

USHA INTERNATIONAL – GURUGRAM
(USHA Social Services)

To : The Executive Chairman
From : USHA Social Services
Dated : 18th April 2019
Subject : Launch for Opening of 20 New Classical Silai Schools in partnership with Wildlife Institute of India (WII) at Manipur & Jharkhand

Background / Purpose: Launch for Opening of 20 New Classical Silai Schools in partnership with Wildlife Institute of India (WII) at 10 in Manipur & 10 in Jharkhand

1. The Wildlife Institute of India is an autonomous institution under the Ministry of Environment Forest and Climate change, Government of India., which offers training program, academic courses and advisory in wildlife research and management.
2. Wildlife Institute of India (WII) was established in 1982.
3. The Institute is actively engaged in research across the breadth of the country on biodiversity related issues.
4. Wildlife Institute of India (WII) aims to skill women on sewing and stitching skills and enable them to increase household income by providing them a source of sustainable livelihood. In last financial year we have opened Training cum production Centre with WII at Narora, Bulandsahar (UP) and received positive feedback for the same.
5. Wildlife Institute of India (WII) is partnering with USHA International Ltd. for Opening of 20 New Classical Silai Schools at 10 in Manipur & 10 in Jharkhand
6. The project partners are Usha International Ltd. (UIL) and Wildlife Institute of India (WII).

Process:

1. A Financial agreement for a period of one year will be signed between UIL and Wildlife Institute of India (WII) to take this initiative forward
2. Wildlife Institute of India (WII) will purchase Usha sewing machines and will also bear training cost, material cost, sewing machine transportation cost and project monitoring cost
3. All the logistics expenses of training will be borne by Wildlife Institute of India (WII).
4. UIL will be responsible for conducting training for 7 days for 2 batches.
5. Wildlife Institute of India (WII) will monitor the program and will share periodical progress report / MIS and case studies with good quality photographs (high resolution) to UIL.
7. UIL will support Wildlife Institute of India (WII) and bear following expenses for Branding / Marketing Collaterals:
 - a. Syllabus / Content in Vernacular language
 - b. Certificate of participation for women entrepreneur
 - c. Co-Branded Signage for women entrepreneur

Financials:

- The total cost to the UIL will be **Rs. 50,000 /-** which shall be reimbursed by Wildlife Institute of India (WII) at later stage.
- These expenses will be out of the Silai School Budget, 2019-20.
- An invoice to be raised by UIL to Wildlife Institute of India (WII) for Rs. 7,83,355 /-
- USS Program Coordinator will be given an advance of Rs.30,000/- for meeting the expenses including the purchase of training materials, taxi hire charges/ other expenses and settle the same against proper bills/details of expenses.
- GST will be charged as per the Govt. of India regulation

Cost Sharing details of partners:

Amount to be borne by Wildlife Institute of India (WII)		Amount to be borne by UIL first and shall reimburse later from WII	
Particulars	Amount	Particulars	Amount
Sewing Machines, Logistics, Training Raw Materials and Monitoring cost	Rs.7,83,355	USHA Brand Supportive Materials (Syllabus/Certificates/Signage)	Rs. 50,000

Impact:

1. UIL will be able to reach out to the villages in and around Manipur and Jharkhand.
2. Awareness about UIL and Silai School Program will be generated in these 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. There is an opportunity of promoting Satellite Silai School out of this Centre

Annexure:

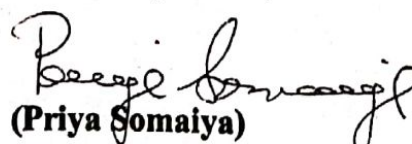
1. Budget details are attached in Annexure I
2. The roles and responsibilities of the Wildlife Institute of India are given in Annexure II.

SUBMITTED FOR APPROVAL


(Alok Shukla)


(Mohit Donter) 19/4/19


(Harvinder Singh)


(Priya Somaiya)


(Dinesh Chhabra) 25/4

The above proposal is hereby approved.

29 APR 2019
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(Executive Chairman)

Annexure I

Cost to be borne by Wildlife Institute of India (WII)

S.No.	Particulars	Amount
1	Cost of Assessment of 20 Women Entrepreneurs (WE) from 50 Women	60,000
2	Cost of Training of 20 Women Entrepreneurs (WE) for 7 days in batch of 10 WE	2,05,000
3	Cost of syllabus, certificate, signage and entry of Women Entrepreneurs and learners (WE) in USS Software.	97,425
4	Cost of Sewing Machine and other associated cost of transportation, signage, booklets and certificates	1,95,930
5	Onsite hand holding support through Quarterly visit for 12 Months	2,25,000
Total cost		7,83,355

Break-up of Cost mentioned in Annexure 1

A. Cost of Assessment of 20 Women Entrepreneurs (WE) from 50 Women

Sr. No.	Main Particulars	Amount Quoted (1)	Estimated calculated Cost (2)	Mark-up (1) - (2)
1	Travel cost of 2 USS Inspectress/ PC's for total 4 Man-days.	17,500	14,000	3,500
2	Boarding & Lodging of 2 USS Inspectress/ PC's for 4 Man-day	10,000	8,000	2,000
3	Food Cost for 2 USS Inspectress/ PC's for 4 Man-days	2,500	2,000	500
4	Local Conveyance for 2 USS Inspectress/ PC's for 4 Man-days	2,500	2,000	500
5	Overhead apportionment for 2 USS Inspectress for 4 Man-days	15,000	12,000	3,000
6	Cost of raw material and cloth for assessment for 50 women	12,500	10,000	2,500
Subtotal (A)		60,000	48,000	12,000

B. Cost of Training of 20 Women Entrepreneurs (WE) for 7 days in 1 batch of 10 WE.

Sr. No.	Main Particulars	Amount Quoted (1)	Estimated calculated Cost (2)	Mark-up (1) - (2)
1	Travel cost of 2 USS Inspectress/ PC's. per batch	17,500	14,000	3,500
2	Boarding & Lodging of USS Inspectress/ PC's for 20 Man-days	50,000	40,000	10,000
3	Food Cost for USS Inspectress/ PC's for 20 Man-days	12,500	10,000	2,500
4	Local Conveyance for USS Inspectress/ PC's for 20 Man-days	12,500	10,000	2,500
5	Overhead apportionment for USS Inspectress/ PC's for 20 Man-days	75,000	60,000	15,000
6	Travel cost of 1 USS Mechanic for 2 batches.	8,750	7,000	1,750
7	Boarding & Lodging of 1 USS Mechanic for 4 Man-days (2 days, 2 batches)	5,000	4,000	1,000

8	Food Cost for 1 USS Mechanic for 4 Man-days (2 days, 2 batches)	1,250	1,000	250
9	Local Conveyance for 1 USS Mechanic for 4 Man-days (2 days, 2 batches)	2,500	2,000	500
10	Overhead apportionment (Salary) for 1 USS Mechanic for 4 Man-days (2 days, 2 batches)	5,000	4,000	1,000
11	Raw material & Cloth for training of 20 women entrepreneurs.	15,000	12,000	3,000
Subtotal (B)		2,05,000	1,64,000	41,000

C. Cost of syllabus, certificate, Production Centre Board and entry of WE in USS Software

Sr. No.	Main Particulars	Amount Quoted (1)	Estimated calculated Cost (2)	Mark-up (1) - (2)
1	Designing and Printing of Syllabus for 20 Women Entrepreneurs (WE)	6,850	5,480	1,370
2	Certificate designing and printing for 20 Women Entrepreneurs (WE)	2,825	2,260	565
3	Women Entrepreneurs (WE) base line data profiling and data entry in Silai School Software (Manual data entry) for 20 women entrepreneurs (WE)	1,250	1,000	250
4	20 Learners to enroll for training with each 20 women entrepreneurs. Total learners 20*20 = 400 learners Base line data profiling and data entry in Silai School Software (Manual data entry)	25,000	20,000	5,000
5	Certificate for 400 learners	61,500	49,200	12,300
Subtotal (C)		97,425	77,940	19,485

D. Cost of Sewing Machines, tool box, instruments for stitching and their Transportation Cost.

Sr. No.	Main Particulars	Amount Quoted (1)	Estimated calculated Cost (2)	Mark-up (1) - (2)
1	20 Sewing Machine - RSM Foot Operated Dealer Billing Price (BDP) @ 8449 per machine	1,68,980	1,22,780	46,200
2	Machine Transportation cost of 20 Machines	5,000	4,000	1,000
3	Signage/Board (20)	14,750	11,800	2,950
4	Transportation of Booklet, Signage and Certificates	7,200	5,760	1,440
Total (E)		1,95,930	1,44,340	51,590

E. Training venue, onsite hand holding support through Quarterly visit and Monitoring through NGO's for 12 Months

Sr. No.	Main Particulars	Amount Quoted (1)	Estimated calculated Cost (2)	Mark-up (1) - (2)
1	Boarding & Lodging of 1 Inspectress/ PC's for 24 Man-days	45,000	36,000	9,000
2	Travel cost of quarterly visit of 1 Inspectress/ PC in each districts for 3 Days	35,000	28,000	7,000
3	Food Cost for 1 USS Inspectress/ PC for 24 Mandays	15,000	12,000	3,000
4	Local Conveyance for 1 USS Inspectress/ PC for 24 Man-days	15,000	12,000	3,000
5	Overhead apportionment for 1 USS Inspectress/ PC for 24 Man-days	90,000	72,000	18,000
6	Sundry Expense (If Any)	25,000	20,000	5,000
	Total (F)	2,25,000	1,80,000	45,000

Annexure II

A. Roles and Responsibilities

Role of WII

- i. Identify and mobilize 50 beneficiaries who have basic sewing and stitching and basic entrepreneurial skills to be a part of the intervention
- ii. Facilitate the training of women entrepreneur at one place by motivating them to converge at a common point for training
- iii. Ensuring that there is no drop-out of women
- iv. Arrangement of training venues. This would cover food and logistics costs of training
- v. Provide all other support that may be required for the sustainability of the schools
- vi. Project cost (training and facilitation cost)
- vii. Overall monitoring and program management
- viii. MIS and case studies sharing

Role of UIL

- i. Assessment of Women entrepreneur
- ii. Designing course module for women entrepreneurs
- iii. Allocating two resource person for training (1 person per batch for 7days)
- iv. Allocating two sewing machine mechanic for sewing machine maintenance and repair training (1 person per batch for 2days)
- v. Allocation UIL Program coordinator for 6 days for handholding support during training (3days per batch)
- vi. Certification and providing, training manual and sewing machines to participants
- vii. Quarterly 3 days visit to both district (24 days: 2 districts*3 days*4 quarter)
- viii. Handholding and monitoring support to women entrepreneurs

B. Criteria and Selection Process

Criteria for selection of villages

The selection criteria for the villages where the Silai Schools will be functional are as follows:

- i. A village with a population of minimum 500 people
- ii. Short-listing of those villages which have been identified by Government of India as "poor" / BPL, through Census / NREGA / NCAER data
- iii. Progressive and supportive community members
- iv. Substantial availability of potential learners
- v. Availability of woman who knows sewing and is willing to teach

Criteria for the selection of woman entrepreneur

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