



National Skill Development Corporation
301-306 West Wing, Worldmark-1
Aerocity, New Delhi – 110037
Ph: 011-47451600-10 | F: 011-46560417
www.nsdcindia.org

REQUEST FOR EXPRESSIONS OF INTEREST

(CONSULTING SERVICES – INTERNATIONAL CONSULTANTS SELECTION)

NSDC Division: CORPORATE STRATEGY & NEW INITIATIVES

Assignment Title: Empanelment of International Advisory Consultants to Provide Technical and Vocational Education and Training (TVET) Consulting Services to Multi-Skill Training Institutions (MSTIs)

Reference No.: EOI/CSNI/2018/0005 dated 23rd March 2018

1. The National Skill Development Corporation (NSDC) is a one of a kind public private partnership under the ambit of Ministry of Skill Development and Entrepreneurship (MSDE) set up as part of the governments' coordinated action in the skills space with the specific target of skilling /up skilling 160 million people by 2022. NSDC operates mainly by fostering private sector initiatives in this area. In order to achieve this target NSDC has been working on three key mandates:

- Create: Proactively catalyse creation of large, quality vocational training institutions.
- Fund: Reduce risk by providing patient capital and improve returns by providing viability gap funding.
- Enable: Facilitate the creation of support systems required for skill development

With a training partner network of over 300 affiliates, 40 industry-led Sector Skill Councils and various enabling systems and programs, NSDC is a major contributor to the Government's Skill India mission.

2. **Objective of the Assignment:** NSDC has received several requests from private and public skill training institutions to provide technical assistance to set up Multi-Skill Training Institutions (MSTIs) of world-class standards. In line with these requests, NSDC is now seeking to establish a Panel of International Advisors with the scope of services as defined in the Scope of Work below. This panel will then be used to provide Technical and Vocational Education and Training (TVET) Consulting Services to MSTIs, as and when the need arises.
3. The **duration of the Empanelment** is 2 years from the date of signing the contract. The draft Terms of Reference (ToR) is appended below.
4. The National Skill Development Corporation (NSDC) now invites eligible Advisory Consultants/Institutions/Agencies/Universities not based in India ("Consultant") to indicate their interest in being empanelled as an International Adviser. Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services. **Consultants are required to furnish the information as per the format given under Annexure – I.**
5. The Consultant should not have been black listed by any Government Agency/Public Sector Undertaking/Autonomous Bodies. Interested consultants are required to submit a declaration on their letter head or an affidavit to this effect as per **Annexure - II.**

6. The EoI's will be evaluated based on the Technical Criteria stated in Table 1 below for empanelment as an International Adviser. The Consultants is required to submit relevant supporting documents against each Technical criterion.
7. The Consultant will be required to present its qualifications and relevant experience to the Scoring Committee, via video conferencing or in-person. A date for the presentation will be scheduled with the Consultant upon the submission of the EOI.
8. Subsequent to the empanelment process, NSDC, on receiving individual project proposals on potential MSTI projects, will issue RFP to the said Empanelled International Advisors for selection of Consultant for each individual project in accordance with the Quality & Cost Based Selection (QCBS) method set out in the NSDC Procurement Guidelines.
9. The EOI is open ended for all Consultants and the evaluation of proposals received will be done as and when received.
10. Proposal received as on 11th April 2018 will be evaluated after 11th April 2018. We will again active the EOI in multiple phases for submitting the Proposals by the Bidders and accordingly Evaluation will be done to Empanel maximum of 7 Consultants. Depending upon the number of response to EOIs received, NSDC reserves the right to increase or decrease the number of Consultants to be empanelled.
11. NSDC reserves the right to reject any or all of the Proposals submitted in response to this EOI document at any stage without assigning any reasons whatsoever. NSDC also reserves the right to hold, or withdraw or cancel the process at any stage under intimation to the applicants who submit the response to EOI.
12. The Consultants **who fulfill all the eligibility criteria as mentioned in Annexure - I** and interested for this assignment may submit their application in the prescribed format along with relevant documents on NSDC website: <https://www.nsdcindia.org/active-tender> and NSDC e-procurement portal <https://nsdc.eproc.in>. **in accordance to the procedure enumerated in Annexure -III on or before 11th April 2018 (upto 5.00 pm) (No Courier/Hand Delivery will be allowed).**

Manish Kumar

MD & CEO

The Procurement Team
National Skill Development Corporation,
301, West Wing, Worldmark-1, Aerocity,
New Delhi - 110037

Website: www.nsdcindia.org

Email id: procurement@nsdcindia.org

Phone: 011-47451600

Fax No: 011-46560417

Annexure – 1

Format for Submission of Information to NSDC for providing TVET Consulting Services on MSTI projects:

1. Consultant's Profile: The Consultant must be registered outside India with the appropriate authority and in business for at least the last 5 years. Registration Certificates required	
Organisational	Name of the Organization:
	Postal Address:
	Telephone / Mobile no.
	Fax/ E-mail/ Website:
	Contact Person name and designation with contact details:
	Date of establishment (DD/MM/YY):
	Date and place of Registration:
	Registration No (Copy to be enclosed):
	Details of affiliated TVET Institutions in operation: (Specify Year of Establishment, Location, Annual Capacity and Vocational Traits)
	Provide a brief description of the background of organisation:
Any other information which the consultant wants to add:	

2. Financials: Please enclose audited financial statement of Consultant for last three financial years (2014-15, 2015-16, 2016-17).
Provide turnover on the basis of audited financial statement of previous three financial years in Rupees (enclose copy of audited financial statements).

3. Consultant's Experience: TVET Leadership and Management Development											
The Consultant must specify if it has relevant experience conducting TVET Leadership and Management Development Programmes in foreign institutions during last 5 years ending 31 st December 2017 . If any, copies of Work Order or Agreement or Letter from Client or completion certificate clearly mentioning the scope of work must be submitted.											
S N.	Name of Project/ Assignment	Details of Services Provided	Client Details	Location (specify Country in which project was conducted)	Details of supporting agencies , if any	Duration of Assignment in Months			Value of Contract in (INR)	Whether Contract Closed or Not	Please mention Page No. of the supporting document to be referred
						From (Start Date)	To (End Date)	Total Months			

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4. Consultant’s Experience: TVET Campus Design and Infrastructure Development

The Consultant must specify if it has relevant experience providing TVET Campus Design and Infrastructure Development Advisory Services in foreign institutions during last 5 years ending 31st December 2017. If any, copies of Work Order or Agreement or Letter from Client or completion certificate clearly mentioning the scope of work must be submitted.

S N.	Name of Project/Assign ment	Detail s of Servic es Provi ded	Clie nt Deta ils	Locatio n (specif y Countr y in which project was conduct ed)	Details of support ing agencie s, if any	Duration of Assignment in Months			Value of Contr act in (INR)	Whet her Contr act Close d or Not	Please mentio n Page No. of the support ing docum ent to be referre d
						Fro m (St art Dat e)	To (En d Dat e)	Total Mont hs			

5. Consultant’s Experience: TVET Academic Development

The Consultant must specify if it has relevant experience providing TVET Academic Development Advisory Services in foreign institutions. If any, copies of Work Order or Agreement or Letter from Client or completion certificate clearly mentioning the scope of work must be submitted.

S N.	Name of Project/Assign ment	Detail s of Servic es Provi ded	Clie nt Deta ils	Locatio n (specif y Countr y in which project was conduct ed)	Details of support ing agencie s, if any	Duration of Assignment in Months			Value of Contr act in (INR)	Whet her Contr act Close d or Not	Please mentio n Page No. of the support ing docum ent to be referre d
						Fro m (St art Dat e)	To (En d Dat e)	Total Mont hs			

6. Consultant’s Experience: TVET Staff Capabilities Development

The Consultant must specify if it has relevant experience in conducting TVET Capability Development Advisory Services in foreign institutions. If any, copies of Work Order or Agreement or Letter from Client or completion certificate clearly mentioning the scope of work must be submitted.

S N.	Name of Project/Assign ment	Detail s of Servic es Provi ded	Clie nt Deta ils	Locatio n (specif y Countr y in which project was conduct ed)	Details of support ing agencie s, if any	Duration of Assignment in Months			Value of Contr act in (INR)	Whet her Contr act Close d or Not	Please mentio n Page No. of the support ing docum ent to be referre d
						Fro m (St art Dat e)	To (En d Dat e)	Total Mont hs			

7. Consultant's Experience: TVET Branding and Image Building

The Consultant must specify if it has relevant experience in providing TVET Branding and Image Building Advisory Services in foreign institution. If any, copies of Work Order or Agreement or Letter from Client or completion certificate clearly mentioning the scope of work must be submitted.

S N.	Name of Project/Assign ment	Detail s of Servic es Provi ded	Clie nt Deta ils	Locatio n (specif y Countr y in which project was conduct ed)	Details of support ing agencie s, if any	Duration of Assignment in Months			Value of Contr act in (INR)	Whet her Contr act Close d or Not	Please mentio n Page No. of the support ing docum ent to be referre d
						Fro m (St art Dat e)	To (En d Dat e)	Total Mont hs			

8. Consultant's Experience: TVET Administrative and Academic Quality Assurance

The Consultant must specify if it has relevant experience providing TVET Administrative and Academic Quality Assurance Advisory Services in foreign institutions. If any, copies of Work Order or Agreement or Letter from Client or completion certificate clearly mentioning the scope of work must be submitted.

S N.	Name of Project/Assign ment	Detail s of Servic e	Clie nt Deta ils	Locatio n (specif y Countr	Details of support ing agencie	Duration of Assignment in Months	Value of Contr	Whet her Contr act Close	Please mentio n Page No. of the

		Provided		y in which project was conducted)	s, if any				act in (INR)	d or Not	supporting document to be referred
						From (Start Date)	To (End Date)	Total Months			

Annexure -II

(On the letter head of Consultants)

Declaration

Date:.....

To whom so ever it may concern

I/We hereby solemnly take oath that I/We am/are authorized signatory in the Consultants/Agency / Institute/ Company and hereby declare that "Our Consultants/ Agency/ Institute/Company/Organization do not face any sanction or any pending disciplinary action from any authority against our Consultants/ Consultant/ Institute/ Company /Organization or partners." Further, it is also certified that our Consultants has not been blacklisted by any government or any other donor/partner organization/World Bank.

In case of any further changes which effect of this declaration at a later date; we would inform NSDC accordingly.

Authorized Signatory

(with seal)

Annexure – III-
INSTRUCTIONS TO APPLICANTS

DEFINITIONS:

1. **C1 India Private Limited:** Service provider to provide the e-Tendering Software and facilitate the process of e-tendering on Application Service Provider (ASP) model.
2. **NSDC e-Procurement Portal:** An e-tendering portal of National Skill Development Corporation (“NSDC”) introduced for the process of e-tendering which can be accessed on <https://nsdc.eproc.in>.

Pre-requisites:

3. It is mandatory for all the bidders to have Class-III Digital Signature Certificate (With **Both DSC Components, i.e. Signing & Encryption**) from any of the licensed Certifying Agency under CCA, Ministry of Electronics and Information Technology, Government of India to participate in e-tendering portal of NSDC. Bidders can see the list of licensed CA’s from the link www.cca.gov.in
4. C1 India Pvt. Ltd. also facilitate Class III Digital Signature Certificate (With Both DSC Components, i.e. Signing & Encryption) to the bidders. Bidder may contact C1 India Pvt. Ltd. at mobile no. +91-7291981138 for DSC related queries or can email at kartik.sehgal@c1india.com
5. To participate in the online bidding, it is mandatory for the Applicants to get themselves registered with the NSDC e-Tendering Portal (<https://nsdc.eproc.in>)
6. System Requirement/ Registration Manuals/ Bid Submission Manuals are available at the NSDC eTendering Portal (<https://nsdc.eproc.in>)
7. For helpdesk please contact Help Desk Nos. +91-124-4302033 / 36 / 37
8. Participant are requested to email their issues to helpdesk at nsdcsupport@c1india.com. This will help serving the participant better
9. The amendments/ clarifications to the tender, if any, will be posted on the NSDC eTendering Portal (<https://nsdc.eproc.in>)
10. The Bidder may modify or withdraw their bid after submission prior to the Bid Due Date. No Bid shall be modified or withdrawn by the Bidder after the Bid Due Date and Time.
11. It is highly recommended that the bidders should not to wait till the last date of bid submission to avoid complications like internet connectivity issue, network problems, system crash down, power failure, browser compatibility issue, system compatibility issue, improper digital signature certificate problem etc. In view of this context, neither M/s National Skill Development Corporation nor M/s. C1 India Pvt. Ltd will be responsible for such eventualities.

Table 1 – Technical criteria for Empanelment of Consultant

Empanelment Criteria		Max Marks	Must Meet Criteria
1.	Consultant must be registered outside India with the appropriate authority and in business for at least the last 5 years.	NIL	Must Meet
2.	The Consultant must not have been black listed by any Government Consultant, Public Sector Undertaking or Autonomous Bodies. The Consultant will be required to submit Declaration to this effect.	NIL	Must Meet
3.	The Consultant must have 1 or more affiliated TVET Institution(s) in operation.	NIL	Must Meet
4.	The Consultant must have relevant experience of providing TVET Leadership and Management Development Advisory Services in foreign institutions during last 5 years ending 31 December 2017 .	15	
5.	The Consultant must have relevant experience of providing TVET Campus Design and Infrastructure Development Advisory Services in foreign institutions during last 5 years ending 31 December 2017.	15	
6.	The Consultant should have relevant experience of providing TVET Academic Development Advisory Services in foreign institutions during last 5 years ending 31 December 2017	15	
7.	The Consultant should have relevant experience of providing TVET Staff Capability Development Advisory Services/ Train-the-Trainers Programmes in foreign institutions in foreign institutions during last 5 years ending 31 December 2017.	20	
8.	The Consultant should have relevant experience of providing TVET Branding and Image Building Advisory Services in foreign institutions during the last 5 years, ending 31 st December 2017.	15	
9.	The Consultant should have relevant experience of providing TVET Administrative and Academic Quality Assurance Advisory Services in foreign institutions during the last 5 years ending 31 st December 2017.	20	
	Technical Score	100	

Technical Evaluation:

1. Consultants will be evaluated for its technical capabilities as per the format provided above.

Consultants with a minimum score of 70 marks will be empanelled and a maximum of 7 Consultants will be empanelled

NOTE: Depending upon the number of response to EOIs received, NSDC reserves the right to increase or decrease the number of Consultants to be empanelled.

National Skill Development Corporation

DRAFT TERMS OF REFERENCE

Project Title: Empanelment of International Advisory Consultants to Provide TVET Consulting Services to Multi-Skill Training Institutes (MSTI)

Duration: 2 Years

Assignment Type: Empanelment of consultants

1. Background and Objective

The National Skill Development Corporation (NSDC) is a one of a kind public private partnership under the ambit of Ministry of Skill Development and Entrepreneurship (MSDE) set up as part of the governments' coordinated action in the skills space with the specific target of skilling /up skilling 160 million people by 2022. NSDC operates mainly by fostering private sector initiatives in this area. In order to achieve this target NSDC has been working on three key mandates:

- Create: Proactively catalyze creation of large, quality vocational training institutions
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NSDC has received several requests from private and public skill training institutions to establish Multi-Skill Training Institutes (MSTIs) of world-class standards. In line with these requests, NSDC is now seeking to establish a Panel of International Advisors with the scope of services as defined in the Scope of Work below. This panel will then be used to provide Technical and Vocational Education and Training (TVET) Consulting Services to set up individual MSTIs of world-class standards, as and when the need arises.

2. Scope of Work

The Scope of Work to be addressed by International Advisory consultants for each MSTI project may include the following (please note that this list is not exhaustive):

a. TVET Leadership and Management Development

- Train MSTI management staff and academic leaders in TVET management and leadership best practices to ensure overall organisational excellence in the MSTI they lead.
- Identify their role and responsibilities in continuously improving the quality of training, learning and management practices in the MSTI
- Guide them in setting the MSTI's mission, vision, educational philosophy and quality assurance framework.

- Facilitate the strategic planning of short term and long-term goals for the MSTI and development of monitoring and evaluation tools to measure achievement
- Train them to manage the MSTI's budget and revenues
- Facilitate the development of occupational safety and health policies that include environmental issues, health and hygiene.
- Facilitate the development of Industry and Community engagement strategies
- Highlight potential risk/barriers to development and operations of MSTI and suggest mitigations if any

b. TVET Infrastructure Development

- Equip MSTI campus development team, including its appointed architects and engineers, with relevant skills and up-to-date knowledge in TVET campus planning and design
- Assist campus development team to draft MSTI campus development specifications and requirements
- Guide and supervise equipment procurement, set up, installation and commissioning in accordance to plan and requirements

c. TVET Academic Development

- Design a relevant academic structure for the MSTI
- Assist in the development of training materials in consultation with industry
- Integrate on-the-job training, life-long learning and entrepreneurship education into the curriculum
- Develop flexible enrichment and professional development programmes for pre-existing workforce to upgrade skill

d. TVET Staff Capability Development

- Establish eligibility criteria for MSTI trainers in consultation with MSTI management and industry
- Equip MSTI trainers with the essential pedagogical and technical skills and knowledge for the effective delivery of TVET education
- Pedagogical skills include instructional design, presentation, coaching, assessment and student management.
- Assist MSTI trainers to incorporate IT in the delivery of TVET education
- Develop continuous evaluation and appraisal mechanism for MSTI trainers

e. Branding and Image Building

- Identify international best practices in branding and image building of TVET institutions
- Develop a corporate image building strategy and implementation plan for MSTI (this include visual appeal of training institute and community and industry outreach)
- Ensure and create opportunities for social inclusivity

f. Administrative and Academic Quality Assurance

- Develop an Enterprise Resource Planning (ERP) system for the MSTI
- Establish periodic and annual review mechanisms
- Develop systematic procedures for approving, altering and removing courses
- Track academic performance of MSTI and where applicable provide feedback and recommendations for further enhancement
- Conduct training supervision and evaluate student experience
- Include industry advisory in quality assurance processes

3. Timeframe - The duration of the Empanelment will be for an initial period for 2 years .

4. Important Note:

- This selection is only a preliminary selection to empanel suitable technically qualified consultants/institutions/agencies to whom NSDC will issue the RFP
- Every assignment will have a separate Terms of Reference that will be shared with the empanelled consultants/institutions/agencies as part of the RFP

- The process at the second stage will be Quality and Cost Based selection for which the weightages (as per assignment requirement) will be provided in the RFP.
- Minimum required Key experts, person months, deliverables, timelines and payments terms will be decided as per assignment requirement and will be a part of the ToR and RFP.
- NSDC reserves the right to empanel as many consultants/institutions/agencies as it may deem fit; and cancel the process at any point during the procurement.
- NSDC is under no obligation to provide assignment/s to any Consultants/institution/agency through this process of empanelment; second stage of RFP will be competitive bidding amongst the empanelled consultants/institutions/agencies.

5. Reporting

For the purpose of this assignment, the Consultants will be reporting to the Managing Director and Chief Executive Officer, NSDC. For day-to-day reporting, the Consultants will engage with the relevant team at NSDC (as specified by NSDC).

6. Location

The team allocated the Consultants for the this project will be based out of its own office. However it should be available for meetings and activities at regular intervals at the project site. These meetings must be attended by the Project Lead and other senior representatives, as per NSDC's or the specific assignment requirements'.

7. Confidentiality and Data Ownership

All data collected under, and provided by the Client for this assignment is solely the property of the Client and may only be used for purposes outlined in this assignment. These data may not be shared with anyone not explicitly approved in writing by the Client. They must be uploaded to any secure server designated by the Client, and the Consultants must adhere to any and all ethics and confidentiality protocols provided by the Client. All data collected for this assignment must be handed over to the Client by contract closure. Any publications using these data must be explicitly approved in writing by the Client prior to publication and the logo and name of the Client should be acknowledged in the publications.