



Government of Orissa  
Department of Public Enterprises

Inviting Expression of Interest for Empanelment of Agencies for Labour  
Market Studies & Livelihoods in Orissa

Expression of Interest is invited from reputed agencies to undertake field studies in Orissa to identify job opportunities/ livelihoods in formal and informal sector relevant to the employees availing Voluntary Retirement Scheme for state level public enterprises in Orissa. Agencies engaged in surveys, labour market, monitoring & evaluation livelihoods studies involving field study through surveys may apply with details of their expertise for empanelment for undertaking varied studies related job opportunities, profile, status and coping mechanisms of the VRS employees.

Details of TOR for District Level Labour Market Study is available on the website <http://orissagov.nic.in/publicenterprises/index.htm>

EOI should reach OPERP Project Office, 8, Forest Park, Bhubaneswar-751009 on or before 15 days from the date of this publication. Only selected agencies will be communicated. Department reserves the right to accept or reject any or all the applications without assigning any reason thereof.

## Terms of Reference

### District Level Labour Market Studies to identify alternative livelihoods to VRS availed workers in Orissa

#### 1 Purpose of the document

This set of documents is provided by the Department of Public Enterprises for agencies to undertake District Level Labour Market Studies in a number of the 30 districts of the State of Orissa.

#### 2 Introduction

The Orissa Public Enterprises Reform Program (OPERP) led by the Department of Public Enterprises (DPE) has been designed to reform and restructure the Government of Orissa's state level enterprises. The Government of Orissa through OPERP is aiming to privatize, close or restructure the public enterprises. The primary objective of OPERP is to stem the heavy losses of the state enterprise sector, and in so doing, to improve the fiscal position of the state and free up resources for social sector spending.

The Social Safety Net Programme (SSNP) is an important component of OPERP. It seeks to address the problem of job losses that are associated with enterprise reform such as privatisation. The SSNP aims at minimizing the adverse impact of job loss by providing counseling, vocational training for new livelihoods and redeployment assistance to workers.

The DPE has initiated second phase of the SSNP. The SSNP in its first phase (1999 – 2003) surveyed around 10,000 workers from thirty PSUs and retrained of the order of 3,500 workers. The DPE has initiated second phase of the SSNP and around 14,000 workforce is relieved so far.

SSNP services are implemented through Regional Centres covering two to four contiguous districts. Proposed district level labour studies are for units comprising a few districts each. Proposals are sought for the following one or more clusters.

Clusters	Regional Centres	Districts covered
Cluster A	Balasore	Balasore, Bhadrak,
	Baripada	Keonjhar, Mayurbhanj
Cluster B	Sambalpur,	Sambalpur, Deogarh, Bargarh
	Jharsuguda	Jharsuguda, Sundargarh
Cluster C	Jeypore	Koraput, Rayagada, Navrangpur, Malkangiri
	Berhampur	Ganjam, Phulbani, Gajapati
Cluster D	Bolangir	Bolangir, Navapara, Kalahandi, Sonepur
	Anugul	Anugul, Boudh, Dhenkanal
Cluster E	Bhubaneswar	Khurda, Puri, Nayagarh
	Cuttack	Cuttack, Jagatsingpur, Kendrapara, Jajpur

### 3 Purpose and Study

DPE intends to appoint one or more agencies to carry out a series of district level Labour Market Studies across the state in order to strengthen retraining and redeployment assistance interventions of the second phase of the SSNP.

The proposed studies aim to provide the SSNP with empirical data to assist in understanding:

- the demands of the labour market in Orissa;
- the different skill sets possessed by the various categories of VRS employees of the specific state level public enterprises.

The Labour Market Studies will be carried out in clusters of districts, in order to help understand the opportunities available for VRS workers in both the organized and unorganized sectors.

The overall objective of the studies will be to seek to match the opportunities for livelihoods in specific locations with the existing skills and/or future vocational interests of VRS employees.

The findings and recommendations from these studies are expected to guide the agencies charged with implementing the SSNP as to the type of vocational training and redeployment assistance they should offer the VRS availed workers.

In short the objective is to try and match the supply of VRS workers to the demands of the local labour market.

### 4 Scope of the Study

The Agencies appointed by DPE will carry out all investigations and collect all information as is necessary from primary and secondary sources through different methods of data collection.

Each of the Labour Market Studies, more specifically, shall focus on the following:

- a) Ascertaining the existing employment scenario of the specified district(s), with a particular focus on identifying potential growth sectors and emerging opportunities in the light of state and national trends;
- b) Examining various government schemes, district plans and employment generation schemes, and development plans that are relevant to and operational in the specified district(s) that can be utilized to support or supplement SSNP activities;
- c) Understanding and assessing of the demand for various skills/ trades/ vocations in the specified district(s) with reference to both wage employment and self employment and in both formal and informal sectors;
- d) mapping of large to medium scale enterprises and industries in the specified districts with a view to identifying openings for VRS employees;

- e) mapping of public and private agencies in the specified district(s) providing vocational training, job search and placement assistance as a means of identifying potential training agencies of support to VRS employees under SSNP;
- f) gathering of primary data on the skills, socio-economic circumstances and future vocational expectations of a representative sample of VRS employees: It is expected that the selected Agency should collect detailed data from at least 200 VRS employees in each of the districts so as to ensure proper appreciation of the profile and circumstances of the VRS workers.

## 5 Deliverables

Deliverable for the present study include inter alia but not limited to the following

### Inception Report

- a) An inception report explaining the understanding of the study, activity plan, team members and their background;
- b) The report should also include proposed methodology for gathering data, the time frame for the various activities to be undertaken,
- c) The inception report should set out the nature of support if needed, from DPE and also identify any issues or risks that might cause problems in completing the assignment

### Progress Reports

- Monthly report informing the progress of the study;
- Draft Report on the completion of the study suggesting / recommending vocations/ skills that have greater redeployment opportunities, and sun-rise trades or sectors in the district(s) as well as opportunities of convergence with government schemes in the district(s);

### Final Deliverables

- A presentation/workshop for DPE (and the agencies appointed by DPE to manage the SSNP) on the main findings of the Labour Market Study.
- Final Report;

## 6 Period of Study

The study should be completed with 14 weeks from the date of signing the agreement and the Inception report is to be submitted within 2 weeks from the date of commencement of the assignment.

The Agency will work closely with the DPE and its advisors and will, report on the progress of the assignment once in a fortnightly

Time is the essence of this assignment and DPE reserves the right to levy liquidated damages without prejudice to its other options to cancel the registration with DPE etc for the loss and inconveniences suffered for any delay in submission of final report beyond the agreed date.

## Attachment B

### Procedures for Submission of Proposals

#### Submission of proposals

1. Proposals should be submitted to the DPE. Several Agencies have been invited to submit proposals.

#### Contents of proposals

2. Proposals should contain the following information:
  - (a) The Agency's comments or suggestions on the terms of reference;
  - (b) A brief description of the way in which the Agency would plan to execute the terms of reference;
  - (c) The composition of the team of personnel with the Agency would provide and the tasks assigned to each of them;
  - (d) The proposed fixed fee for carrying out the work. The agency shall quote their fee separately for undertaking study of one or more specified clusters of districts.
3. The Agency's proposal should show why the Agency is particularly suited to carrying out the tasks set out in the terms of reference.

#### Evaluation of proposals

4. Evaluation by the DPE shall take place based on the following criteria
  - (a) The Agency's understanding of the terms of reference; [10 % weighting]
  - (b) The quality of their methodology section (this a section of between 5 to 10 pages which sets out how the agency will approach the assignment and how they will schedule and approach the various tasks to be undertaken [20% weighting]
  - (c) The experience and qualifications of the Agency's staff being utilized; [20% weighting]
  - (d) The experience of the Agency in carrying out similar tasks. [20% weighting]
  - (e) The quality of the proposal. DPE expects the proposals should be well formatted, clearly structured and should demonstrate that the Agency has carefully considered how it will undertake the work. [10% weighting]
  - (f) The financial bid (cost of the services) for undertaking any of the specified clusters of districts. [20% weighting]

Total 100%

#### Award and contract

5. Agency that submit proposals will be informed of the results of the evaluation as soon as practicable by DPE
6. The selected agency shall be provided with a letter of agreement setting out the terms and conditions of the assignment, the terms of reference and fees and expenses.
7. The selected agency is expected to sign and return the letter of agreement and to commence provision of the services as set out in the agreement.

## Attachment C

### SSNP and Labour Market Studies

Social Safety Net Programme (SSNP) also known as Project Roshini is a special component of the Orissa Public Enterprise Reform Programme (OPERP) of the Govt. of Orissa. SSNP strives to facilitate alternative livelihoods beyond Voluntary Retirement Scheme (VRS). Redeployment of workforce affected by the reform programme is ensured through assistance for skill up gradation or guidance for self-employment. Since 1999 around 3500 VRS retirees belonging to 30 state level PSUs have been provided retraining in varied skills to enhance their chances of alternative jobs or self-employment ventures. Job counseling, training for skill up gradation and follow up services for redeployment have been guided by the SSNP team based on "common sense" understanding of the opportunities locally available. A large section of the trained VRS employees have been redeployed in alternative jobs.

Towards improving effectiveness of retraining and counseling efforts for redeployment, SSNP plans to initiate field studies to scientifically assess the scope for employment in varied trades/ sectors with particular reference to local situations where the VRS employees are located. District Level Labour Market Studies are planned for clusters of districts where the Regional Centres of Project Roshini provide retraining and redeployment assistance measures.

Each of the proposed cluster of districts has VRS employees belonging to several PSUs. Each district has different potential for absorption of these workers owing to specific nature of economy and industry of the district and also the profile of the VRS workers varies from place to place because of the nature of PSU they served before availing VRS.

#### Clusters of proposed districts for the labour market studies

Clusters	Districts covered	Location of Regional Centres	Approximate size of respondents to be covered
Cluster A	Balasore, Bhadrak, Keonjhar, Mayurbhanj	Balasore, Baripada	600
Cluster B	Sambalpur, Deogarh, Bargarh, Jharsuguda, Sundargarh	Sambalpur, Jharsuguda	600
Cluster C	Koraput, Rayagada, Navrangpur, Malkangiri, Ganjam, Phulbani, Gajapati	Jeypore, Berhampur	600
Cluster D	Anugul, Boudh, Dhenkanal, Bolangir, Navapara, Kalahandi, Sonapur	Anugul, Bolangir	600
Cluster E	Khurda, Puri, Nayagarh, Cuttack, Jagatsingpur, Kendrapara, Jajpur	Bhubaneswar, Cuttack	600