



Request for Proposal

'<Skilling for Employability –
Empowerment through Technology>

REQUEST FOR PROPOSAL

Empowering beneficiaries by skilling them on advance IT skills and Technology across India.

1. < Nasscom Foundation plans on implementing a project on skilling **1680** marginalized youth on advanced IT courses and enabling them with meaningful employment for **1000** candidates, across geographies, preferably Delhi NCR, Karnataka, Hyderabad & Tamil Nadu, and other recommended geographies to be shared.

The objective of the project is

- To create skilled workforce for the IT- ITES sector by imparting industry relevant skills
- Provide meaningful employment opportunities to marginalised beneficiaries.

From: Nasscom Foundation

RFP No. F/FY 23-24/Skilling/07

Date: 24th August 2023

DISCLAIMER

2. This document is being published in order to enable the applicant to make an offer for the selection of a technical partner for the project : Skilling **1680** marginalized youth on Advanced IT courses and enabling them with meaningful employment for **1000** candidates, across geographies, preferably Delhi NCR, Karnataka, Hyderabad & Tamil Nadu, and other recommended geographies to be shared.
3. This document neither constitutes nor should it be interpreted as an offer or invitation for the selection of technical partner described herein.
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8. This document constitutes no form of commitment on the part of the nasscom foundation. Furthermore, this document confers neither the right nor an expectation on any party to participate in the proposed process of selection of the partner.
9. When any proposal is submitted pursuant to this RFP, it shall be presumed by nasscom foundation that the technical 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

Established in 2001, nasscom foundation has been witness to the transformative power of technology for the last 20 years. 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.

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.

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 a technical partner in Delhi NCR, Karnataka, TN and other applicable geographies. The objective of the project is to upskill final year and unemployed youth on advance IT Skills and Technology and enabling their entry in various IT-ITeS jobs. The aim of the project is to reach out at least 2000 youth to bring holistic professional development of youth enabling them to embark on a technology career path
 - skill development training will be implemented for **1680 engineering candidates** in Advanced IT Courses like Web and Software Development, Software Testing and Business Analytics along with Basic English language proficiency, Core soft skills, behavior and communication skills.
 - Hybrid (Online + F2F) training with guest lectures and employee engagement activities.
 - Min. 60% placement target
 - 50% of the beneficiaries to be women

The indicative timelines of the Project are as follows:

Particulars	Timeline
Project Commencement Date	Sept 15 th , 2023
Project End Date	February 28 th , 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 'Empowerment for Technology' program to Train, Assess and Certify 1680 candidates 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 technical partner/s with below mentioned criteria:

- Experienced in implementation and training youth on all or at least on three advance technologies (mentioned above) to leverage youth entry in core emerging/advanced tech jobs. (minimum 3-5 years' relevant experience)
- Connect with Community, Colleges & NGOs to mobilize right set of candidates (**Note:** Preference to be given to already college pass out with proper degree, or community mobilization and colleges also to be approached for alumni network for outreach) (partner has to provide demo during presentation post clearing phase 1 screening)
- SSC- NSDC affiliated eco-system partners
- 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. Also to conduct sessions on English proficiency skills.
- 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 and mandate from 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 positive good net worth.

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

- Upskilling 1680 candidates on advance IT skills (Full Stack Java, Python, Data Science etc) and technology in geographies mentioned.
- Domain training could lead to the following:
 - Java Backend Developer
 - Python Developer
 - Automation Testing
 - Front End Developer
 - Data Analyst
- 100% of these candidates to be made ready for future jobs and confident enough to excel in Core IT career jobs
- Min. 60% candidates to be placed into gainful employment.
- 100% candidates 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.
- 50% 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. 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	24 th August 23
Intent to proposal Email must be sent to rpforskills@nasscomfoundation.org	29 th August 23
One (1) electronic copy of the RFP Response must be submitted to nasscom foundation via email by close of business date <29 th August 2023 > rpforskills@nasscomfoundation.org	29 th August 23
Bid comparisons / partner finalization	8 th September 23
Contract Declaration	15 th September 23

6. DETAILS OF RFP

S N.	Particulars	Details
		Mobilizing and enrolling 2000 candidates across geographies of Karnataka, Hyderabad, Delhi NCR, TN and and other relevant geographies.
		Conduct baseline survey & need assessment of the candidates along with preparation of implementation plan
		To include mobilization and enrolment of 1000+ young women candidates
	Beneficiary Profile	<ul style="list-style-type: none"> Beneficiaries from low income group with annual family income below 5 Lakh (submission of relevant proofs) candidates who have graduated in 2019 – 2020 / 2020 - 2021/ 2021- 2022 / 2022-23 with Engineering Degrees in Computer Science & Information Technology, only 30% candidates to be pursuing final year
		Pre & post assessment of beneficiaries
1	Nature/ Scope of work	Setting up required Infrastructure for the batch wise training for the 1680 beneficiaries
		Preparation of training & placement calendar
		Program tracker Beneficiaries tracker Monthly progress report
		Training of 1680 candidates on advance IT skills along with soft skill training & English language proficiency. The training to be aligned to IT/ITeS QP's. 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 100% with min 60% 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 proposal)	Per beneficiary cost shall be in the range of INR 13,000/- - INR 17000 *Project Proposal Cost to be under to INR 17,000/- (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 31st March '24.

* All interventions could be focused in the 'Program Location' namely Delhi-NCR, Karnataka & AP &Telangana, TN and other recommended geographies.

7. LOCATIONS FOR PROGRAM REACH OUT

State	No. of Candidates to be trained and certified/ Placements
Delhi NCR, Karnataka, Hyderabad & Tamil Nadu, and other recommended geographies to be shared	1680/ 1000

8. DELIVERABLES

S No.	Deliverables
1.	Identifying 2000+ candidates
2.	Conduction batch wise baseline survey, need assessment, of the beneficiaries with preparation of implementation plan, development of Min.200 – Max.320 hours training module
3.	Mobilization & enrolment of Min. 1800 beneficiaries in batches (Max batch size. 35-40)
4.	ToT of IP trainers on prescribed content
5.	Batch wise training of 1680+ young women 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 enterprises by women – 100 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 of Pt 8 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 – 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 - Please indicate, attach registration certificate copy) Private Limited Company Public Limited Company Partnerships Limited Liability Partnership One Person Company Sole Proprietorship Any other (please specify)	
v.	Tax Exemption Details (If any) attach relevant certificate copy	
vi.	Registration details: Act under which registered, State, date of registration	
vii.	Registration Number/ CIN Number with date of and address of registration	
viii.	Does organisation has Directors list and DIN Number with copy of ID proof (Please Attach)	
ix.	Does technical partner has its Non Profit arm, If yes, Please share the name (attach registration certificate copy)	
x.	Does technical partner has GST registration Certificate (attach registration certificate copy)	
xi.	Has a Government Department/ Ministry ever blacklisted or imposed funding restrictions on the organization? (Please provide details, if yes)	
xii.	Does NF & your organization have had/would have any previous partnership? Please share details with timelines	
xiii.	Does the organization have audited Accounts & Balance Sheets for the last three years, indicating receipts, payments, closing balance, income - expenditure statements (- Please attach)	

xiv.	Does technical partner has last three financial year Income Tax returns record (Attach the IT record/ returns copy)	
xv.	Certificate of partner that members are not involved in political activities, nor being blacklisted (- Please attach)	
xvi.	A certificate to the effect that the officials / staff of the organization are not employees of any Govt./Semi Govt. or PSU or NGO (- Please attach)	
xvii.	Certificate of partner that contribution received from NF would be used only for given project (- Please attach)	
xviii.	Does your organisation has list of staff members and their details who have been part of similar program (Please Attach)	
xix.	Does your organization has any prior experience in reaching out / addressing the communities for similar intervention, please explain/ attach report	
xx.	List of Directors and Board members and Managing Committee	
xxi.	Provide prior experience in reaching out to communities in Delhi-NCR, Karnataka, Telangana & TN, please mention details	
xxii.	Mention any prior experience in reaching out / addressing the communities for similar interventions. please explain/ attach report	
xxiii.	Share references of the organisations where work for similar interventions have been concluded for. (if possible, please share completion report/ work order/ contract)	
xxiv.	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 – Technical 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 - Technical 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, English Proficiency etc.)

10. RESOURCE REQUIREMENT

- Project Lead/Manager – 1 (One)
- Trainers and Mentors on Digital skills along with digital transformation.
- Project Coordinator – prepare execution related reports /data -1 (One) per location
- Placement team- 2(two)
- 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, training delivery cost, LMS & Assessment cost, infrastructure readiness cost, placement cost, travel etc.

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 RFP response must be

submitted to nasscom foundation via official email address of the authorized person of the organization by close of business Date – 29th August 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 :

<i>Organisational Requirement</i>
MOA
AOA
Certificate of incorporation/Registration (Should be older than 3 years)
Shop Establishment Proof
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
PAN & GST Number
<i>Further requirements</i>
Draft financials for Current year
Current monthly GST return
Bank Statement
Cancelled Cheque/Bank account confirmation

1. Terms of Reference (Key points but not limited to)

1. Technical partner shall be For Profit organisation and must be having at-least 3 year prior experiences in successfully running similar large scale program
2. Technical partner shall not engage/outsouce the activities mentioned in the RFP to another / third party, it's a non-transferrable assignment
3. Technical partner shall share the list of its staff and resumes who has been part of similar program
4. Technical partner acknowledge that any assets/ add on services/ inevitable product & services mandatory to run the NF's public library centres shall be procured by NF only
5. Technical partner shall use the funds exclusively for the purpose and activities as clearly mentioned and agreed between the parties for this RFP
6. Technical partner 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.