

For Hiring Consultant/Consultancy for Monitoring and Facilitating Services for a Project at Instrumentation Automation Surveillance & Communication Sector Skill Council

Introduction:

The Instrumentation Automation Surveillance & Communication (IASC) Sector Skill Council is seeking to engage a qualified consultant or consultancy firm to provide monitoring and facilitation services for an ongoing project in Bokaro Jharkhand. The selected consultant/consultancy will play a crucial role in ensuring the successful implementation and achievement of the project's objectives.

Scope of Work:

The consultant/consultancy will be responsible for the following:

1. Project Monitoring:

- Regularly track and report on the progress of the project against the defined milestones and timelines.
- Identify potential risks and bottlenecks and propose mitigation strategies.
- Ensure adherence to quality standards and compliance with relevant regulations and guidelines.

2. Facilitation Services:

- Coordinate between various stakeholders, IASC SSC, DMFT Bokaro Jharkhand & Training Partner, including project teams and beneficiaries, to ensure smooth execution of project activities.
- Facilitate meetings, Industry workshops/Industry expert visits, marketing activities (BTL & ATL), Rojgar Mela & Placement Drive, Certificate distribution ceremonies/events, as required by the project.
- Provide Technical & Administrative support to enhance project efficiency.
- Supply Candidate Introduction kit & Study Materials.

3. Reporting and Documentation:

- Prepare detailed reports on project progress, challenges, and outcomes.

- Maintain comprehensive documentation of all project-related activities.
- Present findings and recommendations to the IASC Sector Skill Council management team.

4. Capacity Building:

- Identify gaps in the current processes and recommend improvements.

Eligibility Criteria:

- **Experience:** A minimum of 5 years of experience in project management, preferably in the skill development or vocational training sector.
- **Expertise:** Proven expertise in monitoring and evaluation, stakeholder coordination, Knowledge of IASC Domain and capacity building.
- **Team Composition:** A team of qualified professionals with relevant experience and qualifications in project management, monitoring, and facilitation.
- **Track Record:** A successful track record of handling similar projects, preferably in the skill development sectors.

Submission Requirements:

Interested consultants/consultancies are requested to submit the following:

1. Technical Proposal:

- Detailed approach and methodology for undertaking the assignment.
- Profile of the firm/consultant, including relevant experience.
- CVs of key personnel proposed for the project.

2. Financial Proposal:

- A detailed cost estimate, including fees and other expenses.

3. Work Plan:

- A proposed timeline for the execution of the tasks outlined in the scope of work.

Evaluation Criteria:

Proposals will be evaluated based on the following criteria:

- Understanding of the project scope and objectives.
- Approach and methodology.
- Experience and qualifications of the team.
- Financial proposal and cost-effectiveness.
- Past performance and client references.

Submission Deadline:

All proposals must be submitted by 23 Aug 2024 to bdm@iascsectorskillcouncil.in

Hardcopy in office before 5pm.

Contact Information:

For any inquiries or further information, please contact:

Gunjan Panwar

IASC Sector Skill Council

bdm@iascsectorskillcouncil.in

Contact No.- 011-45621950

We look forward to receiving your proposals and partnering with you to ensure the successful completion of this important project.