangements with Clubs / Federations of other States pan India and Overseas.
		Exposure to international best practises in setting up and managing football training and coaching centres

II.b	Firm's experience vis à vis the assignment's TOR Number of similar projects undertaken where firm as lead partner	Number of players / coaches trained and given to professional clubs and leagues on premium remuneration and certified as per AFC Standards
		Grass roots level identification of talent and track record of grooming to district, state and national levels over several years – number, level wise and year wise
		Number of Foreign Coaches, source country wise, engaged for developing talent and resources in Meghalaya and NER.
II.c	Number of similar projects undertaken where firm as JV partner or sub-consultant and over all suitable for the assignment.	Quantified in Numbers
III. Geographic Competence (15)		
III.a	Firm's country experience	Experience and good track record of managing and implementing Skill Training projects in India
III.b	Firm's regional experience	Experience and good track record of skill training projects in North Eastern States
III.c	Permanent presence / local office	Presence in Meghalaya

Expression of Interest (EOI) Consulting Firms

Project Number	3033-IND
Project Name	Supporting Human Capital Development in Meghalaya
Project Country	India

I. Consulting Firm Information

CMS No. ¹ / date:	Country of Incorporation: ²
Consultant Name:	Acronym:
EOI Submission Authorized by:	Position

Associations (Joint Venture or Sub-consultancy)

CMS No. ¹	Consultant	Acronym	Country of Incorporation ²	Joint Venture (JV) or Sub-consultant	EOI Submission Authorized By	Position

Present the rationale for and benefits of working in association (JV or Sub-consultant) with others rather than undertaking the assignment independently (as appropriate). Describe the proposed management and coordination approach of the association and the role of each firm.

I confirm that:

- ☐ Documentation regarding our corporate structure including beneficial ownership has been attached.
- ☐ Documentation regarding our Board of Directors has been attached.
- ☐ A written agreement to associate for the purpose of this Expression of Interest has been signed between the consortium partners and has been attached.

¹ If already registered on ADB's Consultant Management System (CMS). CMS registration is not mandated under EA-administered selection.

² The lead consultant must submit a copy of the Certificate of Incorporation of itself and of each JV member and sub-consultant through VII. EOI Attachments.

Once your team is shortlisted and invited for submission of the Proposal, it is not permissible to transfer the invitation to any other firm, such as Consultant's parent companies, subsidiaries and affiliates. The Client will reject a Proposal if the Consultant drops a JV member without the Client's prior consent, which is given only in exceptional circumstances, such as debarment of the JV partner or occurrence of Force Majeure.³

II. Assignment Specific Qualifications and Experience

For online submission: Your EOI shall demonstrate technical competence and geographical experience based on project references entered in full registration under your CMS profile. We encourage you to update Project Information under your CMS prior to filling EOI.
For offline submission: Please provide relevant project information in Section E below.

A. Technical Competence

Cross-referencing from your profile projects in Section E. Project References, highlight the technical qualifications of your entity/consortium in undertaking similar assignments. Provide details of past experiences working with similar project authorities.

B. Geographical Experience

Cross-referencing from your profile projects in Section E. Project References, present experiences in similar geographic areas.

C. Management Competence (Please answer each question in one paragraph of 3-5 sentences)

1. Describe standard policies, procedures, and practices that your entity has to assure quality interaction with clients and outputs. Please state if your company is ISO certified.

³ Paras. 3 and 7, Section 1 of the Standard Request for Proposal (SRFP), ADB website.

2. How will your firm/consortium handle complaints concerning the performance of experts or quality of the reports submitted for this assignment? What internal controls are in place to address and resolve complaints?

3. How will you ensure the quality of your firm's/consortium's performance over the life of this assignment?

4. Describe standard policies, procedures and practices that your firm has put in place to avoid changes/replacements of personnel and to ensure the continuity of professional services once contracted.

5. Describe what social protection practices you have in place to safeguard the well-being of your proposed experts? Specifically describe arrangements you have in place for medical, accident, and life insurance coverage during the assignment.

D. Other Information (maximum of 500 words)

E. Project References

Please select most relevant projects to demonstrate the firm's technical qualifications and geographical experience (maximum 10 projects).

SN	Project	Period	Client	Country	Firm
1					
2					
3					
4					
5					

6					
7					
8					
9					
10					

Project Summary

SN 1	
Project Title	
Country / Region	
Start Date	
Completion Date	
Continuous / Intermittent	
Client	
Funding Source	
Description	(indicate your role and input in person-months)

SN 2	
Project Title	
Country / Region	
Start Date	
Completion Date	
Continuous / Intermittent	
Client	
Funding Source	
Description	(indicate your role and input in person-months)

(Please insert more tables as necessary)

III. Comments on Terms of Reference

--

IV. Comments on Budget Adequacy

--

V. Key Considerations in approaching this assignment (no more than 9,000 characters summarizing approach and methodology)

--

VI. Key Experts

List of experts is only required for Consultants' Qualifications Selection (CQS). Not for LCS. Attach CV of each expert.

SN	Name	Email	Position/Title	Nationality
1				
2				
3				
4				
5				

(Please insert more rows as necessary)

VII. EOI Attachments

SN	Description
1	Certificate of Incorporation of the lead member
2	Certificate of Incorporation of the JV member (for each member)
3	Certificate of Incorporation of the Sub-Consultant (for each sub-consultant)
4	Letter of Association
5	Constitution/ charter documents under which the bidder has been established/incorporated.
6	Profile of the bidder (name, address of the registered office / other offices across India / abroad, telephone number, email ID, name of principal point of contact, etc)
7	Documents supporting the experience and qualifying criteria such as copy of Completion Certificate(s) / closure report from the client(s) for the skill development programs conducted specifying therein the number of youth trained by the bidder Or Copy of Work Order(s)/MoU/MoA issued/signed by the client(s) specifying therein the number of youth trained by the bidder
8	Copy of Land / Infrastructure Documents Or Undertaking in Format A at Appendix 2 by the bidder stating that they are willing to identify suitable Infrastructure and Farm Land to be hired/execution of lease with MSSDS as part of the deliverables for Practical trainings and demonstration purposes.

(Please insert more rows as necessary)

VIII. Eligibility Declaration⁴

We, the undersigned, certify to the best of our knowledge and belief:

- ☐ We have read the advertisement, including the terms of reference (TOR), for this assignment.
- ☐ Neither the consulting firm nor its JV member or sub-consultant or any of its experts prepared the TOR for this activity.
- ☐ We confirm that the project references submitted as part of this EOI accurately reflect the experience of the specified firm/consortium.
- ☐ We further confirm that, if any of our experts is engaged to prepare the TOR for any ensuing assignment resulting from our work product under this assignment, our firm, JV member or sub-consultant, and the expert(s) will be disqualified from short-listing and participation in the assignment.
- ☐ All consulting entities and experts proposed in this EOI are eligible to participate in ADB-funded, -supported and -administered activities.
- ☐ The lead entity and JV member or sub-consultant are NOT currently sanctioned by ADB or other MDBs. Neither the consulting firm nor the JV member or sub-consultant has ever been convicted of an integrity-related offense or crime related to theft, corruption, fraud, collusion or coercion.
- ☐ We understand that it is our obligation to notify ADB should any member of the consortium become ineligible to work with ADB or other MDBs or be convicted of an integrity-related offense or crime as described above.
- ☐ JV member or sub-consultant, including all proposed experts named in this EOI, confirmed their interest in this activity in writing.
- ☐ JV member or sub-consultant, including all proposed experts named in this EOI, authorized us in writing to represent them in expressing interest in this activity.
- ☐ None of the proposed consortiums are subsidiaries of and/or dependent on the Executing Agency or the Implementing Agency or individuals related to them.
- ☐ We understand that any misrepresentations that knowingly or recklessly mislead, or attempt to mislead may lead to the automatic rejection of the proposal or cancellation of the contract, if awarded, and may result in further remedial action, in accordance with ADB's Anticorruption Policy.

14 November 2013

⁴ Eligibility refers to ADB's Guidelines on the Use of Consultants by Asian Development Bank and its Borrowers, Clause 1.13 together with Clauses 1.10-1.11 and 1.23-1.25 on integrity and anti-corruption policies.