

GOVERNMENT OF NAGALAND
OFFICE OF THE
NAGALAND BUILDING AND OTHER CONSTRUCTION WORKERS' WELFARE BOARD
Nagaland Civil Secretariat Road
Kohima: Nagaland-797001

EXPRESSION OF INTEREST (EOI)

Description: Engagement of Programme Coordinators and Resource Persons for Implementation of the Livelihood Facilitation Programme under Construction Sector

1. INTRODUCTION

The Nagaland Building and Other Construction Workers Welfare Board (NBOCWWB), under the Labour Department, Government of Nagaland, invites Expressions of Interest (EOI) from eligible individuals and professionals for engagement as Programme Coordinators and Resource Persons for implementation of the “Livelihood Facilitation Programme under Construction Sector.”

The programme is designed as a livelihood-centric intervention aimed at improving employment opportunities, productivity, safety awareness, worksite facilitation, and livelihood security of construction workers, particularly workers registered under the Building and Other Construction Workers (BOCW) framework. The programme emphasizes immediate work engagement, worksite-based learning, labour market linkage, safety orientation, facilitation support, and continuous mentorship.

The programme seeks to establish a structured ecosystem for mobilization, skill mapping, worksite facilitation, safety awareness, productivity enhancement, and employment linkage across districts in Nagaland.

This EOI is therefore issued for empanelment and engagement of competent Programme Coordinators and Resource Persons to support planning, implementation, facilitation, awareness generation, monitoring, mentorship, and field-level execution of the programme.

2. BACKGROUND OF THE PROGRAMME

The Livelihood Facilitation Programme under Construction Sector has been conceptualized to address unemployment, underemployment, low productivity, irregular income, and limited access to organized livelihood opportunities among construction workers. The programme adopts a facilitation-driven and worksite-oriented approach rather than a purely classroom-based training model.

The programme focuses on:

- Mobilization of construction workers.
- Community-level awareness generation.
- Skill mapping and trade allocation.
- Safety orientation and worksite discipline.
- Worksite engagement and facilitation.
- Labour market and contractor linkage.
- Promotion of self-employment and worker groups.

- Strengthening livelihood opportunities within the construction sector.

The programme shall be implemented in a decentralized and district-driven mode under the supervision of the Labour Department and the Nagaland Building and Other Construction Workers Welfare Board.

3. OBJECTIVES OF THE EOI

The primary objective of this EOI is to identify and engage qualified and experienced Programme Coordinators and Resource Persons capable of supporting effective implementation of the programme at district and field levels.

Specific objectives include:

1. To mobilize and facilitate construction workers for livelihood engagement.
2. To provide structured field-level coordination and worksite facilitation.
3. To conduct orientation and awareness programmes on construction safety, productivity, and worksite discipline.
4. To support skill mapping, trade categorization, and worker deployment.
5. To establish effective linkage between workers and contractors.
6. To monitor worker participation, attendance, productivity, and worksite engagement.
7. To provide mentorship, counselling, and continuous handholding support.
8. To support development of district-level labour pools and worker databases.
9. To facilitate entrepreneurship and group-based livelihood initiatives.
10. To strengthen livelihood security and sustainable employment outcomes.

4. SCOPE OF WORK

A. Scope of Work for Programme Coordinators

The Programme Coordinators shall be responsible for district-level planning, coordination, implementation, facilitation, and monitoring of programme activities.

The responsibilities shall include:

i. Worker Mobilization and Registration

- Conduct village-level and community-based awareness programmes.
- Mobilize eligible construction workers.
- Facilitate identification and registration of beneficiaries.
- Assist in documentation and beneficiary verification.

ii. Skill Mapping and Trade Allocation

- Conduct basic assessment of worker skills and experience.
- Categorize workers into appropriate construction trades.
- Maintain worker profiles and labour pool records.

iii. Worksite Coordination and Facilitation

- Coordinate with contractors, builders, and employers.
- Facilitate placement of workers at construction sites.
- Conduct regular worksite visits.
- Ensure smooth worker engagement and deployment.

iv. Safety and Orientation Support

- Conduct orientation on safety practices and PPE usage.
- Promote worksite discipline and productivity norms.
- Ensure adherence to safety standards.

v. Monitoring and Reporting

- Monitor attendance, participation, and performance of workers.
- Maintain field records and documentation.
- Submit periodic progress reports.
- Support MIS and data management.

vi. Mentorship and Handholding

- Provide continuous support and counselling to workers.
- Resolve field-level issues and grievances.
- Encourage worker retention and productivity.

vii. Market Linkage and Employment Facilitation

- Develop linkage with contractors and employers.
- Support formation of worker groups.
- Facilitate local construction and livelihood opportunities.

B. Scope of Work for Resource Persons

The Resource Persons shall support implementation of the programme through technical guidance, orientation, awareness generation, and practical demonstrations.

The responsibilities shall include:

i. Awareness and Orientation Sessions

- Conduct awareness sessions on construction sector livelihood opportunities.
- Conduct orientation on worksite behaviour and productivity.
- Conduct awareness on labour welfare and worker rights.

ii. Safety and PPE Orientation

- Conduct safety awareness sessions.

- Demonstrate proper use of PPE.
- Promote safe worksite practices.

iii. Demonstration-Based Learning

- Conduct practical demonstrations on construction trades.
- Support worksite-based learning activities.
- Guide workers on proper use of tools and materials.

iv. Productivity and Work Efficiency

- Orient workers on efficient work practices.
- Promote quality and productivity standards.
- Support reduction of material wastage and worksite inefficiencies.

v. Entrepreneurship and Livelihood Promotion

- Conduct sessions on self-employment opportunities.
- Guide worker groups on small construction works.
- Provide basic orientation on costing, estimation, and client coordination.

vi. Reporting and Documentation

- Submit session reports and field observations.
- Support programme documentation and progress tracking.

5. ELIGIBILITY CRITERIA

A. Eligibility for Programme Coordinators

The applicant should fulfil the following criteria:

1. Graduate degree in any discipline from a recognized institution.
2. Preference shall be given to candidates with background in labour welfare, rural development, livelihood promotion, construction sector, social work, skill development, project management, or community mobilization.
3. Minimum 1 year of experience in implementation of livelihood, labour welfare, construction, skill development, community mobilization, or related programmes.
4. Good communication and coordination skills.
5. Ability to undertake extensive field travel.
6. Basic knowledge of documentation, reporting, and digital data handling.
7. Knowledge of local language and local working conditions shall be preferred.

B. Eligibility for Resource Persons

The applicant should fulfil the following criteria:

1. Experience in construction trades, labour laws, safety, or related sectors.

2. Minimum 10 years of relevant practical or field experience.
3. Ability to conduct practical demonstrations and orientation sessions.
4. Knowledge of construction safety, PPE, worksite practices, and labour welfare shall be desirable.

6. PREFERRED EXPERIENCE

Preference shall be given to applicants having experience in:

- Labour welfare programmes.
- Construction sector projects.
- Building and Other Construction Workers (BOCW) related activities.
- Community mobilization and field facilitation.
- Skill development programmes.
- Occupational safety and health.
- Livelihood and employment facilitation.
- Worksite coordination and supervision.
- Entrepreneurship and worker collectivization.
- Government-sponsored schemes and projects.

7. DURATION OF ENGAGEMENT

The engagement shall initially be for a period of one year, which may be extended based on programme requirement, satisfactory performance, and approval of the competent authority.

8. AREA OF OPERATION

The selected Programme Coordinators and Resource Persons may be deployed in any district of Nagaland depending upon programme requirements and labour demand.

9. DELIVERABLES

The selected personnel shall be required to deliver the following:

Programme Coordinators

- Worker mobilization reports.
- Beneficiary registration and profiling records.
- Worksite facilitation and deployment records.
- Attendance and monitoring reports.
- Safety orientation records.
- Contractor linkage records.
- Monthly progress reports.

- Field monitoring and grievance reports.

Resource Persons

- Session plans and orientation materials.
- Practical demonstration sessions.
- Awareness and safety orientation reports.
- Worksite-based learning support.

10. SELECTION PROCESS

The selection process may include:

1. Scrutiny of EOI documents.
2. Evaluation of qualifications and experience.
3. Presentation/interview interaction.
4. Assessment of field experience and programme understanding.
5. Verification of credentials and documents.

The Department reserves the right to shortlist applicants based on suitability, experience, geographic requirement, and programme needs. Mere submission of application shall not confer any right for engagement.

The decision of the NBOCWWB shall be final and binding in all matters relating to selection and engagement.

11. DOCUMENTS TO BE SUBMITTED

Applicants shall submit the following documents along with the EOI application:

A. For Programme Coordinators

1. Educational qualification certificates.
2. Experience certificates/supporting documents.
3. Identity proof (Aadhaar/Voter ID/PAN, etc.).
4. Address proof.
5. Passport-size photograph.
6. Any other supporting documents relevant to the assignment.

B. For Resource Persons

1. Proof of practical experience and expertise.
2. Training/workshop/construction-related certificates, if any.
3. Identity proof.
4. Address proof.
5. Passport-size photograph.

6. Self-declaration regarding correctness of information.
7. Any supporting documents related to field expertise.

12. TERMS AND CONDITIONS

1. The engagement shall be purely temporary and programme-based.
2. The engagement shall not confer any claim for regular appointment under the Government.
3. The selected personnel shall work under the supervision of the NBOCWFB.
4. The NBOCWFB reserves the right to terminate the engagement at any time in case of unsatisfactory performance, misconduct, or programme closure.
5. The selected personnel shall maintain confidentiality of all programme-related information and records.
6. Selected personnel shall be required to travel extensively within assigned districts and worksites.
7. The NBOCWFB reserves the right to modify, cancel, or withdraw this EOI without assigning any reason.
8. Incomplete applications or applications received after the deadline shall be rejected.
9. Any form of canvassing shall lead to disqualification.
10. Applicants must ensure authenticity of all submitted information and documents.

13. REMUNERATION

The remuneration, honorarium, field allowance, and other support shall be determined by the competent authority based on programme norms, assignment duration, field requirement, and experience of the selected personnel.

No TA/DA shall be paid for attending interview or selection interaction unless specifically notified.

14. SUBMISSION OF EOI

Interested applicants may submit their Expression of Interest in sealed envelope superscribed as:

“EOI for Engagement of Programme Coordinator/Resource Person under Livelihood Facilitation Programme under Construction Sector”

The application may be submitted to:

The Secretary

Nagaland Building and Other Construction Workers Welfare Board (NBOCWFB)
Labour Department, Government of Nagaland
Kohima, Nagaland

15. LAST DATE FOR SUBMISSION

The last date for submission of EOI shall be 15 days from the date of publication.

Applications received after the prescribed deadline shall not be considered.

16. RIGHT OF THE DEPARTMENT

The Labour Department/NBOCWWB reserves the right to:

- Accept or reject any or all applications without assigning any reason.
- Modify the scope of work or deployment area.
- Increase or decrease the number of engagements.
- Cancel the EOI process partially or fully at any stage.
- Deploy selected personnel in any district or project area as per programme requirement.

ANNEXURE-I

APPLICATION FORMAT

Application for Engagement as Programme Coordinator/Resource Person

1. Name of Applicant: _____
2. Position Applied For:
☐ Programme Coordinator
☐ Resource Person
3. Father's/Mother's Name: _____
4. Address: _____
5. Mobile Number: _____
6. Email ID: _____
7. Educational Qualification: _____
8. Relevant Experience: _____
9. Area of Expertise: _____
10. District Preference (if any): _____
11. Language Known: _____
12. Availability for Field Travel:
☐ Yes
☐ No
13. List of Documents Attached:
 - _____
 - _____

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Declaration

I hereby declare that the information furnished above is true and correct to the best of my knowledge and belief. In the event of any information being found false or incorrect, my candidature/engagement may be cancelled.

Place: _____

Date: _____

Signature of Applicant

ANNEXURE-II

SELF-DECLARATION

I, _____, hereby declare that:

1. I have carefully read and understood the EOI document.
2. I fulfil the eligibility criteria prescribed in the EOI.
3. The information and documents submitted by me are genuine and authentic.
4. I shall abide by all terms and conditions of the engagement.
5. I understand that the engagement is purely temporary and programme-based.

Place: _____

Date: _____

Signature of Applicant

-S/d-
(T. CHUBAYANGER)
Secretary & CEO,
NBOCW Welfare Board,
Nagaland, Kohima.