Request for Proposal

'Skilling Digitally Xcellent Communities'

Nasscom Foundation

REQUEST FOR PROPOSAL

Empowering young women by skilling them in advance IT Tools and Technology

Nasscom Foundation plans on implementing a project through NGO/for profit partners across India

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 marginalised youth from tier 2 & Tier 3 locations

From: Nasscom Foundation

RFP No.: NF/FY 23-24/Skilling/04

Date: July 3, 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 tier 2 & Tier 3 locations across 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.

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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.

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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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CONTENT

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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 women candidate 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 startup 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 tier 2 & Tier 3 cities across India. The objective of the project is to upskill young graduates and graduating youth on advance IT Tools and Technology and enabling their entry in various IT-ITES jobs. The aim of the project is to upskill atleast 3500 youth across

India to bring holistic professional development of skilled youth in enabling them to embark on a technology career path thereby increasing their participation in the CORE engineering sector and also contributing in the economic & social development of the country;

- 25000 Youth will be introduced to foundational skilling course
- 3500+ youth will undergo course ranging 120 hrs to 200 (both Tech and Non Tech)
- 3500+ youth will be mentored in English language & soft skills training as part of placement assistance and placement drive.
- hr hybrid (80% physical training & 20% online training) or fully physical sessions 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	25th July, 2023
Project End Date	30th January 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 'Skilling Digitally Xcellent Communities' to Train, Assess and Certify 3500 youth on placement-linked advance computing courses such as Full Stack JAVA, Python, Data Analysis, Cloud Computing, Cyber Security 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 from marginalised communities from Tier 2 & Tier 3 locations on all or at least on three advance technologies (mentioned above) to leverage their entry in core engineering jobs. (minimum 3-5 years' relevant experience)
- Connect with Community, Colleges & NGOs to mobilize right set of candidates (**Note:** both candidates pursuing degree & already college pass out with proper degree will be the target beneficiaries) IP has to provide demo during presentation post clearing phase 1 screening)
- 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 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 connects 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:

- Reaching out to 25000 youth on foundation skilling and Upskilling 3500 youth on advance IT tools and technology in tier 2 & Tier 3 locations across India.
- 100% of these youth are ready for future jobs and confident enough to excel in Core IT career jobs
- Min. 65% youth should at least be adding value to their annual family income
- 100% youth 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.

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. Basic 'human impact stories' (case studies) framework
H. 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	03rd July 2023
Intent to proposal Email must be sent to rfpforskills@nasscomfoundation.org	10th July 2023
Any follow up questions must be sent to rfpforskills@nasscomfoundation.org	10th July 2023

One (1) electronic copy of the RFP Response must be submitted to nasscom foundation via email by close of business date <11th July 2023 > rfpforskills@nasscomfoundation.org	11th July 2023
Bid comparisons / Vendor shortlisting	13th July 2023
Invitation for presentations	18th July 2023
Implementation Partner finalisation & contract Declaration	20th July 2023

6. DETAILS OF RFP

S N.	Particulars	Details
	Number and Locations	Identifying 25000+ youth from tier 2 & Tier 3 locations across India

S N.	Particulars		Details
	Project requirement		Conduct baseline survey & need assessment of the youth beneficiaries along with preparation of implementation plan
	Objectives		Mobilization and enrolment of 25000 youth on foundation skilling course Mobilization and enrolment of 3500 youth on employment linked advanced skilling course Placement of 65% of the trained youth in relevant jobs.
		Beneficiary Profile	Beneficiaries from Tier 2 & Tier 3 cities, and belong to annual income less than the EWS category (as per the regional indicators /an annual family income of less than 5 lacs p.a. EWS Certificate / Caste & Income Certificate / Income Certificate issued by an appropriate department of the State Government to be collected and stored as evidence for reporting) Approx. 35% of the total beneficiary candidates should belong to marginalized communities (SC/ST/OBC category) Atleast 40% of the total population should be represented by women, PwD, non-binary/gender diverse backgrounds. If Institution level mobilisation then colleges and schools and other educational institutions in underserved communities
			Pre & post assessment of beneficiaries

1	Nature/ Scope of work	Setting up required Infrastructure for the batch wise training for the 25000 + foundation skilling & 3500 + advanced training in hybrid mode.
		Preparation of training & placement calendar
		Program tracker Beneficiaries tracker Monthly progress report
		Training of 3500+ youth on advance IT skills along with soft skill training Project based approach Industry connect 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	Per beneficiary cost for foundation skill shall not exceeding Rs 250/- & Rs 4000/- INR 4,000/- (Indian Rupees Four Thousand Only*) for advance training *Project Proposal Cost to be under to INR 4,000/- beneficiary
	proposal)	*(inclusive of all taxes)* Please note that the above cost is only indicative
5	Tenure of Contract	Tenure of Contract would be effective from the date of agreement till 15th March '24.

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

7. LOCATIONS FOR PROGRAM REACH OUT

State (Either one, two or all)	No. of Beneficiaries
Tier 2 & Tier 3 locations	25000 – Foundation skilling 3500 – employment linked training

8. DELIVERABLES

S No.	Deliverables
1.	Identifying 3500+ youth – Graduates or graduating students.
2.	Conduction batch wise baseline survey, need assessment, of the beneficiaries with preparation of implementation plan, development of Min.120 – Max.240 hours training module
3.	Mobilization & enrolment of Min. 1000 beneficiaries in batches (Max batch size. 35-40)
4.	ToT of IP trainers on prescribed content
5.	Batch wise training of 3500+ youth graduates & 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 successful livelihood opportunities – 350 stories
9.	Placement & Post placement follow-up
10.	Weekly & Monthly Reporting on suggested formats along with Narrative and comprehensive reports

A detailed timeline plan for deliverables 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:

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 registartion	
ix.	Does organisation has 80G Certificate	
x.	Does Organisation has 12A Certtificate	
xi.	Does Organisation has FCRA Certtificate	
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 parnership?	
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 Diligeince documents as per Annexure 1	

- 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.

- o   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

o   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**

o   Project Lead

o   Manager –

o   Trainers and Mentors on Digital skills along with digital transformation.

o   Project Coordinator to capture and prepare execution related reports /data -1

o   MIS/Data officer

o   Placement officer- 1(One) + MIS for placement

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.

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 – please add any additional line items as per requirement:

	Budget Template			
Budget Head	**Budget Line Item**	**Unit Cost**	**Units**	**Total**
Personnel Cost	Project Manager			
	Project 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			
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.

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 uncorrect 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 – 09th 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 :

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