



Request for Proposal

'<Empanelment of Implementation Partners for Digital Skilling for Youth Program>

Nasscom Foundation

ABOUT NASSCOM FOUNDATION

Established in 2001, nasscom foundation has been witness to the transformative power of technology for over two decades. Part of the nasscom ecosystem, we are the only neutral not-for-profit organization representing the Indian tech industry. We remain rooted to our core philosophy of TechForGood, where our efforts are focused on unlocking the power of technology by creating access and opportunity for those who need it the 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 - Digital Literacy, Skilling and Employability, Women Entrepreneurship, Scaling Social Innovation and Empowering NGO Ecosystem.

REQUIREMENT

Nasscom Foundation is looking for a Non-profit/For-profit organisation who could extent their support in mobilisation, training and placements for underprivileged youth in domain and soft skills to provide employment opportunities in the IT/ITes industry.

- 140-165 hrs hours of domain skilling (BPM)
- Additional 60 hrs of instructor led sessions on 21st Century Employability Skills.

Training Domain

- Domestic Data Entry Operator
- Domestic IT Helpdesk Attendant

Below are our requirements

- We need a partner with a special focus in –
 - Odisha - Paradeep , Kendrapada , Keonjhar ,Badbhil
 - Maharashtra – Pune
 - Chattisgarh – Raipur and Dantewada
 - Gujarat – Hajira
- Subject matter expertise in desired domain field such as Domestic Data Entry Operator and Domestic IT helpdesk Attendant
- Robust network of companies for relevant job placement in the domain sector
- Minimum 4-5 years of execution experience in CSR skilling Projects
- 10+ years experience in handling large Government/NSDC-sponsored skilling programs
- Existing college/institutional partnerships
- Strong community connect/network
- College point
- SSC / TOT Certified trainers

From: Nasscom Foundation

Last Date to Apply: 5th December 2024

DISCLAIMER

1. This document is being published to enable the applicant to make an offer for the selection of an implementation partner for a project Skilling marginalised youth on domain skills and enabling with Placement Opportunities in IT/ITeS sector in regions of Odisha, Chattishgarh, Maharashtra and Gujrat.
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 the 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 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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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.

1. AN OVERVIEW

The demand for deep tech engineers in India with skills in emerging technologies such as artificial intelligence, cybersecurity etc. has been proliferating and it is projected that India will require ~2 million deep tech engineers by 2030. In addition to deep tech roles, India is also emerging as the biggest market worldwide for data analytics and science, with 11 million job openings projected by 2026

However, there is a huge gap between the skills needed by the industry and those provided by the country's education system. Of the ~1.5 million youth that annually enroll in engineering colleges (thus making them academically eligible for these jobs), only ~40% enter into employment. This challenge is further exacerbated for low-income youth as the colleges that serve them do not provide requisite technical and employability skills and many remain unemployed.

2. ABOUT THE PROJECT

- Nasscom Foundation plans on implementing a project through NGO/for-profit partners in Odisha, Chattishgarh, Maharashtra and Gujrat through skilling and upskilling underprivileged youth in Domestic Data Entry Operator and Domestic IT helpdesk attendant domain along with soft skills to provide employment opportunities in mainstream IT/ITes ecosystem.
 - 1600 youth will undergo Min. 140- 165 hours Hours of training including 60 hrs of soft skills and industry relevant skills with at least 70% i.e. 1120 youth to be placed
 - Trainings to be conducted in hybrid (70% face to face and 30% online) model
 - Engaging beneficiaries in guest lectures and employee engagement activities
 - Min. 70% placements to be done ensuring students joining respective organisations
 - 60% of the beneficiaries to be women

The indicative timelines of the project are as follows:

Particulars	Timeline
Project Commencement Date	1 st January 2025
Project End Date	31 st October 2025

3. INVITATION FOR PROPOSAL

Inviting proposals for executing Skilling and Employability Program for Youth to train, assess and certify **1600** youth along with **1120** placements respectively in IT/ITeS job roles with an average salary of 2 to 6 lakh per annum lacs per annum to enhance their overall family income. **The program will be executed through center based model of work.**

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

- Experienced in implementation and training youth on advanced technologies (mentioned above) to leverage youth entry in core emerging tech jobs (minimum 3-5

years' relevant experience)

- Connect with Community, Colleges & NGOs to mobilize the right set of candidates
(Note: Graduates and passout students, students ready for jobs)
IP has to provide a demo during the presentation post-clearing phase 1 screening
- Strong LMS support system to engage trainees throughout the program and also have the facility to conduct Baseline, end-line & impact assessments
- Experience in providing soft skill training and preparing candidates for interviews and grooming them on professional skills; bringing confidence to face any challenge in the interview and in life.
- Help beneficiaries to learn the 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 a minimum of 5 years of existence in the current line of operations along with a net worth of 6 to 7 crores.
- Minimum 4-5 years of execution experience in CSR skilling Projects
- 10+ years experience in handling large Government/NSDC-sponsored skilling programs
- Existing college/institutional partnerships
- SSC / TOT Certified trainers
- **Strong mechanisms, systems and resources to support post-placements and student tracking for upto 3 months with assistance in job replacements**

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

- **1600** youth will undergo Min. **140-165** hours of training industry relevant skills with **1120** youth to be placed.
- Training Domains - Domestic Data Entry Operator and Domestic IT helpdesk attendant
- 100% of these candidates are ready for future jobs and confident enough to excel in Core IT/ITes career jobs
- Min. 70% of candidates to be placed into gainful employment and join the respective organisations
- 100% of students complete the training and get certified
- Identify 10% of beneficiaries to create 'Human impact stories' (case studies) on successful training completion and placement in core IT jobs should be captured and documented.
- 60% of the trained candidates to be women participants

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/detailed strategy
- D. Detailed timeline

- E. Financial proposal/Budget
- 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)

4. RFP SUBMISSION SCHEDULE & TIMELINE

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

ACTIVITY	TIMEFRAME
RFP Release Date	25 th Nov'24
Intent to proposal Email must be sent to rfp@nasscomfoundation.org	05 th Dec'24
One (1) electronic copy of the RFP Response must be submitted to nasscom foundation via email by close of business date < 2 nd August 2024 > rfp@nasscomfoundation.org	
Bid comparisons / Vendor finalization	15 th Dec'24
Contract Declaration	30 th Dec'24

5. DETAILS OF RFP

S N.	Particulars	Details
		Mobilizing 1800+ youth and enrolling for the project from Odisha , Maharashtra , Chattisgarh and Gujarat
		Conduct a baseline survey & need assessment of the candidates along with the preparation of the implementation plan
	Beneficiary Profile	<ul style="list-style-type: none"> • Beneficiaries from low income group with annual family income between 2 to 5 Lakh or below (Taking BPL cards and or Self declaration as proof of family income) • Any Graduate who have completed (only 10% candidates pursuing any degree only final year) with BA, (CS/IT), B.Com,B.tech/BCA/BBA degrees with or without any work experience • Pre & post assessment of beneficiaries
1	Nature/ Scope of work	Setting up the required Infrastructure for the batch-wise training for the 1600 youth beneficiaries
		Preparation of training & placement calendar
		<ul style="list-style-type: none"> • Program tracker • Beneficiaries tracker • Monthly progress report and tracker • Quarterly progress report • Annual report

		<ul style="list-style-type: none"> • Training of 1600 candidates on Domestic Data Entry Operator and Domestic IT helpdesk attendant • 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.
		Placement opportunity to all with min 70% placement Post-placement support
		Human impact stories (case-studies) of successfully placed candidates who have joined the organisations– min. 10% of the 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 – 2013034
3	Period of Validity of Proposal	The proposals shall be valid for a period of 15 days from the date of submission.
4	Currency to be utilized(for submitting financial proposal)	Per beneficiary cost shall not exceed INR 16,500/- (Indian Rupees Sixteen Thousand Five Hundred Only*) <i>*Project Proposal Cost to be under to INR 16,500/- (inclusive of all taxes)</i>
		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 31 st October'25

** All interventions will be focused in the 'Program Location' namely Odisha, Pune, Maharashtra and Gujarat only.*

6. LOCATIONS FOR PROGRAM REACH OUT

Locations	No. of Candidates to be trained and certified/ Placements/ Internships
Maharashtra, Gujarat	200 Maharashtra, 200 Gujarat
Odisha, Chattisgarh	800 Odisha, 400 Chattisgarh

7. DELIVERABLES

S No.	Deliverables
1.	Identifying 1800+ youth – 140-165 hrs of training on Domestic Data Entry Operator and Domestic IT helpdesk attendant
2.	Conduction batch-wise baseline survey, need assessment, of the beneficiaries with preparation of implementation plan, development of Min. 180 training Module
3.	Mobilization & enrolment of Min. 1600 beneficiaries in batches (Max batch size. 30-40)
4.	ToT of IP trainers on prescribed content
5.	Batch wise training of 1600 skilling 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 Placements– 10% of target
9.	Placement & Post placement follow-up and tracking
10.	Weekly & Monthly Reporting on suggested formats along with Narrative and comprehensive reports

1. 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 the 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 mentioned geographies.	
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.

- 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 (Data Entry Operator, IT Helpdesk Attendant & ITeS related job roles)
 - Soft Skill content topics (including financial literacy etc.)

2. 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.

3. **IMPLEMENTATION PLAN:** Detailed activity schedule

4. **ORGANIZATION BACKGROUND / OVERVIEW**

5. **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					
S. No	Direct Cost	Description	Units	Unit Cost	Total
1	Program Cost	Training and Employability cost			
2.1		Mobilization Cost			
2.2		Domain training and content cost			
2.3		Domain Assessment & Certification			
2.4		Placements			
		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 more than 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

Annexure -1

Sr. No.	Organisational Requirement	Check List
1.	MOA	
2.	AOA	
3.	Certificate of incorporation/Registration	
4.	Shop Establishment Proof	
5.	Shareholding pattern	
6.	Minutes of last board meeting held	
7.	List of Directors/Board composition	
8.	Organisational Policies (procurement, HR, Finance)	
9.	Audited Financials for last 3 F.Y	
11.	TDS Return Latest	
12.	IT Return Last 3 F.Y	
13.	Current monthly GST return	
14.	GST Annual returns of last 3 years	
15.	PAN Card of organisation	
16.	TAN Card of organisation	
17.	80G	
18.	12A	
19.	PF Returns	
20.	Tax exemption certificate if any	
21.	Major clients and details(MOU) in past 2 years	
22.	Client reference	
23.	CSR Registration No.	
24.	FCRA registration & renewal	
25.	Bank Statement	
26.	Cancelled Cheque/Bank account confirmation	
27.	Declaration from partner regarding RFP or selection	
28.	GST Certificate	



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 – 5th December 2024 5:30 PM IST to rfp@nasscomfoundation.org with Subject line: Implementation Partner for nasscom foundation_Name of the Organisation. Please note that no personal calls or emails will be entertained about the submission of the proposals.

Note: This is not a specific RFP as currently, this is an open invite to assess organizations in this sector and onboard them once we map relevant projects that will get onboarded in this FY 24-25.