



**Expression of Interest notification from Training Providers for providing Work Readiness Programme for Job Seeker Curation**

**[Ref No:253/2023/K-DISC dated 01/06/2023]**

**Project Name: Inviting Training Partners for Work Readiness Programme**



**KERALA DEVELOPMENT INNOVATION STRATEGIC COUNCIL**

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## Expression of Interest notification for Empaneling Training Providers for Work Readiness Programme

### 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.

The objective of this Expression of Interest (EOI) is to identify qualified service providers who can deliver a comprehensive Work Readiness Programme. The programme aims to provide participants with exposure to work-etiquettes, work-life attitude, resume writing, and placement processes, while also developing their personality traits and soft skills. The programme aims to create awareness of placement processes and supply the industry with HR professionals who are prepared for the future.

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 18.06.2023.

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

## 2. Terms of Reference

Any recognized professional training service provider can apply for the K-DISC EoI application. However, the organization should have relevant experience and expertise in providing Work Readiness Programmes and their programmes should align with the objectives of the Kerala Knowledge Economy Mission (KKEM) of K-DISC. This programme 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 following are the terms of reference for the EoI:-

1. The EoI is open to training service providers who offer courses that are relevant to the needs of the Knowledge Economy Mission in Kerala.
2. The topics covered in the Work Readiness Programme should be market-relevant and should address the skills requirements in the emerging knowledge sectors for securing a Knowledge Job.
3. The providers should have a proven track record of delivering quality training Courses.
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 strong support system in place to provide assistance to learners during the training process.
6. The providers should be able to deliver training modules that would make future-ready HR for industries.
7. The selected Training Agency shall customize the Work Readiness Programme to meet the specific requirements of various sectors.
8. An activity-based learning pedagogy shall be adopted to ensure interactive and engaging sessions.
9. The providers should have a robust assessment and certification process in place to ensure the quality and relevance of the training.
10. 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.
11. Initially the providers should be able to participate in a pilot project for 3 batches with 25 candidates in each batch, and to scale up their services on the basis of feed of the pilot project.
12. The providers should submit a detailed proposal outlining their approach to delivering skill training courses, methods to be adapted for training and their capacity to meet the needs of the Knowledge Economy Mission in Kerala.
13. 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.
14. 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 programmes.
15. The organization should provide Work Readiness Programme in English language on the basis International Standards.
16. The programme should be given to candidates in live online/offline/hybrid sessions. In case if there are any recorded content to be provided in sessions the same should be limited to 3minutes per one hour class and there should feedback mechanism.

17. If organization offers Work Readiness Programme through online, the organization should have a platform to support the delivery of these programmes
18. The organization should be willing and able to collaborate with the KKEM of K-DISC, including providing support for customization, API integration.

Potential applicants should carefully review the specific requirements and criteria set by the K-DISC before submitting their Eol application. The applicants 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 training delivery, third party services availed, and taxed if any applicable.

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

Each evaluation criteria may be assigned a score and the weightage of each criteria is mentioned is as follows:

Sl no	Criteria	Eligibility	Weightage (in %)
1	The number of candidates trained in last 3 years	50000 candidates	10
2	Association with University/ Industry /Higher Education Institutions / Private agencies in offering training	10 tie ups	10
3	Association with Government/ Government departments / Government agencies in offering training	5 tie ups	10
4	The number of certified candidates in the last 3 years	30000 candidates	10
5	Use of online in-house online platform and mobile application for training		10
7	Extended candidate support after training completion in the proposed model		10
8	Expertise in conducting fully Trainer led live sessions		10
9	Availability of curriculum & Post course assessment in the proposed model		10
10	Pricing proposal for K-Disc		15
11	Approval of the Certification for employment by Government Agencies		5

\*Cut off mark for qualification shall be 50%.