



STATE COUNCIL OF SCIENCE, TECHNOLOGY & ENVIRONMENT MEGHALAYA

(An Autonomous Body of the Government of Meghalaya for Promotion of Science & Technology)

Meghalaya State Housing Financing Cooperative Society Ltd., Nongrim Hills,
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REQUEST FOR PROPOSAL (RFP)

E.File No PLN/SCSTE/0117/2023/NF /30

Dated Shillong, the 5th March, 2024

The State Council of Science Technology & Environment, (SCSTE) Meghalaya invites proposals from qualified individuals to serve as the Program Lead for the Meghalaya STAR 30 Educational Initiative, aimed at providing an intensive year long residential training program for NEET and JEE examinations.

Detail information's regarding the scope of work and deliverables and others terms and conditions of assignment can be accessible from SCSTE website <https://scste.org>

Date of Issue of RFP: 05th March 2024

Last date and time of submission: 20th March 2024

Email ID for submission of RFP: stcouncil-megh@meghalaya.gov.in or stcouncilmegh@yahoo.com

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**Member Secretary, SCSTE & Joint Secretary,
Planning Investment Promotion &
Sustainable Development Department
Govt. of Meghalaya**

RFP-Program Lead – Meghalaya STAR 30

Introduction

Guiding Aspirations for NEET/JEE exams: under this initiative, annual residential Coaching facilities are being initiated for 30 students per cohort from across Meghalaya, especially from rural areas for aspirants to be able to prepare and clear the NEET/JEE examinations. STAR 30 will offer residential coaching facilities for students who have completed 12th standard, providing dedicated mentorship from expert resource persons.

The State Council of Science Technology & Environment, Meghalaya invites proposals from qualified individuals to serve as the Program Lead for the Meghalaya STAR 30 Educational Initiative, aimed at providing an intensive year-long residential training Program for NEET and JEE examinations. This initiative targets to shortlist and train 30 deserving students in a highly focused environment to excel in each of these competitive exams.

Objective of the assignment:

- To increase the number of students who clear the NEET and JEE exams from the state of Meghalaya.
- Setup Meghalaya STAR 30 initiative which will be a pilot program and can be scaled in the subsequent years.
- Oversee the Meghalaya STAR 30 initiative for the first year and create SOPs which will help in smooth running of the program in the subsequent years.
- Work with SCSTE to increase the competitiveness of the students under HSSLC.

Scope of Work

- Come out with selection criteria for the shortlisting of the students.
- Shortlist 30 deserving students for each of these programs, by conducting necessary tests, interviews and any other processes required for shortlisting.
- To shortlist teachers and trainers required for the program.
- Help in identifying the location and oversee the changes required at the location and the setup of infrastructure.

- Create monthly execution and monitoring plans for the program.
- Run the initiative for the first year, including setup, monitoring, teacher coordination, student engagement, curriculum design and being responsible for the final outcome/impact of the initiative which will be based on the number of students who will be clearing the NEET/JEE exams.

Deliverables

- Finish the planning for the initiative and setup the program before 30th June 2024, when the actual program starts.
- Periodic work assessment review and reports to the management.
 - Weekly meetings and status updates during the program set up phase.
 - Monthly updates once the program is initiated.
- Assessment of capacity building requirements of staff and stakeholders.
- Conduct monthly evaluation of students to identify their readiness for the exams and communicate the same to the leadership team.
- Suggest any changes required for the program based on the monthly evaluations.
- The duration of the assignment is expected to be one year which may be extended on existing terms and conditions with mutual consent.
- The Program Lead will report to the Member Secretary, SCSTE.

Desired Qualification and Experience:

- Professional degree/post graduation in basic or applied sciences.
- A minimum of 3 years experience in the science related professions.
- A minimum of 5 years experience as a trainer.
- A minimum of 5 years experience in education related domains and management roles.
- Experience in running competitive exams (NEET/JEE) preparations programs.
- Experience of handling leadership roles in NEET/JEE entrance exam coaching.
- Experience in training teachers in pedagogy and curriculum delivery.
- A solid understanding of NEP and the education domain.
- A strong understanding of student psychology and the processes that help them in inculcating long term motivation and curiosity to excel in these exams.
- Design and conduct training for teachers to align with the objectives of the program.
- Strong analytical skills to evaluate the performance of students and suggest the roadmaps.
- Proven track record of creation and execution of result oriented systems and processes.

- Leadership qualities and interpersonal and team management skills (including mediation and conflict resolution).

Selection Process:

- For selection of the candidate, 80% weightage will be given to suitability of the candidate based on above parameters and 20% weightage will be given to the remuneration sought by the candidate.

Deployment:

- The selected candidate could be based on a fulltime basis in Shillong during the set up phase.
- Post the program set up should spend at least one week per month in Shillong and should oversee the program remotely with cooperation from the on-site team. Should be available remotely for at least 10 hours per week when not in Shillong.
- The selected candidate would be paid a monthly remuneration/professional fee as may be mutually agreed.
- Operational arrangements such as those relating to official travel, accommodation and food will be borne by SCSTE as per MBDA rates.

Submission of Offer:

- Offer for the position should include the following:
 - –A detailed resume indicating the relevant work experience with supporting documents;
 - –A write-up on candidate's suitability for the assignment;
 - –Financial Proposal

For more information about the organization please visit our website <https://scste.org/>

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