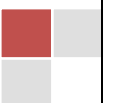


2017

Proposal - Sarthak Skill Development Center



Proposal for Sarthak Skill Development Center

Proposal To:

Global Giving Foundation



GlobalGiving

Proposal By:

Sarthak Educational Trust



Contents for Proposal

Topic	Page No.
Organization's Profile	4
Project Summary	5
Details of the Project	7
Why Support Sarthak?	13
Sustainability Aspect of the Project	14
Challenges of the Project	15
Sarthak's Support System	16
Governance at Glance	17

ORGANISATION'S PROFILE

Details of the Organization

Name of the Organization	Sarthak Educational Trust
Address for correspondence (postal)	Building No 1, Team Computers, Mohammadpur, Near Bhikaji Cama Place. New Delhi 110066
Year of Establishment	2008
Registration Type	Trust
Registration Number	9946
Website	www.sarthakindia.org

Organization SPOC	
Name	Dr. Jitender Aggarwal
Designation	Founder & CEO
E-mail	sarthakedu@gmail.com
Telephone number	+91-9868627244

Guiding Principle
Vision: To Empower People with Disability, enabling them to live their life with dignity and respect.
Mission: To achieve this vision of empowerment of people with disability team Sarthak is geared 'To establish SARTHAK ADARSH Kendras (Early Intervention, Inclusive Education, Skill Building & Employment Support) across the Nation'.
Values: Sarthak is aimed towards carving an equal stature for persons with disability by providing them a platform wherein, they have equal access to opportunities and resources. S: Social Justice: We provide differently able individuals equal access to resources. H: Honesty and Hard work: We work with great fervor and enthusiasm. A: Affection & Trust: We believe in the basic human values rooted in trust building and love. R: Respect for Human Rights: We strive for maintaining respect for human rights. E: Excellence: We give our best.

PROJECT SUMMARY

Title of the Project	
Sarthak Skill Development Center	
Project Executive Summary	
Need	<p>Persons with Disability in India face many challenges when looking to develop employable skills and in gaining meaningful employment. While India has ratified the United Nations Convention on the Rights of People with Disability (UNCRPD), person with disability continue to face many difficulties in the labor market.</p> <p>According to a survey conducted by the National Centre for Promotion of Employment of Disabled People(NCPED), the percentage of people with disability in the multinational companies is as less as 0.05% of the total work force. Although, it the mandate for the government organizations to have 3% of the total work force reserved for people with disability, the actual percentage which is occupied is only 0.54%.</p> <p>Therefore, in order to have persons with disability brought to same non disabled , training becomes the most important aspect of the Skill Building Program. The candidates well trained in specific trades will be able to work and perform well and thus, add to the overall productivity of the organization and the nation. It will improve their quality of life overall.</p>
Background	<p>Sarthak Skill Building Center aims at the development of skill and also providing employment opportunity to every candidate who completes the training successfully. A properly trained and groomed candidate is more probable to grab employment opportunity and that too in sustainable manner.</p>
Goals & Objectives	<p>The project will focus on aspects – Employability Enhancement (Skill Development) and Sustainable Employment (Employment Generation) of persons with disabilities.</p> <p>The Skill Development Project aims to create the demand of the skilled workforce of persons with disability in various industries by way of carrying job mapping drives and making the candidates competent and skilled to perform the job.</p>
Target Beneficiaries	
Age	18 – 30 years
Eligibility Criteria	<ul style="list-style-type: none"> • Matric Passed • Disability Certificate • Willingness to Work

Duration of the Project	1 Year
Location	DELHI & MUMBAI

DETAILS OF THE PROJECT

Need-Based Assessment	
Rationale behind selecting the project	<p>In India, persons with disabilities have poorer health conditions, lower education achievements, less economic participation and higher rates of poverty than people without disabilities as per <i>The World Report on Disabilities by World Health Organization (2011)</i>. This is partly because persons with disabilities experience barriers in accessing services that many of us have long taken for granted, including health, education, and employment.</p> <p>Challenges are encountered when looking to develop employable skills and in gaining meaningful employment for persons with disabilities because of the lack of awareness amongst the stakeholders and resource crunch (infrastructure facilities, manpower, budget etc).</p> <p>Improving vocational training and employment opportunities for persons with disability is not only a critical element for enhancing the quality of life for individuals and their families, but also there are substantial gains for the broader economy.</p> <p>At Sarthak, we strive to enable Persons with Disabilities (PwDs) to stand independent through enabling them to earn their livelihood through skill building and placement support.</p>
Rationale behind selecting the location	<p>Upon conducting the demographic assessment of the above mentioned locations, we found that this particular area has fairly large number of unattended disabled populace and majority of them are unemployed. Thus, this location provides ample scope of creating a change and making a difference in the lives of our beneficiary groups.</p>

Project Guidelines	
Scope & Objectives	<p>The project aims at enabling Youth with disability to live financially independent lives through vocational skill building and placement support creation. Through directed efforts in the direction of skill building and employment support, trainees would get employed, and sustain them with quality performance.</p> <p>The program encompasses of Basic Skill building, Sector Specific training Pre-Employment Training, Allied Activities and regular assessments, and feedback.</p> <p>Practical knowledge of various trades (IT - ITes, Tourism & Hospitality and Organized Retail) is provided to the candidates in the well equipped Sector Skill Labs set up at each center.</p>
Strategy of meeting objectives	<p>Team Sarthak, through its efficient and planned activities of Mobilization, Training, Placement and equipped team ensures attainment of target on stipulated timelines.</p> <p>Mobilization Strategy at Sarthak:</p> <p>Mobilization activity is conducted through primary and secondary data collection by the mobilizer in the supervision of respective center managers. Primary data collection is performed through field visits, door to door surveys, and registration camps.</p> <p>Secondary data collection is performed through various government and private bodies. Wherein, information of PwDs are solicited from these bodies and thereafter used to plan field visits by the mobilizer.</p> <p>Mobilization activity is performed in a phase-wise structure.</p>

Training Strategy at Sarthak:
 >> Interactive training sessions are designed to invite maximum participation from candidate's side. Use of audio/ video aids and power – point presentations to impart training to the candidates is well taken care of.
 >> Extracurricular activities like Exposure Visits, Motivational Sessions are carried out at regular interval to break the monotony and to give the practical knowledge to the candidates.
 >> Regular assessments and feedback is another strategy to attain maximum training outcome.

Sustainable Employment Strategy at Sarthak:
 >> The dedicated Employment Support Team of Sarthak, with the support of our existing 300+ hiring partners organizes Job Fairs, schedule candidate's interviews and arrange In – House interview drives to place the PwD candidates.
 >> Through networking & liaising, and other advocacy events like Sensitization Workshops, Regional Summits etc. new corporate partners are persuaded and sensitized towards diversity and inclusion in the workforce.
 >> Post – Placement follow – up is done by team Sarthak to ensure that the placement is sustainable.

Timeline of meeting objective	Activities		Period
	Basic Skill Building (Basic English, Basic Computers & Life Skills)		1.5 months
	Sector Specific Training		1 month
	Pre - Employment Training		7 days
	On the Job Training & Placement		7 days

Operational Details												
Timeline & Activities	Flow-Chart & Tabular Presentations											
	Activities	Qtr 1			Qtr 2			Qtr 3			Qtr 4	
Mobilization Drive												
Registration & Counseling of the Candidates												
Training of the Batch												
Job Mapping and Employment Outreach												
Training Completion & Placement												

Skill Development Program (Detailed Overview with Timeline & Activities)

OVERVIEW:
 Sarthak Skill Development programs provides youth with disabilities with a wide range of unique skill building experiences including leadership, social,

communication, computers, and basic life skills. The 3 months training program is given in 3 broad verticals viz IT - ITES, Tourism & Hospitality and Organized Retail to the youth of age group of 18 to 30 years.

Post completion of the training program, the dedicated employment team ensures that the candidates gets the job in the various sectors viz; Tourism & Hospitality, Organized Retail, and IT - ITES for different job profiles by organizing Job Fairs, Employment Drives, Interview Drives etc. with the support of our existing more than 300 hiring partners

Furthermore, to extend the scope of employment opportunities regular job mapping activity is performed at center level to increase hiring partner support system and explore new job opportunities.

ACTIVITY MODULE:

The main activities which the organization wishes to carry out as a part of the project are:

- **Registration:** Every shortlisted candidate is registered and enrolled for training batches by filling up the registration form and submitting the required documents.
- **Assessment:** Post registration candidates are assessed on base line assessment, wherein, their basic English, basic computers, and soft skills understanding level is assessed.
- **Counseling:** This activity is performed to develop a detailed and clearer understanding of trainee to direct the training program in accordance to their requirements.
- **Parents – Trainer’s Interaction:** The objective of the activity is to establish a rapport with PwD affiliates to make them part of our initiatives and activities.
- **Training Sessions:** The training of the candidates follows fourfold process. They are:
 - Training by the faculty
 - Training by guest speakers from the corporate house
 - Exposure visits to the corporate sector of every trade (Tourism & Hospitality, Organized Retail, IT-ITes).
 - On the job training or Internship
- **Motivational Sessions:** These sessions are directed towards instilling a sense of confidence and improvement in motivational levels of trainee batches through a session by ‘Sarhthak Alumni’, ‘PwDs excelling in their fields’, ‘Corporate Representatives’, and ‘Motivational Speakers.’
- **Assessments & Feedback:** Regular and timely assessments and feedback helps trainers, and managers to track the progress of trainees. Baseline (At the point of registration), Mid-term (on completion of basic skill building), and End-term (on completion of sector specific training) are key assessments and are assisted by various weekly assessments.

ACTIVITY MODULE WITH TIMELINE:

Component	Sub - Component	Duration
Basic Skill Building	Basic English + Basic Computers + Soft Skills/ Life Skills	1.5 Months 1.5 hours per subject per day
Sector Specific Training	IT-ITes/ Tourism & Hospitality/ Organized Retail	1 Month 1.5 hours of selected sector specific training Refresher training of Basic Skill Building
Pre - Employment Training	Mock Interviews + Exposure Visits	7 Days Refresher training of Sector specific training
On - the - Job Training/ Placement	In - house interviews/Corporate Interviews/ Job Fairs	7 Day Refresher training of Pre - Employment Training

Monitoring & Evaluation	
Measures/ Reporting System	<p>>> The Mobilization activity is monitored by the Project Manager and the actual results are compared with the parameters set. The deviation is identified from the report shared by the mobilizer in the form of <i>Daily Candidate Sheet</i>.</p> <p>>> To keep a check on the number of new enrolments, strength of current training batch, candidate's attendance record is maintained in the <i>Training Batch Details Sheet</i>.</p> <p>>> To keep a track on the daily training sessions conducted at the center, all the trainers are required to share the report in the form of <i>New Trainers' Diary</i>, wherein, subjects/ topics covered by them in the lecture is well recorded and monitored.</p> <p>>> Record of the extracurricular activities held at the center like Motivational Sessions, Parent's Workshop, Exposure Visits etc is maintained in the format titled "<i>Activity Report</i>".</p> <p>>> The placement record of each completed batch is the maintained in the <i>Employment Weekly Report (EWR)</i>.</p>
Assessment Parameters	<p>The indicators for measuring the success of the training program would be:</p> <ul style="list-style-type: none"> • Mid-Term & End-term Assessment Records • Successful completion of 3 months training • Placement Percentage of training batches • Post placement follow-ups & Employers' Feedback

Project Team Overview (Required Human Resource)	
Number of team members	08
Profile of team members	<p>At Sarthak Skill Building Center, the team of 8 members carries out the operations at their respective centers. This includes;</p> <ol style="list-style-type: none"> 1. Project Head 2. Facilitator for Visually Impaired (VI) Candidates 3. Facilitator for Hearing Impaired (HI) Candidates 4. Facilitator for Orthopedically Handicapped (OH) Candidates 5. Placement Officer 6. Mobilizer 7. Help Desk Officer 8. Office Assistant
Roles & Responsibilities	<p>Each of the team member is responsible for the task mentioned below:</p> <ol style="list-style-type: none"> 1. <i>Project Head</i> - To plan, manage, and supervise smooth management and conduction of operations and activities at centers. To develop positive rapport and networks with different sets of stakeholders, namely corporate, funding agency, head-office team, government bodies, NGOs, and others. 2. <i>Facilitator for Visually Impaired (VI) Candidates</i> - To provide computer training to visually impaired candidates. 3. <i>Facilitator for Hearing Impaired (HI) Candidates</i> - To impart basic and sector specific training to the hearing impaired candidates. 4. <i>Facilitator for Orthopedically Handicapped (OH) Candidates</i> - To impart basic and sector specific training to the orthopedically handicapped candidates. 5. <i>Placement Officer</i> - To coordinate with the HR of the corporate house and conduct employment drives for the candidates. 6. <i>Mobilizer</i> - To mobilize the candidates for enrolment in training program through fields visits & telephonic persuasion. 7. <i>Help Desk Officer</i> To support in operational activities at the center, manages the database, connects with the prospective candidates over telephone and counsel them. 8. <i>Office Assistant</i> - Maintain all office work including cleaning, repairing, opening and closing of office etc.

Why Sarthak should be provided grant for this project?

<p>Innovation at Sarthak</p>	<p>The 3 – months Skill Development Program for Persons with Disabilities apart from being free of cost, has the below mentioned features:</p> <ul style="list-style-type: none"> - Sector Specific Skill Labs for Computer/ IT - ITES, Tourism & Hospitality and Organized Retail are set up at each center where the trainees learn in practical settings. - The Sarthak Skill Building Center is a One - Stop Solution to problems faced by the unemployed youth having disability, where upon completion of the 3 months training program, candidate is placed. -Training sessions are made interactive and audio/ video/ presentations medium are used to impart training. -Trainings are provided in mediums attuned to the requirement of our beneficiary groups, such as <ul style="list-style-type: none"> • Training through sign language and video content to trainees with hearing impairment. • Training through JAWS/ NVDA to trainees with visual impairment. - Stakeholders are actively involved to support the candidates. Various Parents Workshop, Round Table Conferences, stakeholder engagement seminars, and regional summits are organized to spread awareness and advocate our case.
<p>Beneficiary Betterments</p>	<p>More and more, job roles are requiring formal training qualifications either because of legislative requirements or to meet the requirements of specific employers. Developing skills through training provides significant benefits including increased employment opportunities and personal growth. Sarthak would be bringing the change in the lives of 250 PwD candidates annually, who shall then be competent and skilled to perform the job.</p>
<p>Sustainable Betterment</p>	<p>Efforts are made to sensitize parents of the PwD candidates via Parents Workshop; also, the team Sarthak ensures to sensitize the Corporate Houses who support us in the training and employment vertical of our program. Not only this, we also</p>

	conduct advocacy events like National Conference, Regional Summits, Round Table Conference and others at National, State and Local level to spread awareness about our operations and bring possible changes in the mindset of the people.
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Explain, sustainability aspect of the project?

Financial	Sarthak Educational Trust is a non - profit making organization and provides all our services free of cost to our beneficiaries; in order to ensure continuous operations, we raise funds from various agencies to ensure unhampered execution of the activities at Sarthak.
Non-Financial	Considering the non - financial sustainability aspect of the project; Sarthak Educational Trust's strong base of its alumni, patrons represents Sarthak at various platforms. Be it the corporate house they work for or the motivational sessions they deliver at the alumni meet at Sarthak Centers, their contribution in the corporate space builds the confidence in the corporate hiring partners which in turn links us to more such hiring prospects. Moreover, the candidates feel motivated upon hearing the achievements of the successfully placed alumni and thus, this boosts them to acquire skills and become financially independent.

Explain major challenges in the project in the light of prospective solutions?

Challenge 1	
Challenge	Reaching out to the target group of beneficiaries i.e, The Persons with Disabilities
Solution	A Mobilizer is appointed at Sarthak who makes community visits to collect data directly, camps and seminars are organized to register the candidates for the program, data is sought from Hospitals, Public Transportation Department, Red Cross Society, Gram Panchayat Leaders etc. Moreover, time and again events like skits, role plays and nukkad natak are organized to sensitize and mobilize masses with the disability cause.
Challenge 2	
Challenge	Placement Prospect Creation for Trained Batches
Solution	Our Employment Support team through regular networking and liaising creates and updates our employer's database. The placement record and success stories are presented during the Sensitization Workshop at the corporate. Moreover, events like Round Table Conference are organized at regular interval where our current hiring partners shares their experience of working with the PwDs and thus, helping the prospective hiring partners to understand and open up for Inclusion and Diversity at their workplace.

SARTHAK SUPPORT SYSTEM

Corporate Partners	
Funding Partner	Tech Mahindra, Capgemini, Microsoft, Powerlink Transmission Limited, National Skill Development Corporation, Hans Foundation etc.
Hiring Partner	<p>IT – ITes – Wipro, Genpact, Vodafone, Cognizant, Sopra Steria, Concentrix, Netambit, HCL, IDS, Dr. IT, TBSS, Airtel, and others.</p> <p>Tourism & Hospitality – Hotel Lemon Tree, Café Coffee Day, Devyani International, McDonald’s, Hilton Hotels & Resorts, Le Meridien. Marriott International, Taj Hotels, Crown Plaza, Sagar Ratna, Hyatt, Andaz, Accor, and others.</p> <p>Organised Retail – Vishal Mega Mart, Future Group, Being Human, Max, TataTrend, Star Bazaar, Reliance, Landmark Group, and others.</p>
Training Partner	<p>IT – ITes – Aegis, NIIT Foundation, and others.</p> <p>Tourism & Hospitality – Yum, Vedatya, International Hospitality Group, and others.</p> <p>Organised Retail – Vishal Mega Mart, TataTrend, and others.</p>

GOVERNANCE, AT SARTHAK

Board of Trustees	
Name	Affiliation
Shri Madan Lal Garg	Trustee, Sarthak Educational Trust
Shri Dinesh Jain	Trustee, Sarthak Educational Trust
Shri Ratan Lal Aggarwal	Trustee, Sarthak Educational Trust

Advisory Board Members (National)	
Shri Krishan Kalra	Former President, All India Management Association
Shri Ranjan Chopra	CMD, Team Computers
Dr Sudhir Gupta	Director, Cygnus Medicare
Shri Sandeep Bhargava	Executive V P, Vodafone
Shri Raj Kapur	Advisor, JCT Electronics Limited
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Shri V P Singh	Advisor, Patanjali Limited
Shri Supriyo Gupta	CEO, Torque Communication
Group Capt. D V Arora	Founder & CEO-Perfect Solutions
Shri Niranjan Khatri	Ex GM Environment, ITC Group
Shri Ajay Kanchan	CEO, Center for Advocacy
Smt Rewa Nayyar	Chairman, Bal Sahyog
Shri R. Hari	General Manager, Lemon Tree Hotels
Shri Ritesh Sinha	Director CSR, DLF Foundation