

# Request for Proposal

## Skilling and Employability Program for Youth

# **REQUEST FOR PROPOSAL**

**Empowering youth through skilling them in advance IT Tools and Technology**

Nasscom Foundation plans on implementing a project through NGO/for-profit partners in Karnataka, NCR and Maharashtra.

The objective of the project is

- To create skilled workforce for the IT- ITES sector by imparting industry relevant skills – IT Domain to be Data Analytics/ BPM/ BFSI
- Provide meaningful livelihood opportunities to less privileged youth
- Empowerment of underserved community members
- Address skill gap in communities and provide meaningful livelihood opportunities to the youth from the communities
- Address skill gap in tire 2 and tire 3 colleges and provide training to fill the gap and equal employment opportunities.

**From: Nasscom Foundation**

**RFP No.:** NF/FY 24-25/Skilling/07

**Date:** 24<sup>th</sup> June 2023

## DISCLAIMER

1. This document is being published to enable the applicant to make an offer for the selection of an implementation partner for multiple projects on skilling youth on advance industry relevant IT tools and technology in **Karnataka, NCR and Maharashtra, India.**
2. This document neither constitutes nor should it be interpreted as an offer or invitation for the selection of Implementation Organization described herein.
3. This document is meant to provide information only and upon the express understanding that recipients will use it only for the purposes set out above. It does not purport to be all inclusive or contain all the information about Implementation partner or be the basis of any contract. No representation or warranty, expressed or implied, is or will be made as to the reliability, accuracy or the completeness of any of the information contained herein. It shall not be assumed that there shall be no deviation or change in any of the herein mentioned information. While this document has been prepared in good faith, neither nasscom foundation, nor any of its officials or subscribers make any representation or warranty or shall have any responsibility or liability whatsoever in respect of any statements or omissions here from.
4. By acceptance of this document, the recipient agrees that any information herewith will be superseded by any subsequent information on the same subject made available to the recipient by or on behalf of nasscom foundation. Nasscom Foundation reserves the right, at any time and without advance notice, to cancel or annul this RFP process, change the procedure for the selection of Implementation partner or any part of the interest or terminate negotiations prior to the signing of any binding agreement/contract with successful bidder. There shall be no requirement on the part of nasscom foundation to communicate the reasons for annulling the RFP process nor shall it be liable to any party on any account.
5. Accordingly, interested recipients should carry out an independent assessment and analysis of the requirements of the information, facts and observations contained herein.
6. This document has not been filed, registered or approved in any jurisdiction. Recipients of this document should inform themselves or/ and observe any applicable legal requirement.
7. This document constitutes no form of commitment on the part of the nasscom foundation. Furthermore, this document confers neither the right nor an expectation on any party to participate in the proposed process of selection of implementation partner.
8. When any proposal is submitted pursuant to this RFP, it shall be presumed by nasscom foundation that the implementation partner has fully ascertained and ensured about its eligibility to provide required services, under the respective governing laws and regulatory regimen, and it has the necessary approvals and permission, and suffers no disability in law or otherwise to act as such.

CONTENT

Contents

1.	BACKGROUND.....	5
2.	AN OVERVIEW.....	5
3.	ABOUT THE PROJECT .....	5
4.	INVITATION FOR PROPOSAL .....	6
5.	RFP SUBMISSION SCHEDULE & TIMELINE .....	7
6.	DETAILS OF RFP.....	8
7.	DELIVERABLES & TIMELINES .....	9
8.	PROPOSAL FORMAT: .....	10
9.	RESOURCE REQUIREMENT .....	12
10.	IMPLEMENTATION PLAN: Detailed activity schedule .....	12
11.	ORGANIZATION BACKGROUND / OVERVIEW .....	12
12.	FINANCIAL PROPOSAL FORMAT.....	12

## 1. BACKGROUND

As part of nasscom ecosystem, nasscom foundation works with the technology industry in achieving its goals of social transformation and impact through technology. Since over two decades of its existence, the foundation has touched more than one million lives through its efforts towards providing digital literacy, skills for livelihood, supporting persons with disabilities, fostering innovation, empowering non-profits with technology and engaging in volunteerism.

Nasscom Foundation's 'Skilling and Employability' vertical works to bridge the skilling gaps and support in building and upskilling youth in India towards its goals of social transformation and impact through technology.

## 2. AN OVERVIEW

Equitable opportunities for education and economic empowerment are right for everyone to live with dignity. Nothing, more than education and meaningful employment, has the potential of breaking down the walls built around self.

Most of the IT / ITES companies today have very strong CSR programs through which there is a special focus to hire underserve community. Also due to technological shift companies are looking for skilled workers in advance computing. As normal work environment is back, employers are looking for candidates with diverse backgrounds.

During the pandemic and post pandemic, companies are investing in remote talent to attract a diverse workforce and promote workplace diversity.

Due to technological shift companies are looking for skilled workers in advance IT Skills. The current requirement of skilled workforce with technology skills like BFSI, BPM, Data Analysis, Cyber Security, Cloud Computing is increasing as the sector is currently witnessing a boom.

## 3. ABOUT THE PROJECT

Nasscom Foundation plans on implementing a project through NGO/for profit partners in Karnataka, NCR and Maharashtra.

The objective of the project is to upskill EWS youth with 60% women, Final year, undergraduate students and/or prospective candidates on sabbatical/ and or PWDs on advance IT Tools and Technology and enabling their entry in various IT-ITES jobs. We work on various projects and core aim is to bring holistic professional development of young under-grads enabling them to embark on a technology career path thereby increasing diverse participation in the CORE engineering sector and contributing to the economic & social development of the country;

- Equal opportunities to youth from tech and non tech background from colleges or communities

- 100% physical training (class room based F2f) and employee engagement activities.
- Min. 60% placement target
- 30 hrs faculty development program

The indicative timelines of the Project are as follows:

Particulars	Timeline
Project Commencement Date	1 <sup>st</sup> August 2024
Project End Date	28 <sup>th</sup> February 2025

**PLEASE NOTE THE COMMENCEMENT DATE IS TENTATIVE AND MAY BE ADVANCED OR DELAYED DEPENDING ON THE CIRCUMSTANCES**

#### 4. INVITATION FOR PROPOSAL

Inviting proposals for executing different skill projects implemented by nasscom foundation to Train, Assess and Certify youth on Entry level, mid-level and placement-linked advance IT courses such as 21<sup>st</sup> century employability skills and industry requirements to enhance their overall family income.

We are looking at implementation partner/s with below mentioned criteria:

- Minimum 5 years of experience in project implementation, training and placement of youth from colleges/marginalize communities into IT/ITES industries. Projects can be implemented in a particular state/UT/ aspirational district or multiple locations for short/long duration.
- Connect with Community and Colleges to mobilize right set of candidates. IP must provide demo during presentation post clearing phase 1 screening.
- Strong LMS support system to engage trainees throughout the program and have facility to conduct Pre-test, Post training assessments.
- Experience in providing soft skill training and preparing candidates for interviews and groom them on professional skills and bring confidence to face any challenge in interview and in life.
- Help beneficiaries to learn basics of the course they are enrolled in and soft skill training to help them preparing for the placement.
- Experience in handling both virtual and in person volunteering and employee engagement.
- Strong connections with industry and organizations for placement & recruitment of trained candidates. (Minimum 5 years' relevant experience with some success matrix)

With help of the implementation partners, we are looking at: (SOW)

- Beneficiary count 1200 for the Foundation skilling of 15 hours and assessed in Future skill prime Digital 101.
- From the above cohort, Beneficiary count of 800 for the Domain skilling of 220 hours and assessed and certified them in Future Skill Prime in the employable courses like BFSI, BPM, Data Analysis.
- Placement of 480 beneficiary who have completed the training and certification in Future skill Prime.
- 30 hrs faculty development program for 15 faculties to be upskilled in same domain to ensure sustainability of the project
- 100% of this candidate is ready for future jobs and confident enough to excel in Core IT career jobs
- Min. 65% beneficiaries should at least be adding value to their annual family income
- 100% candidate successfully complete the training and get certified.
- Training of EWS youth with 60% women beneficiaries.
- Identify 10% beneficiaries to create 'impact stories' (case studies) on successful training completion and placement in core IT job should be captured and documented.

Interested Organization are invited to submit their proposals for the 9-month projects assignment, which must include the following, as detailed subsequently in this document.

- Implementation partner details
- Understanding, scope of work
- Proposal with Implementation Plan
- Course outline along with training hours and NSQF alignment

Connect with colleges/community/centres in these locations **Karnataka, NCR and Maharashtra**

- Detailed timeline - Gantt Chart
- Proposed budget
- Monitoring and MIS/LMS tools and framework
- Basic 'impact stories' (case studies) framework
- Details of relevant previous experience (budget, timeline and client/donor)

## 5. RFP SUBMISSION SCHEDULE & TIMELINE

The following table is an overview of the selection activities and timeline.

ACTIVITY	TIMEFRAME
RFP Release Date	24 <sup>th</sup> June 2024

Intent to proposal Email must be sent to <a href="mailto:rfp@nasscomfoundation.org">rfp@nasscomfoundation.org</a>	24 <sup>th</sup> June to 1 <sup>st</sup> July 2024
Any follow up questions must be sent to <a href="mailto:rfp@nasscomfoundation.org">rfp@nasscomfoundation.org</a>	25 <sup>st</sup> June 2024
One (1) electronic copy of the RFP Response must be submitted to Nasscom Foundation via email by close of business date 1 <sup>st</sup> July 2024, 5:30 PM IST to <a href="mailto:rfp@nasscomfoundation.org">rfp@nasscomfoundation.org</a>	1 <sup>st</sup> July 2024
Bid comparisons / Vendor finalization	26 <sup>th</sup> July 2024
Contract Declaration	30 <sup>th</sup> July 2024

## 6. DETAILS OF RFP

S N.	Particulars	Details
		Identifying eligible community for the project Identifying eligible youth for the project
		Conduct baseline survey of the beneficiaries along with preparation of implementation plan
		Mobilization and enrolment as per the agreement requirement
	Beneficiary Profile	<ul style="list-style-type: none"> <li>Beneficiaries from low-income group with annual family income below 8 Lakh (Taking BPL cards, EWS certificate and or Self declaration as proof of family income)</li> <li>Any under Graduate final year student for domain skilling.</li> </ul>
		Pre & post assessment of beneficiaries
1	Nature/ Scope of work	Setting up required Infrastructure for the batch wise training for the beneficiaries Preparation of training & placement calendar Program tracker Beneficiaries' tracker Batch report Monthly progress report Training of graduates on advance IT skills along with soft skill training Project based approach Faculty development program Industry connects through employee engagement and or guest lectures.



		Baseline & End line assessment to measure and assess the progress of the project against the desired output & outcomes.
		- Placement opportunity to all with min 65% placement - Post placement support to retain candidates in jobs
		Human impact stories (case-studies) of successful placed women – min. 10% of total target
		Weekly & Monthly reporting on all parameters of program execution along with Narrative and comprehensive reports
2	Proposals Requested by	Nasscom Foundation, Plot 7 to 10, Sector 126, Noida – 201303
3	Period of Validity of Proposal	The proposals shall be valid for a period of 120 days from the date of submission.
4	Currency to be utilized (for submitting financial proposal)	
5	Tenure of Contract	9 months

\* All interventions will be focused in the 'Program Location'

#### LOCATIONS FOR PROGRAM REACH OUT

State (Either one, two or all)	No. of Beneficiaries
Karnataka, NCR and Maharashtra	1200 Foundation skilling 800 Domain training and Certification from the above cohort 480 Placement (Youth from tire 2 and tire 3 colleges)

#### 7. DELIVERABLES & TIMELINES

S No.	Deliverables	Timeline
1.	Identifying youth / Colleges Identify Community/Training centres	August
2.	Conduction batch wise baseline survey of the beneficiaries with preparation of implementation plan, development training module	August and September

3.	Mobilization & enrolment of said beneficiaries in batches (Max batch size. 25-30)	September and October
4.	ToT of IP trainers on prescribed content	August
5.	Batch wise training of focused group & upskilling beneficiaries on soft skills	November to January
6.	Assessment & certification of trained candidates	January and February
7.	End line assessment to measure and assess the progress of the project against the desired outcomes.	January and February
8.	Human impact stories (case studies) of successful enterprises by women – 10% of the target group.	January and February
9.	Placements	January to March
10.	Weekly & Monthly Reporting on suggested formats along with Narrative and comprehensive reports	Based on agreed frequency
11.	30 hr Faculty Development Program for 15 faculties	November- December

The above timeline needs to be strictly adhered to.

#### 8. PROPOSAL FORMAT:

Following details to be included in the proposal:

- o Cover Page
- o Section 1 - Implementation Partner Details

To be filled in by the Requesting Organization:

i.	Name	
ii.	Registered Address	
iii.	Tel.No./Fax No./E-mail ID	
iv.	Constitution (Society/Trust/Company - Please indicate.)	
v.	Is the organization a “For Profit Organization” or “Not for Profit Organization”	
vi.	Tax Exemption Details (If any)	
vii.	Registration details: Act under which registered, State, date of registration	
viii.	Registration Number/ CIN Number with date of and address of registration	
ix.	Does organisation has 80G Certificate	

x.	Does Organisation has 12A Certificate	
xi.	Does Organisation has FCRA Certificate	
xii.	Has a Government Department/ Ministry ever blacklisted or imposed funding restrictions on the organization? (Please provide details, if yes)	
xiii.	Does NasscomFOUNDATION & your organization have had/would have any previous partnership?	
xiv.	Does the organization have audited Accounts & Balance Sheets for the last three years, indicating receipts, payments, closing balance, income -expenditure statements	
xv.	Certificate of agency that members are not involved in political activities, nor being blacklisted	
xvi.	A certificate to the effect that the officials / staff of the organization are not employees of any Govt./Semi Govt. or PSU.	
xvii.	Certificate of agency that contribution received from nasscom foundation would be used only for given project .	
xviii.	List of Trustee and Directors and Board members and Managing Committee	
xix.	Provide your core work regions	
xx.	Mention any prior experience in reaching out / addressing the communities for similar interventions. please explain/ attach report	
xxi.	Share references of the organisations where work for similar interventions have been concluded for.  (if possible, please share completion report/ work order/ contract)	

- o Section 2 - Approach and Methodology
  - Organizational Understanding of the objectives of the Project

- Detailed approach & methodology to execute the project including work steps, Gantt chart.
- Section 3 - Implementation Partner's Training Centre Details & Technology Infrastructure
  - Availability of required Infrastructure (PC's/Internet/Office equipment & Furniture) in the training centre if required to support beneficiaries who don't have access to any device or required for practice on assigned projects
  - Availability of LMS
  - Capability towards Data Analytics, Dashboards and real time reporting
- Section 4 - Implementation partner – Operation Structure
 

Major Content

  - Content on Advance skilling course (Data Analytics/ BPM/ BFSI) highly demanding in industry
  - Soft Skill content topics (including financial literacy etc.)
  - Digital and Financial Literacy for community

#### 9. **RESOURCE REQUIREMENT**

- Project Lead/Manager – 1 (One)
- Trainers and Mentors on Digital skills along with digital transformation.
- Project Coordinator to capture and prepare execution related reports /data -1 (One)
- Placement officer- 1(One)
- Proposed Organogram with job description & responsibilities to be enclosed as annexure. The details of the resources (whether dedicated or shared resources to be mentioned).
- Please note that timesheet and proof of salary paid to resources will have to be shared with nasscom foundation by the selected bidder who is awarded the contract for this Project.

Resume of management team and ground team to be enclosed as annexure.

**10. IMPLEMENTATION PLAN:** Detailed activity schedule

**11. ORGANIZATION BACKGROUND / OVERVIEW**

**12. FINANCIAL PROPOSAL FORMAT**

Detailed budget breakup to be attached, including personnel cost, mobilization cost, infrastructure readiness cost, training delivery cost etc.

\* Points to be noted for submission of proposals:

BUDGET BREAK UP - Template						
S. No	Direct Cost	Description	Units	Cost per Unit	Cost	Line Item Description
<b>1</b>	<b>Phase 1:</b>	<b>Foundation skilling Cost</b>				
1.1		On ground Mobilisation Cost				
1.3		Training Sessions				
		Assessment cost				
<b>2</b>	<b>Phase 2:</b>	<b>Domain skilling cost</b>				
<b>2.1</b>		Training and curriculam				
2.1.2		ToT - 15 faculties				
2.1.3		Assessment cost				
<b>3</b>	<b>Phase 3:</b>	<b>Placement cost</b>				
3.1		Placement cost				
3.2		(Networking/Meeting with Local Recruitment				
	<b>Grand Total A+B+C</b>					

1. Nasscom Foundation shall have a right at any time to validate, check and audit either itself or through an independent third party, the utilization of funds by the selected bidder who is awarded the contract.
2. The selected bidder on award of the contract will have to furnish data validation and proof of completion of training, proof of placement etc.
3. All the expenditure will be subject to audit and nasscom foundation would have the right to disallow any expenses. The biodata of the personnel assigned along with their experience in the domain should also be provided
4. If any of the facts or information is found to be false or incorrect nasscom foundation has a right to terminate the contract
5. Please provide as much as details as possible

For the interested organization, one electronic copy of the RFP response must be submitted to nasscom foundation via official email address of the authorized person of the organization by close of business Date –1<sup>st</sup> July 2024, 5:30 PM IST to [rfp@nasscomfoundation.org](mailto:rfp@nasscomfoundation.org) Mention the subject line as NF/FY 24-25/Skilling/07

Please note that no personal calls or emails will be entertained in relation to the submission of the proposals.