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Annexure A: Terms of Reference

Terms of Reference for an Assessment and Preparation of an Equity Assurance Plan for the Vocational Training Project

Background

The World Bank proposed to assist the Government of India to implement a project to (a) improve the efficiency and effectiveness of participating Industrial Training Institutes; (b) lay the groundwork for long-term reform through support for policy development; and (c) improve monitoring and evaluation for decision making. The Project's development objectives include; reducing dropout and improving completion rates, reducing the time taken by graduates to find employment, and enhancing the earnings of employed graduates. The project also aims to increase institutional autonomy and private sector participation; and increase the percentage of institutions' recurrent costs recovered from industrial contributions, services provided, and trainees. As part of the foundation for long-term reform of the vocational education and training (VET) sector, the Project is expected to develop new curricula, a national qualification framework, a new regulatory framework for private providers of training, and a policy framework for the informal sector; and to assess the feasibility of a training fund.

Objectives of the Consultancy

The objectives of the consultancy are (a) to carry out an assessment to identify and describe the important issues that could affect the achievement of project objectives positively or negatively, particularly those that result in poor outcomes for disadvantaged groups (see paragraph below) and those related to the achievement of social equity; and (b) to prepare an Equity Assurance Plan (EAP) for the proposed project to address these issues in order to ensure that it achieves its development goals. The purpose of the EAP is to ensure that students from disadvantaged backgrounds have equitable opportunities to enter the ITIs, complete their training (on time), and achieve desired outcomes. It should also ensure that trainers / faculty have equitable opportunities and treatment within the

institutions. Hence, the consultant would need to identify any constraints to equity and develop a Plan to address them. The components of the Plan (EAP) are given in Task 5 under Scope of Work below.

It is expected that issues concerning women, SCs, STs, minorities, the disabled and other disadvantaged groups, and community involvement in the ITIs would be well covered in the assessment and the EAP. Special attention needs to be paid to institutional, educational and human issues concerned scheduled tribes (on account of the Bank's Operational Policy 4.10- with which the consultant should become familiar). Social issues germane to all aspects of the proposed project (including existence of reservations, filling / vacancies in reserved seats / teaching positions) should be identified and addressed.

Scope of Work

The work envisaged is largely qualitative. However, the consultant would also collect relevant data at the institutional / state level to discuss the extent of any issues identified. Separate studies are being carried out to obtain quantitative information on SC, ST and female participation in the ITIs and certain outcome / performance measures.

Task 1: Prepare for the state and institution-based assessment by (a) studying project and related documents to become familiar with the proposed project, and abstract useful, relevant information. This includes documents on the quantitative studies mentioned above; and (b) holding discussions with GOI and World Bank project teams and other key persons (including those recommended by GOI / Bank) to begin identification of issues.

Task 2: Select a sample of 15 institutions purposively that represent institutional variations (e.g. co-ed / women only; large / small; other characteristics considered to be important) and variations in the social situations surrounding them (e.g., tribal areas, areas with high concentrations of SCs or minorities). The 15 institutions should be in

four states that also represent different situations (e.g. two in industrialized areas, and two in under developed regions).

Task 3: Develop a set of questions to which answers need to be obtained from the sample of institutions during consultant visits. The Consultant should conduct focus group discussions (FGDs) with trainees, faculty / trainers and other sub-groups in the ITIs (e.g. women), as well as in-depth interviews with key individuals at the ITI and state levels (including some employers).

Task 4: Visit the selected sample of institutions and carry out the FGDs and interviews and collect relevant secondary information (e.g. reservation situation of ITI, proportion of women faculty / students, availability of courses for women, etc.). The primary and secondary information collected would need to be annexed to the draft report (below).

Task5: Write an analytical report on the findings of the above, identifying and describing the social issues that may affect the project, positively or negatively, and draft an Equity Assurance Plan for the project to address the problems identified. The Plan should be practical, feasible within the project time frame, aimed at strengthening the achievement of project objectives, built on other dimensions on the project (for example, recommendations could be made for composition / roles of the Institutional Management Committees), and developed with the concurrence of GOI and the Bank. It should cover (i) what should be done, (ii) how it can be done, (iii) who should be responsible, (iv) when it should be done, and (v) how we would know that it has been done (monitoring indicators). The consultant should examine the design of the project and 'tools' that would be used (e.g., strategic development plans, monitoring formats, etc.) and dovetail the recommendations with these as much as possible (e.g., adding specific questions to the format for institutional plans; suggesting criteria to be used in evaluating the plans; suggesting areas for innovation; recommending aspects of the proposed training fund information strategy; suggesting monitoring indicators; etc.)

The draft report and Plan would be disclosed (see World Bank’s Disclosure Policy) on an appropriate GOI website and shared and discussed with participants in a consultation workshop organized by MOLE. The participants are expected to be drawn from the States, ITI’s , VET experts, employers, and representatives of tribal areas, etc.

Task6: Finalize the analytical report and EAP according to comments received and in accordance with the suggestions of GOI and the Bank. The final report and plan would need to be completed and made public by GOI and the Bank before Project Appraisal.

Duration of the Assignment and Schedule for Completion of Tasks

Task 1-3	within 2 weeks of the start of the assignment
Task 4	within 7 weeks of the start of the assignment
Task5	within 11 weeks of the start of the assignment
Task6	within 2 weeks of the start of the assignment

Consultant Qualifications

The consultant should have a Master’s or Ph.D degree in sociology or a related social science and at least ten years working experience. S/he is expected to be familiar with the VET system in India, and to understand the issues underlying the objectives both of the proposed project and of the EAP to be prepared.

Data, Services and Facilities to be Provided by GOI

The reports referred to in Task 1 will be provided by GOI. The GOI will also provide the consultant any letter necessary to facilitate access to the institutions to be visited and interviewed. The consultant will otherwise make his / her own arrangements for travel and report writing. MOLE would organize the consultation workshop.

Outputs Required of the Consultant

1. Draft Analytical report and Plan with attachments as described in Task 5 above within 11 weeks of the start of the assignment.
2. Final Report and Plan (Task 6) within 14 weeks of the start of the assignment.

6. Trainer Details

Trade / Course	Full Time				Part Time				Vacancies			
	Total	SC	ST	Wom	Total	SC	ST	Wom	Total	SC	ST	Wom

7. Kindly attach a brochure / prospectus of the institute. (YES / NO)

Signature of the Principal with institute's seal

Interview Schedule – Principal

I. Background Information

Could you please provide us some details about you?

What is your educational qualification?

When did you start work working as a head of ITI?

What you were doing before?

In the present ITI how many years you have been?

How far you stay from ITI?

What aspects of this job you like?

Dislike?

II. Government support

What do you think of government's support to the ITI?

Are you provided with modern, appropriate, and updated machinery for practical classes?

How government is responding to the demands in the industry in terms of curriculum changes?

Whether monitoring committees visit your ITI?

Are you familiar with career guidance for SC / ST activities done by the government?

What are they?

How far SC / ST students use them?

If NO, why?

What are the problems?

Have you attended any workshop / training conducted by the government?

What is the best thing done by the government to ITI, according to you?

According to you, what the government should do for ITI, and it is not doing?

Do you have any suggestions for the government for the betterment of ITI?

III. Industry Interaction

Is this ITI located nearby industries?

If yes,

What kind of industries?

Are the offered trades are related to the industries?

Do you think your graduates can directly start working in the jobs?
Training imparted is updated and adequate?

Whether your trainees get jobs there?

Do SC & ST students get jobs there?
If no, Why?

Do you meet industry representatives / leaders / managers?
If yes,
How?
Why?
What you gain from the interaction?

If NO,
Why?
Have you made any efforts?
Do you have any plans to interact with them in near future?

Are you part of any community development organizations or programmes nearby?

IV. Trainees / Students with special focus on SC / ST students

Do you think social group (caste) composition of the local place is reflected in your ITI?
If yes,
Please elaborate, especially with a focus on SC / ST.

Do you receive enough applications from SC/ST groups?
Is it possible to say in numbers?

If YES:

Do you reject applications of SC / ST students?
For what reasons?

How do you admit them?
Is there marks relaxation? How much?

Which trades are most preferred among them?
Which are least preferred?
Any specific reasons?

Why they want to pursue ITI related career?

Do they stay in hostel or outside?
Do they stay nearby?
How much distance they travel?

Do all SC / ST students appear for the final test?
How much percentage of them drop out?

Do they change trades / course after joining?
If yes,
 Why?

Which course / trade is suitable for a SC/ST or women student?
 Why? Any Specific reasons?

Any differences between SC/ST and other students?
 (Skill, learning, poor/rich, seriousness in completing the program)

When they drop out? 3 months, 6 months, 1 years
 Why they drop out?

How many of them complete the program?

What they do after graduation?
 What they prefer: private or government?
 What are the reasons for their preference?

If unemployed, what they do?
 Join some other job, stay unemployed

If NO,

Why you are not able to get enough SC / ST students for the reserved quota?
 (No applications, no local population)
Why they don't prefer ITIs?
What are the major barriers for them to enter and pass ITIs?

What are the schemes available for SC / ST students?
 Which programme is most utilized? WHY?
 Which is the least utilized? WHY?

Do you give them monthly stipends?
 Which day each month, money is given?
 Is the money enough for them?

Have you tried to advertise about the schemes available to SC / STs?

Is there any difference between SC / ST students in learning ability, course completion capabilities, class differences, and seriousness.

V. Women Students / Trainees

What is the proportion of women students in comparison with others?

Why not many women students?

Do they stay in hostel?

Do they come from SC / ST group?

Why they join ITI?

Which course / trade is suitable for them? Why?

What kind of jobs they get?

Interview Schedule for Trainee (SC / ST / Woman)*

I. Social Background

Could you please tell me something about your family? (brothers, sisters)

Who are earning members and what they do?

Who supports your education?

Where your home is located? How far from ITI?

What do you study here?

How did you join this ITI?

Who told you?

Anybody in your family studied in ITI?

In future, whom do you want to be like? (role model)

II. Learning Environment

Are you happy with studying in this ITI?

If yes,

What you are happy with?

* Also used as a guide for focus group discussion.

If NO,
Why?

How do you find classes here? Are you able to understand what is being taught?

What do you think of teachers?

Are they good in their subjects, teach everything, willing to explain again, and more caring and understanding?

Do teachers differentiate you and others?

Are you happy with lab equipments and study material available to you?

What do you think of your classmates?

Do they interact with you like any other student?

Do you ask them for any help / doubts?

Do you have friends here?

Do you stay with you? OR from same locality / are they related to you by any chance?

Do you stay in hostel?

If yes,

What do you think of facilities? (electricity, fan, security)

How do you compare facilities here and your home?

III. Career

Why did you select this particular stream / course / trade?

Are you happy with the course choice of yours?

If YES,
Why?

If NO,
Why?

Have you ever felt like leaving this programme?

If yes,
Why?

What you would have done, if you had left this in the middle?

What are you planning to do after graduation?
Any specific reasons for doing so?

What other students are doing?
Are you doing something different from others?

What do you prefer, private or government jobs?
Why?

IV. Benefits from the Government

Do you get any stipend from this ITI?
How much?
Do you get in time?
Is it enough?

Do you know about various government schemes available to you?
What are they?

Do you know about special coaching given by government for your career?

Interview Schedule for Faculty / Trainer

I. Job

Could you please tell me some information about you?
What do you teach here?
How many years you have been teaching?

What do you think of facilities (labs, machinery, electricity, building) in this ITI?
Are they enough? Please elaborate.

Do you have enough opportunities for your career growth?
If yes,
What are they?
If NO,
Why?

II. Students

According to you, why students join ITI?

How many of them are really interested?

Is there drop out among students?

If YES,

What are the main reasons?

What they do after graduation?

What they do, if they don't get any jobs?

III. SC/ST students

Do you find any differences between SC/ST students and others?

If yes,

What differences?

Is there differences between rich and poor SC/ST students?

What are they?

Is drop out is high among SC/ ST students?

If YES,

Why?

Which course / trade is suitable for them? Why?

Are there any specific issues / problems with SC / ST students?

What they do after graduation?

Could you please compare women with other students?

IV. Industry

How far ITI training is useful for actual work?

Is this relationship differs between trades?

If yes,

Elaborate

Do SC / ST students get job in the industry?

Elaborate

V. Government

How government is treating ITI?

What are the schemes available for various students, especially to SC/ST in ITIs?

Are they useful?

If NO,

Why?

Do you have any suggestions for betterment of it is and SC/ST?

Interview Schedule for Employer (HR Manager / Recruiter)

Could you please tell us the nature of your company / business?

Do you recruit from ITIs?

If YES,

Why? (Government norms, demand for skill)

What is the percentage of ITI graduates compared to others?

Which trade is dominant among your ITI recruits?

Why?

Do you notice SC /ST students during selection process?

Do you have any idea on number of SC / ST ITI graduates in your company?

Or Women

Are you satisfied with skill level of SC / ST ITI graduates?

Do you have any suggestions for betterment of it is?

Skill / training

Facilities / labs

Better participation of SC / ST students

Interview Schedule for Ex-Trainee (working)

I. Social Background

How many years you are working?

What is the nature of your job?

When did you pass out of ITI and when did you get the job?

Could you please tell me something about your family? (brothers, sisters)

Who are earning members and what they do?

Which ITI you graduated from?

What did you study there?

How / Why did you join ITI?

Anybody in your family studied in ITI?

Who is / was your role model – whom do you want to be like? Why\

II. Learning Environment

How was the studying experience at ITI?

Were you happy?

If yes,

What you were happy with?

If NO,

Why?

How did you find classes here? Were you able to understand what is being taught?

How were the teachers?

Were they good in their subjects, teach everything, willing to explain again, and more caring and understanding?

Do teachers differentiated you and others?

Were you happy with lab equipments and study material available to you?

How were the classmates?

Did they interact with you like any other student?

Did you ask them for any help / doubts?

Did you have friends in ITI?

Were are they related to you by any chance?

Did you stay in hostel?

If yes,

How were the facilities? (electricity, fan, security)

How were the facilities in the hostel when compared to your home?

III. Career

Why did you select this particular stream?

Are you happy with the course choice of yours?

If yes,

Why?

If NO,

Why?

During ITI days, had you ever felt like leaving this programme?

If yes,

Why?

What you would have done, if you had left this in the middle?

What other students are doing?

Are you doing something different from others?

What is your future plan?

IV. Benefits from the Government

Did you get any stipend from ITI?

How much?

Did you get in time?

Was it enough?

What were the various government schemes available to you that time?

Did you make use them?

If NO,

Why?

What else government can do for you?

V. Job

Were the skills imparted in ITI useful in your job?
Are they directly used?

Do you have any suggestions for improvement of ITI?

Interview Schedule for Ex-Trainee (Not working)

I. Social Background

Could you please tell me something about your family? (brothers, sisters)
Who are earning members and what they do?

Which ITI you graduated from?
What did you study there?
How / Why did you join ITI?
Anybody in your family studied in ITI?
Who is / was your role model – whom do you want to be like? Why?

II. Learning Environment

How was the studying experience at ITI?
Were you happy?
If yes,
What you were happy with?

If NO,
Why?

How did you find classes? Were you able to understand what is being taught?

How were the teachers?
Were they good in their subjects, teach everything, willing to explain again, and more caring and understanding?
Do teachers differentiated you and others?

Were you happy with lab equipments and study material available to you?

How were the classmates?
Did they interact with you like any other student?

Did you ask them for any help / doubts?

Did you have friends in ITI?

Were are they related to you by any chance?

Did you stay in hostel?

If yes,

How were the facilities? (electricity, fan, security)

How were the facilities in the hostel when compared to your home?

III. Career

Why did you select this particular stream?

Are you happy with the course choice of yours?

If yes,

Why?

If NO,

Why?

During ITI days, had you ever felt like leaving this programme?

If yes,

Why?

What you would have done, if you had left this in the middle?

What other students are doing?

Are you doing something different from others?

Why you are not working now?

Are you trying for jobs?

Elaborate your attempts.

IV. Benefits from the Government

Did you get any stipend from ITI?

How much?

Did you get in time?

Was it enough?

What were the various government schemes available to you?

Did you make use them?

If NO,

Why?

What else government can do for you?

Interview Schedule – SC / ST Community Leaders

What is the average family size in this community here?

What is the dominant occupation?

Do all children go to school?

Where do children go for studies (school, college/polytechnic/ ITI)?

What kind of jobs are preferred among school goers? (Private, government, self)

What kind of job you prefer for your children? (Private, government, self)

Where do you want your children to go for studies?

Is there drop out among school / ITI goers?

If yes,

What are the reasons?

Are you familiar with government schemes available to your children?

If yes,

What are they?

Are they sufficient?

Do you know about ITIs?

Elaborate