

## **Request for Expression of Interest**

Notification No: DGT-CITS/9/2020-O/o DIR(CFIs)

### **Hiring of Firm/Agency for conducting “Tracer Study of Crafts Instructor Training Scheme (CITS) Trainees graduated from all NSTIs/ITOTs”.**

The Directorate General of Training (DGT) under Ministry of Skill Development and Entrepreneurship (MSDE) is the apex organization for development and coordination at national level for the programs relating to vocational training in the country. At present craft instructors are trained in 36 CITS Trades that covers 59 CTS Trades in 13 Sectors and the training is conducted in 28 National Skill Training Institutes (NSTI), 6 State Government Institute of Training of Trainers (IToT) and 12 Private Institute of Training of Trainers with the capacity of 11230 seats.

2. The DGT, MSDE wishes to hire the services of a Firm/Agency to carry out a tracer study of trainees passed out from NSTIs/ITOTs. The objective of the study will be as follows:

- (i) To carry out a tracer study of trainees passed out from NSTIs/ITOTs to understand their career progression in the labor market and delivering report(s) with quality data analysis and inferences according to the expectations and protocols, and within a timeframe defined by the DGT.
- (ii) To evaluate the footprints of CITS on the beneficiaries and the training relevance to job markets/ livelihood activities,
- (iii) Assessment required in regards to the employment status (wage or self or higher studies or apprenticeship) of the beneficiaries.
- (iv) To measure the labor market performance of CITS and NSTIs/ITOTs disaggregated by gender and social groups.
- (v) The purpose of tracer study is to explore changes for trainees in their professional career after obtained training from NSTIS/ITOTS.
- (vi) To measure the long term benefits on beneficiaries in their career management.

3. The selected Firm/Agency is expected to engage with the DGT, and co-ordinate with State Departments dealing with NSTIs/ITOTs in all States/UTs to conduct “Tracer Study of Crafts Instructor Training Scheme (CITS) Trainees graduated from all NSTIs/ITOTs”

4. DGT now invites eligible Firms/Agencies to indicate their interest in providing these Services for conducting “Tracer Study of Crafts Instructor Training Scheme (CITS) Trainees graduated from all NSTIs/ITOTs”. Interested bidders must provide information indicating that they are qualified to perform the services.

**5. The shortlisting criteria is as follows:**

The Organizations/Firms must provide information and documentary evidences to establish that they have - technical knowledge on TVET field, labor market and sufficient writing skills to carry out the tasks, Minimum of 5 years relevant professional experience in research for any national/international agencies, knowledge and experience in vocational skills training programs, strong experience in conceptualizing and implementing tracer studies and similar assignments within the context of TVET and preferably in the context of India and excellent communication and report writing skills with a minimum Annual turnover of Rs.50 Crores. Minimum qualifying criteria, which include number of years of experience, turnover requirement, and required infrastructure, are:

- a) Management competence, which includes suitable profiles with significant experience in TVET on conducting Tracer Studies, field- surveys, impact assessment quality control and assurance related engagements
- b) Technical competence, which includes Firm's specialization vis-à-vis the sectoral focus of the assignment in ToR, number of similar projects undertaken and proposed team for the assignment
- c) Required supporting documents for experience and qualifying Criteria, CVs of proposed Key personnel, audited financial statement, certified copy of incorporation/constitution, undertaking for non-backlisting for this project as per the ToR.
- d) Experience working in similar geographic regions of countries especially in India.

6. The set of the document must not exceed 100 pages and the compliance to the shortlisting criteria must be supported by relevant documentary proofs.

7. The attention of interested bidders is drawn to GFR 2017. Professional Agencies will be selected based on “Quality and Cost Based Selection (QCBS)” method of selection, which will be applied upon achievement of minimum technical scores.

8. Further information can be obtained at the address given below during office hours from 10.00 hrs.to 17.00 hrs.

9. An indicative Terms of Reference (**ToR**) containing details of the assignment is available at URL: (<https://dgt.gov.in/sites/default/files/TOR-TracerStudyCITS.pdf>).

10. Expressions of interest must be delivered in written form (hard copy) to the address given below through registered post/speed post/by hand within 21 days of release of advertisement (EoI) in department's website (<https://dgt.gov.in/>) /Central Public Procurement Portal (CPPP) (<https://eprocure.gov.in/cppp>) by 15:30 hours.

The Director (Instructor Training)  
Directorate General of Training,  
Ministry of Skill Development & Entrepreneurship,  
Room No. 218, 2nd Floor, Employment Exchange  
Building, Pusa Complex, New Delhi -110 005  
Tele: +91 11 25802234  
E-mail: [jdtrdathyd-ts@nic.in](mailto:jdtrdathyd-ts@nic.in)

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## **TERMS OF REFERENCE**

**For**

### **HIRING OF A FIRM/AGENCY FOR CONDUCTING TRACER STUDY OF CRAFT INSTRUCTOR TRAINING SCHEME (CITS) TRAINEES FROM NSTIs/ ITOTs**

#### **I. Background of the Project**

1.1 The Objective of the Craft Instructor Training Scheme (CITS) is to offer a Comprehensive training both in skills and training methodology to the instructor trainees to make them conversant with techniques of transferring hands-on skills, to train skilled manpower which is industry ready.

1.2 DGT has mandated that all trainers in ITIs need to be CITS trained from the year 2019. Under the Crafts Instructor Training Scheme, the eligible candidates are those who possess NTC/ NAC/Diploma/Degree qualifications. At present craft instructors are trained in 36 CITS Trades that covers 59 CTS Trades in 13 Sectors and the training is conducted in 28 National Skill Training Institutes (NSTI), 6 State Government Institute of Training of Trainers (IToT) and 12 Private Institute of Training of Trainers with the capacity of 11230 seats.

#### **II. Specific information regarding the assignment**

The DGT, MSDE intends to hire/engage a firm/agency/organization to carry out a tracer study of CITS trainees graduated from all NSTIs/ITOTs.

There are 28 NSTIs, 6 State Govt. ITOTs and 12 Private ITOTs across the country to conduct CITS courses. The DGT, MSDE wishes to hire the services of a Firm/Agency to carry out a tracer study of trainees passed out from NSTIs/ITOTs as per scope of work.

#### **III. Objective of the Assignment**

The objective of this consulting assignment is to carry out a tracer study of trainees from NSTIs/ITOTs to understand their career progression in the labor market and delivering report(s) with quality data analysis and inferences according to the expectations and protocols, and within a timeframe defined by the DGT. The overall objective is to evaluate the impact of CITS on the beneficiaries and the training relevance to job markets

/ livelihood activities, and to assess the employment status (wage or self or higher studies or apprenticeship) of the beneficiaries. The *Tracer Study* shall try to explain the causes of employment outcomes (professional success) and shall provide a feedback for improvements in various areas of training and placement at NSTIs/ITOTs. The purpose of tracer study is to explore changes for trainees in their professional career after training from NSTIS/ITOTS. The information from tracer studies can help to document and understand the longer-term impacts for former beneficiaries and what services or type of interventions work better in the long run. Knowing what seems to work better and in what circumstances is valuable in any future programme planning, policy advice and decision making.

A standardized questionnaire will be the research instrument to be used in order to allow comparability of the findings. Adaptations to institutional and sectoral specifics shall be made as required. The questionnaire should comprise the questions presented to all CITS trainees from NSTI/ITOT (core questionnaire), field-specific questions, Trade specific and institution-specific questions. The information will be collected through a questionnaire with a dominance of “closed questions” (categories for response provided). This is the most preferable option of collecting information from a large number of graduates, while interviews could be undertaken at most for small samples of graduates, if needed to meet the required sample size.

#### **IV. Experience, Resources and Delivery Capacity Required:**

A national/international Research Organization/Firm will be selected following the QCBS (Quality-Cum-Cost Based Selection) method in accordance with the procedures set in the Procurement Guidelines. The Expression of Interests (EoIs) will be evaluated based on the complete information provided in the prescribed Template. The firm(s) should include in their expression of interest the following information. The Organizations/Firms must provide information and documentary evidences to establish that they have - technical knowledge on TVET field, labor market and sufficient writing skills to carry out the tasks, Minimum of 5 years relevant professional experience in research for any national/international agencies, knowledge and experience in vocational skills training programs, strong experience in conceptualizing and implementing tracer studies and similar assignments within the context of TVET and preferably in the context

of India and excellent communication and report writing skills with a minimum Annual turnover of Rs.50 Crores.

Minimum qualifying criteria, which include number of years of experience, turnover requirement, and required infrastructure, are:

- a) Management competence, which includes suitable profiles with significant experience in TVET on conducting Tracer Studies, field-surveys, impact assessment quality control and assurance related engagements
- b) Technical competence, which includes Firm's specialization vis-à-vis the sectoral focus of the assignment in ToR, number of similar projects undertaken and proposed team for the assignment
- c) Required supporting documents for experience and qualifying Criteria, CVs of proposed Key personnel, audited financial statement, certified copy of incorporation/constitution, undertaking for non-backlisting for this project as per the ToR.
- d) Experience working in similar geographic regions of countries specially in India.

## **V. Scope of work/Essential duties**

The Consultant/Firm will be responsible for collecting and analyzing quality data according to the expectations and protocols, and within a timeframe. The tracer study aims to assess the effect of interventions (covering long- term training ecosystem) on the labour market outcomes of the graduates. The tracer study to be carried out under this consultancy assignment will cover the following (not limited to):

- a) To measure the labor market performance of CITS and NSTIs/ITOTs disaggregated by gender and social groups.
- b) Sampling with statistically significant sample and designing survey instrument in consultation with DGT.
- c) Collect information of students who are not in employment/have left the employment and the reasons for the same. While collecting such information specific reasons such as due to- Industry closed because of lockdown, Reverse migration due to Pandemic etc. should also be identified.

- d) Assess the impact of the CITS training programs in terms of relevance, effectiveness, efficiency and sustainability
- e) Draw insights from the data collected and provide inputs for corrective measures required to be taken to improve the employability aspects during and after the CITS trainings
- f) Assess graduate/Pass-outs satisfaction level relating to the type of NSTI/ITOT training attended
- g) Clear methodology: tracer study instruments and indicator measurement, analytical approach and robustness check approach
- h) Reasonableness testing of the data (with SPSS syntax/STATA/SAS) as a part of data quality controls.
- i) Whether industry while employing manpower, giving any preference to CITS passed out candidates, and if so, particularly in which sectors.
- j) It has been observed that in most of the states, the Instructor Vacancy is more than 50%. Analysis of the efforts made by the respective state government, to create a pool of CITS graduates.
- k) The initiatives taken by the TCPC Cell of the ITIs, to encourage the ITI graduates opting for CITS training.
- l) From 2019 onwards, CITS has been made mandatory for recruitment of Instructors. But it has been observed, that many of the states are not complying with the DGT guidelines, while recruiting the Instructors. The reasons of not complying with the guidelines need to be analyzed.

## **VI. Methodology**

The Consultant should come up with a detailed analytical strategy based on the following guidelines:

- a. Elaborate the tracer study methodology and key approaches including the stages of the study, data collection methods, analysis and report writing
- b. Finalize a detailed methodology for tracing the trainees in the sample in consultation with DGT. The methodology will include obtaining list of trainees from which to sample, preparing the random sample of trainees to be traced and the procedure to be followed by the consultant for collecting data in form of survey instrument.

- c. Appropriate statistically correct sample sizes may be defined by the firm for undertaking the data collection. The consultant firm is expected to leverage tech-enabled tools for conducting surveys.
- d. Data collected should be validated using a validation checklist. Missing data points should be recollected
- e. Use of mobile-based, near real-time data collection and validation tools should be done to ensure efficiency and accuracy in data collection
- f. Secondary data analysis – it is expected that the consultant will use available databases in the market pertaining to Institutional investments and trends, economic, environment, employment trends, etc.
- g. Plan and conduct the study on sampling basis in a representative manner to ensure state level representation of data as well as urban/rural, age and gender segregation of the findings of the quantitative aspects of the study.

Suggested sample size and mode of data collection envisaged for this study is as follows:

- i. The total sample size should be chosen with an assumption of 95% level of confidence with the margin of error of +/- 5% envisaged for this study is all NSTIs/ITOTs.
  - i. The sample may be further stratified according to rural/urban location, minority criteria and other criteria.
  - ii. To select sample of trainees from each NSTIs/ITOTs, who have passed out from the NSTIS/ITOTS, a considerate representation at trade levels should also be considered.
- h. To select sample of trainees from each NSTIs/ITOTs, all trainees who have passed out *within 2 years and the trainees undergoing training*.
  - i. The sample should cover all NSTIs/ITOTs. The sample should aim to capture the diversity of trainees in terms of their age, SC/ST/OBC status, minority status, disability, education level and household economic status. The sample should also include representation at the trade level and cover both engineering and non-engineering trades.
  - j. The main data collection tool will be the trainee questionnaires which will be administered to the trainees from all NSTIs/ITOTs.



The Firm/Agency shall develop appropriate data collection tools (in English, Hindi and other regional languages if required), surveys, and protocols that allow data to be disaggregated by SC, ST, OBC, minority status, disability, gender, geography and age.

- k. The NSTIS/ITOTS trainee questionnaires will focus on inter alia the following key questions for trainees from all NSTIs/ITOTs. The study will also collect personal and socio-economic background of trainees to generate disaggregated findings (by gender, SC/ST, rural-urban location etc.) and as controls.
- l. The firm/Agency shall be responsible for the design of data collection and validation instruments, pre-testing, and finalization of collected data for verification in consultation with DGT.

**VI B. Key questions to be covered are:**

- i. Employment and income status of the CITS trainees prior to their training in NSTIs/ITOTs;
- ii. Employment and income status of CITS trained trainees(immediately after graduation and one year after graduation);
- iii. Social and economic (i) enablers and (ii) barriers facing graduates in securing valued employment;
- iv. Labor force participation and employment rates of trainees with gender and social background (SC/ST) disaggregation;
- v. Type of employment: wage employment, self-employment, apprenticeship; permanent/temporary, full-time/part-time, higher studies (immediately after graduation and one year after graduation);
- vi. Wage levels of the trainees if employed-full-time/part-time; income levels if self-employed; and allowances if apprenticeship-formal or informal;
- vii. Time taken to get first employment by the trainees and employment history and increase in wage with each change of job;
- viii. Sector of employment (if employed in the same sector/skills the trainees learnt);
- ix. Job/occupation characteristics if employed or self-employed;

- x. Job search methods used;
- xi. Usefulness of training obtained – to test relevancy of trade training and employment sector;
- xii. Trainee satisfaction with training received;
- xiii. Reasons for unemployment or not joining the labor force and current activities (including further education and training etc.)
- xiv. Document about 100 good cases of trainees who are doing well in the labor market.
- xv. Personal details including information on the socio-economic background of the graduate;
- xvi. CITS trainees perceptions of the quality and usefulness of the trade(s) studied
- xvii. Employment history of the graduate from the time he/she passed out from the NSTIs/ITOTs.
- xviii. Suitability and employment potential of trade acquired in NSTIs/ITOTs.

## VII. Outputs/Deliverables and Payment terms:

S. No.	Phase	Key Deliverables	Timelines	Payment (indicative)
1	<b>Inception Phase</b>	Inception report with summary appreciation of ToR, detailed methodology, draft questionnaire and work plan. Draft questionnaires and other data collection tools Detailed Study Design and Plan (including Team Mobilization and Training of the Team to be positioned)	Within 2 weeks from the date of award of contract	10%
2	Tracer Study Framework : <b>Design Phase</b>	<ul style="list-style-type: none"> <li>• Finalization of Study Instruments (including Manual for Surveyors)</li> <li>• Pilot Study (10% of sample size)</li> <li>• Sampling type, sampling size</li> <li>• Finalization of participants (sample groups) for surveys</li> </ul>	2 weeks after the study design and plan approval by the DGT.	20%

<b>3</b>	Data Collection: <b>Implementation Phase</b>	Completion of Field Survey and submission of raw data	8 weeks after the pilot is conducted	20%
<b>4a</b>	Data Analysis and Report Writing: <b>Report Preparation Phase</b>	Clean Data in Agreed Electronic Format and Analysis (to be Made Available to the DGT)	1 week after the field survey is completed	-
<b>4b</b>		Draft Report	2 weeks after data analysis completed	20%
<b>4c</b>		<ul style="list-style-type: none"> <li>Final Report</li> <li>Knowledge sharing – findings to be shared with all the key stakeholders</li> </ul>	1 week after the comments on the draft provided by the DGT.	30%

## VII. Team Composition of the Firm/Organization Required

The team members of Firm/Agency/Organization should comprise of following team / manpower to conduct the study. The numbers of positions are indicative, the actual number of positions to be decided by the firm/organization in order to ensure timely accomplishment of the assignment. Position wise required qualification and experience depicted in the table below.

Designation	Number of Positions	Minimum Qualification	Experience	Engagement time period
<b>Key Experts</b>				
Team Leader	1	Master's degree or higher in management, statistics, economics, social science or	At least 10 years of experience in designing and leading assessment	1 man-month

<b>Designation</b>	<b>Number of Positions</b>	<b>Minimum Qualification</b>	<b>Experience</b>	<b>Engagement time period</b>
		equivalent discipline.	studies in India. At least five years research experience and knowledge of the research methods and survey methodology	
Senior Analyst	1	Master's degree or equivalent in economics, statistics or equivalent. Proficient knowledge of statistical software (STATA/SPSS/SAS).	At least 8 years of experience in managing data processing, data assurance and data transfers in surveys in India.	2 man-months
Analyst	1	Master's degree or equivalent in economics, statistics or equivalent. Proficient knowledge of statistical software.	At least 5 years of experience in managing data processing, data assurance and data transfers in surveys in India.	2 man-months
<b>Total</b>				<b>5 man-months</b>
<b>Non-Key Experts</b>				

<b>Designation</b>	<b>Number of Positions</b>	<b>Minimum Qualification</b>	<b>Experience</b>	<b>Engagement time period</b>
Field Team Members /Surveyors	2	Bachelor's degree in social work or equivalent; preference would be given to Master's degree or equivalent in social work, social science or equivalent discipline. Good knowledge of local language(s).	At least 2 years of experience in implementing surveys in and managing fieldwork on surveys in India.	As required

\* The estimated number of personnel is tentative, and the Consultant may deploy personnel based on the timeline of requirement and deliverables within the time period—all subject to DGT approval.

## **IX. Activity Plan**

The consultant should complete the study in 16 weeks from the start date of the consultancy.

The consultant selected to conduct this study will do the following:

- a) Prepare a study design and plan, which will include the following:
- b) A detailed sampling frame with proper representation of all types of NSTIs/ITOTs. Preparation of data collection tools and survey roll-out schedule for trainees;
- c) Plan for piloting the research tools;
- d) Finalize data collection tools;
- e) Main field survey including plan and calendar for data collection and quality monitoring including backchecks and validation.
- f) Composition of the research team, field investigators, and plan for their training
- g) Data analysis framework and plan
- h) Data analysis and prepare the report of the tracer study.

## **X. Reporting**

The agency will work closely with DGT on the engagement.

Additionally, NSTIs will perform the following activities:

- a) Provide a complete list (name, address, etc.) NSTIs/ITOTs from which the study sample will be selected;
- b) Review and approve the Study design, plan, and draft tools;
- c) Review and approve the pilot study plan and findings and final tools;
- d) Review and approve the data analysis;
- e) Review and approve the draft report;
- f) Review and approve the final report.

## **XI. Copyright**

All study materials and data from the study will be the sole property of the DGT. The Consultant will submit all the materials, secondary and primary, including the filled questionnaires, collected for the purpose of the study.