



**SVSU**

# **श्री विश्वकर्मा कौशल विश्वविद्यालय**

**(हरियाणा सरकार, एक्ट संख्या 25, 2016 के तहत )**

**Research and Development Department**

## **Call for Proposal**

**From Skill Faculty/staff/ Administrative  
officials as Principal Consultant for  
conducting  
Skill Gap Research Analysis Project in  
Eight (08) Districts of Haryana**

**Shri Vishwakarma Skill University,  
Village Dudhola, Palwal, Haryana**

## **A. EXPRESSION OF INTEREST (EOI)**

**Call for Proposals from Faculty/Staff/ Administrative officials as Principal Consultant For Skill Gap Analysis Project in 8 Districts of Haryana (As per SVSU Consultancy Policy 2022)**

**Ref. No.: SVSU/R&D/Consultancy/EOI/2025/\_\_\_\_**

**Date: 30.08.25**

The last date for submission of proposal is 12.09.2025.

**Sd/**

**Director R&D**

Shri Vishwakarma Skill University,  
Dudhola Palwal, Haryana

Note: All the terms and conditions mentioned in the CFP are binding on Applicants. Research & Development Department, SVSU or any of it designates reserves the right to cancel / revise this CFP and/or invite a fresh CFP with or without amendments, without liability or any obligation for such CFP, and without assigning any reason. Information provided at this stage is indicative and Research & Development Department reserves the right to revise/amend/add further details in the CFP.

**Sd/**

**Director R&D**

Shri Vishwakarma Skill University,  
Dudhola Palwal, Haryana

## B. Project Overview

Shri Vishwakarma Skill University (SVSU) intends to carry out an intensive study regarding **"Skill Gap Analysis"** in the **eight districts of Haryana**: Ambala, Faridabad, Gurugram, Jhajjar, Panipat, Rewari, Sonapat, and Yamuna Nagar. The project aims to assess the demand-supply gap in skilled manpower, youth aspirations, and industry requirements through a comprehensive **on-ground primary and secondary study**.

The project aims to provide specific actionable recommendations that can be implemented in the short to medium-term (one-, two- and three years) and long term (five year). The objective is to provide actionable recommendations to enhance employability in the State and align training infrastructure with emerging sectoral demands. The final report will serve as a critical input for both State and National policy-making bodies and agencies.

### Geography:-

The study will be conducted in the Eight (08) Districts of Haryana - **Ambala, Faridabad, Gurugram, Jhajjar, Panipat, Rewari, Sonipat, Yamuna Nagar**. The study shall cover all blocks & Panchayats of district. The Principal Consultant is advised to study the geography of each district in detail at block level, as the primary survey of the study is to be conducted at block levels.

Please note that the interested parties will have to submit the proposal along with all the supporting documents via email to [director.research@svsu.ac.in](mailto:director.research@svsu.ac.in) before the due date.

All the terms and conditions mentioned in the CFP application are binding on Applicants.

For any queries, please write to us on email id:-  
director.research@svsu.ac.in

**Sd/**  
**Director R&D**  
Shri Vishwakarma Skill University,  
Dudhola Palwal, Haryana

Place: Dudhola, Palwal

Date: 30- 08-2025

### Notes:

1. The mode of submission of proposal is only via email.
2. No Proposal will be entertained after the last date of submission
3. Any future corrigendum/Information shall be posted on website

## 1. Project Overview

### 1.1. INTRODUCTION

Shri Vishwakarma Skill University (SVSU) intends to carry out an intensive study regarding **"Skill Gap Analysis"** in the **eight districts of Haryana**: Ambala, Faridabad, Gurugram, Jhajjar, Panipat, Rewari, Sonipat, and Yamuna Nagar. The project aims to assess the demand-supply gap in skilled manpower, youth aspirations, and industry requirements through a comprehensive **on-ground primary and secondary study**.

The study will aim to provide specific actionable recommendations that can be implemented in the short to medium-term (one-, two- and three years) and long term (five year). The objective is to provide actionable recommendations to enhance employability in the State and align training infrastructure with emerging sectoral demands. The final report will serve as a critical input for both State and National policy-making bodies and agencies.

### 1.2 Geography

The study will be conducted in the Eight (08) Districts of Haryana - **Ambala, Faridabad, Gurugram, Jhajjar, Panipat, Rewari, Sonipat, Yamuna Nagar**. The study shall cover all blocks & Panchayats of district. The Principal Consultant is advised to study the geography of each district in detail at block level, as the primary survey of the study is to be conducted at block levels.

### 1.3 Duration

The study duration is **4 months** from the date of issuance of the work order.

### 1.4 Budget / Cost of the Project

60 Lakhs

### 1.5 Who Can Apply

SVSU invites internal faculty members and staff and Administrative officials to submit their EOI as Principal Consultants to undertake this consultancy assignment. The applicant must:

- Be a regular faculty or staff member or administrative official of SVSU.
- Have experience in research, fieldwork, data collection, or project management or administration.
- Lead a multidisciplinary team (can include co-consultants or support staff).

## 2. Scope of Work: -

The study shall be based on Primary Survey and Secondary Research, which would include the following important points:

- ✓ **Demographic and Socio-Economic Profile-** Area of the District, Population, % of Male Population, % of female population, % of urban population, % of rural population, Age- group wise population of the district, The decadal population growth of the district compared vis-a vis the population growth of the State, Sex ratio, literacy rate, Distribution of population as per the caste ( SC/ST Population), Literacy rate, Number of Primary, Middle , Higher and Senior Secondary School per 10,000 population. % of workers (main and marginal) among the total population, % of Agriculture workers out of the total workers, the Net District Domestic Product (NDDP), The District per capital Income of the District. Analysis of the Net District Domestic Product as per the contribution from the Primary, Secondary and Tertiary Sectors. In socio-economic profiling analysis of demography, population trends, literacy, education, healthcare indices, LFPR, WFPR, migration, sector wise profiling etc as identified in the scope of work would be carried out. It would also include secondary data analysis and interaction with SVSU personnel, district administration and key department officials (Technical education, labor and employment, Skill Development and Industrial Training, Industries etc.)
- ✓ **Sectoral Focus-** It would include ascertaining manpower requirement across sectors (primary, secondary and tertiary sectors) from the perspective of District level high growth sectors along with localized sectors that have potential at the district level as mentioned in the proposal. Further, to understand policy driven skill demand, we will review existing policies, schemes, programs, initiatives of the Central and State Government to understand upcoming interventions and their impact on labour demand; the relevant documents shall be collected from open sources or various districts and these, along with information readily available in public domain, shall be studied.
- ✓ **Voice of Stakeholders-** Detailed interaction would be conducted with various stakeholders such as youth, Self Help Group (SHG) vulnerable sections of the society, CII, Industry partners and Project Implementing Consultant, Sector Skill Council and the various concerned line departments to understand their perspective on manpower training and placement at national and state level along with NSDC and Foreign corporation department for international placement and livelihood opportunities.
- ✓ **Stakeholder Coverage-** Coverage of villages in coordination with local HSG representatives, VOs Sarpanch, rural youth etc, may be addressed in the proposed districts, for which sample size may be increased accordingly.
- ✓ **Manpower Supply Demand Gap Assessment-** Manpower supply demand gap assessment (which is the difference between projected workforce participation and industrial manpower requirement) for the next 5 years i.e. 2025-2030 would be done. It would include identification of job role level, sector wise primary and secondary data analysis from demand and supply side. The information gathered would be analyzed and triangulated with migration trends and candidate aspirations.
- ✓ **Estimation of Manpower Supply-** Secondary data analysis comprising of population growth, labour force participation, policy and investment planning based on upcoming projects/industries which may generate the livelihood opportunities in various job roles in the district and accounting for technological advancements would be undertaken for estimation of manpower supply and fill the demand gap.
- ✓ **Migration Issues-** Key reasons for inter/intra state migration, emigration and the patterns would be study. For the study, a primary survey of working age-population as well as parents together with secondary analysis of in and out-migration would be carried out.
- ✓ **Migration pattern-** Study the Migration pattern from outside the State in Haryana during Employer Survey so as to assess the inflow of migrants for various job roles.
- ✓ **Candidate Aspiration Mapping-** Primary survey of working age population to understand their skilling and monetary aspirations, job location along with the support envisaged from the government would be undertaken.

- ✓ **Skill Set Mapping-** Besides identifying the skill available in state and industry demand for existing job roles, the study would identify the traditional and emerging job roles which are not identified in the SSC job roles list. The recommendation will focus on understanding the manpower surplus or deficit in the district across the sectors and ways to bridge the gap.
- ✓ **Labour Market Scenario-** Total work force in the district, % of Male workforce, % of Female workforce. The Main worker participation rate in the district, the marginal worker participation rate in the district. Rural area wise and Urban Area wise bifurcation of the same, Categorization of workers- (Main and Marginal).
- ✓ **Industries within the District-** Registered Micro and small unit within the district, Registered Medium and large unit within the district, Employment in MSE Sector, Employment in large and Medium Industries, No of Industrial Areas, turnover of MSE Sector, Turnover of large and Medium Sector

## 2.1 Training Infrastructure-

1. ITI s- Industrial Training Institutes
2. Polytechnic College
3. Engineering College
4. Training Centers under various schemes of Government of Haryana.

The information which would be further collected regarding the ITI s would be as follows: No of Government ITI s, No of Private ITI s

No of Govt ITI s		No trades offered		Total enrolled candidates	
No of Private ITI s		Total Seats		Capacity utilization	

Identification of top trades based on enrolment capacity both in ITI s and Polytechnics.

The total number of Engineering colleges which are approved by AICTE with overall intake capacity. Nationally recognized institutes in the district.

## 2.2 Training Centers:

Serial No	Name of the Scheme	Number of Training Centers	Trades / Courses Offered	Total training capacity	Top courses based on Enrolment capacity
1.	DDUGKY				
2.	PMKVY				
3.	PMKK				
4.	NULM				

### 1. Sample Size

The Primary Survey shall cover almost all blocks and Panchayats in 8 districts. To represent each block with statistically significant data, a minimum of **400 sample** shall be considered from each Districts. A stratified random sampling approach may be used for this study, making the **total minimum**

**sample size for the study 3200 for all 8 districts.** Detailed selection criteria shall be defined by the principal consultant to select the Panchayats based on the population, composition, location, etc. of each block and targeted audience of the survey. After the panchayats are selected, based on the population of youth/targeted audience in the panchayats, sampling shall be used to identify the number of youths/ targeted group who will be considered for the study per panchayat.

**Sample size Bifurcation:**

- 1) Category wise - General – 60%, SC-ST- 15%, OBC- 15%, PWD- 10%
- 2) Education Wise – Secondary- 40%, Senior Secondary- 40%, Graduation+PG – 20%

### 3. Skill Ecosystem Mapping/Survey and Analysis

The project “**Skill Gap Analysis Study**” would be having following major components:

The principal consultant shall be required to design questionnaires and guides for focus group discussions. The study must consider a robust sampling design to account for representation at the block level of each district. It will also require consultations with stakeholders (for instance, target groups for training, training providers, firms, government department officials, government departments / ministries involved in skill development initiatives, sector experts, industry bodies etc.) and should incorporate inputs from these interactions.

The Principal Consultant shall develop the overall methodology for the skills ecosystem analysis and skill gap study. This will include the methodology for estimation of demand for skills and supply of skills at district level, and for translating the skill gap analysis into recommendations for formulating the district level action plan. This study should map the training, employment, and entrepreneurship promotion ecosystem in the state of Haryana to identify the critical gaps (policy, systems, processes, capacity, training) contributing to the local economic development and provide actionable recommendations for linking training, skills, and employment, strengthening the value-chain for entrepreneurs, and preparing youth for local industry/ future industry of Haryana. The scope of this study should include, but not necessarily be limited to, the following areas:

#### 3.1 Supply Side

- a) **Socio-economic Profile:** Detailed analysis of demographic and socio-economic factors such as population, population growth trends, urbanization, literacy, healthcare indices, education incl vocational education, dropout rates, domestic product, per capita income, labour force participation, migration, primary (Agriculture and Agri allied), secondary (industries and manufacturing) and tertiary sector (services) profiles
- b) **Current skill set of youth:** Existing skill set (traditional and non-traditional) and overall competency of youth.
- c) **Primary sector:** Current workforce engaged in Primary sector like Agriculture, Automotive, IT-ITES, Apparel, Healthcare, Retail, Handicraft etc and their skills.
- d) **Aspirations of youth:** In terms of training (higher education courses, colleges, vocational training, etc.) and employment (self v/s wage employment, sector, job role, salary, job location, etc.)

- e) **Migration:** Status of migration of youth within and outside the haryana for education, technical education etc and for Jobs.
- f) **Online Survey:** A separate survey should be undertaken for haryanvi youth who have migrated out in other state to study about their aspirations through online mode.

### 3.2 Demand Side

- a) **Estimated Human resource requirement in 5 years:** Based on estimations of population growth rate, working age group population and labour force participation, the study should estimate human resource requirements at district level and State level for the next 5 years for all key sectors including but not limited to manufacturing, construction, tourism, handicrafts, handloom, services, renewable energy etc. This should include information on high demand sectors and training need in job roles for youths with formal and informal education.
- b) **Current skill demand assessment:** This should consider the requirements of different skills by private and public organizations. It should also consider sector-wise economic projections and estimate the total skilling requirements of the workforce (including current and future) across each district.
- c) **Mapping of major Industries:** Mapping major industries and employers in the 8 districts and their requirement measured by surveys, industry associations etc. Study should cover the as on date Industry footprint in said 8 districts, the number of persons/ manpower employed in the industries, future projection of growth of Industries in the districts and the future manpower requirement in various sectors/ job roles of Industry.
- d) **Mapping of major products/services** of each area (based upon resources of the area) at District Level and recommendation for Skilling in the particular sectors for livelihood/ Entrepreneurship/ Wage Employment/ Industry.
- e) **Migration:** Migration of workforces in key sectors (e.g; construction sector, tourism sector, service sector, Manufacturing sector etc ) and shall include requirement of all stakeholders e.g; Local/Pvt., Govt., PSUs, Indian Army etc) to measure the gap of local Skilled manpower in the various sectors which leads to immigration from outside the haryana.
- f) **Primary sector:** Potential and gap in primary sector like Agriculture, Horticulture, Dairy, Fishery etc. to meet the requirements and the workforce and skill sets required thereof.
- g) **Export Oriented demand:** Export-oriented products and industry in districts and the demand of workforce and skill sets required.
- h) **Entrepreneurship:** Gaps in entrepreneurship activities specific to haryana.
- i) **Demand outside Haryana:** Map the demands for skilled workforce outside the Haryana State in sectors matching the aspirations and interest of the youth as per the youth aspiration survey.
- j) Study the macroeconomic and policy environment in the State as well as conduct a detailed district-level economic analysis. This must include analysis of district level economic parameters such as major industries, migration of labour etc.

### 4. Potential & Opportunities

- a. **Emerging Sectors:** From the industries and industry association, the study should find out the emerging sectors and job roles where training of youth will be crucial to ensure that they are employable. The study should also list out the sector-wise requirement for conducting of Short Term Training and RPL (Recognition of Prior Learning).
- b. **Export Oriented/Potential:** Study on export-oriented products and services and the manpower and skillset required.



- c. **Multi-Skilling**-Potential for multiskilling specially to attract women/disadvantaged groups/ marginalized groups to make them service provider of local needs.

## 5. Training and Employment Ecosystem

- a) **Assesment of existing initiatives/Infrastructure facilities (Need Analysis):** The study shall include types of courses offered, infrastructure, quality facilitators, enrolment, entry into the workforce, retention, etc. of Govt. Industrial Training Institutes, Polytechnic Colleges, Degree colleges, Vocational Training Providers, Private Sector, RSETIs, etc., and innovative solutions in the skilling, employment and entrepreneurship ecosystem which have potential to replicate/scale-up.
- b) Assessment of other training by agencies, private sector, voluntary organizations
- c) Recommend need for developing or upgrading available educational/ training infrastructure and other training inputs such as tools & equipment, curriculum, teaching/ training methodology etc of ITIs & Polytechnics with the vision to make them top Skilling Institutes in the country, keeping in mind the futuristic skills, requirements both for existing skilling courses, recommended courses and also recommendation for phasing out of obsolete trades.

### 5.1 Role and involvement of industries: -

The study shall analyse the present role and involvement of industries and industry associations to promote training, Jobs and apprenticeship- skill-employment ecosystem and future recommendations for the same.

**5.2 National Apprenticeship Promotion Scheme (NAPS):** - Status, challenges, and overall progress of the National Apprenticeship Promotion Scheme (NAPS).

**5.3 District Skill Committees:** - Role and capacity of the District Skill Committees towards effective implementation of skilling projects included but not limited to SANKALP (Skills Acquisition and Knowledge Awareness for Livelihood).

## 6. Possible Approach for Execution of the Study

### 6.1 Method: -

A mixed methods approach could be used to conduct the study – a combination of desk research/document analysis, surveys, key informant interviews, focused group discussions, and/or other methods may be proposed by the principal consultant in order to most effectively and efficiently meet the objectives of the study within the time available. In particular, the following methods could be deployed:

- **Secondary Research:** Review of existing literature including of the Government policies, schemes, programmes, private sector and civil society interventions, institutional arrangements, etc. should help develop a landscape analysis of the skilling, employment, entrepreneurship and livelihood ecosystem in Haryana State.
- **Primary Research:** The study should collect data directly from the stakeholders, rather than only depending on the data collected from previously done studies, in the following ways:
  - a) **Surveys:** Quantitative and qualitative data capturing via surveys with youths, existing entrepreneurs, targeted group, women groups, Self Help Group, PWDs etc. The Primary Survey shall cover all blocks & Panchayats of 8 districts. To represent each district with statistically significant data, a minimum of 400 sample shall be considered. A stratified random sampling approach may be used for this study. District will be surveyed under the Skill Gap study, making the total minimum sample size for the study 3200.
  - b) **Key informant interviews & Focused group discussions:** Representatives from relevant stakeholders/institutions such as educational institutions, ITIs, Polytechnics, Vocational training providers, private sector employers, MSMEs, NGOs, Students Groups/Union, at Block Level, District

level and relevant Govt. Departments etc.

- c) Carry out direct interactions with a set of high-level contacts (e.g. Haryana Administration agencies,
- d) subject matter experts, industry nodal bodies etc.) to supplement local partner outreach. Conduct on-ground, multi-stakeholder consultations in the Haryana State

## 7. Questionnaire Designing: -

The indicative questionnaire shall be provided by Principal Consultant(in Hindi and English).

### 7.1 Pilot Testing the Survey:-

Once the target population and survey design and study instruments are finalized, the Principal Consultant would undertake a pilot testing in one district covering 100 respondents. The selected Principal Consultant would be required to prepare a report enumerating the learning and feedback received in the pilot stage. The same shall be submitted to R&D for approval. Based on the feedback received. The questions in the study instrument and the implementation methodology would be updated (Kindly note that there shall be no extension in study timelines whatsoever).

### 7.2 Recommendations: -

The recommendations should be based on the findings of the two studies. This should include recommendations on how to cover the gaps between the demand and supply and how to tap on the potential sectors in terms of skilling and livelihood, matching with the aspirations of the youth and should include, but not be limited to, the following:

- a) **Skilling & Training:** The specific job roles which will ensure placement/livelihood for which skilling should be carried out by the Administration. Keeping in mind the futuristic skills requirements the courses be recommended and also recommendations on phasing out of obsolete trades.
- b) **Potential Sectors:** Sectors which have potential to provide livelihood to the youth and also sectors where Haryana/ District can become a leader and should invest and explore.
- c) **Learning from other States:** Success stories in other states that can be replicated in said districts with adequate adaptation/modification and the recommended modification in keeping with the findings from the survey/s.
- d) **Assessment of existing training Infrastructure:** The specific gaps identified in skilling infrastructure and recommendation on how to fill the gaps. The recommendations should cover developing/upgrading of available educational/ training infrastructure and other training inputs such as tools & equipment, curriculum, teaching/ training methodology etc of ITIs & Polytechnics with the vision to make them top Skilling Institutes in the country.
- e) **Involvement of industries:** - Role and involvement of industries and industry associations to promote training, Jobs and apprenticeship and how to build collaborations and partnership.
- f) **District Skill Committees:** - Role and capacity of the District Skill Committees towards effective implementation of skilling projects included but not limited to SANKALP (Skills Acquisition and Knowledge Awareness for Livelihood).

### 7.3 Documentation of the Study:-

- i. The study shall be documented in a **detailed study report and power point presentation** with insights, analysis and recommendations for 8 Districts and State Level.
- ii. The detailed report shall contain the overall background and approach, results, findings, insights generated and the recommendations for design of programmatic interventions for addressing the human resource requirements/ Skill Gap/ in Haryana or in 8 districts.
- iii. This consolidation of field survey data, grouping findings into thematic areas, will be presented in a PowerPoint format before R&D, SVSU. The draft descriptive report under thematic areas shall be submitted

for feedback to R&D, SVSU. After incorporating feedback, the Draft Report shall be submitted for acceptance by SVSU.

- iv. After acceptance of the Draft Study Report by the R&D, SVSU, the Principal Consultant shall submit the final descriptive report within 15 days from the date of acceptance. The reports shall be illustrated with images collected during the field study, survey finding graphs, charts, and tables to convey the key points in the best manner to the target audience.
- v. **Final Report** The Principal Consultant shall supply good quality 3 hard copies of the report to R&D, SVSU besides in digital format (The principal consultant shall include the cost of supply of hard copy of report in the total project cost).

The Principal Consultant shall be responsible for:

- Designing and conducting primary surveys across all blocks and panchayats of 8 districts.
- Collecting and analysing demographic, socio-economic, industrial, and workforce-related data.
- Interacting with stakeholders including youth, SHGs, industry, government officials, etc.
- Mapping industry demands, migration patterns, and youth aspirations.
- Estimating future skill requirements and supply gaps (2025-2030).
- Studying training infrastructure and providing actionable recommendations.
- Preparing and presenting reports to SVSU and relevant authorities.
- A **minimum of 400 samples per district** (total 3200) must be collected using stratified random sampling methodology.

## 8. Proposal Submission Requirements

- Interested Principal Consultants must submit a detailed proposal containing:
- Cover letter and brief bio-data of the Principal Consultant.
- Project understanding, objectives, and proposed methodology.
- Execution plan with team structure and responsibilities.
- Tentative timelines, tools to be used, sampling approach.
- Budget outline (as per consultancy policy).

Please use Annexure II and III of the Consultancy Policy for format reference.

## 9. Evaluation and Selection Process

- Proposals will be screened and evaluated by the Consultancy Services Committee (CSC), as per SVSU Consultancy Policy 2022.
- Evaluation will be based on experience, methodology, team composition, and cost-effectiveness.
- Shortlisted proposals will be invited for presentation before the Selection Committee.
- Final selection will be based on a composite score from technical proposal, presentation, and financials.

## 10. Project Proposal Evaluation Criteria

(For Internal Faculty/Staff/ Administrative officials Applicants – Total Marks: 100)

To be used by the Consultancy Services Committee (CSC)

### A. Technical Evaluation: 80 Marks

S. No.	Evaluation Parameter	Maximum Marks	Evaluation Guidelines
1	<b>Alignment with SVSU's Vision &amp; National/State Priorities</b>	10	• Project addresses skill development, employment, MSME growth, or government initiatives • Supports SVSU's role as a skill university impacting regional development
2	<b>Problem Identification &amp; Objective Clarity</b>	10	• Clearly defined study goals (e.g., skill gap, demographic profiling, migration, etc.) • Specific, measurable, realistic objectives
3	<b>Technical Approach &amp; Methodology</b>	10	• Use of mixed methods (quantitative + qualitative) • Sample design, tool development, stakeholder consultations, use of digital tools (e.g., Power BI, Tableau)
4	<b>Project Planning and Timelines</b>	15	• Detailed and feasible work plan • Logical sequencing of deliverables, use of pilot study, regular review points
5	<b>Team Composition and Roles</b>	10	• Well-defined team structure with principal consultant(s), technical staff, field investigators • Use of internal expertise with clear role distribution
6	<b>Previous Relevant Experience and Institutional Knowledge</b>	5	• Work on similar assignments (e.g., Vision Document, Skill Mapping, Research Projects, consultancy ) • Committee participation, coordination within SVSU or external agencies
7	<b>Outcome and Impact Potential</b>	10	• Usefulness to state policy, industry, youth, or training design • Scope for scaling up, repeat studies, and integration into academic curriculum

### B. Presentation: 20 Marks

### C. Budget Head: 10 Marks

#### 11. Minimum Qualification Criteria:

- Proposal must secure **at least 60 marks out of 100** to be considered for recommendation.
- Compliance to university consultancy policy is mandatory

#### 12. Project Key Deliverables/ Activities/ Duration and & estimated timeline: -

<b>Phase 1- Inception</b>		
<b>Sr. No</b>	<b>Activity</b>	<b>Timeline</b>
1	Kick off meeting, Team deployment	T+10 Days
2	Survey tool deisgn, secondary data assimilation	T+40 Days
<b>Phase 2- Data Collection and Data Analysis</b>		
3	Training of field team for primary data collection	T+70 Days
4	Data Compilation and Analysis	T+100 Days
<b>Phase 3- REPORTING</b>		
5	Preliminary findings, Draft & Final Report	T+ 120 Days

**Note : T- Day of Work order issued to Principal Consultant**

**Total Project Duration:** Four Months from the date of Issuing of the final work order duly accepted by the principal consultant for commencement of work by R&D, SVSU.

### 13. Submission Instructions

- **Last Date of Submission:** 12.09.2025
- **Mode:** Hard Copy and Email (director.research@svsu.ac.in)
- **Address:** Office of Director, Research & Development, SVSU, Dudhola
- **Subject Line:** EOI - Skill Gap Study - [Name of Principal Consultant]

### 14. Important Notes

- Final approval and project execution will be strictly as per the **SVSU Consultancy Policy 2022**.
- The Principal Consultant is responsible for ensuring strict confidentiality of respondent data and ownership of final dataset, data quality, integrity, and timely delivery.
- All tools and questionnaires must be approved by R&D, SVSU before final deployment.

**Issued with the approval of the Competent Authority**

**Director  
Research and Consultancy  
Shri Vishwakarma Skill University, Dudhola**