



**Expression of Interest
Placement Partners for Skilling Programs**

EXPRESSION OF INTEREST

Facilitate employment opportunities to the trained beneficiaries across India to empower communities from marginalised backgrounds by providing them jobs.

The objective of the project is as follows:

- To provide atleast 2 placement opportunities to the beneficiaries
- Provide meaningful employment opportunities to marginalised youth and women
- To ensure and track retention of the beneficiaries

From: Nasscom Foundation

RFP No.: NF/FY 23-24/Skilling/01

Date: 29th May 2023

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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.

Nasscom Foundation's 'Skills Initiative and Entrepreneurship' department works to bridge the skilling gaps and support in building and upskilling entrepreneurship ecosystem 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 underserved communities. Also due to technological shift companies are looking for skilled workers in advance computing. While WFH becomes the norm, more and more organizations are looking at hiring women candidates for equitable opportunity. About 50% of 150 plus companies — multinationals, large companies, high growth start-ups and early age start-ups — which took part in a March 2021 survey said they would hire EWS community with special focus on women in the first quarter of the year than they did in this period last year.

In this post COVID times, a survey conducted by Bengaluru-based Scaler, an Ed-tech start-up focused on up-skilling students and tech professionals, found that companies were investing in remote talent to attract a diverse workforce and promote workplace diversity.

Due to technological shift companies are looking for skilled workers in advanced IT Skills. Nasscom Foundation has completed training of over 4000 beneficiaries on advance computing skills.

ABOUT THE PROJECT

- To empanel "**Placement Partners for Skilling Programmes**" by supporting to seek employers for the trained beneficiaries under various skilling cohorts who have been trained on tech enabled courses and thus aims at empowering the communities from marginalised backgrounds. The partner would provide employment opportunities to 2000 - 4000 beneficiaries pan india in **tech enabled entry level jobs**.
 - Connects with a strong recruiter network and hiring pipeline with reputed corporates and having a dedicated placement team
 - Mapping user's skill with industry demand and supporting interview line ups and data collection

- Organizing job melas /recruitment drives.
- Creating, maintaining and managing a comprehensive placement planner and tracker.
- Creation of student profile, resumes, CV's, Covering letters.
- Placement support to all candidates and ensuring placement of 80 Percent candidates of the pool shared
- Post Placement support for a duration of up to 3-6 months from the date of joining to all beneficiaries who get placed.
- A Placement report to be submitted at the end of six months, along with other supporting documents.
- Keep a real-time placement tracker ready for management review and reporting

The indicative timelines of the project are as follows:

Particulars	Timeline
Project Commencement Date	15 th June, 2023
Project End Date	31 st August, 2023

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

3. INVITATION FOR PROPOSAL

Inviting proposals from **Placement Partners for Skilling Programmes** to provide placement on placement-linked advance computing courses such as Full Stack JAVA, Python, Data Analysis, Cloud Computing, Cyber Security, AWS, Data Analytics and also for BPM job roles to enhance their overall family income.

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

- Experienced in offering placements to final year students in entry level jobs
- 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.
- Experience in handling both virtual and in person placement support to the beneficiaries.
- Strong connects with industry and organizations for placement & recruitment of trained candidates. (minimum 3-5 years' relevant experience with some success matrix)
- List of Companies where beneficiaries have been placement, alongwith details/ number of placements completed with them over the last 2years.
- The applicant organization should have minimum 5 years of existence in the current line of operations along with a net worth 3 to 7 crores.

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

- Completing placement for 1000 beneficiaries cohorts totalling 2000 beneficiaries
- Beneficiaries have completed training on advance computing courses such as Full Stack JAVA, Python, Data Analysis, Cloud Computing, Cyber Security, AWS, Data Analytics and also for BPM job roles.
 - Python 750 beneficiaries
 - AWS 300 beneficiaries
 - BPM 700 beneficiaries
 - Appian 50 beneficiaries
 - Cybersecurity 100 beneficiaries
 - Java 100 beneficiaries

Trainings to other beneficiaries been provided on CCNA, Machine Learning, tableau, IOT, digital marketing etc also there.

Minimum 2 job offers to the beneficiaries

- To ensure and track Retention @ 1 month
- To ensure and track Retention @ 3 months
- To ensure and track Retention @ 6 months

Interested organizations are invited to submit their proposals for the assignment, which must include the following, as detailed subsequently in this document.

- A. Implementation partner details
- B. Understanding scope of work
- C. Proposal with implementation plan
- D. Detailed timeline
- E. Financial proposal
- F. Monitoring and MIS tools and framework
- G. Details of relevant previous experience (budget, timeline and client/donor)

4. EOI SUBMISSION SCHEDULE & TIMELINE

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

ACTIVITY	TIMEFRAME
EOI Release Date	29 th May 2023
Intent to proposal email must be sent to rpforskills@nasscomfoundation.org	5 th June 2023
Any follow up questions must be sent to rpforskills@nasscomfoundation.org	08 th June 2023
One (1) electronic copy of the EOI Response must be submitted to nasscom foundation via email by close of business date <> rpforskills@nasscomfoundation.org	
Bid comparisons / Vendor finalization	8 th June 2023
Contract Declaration	15 th -20 th June 2023

5. DETAILS OF EOI

S N.	Particulars	Details
1	Scope of Work	<ul style="list-style-type: none"> Completing placement for 1000 beneficiaries cohorts totalling 2000 beneficiaries Market Linkages and Employment Outreach – Job drives / Melas / No . of companies Reached Post Placement linkages – Monthly Tracking of Beneficiaries, for upto 6 months Post Placement Support to ensure retention of beneficiaries
	Profile of the Beneficiaries	<ul style="list-style-type: none"> Beneficiaries from low income group with annual family income below 8 Lakhs
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)	Per beneficiary cost shall not on the basis of cohorts of 500 beneficiaries to be submitted. Economies of Scale to apply for larger cohorts.
5	Tenure of Contract	Tenure of Contract would be effective from the date of agreement till 31st August 2023 .

6. LOCATIONS FOR PROGRAM REACH OUT

State (Either one, two or all)	No. of Beneficiaries to be placed
Delhi – NCR, Karnataka, Andhra Pradesh, Maharashtra, Tamil Nadu, Telangana, Haryana, Uttarakhand, Punjab, Rajasthan, Bihar, Jharkhand, Mizoram, Sikkim, Assam and Puducherry	Min. 500 cohorts upto 2000 beneficiaries.

7. DELIVERABLES

<p>1. Profiling for the beneficiaries Assessing candidates' skills, age, location, qualification, and experiences.</p> <p>2. Job Evaluation Survey for the beneficiaries Evaluating the ability of the beneficiaries for the Job Roles</p> <p>3. Employers Mobilization Drive:</p>
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Identifying the Employers to match with the Job Roles that accommodate the Trained courses.

4. Special Drives for Candidates:

Based on the location, multiple special recruitment drives will be conducted.

5. Facilitate Job Fair Participation:

Facilitate employability opportunities through Job Fair

6. Facilitate Virtual Job Fair:

Facilitate employability opportunities through Virtual Job Fairs to avoid transportation barriers

7. Retention Follow-up:

Following up with placed beneficiaries to ensure their retention in the workplace.

8. Minimum 2 job offers to the beneficiaries

To ensure and track Retention @ 1 month

To ensure and track Retention @ 3 months

To ensure and track Retention @ 6 months

8. 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:

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 NASSCOM FOUNDATION & 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 prior experience in reaching out to communities in Delhi-NCR, Karnataka, AP & Telangana, please mention details	
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)	
xxii.	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.
- o Section 3 - Implementation Partner’s Placement Network & Infrastructure
 - Availability of required Infrastructure (PC’s/Internet/Office equipment & Furniture) if required to support beneficiaries who don’t have access to any device or required for practice
 - Capability towards Data Analytics, Dashboards and real time reporting
- o Section 4 - Implementation partner – Operation Structure

9. RESOURCE REQUIREMENT

- o Project Lead/Manager
- o Project Coordinator
- o Placement officers-
- o 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 to be shared by the partner

11. ORGANIZATION BACKGROUND / OVERVIEW

12. FINANCIAL PROPOSAL FORMAT

Detailed budget breakup to be attached, including personnel cost, placement costs, job melas and other costs etc.

* Points to be noted for submission of proposals:

Detailed Budget in prescribed format :

Budget Head	Budget Line Item	Unit Cost	Units	Total
Personnel Cost	Project Manager			
	Senior Executive			
	Placement Coordinator			
	Personnel – Name Type			
TOTAL A				
Placement Cost	Placement Drives,			
	Coaching & Mentoring Sessions			
	Placement & Networking			
	Post Certification Monitoring			

TOTAL B				
Operational Cost				
TOTAL C				
Total Budget A+B+C				

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 prior to their selection for the project.
4. Any expense made in excess of the line items shall be subject to prior approval from nasscom foundation
5. All the out of pocket expenses and travels 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 EOI response must be submitted to nasscom foundation via official email address of the authorized person of the organization by close of business **Date – 05th June, 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 :

Organisational Requirement
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
Further requirements
Draft financials for Current year
Current monthly GST return
Bank Statement
Cancelled Cheque/Bank account confirmation