

Assessment and Certification Department

Shri Vishwakarma Skill University

Notification

Invitations for Proposals

The Assessment & Certification Department (hereinafter called **ACD**), Shri Vishwakarma Skill University (SVSU) intends to hire Principal Consultant(s) for the *consulting project* received from HSDM for which this Invitations for Proposals is issued.

ACD now invites Principal Consultant(s) to provide Technical and Financial Proposal for the Project: *Tracer Study HSDM*. More details on the services are provided in the attached Terms of Reference (TOR).

The Principal Consultant(s) will be selected under a Quality Based Selection procedure described in this Proposal.

The Proposals must be delivered by hand or through mail to ACD with office address at *Shri Vishwakarma Skill University, Plot No.147, Sector 44, Gurugram* or to info.acd@svsu.ac.in before 5pm of 06.06.2023 No late Proposal shall be accepted.

ACD reserves the right to accept or reject any Proposal and to annul the selection process and reject all Proposals at any time prior to contract award, without thereby incurring any liability to affected Project Consultant

I - Instructions to Principal Consultant(s)

1. Introduction

- 1.1 Only eligible Principal Consultant(s) may submit a Technical Proposal and Financial Proposal for the services required. The Proposal shall be the basis for contract negotiations and ultimately for a signed contract with the selected Principal Consultant(s).
- 1.2 Principal Consultant(s) should familiarize themselves with local conditions and take them into account in preparing the Proposal. Principal Consultant(s) are encouraged to visit ACD, SVSU before submitting a Proposal for any instruction or query.
- 1.3 The Principal Consultant(s) costs of preparing the Proposal and of negotiating the contract, including visit/s to the ACD, are not reimbursable as a direct cost of the assignment.
- 1.4 Principal Consultant(s) shall not be hired for any assignment that would be in conflict with their prior or current obligations to other procuring entities, or that may place them in a position of not being able to carry out the assignment in the best interest of the ACD.
- 1.5 ACD is not bound to accept any Proposal and reserves the right to annul the selection process at any time prior to contract award, without thereby incurring any liability to the Principal Consultant(s).

2. Conflict of Interest

- 2.1 All bidders found to have conflicting interests shall be disqualified to participate in the procurement at hand

3. Clarifications and Amendments to Proposal Documents

- 3.1 At any time before the submission of the Proposals, ACD may, for any reason, whether at its own initiative or in response to a clarification amend the Proposal Any amendment made will be made available to all short-listed Principal Consultant(s) who have acknowledged the Letter of Invitation.
- 3.2. Principal Consultant(s) may request for clarification(s) on any part of the Proposal. The request must be sent in writing or by standard electronic means and submitted to ACD at the address indicated in the invitation at least **03 calendar days** before the set deadline for the submission and receipt of Proposals. ACD will respond in writing or by standard electronic means to the said request and this will be made available to all those who acknowledged the Letter of Invitation without identifying the source of the inquiry.

4. Preparation of the Proposal

- 4.1 Principal Consultant(s) Proposal shall have the Technical Proposal, and the Financial Proposal.
- 4.2 The Proposal, and all related correspondence exchanged by the Principal Consultant(s) and ACD, shall be in *English*. All reports prepared by the contracted Service Provider/ Consulting Firm shall be in *English*.

5. Proposal

5.1 When preparing the Proposal, Principal Consultant(s) must give particular attention to the following:

- a) If a Principal Consultant deems that it does not have all the expertise for the assignment, it may obtain a full range of expertise by associating with individual consultant(s) and/or other consultants in a joint venture, as appropriate. The name of all the consultants need to be mentioned in the Proposal.
- b) A brief description of the Principal Consultant(s), organization and an outline of recent experience on assignments of a similar nature, need to be attached with the Proposal.
- c) A description of the approach, methodology and work plan for performing the assignment. This should normally consist of maximum of ten (5) pages including charts, diagrams, and comments and suggestions, if any, on Terms of Reference and counterpart staff and facilities. The work plan should be consistent with the work schedule.
- d) A time schedule estimates of the total staff input (Professional and Support Staff, staff time needed to carry out the assignment, supported by a bar chart diagram showing the time proposed for each Professional and Staff team members.
- e) A time schedule (bar chart) showing the time proposed to undertake that the activities indicated in the work plan
- f) A detailed description of the proposed methodology and staffing for training if the Proposal specifies training as specific component of the assignment
- g) In preparing the Cost Proposal, consultants are expected to take into account the requirements and conditions outlined in the Proposal.
- h) The Financial Proposal shall include all costs associated with the assignment. If appropriate, these costs should be broken down by activity.
- i) The Financial Proposal shall be valid for *90 calendar days*. During this period, the Principal Consultant(s) is expected to keep available the staff for the assignment. ACD will make its best effort to complete negotiations and determine the award within the validity period.

6. Submission, Receipt, and Opening of Proposals

- 6.1 Principal Consultant(s) may only submit one Proposal. If a Principal Consultant(s) submits or participates in more than one Proposal such Proposal shall be disqualified.
- 6.2 The original Proposal shall be prepared in indelible ink. It shall contain no overwriting, except as necessary to correct errors made by the Principal Consultant(s) themselves. Any such corrections or overwriting must be initialed by the person(s) who signed the Proposal. The Principal Consultant(s) shall submit one original the Proposal.
- 6.3 Proposals must be received by ACD at the place, date and time indicated in the invitation to submit Proposal or any new place and date established by the ACD. Any Proposal submitted by the Principal Consultant(s) after the deadline for receipt of Proposals prescribed by ACD shall be declared “Late,” and shall not be accepted by the ACD and returned to the consultant unopened.

7. Evaluation of Proposals

- 7.1 After the Proposals have been submitted to the ACD and during the evaluation period, Principal Consultant(s) that have submitted their Proposals are prohibited from making any kind of communication with any ACD member, as well as its Secretariat regarding matters connected to their Proposals. Any effort by the Service Principal Consultant(s) to influence ACD in the examination, evaluation, ranking of Proposal, and recommendation for the award of contract may result in the rejection of the Principal Consultant(s) Proposal.
- 7.2 The entire evaluation process, including the submission of the results and approval by the approving authority, shall be completed in not more than *twenty-one (21) calendar day*] after the deadline for receipt of Proposals. However, SVSU reserves the right to extend this timeline as per its discretion.
- 7.3 The evaluation of the Proposal will be conducted on the presentation basis before an committee approved by competent authority as per norm of Research and Consultancy policy SVSU. The marks under different categories will be as follows:
- a. Specific experience of the Principal Consultant(s) relevant to the assignment(10 Marks)
 - b. Technical approach and methodology (30 marks) and will include:
 - i. Sampling
 - ii. Tools for Collection
 - iii. Tools of data analysis
 - iv. Inclusion of Technology
 - v. Documentation, Data Analysis and Presentation.
 - c. Work plan (20 Marks)
 - d. Organization and staffing (10 Marks)
 - e. Financial Costing (20 Marks)
 - f. Timeframe (10)

8. Award of Contract

- 8.1 The contract shall be awarded, through a notice of award, following negotiations and subsequent post-qualification to the Principal Consultant(s) with the Highest Rated Responsive Proposal.
- 13.2 The Principal Consultant(s) is expected to commence the assignment within 7 days of work order.

Proposal Submission Form

[Location, Date]

To: *[Joint Director Name and address of ACD, SVSU]*

Ladies/Gentlemen:

We, the undersigned, offer to provide the Services for *[insert Title of consulting services]* in accordance with your Invitations for Proposals (Proposal) dated *[insert Date]* and our Proposal. We are hereby submitting our Proposal sealed under envelope.

Our Proposal is binding upon us and subject to the modifications resulting from Contract negotiations.

We acknowledge and accept ACD right to inspect and audit all records relating to our Proposal irrespective of whether we enter into a contract with ACD as a result of this Proposal or not.

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature:

Name and Title of Signatory:

Name of Firm:

Address:

Principal Consultant(s)

[Provide here brief (two pages) description of the background and any co-consultant for the assignment (if applicable).]

Description of the Approach, Methodology and Work Plan for Performing the Assignment

[The description of the approach, methodology and work plan should normally consist of 10 pages, including charts, diagrams, and comments and suggestions, if any, on Terms of reference and counterpart staff and facilities.]

Team Composition and Task Assignments

1. Technical/Managerial Staff		
Number	Position	Task

2. Support Staff		
Number	Position	Task

Activity (Work) Schedule

A. Work Plan with time line

B. Completion and Submission of Reports

Reports	Date
1. Inception Report	
2. Interim Progress Report (a) First Status Report (b) Second Status Report	
3. Draft Report	
4. Final Report	

Breakdown of Costs by Activity

Group of Activities (Phase): ² _____ _____	Description: ³ _____ _____	
Cost Component	Costs	
	Currency	Amount
Remuneration ⁴		
Reimbursable Expenses ⁴		
Subtotals		

¹ Form shall be filed at least for the whole assignment. In case some of the activities require different modes of billing and payment (e.g. the assignment is phased, and each phase has a different payment schedule), the Service Provider/ Consulting Firm shall fill a separate Form for each Group of activities.

² Names of activities (phase) should be same as, or corresponds to the ones indicated in Form

³ Short description of the activities whose cost breakdown is provided in this Form.

⁴ For each currency, Remuneration and Reimbursable Expenses must coincide with relevant Total Costs indicated in.

Authorized Signature:

Name and Title of Signatory:

Breakdown of Remuneration per Activity

[Information provided in this Form should only be used to establish payments to the Service Provider/ Consulting Firm for possible additional services requested by Client/ACD]

Name of Staff	Position	Staff-month Rate
Professional Staff		
1.		
2.		
3.		
4.		
5.		
Support Staff		
1.		
2.		
3.		
4.		
5.		

¹ Names of activities (phase) should be same as, or corresponds to the ones indicated in Form ACD

² Short description of the activities whose cost breakdown is provided in this Form.

Authorized Signature:

Name and Title of Signatory:

Breakdown of Reimbursable Expenses

[Information provided in this Form should only be used to establish payments to the Service Provider/ Consulting Firm for possible additional services requested by Client/ACD]

Description ¹	Cost
1. Subsistence Allowance	
2. Transportation Cost	
3. Communication Costs	
4. Printing of Documents, Reports, etc	
5. Equipment, instruments, materials, supplies, etc	
6. Office rent, clerical assistance	

Authorized Signature:
Name and Title of Signatory:

Section IV. About Project

1. Executive Summary
2. Scope
3. Budget

Terms of Reference

1. Project background:

Shri Vishwakarma Skill University (SVSU) in collaboration with Haryana Skill Development Mission (HSDM) is entrusted with responsibility to drive a Skills Acquisition and Knowledge Awareness for Livelihood' (SANKALP) programme in Haryana. SANKALP is a Centre and State funded programme conceptualized by Ministry of Skill Development & Entrepreneurship (MSDE), Government of India, with a special focus on decentralized planning and quality improvement. It is mandated that a social audit tracer Study be conducted in order to gauge the impact of skill trainings imparted across the State in 22 districts of Haryana and to bring out the transparency, accountability and efficiency of the Skill Training and Development schemes implemented by the Mission. We are looking for a reputable institution with extensive experience in conducting Tracer Study. It is mandated that a social audit be conducted in order to gauge the impact of Skill Development Programmes across the State and to bring out the transparency, accountability and efficiency of the Short Term Training (STT) and development schemes.

One of the key intents of the tracer study is to present viable opportunities through which quality assurance can be institutionalized and mainstreamed in the programs implemented by HSDM. The approach of the tracer study embeds four stages. These are developing address data bank, data collection, data analysis, interpretation and report writing dissemination and use of findings.

2. Project Period: 5 Month

3. Apart from all other objectives/ outcomes/ goals where ever mentioned in the document being applicable, additionally project will also have the following as part of project objectives:

- i. Perceived Quality and Relevance of Skills Training Received by Candidates
- ii. Employability and Employment Status
- iii. Post Placement Status and Employment Outcomes
- iv. Employer Satisfaction
- v. Skill Training for Entrepreneurship

Annexure A

Tentative Scope of Work

The study will be carried out in the State of Haryana and it should administer all the key points and objectives as mentioned under. Specific steps for delivering the assignment would be as follows:

1. Developing Detailed Methodology, Indicators and Tools for the Study

- Institution will review all the relevant documents including project documents, existing research of the issue and available data. The Institution will have discussion with key team members to understand the requirements of the proposed study. Based on the understanding Institution will develop an elaborated research design and methodology.
- The Institution will develop appropriate quantitative and qualitative indicators responding to the Objectives of the Study.
- Referring the research design and indicators, the Institution will develop detailed tools and share with the HSDM for feedback. Institution will incorporate the feedback of the HSDM in the revised version of the tools.
- The Institution will conduct a small pilot to test the tools and methodology. Based on the experiences of pilot, tools and methodology would be finalized.

2. Data Collection

- The Institution will conduct and implement the methodology and collect data against the key indicators and sub indicators. The data collection process would include quantitative and qualitative data collection from candidates using relevant data collection tool, in a digital format.
- Ensure data is entered, cleaned, processed and analysed at all stages appropriately.

3. Data Analysis and Report

- Create detailed analysis framework and analyse the data collected accordingly.
- Develop draft report using the Quantitative and Qualitative data.
- Finalize report based on feedback of the Client on draft report.

4. Methodology

For the assessment, mix-method of quantitative and qualitative surveys is proposed. The process of assessment should start with developing a 'Desk Review' by the study team. This process will include detailed analysis of published literature, secondary data and will provide a detail assessment around key study indicators. This will be followed by 'Quantitative survey' of sample of trained youths. This survey will provide quantitative information on assessment indicators. In parallel, a 'qualitative survey' should be conducted. The qualitative survey will help in explaining the quantitative results as well as will provide perspectives of different stakeholders. Based on the analysis of these three processes, a 'Draft Report' should be

prepared and should be shared with HSDM for their feedback. By incorporating HSDM inputs, Final report should be submitted.

5. Desk Review

Desk review should provide a detailed account of the context, spread and magnitude of the issue and should provide a detailed account of the background, vulnerability context, current livelihood & skill development initiatives, good practices etc. The review should be based on varied range of literature and data including census data, national sample survey, organizations surveys, specific skill development studies, published good practices, government publications etc.

a. Quantitative Survey

Quantitative survey should be core of the study and assess the magnitude on study indicators. Quantitative survey should be conducted using the structured questionnaire (both in English & Hindi language and Open & Close ended) and the youths skilled under skill development programmes will be the key respondents for quantitative survey. Tentative 54115 youths have been trained by the Mission under various skill development schemes in last three years. The sample size for quantitative survey should be able to provide district and state level estimates. Considering the requirements, sample size determination has been done using a high precision estimate to give a good estimate for each district.

It is proposed to cover approximately 10% trained youths for the quantitative survey. The sample of 10% will be proportionately distributed in the districts as per the number of youths trained in that district, the table below shows the indicative distribution of sample:

S.No.	District Name	Candidates Trained (Indicative)	Sample Size Proposed (Indicative)
1	Ambala	4082	408
2	Bhiwani	1481	148
3	Charkhi dadri	225	22
4	Faridabad	2594	259
5	Fatehabad	2018	202
6	Gurugram	2534	253
7	Hisar	4601	460
8	Jhajjar	1891	189

9	Jind	2052	205
10	Kaithal	2555	255
11	Karnal	3200	320
12	Kurukshetra	3982	398
13	Mahendragarh	1839	184
14	Nuh	2645	264
15	Palwal	1899	190
16	Panchkula	2162	216
17	Panipat	2117	212
18	Rewari	1234	123
19	Rohtak	4149	415
20	Sirsa	2593	259
21	Sonepat	1327	133
22	Yamunanagar	2935	293
Total (Tentative)		54115	5408

The numbers in above table are indicative. The final numbers for survey (maximum 10% addition) will be finalized with the selected agency during execution of the project.

NOTE:

Skill Training lifecycle includes mobilization, enrolment, training, assessment & certification and placement. Therefore, following should be adhered during sampling and surveying:

- In every district, allocated sample of youths should be randomly selected (keeping in view male/female, various schemes, education background, trained, certified and other important parameters).
- Minimum 80% of the district wise sample size proposed should be surveyed physically.
- Minimum of 10% of the district wise sample size should be verified and countersigned by the concerned public representative or local administration viz. Sarpanch, MC, MLA, MP, SDM, Deputy Commissioner etc. of the respective candidates on specific format duly approved by the Mission.
- Employers Satisfaction survey of Minimum of 10% of the placed candidates, so found in study, district wise should be done.

b. Qualitative Survey

Qualitative Survey should provide detail information on perception and actual experiences of different stakeholders. For qualitative survey, multiple methods of qualitative survey need to

be used.

Suggestive list of qualitative methods is as follows:

- i. Key Informant Interviews (KII) with officials, trainers, employers and other stakeholders.
 - ii. Focus Group Discussions with youths, facility and functionality assessment of training institutions.
- c. Analysis and Recommendations

It is required to formulate data analysis framework and suggest statistical tools that would be used to draw inferences. The analysis & recommendations should administer the key points pertaining to the objectives of the study.

d. Deliverables

Following are the deliverables expected

- Inception Report detailing the research design including research questions, data collection methods, sampling method, data collection tools and data analysis plan.
- A report from the findings of the pilot survey conducted.
- Final survey questionnaire.
- A PowerPoint presentation on the broad findings from the tracer study conducted on full sample.
- A draft descriptive report containing inferences from the tracer study (covering all study objectives).
- Final descriptive report.
- Database of all collected data from survey in Stata software and Excel format (the final database to have a unique identifiable indicator for each candidate surveyed)
