

**Request for Expression of Interest (REOI) for
Empanelment of Consultants for Community Outreach & Post Placement Support**



REOI: REOI/NSDCI/2023/001

Date of commencement of REOI:	24 th January 2023
Last Date and Time of Receipts of Proposals:	7 th February 2023, 6 pm
Place of Submission of Proposals:	https://nsdc.eproc.in/

1. **Introduction:** National Skill Development Corporation is a not-for-profit public limited company incorporated under section 25 of the Companies Act, 1956 (corresponding to section 8 of the Companies Act, 2013) under the aegis of Ministry of Skill Development & Entrepreneurship (MSDE), Government of India. NSDC has set up a 100% subsidiary, **NSDC International Limited** to drive the Skill India International Mission. NSDC International plays a crucial role in creating enabling ecosystem and steering national and international partnerships for overseas employment through its structured programs, mapped to global job requirements and benchmarked to international standards.
2. **Objective of onboarding Consultant for Community Outreach & Post Placement Support:** NSDC International is inviting Expression of Interest to empanel eligible Consultants (individual or business entity) who can support in candidate mobilization, community outreach and post placement related support at the community level along with guiding candidates for overseas placements. The Consultant/s would work as key influencer/s to support and counsel the candidates as well as their parents with relevant information, dissemination, and radiate knowledge about the NSDCI run schemes/programs and make them aware about the available international pool of job opportunities. The Consultant/s would also work towards boosting mobilization activities in community level and bridge the gap between NSDC International and candidates for fulfilment of the international workforce mobility initiatives. Additionally, the Consultants would provide handholding to candidates both, during and after placement and maintain good relationships with the candidates. Consultant is an/a individual/business entity who would support candidates in career guidance and related activities and support them after overseas placement. The consultant needs to behave in a way where he should be the first point of contact for candidates in case of any query.
3. Interested individuals/agencies are required to furnish the information as per the details given under eligibility criteria (as per Annexure-1) along with their relevant details for further selection.
4. **Duration:** The empanelment shall be made for a period of 3 years which may be extended on year-to-year basis subject to performance of consultants to the satisfaction of NSDC International and project requirement, upon mutual written understanding between the parties from time to time.
5. NSDC International reserves the right to reject any or all the application submitted in response to this REOI document at any stage without assigning any reasons whatsoever. NSDC International also reserves the right to hold or withdraw or cancel the process at any stage without intimation to the applicants who submit the response to REOI.
6. **Individuals/Agencies** who fulfil all the eligibility criteria and are interested in this opportunity as per ToR (Annexure-2) may submit all the relevant documents on NSDC eProcurement portal- <https://nsdc.eproc.in/>
7. **Valid documents related to (Work Experience, Work stream, Education, legal Entity etc.) needs to be submitted on the portal.**
8. **No submission of physical documents is required at this stage.**

Annexure-I

Eligibility Criteria for empanelment of Consultants for Community outreach and Post Placement Support

The following are the eligibility criterias for empanelment of Consultants (Individual or Business Entity):

S.no	Parameters	Documents to attach with (Individual)	Documents to attach with (Business Entity)
a)	The bidder must be a citizen/registered legal entity in India. In case of business entity, and in existence from at least past 5 years from date of publishing of this REOI. The agency should be registered under GST Act and with Income Tax department	-Adhaar/Voter ID -PAN -GST	-Certification of Incorporation -PAN -GST
b)	The bidder (Individual/Business Entity) must have at least 2-3 years of proven work experience (as agents/sub-agents) of: <ul style="list-style-type: none">• Candidate mobilization and community outreach related programs;• Overseas placement/employment activities;• Post placement supports related activities on ground.	Scan copy of work Experience certificate/proof related to conducting community outreach, mobilization, placement & post placement activities in community level.	Work order/work completion certificate and other relevant document related to community outreach, mobilization, placement & post placement activities in community level.
c)	The bidder must provide an estimate of number of candidates counseled/guided along with feedbacks from the students.	Self-declaration describing the numbers along with proof of feedback (Screenshots of e-mails received from students as feedback.) (Ids captured need to be valid and can be verified by NSDCI)	Self-declaration on the letter head of the firm, describing the numbers along with proof of feedback (Screenshots of e-mails received from students as feedback.) (Ids captured need to be valid and can be verified by NSDCI)
d)	The bidder must not have been blacklisted by Government of India, any State Government in India or by any multilateral/ bilateral agency.	Self-attested declaration by the individual.	Undertaking on letter head of the Agency.

Submission of all the valid/legal documents in context to above table is mandatory. Only those bidders who meet the eligibility criteria or having proven mobilization experience shall be shortlisted for further selection process.

Information as per eligibility criteria clause (b)

(Please use MS excel to provide details of this table below)

Year	S l	Name of Client	Name of Project	Project Duration	Project completion Value (In INR)	Brief of Services Provided	Sector (Public/Private/ Development, etc.)	Number of candidates covered.	Email id and contact details of client's representatives to provide feedback	Any other information.
Eg: 2022	1.	Eg: ABC Ltd					Eg: Public/Private /NGO/etc.			
	2.									
	3.									

Add more rows if required.

**Terms of Reference (ToR) for empanelment of Consultants (Individual/Business Entity) for
community outreach & Post Placement Support**

NSDCI's Requirements / Scope of Work:

- a) The Consultant (Individual/Business Entity) is expected to lead the community outreach, to create awareness, to mobilize candidates, to provide placement & post placement support activities at the community level and fulfil the larger mandate to support and address the grievances of candidates in overseas employment.
- b) The Consultant (Individual/Business Entity) is expected to counsel the candidates and their parents during community outreach and related activities and also most importantly, maintain a good relationship with them all the time.
- c) The Consultant (Individual/Business Entity) must maintain complete database of candidates which would include- educational qualifications, profession, annual income, employer name and details, and other relevant information in the format that would be provided post assignment of the task.
- d) The Consultant (Individual/Business Entity) is expected to perform counselling & overseas career guidance to interested candidates over phone and in person. In Addition to this, he/she needs to respond to candidate queries related to training, overseas employment opportunity, job description, immigration, post-placement activities and related activities on a regular basis.
- e) The Consultant (Individual/Business Entity) would need to prepare daily/weekly/monthly reports on work done including- areas covered, number of job awareness meetings held, number of visits with community leaders/key persons, number of meetings with potential candidates and other important information dissemination related to available overseas job opportunity among the candidates.
- f) The Consultant (Individual/Business Entity) is expected to work as a strong channel to strengthen the relationship between community and NSDC International in an organic way. Building working relationship with key stake holders like district/block/village functionaries, government/private officials, ITI/polytechnics staffs, other training/educational institutes, grassroot organizations etc. are some additional focus areas o
- g) The Consultant (Individual/ Business Entity) has to contribute to organizing community level meetings to share the information related to ongoing project/schemes and articulate future benefits of NSDCI training & overseas employment to youths. Engage in activities that will promote increased community participation, capacity creation, self-reliance, empowerment among candidates are the other crucial areas of working.
- h) The Consultant (Individual/Business Entity) need to design community outreach strategies, mobilization plans, create cohesive environment, preparing action plan on placement activities along with extending in post placement related support with good working relationship with internal team of NSDCI.
- i) The Consultant (Individual/Business Entity) need to guide candidates on questions regarding visa application & documentation, immigration facilities, post placement support etc. related work.
- j) The above description of scope of work is indicative and not exhaustive. It may change time to time based on the requirement of the organization.

Declaration (To be submitted on the letter head of the organization) only for Business entity.

Date:

To whomsoever it may concern

I/We hereby solemnly take oath that I/We am/are authorized signatory and hereby declare that I / Our firm/ Agency/ Company/Organization do not face any sanction or any pending disciplinary action from any authority against our myself/ firm / Company /Organization."

Further, it is also certified that our firm has not been blacklisted by any government or any other donor/partner organization.

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

Authorized signatory
(with seal)

DEFINITIONS:

- a. **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.
- b. **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:

- 1) 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
- 2) 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 vikas.kumar@c1india.com.
- 3) 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>)
- 4) System Requirement/ Registration Manuals/ Bid Submission Manuals are available at the NSDC eTendering Portal (<https://nsdc.eproc.in>)
- 5) For helpdesk, please contact Help Desk Nos. +91-124-4302033 / 36 / 37
- 6) Participant are requested to email their issues to helpdesk at nsdcsupport@c1india.com. This will help serving the participant better
- 7) The amendments/ clarifications to the tender, if any, will be posted on the NSDC eTendering Portal (<https://nsdc.eproc.in>)
- 8) 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.

It is highly recommended that the bidders should not 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.