

NORKA ROOTS

(A Government of Kerala Undertaking)

Expression of Interest (EoI) For Empanelment of Individual Trainers/Agencies to Conduct Pre-Departure Orientation Programmes (PDOPs)

I) Background

NORKA Roots, the field agency of the Department of Non-Resident Keralites Affairs (NORKA), Government of Kerala, invites Expression of Interest (EoI) from qualified individual trainers or training agencies for conducting Pre-Departure Orientation Programmes (PDOPs) aimed at professionals, particularly nurses and doctors, who are migrating abroad for employment.

II) Scope of Training Programme

The selected trainers/agencies shall conduct engaging orientation sessions focused on:

- 1) Emigration procedures and documentation
- 2) Awareness about the travelling process at airport, visa processing, nature and terms of job, employment contract, what to check before signing, employer details, salary, conditions and other benefits available to an expatriate.
- 3) Awareness on Safe migration, illegal recruitment, visa fraud, and unethical migration agents
- 4) Rights and responsibilities of migrant workers, grievance redressal mechanisms.
- 5) Job description, Work culture and workplace adaptation in destination countries, insurance coverage, emergency contacts and helpline numbers etc.
- 6) Health, safety, and financial planning abroad
- 7) Job opportunities abroad for healthcare professionals

- 8) Country specific orientation, GCC countries, UK, Germany, France, Italy, Belgium, Denmark, Austria, US, Canada, New Zealand, Australia.
- 9) Overview of ongoing recruitment initiatives of NORKA Roots
- 10) Accessing support systems and grievance redressal mechanisms abroad.

III) Programme Details

Target Audience: Nurses and general public.

IV) Number of PDOPs:

30 sessions in nursing colleges across Kerala

5 sessions for the general public in five districts

Languages: Malayalam and English

Format: Half-day/full-day programmes with interactive delivery(3-4 hours)

Support from NORKA Roots

Distribution of PDOP Booklets/learning materials to participants

Snacks/lunch for participants

Branding and participant registration support

Venue and participant mobilisation to be arranged by NORKA Roots.

V) Eligibility Criteria

For Individual Trainers:

Minimum 2 years of experience in migration-related training or orientation

Sound knowledge of international employment laws, safe migration, and healthcare migration trends

Excellent presentation and communication skills in Malayalam and English

VI) For Agencies:

Government agencies with proven track record in training delivery

Ability to deploy qualified trainers and manage event logistics

Should not be blacklisted by any government/public institution

VII) Selection Process

The agency should provide the details of the trainers with their qualification and experience.

Shortlisted trainers/agencies will be required to present their proposed training module before the NORKA Roots team.

Final selection will be based on content relevance, delivery strategy, expertise, and cost-effectiveness.

VIII) Important Conditions

The training content and materials developed or used for the PDOP sessions will be the sole property of NORKA Roots.

No trainer or agency is permitted to use the material for any other training purpose without prior written consent.

No promotional banners, advertisements, or publicity (offline/online) regarding their involvement in the PDOP sessions shall be made by the selected trainers/agencies.

The personal information of the candidates shall not be collected by the trainers or agencies for business/promotional purposes.

IX) How to Apply

Interested individual trainers or agencies must submit the following documents:

Covering letter expressing interest should include following details.

Details of trainer/agency -profile and experience

CVs of proposed resource persons

Proof of registration (in case of agency)

Detailed content of the training session(Both hard copy and soft copy)

Quotation of professional fee (per session basis)

X) Submission Details

Last Date for Submission: [10th July 2025]

Mode of Submission: By email to
[plan.norka@gmail.com/rcrtment.norka@kerala.gov.in] and physical copy to:

The Chief Executive Officer

[Norka Roots Head Office, Norka Centre, Thycaud, Thiruvananthapuram]

PIN 695 014 Phone: [0471 2770500]

Note

- 1) NORKA Roots reserves the right to accept or reject any applications without assigning any reason.
- 2) Only shortlisted trainers/agencies will be invited for presentation and final empanelment.

