



National Skill Development Corporation

(CIN: U85300DL2008NPL181612)

301-306 West Wing, Worldmark-1

Aerocity, New Delhi – 110037

Tel: 011-47451600-10 | Fax: 011-46560417

Website: www.nsdcindia.org

Email id: procurement@nsdcindia.org

REQUEST FOR EXPRESSION OF INTEREST

NSDC Division: STRATEGIC EMPLOYMENT PARTNERSHIP

Assignment Title: REQUEST FOR EXPRESSION OF INTEREST FOR EMPANELMENT OF SENDING ORGANIZATIONS FOR TECHNICAL INTERN TRAINING PROGRAM (TITP)

Reference No.: EOI/SEP/2018/0032 dated 30th November 2018

1. National Skill Development Corporation (NSDC) is a one of a kind public private partnership under the ambit of Ministry of Skill Development and Entrepreneurship (MSDE) set up as part of the Government's coordinated action in the skills space with the specific target of skilling /up skilling 160 million people by 2022. NSDC operates mainly by fostering private sector initiatives in this area. In order to achieve this target NSDC has been working on three key mandates:

- Create: Proactively catalyse creation of large, quality vocational training institutions.
- Fund: Reduce risk by providing patient capital and improve returns by providing viability gap funding.
- Enable: Facilitate the creation of support systems required for skill development

With a training partner network of over 400 affiliates, 38 industry-led Sector Skill Councils and various enabling systems and programs, NSDC is a major contributor to the Government's Skill India mission.

2. Background:

TITP, commenced in 1993 in Japan, aims to contribute to developing countries by accepting people from these countries and transferring skills through On-the-Job-Training ('OJT'). The purpose of TITP is to promote international cooperation through the transfer of skills, techniques, and knowledge developed by Technical Intern Trainees in Japan to developing regions, and contributing to the human resource development that will be the driving force behind the economic development of the said developing regions.

With a view to promoting partnership in skill development, and to strengthen mutual interest through cooperation between the two countries – India and Japan, the Ministry of Skill Development and Entrepreneurship (MSDE), Government of India and the Ministry of Justice, the Ministry of Foreign Affairs and the Ministry of Health, Labour and Welfare, Government of Japan, signed a Memorandum of Cooperation (MoC) on TITP in October, 2017.

NSDC has been appointed as the Implementing and Monitoring Agency for TITP by the MSDE. NSDC is desirous of identifying the credible potential entities to be empanelled as Sending Organizations for sending the trained youth of India to Japan as interns under TITP. In this regard, NSDC had empanelled a diverse pool of 23 Sending Organizations in the first phase of empanelment, which includes training partners of NSDC, leading institutes of higher learning, Japanese language training institutes and Indian industrial chambers and associations. These Sending Organizations are entrusted with the task of mobilizing, training and sending skilled Indian youth to Japan.

Eligible and competent youth, who are willing to upgrade their technical skill set through TITP in Japan, would be enrolled and imparted training in India in Japanese language, culture and relevant domain training by Sending Organizations. 17 youths from India have already embarked upon their training in Japan successfully in the domains of electronic equipment/devices assembling work and agriculture.

More details on TITP are provided in the Terms of Reference (Section D).

3. **Purpose of the Request for Expression of Interest (EOI):**
With the objective of identifying the next pool of credible and competent Sending Organizations, NSDC now invites eligible Firms as single Applicant or in consortium to indicate their interest in being empanelled as Sending Organizations. Applicants should provide information demonstrating that they have the required qualifications and relevant experience. **Applicants are required to furnish their basic information (including all consortium members) as per the format given in Annexure I.**
4. The Applicant should not have been black listed by any Government Agency/Public Sector Undertaking/Autonomous Bodies. The Applicants (including all consortium members) are required to submit a declaration on their letter head to this effect as per **Annexure - II**.
5. The EOIs will be evaluated based on the Eligibility Criteria stated in Annexures I-IX. Subsequent to the EOI, NSDC will issue Request for Proposal (RFP) to shortlisted firms. The Firm is required to submit relevant supporting documents against each criterion.
6. **EOI must be submitted on or before 11th January 2019 till 06:00 PM IST.**
7. The Applicants are required to email their queries, if any, to “procurement@nsdcindia.org” till 06:00 PM IST of 21st December 2018.
8. Interested firms must submit their **EOI** in a standard format as given in this Request for EOI document. **The EOI shall be submitted in hard copy (in original and copy), as well as soft copy in a sealed envelope at the address given below. The outer envelope shall bear the name of the addressee, submission address, EOI number, title of EOI and Applicant’s name. The Applicant shall super-scribe on the envelope “CONFIDENTIAL – DO NOT OPEN”.**

The EOI must be submitted before **06:00 PM IST of 11th January 2019.**

Address for submission of Proposals:

The Procurement Team
National Skill Development Corporation,
301, West Wing, Worldmark-1, Aerocity,
New Delhi - 110037

The Applicant shall also submit soft copy (PDF format) of the EOI and supporting documentation in a single pen drive. The soft copy SHOULD NOT be submitted in a CD form. The Applicant must ensure that the soft copy of the EOI and supporting documentation provided is not encrypted or password protected.

Applicants shall bear all costs associated with the preparation and submission of their EOI.

9. All data/ information sought in the EOI is as of EOI submission date, unless otherwise specified.
10. The Applicant may modify, substitute, or withdraw its EOI after submission, provided that written notice of the modification, substitution, or withdrawal is received by NSDC prior to EOI submission closing date and time. No EOI shall be modified, substituted or withdrawn by the Applicant on or after the EOI submission closing date and time.
11. All documents shall be submitted by the Applicant in English, and documents submitted after translation in English shall be certified by competent authority in the respective country. Any translated document submitted shall be accompanied with the copy of the original document.
12. At any time before the last date and time for submission of EOIs, NSDC may, whether at its own initiative, or in response to a clarification requested by the interested firms, amend this Request for EOI by issuing an addendum. The addendum shall be published on NSDC website (www.nsdcindia.org), and the addendum will be binding on all the Applicants. The Applicants are advised to visit NSDC website on a regular basis. To give the Applicants reasonable time in which to take an amendment into account in their EOIs, NSDC may at its discretion, if the amendment is substantial, extend the deadline for the EOI submission. NSDC will not be liable for any effect on the Applicant's EOI or its evaluation, if the Applicant does not read addendum(s) or related communication on NSDC's website.
13. NSDC reserves the right to reject any or all of the EOIs submitted in response to this Request for EOI document at any stage without assigning any reasons whatsoever. NSDC also reserves the right to hold or withdraw or cancel the process at any stage under intimation to the Applicants who submit the response to this Request for EOI. Further in case all the required information is not submitted or any information submitted is found to be false or misleading at any stage, NSDC without prejudice to any other right available to it under any law or otherwise, may reject such EOI any time in its sole discretion. NSDC shall not be held liable for any kind of liability under any of such aforesaid situations.
14. The EOI to be submitted by the Applicant shall consist of the following documents:
 - i. Basic information of the Applicant (refer Annexure -I under "Section C – Annexures").
 - ii. Declaration by the Applicant (refer Annexure -II under "Section C – Annexures").
 - iii. Copy of Certificate of Incorporation/Registration of the Applicant (refer S.No. 1 for Applicant Category 1 under "Section A – Eligibility Criteria" and S. No. 1 under "Section B – Additional Information").
 - iv. Copy of SVO Licence issued by Ministry of Justice and the Ministry of Health, Labour and Welfare of Japan proving that it is a licenced SVO in Japan (refer S.No. 1 for Applicant Category 2 under "Section A – Eligibility Criteria".)
 - v. Copy of Memorandum of Understanding (MoU)/Consortium Agreement signed between all the Consortium members (refer S.No. 1 for Applicant Category 1 under "Section A – Eligibility Criteria" and S.No. 1 for Applicant Category 2 under "Section A – Eligibility Criteria").
 - vi. Documents as per format mentioned from Annexure III to Annexure IX under "Section C – Annexures".

15. This request for EOI includes the following sections:

Section A – Eligibility Criteria

Section B – Additional Information

Section C – Annexures

Section D – Terms of Reference

For **National Skill Development Corporation**

Manish Kumar
MD & CEO

SECTION A – ELIGIBILITY CRITERIA

TYPE OF FIRMS / APPLICANTS AND PARAMETER	ELIGIBILITY CRITERIA	DOCUMENT TO BE SUBMITTED
<p>Applicant Category 1: Any firm incorporated/ registered in Japan The above firm can apply either:</p> <ul style="list-style-type: none"> (i) itself; OR (ii) through its Affiliate* OR (iii) in <u>Consortium formed by itself or its Affiliate*</u> with any number of other firms which may be incorporated/ registered in any country. <p align="center"><u>Note: Applicant to specify its category in Annexure III</u></p>		
<p>1. Operational Capability</p>	<p>Incorporation / Registration of the <u>firm in Japan</u> for at least 2 years</p>	<p><u>I. In case the firm incorporated / registered in Japan is applying itself:</u> Copy of Certificate of Incorporation / Registration of the firm incorporated / registered in Japan.</p> <p><u>II. In case the firm incorporated / registered in Japan is applying through its Affiliate:</u></p> <ul style="list-style-type: none"> (i) Copy of Certificate of Incorporation / Registration of the firm incorporated / registered in Japan; (ii) Copy of Certificate of Incorporation / Registration of the Affiliate legal entity; and (iii) any document evidencing the shareholding / voting power / right to appoint directors as provided in the definition of Affiliate given in this “SECTION A – ELIGIBILITY CRITERIA” later. <p><u>II. In case the firm incorporated / registered in Japan is applying in Consortium formed by itself or its Affiliate*:</u></p> <ul style="list-style-type: none"> (i) Copy of Certificate of Incorporation / Registration of the firm incorporated / registered in Japan; (ii) Copy of Certificate of Incorporation / Registration of the Affiliate legal entity (<i>this is required only in case the consortium has been formed by the Affiliate legal entity</i>); (iii) any document evidencing the shareholding / voting power / right to appoint directors as provided in the definition of Affiliate given in this “SECTION A – ELIGIBILITY

		<p>CRITERIA” later (<i>this is required only in case the consortium has been formed by the Affiliate legal entity</i>);</p> <p>(iv) Copy of Memorandum of Understanding (MoU)/Consortium Agreement signed between all the Consortium members. <u>Lead Applicant will have to be clearly specified in the MoU / Consortium Agreement.</u></p>
<p>2. Financial Capability</p> <p>(Note: In case of consortium, this criteria shall be evaluated only for the firm having <u>incorporation / registration in Japan or the Affiliate, as applicable.</u>)</p>	<p>Applicant’s average annual turnover for last 2 Financial years (FY 2016-17, 2017-18) should be atleast ₹ 50 Million (~Japanese Yen 78.15 Million)</p>	<p>Chartered Accountant (CA) /Auditor’s Certificate stating the average annual turnover for last 2 Financial years (FY2016-17, 2017-18).</p> <p>Provide the detail in format as provided in <u>Annexure IV.</u></p>
<p><u>Applicant Category 2:</u> Licensed Supervising Organization (SVO) in Japan. The above SVO can apply either:</p> <ul style="list-style-type: none"> (i) itself; OR (ii) through its Affiliate* OR (iii) in <u>Consortium formed by itself or its Affiliate* with any number of other firms</u> which may be incorporated/ registered in any country. <p style="text-align: center;"><u>Note: Applicant to specify its category in Annexure III</u></p>		

<p>1. Operational Capability</p>	<p>Applicant should be a licensed SVO in Japan at the time of submission of EOI.</p>	<p><u>I. In case the SVO is applying itself:</u> Copy of SVO Licence issued by Ministry of Justice and the Ministry of Health, Labour and Welfare of Japan proving that it is a licenced SVO in Japan.</p> <p><u>II. In case the SVO is applying through its Affiliate:</u></p> <ul style="list-style-type: none"> (iv) Copy of SVO Licence issued by Ministry of Justice and the Ministry of Health, Labour and Welfare of Japan proving that it is a licenced SVO in Japan; (v) Copy of Certificate of Incorporation / Registration of the Affiliate legal entity; and (vi) any document evidencing the shareholding / voting power / right to appoint directors as provided in the definition of Affiliate given in this “SECTION A – ELIGIBILITY CRITERIA” later. <p><u>II. In case the SVO is applying in Consortium formed by itself or its Affiliate*:</u></p> <ul style="list-style-type: none"> (v) Copy of SVO Licence issued by Ministry of Justice and the Ministry of Health, Labour and Welfare of Japan proving that it is a licenced SVO in Japan; (vi) Copy of Certificate of Incorporation / Registration of the Affiliate legal entity (<i>this is required only in case the consortium has been formed by the Affiliate legal entity</i>); (vii) any document evidencing the shareholding / voting power / right to appoint directors as provided in the definition of Affiliate given in this “SECTION A – ELIGIBILITY CRITERIA” later (<i>this is required only in case the consortium has been formed by the Affiliate legal entity</i>); (viii) Copy of Memorandum of Understanding (MoU)/Consortium Agreement signed between all the Consortium members. <u>Lead Applicant will have to be clearly specified in the MoU / Consortium Agreement.</u>
<p>2. Financial Capability</p>	<p>Not Applicable</p>	

* Affiliate means:

(i) any legal entity (whether incorporated in Japan or outside Japan) in which the firm incorporated or registered in Japan OR SVO (as the case may be) holds any shareholding or voting power or right to appoint any director on the Board of such legal entity.

OR

(ii) any legal entity (whether incorporated in Japan or outside Japan) which holds any shareholding or voting power in the firm incorporated or registered in Japan OR SVO (as the case may be), or right to appoint any director on the Board of the firm incorporated or registered in Japan OR SVO (as the case may be).

SECTION B – ADDITIONAL INFORMATION

Applicants fulfilling the above Eligibility Criteria would be also required to submit below mentioned additional information.

S.NO.	PARAMETER	DOCUMENT TO BE SUBMITTED
1.	Years of Incorporation/ registration of Applicant <i>(In case of Consortium, the above information shall be submitted for <u>all</u> the Consortium members.)</i>	Copy Certificate of Incorporation / Registration
2.	<u>Annual turnover</u> of the Applicant for the last 2 Financial years (FY 2016-17, 2017-18) <i>(In case of Consortium, the above information shall be submitted for <u>all</u> the Consortium members.)</i>	Chartered Accountant (CA) /Auditor’s Certificate stating the annual turnover of the Applicant for last 2 Financial years (FY2016-17, 2017-18). Provide the detail in format as provided in <u>Annexure V</u> .
3.	<u>Annual turnover</u> of the Applicant <u>through</u> <u>operations in Japan</u> for last 2 Financial years (FY 2016-17, 2017-18) <i>(In case of Consortium, the above information may be submitted for <u>any one of the</u> Consortium members.)</i>	CA /Auditor’s Certificate clearly stating the <u>Annual turnover</u> of the Applicant <u>through operations in Japan</u> for last 2 Financial years (FY 2016-17, 2017-18) Provide the detail in format as provided in <u>Annexure VI</u> .
4.	Cumulative number of persons placed* <u>in the</u> <u>overseas locations#</u> by the Applicant for last 2 Financial years (FY 2016-17, 2017-18) <i>(In case of Consortium, the above information may be submitted for <u>any one of the</u> Consortium members.)</i> <i>Note:</i>	CA/Auditor’s certificate clearly stating cumulative number of persons placed <u>in the overseas locations</u> by the Applicant for last 2 Financial years (FY 2016-17, 2017-18). Provide the detail in format as provided in <u>Annexure VII</u> .

	<p><i>* Placement may include job placement / internship / study.</i></p> <p><i># Overseas locations explicitly mean that the person's physical job is located outside India.</i></p> <p><i>The training and/or certification might have been conducted in any country.</i></p>	
5.	<p>Cumulative number of persons trained by the Applicant in Japanese Language for Japanese Language Proficiency Test (JLPT) for level N5 or higher OR Japanese Language NAT-TEST level 5 or higher for last 2 Financial years (FY 2016-17, 2017-18)</p> <p><i>(In case of Consortium, the above information may be submitted for <u>any one of the Consortium members.</u>)</i></p>	<p>CA/Auditor's certificate clearly stating Cumulative number of persons trained by the Applicant in Japanese Language for Japanese Language Proficiency Test (JLPT) for level N5 or higher OR Japanese Language NAT-TEST level 5 or higher for last 2 Financial years (FY 2016-17, 2017-18)</p> <p>Provide the detail in format as provided in <u>Annexure VIII.</u></p>
6.	<p>Number of Japanese Language trainers working / engaged with the Applicant who are:</p> <ul style="list-style-type: none"> • having certification of at least JLPT level N2 or higher OR • Japanese Language NAT-TEST Level 2 or higher OR • Japanese native trainers residing in India. <p><i>(In case of Consortium, the above information may be submitted for <u>any one of the Consortium members.</u>)</i></p>	<p>Self-Declaration on the letter head of the Applicant clearly stating the number of Japanese Language trainers working / engaged with the Applicant having certification of JLPT level N2/higher OR Japanese Language NAT-TEST level 2/higher OR Japanese native trainers residing in India.</p> <p>Provide the detail in format as provided in <u>Annexure IX.</u></p>

SECTION C - ANNEXURES

Annexure – 1 (On the letter head of Applicant)

Date:

Basic information of the Applicant:

1. Applicant's Profile:	
Organizational Details	Name of the Organization/Firm:
	Postal Address:
	Telephone / Mobile no.:
	E-mail/ Website:
	Contact Person name and designation with contact details:
	Date of registration (DD/MM/YY):
	Place (country name) of Registration:
	Any other information which the Applicant wants to add:

For <Applicant's legal entity name>

Name of the Authorised Person:

[Seal and Signature of Authorized Person with Date & Place]

Note:

1. In case of Consortium, all the above details shall also be submitted for all the Consortium members separately.
2. For above details, attach separate sheet if required.

Annexure - II
(On the letter head of Applicant)

Declaration

Date:

National Skill Development Corporation
301, West Wing,
Worldmark 1, Aerocity,
New Delhi – 110037

I/We, authorized signatory of <write name of the Applicant legal entity> (hereinafter referred to as “Applicant”), and hereby declare and confirm that the Applicant do not face any sanction or any pending disciplinary action from any authority against it. Further, it is also declared and confirmed that the Applicant has not been blacklisted by any Government Agency/Public Sector Undertaking/Autonomous Bodies.

In case of any further changes which affect this declaration at a later date, we would inform National Skill Development Corporation accordingly.

For <write name of applicant>

Name & Designation:
Authorized Signatory
(with seal)

Note:

In case of a Consortium, the above declaration shall also be submitted for all the Consortium members separately.

Annexure – III
Self declaration to specify the category under which Applicant has applied

Date:

National Skill Development Corporation
301, West Wing,
Worldmark 1, Aerocity,
New Delhi – 110037

Subject: Self Declaration to specify the category under which Applicant has applied
We, <Applicant's / any of the Consortium member's legal entity Name and address>, hereby
declare and certify that we have applied in

***Applicant Category 1: Any firm incorporated/ registered in Japan**

OR

***Applicant Category 2: Licenced Supervising Organization (SVO) in Japan.**

*(*Strike off whichever is not applicable)*

For <Applicant's/ any of the Consortium member's legal entity name>

(Signature of the Authorised Signatory of the Applicant)

Name:

Designation:

Annexure - IV
Chartered Accountant (CA) / Auditor's Certificate stating the average annual turnover
for last 2 financial years (FY2016-17, 2017-18)
<On CA / Auditor's letter head>

Date:

National Skill Development Corporation
301, West Wing,
Worldmark 1, Aerocity,
New Delhi – 110037

Subject: Certificate on Average Annual Turnover

It is certified that the following information is correct, and as per the audited financials of the
<Applicant's legal entity name and registered office address>:

S.No.	Financial Year	Annual Turnover	Specify currency ₹/Japanese Yen
1.	2016-17		
2.	2017-18		
Average			

For <CA's / Auditor's name>

(Signature and Stamp of the CA/Auditor with membership number)

Annexure - V

Chartered Accountant (CA) / Auditor's Certificate stating the annual turnover of the Applicant / any of the consortium member for last 2 financial years (FY2016-17, 2017-18)

<On CA / Auditor's letter head>

Date:

National Skill Development Corporation
301, West Wing,
Worldmark 1, Aerocity,
New Delhi – 110037

Subject: Certificate on Annual Turnover

It is certified that the following information is correct, and as per the audited financials of the <write Applicant's / any of the consortium member's legal entity name and registered office address>:

S.No.	Financial Year	Annual Turnover	Specify currency ₹/Japanese Yen
1.	2016-17		
2.	2017-18		

For <CA's / Auditor's name>

(Signature and Stamp of the CA/Auditor with membership number)

Note:

In case of Consortium, all the above details shall also be submitted for all the Consortium members separately.

Annexure - VI

CA /Auditor's Certificate clearly stating the Annual turnover of the Applicant / any of the consortium members through operations in Japan for last 2 Financial years (FY 2016-17, 2017-18)

Date:

National Skill Development Corporation
301, West Wing,
Worldmark 1, Aerocity,
New Delhi – 110037

Subject: Certificate on Annual Turnover through operations in Japan

It is certified that the following information is correct, and as per the audited financials of the <write Applicant's / any of the consortium member's legal entity name and registered office address>:

S.No.	Financial Year	Annual Turnover through operations in Japan	Specify currency ₹/Japanese Yen
1.	2016-17		
2.	2017-18		

For <CA's / Auditor's name>

(Signature and Stamp of the CA/Auditor with membership number)

Annexure - VII

CA/Auditor's certificate clearly stating cumulative number of persons placed in the overseas locations by the Applicant / any of the consortium member for last 2 Financial years (FY 2016-17, 2017-18).

<On CA / Auditor's letter head>

Date:

National Skill Development Corporation
301, West Wing,
Worldmark 1, Aerocity,
New Delhi – 110037

Subject: Certificate on cumulative number of persons placed in the overseas locations for last 2 financial years (FY 2016-17, 2017-18)

It is hereby certified that the cumulative number of persons placed* in the overseas locations# for last 2 financial years (FY 2016-17, 2017-18) by < write Applicant's / any of the Consortium member's legal entity's Name and address> is as given below:

S.No.	Financial Year	Number of persons placed in the overseas locations		Total
		Number	Country	
1.	2016-17		Japan	
			Other than Japan	
2.	2017-18		Japan	
			Other than Japan	
Total				

For <CA's / Auditor's name>

(Signature and Stamp of the CA / Auditor with membership number)

* Placement includes job placement / internship / study.

Overseas locations explicitly mean that the person's physical job is located outside India. The training and/or certification might have been conducted in any country.

Annexure - VIII

CA/Auditor's certificate clearly stating Cumulative number of persons trained by the Applicant / any of the consortium member in Japanese Language for Japanese Language Proficiency Test (JLPT) for level N5 or higher OR Japanese Language NAT-TEST level 5 or higher for last 2 Financial years (FY 2016-17, 2017-18)

<On CA / Auditor's letter head>

Date:

National Skill Development Corporation
301, West Wing,
Worldmark 1, Aerocity,
New Delhi – 110037

Subject: Certificate on cumulative number of persons trained in Japanese Language for Japanese Language Proficiency Test (JLPT) for level N5 or higher OR Japanese Language NAT-TEST level 5 or higher for last 2 Financial years (FY 2016-17, 2017-18).

It is hereby certified that the total number of persons trained by <write Applicant's / any of consortium member's legal entity name> in Japanese Language for Japanese Language Proficiency Test (JLPT) for level N5 or higher OR Japanese Language NAT-TEST level 5 or higher for last 2 Financial years (FY 2016-17, 2017-18) is as given below:

S.No.	Financial Year	Number of persons trained in Japanese Language for Japanese Language Proficiency Test (JLPT) for level N5 or higher OR Japanese Language NAT-TEST level 5 or higher
1.	2016-17	
2.	2017-18	
Total		

For <CA's / Auditor's name>

(Signature and Stamp of the CA / Auditor with membership number)

Annexure - IX

Self-Declaration clearly stating the number of Japanese Language trainers working / engaged with the Applicant // any of the consortium member having certification of JLPT level N2/higher OR Japanese Language NAT-TEST level 2/higher OR Japanese native trainers residing in India

<on the letter head of the Applicant / any of the consortium member>

Date:

National Skill Development Corporation
301, West Wing,
Worldmark 1, Aerocity,
New Delhi – 110037

Subject: Declaration stating the number of Japanese Language trainers working / engaged having certification of JLPT level N2/higher OR Japanese Language NAT-TEST Level 2/higher OR Japanese native trainers residing in India

We, <write Applicant's / any of the Consortium member's legal entity Name and address>, hereby declare and certify that we have a total of ____ trainers working/engaged with us having certification of at least JLPT level N2/higher OR Japanese Language NAT-TEST Level 2/higher OR Japanese native trainers residing in India. The list of such trainers is given below.

S.No.	Name of Trainer	Working/engaged with us since (Year)	Japanese Language Proficiency Test (JLPT) level Certified	Japanese Language NAT-TEST level Certified	Japanese native trainers residing in India (Yes/No)
1.					
2.					
3.					
4.					
Add extra lines if required					

For <Applicant's/ any of the Consortium member's legal entity name>

(Signature of the Authorised Signatory of the Applicant / any of the Consortium member)

Name:

Designation:

SECTION D – TERMS OF REFERENCE (TOR)

Background and Journey so far:

TITP, commenced in 1993 in Japan, aims to contribute to developing countries by accepting people from these countries and transferring skills through On-the-Job-Training ('OJT'). The purpose of TITP is to promote international cooperation through the transfer of skills, techniques, and knowledge developed by Technical Intern Trainees in Japan to developing regions, and contributing to the human resource development that will be the driving force behind the economic development of the said developing regions.

With a view to promoting partnership in skill development, and to strengthen mutual interest through cooperation between the two countries – India and Japan, the Ministry of Skill Development and Entrepreneurship (MSDE), Government of India and the Ministry of Justice, the Ministry of Foreign Affairs and the Ministry of Health, Labour and Welfare, Government of Japan, signed a Memorandum of Cooperation (MoC) on TITP in October, 2017.

Eligible and competent Indian youth, who are willing to upgrade their technical skill set through TITP in Japan, would be enrolled and imparted training in India in Japanese language, culture and relevant domain training by Sending Organizations.

NSDC has been appointed as the Implementing and Monitoring Agency for TITP by the MSDE. In this regard, NSDC had empanelled a diverse pool of 23 Sending Organizations in the first phase of empanelment, which includes training partners of NSDC, leading institutes of higher learning, Japanese language training institutes and Indian industrial chambers and associations. These Sending Organizations are entrusted with the task of mobilizing, training and sending skilled Indian youth to Japan.

17 youth from India have already embarked upon their training in Japan successfully in the domains of electronic equipment/ devices assembling work and agriculture.

Key Features of TITP:

- i. **Duration of Technical Intern Training** - Trained candidates will be sent to Japan for undergoing Technical Intern Training for a period of 3 to 5 years.
- ii. **Job Categories** - 77 Job Categories and 139 Operations are eligible under TITP. For further information on the Job Categories and Operations, Applicant is advised to refer to the website of Organization for Technical Intern Training (OTIT): <http://www.otit.go.jp/>
- iii. **Pre-Departure Training in India** - Candidates interested in undergoing Technical Intern Training in Japan are required to be trained in Japanese language, Japanese lifestyle orientation and culture, along with relevant domain training by the Sending Organization before their departure to Japan.
- iv. **Return to home country mandatory** - After completion of the Technical Intern Training in Japan, the Technical Intern Trainee is expected to return to his/ her home country and utilize the skills that were acquired in Japan.

Benefits to youth:

TITP intends to empower Indian youth by providing them with skill development and career advancement opportunities. It will help them contribute to the economic development of India with specialised technical skills gained from training in Japanese industries.

Apart from the prospect of receiving an attractive salary and protection through provision of social security during the training in Japan, the interns get an unmatched exposure to work in the Japanese industries and learn from their innovative approaches.

TITP Stakeholders in Japan:

- i. **Organization for Technical Intern Training (OTIT):** OTIT is a legal entity approved by the competent ministries of Japan (the Ministry of Justice and the Ministry of Health, Labour and Welfare), and established in January 2017. OTIT aims to promote international cooperation by transferring skills, technologies, or knowledge of Japanese industries to developing countries through human resource development while ensuring proper Technical Intern Training and protection of Technical Intern Trainees. (<http://www.otit.go.jp/>)
- ii. **Japan International Training Cooperation Organization (JITCO):** As a general support organization for TITP, JITCO supports stakeholders including Supervising Organizations, implementing organizations, and Sending Organizations, by holding seminars and training session, conducting individual consultations, and developing and providing educational materials, etc. (<https://www.jitco.or.jp/>)
- iii. **Supervising Organization:** It is an organization in Japan that is responsible for accepting Technical Intern Trainees under its supervision and is required to ensure that the Technical Intern Training at each Implementing Organization is performed appropriately. Supervising Organization includes organizations such as Chamber of Commerce and Industry, Society of Commerce and Industry, Medium- and Small-Sized Business Association, Agricultural Cooperative, Fisheries Cooperative, Public Interest Incorporated Association, Public Interest Incorporated Foundation, and other organizations. Supervising Organization must be licensed by the competent ministries of Japan (the Ministry of Justice and the Ministry of Health, Labour and Welfare) with the ability and intent that is appropriate for supervising.
- iv. **Implementing Organization:** It is a company in Japan that accepts Technical Intern Trainees and provides Technical Intern Training, based on an employment engagement under the Supervising Organization's responsibility and supervision.

TITP Stakeholders in India:

- i. **Ministry of Skill Development and Entrepreneurship:** MSDE, Government of India was formed in November 2014 to focus on enhancing the employability of the youth through skill development, removal of disconnect between demand and supply of skilled manpower, building the vocational and technical training framework, skill up-gradation and building of new skills. (<https://www.msde.gov.in>)
- ii. **National Skill Development Corporation:** NSDC is a not-for-profit public limited company incorporated on July 31, 2008 under section 25 of the Companies Act, 1956 (corresponding to section 8 of the Companies Act, 2013). NSDC was set up by Ministry of Finance as Public Private Partnership (PPP) model. The Government of India through MSDE holds 49% of the share capital of NSDC, while the private sector has the balance 51% of the share capital.

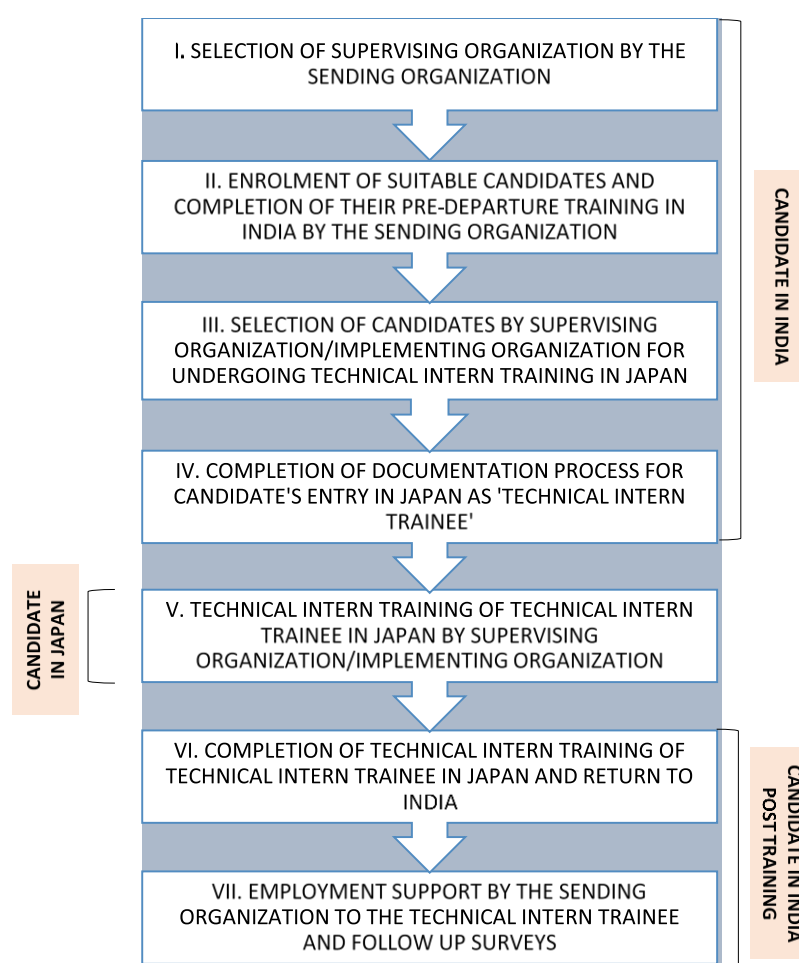
NSDC is envisaged as a financing and administrative organization to support creation of scalable and profitable vocational training institutions. Its objective is to build an

enabling environment through capacity building, augmenting and enhancing capabilities for a dynamic skill ecosystem. (<https://www.nsdcindia.org>)

- iii. **Sending Organization:** Eligible and competent youth, who are willing to upgrade their technical skillset through TITP in Japan, would be enrolled and imparted training in India by the Sending Organization. The Sending Organization will act as an intermediary with Supervising Organizations for candidates who wish to undertake Technical Intern Training in Japan.

Workflow of the Technical Intern Training Program:

The workflow given below (but not limited to) outlines the sequence of processes that a Sending Organization shall follow during the implementation of TITP.



Roles and Responsibilities of the Sending Organization:

The specific duties of a Sending Organization are determined through consultation and the agreement with Supervising Organizations in Japan; however, in general, its roles and responsibilities are briefly outlined below (but not limited to):

- i. **Selection of Supervising Organization by the Sending Organization:** Sending Organization is foremost expected to connect with and understand the requirements of the licensed and suitable Supervising Organizations. Upon finalization of negotiations, Sending Organization shall undergo agreement with the Supervising Organizations for the acceptance of candidates as Technical Intern Trainees.
- ii. **Enrolment of suitable candidates and completion of their Pre-Departure Training in India by the Sending Organization:**
 - a. **Enrolment of candidates for undergoing Technical Intern Training in Japan:** Sending Organization is expected to identify and enrol the eligible candidates in consultation with the Supervising Organization.
 - b. **Pre-Departure Training in India:** The Sending Organization shall conduct appropriate Pre-Departure Training of its enrolled candidates with a focus on imparting Japanese language, Japanese lifestyle orientation and cultural training with relevant domain training.
- iii. **Selection of candidates by Supervising Organization/ Implementing Organization for undergoing Technical Intern Training in Japan:** Sending Organization are responsible for end-to-end management for selection of candidates by Supervising Organization/ Implementing Organization, including arranging interviews and explaining all details pertaining to candidates' employment in Japan.
- iv. **Completion of documentation for candidates' entry in Japan:** Before sending the candidates to Japan, the Sending Organization shall complete the necessary documentation required for candidate's entry in Japan, such as conclusion of contracts pertaining to employment with Implementing Organization, support in obtaining Status of Residence, Visa, and entry into Japan.
- v. **Coordination with Supervising Organization and Implementing Organization during Technical Intern Trainees' stay in Japan:** Sending Organization should stay abreast of the status of the Technical Intern Trainees during their stay in Japan and resolve any issues that may arise.
- vi. **Provision of support to the Technical Intern Trainees to India post completion of training in Japan:** Sending Organization shall ensure a smooth return of Technical Intern Trainees to India post completion of the Technical Intern Training and provide necessary support such as finding occupations for them.

Details on the requisite financial aspects involved in TITP:

- i. **Fees charged from the candidate:** Sending Organization may charge appropriate fees from the candidate for getting enrolled and trained as Technical Intern Trainee and for carrying out other procedures necessary to place the candidate in Japan under TITP. This payment will be directly made to the Sending Organization by the candidate as per the terms agreed between them.
NSDC shall not be involved in the issues related to the financial transaction of fees between the candidate and the Sending Organization.
- ii. **Expenses paid by Supervising Organization:** Sending Organization may receive expenses from the Supervising Organization as per the agreement between the Sending Organization and the Supervising Organization.

NSDC shall not be involved in issues related to these expenses between Sending Organization and Supervising Organization.

- iii. NSDC is a 'Not for Profit Company', and holding license under section 25 of the Companies Act, 1956 (corresponding to section 8 of the Companies Act, 2013). As NSDC is incurring cost on providing the knowledge and skill advisory services under TITP, NSDC reserves its right to charge a suitable amount from the Sending Organizations to reimburse itself for providing such services. For any queries pertaining to this matter, kindly write to procurement@nsdcindia.org ” till 06:00 PM IST of 21st December 2018.

Sources for additional information on TITP:

The Applicant is strongly recommended to refer to the following documents and links to be able to thoroughly grasp various aspects of TITP:

- i. 'Act on Proper Technical Intern Training and Protection of Technical Intern Trainees¹' of Japan (hereafter referred to as 'Technical Intern Training Act'; <http://www.mhlw.go.jp/english/policy/employ-labour/human-resources/dl/2-00.pdf>)
- ii. 'Ordinance for enforcement of the Act on Proper Technical Intern Training and Protection of Technical Intern Trainees²' of Japan (hereafter referred to as 'Ordinance'; <http://www.moj.go.jp/content/001223426.pdf>)
- iii. 'Operational Guidelines for the Technical Intern Training Program Relating to Specific Occupations and Operations - Regarding the Standards for the Occupation 'Care worker'³' of Japan (hereafter referred to as 'Care Workers Guidelines') (<https://www.mhlw.go.jp/file/06-Seisakujouhou-12000000-Shakaiengokyoku-Shakai/0000184414.pdf>)
- iv. Website of OTIT: <http://www.otit.go.jp/>
- v. Website of JITCO: <https://www.jitco.or.jp/>

¹ 'Act on Proper Technical Intern Training and Protection of Technical Intern Trainees' of Japan was released to properly implement Technical Intern Training and to protect Technical Intern Trainees.

² 'Ordinance for enforcement of the Act on Proper Technical Intern Training and Protection of Technical Intern Trainees' of Japan is the document pursuant to the provisions of the 'Act on Proper Technical Intern Training and Protection of Technical Intern Trainees' and for the purpose of enforcement of the said Act. The Ordinance was released in Japan for the enforcement of the 'Act on Proper Technical Intern Training and Protection of Technical Intern Trainees'.

³ 'Operational Guidelines for the Technical Intern Training Program Relating to Specific Occupations and Operations - Regarding the Standards for the Occupation 'Care worker'' was introduced in Japan, specifying the rules for the acceptance of care workers under TITP.