



Request For Proposal

‘Skilling for Employability: A skilling initiative to make marginalized youth employment ready

REQUEST FOR PROPOSAL

< Skilling **400** marginalized youth on Emerging Technologies and enabling with Placement Opportunities for **240** candidates, self employment and improvement in their livelihoods in Bangalore and Kolkata >

120 hours skilling on latest and trending emerging tech courses.

Additional 60 hours of employability skills to enhance placement opportunities

Training Domain to be any of the following:

- Java Backend Developer
- Python Developer
- Automation Testing
- Front End Developer
- Data Analyst

From: Nasscom Foundation

RFP No. F/FY 23-24/Skilling/06

Date: 8th August 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 Skilling 400 marginalized youth on Emerging Technologies and enabling with Placement Opportunities for 240 candidates, self employment and improvement in their livelihoods in Bangalore and Kolkata
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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

Established in 2001, we have witnessed how technology has brought about a transformative impact on people's lives, particularly those on the marginalized segments of society. As a non-profit organization representing the Indian IT industry, our unwavering commitment lies in our core philosophy of TechForGood. Transformation of communities through technology form the very cornerstones of all the nasscom foundation's programs.

Nasscom Foundation's 'Skilling and Employability Program' ensure that all of India including the youth, women, individuals from the LGBTQAI+ communities and PwDs have the new-age technological and contemporary skills crucial to meeting the demands of the booming sector and enhancing workplace productivity.

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 NGO/for profit partners in Bangalore and Kolkata. The objective of the project is to upskill final year and unemployed 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 400 youth in Bangalore and Kolkata to bring holistic professional development of youth enabling them to embark on a technology career path
 - 400 youth will undergo Min. 180 hours (120 hrs domain and 60 hrs soft skill)
 - Hybrid (Online + F2F) training with guest lectures and employee engagement activities.
 - Min. 65% placement target
 - 60% of the beneficiaries to be women

The indicative timelines of the project are as follows:

Particulars	Timeline
Project Commencement Date	Sept 1 st week, 2023
Project End Date	March 31 st , 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 'Skills for Her Program' to Train, Assess and Certify 1440 women 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 youth on all or at least on three advance 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 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, or community mobilization and colleges will only be approached for alumni network for outreach) (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:

- Upskilling 400 candidates on advance IT tools and technology in Bangalore and Kolkata
- Training Domain to be any of the following:

- Java Backend Developer
 - Python Developer
 - Automation Testing
 - Front End Developer
 - Data Analyst
- 100% of these candidates are ready for future jobs and confident enough to excel in Core IT career jobs
 - Min. 65% candidates to be placed into gainful employment.
 - 100% women 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.
 - 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
- 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	8 th August
Intent to proposal Email must be sent to rpforskills@nasscomfoundation.org	11 th August
One (1) electronic copy of the RFP Response must be submitted to nasscom foundation via email by close of business date <9 th June 2023 > rpforskills@nasscomfoundation.org	17 th August
Bid comparisons / Vendor finalization	25 th August
Contract Declaration	30 th August

6. DETAILS OF RFP

S N.	Particulars	Details
		Mobilizing 800 candidates and enrolling atleast 500 candidates in Bangalore and Kolkata.

		Conduct baseline survey & need assessment of the candidates along with preparation of implementation plan
		Mobilization and enrolment of 500+ young women graduates
	Beneficiary Profile	<ul style="list-style-type: none"> Beneficiaries from low income group with annual family income below 5 Lakh (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 (CS/IT), BSC/BCA degrees with or without any work experience
		Pre & post assessment of beneficiaries
1	Nature/ Scope of work	Setting up required Infrastructure for the batch wise training for the 400+ women beneficiaries
		Preparation of training & placement calendar
		Program tracker Beneficiaries tracker Monthly progress report
		Training of 400+ candidates 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 proposal)	Per beneficiary cost shall not exceed INR 13,000/- (Indian Rupees Thirteen Thousand Only*) <i>*Project Proposal Cost to be under to INR 13,000/- (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 31st 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 Candidates to be trained and certified/ Placements
Bangalore and Kolkata	400/ 260

8. DELIVERABLES

S No.	Deliverables
1.	Identifying 1800+ young women graduates
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. 1000 beneficiaries in batches (Max batch size. 35-40)
4.	ToT of IP trainers on prescribed content
5.	Batch wise training of 1000+ 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 - 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.
- 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.)

10. 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.

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 :

	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 – 17th August 2023 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 :

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