

USHA INTERNATIONAL LTD – GURUGRAM
(USS Department)

To : The Executive Chairman
From : USHA Social Services
Dated : 13th August 2019
Subject : Launch of 30 Classical Silai Schools with Action for Agricultural Renewal in Maharashtra (AFARM) in 30 Villages of Maharashtra State (Gadchiroli / Yawatmal & Pune District)

Background / Purpose: Launch of 30 Classical Silai Schools in Maharashtra

- Silai School project is planned to roll out in 30 additional villages in Maharashtra
- UIL identified regions where the presence wasn't strong in Maharashtra
- USS has shortlisted the NGO who are working for women and livelihood options.
- Action for Agricultural Renewal in Maharashtra (AFARM) has been shortlisted by USS for this activity and they will open 30 classical silai schools (10 each in Gadchiroli / Yawatmal & Pune districts) at Maharashtra state.
- Action for Agricultural Renewal in Maharashtra (AFARM) 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:

- An agreement for a period of one year will be signed between Action for Agricultural Renewal in Maharashtra (AFARM) and UIL to take this initiative forward.
- The silai school teachers from villages will be brought by Action for Agricultural Renewal in Maharashtra (AFARM) to the training venue for seven days. They will be trained on sewing and embroidery for five days and servicing for two days.
- UIL will conduct 7 days residential training of 30 women.
- After completion of training the silai school teacher will establish and run silai schools at their respective villages.
- Action for Agricultural Renewal in Maharashtra (AFARM) submits periodical progress report and case studies with UIL.
- Roles and responsibilities of NGO are given in Annexure III

Financials:

1. The overall cost to UIL towards various expenses incurred for opening of 30 new Classical Silai School is as follows:

#	Details	Amount (INR)	Remarks
1.	Payment to Service Provider (Details as per the Annexure II)	2,26,725/-	Rs.1,36,035/- (60%) upon signing of the agreement (Since major expenses of the total program implementation cost is incurred during the initial 3 months)
			Rs.45,345/- (20%) on completion of 6 months of program implementation
			Rs.45,345/- (20%) on the completion of agreement and submission of project completion report
	Total to service provider	226,725/-	
2.	Goods & Services Tax on Service Provider @ 18 %		
3.	Accommodation and travelling cost	93,300/-	Boarding-Lodging, travel expenses of trainers / technician (As per the Annexure I)
4.	Start-up Kit (Included in above)	1,29,708/-	Will be handed over to the teacher of each school on free of cost basis.
	Total Cost to the UIL	4,49,733/-	As given in Annexure I

2. The Sewing Machine in the Start-up Kit will be **MB1A** inclusive of GST (as applicable) using Movement Type – 967 to Action for Agricultural Renewal in Maharashtra (AFARM) under commitment code **SILA_0088** of GL No.: **469030** and **FC104545**, leaving **En-marked fund column BLANK**.
3. USS Program Coordinator will be given an advance of Rs.30000/- for meeting the above expenses including the purchase of training materials, sewing trainer hiring 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, 2019-2020.

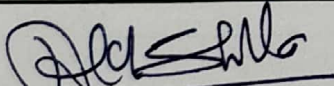
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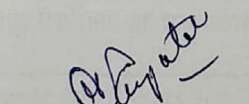
1. UIL will be able to reach out 30 new villages in Maharashtra state.
2. Awareness about Usha International and Silai School Program will be generated in these new 30 Villages.
3. Creation of an environment where community encourages learning sewing as skill, which will give them hope, confidence and 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.

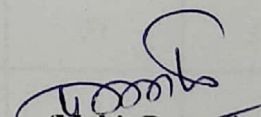
Annexure:

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

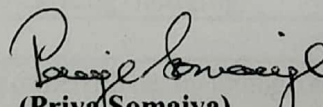
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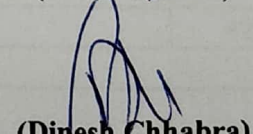

(Alok Shukla)


(Mary Rupa Tete)


(Mohit Doner)

(Harvinder Singh)


(Priya Somaiya)


(Dinesh Chhabra)

The above proposal is hereby approved.

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(Executive Chairman)

Budget for Opening of 30 Classical Silai Schools in Maharashtra With AFARM				
SL.NO	Particulars	Unit Cost	Frequency	Amount
1	Start-up Kit			
1.1	SM TAILOR DLX TOP Foot Operated with Sheet Metal STAND and Standard TABLE	3155	30	94650
1.2	Approximate GST amount	379	30	11358
1.3	Advanced Level Training Guide (Syllabus for Teachers) in Marathi Language	Book will be issued from the buffer stock		
1.4	Service recall booklet in Marathi Language	60	30	1800
1.5	Teacher Certificates to women entrepreneurs	10	30	300
1.7	ACP Signage Board 2' X 3' in Marathi Language	420	30	12600
1.8	Transportation of sewing machines / other training materials / ACP signage including all applicable taxes	300	30	9000
Sub Total - Start-up Kit				129708
2	Training/Travel Cost			
2.1	Travel Cost of sewing trainer to and fro from Starting point to training venue	2000	3	6000
2.2	Travel Cost of a mechanic to and fro from Starting point to training venue	1000	3	3000
2.3	Provision for hiring sewing trainer @ Rs.700 per day for 7 days for 1 training	700	21	14700
2.4	Training Learning Material cost for Participants	600	30	18000
Sub Total - Training/Travel Cost				41700
3	Boarding/Lodging			
3.1	Boarding and lodging for sewing trainer at training district	1600	21	33600
3.2	Boarding and lodging for mechanic for 3 days for 1 training at training district	1000	9	9000
Sub Total - Boarding/Lodging				42600
4	Miscellaneous Expenses			
4.1	Miscellaneous expenses printing of certifiectes including Teacher & Learners Certificate (Calligraphy and Lamination of Certificates to Entrepreneurs and Learners)	Lump-sum		9000
Sub Total - Misc. Expenses				9000
Total Cost (1+2+3+4)				223008
Total Number for Opening of New Classical Silai Schools				30
Budget of the Service Provider				
S.NO	Name of the Service Provider	Cost	Frequency	Amount
1	AFARM	Details in Annexure II		226725
Total Cost of Service Provider				226725
Grand Total				449733

Budget for Opening of 30 Classical Silai Schools in Maharashtra With AFARM					
Training and Monitoring Cost					
S. No.	Description	Units	Days	Unit amount	Amount
1	Food for 12 people for 7 days (10 women participants, 1 trainer, 1 coordinator)	12	21	175	44100
2	Food for Mechanic	3	3	175	1575
3	Boarding charges. Stay arrangement for 10 women and 1 coordinator including bedding, venue hall for training etc.	11	21	150	34650
4	Traveling allowance (for the participants to come to venue and to go back with their sewing machines)	30	2	100	6000
Total I					86325
5	Honorarium - Project Coordinator (Part time 12 months * 1 Coordinator)	12	3	3000	108000
6	Monthly Monitoring & Tracking, Book Keeping, Accounts, Reporting, Telecom & Internet etc.	12	3	400	14400
7	Miscellaneous Expense	12	3	500	18000
Total II					140400
Total for 30 Schools					226725

Role of Service Provider

- a) Along with UIL, help in selection of village 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 Silai School teachers. Motivate women to become Silai School teachers or women entrepreneurs.
- h) Take a written undertaking from the woman entrepreneur as per the format prescribed by UIL as **Annexure – B** of the Agreement between UIL and Service Provider.
- i) Facilitate training of women in a cluster at a common venue for training.
- j) Arrange for training venues in villages and manage logistics.
- k) Facilitate in helping the Silai School meet the efficiency parameters as provided by UIL.
- 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) Monitor the progress of the programme and communicate the same to UIL through regular reports.
- o) Help UIL in organizing village level events and activities for increasing the popularity of the programme.
- p) In case the woman entrepreneur is not able to dispense her responsibilities well, Service Provider should help locate and establish another Silai School in the same cluster.
- q) Service Provider will work on the expansion of the Silai School network by establishing Satellite Silai School in the neighboring villages.
- r) The Service Provider'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.

Role of UIL

- (a) Conduct the sewing training for the woman entrepreneurs.
- (b) Create the course for the sewing learners from the Ward / Area.
- (c) Provide Sewing Machine service training
- (d) Provide monitoring of USHA Silai Schools by UIL staff
- (e) UIL agrees to sponsor the cost as detailed in **Annexure – II** to this NFA towards implementation of the Usha Silai School project.

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.