

USHA INTERNATIONAL – GURGAON
(USS Department)

To : The Executive Chairman
From : USHA Social Services
Dated : 20/06/2019
Subject : Launch of 10 Classical Usha Silai Schools with Gramya Vikash Mancha (GVM) in 10 Villages of Meghalaya

Background / Purpose: Launch of 10 Classical Silai Schools in Meghalaya

- Silai School project is planned to roll out in 10 additional villages in Meghalaya
- UIL identified regions/districts in Meghalaya where the scope of its presence for UIL is significant.
- USS has shortlisted the NGO who are working for women and livelihood options.
- Gramya Vikash Mancha (GVM) has been shortlisted by USS for this activity and they will open a total of 10 nos. Classical Silai School in Ri-bhoi District of Meghalaya;
- Gramya Vikash Mancha (GVM) will also work on the expansion of the Silai School network by establishing Satellite Silai School in the neighboring villages. Once the satellite schools are opened, UIL would support the refresher training for the teachers running the Satellite Silai School.

Process:

1. An agreement for a period of one year will be signed between GVM and UIL to take this initiative forward.
2. The silai school teachers from villages will be brought by GVM to the training venue for seven days. They will be trained on sewing and embroidery for five days and servicing for two days.
3. UIL will conduct 7 days residential training of 10 women.
4. After completion of training the Silai school teacher will establish and run silai schools at their respective villages.
5. GVM will submit periodical progress report and case studies with UIL.
6. Roles and responsibilities of NGO are given in Annexure III

Financials:

1. **The overall cost to UIL towards various expenses incurred for opening of 10 new Classical Silai Schools is as follows:**

#	Details	Amount (INR)	Remarks
1.	Payment to Service Provider (Details as per the Annexure II)	74,200/-	Rs. 44,520/- (60%) upon signing of the agreement (Since major expenses of the total program implementation cost is incurred during the initial 3 months)
	Goods and Services Tax on Service provider Payment@ 18%	NIL	Rs. 14,840/- (20%) on completion of 6 months of program implementation
	Total to service provider	74,200/-	Rs. 14,840/- (20%) on the completion of agreement and submission of project completion report
2.	Accommodation and Travelling cost	28,100/-	Boarding-Lodging, travel expenses of trainers / technician (As per the Annexure I)
3.	Start-up Kit (Included in above)	46200/-	Will be handed over to the Teacher of each school on free of cost basis.
Total Cost to the UIL		1,48,500/-	As given in Annexure I

2. The Sewing Machine in the Start-up Kit will be ZFOC inclusive of GST (as applicable) using Movement Type-967 to Gramya Vikash Mancha (GVM) under commitment code SILA_0088 of GL No. 469010 and FC104545,
3. USS Program Coordinator will be given an advance of Rs. 15,000/- for meeting the above expenses including the purchase of training materials, taxi hire charges/ other expenses and settle the same against proper bills/details of expenses.
4. The expenses will be incurred from the location offices of the respective states.
5. These expenses will be out of the Silai School Budget, 2019-20.

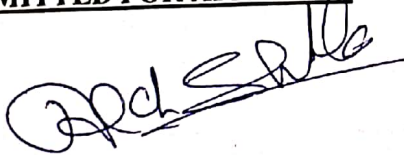
Impact:

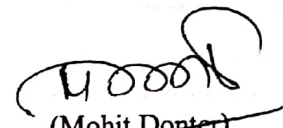
1. UIL will be able to reach out 10 new villages in Meghalaya.
2. Awareness about Usha International and Silai School Program will be generated in these new 10 villages.
3. Creation of an environment where community encourages learning sewing as skill, which will give them hope, confidence and opportunity for future.
4. Skill enhancement of community members so that they may be self-employed and improve their own livelihood.
5. Motivate school management committees to stitch the uniform in the village with the support of learners of Usha Silai Schools.
6. Motivate learners to enhance and upgrade their technical sewing skills.

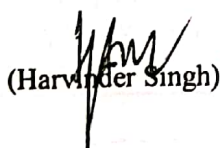
Annexure:

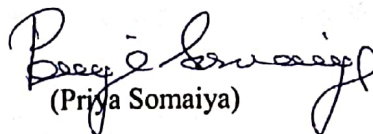
1. Budget details are attached in Annexure I
2. Budget details for training and monitoring to NGOs in Annexure II
3. The roles and responsibilities of the NGO, village and women entrepreneur selection criteria are given in Annexure III.

SUBMITTED FOR APPROVAL


(Alok Shukla)


(Mohit Doner)


(Harvinder Singh)


(Priya Somaiya)


(Dinesh Chhabra)

The above proposal is hereby approved.

(Executive Chairman)

02 JUL 2019

2019.....23731.....

Annexure I

Budget for opening 10 Classical Silai Schools in Meghalaya.				
Sl No	Particulars	Unit Cost	Frequency	Amount
1	Start-up Kit			
1.1	Sewing Machine (UMANG Foot-drive- Sheet Metal Stand) for 10 Classical Silai Schools	3250	10	32500
1.2	Approximate GST amount @ 12%	390	10	3900
1.3	Advance level training guide (Syllabus for teacher)	Book will be issued from buffer stock		
1.4	Service Training recall Booklet.	50	10	500
1.5	Women Entrepreneur Certificate	10	10	100
1.6	Signage Board Tin 2' X 3'	420	10	4200
1.7	Transportation Sewing Kit/Tin board including all applicable taxes	500	10	5000
	Sub-total of the start-up kit			46200
2	Training/ Travel Cost			
2.1	Travel cost of trainers to and fro from Starting point to training venue.	1000	1	1000
2.2	Travel cost of a Technician to and fro from Starting point to training venue	700	1	700
2.3	Provision for hiring trainer @ Rs 700.00 per day for 7 days for 1 training	700	7	4900
2.4	Material cost for Training (Rs. 600/- per participants)	600	10	6000
	Sub-total- Training/ Travel Cost			12600
3	Boarding and Lodging			
3.1	Boarding and lodging for UIL trainers at Training districts for 7 days for 1 raining	1500	7	10500
3.2	Boarding and lodging for mechanic for 2 days for 1 training	1000	2	2000
	Sub-total - Boarding and Lodging			12500
4	Misc. Expenses including printing of certificates for learners (Calligraphy and lamination of certificates to entrepreneurs and learners)	Lump sum		3000
Sub-total for Miscellaneous				3000
TOTAL (1 + 2 + 3+ 4)				74300
Number of Classical Silai Schools				10
Budget of the Service provider				
Sl. No.	Name of the service provider			Amount
	Gramya Vikash Mancha (GVM)	Details in Annexure- II		74200
	GST on Service provider @ 18%			0
	Total Cost of Service provider			74200
GRANT TOTAL				148500

Annexure II

Budget for 10 Classical Silai Schools in Meghalaya					
Training and Monitoring Cost					
Sl. No.	Description	Units	Days	Unit amount	Amount
1	Food for 12 people for 7 days (10 women participants)	12	7	175	14700
2	Food for Mechanic for 2 days	1	2	175	350
3	Boarding & Venue Arrangement charges. Stay arrangement	11	7	150	11550
4	Travelling allowance (for the participants to come)	10	2	100	2000
	Total I				28600
5	Honorarium to Project coordinator (i.e. 1 PC for 6 months)	12	1	3000	36000
6	Monthly monitoring & tracking, book keeping, accounts	12	1	400	4800
	Misc.	12	1	400	4800
	Total II				45600
Grant Total for 10 Schools (I+II)					74200

Role of NGOs

- a) Along with UIL, help in selection of villages suitable for the Silai School Programme.
- b) Obtain the consent of the woman entrepreneur that her house would be used for running the USHA Silai School.
- c) Ensure the proper maintenance of the Usha Silai School.
- d) Be the interface between UIL and the village community.
- e) Facilitate in establishing a rapport between UIL and the villagers.
- f) Introduce UIL and the Silai School Programme to the villagers.
- g) Help in the identification of the Silai School teachers. Motivate women to become the Silai School teachers called women entrepreneurs.
- h) Take a written undertaking from the woman entrepreneur as per the format prescribed and attached as Annexure B.
- i) Facilitate the training of the woman in a cluster by motivating them to come and stay at a common venue for training.
- j) Arrange for training venues in villages and manage logistics.
- k) Facilitate in helping the Silai School to meet the efficiency parameters.
- l) Ensure that the woman entrepreneur teaches at least 20 women/girls as per the given UIL syllabus.
- m) Mobilize the village women and girls to come to the Silai School for learning.
- n) Share the profile of the village and entrepreneur as per the format of UIL and also communicate success stories and failures as case studies.
- o) Send monthly MIS to UIL in the mutually agreed format.
- p) Help UIL in organizing village level events and activities for increasing the popularity of the program.
- q) In case the woman entrepreneur is not able to dispense her responsibilities well, the NGO should help locate and establish another Silai School in the same cluster.
- r) The NGO's will motivate at least 2 learners of the existing Silai School to facilitate the process of opening Satellite Silai schools (SSS) in the neighboring villages.
- s) NGO will work on the expansion of the Silai School network by establishing Satellite Silai School in the neighboring villages.

Role of UIL

- (a) Facilitate in women entrepreneur selection process
- (b) Provide the technical expertise on sewing and stitching and mechanical inputs
- (c) Design training modules as per region specific
- (d) Providing resource persons for basic level training
- (e) Provide syllabus and manuals to women entrepreneurs
- (f) Provide signage board
- (g) Provide "Usha Certificate of Participation" to all women completing the training and silai course
- (h) Provide "Offer Card" to the women who wish to purchase sewing machine at discounted prices.

Criteria for the selection of women entrepreneur

- The woman should be from the village and should be respected by the village community.
- The woman should preferably be a married woman in a village. She could also be single (widow, abandoned, marginalized).
- She should have a basic literacy / numeracy level, required for sewing.
- She should have a flair for sewing. There could be women in the villages who stitch clothes for their family members. Women who know how to use a sewing machine would be preferred.
- She should be confident to teach.