

**REQUEST FOR EXPRESSIONS OF INTEREST
(CONSULTING SERVICES – FIRMS SELECTION)**

NSDC Division: Government Grants Management; IISC

Assignment Title: Hiring of Agency for Assessment and Certification of candidates trained at India International Skill Centers (IISC)

Reference No.: EOI/IISC/2017/0002.....

1. National Skill Development Corporation (NSDC) is a one of its kind, Public Private Partnership in India. It aims to promote skill development by catalyzing creation of large, quality, vocational institutions. It provides funding to build scalable vocational training initiatives. Its mandate is also to enable support systems such as quality assurance, information systems and train the trainer academies either directly or through partnerships
2. NSDC seeks an International Awarding Body who will conduct assessment & certify candidates trained at IISCs on domain skills benchmarked to international standards. As per the current scale up plan, approximately 21,000 candidates are envisioned to be trained at IISCs until 31st March 2018.
3. Objectives of the assignment:

The main objective of assessment and certification is to measure the competency of the trainees to perform the tasks required in the work environment by gathering evidence of performance and evaluate against agreed criteria. The process for assessing the skills should be valid, authentic, current, and reliable with proper documentation to remove any subjectivity or ambiguity in the assessment.
4. The duration of the assignment is for one year or co-terminus with the project ending on March 31, 2018; effective from contract signing date, which may be extended depending upon the need and availability of funds with mutual agreement of the parties. The draft Terms of Reference for the assignment is attached.
5. National Skill Development Corporation now invites eligible firms (“Consultants”) to indicate their interest in providing the Services. Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services. The short-listing criteria are:
 - i. The firm should be Company or a Partnership firm; must be a Registered legal entity in India; in existence from last at least 3 years and Registered with the Service Tax Authorities
 - ii. The firm should have an average annual turnover of at least INR Five Crore in the last three financial years. (2013-14; 2014-2015; 2015-16)

- iii. The bidder shall have **relevant experience of performing assessment of candidates/learners on international standards** (preference will be given to entities with experience in performing assessment and certification in skill development and vocational training).
- iv. The bidder should have **delivered internationally accepted certifications widely accepted by employers** as per job roles mentioned in annexure 1 of the draft ToR.
- v. The bidder shall provide **MoUs/Agreements with at least 10 international organizations/employers** who employ people holding the IAB certification. Preference will be given to MoUs/Agreements with organizations based in GCC countries.
- vi. Availability of qualified experts relevant to lead the proposed work as per the requirement of ToR.
- vii. The Firm should not have been blacklisted by Government of India, any State Government in India or by any multilateral agency.

List of documents to be submitted along with EoI are:

- viii. Document (s) to demonstrate that the firm is in the business for the last 3 years (registrations/licenses etc.)
 - ix. Details of Work Experience and Similar Assignments undertaken to support the short-listing criteria accompanied by completion or acceptance certificate(s);
 - x. Self- certified details/brief profiles of available personnel with domain expertise and experience;
 - xi. Certificate from the statutory auditors/ Chartered Accountant certifying the turnover from consultancy business during the last three **(03)** financial years.
6. The selection will be based on Quality and Cost Based selection as per approved NSDC Procurement Guidelines.
7. Consulting firm may associate with other firms in the form of a joint venture or a sub-consultancy to enhance their qualifications. The “Association” may take the form of a joint venture (with joint and several liability) or of a sub-consultancy, and this should be stated clearly in the submission.
8. Further information can be obtained by sending enquiries to procurement@nsdcindia.org
9. Expressions of interest must be delivered as one hard copy and electronic/soft copy either in USB drive or CD to the address below through registered post/speed post/ courier/ by Hand by **March 3, 2017 till 1700 hrs.**

Manish Kumar,
CEO & MD
National Skill Development Corporation
A-Block, Clarion Collection, Shaheed Jeet
Singh Marg, New Delhi-110016 Phone –
011-47451600
E-mail: procurement@nsdcindia.org

Draft Terms of Reference for Assessment & Certification of candidates trained at India International Skill Centers (IISC)

1. Organizational Background

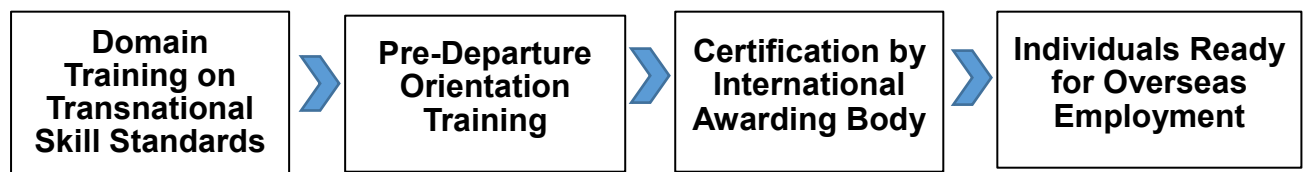
NSDC is one of its kind, public-private partnership in India, under the Ministry of Skill Development & Entrepreneurship. NSDC acts as a catalyst in skill development sector by providing funding to organisations that impart skill training and by creating an enabling environment for all stakeholders in the ecosystem.

India International Skill Center (IISC) project

2. Background

- 2.1 Government of India is keen to bridge the global shortage of labour force in the coming years by reaping the demographic dividend of young Indian labour force. One of the major focus area of the Skill India Mission is to prepare our youth for opportunities of employment in the global markets. To meet this objective, Ministry of Skill Development & Entrepreneurship under the “Skill India” Mission is setting up India International Skill Centre (IISC) to provide skill trainings and certification benchmarked to International Standards.
- 2.2 Ministry of Skill Development & Entrepreneurship and Ministry of External Affairs signed a Memorandum of Understanding (MoU) on 2nd July 2016 to implement Pravasi Kaushal Vikas Yojana (PKVY), a scheme designed to offer skill development to Indians seeking jobs overseas. The MoU institutionalized a framework to provide skill training to lakhs of Indians who go abroad to work every year.
- 2.3 India International Skill Centers shall be set up through the National Skill Development Corporation (NSDC) and shall be implementing the Pradhan Mantri Kaushal Vikas Yojana (PMKVY) and Pravasi Kaushal Vikas Yojana (PKVY) to youth seeking global mobility for jobs.
 - IISCs shall be state-of-the-art centers equipped with lab infrastructure to deliver International benchmarked training and certification programs.
 - IISCs to be setup at the overseas migration pockets of the country for equipping trainees looking to migrate overseas.
 - Pre-Departure Orientation Training (PDOT) modules to be part of the trainings at IISCs which shall make the trainees adjust to the culture, language and environment of the migrating country as well as provide the necessary digital literacy skills
 - IISCs shall look to develop placement linkages to international countries through direct tie ups with Employers or Recruitment Agents approved by the Ministry of External Affairs.

IISC Process Flow



3. Training Model

- VARIANT 1: Training on Transnational Skill Standards – Fresh Entrants

IISCs to provide complete training and certification programme to youth intending to migrate overseas for work. Training capsule would entail:

1. Domain skill benchmarked to International Standards
2. Pre-departure orientation training consisting of:
 - Language skill
 - International Country specific orientation skill
 - Digital Literacy modules

- VARIANT 2: Finishing Skills for Experienced Youth

India International Skill Centers would also provide finishing skill training and certification programme for experienced candidates intending to migrate overseas for work. In this scenario, the training capsule would entail:

1. RPL on domain skills bridge training
2. Pre-departure orientation training:
 - Language skill
 - International Country specific orientation skill
 - Digital Literacy modules

4. Objectives of the Assignment:

The main objective of assessment and certification is to measure the competency of the trainees to perform the tasks required in the work environment by gathering evidence of performance and evaluate against agreed criteria. The process for assessing the skills should be valid, authentic, current, and reliable with proper documentation to remove any subjectivity or ambiguity in the assessment

5. Assessment & Certification

- The trainings at IISC will be followed by Assessment & Certification on the International Standards.
- Since the training is based on trans-national standards benchmarked to UK standards, the assessments must also follow the same standards. Moreover, the International Certification is required to ensure recognition by the industry in the target countries.

- Post the successful completion of the Assessments, Candidates to get the Joint Certification of the Indian Sector Skill Council and the International Awarding Organisation

6. Assessment & Certification Fees

- The Assessment & Certification Fees post the successful completion of the assessment on the basis of the total number of trainees assessed, shall be paid directly to respective SSCs and International Awarding Organization.
- NSDC will follow the Common norms as defined by the Ministry of Skill Development and Entrepreneurship (MSDE) through a notification with a provisional rate of INR 3,500/- per trainee

7. Provider's Responsibility

The Provider will perform assessment & provide certification to candidates trained at IISCs for NSDC as and when requested as per the scope of work.

In the assessment process, the following will be the responsibility of the IAB:

- Finalizing the methodology in line with formative and summative assessments as per the assessment criteria
- Defining ways to measure the performance of the assessee and deciding on the type of evidence that has to be collected for formative assessment
- Administering the assessment, collecting the evidence and reporting the results

8. NSDC's Requirements / Scope of Work

NSDC seeks an International Awarding Body who will conduct assessment & certify candidates trained at IISCs on domain skills benchmarked to international standards. As per the current scale up plan, approximately 21,000 candidates are envisioned to be trained at IISCs until 31st March 2018.

The assessment & certification services, that NSDC shall require, include the following:

Stages in overall Assessment & Certification process	Deliverables to be achieved by International Awarding Body (IAB)
Selection/Affiliation of TP	<ul style="list-style-type: none"> IAB to provide technical specifications for evaluation/benchmarking of IISCs which would then be incorporated by NSDC to enhance the accreditation process as part of SMART portal
Assessment strategy stage	<ul style="list-style-type: none"> IAB to provide assessment strategies and processes to Indian SSCs for internationally benchmarked standards for the identified job roles.
Content for Qualifications	<ul style="list-style-type: none"> IAB to provide complete content – Trainee Handbook and Trainer’s Guide on internationally aligned job roles to respective SSCs – refer annexure 1 for list of job roles
Training of Trainers (ToT) and Assessors	<ul style="list-style-type: none"> IAB to offer TOT for Master trainers on domain as well as pedagogical skills for internationally aligned standards for the identified job roles – ref annexure 1 IAB to build assessment capacity by training the assessors empanelled with SSCs as per agreed competency levels to conduct assessments on international standards
Assessment strategy stage	<ul style="list-style-type: none"> IAB to offer joint certification to IISC trainees along with respective Sector Skill Councils. IAB should also provide its own standard certificate Format for the joint certification will be finalised jointly between NSDC, SSCs and IAB
Quality Assurance	<ul style="list-style-type: none"> International Awarding Body to create the assessment guide for the Qualifications and gives guidance or provides the platform for evidence collection of formative and summative assessments. The evidences will be collected as learner assessment record book. These are internal Assessments conducted by the Trainers at periodical intervals in line with the Lessons plans.
Quality Assurance	<ul style="list-style-type: none"> International Awarding Body will also do an annual review on the assessors and will share the same with NSDC
Assessing Body shall maintain full and complete record pertaining to attendance sheets, result sheet, answer papers, etc. and shall preserve all the records in a secure online database for at least 10 years to make it available to the authorized representatives of NSDC	
It is to be noted that the candidates/learners enrolled in various courses at IISCs may drop out due to a variety of unforeseen reasons at any stage during or after the course and may not appear for assessment.	

The above description of scope of work is indicative and not exhaustive. Changes/additions can be made by NSDC as and when necessary.

9. Duration of Assignment

The duration of the assignment is for one year or co-terminus with the project ending on March 31, 2018; effective from contract signing date, which may be extended depending upon the need and availability of funds with mutual agreement of the parties.

10. Key professional experts: qualifications and experience:

Position	Desired Qualifications and Experience
Project Manager	<ol style="list-style-type: none">1. Post Graduate in HR, Education or relevant fields required for the assignment2. Familiarity with benchmarking of occupational standards and project management as well as international skill frameworks3. Preferably project management experience also in international environment4. 3-5 years' relevant experience
Subject Matter Expert	<ol style="list-style-type: none">1. Post Graduate in HR, Education or relevant fields required for the assignment2. Understanding of international occupational standards.3. demonstrated experience in terms of connect with industry/ work with industry with a minimum of 3-5 years' experience.4. Preferably, should have exposure to international occupational standards

Note:

1. Resume of all key experts proposed for the assignment will be evaluated at technical evaluation stage.

11. Reporting Arrangements

The Consultant will report to the CEO & MD of NSDC and will work closely with the Deputy Head – India International Skill Centre & his/her team. The CEO & MD will establish and implement procedures for reviewing the Consultant's progress and approving outputs. In addition, the CEO & MD, would assign a focal point person for the Consultant from NSDC who will communicate the progress to the involved parties and ensure all necessary support to the consultant for the timely completion of this assignment. The Deputy Head – India International Skill Centre will also ensure that all relevant information for the completion of the tasks are made to available the Consultant in timely manner.

12. Review Committee

The performance and deliverables of the Consultant will be reviewed by a Working Group constituted by the CEO & MD and response shall be provided to the Consultant on the deliverables.