



# Request for Proposal

## CREATING LIVELIHOOD THROUGH DIGITAL LITERACY

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 states.

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 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 23-24/Skilling/03**

**Date: 12<sup>th</sup> June 2023**

### **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 on advance industry relevant IT tools and technology in Delhi-NCR (Gurgaon) & Karnataka State (Bangalore), India.
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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.

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 underserve community. Also due to technological shift companies are looking for skilled workers in advance computing. While the WFH becomes the norm, more and more organizations are looking at hiring EWS 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 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 advance IT Skills. The current requirement of skilled workforce with technology skills like Cyber Security, Data Analysis, 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 Delhi-NCR & Karnataka. The objective of the project is to upskill fresh pass outs youth on advance IT Tools and Technology and enabling their entry in various IT-ITeS jobs. The aim of the project is to reach out at least 1750 Youth and community members in Delhi-NCR & Karnataka to bring holistic professional development of community and youth, enabling them to embark on a technology career path contributing to the economic & social development of the country;

- Equal opportunities to youth from tech and non tech background from colleges & communities
- Hybrid (Online + F2F) training with guest lectures and employee engagement activities.
- Min. 65% placement target

The indicative timelines of the Project are as follows:

| Particulars               | Timeline                  |
|---------------------------|---------------------------|
| Project Commencement Date | 1 <sup>st</sup> July 2023 |
| Project End Date          | 15 <sup>th</sup> Feb 2024 |

**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.

Proposals are also invited for the Digital and Financial literacy at the community level for Rural, semi urban and urban communities.

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 (mentioned above) to leverage entry in core engineering jobs. (Minimum 3-5 years' relevant experience)
- Connect with Community & Colleges to mobilize right set of candidates (**Note:** Program does not focus on any candidate already pursuing any degree, looking for candidates already college pass out with proper degree and colleges will only be approached for alumni network for outreach) (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 Baseline, Endline & Impact 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 financial literacy as a part of soft skill training to help them manage daily expenses and learn how to save.
- 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:

- Beneficiary count 1100 for the community digital and financial literacy and 650 trained and assessed in Future skill prime Digital 101 and employable courses like cloud computing, full stack development, python, data analysis and java etc.
- 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
- Identify 10% 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
- Course outline along with training hours
- Detailed timeline
- Financial Proposal (for each model – classroom set up, complete virtual and hybrid)
- 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  | 12 <sup>th</sup> June 2023 |
| Intent to proposal Email must be sent to <a href="mailto:rpforskills@nasscomfoundation.org">rpforskills@nasscomfoundation.org</a>   |                            |
| Any follow up questions must be sent to <a href="mailto:rpforskills@nasscomfoundation.org">rpforskills@nasscomfoundation.org</a>  | 20 <sup>th</sup> June 2023 |
| One (1) electronic copy of the RFP Response must be submitted to nasscom foundation via email by close of business date <20 <sup>th</sup> June 2023> <a href="mailto:rpforskills@nasscomfoundation.org">rpforskills@nasscomfoundation.org</a> | 22 <sup>nd</sup> June 2023 |
| Bid comparisons / Vendor finalization   | 25 <sup>th</sup> June 2023 |
| Contract Declaration  | 25 <sup>th</sup> June 2023 |

**6. DETAILS OF RFP**

| S N. | Particulars           | Details   |
|------|-----------------------|---|
|      |                       | Identifying eligible community for the project<br>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 and or Self declaration as proof of family income)</li> <li>Any Graduate who has completed (only 10% candidates pursuing any degree only final year) with BE/B-Tech (CS/IT), BSC/BCA degrees with or without any work experience</li> </ul> |
|      |                       | Pre & post assessment of the 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<br>Beneficiaries' tracker<br>Monthly progress report  |
|      |                       | Training of graduates on advance IT skills along with soft skill training<br>Training of community members on Digital literacy and financial literacy.<br>Project based approach<br>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<br>- 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  |
|      |                       | 2   |



|   |   |  |
|---|---|--|
| 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) | <p>Per beneficiary cost shall not exceed</p> <p>INR 1515/- (Indian Rupees One Thousand Five Hundred Fifteen Only*) for Community mobilization and training (inclusive of all taxes).</p> <p>INR 6612/- (Indian Rupees Six Thousand and Sixty Hundred and Twelve Only*) for mobilization, training and placement of tire 2 and tire 3 college youth (inclusive of all taxes).</p> <p><i>*Project Proposal Cost to be under the specified amount. (Inclusive of all taxes)</i></p> <p>Please note that the above cost is only indicative</p> |
| 5 | Tenure of Contract  | Tenure of Contract would be effective from the date of agreement till 15 <sup>th</sup> Feb '24.  |

\* All interventions will be focused in the 'Program Location' namely Delhi-NCR & Karnataka

### LOCATIONS FOR PROGRAM REACH OUT

| State (Either one, two or all) | No. of Beneficiaries   |
|--------------------------------|--|
| Delhi-NCR & Karnataka          | Community Digital Literacy and Financial Literacy: 1100<br>Youth skill train and certification: 650<br>Placement target: 250 |

### 7. DELIVERABLES

| S No. | Deliverables  |
|-------|---|
| 1.    | Identifying Community and colleges to implement the project   |
| 2.    | Conduction batch wise baseline survey of the beneficiaries with preparation of implementation plan, development training module |
| 3.    | Mobilization & enrolment of said beneficiaries in batches (Max batch size. 35-40)   |
| 4.    | ToT of IP trainers on prescribed content  |
| 5.    | Batch wise training of focused group & upskilling beneficiaries on soft skills  |
| 6.    | Assessment & certification of trained candidates  |

|     |   |
|-----|---|
| 7.  | End line assessment to measure and assess the progress of the project against the desired outcomes. |
| 8.  | Human impact stories (case studies) of beneficiaries– 20 stories                                    |
| 9.  | Placement & Post placement follow-up  |
| 10. | Weekly & Monthly Reporting on suggested formats along with Narrative and comprehensive reports      |

A detailed timeline plan needs to be shared along with RFP submissions adhered to.

## 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 have 80G Certificate   |  |
| x.    | Does Organisation have 12A Certificate   |  |
| xi.   | Does Organisation have 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, please mention details  |  |
| xx.    | Mention any prior experience in reaching out / addressing the communities for similar interventions. please explain/ attach report  |  |
| xxi.   | Shared references of the organisations where work for similar interventions have been concluded for.<br>(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.
- 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.)
- Digital Literacy and Financial Digital 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:

Detailed budget in prescribed format:

| S. No | Direct Cost                         | Description                       | # Beneficiaries |
|-------|-------------------------------------|-----------------------------------|-----------------|
| 1     | Phase 1: Community Digital Literacy | Cost of Mobilization              | 1100            |
|       |                                     | Cost of Awareness programme       | 1100            |
|       |                                     | Cost of Digital Literacy Training | 1100            |
| 2     | Phase 2: Upskilling of Youth        | Cost of Mobilization              | 650             |
|       |                                     | Cost of Course Customisation      | 650             |
|       |                                     | Cost of Training and Assessment   | 650             |
| 3     | Phase 3: Placement Cost             | Cost of Recruitment Drives        | 250             |

|   |                                |  |     |
|---|--------------------------------|--|-----|
|   |                                | Cost of Interview Preparation Sessions (soft skills, aptitude, GD and mock interviews) | 250 |
|   |                                | Cost of Industry connect & linkages  | 250 |
| 4 | Event and Campus workshop cost | Event in the community/ college and college workshop                                   |     |

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 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 – 22<sup>nd</sup> June 2023, 5:30 PM IST to **rfpforskills@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:

|  |
|--|
| <b><i>Organisational Requirement</i></b>                                 |
| 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   |
| <b><i>Further requirements</i></b>                                       |
| Draft financials for Current year  |
| Current monthly GST return   |
| Bank Statement   |
| Cancelled Cheque/Bank account confirmation                               |