



Request for Proposal

Digital Resource Centers for Digital and Financial Literacy

Nasscom Foundation

REQUEST FOR PROPOSAL

Digital Literacy Project

Provide Digital and Digital Financial Literacy training to marginalized communities of aspirational districts to become digitally literate.

From: Nasscom Foundation

RFP No.: DL/2024-25

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2. This document neither constitutes nor should it be interpreted as an offer or invitation for the selection as Supporting partner of Implementation Organization described herein.
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8. When any proposal is submitted pursuant to this RFP, it shall be presumed by nasscom foundation that the supporting 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

We at nasscom foundation are focused on unlocking the power of technology by creating access and opportunity for those who need it most. We work on helping people and institutions transform the way they tackle social and economic challenges through technology.

Established in 2001, nasscom foundation has been witness to the transformative power of technology for the last 21 years. Part of the nasscom ecosystem, we are the only neutral, not for profit outfit, representing the Indian Tech Industry. We remain rooted to our core philosophy of TechForGood, where our efforts are focussed on unlocking the power of technology by creating access and opportunity for those who need it most. We work on helping people and institutions transform the way they tackle social and economic challenges through technology. We have five key areas of intervention, Tech for Good, Digital Literacy, Skills and Employability, Diversity and Inclusion, and Women Entrepreneurship.

2. AN OVERVIEW

“Nasscom Foundation’s Resource Center for Digital Literacy and E-Governance” project aims at empowering the communities from marginalized backgrounds in Aspirational Districts and Block (selected by NITI Aayog, GoI) to become digitally literate. Since last two years, these centres have been integral in enhancing the knowledge gap, bridging the digital divide and provide access to digital infrastructure to the citizens to become independent and empowered. In this project, nasscom foundation has established “Resource Center for Digital Literacy and E-Governance” in 47 Aspirational Districts in 21 states of the country.

3. ABOUT THE PROJECT

The Aspirational District Programme launched by the government in January 2018 is an attempt to push for growth across various socio-economic parameters for inclusive development. “**Nasscom Foundation’s Resource Centre for Digital Literacy & E-Governance**” aims to achieve the UN Sustainable Development Goals (SDGs) through following key interventions:

1. Providing Digital and Digital Financial Literacy to the citizens of 20 Aspirational districts.
2. Bridging the digital divide through access to infrastructure via these DRCs
3. Facilitate the citizens with E-Governance schemes & services via DRCs

4. INVITATION FOR PROPOSAL

We are looking for **Non-profit/For profit** organisation who could extend their support to nasscom foundation to provide Digital and Financial Literacy training in the selected 20 Aspirational districts as per the Scope of work (SoW) attached below.

1	Proposals Requested by	Nasscom Foundation, Plot 7 to 10, Sector 126, Noida – 201303
2	Period of Validity of Proposal	The proposals shall be valid for a period of 6 months from the date of submission.
3	Currency to be utilized (for submitting financial proposal) Budget Breakup to be enclosed as annexure	INR (Indian Rupee) ** Statutory & Tax compliance as per GoI law & guidelines

4	Tenure of Contract	Tenure of 'Contract' would be effective for a period of maximum 6 months (July 2024 – December 2024) from the date of issuance of letter of award.
5	Nature of contract	The contract between NF and the agency is non-transferable in nature, thus it cannot be transferred or outsourced to any other agency.

5. RFP SUBMISSION SCHEDULE & TIMELINE

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

ACTIVITY	TIMEFRAME
RFP Release Date	20.06.2024
Intent to proposal Email must be sent to rfp@nasscomfoundation.org	24.06.2024
Any follow up questions must be sent to rfp@nasscomfoundation.org	25.06.2024
Response to RFP related queries/ Pre bid conversation	26.06.2024
One (1) electronic copy of the RFP Response must be submitted to nasscom foundation via email by close of business date PM IST to rfp@nasscomfoundation.org	29.06.2024
Vendor Finalization	10.07.2024
Contract Declaration	15.07.2024

*The above-mentioned Time frame dates may slightly vary.

6. DETAILS OF RFP

* All interventions will be focused in the 'Program Locations' as mentioned in point 7.

S N.	Particulars	Details
1	Problem Statement	<ol style="list-style-type: none"> 1. Digital divide limiting underserved communities towards accessing information, digital devices, government schemes and other opportunities. 2. Lack of information and skills leads to reduced employment opportunities 3. Limited knowledge of marginalized communities of potential cyber safety and security associated.
2	Project Objective	Enhance impact outreach by providing Digital and Financial Literacy training to marginalized communities of the selected aspirational districts.
3	Project Interventions	Comprehensive Digital & Financial Literacy training to 4,500 citizens per district (including adolescents, youth, adults, senior citizens, women, farmers, SHG members, MSMEs) on existing content provided by nasscom foundation

4	Nature/ work	Scope of 1. Comprehensive Digital & Financial Literacy training to 4,500 citizens* per district (including adolescents, youth, adults, senior citizens, women, farmers, SHG members, MSMEs) along with pre & post assessments 2. Training duration between 4 to 6 hours 3. Beneficiaries' details to be captured in nasscom foundation mandated templates 4. Project Monitoring: Follow laid monitoring mechanism by nasscom foundation (refer to Annexure 1)
5	Training Methodology	Trainings to take place in Schools, Colleges, at Digital Resource Centres (DRCs) – in Controlled environment and/or at Community places, in Uncontrolled environment. Training pedagogy and plan to be shared accordingly.

*Age Group of beneficiaries – 12 to 75 years

**Training module to be provided by nasscom foundation

***Training of trainers will be provided by nasscom foundation

7. LOCATIONS FOR PROGRAM REACH OUT

States & districts	No. of beneficiaries
Rajasthan - Dhaulpur, Karauli, Jaisalmer, Sirohi, Baran Maharashtra - Nandurbar, Washim, Osmanabad, Gadchiroli Andhra Pradesh - Vizianagaram, Visakhapatnam, Y.S.R. Telangana - Kumuram Bheem, Jayashankar Bhupalapalle, Khammam Karnataka - Raichur, Yadgir Tamil Nadu - Virudhunagar, Ramanathapuram Kerala - Wayanad	4,500 beneficiaries/district

8. DELIVERABLES & TIMELINES

Overall Performance Metrics	Expected Outputs (per district)	Timeline
Digital and Financial Literacy training to citizens of Aspirational districts	4,500 beneficiaries	July 2024 – December 2024

9. PROPOSAL FORMAT:

Following details to be included in the proposal:

- Cover Page
 - Section 1 - Partner Details

To be filled in by the Requesting Organization:

i.	Name
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ii.	Registered Address	
iii.	Administrative Address	
iv.	Tel.No./Fax No./E-mail ID	
v.	Constitution (Society/Trust/Company - Please indicate.)	
vi.	Is the organization a "For Profit Organization" or "Not for Profit Organization". Provide Trust Deed / Society Byelaws/ MoA	
vii.	Tax Exemption Details (If any)	
viii.	Registration details: Act under which registered, State, date of registration	
ix.	Registration Number/ CIN Number with date of and address of registration	
x.	Does organisation has 80G Certificate? If yes, please mention the Expiry Date	
xi.	Does Organisation has 12A Certificate? If yes, please mention the Expiry Date	
xii.	Does Organisation has FCRA Certificate? If yes, please mention the Expiry Date	
xiii.	FCRA Registration Number and Purpose (as mentioned in the certificate)	
xiv.	Has a Government Department/ Ministry ever blacklisted or imposed funding restrictions on the organization? (Please provide details, if yes)	
xv.	Does nasscom foundation & your organization have had/would have any previous partnership? If yes, please provide the list of financial years in which associated.	
xvi.	Does the organization have audited Accounts & Balance Sheets for the last three years, indicating receipts, payments, closing balance, income - expenditure statements	
xvii.	Certificate of agency that members are not involved in political activities, nor being blacklisted	
xviii.	A certificate to the effect that the officials / staff of the organization are not employees of any Govt./Semi Govt. or PSU.	

xix.	Certificate of agency that contribution received from nasscom foundation would be used only for given project .	
xx.	Does your organization has any prior experience in reaching out to rural communities?	
xxi.	If above is yes, please share details of some relevant project/ intervention?	
xxii.	Does your organisation has any prior experience in implementing any Digital Literacy project?	
xxiii.	If above is yes, please share details of relevant project/ intervention?	
xxiv.	GST resgistration – Last three years Returns	
xxv.	Pan Card	
xxvi.	Shareholding Pattern	
xxvii.	Minutes of last board meeting	
xxviii.	IT returns for last three years	

*Share the applicable details

Section 2 # Technical Project Proposal

2.1 Introduction / Background:

- Please specify your previous relevant experience in Digital Literacy trainings or other relevant projects pertaining to trainings or in Digital Literacy sector.
- Please specify your strength in given locations. (If you are present in few districts/ blocks, government liaising, types of beneficiaries worked with in the past and have strength in those areas, please mention that as well)

2.2 Organization/ Company Background / Overview Project

- Introduction – Vision, Mission, Values and Goals
 - Organizational Structure
 - On Going Projects
- ❖ Project Locations for which you are sharing the proposal for (in a table with name of States and Districts):

10. IMPLEMENTATION PLAN

Detailed Project Plan with timelines

11. MONITORING & EVALUATION MECHANISM

(Please mention what will be the monitoring mechanism for the proposed project)

12. FINANCIAL PROPOSAL FORMAT

Requesting organization to provide below details - Cost/beneficiary:

S. No	Activity	Financial Quote (INR) Cost/Resource	Tax Applicable % and Value (INR)	Total financial quote Inclusive of Taxes/Year (INR)
1				
2				

*Please provide per beneficiary cost along with the breakup of what all it includes.

**Detailed budget breakup to be attached.

Annexures: Please attach the following Annexures with your proposal

Annexure 1 - Detailed budget (Format attached)

Annexure 2 – Monitoring Process

Annexure 3 – Project Implementation Plan / Gantt Chart

Annexure 4 - How you will create/practice?

4.1 Diversity and Inclusion aspect in the project

4.2 Monitoring and Evaluation Plan

4.3 Project Sustainability

Annexure 5 - Standard Operating Procedures (SOP) your organization follow on Project Finance Management, HR policies, Procurement, beneficiary data & identity security.

Annexure 6 - Technical specification of Assets required, if any, with estimated costing

Annexure 7 – Target Beneficiary - Outreach and outcome Plan – Mention specific details based on the activities / interventions under the project

Annexure 8 – Reporting and Formats

Annexure 9 - Human Resources

Annexure 10 - Risk Assessment and Mitigation plan

Annexure 11 - Data Management process

Annexure 12 - Current Staff Strength and list staff with resume who have experience in implementing this

Annexure 1:

Financial Budget(to be submitted as separate Excel & PDF file)

Requesting organization to provide below details- Cost:

S. No	Activity	Financial Quote (INR) Cost/Resource	Tax (GST) Applicable %and Value (INR)	Total financialquote Inclusive of Taxes/Year (INR)
A				
B				
C				

*Detailed budget breakup to be attached.

Nasscom foundation's Monitoring Mechanism

Below mentioned parameters will be part of nasscom foundation's monitoring mechanism –

**This is for your information only.*

To ensure transparency, accountability, and effective monitoring of the Digital Literacy initiative, the following processes must be adhered to by all implementation partners.

- Weekly training update by Trainers - Trainers must provide weekly/ fortnightly updates summarizing the week's training activities over WhatsApp.
- Geo tagged photos - Each trainer must send daily/ weekly photos of the training sessions via WhatsApp, along with Geo-tagged photographs, and collation of the same to be shared with nasscom foundation every 2 weeks via Google/ One Drive.
- In case of repetitive contact numbers of beneficiaries or absence of contact numbers, photographs must be ensured along with a letter from any relevant authority.
- Pre and Post Assessment - To measure the impact and effectiveness of the training program, Pre & post assessment of beneficiaries' basis sample (small sample) to be captured.
- The Partner to provide CV of the Trainers before finalising them
- Support in identifying beneficiaries for baseline and end-line assessment
- Capture beneficiary data in shared template.
- Mandatory to capture case studies of beneficiaries
- Monthly Reporting with fortnightly update calls

Terms of Reference (Key points but not limited to)

1. Entity could be Not-For-Profit or For Profit Entity but must be having at-least 3 year prior experience insuccessfully running similar large scale program
2. Entity shall not engage/outsorce the activities mentioned in the RFP to another /third party, it's a non-transferrable assignment
3. Entity shall share the list of its staff and resumes who has been part of similar program
4. Entity acknowledge that any assets/ add on services/ inevitable product & services

mandatory to run the NF's DRCs shall be procured by NF only

5. Entity shall use the funds exclusively for the purpose and activities as clearly mentioned and agreed between the parties for this RFP
6. Entity shall not source any external funds or grants from any entity or individual, private or Govt. towards CAPEX or Opex of this program by referring the NF's sponsored DRCs
7. Entity shall always clearly state to any Individual or entity, private or Govt that the entire resource centre including all accessories has been sponsored/ provided by nasscom foundation along with its Opex cost.
8. Entity shall not associate the "NF's Digital Resource Centres" and the project with any political or religious party or Institutions and would not support in driving initiatives of Individual political parties or Institutions.
9. Entity shall always seek due approvals from NF in writing before initiating any new intervention / program / campaigns / projects of central / state / local Govt administrations / private institutions etc. in the NF resource centre other than what is already mentioned in the RFP.
10. Entity shall always seek due approvals from NF in writing before engaging with any new agency/institutions/private or Govt. for building partnerships around NFs digital resource centres.
11. Entity shall not change the approved branding or incorporate any additional logos / photographs of Individual / Institutions / Political parties / Religious bodies / organizations etc. all communication / branding materials need to be approved by nasscom foundation in advance.

For the interested organization, one electronic copy of the RFP response must be submitted to nasscom Foundation via email by close of business Date: 29.06.2024, 5:30 PM IST to **rfp@nasscomfoundation.org**