

**Term of Reference for  
“SKILL BUILDING TRAINING PROGRAM FOR COMMUNITY OF DANDI ECO  
SENSITIVE ZONE UNDER GREEN ACTION FOR NATIONAL DANDI HERITAGE  
INITIATIVE (GANDHI) PROJECT”**

**(A) Background**

The Green Action for National Dandi Heritage Initiative (GANDHI) Project is a part of the Integrated Coastal Zone Management, Project [ICZMP] which is currently being implemented on pilot basis by the MoEF&CC, GOI with assistance from the World Bank.

Dandi, Samapar, Matwad, Aat, Sultnapur and Onjal villages of Jalapore Taluka in Navsari District of Gujarat are declares as an Eco-Sensitive Zone by Ministry of Environment and Forest under a Notification in year 2011. Also, Dandi is one of those heritage areas of India which is well-known for freedom fight being carried out by *Mahatma Gandhi*.

Thus, GANDHI project is being implemented with aim of Development and Conservation of the Environment of Dandi and its surrounding villages by embodying Gandhian Teachings on Environmental Conservation and Village Development.

This project is a national component under ICZMP. The implementing agency of this project is Society of Integrated Coastal Management (SICOM), MoEF&CC, GoI. While, Gujarat Ecology Commission is a Project Executing Agency (PEAs). The main function of the PEAs is to plan and implement the pilot investments and put in place institutional arrangements and other resources needed for satisfactory operation and maintenance of the assets created on a sustainable basis.

One of the key objectives of the project is promoting integrated village development and community development embodying Gandhian Philosophy. To contribute towards capacity building of communities situated in and around the Dandi coastal belt and enhance the socio-economic conditions and livelihood by reducing their dependency on coastal resources and providing alternate livelihood opportunities. Thus, this component envisages dual output in terms of conservation of coastal and natural resources and socio-economic upliftment of the communities making them self-dependent and self-reliant.

For implementation of this component with the community participation and for improving livelihood of the community GEC has formed 6 Community Based Organizations (CBOs) and 7 Self Help Groups (SHGs).

With the help of these CBOs and SHGs, GEC has undertaken various initiatives with a focus of improving livelihood opportunities and conservation of coastal resources. These activities include awareness generation through various communication activities and capacity building through training, workshops and exposure visits. Though, all the activities conducted under this component were focusing on improving livelihood there is a need to utilize local community based structures and resources for improving overall livelihood status of the community by building their entrepreneurial skills.

This training program aims to reach to the identified community members of these

Villages including members of SHGs and CBOs. And utilize local community based structures and resources for improving overall livelihood status of the community by building their entrepreneurial skills by organizing various Training programs at the nearest proximity of the villages as per the plan approved by GEC.

**(B) Objective of the Assignment**

The main objective of this assignment is **to improve livelihood of coastal community in the ESZ area of Dandi by enhancing skills of the various participants in the different trades of their interest.** The detailed objectives of the training include;

1. To reduce dependency of coastal community on coastal resources by providing alternate livelihood opportunities
2. To create an opportunity of improving livelihood by enhancing skills of the participants
3. To enable trained participants to develop linkages with market
4. To help community members identify opportunities of improving livelihood by skill and knowledge up gradation, imparting practical knowledge, value addition of their produces and market linkages
5. To enable participants either to start their own occupation or get employment in the open market

**(C) Scope of the work**

The major scope of work under this assignment is as below:

1. Based on the skill up gradation needs assessment conducted by GEC the consultant shall carryout detailed needs assessment of employment opportunity identification by conducting dialogues with potential participants, stakeholders and will assess opportunities of either self-employment or job opportunities for each trade within their village or surrounding area.
2. The consultant shall prepare a detailed report to the GEC presenting opportunities of livelihood for the community. This report shall indicate how participants will get employment in each trade and detailed training plan for the each trade. These plans shall clearly indicate places of training, type of training (residential/non-residential), number of days of training, mobilization plan of the participants from village to place of training, etc. for each trade.
3. Based on the number of trades and plans approved by the GEC for organizing training programs consultant shall prepare detailed training module for each trade which shall highlight training methodologies (including exposures, demonstration, classroom trainings, practice sessions, etc.) and same should be submitted to GEC for approval. Consultant shall develop an appropriate training and reference material for the participants in the local language.
4. Consultant shall develop an appropriate training and reference material for the participants in the local language
5. Consultant shall be required to carry out trainings as agreed by the client based on the training module prepared by the consultant for this assignment
6. Following are the trades identified by GEC, based on which consultant needs to

prepare module and execute trainings;

Sr. No.	Training	Duration of training (in weeks per batch)
<b>Skill based Vocational Training</b>		
1	Training on occupation by Sewing and Handicraft work, value addition, linkages with market	6
2	Training on occupation by repairing of solar equipment, value addition, linkages with market	6
3	Training on Beauty Parlour work and occupation	6
4	Training on weaving work using <i>Charkha</i> , value addition, linkages with market	4
5	Training on <i>Gruhudhyog</i> activities (like making of papad, farsan, etc.), value addition, linkages with market, income generation	2
6	Training on making of Paper bag and other Bio-degradable disposable glass, bowls, plates, etc., value addition, linkages with market, income generation	4
7	Training on Soap and candle making from wax, value addition, linkages with market	4
8	Training on Electrification work	4
9	Training on Mobile Repairing, linkages with market	4
10	Training on occupation by House Keeping work	4
11	Training on income generation by Masonry work	4
12	Training on income generation by Carpentry work	6
13	Training on Ornament making and income generation	4
14	Training on Honey extraction and income generation from honey production	4
15	Training on pickle making and income generation	4
16	Training on income generation by providing home stay	4 Day
17	Training on income generation by being an Tourism guide	3 Day
<b>Capacity Building</b>		
1	Training on Self-Development	4 Day
2	Training on Personality development	4 Day
3	Training on Leadership development	4 Day

For each trade consultant shall focus on developing entrepreneurial skills of the participants which may include but not limited to following points

- What is entrepreneurship/business
- Who is entrepreneur
- Why SHG/CBO members need to learn entrepreneurial skills
- Role of SHGs and CBOs in improving livelihood of coastal community
- Case studies of successful models of entrepreneurship developed by SHGs and CBOs
- Skills required to be entrepreneur
  - o Managing my own business

- Communicating
  - Leadership
  - Making best use of time and available resources
  - Practicing business ethics
  - Assessing demand
  - Preparation of budget and financial plan
  - Estimation of cost and setting up price
  - Managing my workplace Market linkages
  - Managing group conflicts
  - Resource mobilization (Finance, Human and material resources)
  - Value addition to the products
  - Registration process and other legal requirements for carrying out entrepreneurial activities
  - How to get financial assistance for setting up business/entrepreneurial activities and linkages with Bank
  - Identification of resources and opportunities at the village/regional level for SHGs and CBOs
  - Preparation of plan of action for entrepreneurship activities (individual and group)
7. On the completion of the training programs consultant will ensure that participants get employment either through self-employment or will linked to the job.

### **Obligations to Consultant**

1. Consultant shall be registered society/trust with proven work record
2. Consultant shall require to submit last three year annual audit report along with their proposal
3. Consultant's one of the main jobs is to prepare training modules on different identified trades for skill development for of community members to enhance their livelihood under GANDHI.
  - a. Training module shall be inclusive of but not limited to all the topics mentioned above.
  - b. The training module should specifically address needs and requirement of coastal community of Dandi and surrounding five villages and employment opportunities within village or surrounding area.
  - c. The consultant shall prepare a module and shall get approval of GEC
4. Training program shall focus on existing resources and it should help participants to get employment opportunities
5. Consultant need to approve working plan of training modules and training schedules from the GEC

6. The full program and all training material must be organized in the Gujarati language only. All the facilitator must be comfortable to facilitate training sessions in Gujarati. The training timing shall be decided in consultation with villagers/ identified stakeholders/ participants.
7. Arrangements for this training program including all equipment required during training program and travel arrangements etc. will have to be arranged by consultant.
8. Each training batch will have minimum 20 participants and maximum 30 participants.
9. In case of residential training programs all the arrangements related to the participant's stay and food will have to be done by the consultant.
10. The centre of training program shall be in the nearest proximity of the participants and it should be easily assessable to all participants.
11. Durations of each of the training for each trade will decided as per the module developed and approved from GEC.
12. A process documentation of the entire training program including report of each training batch, feedback analysis, narrating output, etc. will have to be submitted by the consultant. These reports must be submitted to GEC in English in acceptable format.
13. After experiences of executing training programs if needed in the best interest of the assignment changes in the approved module can be incorporated after written consent from GEC.
14. Trainings should include demonstration and learning through training material. Consultant should prepare the training materials for participants after detailed consultation with GEC. Final learning material will have to be shared with participants.
15. Training program shall include participatory training tools/methods like Group Discussion, Case Studies, use of Audio-Visual material, Group Activities, Presentations, Brainstorming sessions, etc.
16. All the material, banners and presentations must have reference (logo) of GEC, SICOM and World Bank.
17. Consultant should prepare the training materials for participants after detailed consultation with GEC.
18. A consultant will have to link at-least 80% participants with the employment either in job or self-employment.

**Role of GEC:**

- GEC will facilitate to identify the participants to be trained along with their contact detail
- GEC will facilitate coordination with participants, if required
- GEC may support in mobilization of participants
- Provide literature, detailed reports related to project

**Physical Target:**

Sr. No.	Training	Total No. of Participants
<b>Skill Based Vocational Training</b>		
1	Training on occupation by Sewing and Handicraft work, value addition, linkages with market	120
2	Training on occupation by repairing of solar equipment, value addition, linkages with market	20
3	Training on Beauty Parlour work and occupation	30
4	Training on weaving work using <i>Charkha</i> , value addition, linkages with market	20
5	Training on <i>Gruhudhyog</i> activities (like making of papad, farsan, etc.), value addition, linkages with market, income generation	60
6	Training on making of Paper bag and other Bio-degradable disposable glass, bowls, plates, etc., value addition, linkages with market, income generation	30
7	Training on Soap and candle making from wax, value addition, linkages with market	20
8	Training on Electrification work	20
9	Training on Mobile Repairing, linkages with market	20
10	Training on occupation by House Keeping work	24
11	Training on income generation by Masonry work	15
12	Training on income generation by Carpentry work	15
13	Training on Ornament making and income generation	20
14	Training on Honey extraction and income generation from honey production	10
15	Training on pickle making and income generation	15
16	Training on income generation by providing home stay	15
17	Training on income generation by being an Tourism guide	15
<b>Capacity Building (Members of all 6 CBOs, 7 SHGs &amp; 6 SACs must be trained)</b>		
1	Training on Self-Development	250
2	Training on Personality development	250
3	Training on Leadership development	250

**Note:**

1. Consultant will have to work in the cluster assigned to them

2. Above targets are tentative and will be finalized and approved by GEC based on the employment opportunities assessment report submitted by consultant along with the training plan.

**(D) Training Experts and Support Staff:**

Team shall consist of **at least** one Training Coordinator, one Assistant Co-ordinator for all said training; **at least** one Principal Trainer & Co-trainer for all trade wise training per batch; qualifications of aforesaid experts are as follows:

**Note: In each team there shall be minimum one female trainer**

<b>Experts</b>	<b>Qualification and Experience</b>
Training Coordinator	MSW, MRS, MRM or Master in Management or any other relevant field Experience of at-least 5 years in Capacity building and trainings of SHGs and CBOs preferably on entrepreneurial skills, with had proven record. Experience of rural development activities through Govt. Schemes & Policies, Community Participation, bank linkages, etc.
Assistant Co-ordinator	MSW, MRS, MRM or Master in Management or any other relevant field Experience of at-least 3 years in Capacity building and trainings of SHGs and CBOs preferably on entrepreneurial skills, with had proven record. Experience of rural development activities through Govt. Schemes & Policies, Community Participation, bank linkages, etc.

<b>Sr. No.</b>	<b>Training</b>	<b>Qualification of Principal Trainer</b>	<b>Qualification of Co-trainer</b>
1	Training on occupation by Sewing and Handicraft work, value addition, linkages with market	Certificate in relevant trade of minimum 6 months duration+10 pass and minimum 2 years of experience	Certificate in relevant trade of minimum 6 months duration+10 pass and minimum 1 years of experience
2	Training on occupation by repairing of solar equipment, value addition, linkages with market	ITI (Electrical) with at least 1 year relevant experience	ITI (Electrical) with at least 1 year relevant experience
3	Training on Beauty Parlour work and occupation	Graduate with cosmetology/Beauty & Wellness certificate or Diploma in beauty /any international diploma of 6 months duration with 1 year experience as a beautician OR 10th pass with 5 years of experience in requisite domain OR 12th pass with 5 years of experience in requisite domain	Graduate with cosmetology/Beauty & Wellness certificate or Diploma in beauty /any international diploma of 6 months duration with 1 year experience as a beautician OR 10th pass with 3 years of experience in requisite domain OR 12th pass with 1 year of experience in requisite domain
4	Training on weaving work	At least 12 pass with	At least 12 pass with

	using <i>Charkha</i> , value addition, linkages with market	minimum 1 year experience in relevant trade	minimum 1 year experience in relevant trade
5	Training on <i>Gruhudhyog</i> activities (like making of papad, farsan, etc.), value addition, linkages with market, income generation	At least 12 pass with minimum 1 year experience in relevant trade	At least 12 pass with minimum 1 year experience in relevant trade
6	Training on making of Paper bag and other Bio-degradable disposable glass, bowls, plates, etc., value addition, linkages with market, income generation	At least 12 pass with minimum 1 year experience in relevant trade	At least 12 pass with minimum 1 year experience in relevant trade
7	Training on Soap and candle making from wax, value addition, linkages with market	At least 12 pass with minimum 1 year experience in relevant trade	At least 12 pass with minimum 1 year experience in relevant trade
8	Training on Electrification work	ITI (Electrician) with 3 year experience in relevant trade	ITI (Electrician) with 1 year experience in relevant trade
9	Training on Mobile Repairing, linkages with market	ITI/Diploma: Electrical/Electronic/Communication with 1 year experience in relevant trade	ITI/Diploma: Electrical/Electronic/Communication with 1 year experience in relevant trade
10	Training on occupation by House Keeping work	2 years Diploma in Hospitality Management/ Hotel Management or Equivalent or Relevant Higher Education with 2 year experience in relevant trade	2 years Diploma in Hospitality Management/ Hotel Management or Equivalent or Relevant Higher Education with 1 year experience in relevant trade
11	Training on income generation by Masonry work	At least 8 pass with minimum 1 year experience in relevant trade	At least 8 pass with minimum 1 year experience in relevant trade
12	Training on income generation by Carpentry work	At least 8 pass with minimum 3 year experience in relevant trade	At least 8 pass with minimum 1 year experience in relevant trade
13	Training on Ornament making and income generation	At least 10 pass with minimum 2 year experience in relevant trade	At least 10 pass with minimum 1 year experience in relevant trade
14	Training on Honey extraction and income generation from honey production	At least 10 pass with minimum 2 year experience in relevant trade	At least 10 pass with minimum 1 year experience in relevant trade
15	Training on pickle making and income generation	At least 10 pass with minimum 2 year experience in relevant trade	At least 10 pass with minimum 1 year experience in relevant trade
16	Training on income generation by providing home stay	At least 12 pass with minimum 2 year experience in relevant	At least 10 pass with minimum 1 year experience in relevant



		trade	trade
17	Training on income generation by being an Tourism guide	At least 10 pass with minimum 1 year experience in relevant trade	At least 10 pass with minimum 1 year experience in relevant trade
18	Training on Self-Development	Graduate with 1 year experience in relevant trade	Graduate with 1 year experience in relevant trade
19	Training on Personality development	Graduate with 1 year experience in relevant trade	Graduate with 1 year experience in relevant trade
20	Training on Leadership development	Graduate with 1 year experience in relevant trade	Graduate with 1 year experience in relevant trade

**(E) Duration**

- Employment opportunity assessment will have to be carried out within a month of the sanction of the project. A report detailing capacity building plan should be submitted to GEC
- Training modules for each approved trade is to be developed and approved within 2 months of the assignment approval of final training plan by GEC
- Training programs will have to be completed within maximum of 5 months of the approval of the training module
- Final report shall have to be submitted in acceptable format to GEC after completion of all training programs
- It is expected that entire assignment will have to be completed within total maximum 10 months of assignment given to the consultant

**(F) Deliverables and Payment terms**

Sr. No.	Deliverables	Time line
1	Mobilization Amount, within one week after signing of agreement and after submission and approval of inception report (Inception report shall include identification of stakeholders and participating villages, actual plan of assessing employment opportunities, tentative training schedules of each trade, list of trainers, travel plan, etc.)	10 % of total contract value
2	Approval of training plan and Module by GEC	20 % of total contract value
3	Submission of interim report after completion of 25% training programs which is acceptable to GEC	20 % of total contract value
4	Submission of interim report after completion of 50% training programs which is acceptable to GEC	30 % of total contract value
5	Submission of Final report after completion of 100% training programs which is acceptable to GEC and submission of Utilization Certificate	20 % of total contract value

**(G) Output**

At the end of training programs following output is envisaged;

- Employment opportunity assessment report
- Approved detailed training plan & design.

- Training module for each trade along with reference material in Gujarati.
- No. of training programs conducted for each trade as per the training plan.
- No. of participants trained in each trade.
- At least 80% participants will be linked with the employment either in job or self-employment. At the time of finalization of training plan under each trade this criteria will also be defined clearly in terms of self-employment and job enrolment.
- A detailed cumulative report of all training program showing analysis of the participant's feedbacks, evaluation of post training tests, employment received by the participants, etc.

## Training Details

Sr. No.	Training	Duration of training	Total No. of Beneficiary	Training place
<b>Skill based Vocational Training</b>				
1	Training on occupation by Sewing and Handicraft work, value addition, linkages with market	6 week	120	At Village level
2	Training on occupation by repairing of solar equipment, value addition, linkages with market	6 week	20	Cluster Level (Eru)
3	Training on Beauty Parlour work and occupation	6 week	30	Cluster Level
4	Training on weaving work using <i>Charkha</i> , value addition, linkages with market	4 week	20	Dandi/ Sultanpur
5	Training on <i>Gruhudhyog</i> activities (like making of papad, farsan, etc.), value addition, linkages with market, income generation	2 week	60	Aat and Samapar
6	Training on making of Paper bag and other Bio-degradable disposable glass, bowls, plates, etc., value addition, linkages with market, income generation	4 week	30	Aat/Sultanpur
7	Training on Soap and candle making from wax, value addition, linkages with market	4 week	20	Samapr and Sultanpur
8	Training on Electrification work	4 week	20	Cluster Level Eru
9	Training on Mobile Repairing, linkages with market	4 week	20	Cluster Level Eru
10	Training on occupation by House Keeping work	4 week	24	Cluster Level Eru

11	Training on income generation by Masonry work	4 week	15	Sultanpur/ Matvad
12	Training on income generation by Carpentry work	6 week	15	Cluster Level Eru
13	Training on Ornament making and income generation	4 week	20	Cluster Level Eru
14	Training on Honey extraction and income generation from honey production	4 week	10	Cluster Level Eru
15	Training on pickle making and income generation	4 week	15	Cluster Level Eru
16	Training on income generation by providing home stay	4 day	15	Dandi
17	Training on income generation by being an Tourism guide	3 Day	15	Dandi
<b>Capacity Building</b>				
1	Training on Self-Development	4 Day	250	Village level
2	Training on Personality development	4 Day	250	Village Level
3	Training on Leadership development	4 Day	250	Village Level