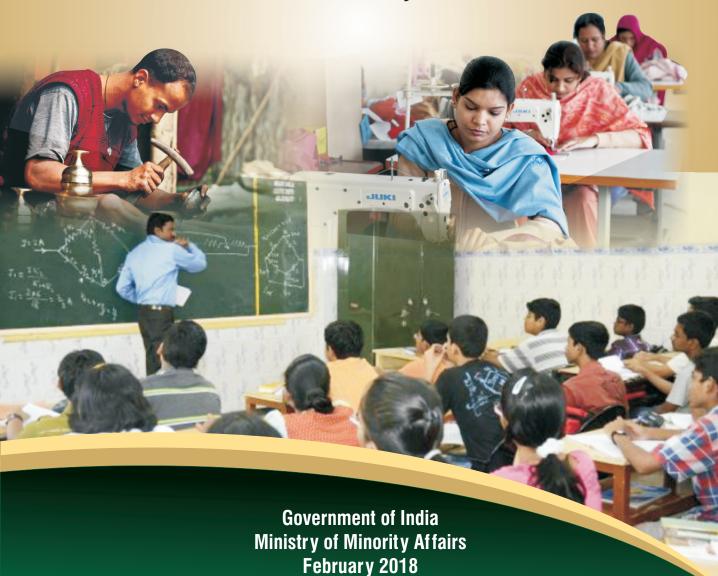# Nai Manzil

An Integrated Education and Livelihood Initiative for the Minority Communities

Nai Manzil

An Integrated Education and Livelihood
Initiative for the Minority Communities

Table of Contents

Abbreviations and Acronyms

APR	Annual Performance Reports
CAAA	Controller of Aid Accounts and Audit
CSC	Common Service Center
DBT	Direct Benefit Transfer
DGT	Directorate General of Training
DLI	Disbursement Linked Indicator
EEP	Eligible Expenditure Program
ESI	Employment State Insurance
GoI	Government of India
IBRD	International Bank for Reconstruction and Development
ICB	International Competitive Bidding
ICT	Information Communication and Technology
IEC	Information Education and Communication
IFR	Interim Financial Report
IPR	Implementation Progress Report
IDA	International Development Association
MES	Modular Employable Skills
M&E	Monitoring and Evaluation
MIS	Management Information System
MoMA	Ministry of Minority Affairs
MSDE	Ministry of Skill Development and Entrepreneurship
NCB	National Competitive Bidding
NCVT	National Council for Vocational Training
NeGP	National e-Governance Plan
NIOS	National Institute of Open Schooling
NMDFC	National Minorities Development and Finance Corporation
NOS	National Occupational Standard
NSQF	National Skills Qualifications Framework
OBE	Open Basic Education
PAO	Pay & Accounts Office
PIA	Project Implementing Agencies
PMJJBY	Pradhan Mantri Jeevan Jyoti Beema Yojana
PMU	Program Management Unit

QBS	Quality Based Selection
QCBS	Quality and Cost Based Selection
RBF	Results-based Financing
REOI	Request for Expression of Interest
SBD	Standard Bidding Document
SMART	Specific, Measurable, Attainable, Relevant, and Time-bound
SHG	Self Help Group
SSC	Sector Skill Council
STEP	Systematic Tracking of Exchanges in Procurement
TAC	Technical Advisory Committee
TOR	Terms of Reference

Background

Nai Manzil is a new initiative of the Government. It was launched on 8th August, 2015 at Patna, Bihar. The Scheme aims to benefit the minority youth who do not have formal school leaving certificate, i.e those in the category of school- dropouts or educated in community education institutions like Madarsas. The Scheme provides them formal education and skills; and enables them to seek better employment and livelihood in the organised sector.

Nai Manzil Scheme has been approved with the cost of Rs.650.00 Crore for five years with 50% funding from the World Bank. This is the first World Bank supported programme for minority welfare in this Ministry. The scheme is also significant as it combines education with skills for school dropouts which significantly enhances their employability.
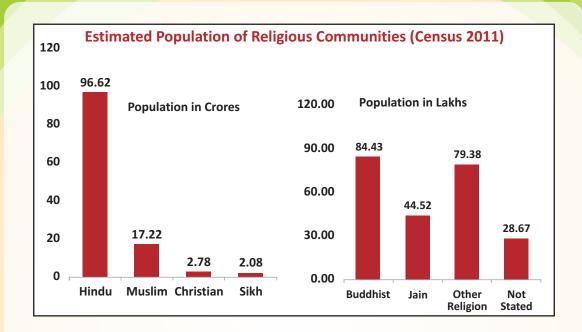
Objective

The objective of the Scheme is to provide education and market-driven skills training for targeted youth from Minority communities. The scheme offers non- residential integrated education and skill training for 9 to 12 months, of which 3 months are devoted to skill training. The Scheme also provides job placement and post placement support.

The scheme is implemented on ground by the Project Implementing Agencies (PIAs).

The main instrument for implementing the scheme is a results-oriented Performance Agreements between the MoMA and PIAs to: (i) Provide support to eligible Minority Youth to enrol in open schooling and undertake training and assessment as per applicable guidelines; (ii) Provide additional education support/bridge program designed to help students obtain open schooling certification; (iii) Impart high quality skills training including soft skills leading to productive employment; and (v) Provide postplacement support to assist sustainable employment for those students who enter the labour market.

Target Beneficiaries

The primary catchment area for beneficiaries under this scheme are the 1,228 Community Development Blocks where Minority population is 25% or more of total population as identified by the Ministry of Minority Affairs. Additional catchment areas beyond these Blocks may also be notified by the Steering Committee for the implementation of this scheme in consultation with the State governments. Total physical target of training under this Scheme is approximately 100,000 minority candidates phased over the implementation period of 5 years.

Estimated Population of Religious Communities (Census 2011)

Population in Crores

Hindu	Muslim	Christian	Sikh
96.62	17.22	2.78	2.08

Population in Lakhs

Buddhist	Jain	Other Religion	Not Stated
84.43	44.52	79.38	28.67

Eligibility Criteria for Beneficiaries

The trainee should belong to Minority community as notified under National Commission for Minorities Act 1992 (viz. Muslims, Christians, Sikhs, Buddhists, Jains and Parsis)

➢ In the States/UTs where some other minority communities notified by respective State/UT Governments exist, they may also be considered eligible for the programme but they should not occupy more than 5% of the total seats.

➢ The trainee should be between 17-35 years of age.

➢ Certain particular pockets of concentration of minority population within a non-minority district or city are also eligible for the consideration.

➢ The trainees should belong to Below Poverty Line (BPL) population both from urban and rural areas.

➢ 30% of the beneficiary seats are earmarked for girl / women candidates and 5% of the beneficiary seats for persons with disability belonging to the minority community under the Scheme. To promote inter-community solidarity, 15% candidates belonging to BPL families of non-minority communities can also be considered.

➢ In case reserved categories as prescribed under this scheme remain vacant, these vacant seats may be treated as unreserved.

Mobilization of Candidates

PIAs mobilise eligible beneficiaries to enrol for the Nai Manzil scheme through various strategies appropriate to their culture. In order to do so, PIAs design and undertake Advocacy / Information, Education & Communication (IEC) and awareness generation programmes to catch the attention of maximum stakeholders. Different community mobilization methods are adopted such as conducting meetings with community leaders, door to door home visits, setting up kiosks at popular places, local promotional and awareness camps etc. The women trained under "Nai Roshni", Ministry of Minority Affairs' scheme for leadership development of Minority women, are also used as mobilizers for this Scheme.

Similarly, community level structures like Self Help Groups (SHGs) are also used to mobilise the youth. The mobilised youth are provided counselling in order to conduct a pre-selection screening of the candidates to identify appropriate education and skilling intervention needed and form batches accordingly.

Scheme Components

The Scheme provides non-residential integrated education and skill training programme for 9 to 12 months, of which a minimum of 3 months is devoted to skill training.

Education Component

The education component of the Nai Manzil Scheme aims to integrate disadvantaged minority youth who were left out from formal schooling by helping them attain certification from the National Institute of Open Schooling (NIOS) or any State Open School. Under the Scheme a Basic Bridge Program is offered to the beneficiaries that results in a certification from the National Institute of Open Schooling (NIOS) or any other State Board that offers open schooling. Depending on his / her eligibility, beneficiaries undergo the Open Basic Education (OBE) level 'C' course which is equivalent to Class VIII, or the Secondary Level Examination Program of NIOS / State Board which is equivalent to Class X. The assessment and certification are as per NIOS / State Board norms.

NIOS has an Open Basic Education (OBE) Program, equivalent to the Elementary Education Program of the formal education system. The OBE Program is offered at three levels: level A (equivalent to Class III), level B (equivalent to Class V) and level C (equivalent to Class VIII). It also offers a 'Secondary Level Examination Program' which is equivalent to Class X. Under Nai Manzil, the candidates will under either OBE Level 'C' course or the 'Secondary Level Examination Program', depending on his/her eligibility.

The minimum eligibility for the offered programs are:

o   For Class VIII Bridge Program (OBE Level C): Candidate should possess Class V pass or failed school leaving certificate or equivalent of education or provide self-certificate stating his/her capability to pursue this course. Candidate should fulfil the minimum age as prescribed by NIOS or equivalent board to pursue the course.

o   For Class X Bridge Program (Secondary Level Examination Program): Candidate should possess Class VIII pass school leaving certificate or equivalent of education or provide self-certificate stating his/her capability to pursue this course. Candidate should fulfil the minimum age as prescribed by NIOS or equivalent board to pursue the course.

The Scheme ensures that there is adequate support for students, ranging from counselling to learning assistance. Innovative teaching methods are being adopted to make learning more effective and students are given adequate flexibility in terms of learning hours. All these factors are necessary in order to retain the candidates in the learning process, who have been out of the formal learning system and face numerous challenges in continuing with their education.

The different processes involved in imparting the education component is presented as under:

Process	Description
Preliminary Assessment	Conduct a preliminary study of catchment areas to understand the composition of the demographic and education levels of the youth
Counselling	Conducting eligibility tests and pre-training induction programmes for beneficiaries to assess the basic aptitude of the beneficiaries.

Process	Description
Formation of batches	Allocate batches for the different cycles of NIOS (Oct-Nov/Mar-Apr)*
Registration with NIOS/SIOS	Facilitate registration with NIOS/State Boards
Teaching	**Teachers:** Make available a pool of high quality infrastructure, and duly qualified and experienced teachers / facilitators. It is recommended that there is one trained graduate teacher for every subject. Teacher Manuals will be made available as guid to support teachers in imparting training.
	Syllabus: As prescribed by NIOS/SIOS.
	Language of teaching: English/Hindi/any other local language
	Learning materials: Content/Books as prescribed By NIOS/State Open School as well as PIA's own innovative teaching and learning materials, books, interactive learning materials, ICT enabled instruction materials (computers/Tabs/Online Education Resources), etc.
Assessment and Certification	Candidates are assessed as per the assessment process of NIOS/State Open School and successful candidates receive NIOS certification.

To appear for the NIOS examination, the candidates must register as per schedule given.

i.   For April-May Examination: Registration happens in December-January

ii.   For October-November Examination: Registration happens in June-July

Apart from the above, the PIAs shall:

o   Have an option to become accreditation agency of NIOS if they wish to get accredited with NIOS. NIOS will facilitate early accreditation of PIAs training centres.

o   Have an option to register trainees of NAI MANZIL through NIOS approved centers in the state of operation. PIAs will conduct teaching classes for bridge course of NAI MANZIL trainees at their premises strictly as per NIOS syllabus, norms & scheme.

o   Start Skill Development Training after completion of bridge course without waiting for examination for bridge course or declaration of result thereof. The duration of Skill Development Training is three months.

o   May tie-up with NIOS accredited centers within the state of operation for registration of trainees of NAI MANZIL scheme.

Skill Training Component ≫≫
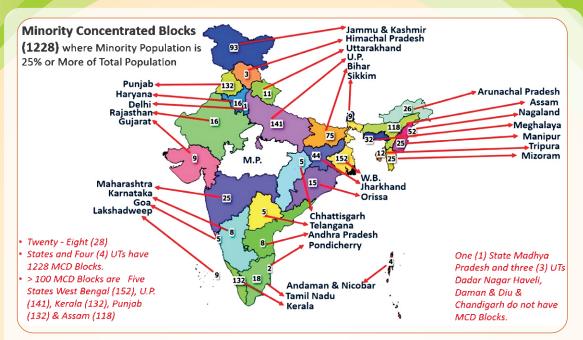
Nai Manzil offers skill training compliant with National Skills Qualification Framework (NSQF). The skill training programme is of minimum 3 months duration and includes soft skills training, basic IT training and basic English training. The Scheme lays special focus on skill courses that are aligned at NSQF level 3 or above, so that the students benefited by the scheme have access to better jobs in the labour market.

Health and Life Skills: All participants are also provided a module on health awareness and life skills and safety at work including basic hygiene and first aid.

The PIAs select courses that are National Skills Qualification Framework (NSQF) compliant. PIAs can also adopt any other courses specific to local industry requirements that are NSQF compliant. The NSQF is a quality assurance framework in India that lays down nationally recognized competency standards for all qualifications. The government of India notified the NSQF in 2013 with the objective to standardize the relevance and quality of training across all sectors. The NSQF organizes different qualifications on the basis of competencies, which subsequently reflect the level of job role that these qualifications give access to.

PIAs also impart training on Health and Life Skills based on the curriculum provided in DGT programs on developing soft skills of the trainees. No training is deemed complete unless training on Health & Life Skills and Labor Welfare Legislations, with required number of hours (minimum 3 hours), is imparted by the PIAs.

The scheme adheres to the cost norms of different trades as laid down by the Common Norms for Skill Development Schemes, notified by the government of India. The Scheme particularly focuses on Category I trades / sectors as specified in Schedule-II of the Common Norms in order to encourage training in capital-intensive trades / sectors.As an incentive, the per beneficiary cost of training is more for Category I trades, followed by category II and III respectively.

Minority Concentrated Blocks (1228) where Minority Population is 25% or More of Total Population

The different processes undertaken by PIAs in imparting skills training are presented as under:

Process	Description
Skill Gap Assessment	o PIAs should conduct a Skill Gap Study/Assessment to map the available skills among the youth in the catchment area vis-à-vis the skills demanded in the job market. o Mapping the requirements of the beneficiaries and program objectives vis-à-vis market demand. The Skill Gap Study can be taken as a base for this.
Selection of Trade	o Each participant will undergo a skill-based training program based on his/her aptitude and capability. This would also include relevant soft-skills and life skills. The sector for skill training will be market relevant as assessed by the PIA during the skill gap study undertaken for the project o Identify the level of the skill certification as prescribed in the NSQF. o Identify the category of trade (Category I/II/III) as notified by the Common Norms for Skill Development Schemes, GOI. The per beneficiary cost for training will be determined accordingly.
Timing and duration of training	o The skill training programme will be of minimum 3 months duration and will include soft skills training, basic IT training and basic English training o It can be provided in sequence to education training or can also be spread throughout the scheme duration

Teaching	Dedicated teachers with domain knowledge of the relevant trades/sectors will be available
	Syllabus: For the skills training program, the syllabus would be as per the Qualification Pack-National Occupational Standard (QP-NOS) compliant with National Skills Qualification Framework (NSQF)
	Language of teaching: English/ Hindi/any other local language
	Learning materials: As prescribed SSCs as well as PIA's own innovative teaching modules
Assessment and Certification	The process of assessment and certification would be as per the stipulation of the respective Sector Skill Council (SSC).

Job Placement 〉〉〉

The PIAs are required to place successful candidates in regular employment in the sector in which he/she was trained. Employment in the formal sector is desirable, however, if that is not possible then the PIA should ensure that the job provides for minimum wages as mandated in the state for semi-skilled workers and the employer should provide for Provident Fund, Employment State Insurance (ESI), Pradhan Mantri Jeevan Jyoti Beema Yojana (PMJJBY) and other benefits to its staff.

In order to attract employers, the PIA should have regular contact with the industries in the local area and conduct job fairs either on its own or in partnership with the State Skill Development Mission.

(a) Placement assistance and counselling are offered to all candidates and placement is ensured for minimum 70% of certified candidates (at least 50% in organized sector) including self-employment and / or admission for higher studies.

(b) The term "organized sector" for the purposes of this scheme implies occupations that are covered under Employee State Insurance (ESI) Scheme and have Provident Fund (PF) benefits.

(c) Placement, as far as possible, is provided with minimum dislocation.

(d) The timely distribution of monetary support to candidates is one of the key responsibilities of the PIA under Post Placement Support (PPS).

(e) On account of the fact that some sectors like construction are not very organized but payment mostly exceed the organized sector; informal sector jobs are considered subject to the following stipulations:

o Acquisition of a particular job recognized skill by the candidate

o Valid future progression offered by the job.

Post Placement Support »»»»»»»»»»»»»»»»»»»»»»»»»»»»»»»

Given the significant labour churning which occurs after training, post-placement support is provided for atleast 3months. Training providers track and support thestudentfor one year after they have completed the program. Postplacement support includesregularcounsellingto support candidates in their transition into the workplace and help them settle into their new jobs/vocation.
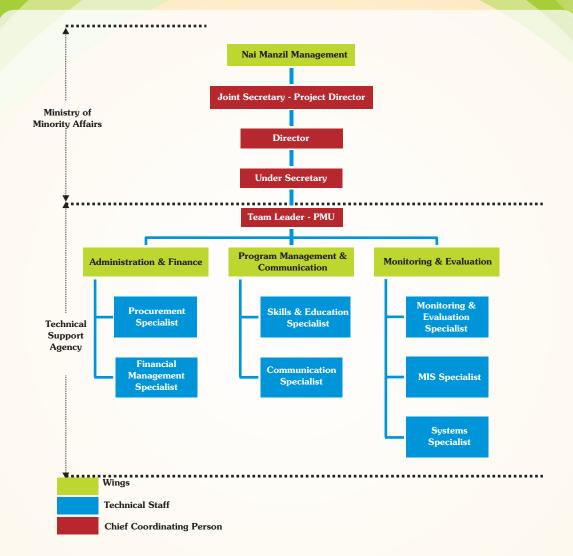
Training providers can do so either through visits at work place, or phone calls to candidates or any other method that is convenient. In addition, candidates are provided financial incentive of Rs. 4000 (Rs. 2000 per month for 2 months) as post placement support so that candidates who are placed after successful completion of skilldevelopment programmes can sustain through the initial hurdles after being placed.

Data and record of follow up information on post placement support is recorded in the Management Information System (MIS) developed for this scheme. The PIAs uploads such information in the MIS on a regular basis.

Institutional Arrangements »»»

Ministry of Minority Affairs (MoMA) »»»»»»»»»»»»»»»»»»»»»»»»»

The MoMA, Government of India (GoI) is the principal implementing agency of Nai Manzil Scheme. The overall operations for the Project is headed by a Project Director not below the rank of Joint Secretary to the GoI. The Project Director is supported by a Director and an Under Secretary.

Program Management Unit »»»»»»»»»»»»»»»»»»»»»»»»»»»»»»»

The day to day functions during Project implementation are managed by a Program Management Unit (PMU), led by a Team Leader and seven technical experts who work under the overall supervision and guidance of the Project Director.The key functions of the PMU includes a) Day to day project implementation, management and coordination and meeting all administrative and legal requirements;b) Preparation of implementation manual, guidelines etc.; c) Preparation of annual work plan, budget, annual performance and financial reports; d) Selection and termination of the PIAs including contract management; e) Review the functioning of PIAs, processing and approval of disbursement based on achievements as agreed in the Performance Agreements; f) Advocacy and IEC for better beneficiary targeting and enrolment; g) Setting up quality assurance standards; h) Conducting overall M&E for the Project, including carrying out project appraisal, and annual benchmarking surveys; i) Establishing and maintaining an MIS for the Project, periodically review the MIS reports, and j) Identifying and implementing any necessary corrective actions.

Nai Manzil Scheme Organogram

Steering Committee ›››

A Steering Committee headed by the Secretary MoMA provide overall supervision and guidance to the project implementation. The Committee is chaired by the Secretary, MoMA

The Steering Committee meets twice a year, although ad hoc meetings may be convened by the Chairperson based on needs, and discharges the following functions:

(a) Guiding the work of the PMU;

(b) Reviewing and approving the Annual Work Plan and Budget of the PMU;

(c) Reviewing implementation progress periodically;

(d) Approving any additional guidelines, changes, and modifications with respect to scheme implementation including beneficiary identification, training delivery, engagement terms for PIAs; and

(e) Take decisions on any other matter escalated by the PMU.

Technical Advisory Committee »»»»»»»»»»»»»»»»»»»»»»»»»»»»»»»»»»»»»»»

Apart from the Steering Committee, in order to provide frequent support and guidance to the implementation of the scheme, a Technical Advisory Committee (TAC)has been set up. This Committee provides need-based advice on curriculum, outreach, social inclusion and gender equality, IEC, and networking and collaboration with CSOs and community leaders.

Grievance Redress Mechanism »»»»»»»»»»»»»»»»»»»»»»»»»»»»»»»»»»»»»»»

The Department of Administrative Reforms and Public Grievances, GoI has formulated a mechanism for redressing grievances for various Ministries and Departments. Grievances for various ministries are received in http://pgportal.gov.in/. The grievances received by the Department are forwarded to the concerned Ministries/Departments/State Governments/Union Territories, dealing with the substantive functions related to which a particular grievance has been received. The MoMA is following the guidelines established by the Department for a grievance redress mechanism, MoMA has set up a mechanism based on the national guidelines. It has constituted a public grievance cellheaded by the Joint Secretary (in-charge of Administration) with the support of Director and Under Secretary along with their section. This cell receives grievances from the central portal as well as any grievance that come directly to the Ministry and forwards them appropriately for resolution. Nai Manzil adopts existing grievance redress mechanism of the MoMA.

Project Implementation Agencies (PIAs) »»»

The Project at the ground level is implemented by PIAs who are selected from private (for profit or not for profit) and/or government agencies. The PIAs may also form a joint-venture or sub-consultancy with each partner responsible for implementation of one major component (education/skills).

Eligibility Conditions for PIAs »»»

In order to be eligible, the PIAs must meet the following criteria:

(a) The agency should be at least three-year-old registered society or a company/or a Trust and/or Government Programme Implementation Agencies (PIA).

(b) The agency should be in the business for at least three years holding a valid

Permanent Account Number (PAN)/ TAN and Service Tax Registration Number or equivalent Registration in case of foreign applicants.

(c) The agency must be affiliated to National Skill Development Council (NSDC) Sector Skill Council (SSC) and accredited to National Institute of Open Schooling (NIOS) or State Open Schooling. Preference will be given to agencies who are affiliated/ accredited to both.

(d) The agency should have an average annual turnover of Rs. 5 Crore or above for the past 3 financial years.

(e) The agency must have experience of conducting education for school drop-outs/ vocational education/ training/ job oriented/self-employment/entrepreneurship development training courses having essentially trained 500 persons annually in the last three years under a Government Scheme.

(f) Agencies with experience of working with Minorities or having presence in Minority areas will be given preference.

(g) The agency should not have any unsatisfactory track record resulting in adverse action taken by Government in India.

Selection of PIAs 〉〉〉

A detailed appraisal process for the selection of PIA is established. The appraisal process includes qualitative appraisal of the a) Organization strength; b) Training and placement track record; c) Experience of education related work; d) Experience in Minority areas; e) Experience in skill development; f) Experience in the concerned state / region; g) Available infrastructure; and h) Financial record. The PIAs are the key drivers of the scheme.

Screening Committee for Selection of PIAs 〉〉〉〉〉〉〉〉〉〉〉〉〉〉〉〉〉〉〉〉〉〉〉〉〉〉〉〉〉〉〉〉〉〉〉〉〉

	Designation	Organisation	
1	Joint/Additional Secretary	Ministry of Minority Affairs	Chairperson
2	Representative	Ministry of Human Resources Development	Member
3	Representative	Ministry of Skill Development & Entrepreneurship	Member
4	CEO or Representative	National Skill Development Corporation (NSDC)	Member
5	Director/ Deputy Secretary (NM)	Ministry of Minority Affairs	Member
6	Representative (IFD)	Ministry ofMinority Affairs	Member
7	Under Secretary (Free Coaching)	Ministry of Minority Affairs	Member
8	Representative	The National Institute of Open Schooling (NIOS)	Member

Secretary (Ministry of Minority Affairs) approves the final selection of the PIAs.

Deliverables of PIAs 〉〉〉

The deliverables of PIAs are presented below:

S. No	Outputs	Tasks	Timeframe
1	Skill Gap Report and Mobilisation	• Conduct a study of the local demography, education level and youth aspirations, • Study the local economy and skill demands • Mapping the skill requirements of beneficiaries with market demands • Raise awareness about the scheme and engage with SHGs at the community level and with women trained under "NaiRoshni" to mobilize interested candidates.	Within 3 months of signing of contract
2	Enrolment of Batch of Eligible Beneficiaries	• Identification of target beneficiaries • Conduct counselling to help candidates make informed choices and match aptitude with aspirations • Form batches based on the counselling results	Within 3 months of signing of contract
3	Open Schooling Certification	• Register students for NIOS/other State open schooling • Ensure 90% attendance of students • Use the available infrastructure, teachers and other teaching and learning materials for effective learning • Enrolling for examination and guiding the candidates throughout the process • Ensure disbursement of stipend	Within 12-32 months of contract signing
4	Market Relevant Skills Training and Certification	• Select relevant skill development programmes that are market relevant and meet the aspirations and aptitude of beneficiaries • Impart skill training • Ensure 90% attendance of students • Conduct third party assessment and certification • Ensure disbursement of stipend	For three months (minimum 200 hours) anytime during the course of 9-12 months of scheme period
5	Promote Health and Life Skills	• Select the right modules on Health and Life Skills and impart training • Ensure that students understand, utilise and practise the skills offered under these modules	Within 3 months of signing the contract

6	Placement	• Facilitate industry linkage placement of certified candidates • Place 70% of certified candidates • Ensure that placements are linked to social protection entitlements Provident Funds, ESI etc. beneficiaries • Facilitate credit linkage for employment	Within 3 months after completion of training
7	Post Placement Support and Tracking	• Conduct counselling candidates in their transition into the workplace and help them settle into their new jobs/vocation. • PIAs can conduct visits place, or phone calls to candidates or any other method that is convenient • Disburse amounts earmarked as post placement support • Track candidates and maintain tracking data for one year after completion of training	Post Placement support for 3 months after completion of training and tracking for one year after training
8	MIS	• Maintain records in the MIS • Analyse data and prepare reports	Throughout the scheme period

The work-flow of the PIAs may also be reproduced with the help of under-given flow chart:

Process 1
1. Skill (Gap Report and Mobilization
1.1. Local demography, education level and youth aspirations study
l.2. Local economy and skill demands study
1.3. Mapping the skill requirements with market demands
l.4. Awareness of scheme and engagement of Community Organizations to mobilize interested candidates

Process 2
2. Enrolment of Batch of Eligible Beneficiaries
2.1 Identification of beneficiaries
2.1 Counselling of beneficiaries
2.2 Batch formation based on counselling results

Process 3
3. Open schooling certification
3.1. Registration of students for MOS/ SOS
3.2. Attendance
3.3. Effective Learning
3 4. Examination Enrollment, and guideline throughout process...

FLOWCHART-NAI MANZIL-PIA WORK FLOW

Process 6
6. Placement and Assistance
6.1. Facilitate industry linkage
6.2. Ensure Placement of 70% of certified candidates
6.3. Social Protection Entitlement linked Placement
6.4. Credit Linkage for self-employment ...

Process 5
5. Health and Life skills
5.1. Delivery of Health and Life skills training
5.2 Ensure understanding, utilization and practice of health and life skills

Process 4
4. Skills Training and Certification
4.1. Market Relevant Skills Development Program
4.2. Delivery of Skills Training
4.3. Attendance
4.4. Third party assessment and certification
4.5. Disbursement of Stipend ...

Process 7
7. Post Placement Support and Tracking
7.1. Counselling to support at transition phase
7.2. PIA visit and phone call to work place to support placed candidates
7.3. Disbursement of Fund as Post Placement support
7.4 Tracing for at least 1 year ...

Performance Contract with PIAs

The PIAs are hired initially for a period of thirty-two months through performance-based contracts (Performance Agreements). Upon successful completion of the term or required by the project, the contract may be extended for another cycle.

The contracts include a set of performance parameters that are the primary basis for financial disbursements by the MoMA to the PIAs. The Performance Agreements aims to provide incentives for meeting agreed upon targets, including physical targets, as well as education and labour market outcomes.

Financial Management & Release of Funds

Nai Manzil has two components: Component 1 supports improved access to education and enhanced market relevance of skills training; while Component 2 focuses on system strengthening, policy design, as well as support the implementation of Component 1 through program coordination, technical assistance, capacity building, results monitoring and evaluation (M&E), and research and communication.

Disbursement and Eligible Expenditure Program (EEP)

The disbursements under Component 1 are conditional on achievement of results as indicated by the Disbursement Linked Indicators (DLIs), identified in the DLI matrix against execution of Eligible Expenditure Program (EEP).

Budgeting

The project follows the budgeting cycle of GoI i.e. April to March and the process will be completed when project's expenditure (IDA and GoI financing)estimates are included in the Union government's budget presented and approved by Parliament.

Fund flow

The project is pre-funded by budgetary allocations. On Component 1, once the DLIs are met and verified, the project will initiate claims with the office of the Controller of Aid

Accounts and Audit (CAAA). However, the claim will be restricted to the cumulative EEP. No disbursements will be made under Component 1 until DLIs set forth for Year 1 of the Project have been met and verified. On Component 2, the disbursement will be on the basis of actual expenditure against the agreed activities.

External Audit

The annual external audit of the Project financial statements for the project will be carried out by the C&AG as per the TORs issued by the Ministry of Finance (Department of Economic Affairs) vide their OM F. No. 17/7/2006-FB-II on March 20, 2009, prescribing "Terms of Reference" to be adopted for all audits conducted by C&AG on the financial statements of World Bank-assisted projects. The auditor will also review the records maintained by MoMA relating to stipends paid to student beneficiaries.

Release of Funds 〉〉〉

The payment to PIAs is made on a per-beneficiary basis, which takes intoconsideration the following broad items:

Broad Items	Details
Mobilisation	• IEC materials • Travel
Identification and Selection	• Counselling of participants • Pre-selection screening
Education (costs as per norms laid down by NIOS)	• Enrolment under Open Schooling
	• Salary/Remuneration of teachers
	• Rent and infrastructure
	• Teaching Learning Materials
	• Equipment and Consumables
	• Examination fees
	• Administrative cost
Skill Training	• Local level skill gap analysis
	• Rent of space and infrastructure
	• Remuneration of instructors
	• Equipment and consumables
	• Examination fees
	• Administrative costs

Placement and Tracking	• Mobilisation of local industry • Contact with past trainees • Tracking through phone calls and visits		
Reporting and monitoring	• Regular reporting on progress in terms of targets and expenditure		

The break-up of estimated per beneficiary cost under the scheme are given below:

S.No.	Item	Cost per beneficiary	Remarks
1	Direct Cost		
1.1	Teaching cost Rental for the study centre & Maintenance expenses	3,000	500 square feet for 6 classrooms @ of Rs.10per square feet for the training period, Electricity, Water and housekeeping expenses of the ESCs
	Salary of teachers, One centre in-charge	6,900	5 teachers per ESC (1 for each subject) and1 Centre head
	One Key resource person for 5 Centres and One Admin/MIS/Counsellor	700	For a group of 5 centres comprising of approx. 500 candidates
	Training the teachers	500	Refresher program for the 5 subject teachers
	Learning Aids	1,150	Computer labs to be set up in each location comprising of 10 computers and a printer on hiring basis
	Teaching Aids	750	Teaching Aids such as projection system, White board, teaching aids and posters etc.
	Learning Kit	1,000	Stationery including note books and other learning material like geometry box, maps, assignments
	Total (1.1)	14,000	
1.2	Skill Training Program Cost including cost of certificate	As per common norms	
2	Pass Through costs		
2(a)	Assessment and Certification		
	Education certification under NIOS or equivalent	3,000	This will include registration, examination and practical fees for 5 subjects
	Skill assessment and certification	As per Common norms	This is as per SSC/NCVT guidelines (subject to actuals)
2(b)	Beneficiary Support		
	Stipend		

	Education	6,000	Rs.1,000 per month for six months
	Skills	4,500	Rs.1,500 per month for three months
2(c)	Post Placement Support	4,000	Rs. 2,000 per month for 2 months for the candidates placed as per 'Seekho AurKamao' scheme guidelines
3	Preventive Health Check -up and Medicines	1,000	
4	Project Management Cost for the PIA	10% of the Project Cost	
	Total (provisional)		Rs. 56,500/-

Funds to PIAs is released in four instalments as described below:

S.No.	Deliverable	Timeline	Payment terms
1	Signing of Contract between parties	Within 15 days of contract signing	30% of the Contract Amount
2	Submission of certificate by PIA on completion of six months of education classes, attendance record and proof of release of stipend to students.	Within 9 months of signing the contract	25% of the Contract Amount
3	Skill certification of 75% trainees	Within 12 months of signing the contract	25% of the Contract Amount
4	Education certification of NIOS/ SIOS of minimum 40% trainees and placement of 70% trainees	Within 32 months of contract signing	Final 20% of the Contract Amount

The above payment schedule is subject to the following:

a. 'Trainees' under the deliverables would be the total number of beneficiaries that the PIAs are supposed to train at the time of signing the contract.

b. The disbursement of the first instalment would be upon submission of a Bond by the PIA at the time of signing the contract.

c. The skill training cost will be appropriately adjusted to comply with the cost norms of the specific sectors in which training is provided as per the Common Norms for Skill Development Schemes as notified by the government of India. The

settlement will be made at the time of releasing of second instalment keeping in view the trade selected etc.

d. The skills certification should be compliant with the National Skills Qualifications Framework (NSQF).

e. The education certification should be issued by NIOS or relevant state open school.

f. Employment of at least 70% of the successfully certified trainees within three months of completion of training, with at least:

    i. 50% of the trainees passing out being placed in wage employment.

    ii. The remaining 20% can be employed through self-employment orshould be enrolled in further professional education or skills training.

Verification Documents ›››

The verification documents to be considered are as under:

i. Open school enrolment/registration: Enrolment confirmation provided by NIOS/relevant state open school

ii. For education certification: Copy of the certificate/ marksheet provided by NIOS/ relevant state open school

iii. For skills certification: Copy of successful completion certificate provided by the assessment agency

iv. In case of placement:

(a) One of the following documents would be treated as proof of placement:

    o Salary slips issued by employer

    o Statement of bank account of candidate with credits of salary

    o Letter with name of candidate and salary details.

(b) Placement in the informal sector should be considered only if the following conditions are met:

- An offer letter assuring the minimum wages of the state.

- Certificate from the employer that wages have been paid as per the minimum wages

- The job should not be purely temporary and must have stability that which means termination of job will be done with proper notice period.

v. In case of self-employment: candidates should be employed gainfully in livelihood enhancement occupations which are evidenced in terms of trade license or setting up of an enterprise or becoming a member of a producer group or proof of additional earnings (bank statement) or any other suitable and verifiable document as prescribed by the Ministry.

vi. In case of higher education: Letter of admission/acceptancein any professional institution of education or skills

Safeguards

Social Safeguards

The Nai Manzil scheme is socially inclusive and gender sensitive with its explicit focus on vulnerable communities from the minority communities. MoMA is already implementing a range of welfare schemes targeting the minorities with special attention to women and the poor and vulnerable communities amongst minorities. The Scheme is being benefited from the experience of having implemented these schemes in the past. The key Gender Equality and Social Inclusion Guidelines (GESI) guidelines include the following:

(a) The scheme earmarks at least 30 percent for women candidates in the training program beneficiaries;

(b) The schemes pay special attention to the needs of the people living with disability, including those cognitively challenged, and earmarks 5 percent of seats for the people living with disabilities from minority communities;

(c) The scheme includes measures to ensure access and outreach for most vulnerable amongst minority youth in rural and urban areas;

(d) There is a Technical Advisory Committee representing the minorities to guide the implementation process;

(e) The scheme emphasizes community mobilization, student orientation, and awareness raising amongst minority communities through using culturally appropriate media;

(f) There shall be a helpline to address needs and concerns of the target communities, especially women and vulnerable communities;

(g) The training process includes student orientation on gender sensitivity, labour laws, and financial literacy as a part of the curriculum.

The project is unlikely to have any adverse social impacts or significant conflicts. Given that this is a nation-wide scheme, all minority communities in the country including states like Jharkhand, Chattisgarh, Odisha and the NER, the World Bank Operational Policy (OP) 4.10 (Indigenous People) shall be applicable. For this purpose, an Indigenous People's Policy Framework (IPPF) is being developed separately to ensure that the tribal communities and other vulnerable groups (like the Scheduled Castes, Scheduled Tribes and Other Backward Class) also benefit from the scheme. The IPPF will be publicly disclosed on the Ministry of Minority Affairs website and the World Bank info shop.

The IPPF addresses major social risks to the project. Children from tribal communities face difficulties in access to education, in completing it and in getting skills training. The project ensures coverage of children from the tribal communities. Female children are particularly disadvantaged in access to education and skills training. The activities financed by the project follow the guidelines to improve gender and disability friendliness among the minority communities.

Environment Safeguards 〉〉〉

The MES courses under DGT recognize the importance of imparting education on Health, Safety and Environment (HSE) and Labour Welfare Legislations and has defined curriculum on the subjects under its soft skills program. DGT's Soft and Entrepreneurship Skills program includes curriculum for occupational safety, health and environment, and Employability Skills program includes curriculum on labour welfare legislations. The QPs developed by SSCs include National Occupational Standards on Health and Safety across

sectors. Under the project, the PIAs are required to introduce at least 3-hour mandatory training on Health, safety & Life Skills and labour welfare legislations. These trainings are based on the curriculum provided under DGT'smodules on Soft and Entrepreneurship Skills.

The delivery of training on Health safety & Life Skills and Labour Welfare Legislations by the PIAs is monitored by the PMU as part of its monitoring and evaluation arrangements.

Project Monitoring Arrangement

Management Information System (MIS) 〉〉

An MIS is being established to build MoMA's capacity to collect, analyse, and report on its own performance and that of the PIAs. The main objective of the MIS is to bring the reporting capacity of all PIAs to the same level, streamline data collection protocols, set minimum indicators to be collected, and have a real-time technology enabled solution for monitoring progress. The MIS serves as a nodal platform where PIAs get registered after signing of Performance Agreements and supply all details through the lifetime of their engagement including the profile of trainees, training and placement details, and all other project related inputs, outputs and outcome information generated from various project components.

The MIS portal is being designed to generate various analytical reports and the data collected will be used to monitor performance over time, including enrolments, dropouts, and employment of beneficiaries, and to analyze the performance of courses, centers, and instructors. The PMUalso develop reporting formats for each project component and ensure that data reporting by PIAs is standardized.

The PIAs are responsible for furnishing the records as required by the MIS in appropriate electronic and / or hard copy format on a periodic basis and comply by all requirements as may be set therein. The PIAs also maintain participant specific information and meet all applicable reporting requirements. The regularity and quality of entry of information will be prescribed by the Ministry as required. The PIA maintains tracking data for one year after completion of training and would maintain the same on the MIS to monitor the progress of trainees.

Concurrent Monitoring Agency 〉〉

MoMA will hire an agency to conduct concurrent monitoring and random checking of physical and financial reports on the MIS. The information gathered from this will be fed into the decision-making process for further sanctions and release of funds under the Scheme. Monitoring will (among others) include random visits to training centres and validation of:

a) Presence of minimum infrastructure supposed to be present as per due requirements.

b) MIS entries by utilizing appropriate methods to certify the veracity of beneficiaries

c) Facts about training, placement and retention of those candidates from the residing area who were trained under the Scheme by meeting the beneficiaries and / or members of the beneficiaries' family

Benchmarking Surveys 〉〉

The Ministry will undertake annual benchmarking surveys by a third party to assess the impact of the scheme, and fine tune its strategy and / or target areas and population. These surveys will include quantitative and qualitative surveys, rigorous impact evaluations etc. The scheme will also support pilot interventions to identify the optimal additional support that needs to be provided to make the program to successful.