



**Expression of Interest notification from Skill Training  
Providers for providing Skill Training to Candidates  
from Neurodivergent Community**

**[Ref No:297/2023/K-DISC dated 29/04/2023]**

**Project Name: Inviting Skill Training  
Partners for Neurodivergent Skill  
Training**



**KERALA DEVELOPMENT INNOVATION STRATEGIC COUNCIL**

India Height, Govt. Women's College Road  
Vazhuthacaud, Thiruvananthapuram - 695014

Phone 2332920/2334472

[www.kdisc.kerala.gov.in](http://www.kdisc.kerala.gov.in)

## **Contents**

1. Introduction
2. Terms of Reference (TOR)
3. Template for Eol Response
  - 3.1 Institutional Particulars
  - 3.2 Organisational Capabilities
  - 3.3 Project Particulars
4. Evaluation Framework

## Expression of Interest notification for providing skill training for Neurodivergent Candidates

### 1. Introduction

The Kerala Development and Innovation Strategic Council (K-DISC) a society under the Travancore Cochin Literary Scientific and Charitable Societies Act 1955 is a strategic think tank and advisory body of the Government of Kerala. In the State budget 2021, the Government of Kerala, has embarked on a major initiative to make Kerala a premier hub for the Knowledge Economy. K-DISC has been entrusted with coordinating the activities of the Kerala Knowledge Economy Mission (KKEM). The Government of Kerala had declared the Kerala Knowledge Economy Mission (KKEM) as a flagship project for providing employment to 20 lakh educated-unemployed in 5 years.

The key activities to be undertaken under the Knowledge Economy Mission are:

- i. Mobilising about 60 lakh educated-unemployed and career break professionals for registration, training, and engagement on the digital portal for prospective employment.
- ii. Establishing a system for career counselling of about 50 lakh and handholding them individually through the skilling and assessment programmes.
- iii. Providing skilling to about 35 lakh candidates.
- iv. Engaging the trained job seekers with job providers and facilitate prospective engagement for 20 lakh candidates.
- v. Establishing a social security system and infrastructure support system for the Knowledge Workers engaging with job providers for working near home.

One of the most important aspects of the Knowledge Economy Mission project is to provide dedicated skill training according to industry requirements and thereby making candidates industry ready.

This EOI is invited to the identification of Skill Training Providers for providing skill training to Neurodivergent individuals. Our goal is to support individuals who are living with conditions such as autism, ADHD, dyslexia, and other neurological differences, to enhance their employability and improve their quality of life. The proposal will be considered for a pilot implementation. After successful implementation, this may be scaled up.

Applicant should submit a proposal with the following documents to [spe07@kdisc.kerala.gov.in](mailto:spe07@kdisc.kerala.gov.in), on or before **5 pm 06.05.2023**.

Shortlisted applicants would receive a call for a detailed discussion by K-DISC, at a mutually convenient date immediately.

### 2. Terms of Reference

Terms of Reference for Skill Training Providers for Neurodivergent Individuals.

K-DISC is seeking expressions of interest from organizations and individuals who can

provide skill training to the neurodivergent community. Our goal is to support individuals who are living with conditions such as autism, ADHD, dyslexia, and other neurological differences, to enhance their employability and improve their quality of life.

K-DISC is looking for training programs that are tailored to the unique needs and learning styles of the neurodivergent community. These programs should provide practical skills and knowledge that are relevant to the current job market and help individuals gain confidence in their abilities thereby they would be able to secure a knowledge job. The training shall be delivered in-person or group wise, depending on the nature of the program and the needs of the participants.

Any recognized skill training providers can apply for the K-DISC EoI application for onboarding Skill Training Partners for Training Neurodivergent Individuals. However, the organization should have relevant experience and expertise in providing skill training programs related to the specified area, and their programs should align with the objectives of the Kerala Knowledge Economy Mission (KKEM) of K-DISC.

The eligibility of an EoI application for on boarding Skill training for the Kerala Knowledge Economy Mission (KKEM) potential applicants should meet may include. The following are the terms of reference for the EoI for skill training providers for neurodivergent community:

1. The EoI is open to training providers who offer courses that are relevant to the needs of the Knowledge Economy Mission in Kerala.
2. The courses should be market-relevant and should address the skills requirements in the emerging knowledge sectors for Neurodiverse persons.
3. The providers should have a proven track record of delivering quality training Courses catering to the needs of the neurodivergent community.
4. The providers should have a strong reputation in the industry and should be recognized by relevant industry bodies and associations.
5. The providers should have a wide range of courses available in various industry domains, technologies, language skills, etc.
6. The providers should have a strong support system in place to provide assistance to learners during the training process.
7. The providers should have a robust assessment and certification process in place to ensure the quality and relevance of the training.
8. The providers should have a transparent pricing policy, and the courses should be affordable and accessible to learners from diverse backgrounds.
9. The providers should be willing to collaborate with K-DISC and other stakeholders to develop and deliver training programs that meet the specific needs of the Knowledge Economy Mission.
10. The providers should be willing to participate in a pilot project if required, and to scale up their services if the pilot project is successful.
11. The providers should submit a detailed proposal outlining their approach to delivering skill training courses and methods to be adapted for training the neurodivergent group and their capacity to meet the needs of the Knowledge Economy Mission in Kerala.
12. The organization's programs should be available for delivery online, if needed and the organization should have a platform to support the delivery of these programs if required.

13. The organization should be willing to comply with the terms and conditions of the KKEM of K-DISC and provide regular updates on the progress of their programs.

Potential applicants should carefully review the specific requirements and criteria set by the K-DISC before submitting their Eol application for on boarding Skill training. The providers should submit their proposal to the designated email address within the specified deadline.

### **3. Template for Eol Response**

#### **3.1 Institutional Particulars**

- 1) Reference Eol Number:[Add the number of Eol notified on K-DISC site]
- 2) Reference Eol Date: [Add the date of Eol notified on K-DISC site]
- 3) Name of the Project for which Eol Response is submitted:[Name of the K-DISC project for which Eol is notified]
- 4) Name of the Organisation:[Name of the bidding agency]
- 5) Legal Name: [Name of the organization as registered with the relevant authority]
- 6) Legal Status: [Indicate the legal structure of the organization, such as a partnership, society, company, etc.]
- 7) Registration Number: [Provide the unique registration number assigned to the organization by the relevant authority if any ]
- 8) Date of Registration: [Indicate the date when the organization was registered with the relevant authority]
- 9) Registered Address: [Provide the complete postal address of the organization's registered office]
- 10) Full name of the contact person :[Provide the designation of the organisation's main contact person]
- 11) Designation of the contact person :[Provide the full name of the organisation's main contact person] Contact Mobile Phone Number: [Provide the mobile phone number the organisation's main contact person]
- 12) Contact e-mail id : [Provide the email address for the organisation's main contact person].

#### **3.2 Organisational Capabilities**

- 1) Introduction: [Provide a brief introduction about your organisation, including its history, scope of work, and mission statement]
  - I. Introduction:  
[Provide a brief introduction to the organisation, highlighting its key characteristics and purpose. This may include the organization's name, year of establishment, and core business activities. Be concise but descriptive.]
  - II. History:  
[Provide a detailed history of the organisation, including key milestones, major achievements, and any significant changes or events that have impacted the organization. This may include mergers, acquisitions, leadership changes, or other noteworthy developments.]

III. Mission:  
[Provide a clear and concise statement of the organisation's mission and vision. This should articulate the primary objectives of the organization and how it seeks to achieve them. It should also align with the objectives of the tender.]

IV. Services:  
[Provide an overview of the services offered by the organisation, highlighting its key areas of expertise and its value proposition. This should describe the specific services that the organization offers and how they align with the objectives of the tender. Be sure to highlight any relevant experience or success stories related to similar projects.]

2) Organisational structure and capacity:

[Provide information on your organisation's structure and size]

- I. Total number of Employees:[ Provide information the number of employees]
- II. Size of the management team and roles:[Provide information the number of employees in the management team and roles]
- III. Size of the support staff. :[Provide information the number of employees in the support team and roles]
- IV. Mention any unique capabilities or resources that set your organization apart from others in the industry.]

3) Relevant experience in the field:

[Provide information on your organisation's experience in the relevant field, including specific projects or contracts that demonstrate your organisation's capabilities. Mention any relevant experience with similar projects, clients, or stakeholders.]

- I. Experience:  
[Provide a detailed description of the company's relevant experience in the field, including the number of years of experience and key areas of specialization. This should include information on the types of projects the company has worked on in the past, and how this experience will help us to deliver a successful project for your organization.]
- II. Key Personnel:  
[Provide an overview of the key personnel who will be involved in the project, including their roles and responsibilities, as well as their relevant experience and qualifications. This should also include their certifications and any relevant training they have received.]
- III. Project Experience:  
[Provide details of the most relevant and recent projects that the company has completed, with a focus on projects that are similar in scope and complexity to the current tender. This should include information on the project's goals, objectives, deliverables, and outcomes.]
- IV. Client References:  
[Provide a list of references for the company's previous

clients who can speak to their experience working with us. This should include contact information for the references, as well as a brief description of the work we did for them.]

V. Quality Management:

[Provide a brief overview of the company's quality management system, including any relevant certifications, processes, and procedures that you follow to ensure the quality of your work.]

4) Approach and Methodology for the Project

- I. Overview of Approach: [A high-level overview of the approach that the agency will take to develop and implement skill training delivery, quality monitoring and assessment methodology]
- II. Technical approach: [This criterion will evaluate the organisation's proposed technical approach in conducting the skill training delivery, quality monitoring and assessment methodology]
- III. Methodology: [Describe the methodology which will be used for skill training delivery, quality monitoring and assessment methodology]

5) Similar projects:

[Provide information on your organisation's experience with similar projects, including the size, scope, and outcomes of each project. Mention any challenges or opportunities that your organization faced during these projects and how your team overcame them.]

I. Project Details:

[Provide a brief overview of the most relevant and recent projects that are similar in scope and complexity to the current tender. This should include the project's name, location, objectives, scope, and duration. Be sure to highlight any unique challenges or requirements of the project.]

II. Services Provided:

[Describe the services that were provided on the project, highlighting your areas of expertise and any relevant experience or success stories.]

III. Key Personnel:

[Provide information on the key personnel who were involved in the project, including their roles, responsibilities, and relevant experience. This should include their certifications and any relevant training they have received.]

- IV. Project Outcomes: [Provide a summary of the outcomes achieved on the project, including any deliverables produced, milestones achieved, or other notable results. Be sure to highlight any value-added or innovative solutions that were provided and success stories.]

V. Client References:

[Provide a list of references for the project's previous clients who can speak to their experience working with us on the project. This should include contact information for the references, as well as a brief description of the work we did for them.]

VI. Lessons Learned:

[Provide a brief summary of any lessons learned from the project, including any areas for improvement or opportunities for innovation. This will demonstrate your company's commitment to continuous improvement and ensure that any issues encountered on previous projects are addressed.]

- 6) Certifications received:[ Mention any relevant certifications or accreditations that your organisation has received.]
- i. Name of Certification: [Provide the name of the certification that the organisation has obtained]
  - ii. Issuing Body: [Provide the name of the organisation that issued the certification]
  - iii. Certification Number: [Provide the unique identification number assigned to the certification]
  - iv. Date of Issue: [Indicate the date when the certification was issued]
  - v. Expiration Date: [Indicate the date when the certification will expire]

### 3.3 Project Particulars

#### A. Project Financials

a. Project Budget: Provide an overview of the project budget, including a breakdown of costs for each stage of the project, such as cost for curriculum development, training delivery, mentorship and internship programs, and placement services, third party services availed, expenses of trainees for the programme should be shown explicitly. Costing of services availed from DWMS should be also shown separately.

Sl No	Component	cost	Remarks

b. Payment Schedule: Outline the payment schedule for the project, including the percentage of the project cost that will be paid at each milestone. ( The payment outflows shall be such that the first instalment could be a maximum of 20% of total project costs)

Sl No	Instalment	Payment

B. Contingency Plan: Describe your contingency plan for unexpected costs or changes to the project scope.

### 4. Evaluation Criteria

#### A. Grading Schema

1) Introduction of the Organisation (15 points):

- I. Clarity and conciseness of the introduction (5 points)
- II. Demonstrated understanding of the project scope and requirements (5 points)
- III. Presentation of the organization's values, mission, and vision (2



- IV. Overall quality and professionalism of the presentation (3 points)
- 2) Organisational Structure (10 points):
  - I. Clear description of the organizational structure (2 points)
  - II. Presentation of the organisation's team and key personnel (3 points)
  - III. Explanation of the roles and responsibilities of the team members (3 points)
  - IV. Overall quality and professionalism of the presentation (2 points)
- 3) Relevant Experience in the Field (15 points):
  - I. Demonstrated relevant experience in the field (4 points)
  - II. Presentation of the organisation's expertise and capabilities (3 points)
  - III. Clarity and conciseness of the project descriptions (3 points)
  - IV. Overall quality and professionalism of the presentation (5 points)
- 4) Approach and Methodology for the Project (30)
  - I. Clear description on the approach that will be followed for the implementation of the project (10 points)
  - II. Explanation about the proposed technical approach in conducting the career assessment and career counselling (10 points)
  - III. Clearly describe the methodology which will be used for implementing the career counselling and assessment. (10 points)
- 5) Similar Projects (25 points):
  - I. Demonstrated experience in similar projects (10 points)
  - II. Presentation of the organisation's relevant experience and success stories (10 points)
  - III. Explanation of how this experience will help the organization deliver a successful project(3 points)
  - IV. Overall quality and professionalism of the presentation (2 points)
- 6) Certifications (5 points):
  - I. Presentation of the organization's relevant life certifications and qualifications (3 points)
  - II. Explanation of how these certifications will benefit the project (2 points)

## B. Overall ranking

An overall ranking shall be done. This ranking system provides a simple and objective way to evaluate the responses and assign grades based on the points earned. It can also help to ensure consistency and fairness in the evaluation process, as all responses are evaluated using the same criteria and grading scale.

Sub Component	Introduction of the Organisation	Organisational Structure (10)	Relevant Experience in the	Approach and Methodology	Similar Projects (25)	Certifications (5)
---------------	----------------------------------	-------------------------------	----------------------------	--------------------------	-----------------------	--------------------

	(15)		Field (15)	logy for the Project (30)		
1						
2						
3						
4						
Total points						
Component wise ranking						
Overall points						
Overall Ranking						
Remarks						

- I. 60-100 points: Excellent
- II. 40-59 points: Good
- III. 1-39 points: Fair

Excellent: A response that meets or exceeds all of the evaluation criteria and demonstrates outstanding performance in every aspect.

Good: A response that meets most of the evaluation criteria and demonstrates a good understanding of the project requirements, but may have some weaknesses in one or more areas.

Fair: A response that meets only some of the evaluation criteria and has significant weaknesses or gaps in understanding of the project requirements.

#### 4.1 Approach and Methodology for the Project.

##### A. Grading Schema

###### 1) Overview (20 points):

- I. Clarity of project overview and understanding of project goals (5 points)
- II. Coherence of proposed approach with the objectives of the project (5 points)
- III. Feasibility of proposed approach within the given timeframe and resources (5 points)
- IV. Identification and mitigation of potential risks associated with the approach (5 points)

###### 2) Curriculum Development for Technical Skills (25 points):

- I. Relevance and depth of technical skills covered in the curriculum (10 points)
- II. Clarity and effectiveness of teaching methodologies proposed for technical skills (10 points)
- III. Demonstrated alignment of curriculum with industry demand and current trends (5 points)

###### 3) Curriculum Development for Personal Development (15 points)

- I. Relevance and effectiveness of the proposed personal development curriculum (10 points)
- II. Clarity and coherence of the proposed teaching methodologies for personal development (5 points)

###### 4) Mentorship and Internship Programs (25 points)

- I. Feasibility and effectiveness of proposed mentorship program (10 points)
- II. Clarity and coherence of the proposed teaching methodologies for mentorship (5 points)
- III. Demonstrated ability to source high-quality internship opportunities (5 points)
- IV. Feasibility and effectiveness of proposed internship program (5 points)

###### 5) Participant Identification and Selection (5 points)

- I. Clarity and effectiveness of the proposed participant identification and selection process and mechanisms for coverage of marginalised group (5 points)

- 6) Quality Monitoring and Evaluation (10 points)
  - I. Clarity and effectiveness of proposed monitoring and evaluation framework (5 points)
  - II. Demonstrated ability to collect and analyse data for program improvement (5 points)
- 7) Risk Management (5 points)
  - I. Identification and mitigation of potential risks associated with the program (5 points)

## B. Overall ranking

An overall ranking shall be done. This ranking system provides a simple and objective way to evaluate the responses and assign grades based on the points earned. It can also help to ensure consistency and fairness in the evaluation process, as all responses are evaluated using the same criteria and grading scale.

Sub Component	Overview	Curriculum Development for Technical Skills	Curriculum Development for Personal Development	Mentorship and Internships Program	Participant Identification and Selection	Quality Monitoring and Evaluation	Risk Management
1							
2							
3							
4							
Total points							
Component wise ranking							
Overall Points							
Overall Ranking							
Remarks							

- I. 60-100 points: Excellent
- II. 40-59 points: Good
- III. 1-39 points: Fair

**Excellent :** The response is comprehensive, well-organised, and demonstrates exceptional understanding of the project goals and requirements. The proposed approach is innovative, feasible, and clearly addresses all aspects of the evaluation framework with a high level of detail and precision. The response presents compelling evidence of the agency's ability to deliver the project within the given timeframe and resources.

**Good :** The response is clear and coherent, and demonstrates good understanding of the project goals and requirements. The proposed approach is feasible and addresses most aspects of the evaluation framework with sufficient detail and precision. The

response presents evidence of the agency's ability to deliver the project within the given timeframe and resources.

Fair : The response is incomplete, unclear, or does not demonstrate sufficient understanding of the project goals and requirements. The proposed approach is not feasible or does not address important aspects of the evaluation framework with the necessary detail and precision. The response does not present convincing evidence of the agency's ability to deliver the project within the given timeframe and resources.

## 4.2 Project Particulars

### A. Grading Schema

#### 1. Project Financial (100 points)

- I. Clarity, feasibility, and appropriateness of budget allocation (80 points)
- II. Realistic and reasonable payment schedule (10 points)
- III. Presence of contingency plan and its feasibility (10 points)

#### 2. Project Milestones (50 points)

- I. Completeness and appropriateness of curriculum development milestones (15 points)
- II. Completeness and appropriateness of mentorship and internship program milestones (20 points)
- III. Completeness and appropriateness of placement service milestones (15 points)

#### 3. Project Deliverables (50 points)

- I. Completeness and appropriateness of the curriculum materials (15 points)
- II. Completeness and appropriateness of the mentorship and internship programs (10 points)
- III. Completeness and appropriateness of the placement services (25 points)

### B. Overall ranking

Based on the proposed evaluation framework, we can assign the following grading system:

Sub Component	Project Financial	Project Milestone	Project Deliverables
1			
2			
3			
4			
Total points			
Component wise ranking			

Sub Component	Project Financial	Project Milestone	Project Deliverables
Overall Points			
Overall Ranking			
Remarks			

- I. 150-200 points: Excellent
- II. 100-150 points: Good
- III. 1-100 points: Fair

Excellent: An excellent offer demonstrates exceptional quality and comprehensiveness in all aspects of the offer. The proposal would be well-structured, with clear milestones, timelines and budget, and would provide a detailed and realistic plan for execution

Good: A good offer would demonstrate a strong understanding of the project requirements, with a clear and well-structured approach to the implementation. It would provide a feasible plan with reasonable timelines and budget.

Fair: A fair offer would demonstrate a basic understanding of the project requirements, but may lack the depth and detail required for successful implementation. It would showcase a plan that may not be fully feasible or realistic. The team may have limitations to complete the project on time and within budget.

## Instructions for Internal processing

### Rejection Criteria:

1. Consider rejecting responses that receive a grade of "Fair" (<40% or lower in any one of the components of evaluation, as this may indicate significant weaknesses or gaps in the bidder's understanding of the project requirements.)
2. Consider rejecting responses that score poorly in multiple components of evaluation, even if the overall grade is "Good" or higher. This may indicate that the bidder does not have the required expertise or experience to successfully deliver the project.
3. Consider rejecting responses that do not provide sufficient information or fail to meet the minimum requirements specified in the EoI document.