

Memorandum of Understanding

Between

M/o Skill Development & Entrepreneurship

Government of India (G01)

3rd Floor, Shram Shakti Bhawan, Rafi Marg
New Delhi - 110001

And

Indira Gandhi National Open University (IGNOU),
Maidan Garhi, New Delhi- 110068

For

**Capacity Building Programs for State and District
officials under SANKALP**

22nd Nov., 2021

Date: ~~10th Nov~~, 2021



सत्यमेव जयते

INDIA NON JUDICIAL

Government of National Capital Territory of Delhi

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This Memorandum of Understanding (MoU) is signed in New Delhi on, 22nd Nov., 2021 for 10th Nov., 2021 for PARTNERSHIP

BETWEEN

Ministry of Skill Development and Entrepreneurship, Government of India (GOI) (hereafter, referred to as MSDE), 3rd Floor, Shram Shakti Bhawan, Rafi Marg, New Delhi - 110001, is responsible for implementation of the World Bank loan-assisted

Statutory Alert:

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दीप्ति श्रीवास्तव
DEEPTI SRIVASTAVA
निदेशक/Chief
प्रशासन एवं सहायक
Ministry of Skill Development
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project Skill Acquisition and Knowledge Awareness for Livelihood Promotion (SANKALP) and will act as the apex nodal agency for implementation of the project 'Capacity Building Program for State and District officials', and is duly represented by Director, MSDE, the authorized signatory.

AND


Indira Gandhi National Open University, Maidan Garhi, New Delhi-110068, (hereinafter referred to as IGNOU), is a Central University which aims to encourage, coordinate and set standards for distance and open education in India, and to strengthen the human resources of India through education, would be the Knowledge Partner at the National level for this project, and is duly represented by Registrar (Administration), as the authorized signatory.

1. Partnership Context

1.1. The Ministry launched the 'Skills Acquisition and Knowledge Awareness for Livelihood Promotion' (SANKALP) programme on 19th January 2018, with loan assistance from the World Bank. The outcome-oriented six year project aims to improve short term skill training qualitatively and quantitatively through strengthening institutions, bring in better market connectivity and inclusion of marginalised sections of the society.

1.2. The outcomes in the project are measured through the Results Framework, and Disbursement Linked Indicators (DLIs) agreed between MSDE and World Bank. The project focuses on transforming the overall skilling ecosystem of India covering both Central and State level agencies for improved outcomes. SANKALP consists of the following three Result Areas (RAs):

- **RA1:** Institutional Strengthening at the National and State Levels for Planning, Delivering, and Monitoring High-quality Market Relevant Training;
- **RA2:** Improved Quality and Market Relevance of Skills Development programs;


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Deepali

DEPARTMENT OF
REGISTRATION
INDIRA GANDHI NATIONAL OPEN UNIVERSITY
MAIDAN GARHI, NEW DELHI-110068
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- **RA3:** Improved access to and completion of skills training for female trainees and other disadvantaged groups

1.3. One of the objectives of SANKALP is to support and strengthen State and District level skilling ecosystem by facilitating decentralised planning, implementation and monitoring of skilling activities and promotion of convergence. Several initiatives such as industry engagement, apprenticeship embedded courses, strategies to improve placement support, migration support centres, workshops and seminars have been undertaken and supported to enhance the market relevance and quality of skill development programmes at the state level.


1.4. To facilitate the operations of the District Skill Committees (DSC), MSDE aims to organise necessary capacity building programs for State and District officials that will equip them with the knowledge and techniques required. MSDE decided to conduct a series of calendarized workshops for people in the skill ecosystem. The programs will be aimed at members of the District Skill Committees and the State Skill Development Missions.

1.5. **IGNOU**, apart from teaching and research, extension and training form the mainstay of its academic activities. It also acts as a national resource centre, having 21 schools and a network of 67 regional centres, 2667 study centres and offers 226 academic programs comprising courses at certificate, diploma and degree levels.

2. Objective of the project

2.1. SANKALP's several initiatives have led to take decentralised planning to the districts and make skill training pertinent to the needs and aspirations of the local population. While DSCs were established a few years ago, it was largely dormant and non-functional in most states. SANKALP, through its extensive and sustained engagement with the states and the districts, have been able to get the DSCs formed across many states and operationalise them. Though there are over 700 districts that have constituted DSCs, the DSCs vary in capacity, availability of technical expertise to them and activities they perform. One of the primary areas


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 डॉ. दीप्ति रीवास्तावा
 DEEPTI RIVASTAVA
 निदेशक/Director
 कौशल विकास एवं उद्यमशीलता मंत्रालय
 Ministry of Skill Development and Entrepreneurship
 भारत सरकार, New Delhi

of requirement is the internal capacity of the DSC members to perform their responsibilities.

2.2. The proposed partnership between MSDE and IGNOU aims to conceptualise, plan, deliver and monitor the results of the capacity building initiatives for the participants. IGNOU has the ability to develop capacity building programs and also a network of regional and study centres which can be used to deliver these programs.

3. Specific Roles and Responsibilities of Parties of the MoU

3.1. Role of Ministry of Skill Development & Entrepreneurship, Government of India

MSDE will be the apex body for overall management, facilitation and engagement with IGNOU for the purpose of this project.

The role of MSDE is defined below:

3.1.1. Provide the initial list of topics on which capacity building programs are envisaged and consider those recommended by IGNOU as per clause 3.2.1.

3.1.2. Review and approve the program design and content developed by IGNOU


3.1.3. Engage with the State Skill Development Missions (SSDMs) and DSC officials for any facilitation as maybe required

3.1.4. Provide funding for the capacity building programs under SANKALP

3.2. Role of IGNOU

IGNOU will act as the Knowledge Partner at the national level, to design and deliver capacity building programs, as envisaged under this agreement. This will include, design and development of content as per the training need requirements of the officials in the state and district level, orientation and training


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 नई दिल्ली, New Delhi

of trainers from MSDE partnered institutions and deliver training to district officials in regions within India as assigned by MSDE.

The role of IGNOU is defined below:

- 3.2.1. Recommend topics and areas where capacity building initiatives are needed based on an analysis of training needs
- 3.2.2. Prepare the program design outlining objectives, proposed audience, scope, coverage, methodology and duration and share with MSDE for approval
- 3.2.3. Develop specific number of modules, as jointly agreed between MSDE and IGNOU, based on the findings of Training Need Assessment (TNA) and the profile specific needs of the district
- 3.2.4. Develop and submit a sampling plan for districts in which TNA will be conducted, with a minimum of 50 districts as part of the inception report.
- 3.2.5. Develop the content for the program, including participant and trainer guides, where needed and get the same approved by MSDE. The content needs to be gamified to encourage learner participation and available in e-learning format as well as classroom format.
- 3.2.6. Develop the aforementioned content for online, offline and blended modes of delivery
- 3.2.7. Develop participant manual, trainer manual, trainer guides, checklists and training aids as required
- 3.2.8. Conduct Training of Trainers from MSDE's partner institutions for this program under SANKALP
- 3.2.9. Modify content based on feedback received during Training of Trainers (ToT)
- 3.2.10. Deliver training to district officials in case MSDE does not have any partnership with an ATI or its equivalent in the respective state/s for this program under SANKALP
- 3.2.11. Provide training venue through its large network of study and regional centres, and related logistic support for conducting the capacity building


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Ministry of Skill Development and Entrepreneurship
भारत सरकार, Government of India
नई दिल्ली/New Delhi

program equipped with training facilities (projector and screen, whiteboard, flip chart, marker, duster, audio speakers etc.)

3.2.12. Evaluate the impact of the initiatives and submit periodic reports and suggest corrective measures where needed

3.2.13. Develop Monitoring Mechanism and consolidate Best Practices and Learnings

4. Duration of MoU

The MoU is effective from the date of signing and will remain in force till 31st March 2023, unless extended further by mutual consent by both parties, expressed in writing.

5. Project Implementation Cost

5.1. The ceiling in local currency is INR 10,43,57,000 (Ten Crores Forty Three Lakhs Fifty Seven Thousand Only)

5.2. The detailed break-up of the project cost is enclosed in **Annexure I**.

6. Payment Terms

6.1. The payment to IGNOU shall be made based on the following milestone/ outcome defined. More details on the timelines and expected deliverables are provided in **Annexure II**.

7. Progress Monitoring

7.1. IGNOU will furnish the Annual Project Report to MSDE by 31st March each year, in the agreed upon format. The report will include progress and update made in the respective year towards content development, training of trainers and training of skill development officials.

7.2. Provide any additional information sought by MSDE regarding the training programme, within 15 days of receipt of such requests.


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7.3. IGNOU will cooperate with and support any team from MSDE or any third-party assigned, if any, for conducting in-training and post-training monitoring and evaluation from time to time.

7.4. Monitoring visits by MSDE team will be made to monitor the project, as per the requirement.

8. Amendments/Addendum:

This MoU may be amended by mutual agreement, in writing by the duly authorized signatories, between the parties. Any amendment will be without prejudice to any rights or obligations incurred under this MoU.


9. Termination Clause


9.1. Either Party may terminate this Agreement by giving one (01) month's written notice to the other Party. In case of termination of this Agreement by MSDE before the expiry of its full term under any provision of this Agreement, IGNOU shall be entitled to receive the payment for the implementation support provided, associated expenses incurred and the other amount due against performance as per the terms of this Agreement till the date of termination. However, in case of non-satisfactory performance or non-completion of services, unutilized funds given to IGNOU, if any, till such date may also be liable to be refunded to MSDE.

9.2. If IGNOU fails to perform any or all deliverables within the period(s) specified in the MOU (refer section 7.1), MSDE shall without prejudice to its other remedies under the MOU, may decide termination of the contract.

10. Dispute Resolution

The Parties shall in the first instance, seek to resolve any dispute arising out of the MoU amicably by mutual consultation. In the event of any disagreement between any stakeholders involved, it shall be referred to and resolved with the facilitation of MSDE and Vice Chancellor, IGNOU.


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11. Force Majeure:

Neither Party shall incur liability to the other for delay in performance or for failure to perform its obligations hereunder, if such delay or failure is due to causes beyond its control or without its fault or negligence, including, but not limited to, epidemic, pandemic, acts of God, acts of war, fire, riot, or intervention by any governmental authority or acts mandated by any applicable laws, regulation. However, the Party claiming the force majeure event shall inform the other Party within thirty (30) days from the beginning of such event about the existence of the same and take all such steps necessary to ensure that the loss to the other Party is minimized as also inform the other Party immediately on cessation of the force majeure event and resume effective fulfilment of its obligations hereunder. This provision shall not be construed as relieving either Party from its obligation to perform duties or pay any sum due to the other Party. In the event the Services are suspended due to a force majeure event, for a continuous period of twelve (12) months, the Party suffering such force majeure event shall have the right to terminate the MoU.

12. Intellectual Property Right (IPR)

12.1. All existing IPR of MSDE used for this program will continue to remain with MSDE.

12.2. All existing IPR of IGNOU used for this project will continue to remain with IGNOU.

12.3. Any new IPR developed will be jointly owned by MSDE and IGNOU under the Creative Commons License, clause CC-BY-SA.

13. Nothing in this MoU shall be deemed to constitute or create an association, trust or partnership or joint venture between the parties, nor constitute any party or agent of any other party for any purpose.

14. Any notice or any intimation shall be in writing in English and shall be addressed only to the authorised signatories of this MoU.

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15. Both parties agree to treat any and all valuable information provided or acquired during the performance of this MoU as confidential and in case of disclosure, the disclosing party shall promptly notify the other party in writing of such disclosure.
16. The parties agree to jointly and severally indemnify each other.

In WITNESS WHEREOF, the parties have signed on this day 22/10/ 2021.

On behalf of MSDE

Name: DEEPTI SRINASTAVA
Designation: DIRECTOR

Deepti

SIGNATURE OF MSDE

दीप्ति श्रीवास्तव
DEEPTI SRIVASTAVA
निदेशक/Director
कौशल विकास एवं उद्यम/गतिता मंत्रालय
Ministry of Skill Development and Entrepreneurship
भारत सरकार/Govt. of India
नई दिल्ली/New Delhi

On behalf of IGNOU

Name: S. K. Yadav
Designation: Registrar

S.K. Yadav

SIGNATURE OF IGNOU

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Witness

S.K. Mohapatra

डॉ. श्रीकान्त मोहापात्रा / Dr. Srikant Mohapatra
निदेशक / Director
क्षेत्रीय सेवा प्रभाग / Regional Services Division
इ.गॉ.रा.मु.वि., मैदान गढ़ी, नई दिल्ली-110068
IGNOU, Maidan Garhi, New Delhi-110068

Project Cost Details

Annexure I

Sr No	Activity	Unit	Description	Unit Cost	No of Units	Amount
I Training Need Assessment						
A	TNA	No of districts for which TNA has to be undertaken		20000	50	1000000
						1000000
II Content Development						
B	Content	Facilitator Handbook	The complete training toolkit will have 8 theme based booklets covering details on facilitating concepts and guidelines in SLM Format. Postage included.	250000	8	2000000
		Trainee Handbook	10 chapters per theme for 8 themes	25000	80	2000000
		Video Content	Per video of 10-15 mins with 2 video/chapter	50000	160	8000000
C	Translation	Translation to other languages	25000 Per booklet per language for 8 booklets and 10 languages of trainee handbook	25000	80	2000000
D	Online Services	Learning Management system	Includes server, online assessments, virtual sessions, etc.	1	1500000	15000000
Total of TNA & Content Development (A+B+C+D)				INR 3,00,00,000		
III Training of Trainers (ToT)						
E	ToT	Online training	10 Online W/S for 2 days. Total no of themes is 8	100000	80	8000000
		Facilitator Kit	1500 per facilitator for 100 facilitators	1500	100	150000
IV Training Delivery						
F2F: Total workshops is 400; 8 session per workshop for 4 days; Batch size- 25 to 50 approx						
F	F2F	Honorarium	2 Resource Persons/ session. Total sessions is 3200 (8*400)	2500	3200	8000000
		Stay	INR 2000/ person/ day. 5 room nights/ facilitator * 400 workshops* 2 persons per workshop	2000	4000	8000000
		Travel of facilitator	2 per workshop. Total is 400*2= 800. 15000 for 2 facilitators	15000	800	12000000

		Venue	Computer plus UPS, Projector including screen, PA system, camera, connectivity, honorarium to assistants, etc.	100000	400	40000000
		Lunch/Tea	Approx. 60 person (participants + support staff+ trainer) * 4 days of workshop	200	96000	19200000
						8720000
For virtual: 400 workshops; 50 workshops/themes. No of days- 6; no of sessions per workshop: 8; 3 sessions/ day						
G	Virtual	Honorarium	For 1 Facilitator per session	1500	7200	10800000
		Facilitating Assistant	Will be paid per workshop	5000	400	2000000
		Logistics	Including tea/ refreshments	500	2400	1200000
						1400000
	Courseware	Rs 1000 per participant for 2500 participants. Includes postage	Courseware will be given to 2000 participants in F2F training + additional 500	1000	2500	2500000
						2500000
V	Operational Cost					
H	Project Team/ Operational Cost	PI	1 PI total 20 months	50000	20	1000000
		CO-PI	2 Co PI total 40 months	35000	40	1400000
		Project Office	4 Project Assistants. Total 80 months	35000	80	2800000
			Total			5200000
		Misc. and Contingency	For 20 months @ Rs 100000 pm.			2000000
						7200000
I	Total of TNA, Content Development, Online Services, ToT & Operational Cost (A+B+C+D+E+H)					
						45350000
J	Total Training Delivery Cost of Courseware + 50% of F2F and Virtual training					5310000
	Total Cost (I+J)					9845000
	Management		To be added @ 6% to each invoice			5907000

Overheads					
Grand Total					10,43,57,000

Total project cost is INR 10, 43, 57,000/- (Ten Crores Forty Three Lakhs Fifty Seven Thousand Only)

- The invoice will be raised against actuals.
- The above costs are inclusive of taxes.

Annexure II

Payment Milestones:

Sr No	Expected Deliverable	Payment term	Time period
1	Inception Report (The report will include the sampling methodology)	20% of the content development +TNA cost (S.no.I and II of Annexure I)	T0+2 weeks
2	Submission of TNA Report of 50 districts	20% of the content development +TNA cost (S.no.I and II of Annexure I)	T0+1.5 months
3	Content Development		
3.1	Submission of classroom training content developed by IGNOU	30% of content development +TNA cost (S.no.I and II of Annexure I)	T0+ 3.5 months
3.2	Submission of e-learning training content developed by IGNOU	30% of content development +TNA cost (S.no.I and II of Annexure I)	T0+4.5 months
4.	Training of Trainers		
	Number of batches conducted on a quarterly basis. IGNOU will raise an invoice on a quarterly basis for the work done, as per the cost provided in the proposal as enclosed in Annexure III . IGNOU will submit proof of claims along with the invoice submitted.	As per the cost incurred	Quarterly
5	Training Delivery Payment will be linked to training outputs (number of batches conducted) on a quarterly basis. IGNOU will raise an invoice on a	As per the cost incurred	Quarterly

	quarterly basis for the work done, as per the cost provided in the proposal as enclosed in Annexure III . IGNOU will submit proof of claims along with the invoice submitted.		
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Proposal for PROJECT SANKALP under Ministry of Skill Development, Government of India

About IGNOU: Overview of the Institute

IGNOU was established by an Act of Parliament in 1985 to provide access to quality higher education to all segments of the society. The objective of the University is to offer high-quality, innovative and need-based programmes at different levels, to the aspirants; and reach out to the disadvantaged segments by offering academic programmes across the country and overseas at an affordable cost. IGNOU has been steadily expanding opportunities for life-long higher education and democratising education by making it inclusive. The University has adopted a flexible and innovative approach, which encourages learners to move from education to work and vice versa. Its academic programmes are well suited to the diverse requirements of the country, and also help to harness the human resources with its full potential and leverage the demographic dividend.

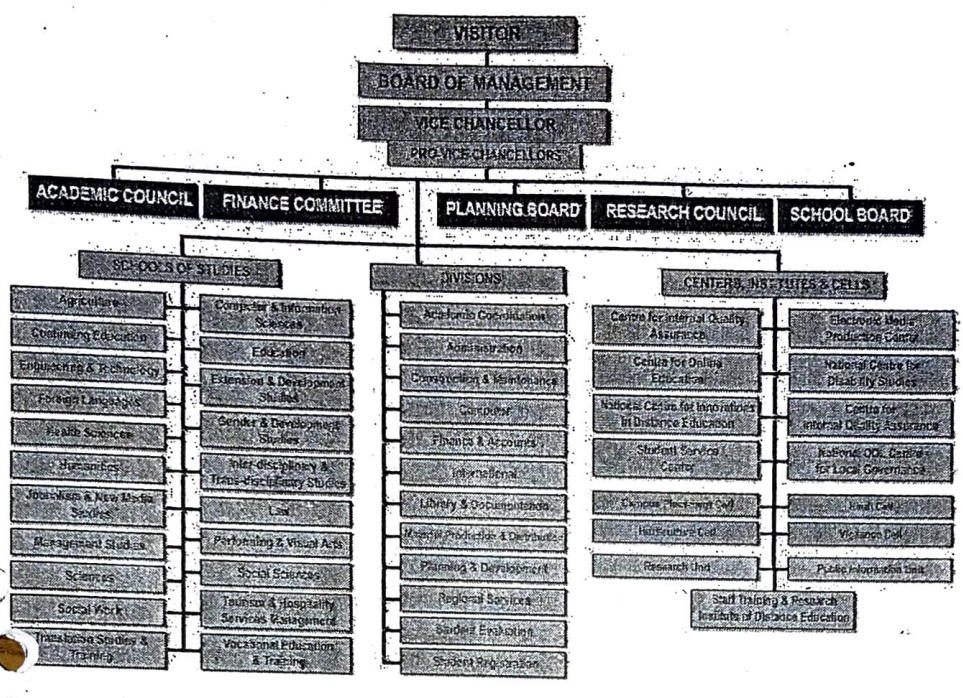
The University has contributed significantly to the higher education sector of the country by increasing equitable access to quality education through the Open and Distance Learning (ODL) mode. In 1987, the University commenced its academic operations by offering two Diploma programmes in Management; and in Distance Education, with a modest enrolment of 4,528 students; the university has recorded a mammoth growth with an estimated cumulative enrollment of 33.28 lakh students. The enrollment was significant in 2019-20 with 13,48,948 registered students, out of which 8,18,997 constituting 60.7% were fresh enrollment. There has been remarkable annual growth of 17.4% in enrolment during last admission cycle. Of the total enrollment in 2019-20, women constitute 45.3%, STs are 12.2%, SCs are 18.4% and OBCs are 18.3% thereby representing the diverse social canvas of the country.

The University offered its academic programmes through 21 Schools of Studies and a network of 67 Regional Centres, 3656 Learner Support Centres (LSCs). The University has also established 497 Special Learner Support Centres (SSCs) to bring the disadvantaged sections into the mainstream/higher education.



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Organizational Structure



Presence and Regional Network

The University caters to a diverse range of learners from the rural, urban and tribal areas, the physically challenged, socially marginalized, sex workers, jail inmates, and personnel from Government, non-government sectors, armed and paramilitary forces, employers, and employees from organized and unorganized sectors, parents and homemakers. The University has an extensive nation-wide Learner Support Network comprising Regional Centres and Learner Support Centres. IGNOU is able to reach out to aspirants of higher education in remote and marginalized areas of the country through its deeply rooted Learner Support Network. This network facilitates access to a range of services to learners and other stakeholders, such as subject-specific academic counseling, listening/viewing of audio/video programmes, library facilities, teleconferencing, video conferencing, multimedia support, computer access, laboratory work and practical work. Special attention is given to women, minority communities, socially and economically disadvantaged groups, jail inmates, the North-East Region, tribal areas and low literacy areas by establishing Special Learner Support Centres in identified areas across the country.

The academic supports to learners are delivered through a network consist of 67 Regional Centres and more that 1800 LSCs. These LSCs are empowered with 38,685 counselors. Special attention is given to women, minority communities, socially and economically disadvantaged groups, jail inmates, North-East Region, tribal areas and low literacy areas by establishing Special Learner LSCs in identified areas across the country.

Understanding of the Project

Project Objective

Skilling ecosystem in India has regional complexities and hence needs continuous focus and involvement of state and district functionaries. The formation of MSDE and the set-up of NSDC and Sector Skill Councils led to a centralisation of skill development training in India. Skill Acquisition and Knowledge Awareness for

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hood Promotion ("SANKALP") is a programme of the Ministry of Skill Development with loan assistance from the World Bank. It aims to improve short term skill training qualitatively and quantitatively through strengthening institutions, bring in better market connectivity and inclusion of marginalised sections of the society.

- One of the SANKALP's primary objectives, under result area 1, is to support and strengthen institutions at the state and district levels. This can be achieved by facilitating decentralized planning, implementation and monitoring of skilling activities and promotion of convergence. Though State Skill Development Missions (SSDMs) and District Skill Committees (DSCs) exist, there is a need to build the capacity of these institutions in terms of resources and subject matter expertise of skill development planning, implementation and monitoring.

Keeping upfront the expertise available at the Indira Gandhi National Open University (IGNOU), accredited with A++ by NAAC, on design, develop and deliver the academic contents in multiple fields to a large segment of learning communities in India and abroad, the intention to participate in the national building under umbrella of SANKALP, the following objectives can be drawn:

- 1) Create avenues for training and re-training of stakeholders engaged in skill ecosystem through online and face-to-face mode;
- 2) Develop quality training materials on planning, implementation and monitoring of skill enhancement at the grass root levels;
- 3) Enhance capacities of stakeholders by harnessing potentials of distance learning in the defined areas; and
- 4) Monitor the progress on regular interval to attain tangible outcomes through feedback and evaluation.

Scope of Work

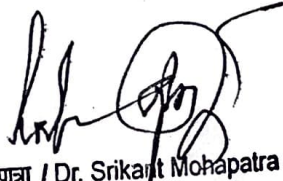
- 1) Map the training needs at the selected State and District levels through IGNOU's Regional Centers based on MSDE approved sampling plan
- 2) Analyse the needs, materials including toolkits developed at SANKALP and prepare content curriculum;
- 3) Design the training materials in self-learning mode including digital contents on multimedia;
- 4) Connect with trainees drawn by SANKALP through online platform and training workshops across the catchment and provide knowledge tools with extensive hands on practice;
- 5) Keep track of trained stakeholders and to create avenues of re-training on need base; and
- 6) Collect and collate feedback and evaluate the performance at the end of project part in specified catchment.
- 7) On job project/internship: the curriculum shall dedicate judicious percentage of project/internship component.

Approach & Methodology

Based on the requirements, IGNOU shall initiate the Content development for skill enhancement modules on the laid procedures and shall be ready with first Module on Planning by July 2021. Simultaneously, with the help of its Regional Offices, IGNOU shall initiate need mapping to formulate curriculum designs for remaining seven modules.

The framework of approach shall be as follows:

- I. Defining the goals of the training:
 - a. Identify the training needs of the population
 - b. Understand the viability / feasibility of goal achievement
 - c. Sustainability of the training
 - d. Profitability of the training
- II. Selecting target audience for the training with help of SANKALP team:
 - a. Prepare skill matrix of the trainees


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- b. Narrow down criteria for batch selection
- c. Selection of the target group would be based on homogeneity or heterogeneity of the group depending upon the desired/need criteria
- d. Preparation of training schedule to be imparted of the entire period

III. Understanding the dynamics of the group

- a. Introduction of the trainer
- b. Outlining the objectives of the training
- c. Brief background of the trainees
- d. Expectations of the trainees from the training
- e. Sharing the training schedule and content

IV. Identify training tools required for imparting the training:

- a. Development of online training portal
- b. Multimedia approach of Study material : Print Material / E-material / Audio-Video clips
- c. Power Point Presentations
- d. Activities to facilitate hands on learning such as group presentations, assignments, homework
- e. Group Discussion
- f. Classroom/online Quizzes
- g. Simulations/ Mock Training

V. Print Material

A 16-credit worth content materials (equivalent to a Certificate Programme) would be initiated by IGNOU and the Programme would comprise of 8 Courses. The designing and development of skill enhancement modules would be undertaken by Faculty at IGNOU and the experts available in other institutions, the first module on Planning could be ready by end of July 2021. Simultaneously, with the help of its Regional Offices, IGNOU shall initiate need mapping to formulate curriculum designs for remaining seven modules.

VI. Training

Training shall be imparted online using a dedicated platform and available group discussion apps. An identification of catchment for physical face-to-face training shall be determined during the online workshops and later, the physical training shall be imparted.

VII. Assessment

- a. Pilot study would be conducted to assess the effectiveness of the curriculum designed
- b. The contents shall have formative and summative assessment. The continuous assessment shall also be basis for determining success of trainee performance.
- c. Evaluation and Certification would be based on the participation and involvement of the trainees in the various activities during the workshop.

VIII. Feedback

During the course of the Programme, feedback from the trainees would be taken to analyze the practicality and utility of the training. In order to achieve this, the feedback form would be developed in such a manner to extract the necessary information.

IX. After the feedback of initial workshops, a revisit of approach and methodology would be undertaken keeping in focus the objectives of SANKALP. It is equally important to maintain connect with trained personnel and craft opportunities on new need base of the particular area.

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Work Plan

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Activity	T0	T1	T3	T4	T5	Timeline
Preparation for Project Proposal	Feb 2021					
Establishment of Project Cell	March 2021					Jun/Jul
Identification of needs and analysis		June 2021				Jul
Content Design		June 2021				
Content Development		On Planning (July-September 2021)		On remaining areas (July – December 2021)		Sept/Dec
Online Platform		July 2021	Testing and commissioning			Aug
Connect with trainees			End of May 2021	Ongoing till end of contract		
Content deliveries				Aug 2021	Ongoing till end of contract	
Feedback and Assessment				September 2021	Ongoing till end of contract	

Faculty & Technical Expertise

IGNOU is rich in experience of development of academic contents using in-house and pan-India expertise in varied fields, including the areas of skill and vocational education. Almost every faculty is holding a doctoral degree and has more than 10 years of distance teaching experience. A dedicated center, Staff Training and research Institute in Distance Education, established in 1992 and with above 12 full time faculties at Professor/Associate professor level, is engaged full-time in capacity building programmes.

Experience in similar projects

Project Name	Commissioned by	Project Size	Project duration	Brief description of the project
Swarnajayanti Gram Swarozgar Yojana (SGSY) for Skill Development	Ministry of Rural Development Govt. of India	4455.05 lakhs	5 years	SGSY is holistic Scheme covering all aspects of self-employment such as organization of the poor into Self Help Groups, training, credit, technology, infrastructure and marketing. The scheme will be funded by the financial institutions, Panchayat Raj Institutions, District



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				Rural Development Agencies (DRDAs), Non-Government Organisation (NGOs), Technical institutions in the district; involved in the process of planning, implementation and monitoring of the scheme. NGO's help and nurturing of the Self Help Groups (SHGs), as well as in the monitoring of the progress of the Swarozgaris. Utilized the provision of technology support, quality control of the products and as recovery monitors cum facilitators.
Training Module on Food Safety and Hygiene for Housewives	Food Safety and Standards Authority of India (FSSAI)	16.6 lakhs	5 yrs	
Skill Training Project	Ministry of Health and Welfare, Govt. of India	624 lakhs	5 yrs	

More than 80 Projects are listed with IGNOU.

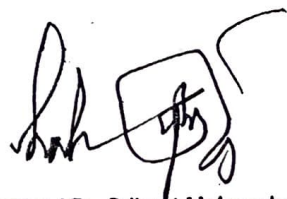
Financial details:

Assumptions made for cost calculations:		Remark
No of districts	400	IGNOU will undertake training delivery for approx 50% of India's, assuming the remaining will be covered by MSDE's partner organisations such as State ATIs
Total No of participants to be trained	4000	10 participant per district
Each F2F workshop duration	4 days	
Each virtual workshop duration	6 days	
No of participants for F2F	2000	Assumed at half of total participants
No of participants for virtual	2000	Assumed at half of total participants
Total no of ToT workshops	10	

Abbreviations	Full Form
PI	Project In-charge
Co- PI	Co-Project In-charge
RP	Resource Person
W/S	Workshop


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Sl. No.	Activity	Unit	Description	Unit Cost	No of Units	Amount
I Training Need Assessment						
A	TNA	No of districts for which TNA has to be undertaken		20000	50	1000000
						1000000
II Content Development						
B	Content	Facilitator Handbook	The complete training toolkit will have 8 theme based booklets covering details on facilitating concepts and guidelines in SLM Format. Postage included.	250000	8	2000000
		Trainee Handbook	10 chapters per theme for 8 themes	25000	80	2000000
		Video Content	Per video of 10-15 mins with 2 video/chapter	50000	160	8000000
						12000000
C	Translation	Translation to other languages	25000 Per booklet per language for 8 booklets and 10 languages of trainee handbook	25000	80	2000000
D	Online Services	Learning Management system	Includes server, online assessments, virtual sessions, etc.	1	1500000	15000000
III Training of Trainers (ToT)						
E	ToT	Online training	10 Online W/S for 2 days. Total no of themes is 8	100000	80	8000000
		Facilitator Kit	1500 per facilitator for 100 facilitators	1500	100	150000
						8150000
IV Training Delivery						
F2F: Total workshops is 400; 8 session per workshop for 4 days; Batch size- 25 to 50 approx						
	F2F	Honorarium	2 Resource Persons/ session. Total sessions is 3200 (8*400)	2500	3200	8000000
		Stay	INR 2000/ person/ day. 5 room nights/ facilitator * 400 workshops* 2 persons per workshop	2000	4000	8000000
		Travel of facilitator	2 per workshop. Total is 400*2= 800. 15000 for 2 facilitators	15000	800	12000000
		Venue	Computer plus UPS, Projector including screen, PA system, camera, connectivity, honorarium to assistants, etc	100000	400	40000000



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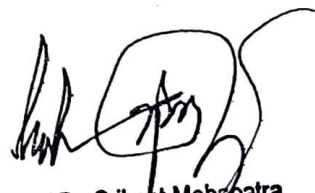
	Lunch/Tea	Approx 60 person (participants + support staff+ trainer)* 4 days of workshop	200	96000	19200000	
					87200000	
For virtual: 400 workshops; 50 workshops/themes. No of days- 6; no of sessions per workshop- 8; 3 sessions/ day						
G	Virtual	Honorarium	For 1 Facilitator per session	1500	7200	10800000
		Facilitating Assistant	Will be paid per workshop	5000	400	2000000
		Logistics	Including tea/ refreshments	500	2400	1200000
	Courseware	Rs 1000 per participant for 2500 participants. Includes postage	Courseware will be given to 2000 participants in F2F training + additional 500	1000	2500	2500000
					14000000	
					2500000	
Operational Cost						
H	Project Team/ Operational Cost	PI	1 PI total 20 months	50000	20	1000000
		CO-PI	2 Co PI total 40 months	35000	40	1400000
		Project Office	4 Project Assistants. Total 80 months	35000	80	2800000
			Total			5200000
		Misc. and Contingency	For 20 months @ Rs 100000 pm.			2000000
					7200000	
Total of TNA, Content Development, Online Services, ToT & Operational Cost (A+B+C+D+E+H)					45350000	
J	Total Training Delivery Cost of Courseware + 50% of F2F and Virtual training					
Total Cost (I+J)					53100000	
Management Overheads					98450000	
		To be added @ 6% to each invoice				
Grand Total					5907000	
					10,43,57,000	

Total project cost is INR 10, 43, 57,000/- (Ten Crores Forty Three Lakhs Fifty Seven Thousand Only)

The invoice will be raised against actuals.

The above costs are inclusive of taxes.

The proposal is submitted for consideration.


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