



Request for Proposal

‘Livelihood Project’- Empowering
marginalized youth through skilling in
emerging technologies

Nasscom Foundation

REQUEST FOR PROPOSAL

Empowering youth by skilling them in advance IT Tools and Technology

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

The objective of the project is

- To create skilled workforce for the IT- ITES sector by imparting industry relevant skills
- Provide meaningful livelihood opportunities to the less privileged youth

From: Nasscom Foundation

RFP No:

Date: 31/05/2024

DISCLAIMER

1. This document is being published in order to enable the applicant to make an offer for the selection of an implementation partner for a project on skilling youth graduates on advance industry relevant IT tools and technology in Delhi-NCR, Karnataka, Andhra Pradesh, Telangana and Maharashtra.
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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.

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1. BACKGROUND

As the social arm of nasscom, 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.

The initiative bridges the skills-employability divide for marginalised youth and women with digital skill-based training. We aim to provide easy access to digital technology skills for all communities, enabling better and more inclusive livelihoods in India's digital economy.

2. AN OVERVIEW

India is one of the youngest nations in the world with over 62% of the population in the working age group and about 54% of the population below 25 years of age. In the next 20 years, the labour force in the industrialised world is expected to decline by 4%, while it is likely to increase by 32% in India.

The professional landscape leans increasingly towards roles driven by these advanced technologies, the existing educational framework struggles to yield a competent and adept workforce. Graduates hailing from tier 2 and tier 3 cities/ universities institutions frequently encounter challenges in securing suitable employment opportunities. And minority among them manage to secure placements. According to the PLFS data released by the National Statistical Office (NSO) in July 2021, the unemployment rate among graduates (age 15-29) was around 22.8% in urban areas and 9.8% in rural areas. This further deteriorates when we look at women graduates who are unemployed. More than 22% of the women who graduate are left unemployed in urban areas and 11% in Rural areas.

Through this intervention, the project aims at skilling the under privileged youth from diverse background to meet the current industry demands and provide meaningful employment to uplift them economically. Technologies most likely to be adopted by companies over the next 3 years (2021 – 2024) are: Data Analytics, Machine Learning, Cloud Computing, Cyber Security, UI/UX design, Artificial Intelligence, Java full stack, SAP, 3D Printing to name a few.

3. ABOUT THE PROJECT

Nasscom Foundation plans on implementing a project through NGO/for profit partners in Delhi-NCR, Karnataka, Andhra Pradesh, Telangana and Maharashtra. The objective of the project is to empower and uplifting the Economically Weaker Section (EWS) of the community, through comprehensive training in cutting edge technologies. This endeavour focuses on imparting skills in high-demand fields such as Data Analytics, UI/UX Designing, SAP, Cyber Security, and Java developer. By equipping these young individuals with proficiency in these advanced domains, the program aims to bridge the digital divide and pave the way for their meaningful participation in the workforce. The overarching goal is not only to provide these beneficiaries with technical know-how but also to foster their employability, thereby opening doors to sustainable and fulfilling career opportunities. The project targets following:

- Minimum enrolment of 2070 beneficiaries in the respective domain courses
- Train, Assess and certify minimum 1725 beneficiaries under various courses
- Minimum 180-220 hrs domain training along with soft skills training
- Mode of Training delivery: Centre based model
- Placement of 70 % i.e. 1,208 trained, assessed and certified beneficiaries.
- 60% trained beneficiaries should be women
- 15% of the beneficiaries should be monitored for higher studies, self-employment or upskilling
- 3 months of post-placement support for retention in jobs

The indicative timelines of the Project are as follows:

| Particulars | Timeline |
|---|---------------|
| Project Commencement Date | June 2024 |
| Project Completion (Training, Assessment, Certification and Placement) | December 2024 |
| Project End Date (Including Post Placement Tracking) | March 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 'Livelihoods Project' to Train, Assess and Certify **1725** youth on placement-linked domain courses such as Data Analytics, UI/UX Designing, SAP, Cyber Security, and Java developer etc. to enhance their overall family income.

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

- Experienced in implementation and training for youth on all or at least on three advanced technologies Data Analytics, UI/UX Designing, SAP, Cyber Security, and Java developer to leverage youths' entry in gainful employment. (The invitee must have minimum 3-5 years of relevant experience)
- Connect with Community, Colleges & NGOs to mobilize right set of candidates (**Note:** Program does not focus on any candidate already pursuing any degree, looking for candidates who are already college pass out with proper degree. The colleges can only be approached for alumni network outreach) (IP must provide demo of their strategy during presentation post clearing phase 1 screening if selected)
- Strong LMS support system to engage trainees throughout the program and also have facility to conduct Baseline, Endline & Impact assessments.
- Experience in providing soft skill training and interview preparation for the beneficiaries, groom them on professional skills and build confidence with respect to placements
- Thorough knowledge in imparting basic financial literacy as a part of soft skill training to help the beneficiaries manage daily expenses
- 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 3-5 years' relevant experience with some success matrix)
- The applicant organization should have minimum 5 years of existence in the current line of operations along with a net worth 6 to 7 crores.

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

- Upskilling youth on advance IT tools and technology in the state of Delhi-NCR, Karnataka, Andhra Pradesh & Telangana, Maharashtra
- 100% of these beneficiaries are ready for future jobs and confident enough to excel in Core IT/ITES jobs
- Min. 70% beneficiaries should at least be adding value to their annual family income
- 100% beneficiaries successfully complete the training and get certified
- 60% trained beneficiaries should be women

- 15% of the beneficiaries should be monitored for higher studies, self-employment or upskilling
- 3 months of post-placement support for retention in jobs
- Identify 20% beneficiaries to create 'Human 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 assignment, which must include the following, as detailed subsequently in this document.

- Implementation partner details
- Understanding, scope of work
- Proposal with Implementation Plan
- Detailed timeline
- Financial Proposal
- Monitoring and MIS tools and framework
- Basic 'human 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 | 31 st May 2024 |
| Intent to proposal Email must be sent to rpforskills@nasscomfoundation.org | 7 th June 2024 |
| Any follow up questions must be sent to rpforskills@nasscomfoundation.org | |
| One (1) electronic copy of the RFP Response must be submitted to nasscom foundation via email by close of business date <7 th June 2024 > rpforskills@nasscomfoundation.org | |
| Bid comparisons / Vendor finalization | 10 th June 2024 |
| Contract Declaration | 12 th June 2024 |

6. DETAILS OF RFP

| S N. | Particulars | Details |
|--|-----------------------|--|
| 1 | Mobilisation | Identification, Mobilisation and Enrolment of 2070+ youth from Delhi-NCR, Maharashtra, Karnataka, Andhra Pradesh & Telangana. |
| 2 | Baseline | Conduct baseline survey & need assessment of the target beneficiaries along with preparation of implementation plan |
| 3 | Beneficiary Profile | <ul style="list-style-type: none"> Beneficiaries from low-income group with annual family income below 8 Lakh (Taking BPL cards and or Self declaration as proof of family income) Any Graduate who has completed BE/B-Tech (CS/IT), BSC/BCA degrees with or without any work experience (only 10% candidates pursuing any degree only final year) |
| 4 | Assessment | Pre & post assessment of beneficiaries |
| 5 | Nature/ Scope of work | Setting up required centre-based Infrastructure for the batch wise training for the 1725 youth beneficiaries |
| | | Preparation of training & placement calendar |
| | | Program tracker |
| | | Beneficiaries' tracker |
| | | Monthly progress report |
| | | Training of 1725 young graduates on advance IT skills along with soft skill training (Minimum 60% of the beneficiaries should be women) |
| | | Project based approach |
| | | 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. | | |
| <ul style="list-style-type: none"> Placement opportunity to all with min 70 % placement Post placement support to retain candidates in jobs. | | |

| | | |
|---|---|--|
| | | Human impact stories (case-studies) of successful placed beneficiaries – min. 10% of total target |
| | | Weekly & Monthly reporting on all parameters of program execution along with Narrative and comprehensive reports |
| 6 | Proposals Requested by | Nasscom Foundation, Plot 7 to 10, Sector 126, Noida – 201303 |
| 7 | Period of Validity of Proposal | The proposals shall be valid for a period of 120 days from the date of submission. |
| 8 | Currency to be utilized (for submitting financial proposal) | Per beneficiary cost shall not exceed INR 13,000/- (Indian Rupees Thirteen Thousand Only*) <i>*Project Proposal Cost to be under to INR 13,000/- (inclusive of all taxes)</i> Please note that the above cost is only indicative |
| 9 | Tenure of Contract | Tenure of Contract would be effective from the date of agreement till 15 th March '25. |

* All interventions will be focused in the 'Program Location' namely Delhi-NCR, Karnataka, Maharashtra, Andhra Pradesh &Telangana

7. LOCATIONS FOR PROGRAM REACH OUT

| State (Either one, two or all) | No. of Beneficiaries |
|---|----------------------|
| Delhi-NCR, Karnataka, Maharashtra, Andhra Pradesh & Telangana | |
| Mobilisation | 2,070 |
| Training, Assessment and Certification | 1,725 |
| Placement | 1,208 |

8. DELIVERABLES

| S No. | Deliverables |
|-------|---|
| 1. | Identify, Mobilise and Enrol 2070 young graduates in various prescribed domain IT skilling courses with a mixed batch of 35-40 beneficiaries |
| 2. | Conduction batch wise baseline survey, need assessment, of the beneficiaries with preparation of implementation plan, development of Min 180 to 200 hrs training module |
| 3. | Training of Trainer of IP trainers on prescribed content |
| 4. | Batch wise training of 1725+ young graduates & upskilling beneficiaries on soft skills considering the standard drop out ratio |

| | |
|----|--|
| 5. | Assessment & certification of trained candidates on the prescribed agency |
| 6. | End line assessment to measure and assess the progress of the project against the desired outcomes. |
| 7. | Human impact stories (case studies) of successful enterprises by beneficiaries – 100 stories |
| 8. | Placement of 1208+ trained, certified beneficiaries along with the Post placement follow-up ascertained within the timelines |
| 9. | Weekly & Monthly Reporting on suggested formats along with Narrative and comprehensive reports |

A detailed timeline plan for deliverables of Pt 8 needs to be shared along with RFP submissions adhered to.

9. PROPOSAL FORMAT:

Following details to be included in the proposal:

- Cover Page
- Section 1 - Implementation Partner Details

To be filled in by the Requesting Organization:

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

| | | |
|---|--|--|
| . | Does Organisation has 12A Certificate | |
| . | Does Organisation has FCRA Certificate | |
| . | Has a Government Department/ Ministry ever blacklisted or imposed funding restrictions on the organization? (Please provide details, if yes) | |
| . | Does nasscom foundation & your organization have had/would have any previous partnership? | |
| . | Does the organization have audited Accounts & Balance Sheets for the last three years, indicating receipts, payments, closing balance, income - expenditure statements | |
| . | Certificate of agency that members are not involved in political activities, nor being blacklisted | |
| . | A certificate to the effect that the officials / staff of the organization are not employees of any Govt./Semi Govt. or PSU. | |
| . | Certificate of agency that contribution received from nasscom foundation would be used only for given project . | |
| . | List of Trustee and Directors and Board members and Managing Committee | |
| . | Provide prior experience in reaching out to communities in Delhi-NCR, Karnataka, Maharashtra, Andhra Pradesh & Telangana, please mention details | |
| . | Mention any prior experience in reaching out / addressing the communities for similar interventions. please explain/ attach report | |
| . | Share references of the organisations where work for similar interventions have been concluded for. (if possible, please share completion report/ work order/ contract) | |
| . | Due Diligence documents as per Annexure 1 | |

- 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 (such as Full Stack JAVA, Python, Data Analysis, Cloud Computing, Cyber Security etc.) highly demanding in industry
 - Soft Skill content topics (including financial literacy etc.)

10. **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/Profile of management team and ground team to be enclosed as annexure.

11. IMPLEMENTATION PLAN: Detailed activity schedule

12. ORGANIZATION BACKGROUND / OVERVIEW

13. 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:

Detailed Budget in prescribed format:

| | Budget Template | | | |
|-----------------------|--|------------------|--------------|--------------|
| Budget Head | Budget Line Item | Unit Cost | Units | Total |
| Personnel Cost | Project Manager | | | |
| | Project coordinator | | | |
| | Placement Coordinator | | | |
| | Master Trainer | | | |
| | Core Subject Trainer (Core and IT) | | | |
| | Trainer (English & Life Skills) | | | |
| TOTAL A | | | | |
| Program Cost | Mobilization | | | |
| | Training material | | | |
| | Training communication | | | |
| | Training, Curriculum Development including Placement Drives, Baseline and Endline Assessment | | | |
| | Course Assessment & Certification | | | |
| | Documentation/Reporting (LMS) | | | |
| | Placement & Networking | | | |
| | Post Certification Monitoring | | | |
| | Post placement tracking | | | |
| TOTAL B | | | | |
| TOTAL A+B | | | | |

**If there are any costs that do not fit into the template, Please add a separate section C,D and submit a total budget.

Note:

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 resume/profile of the personnel assigned and their experience in the domain should also be provided before their project selection.
4. Any expense made more than the line items shall be subject to prior approval from nasscom foundation
5. All the out-of-pocket expenses and travel shall only be reimbursed on actuals.
6. If any of the facts or information is found to be false or incorrect nasscom foundation has a right to terminate the contract
7. 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 – 7th June 2024, 5:30 PM IST to rpforskills@nasscomfoundation.org. Please note that no personal calls or emails will be entertained in relation to the submission of the proposals.

Annexure 1 – Due Diligence Documents list to be included:

| |
|--|
| <i>Organisational Requirement</i> |
| MOA |
| AOA |
| Certificate of incorporation/Registration (Should be older than 3 years) |
| Shop Establishment Proof |
| 12A & 80G registration |
| Shareholding pattern |
| Minutes of last board meeting held |
| Board composition |
| Organisational Policies (procurement, HR, Finance) |
| Audit report of last 3 FY |
| Audited Financials for last 3 FY |
| IT & TDS returns of last 3 years |
| GST returns of last 3 years |
| PF Returns |
| Major clients and details (MOU) in past 2 years |
| Client reference |
| CSR /FCRA registration & renewal |
| <i>Further requirements</i> |
| Draft financials for Current year |
| Current monthly GST return |
| Bank Statement |
| Cancelled Cheque/Bank account confirmation |

