

REQUEST FOR PROPOSAL (RFP)

ENGAGEMENT OF AGENCY/CONSULTANT FOR CONDUCTING SKILL GAP STUDY

Food Industry Capacity & Skill Initiative (FICSI) hereby invites proposals in the form of techno-financial bid from interested and technically qualified agencies/Consultants for conducting Skill Gap Study in the following subsectors

- 1. Fish and Seafood**
- 2. Automated Bakery**
- 3. Dairy products**
- 4. Fruits & Vegetables products**
- 5. Food Retail**
- 6. Ready to Eat /Ready to Cook**

subsectors focusing on supply chain, processing, quality assurance, new product development, logistics and sales.

The study will focus on identifying the skills that are currently in demand and forecast the skills that may be required over next 5 years separately for each subsector among the registered units.

The study will also review the relevant Qualification Packs and Participant's Handbooks of the FICSI as per the files approved under NSQF and suggest modifications in the model curriculum. The objective is to provide actionable insights to bridge skill gaps, enhance workforce employability, and support industry growth.

1. About FICSI

Food Industry Capacity & Skill Initiative (FICSI) popularly known as Sector Skill Council for Food Processing is a not-for-profit industry led organization promoted by the National Skill Development Corporation (NSDC) and the Federation Indian Chambers of Commerce & Industry (FICCI). It is registered as a Society under the Indian Societies Registration Act, 1860. FICSI is working with both government and non -government agencies to skill existing workforce or skill those wanting to join the industry as employees or entrepreneurs.

FICSI has created a vibrant ecosystem that includes standards, model curriculum and learning resources, a network of affiliated training centres and Vocational Colleges, supported by industry experts master trainers and assessors for providing industry relevant skills. The National Council for Vocational Education & Training (a regulatory body under the Union Ministry of Skill Development and

Entrepreneurship) has recognised FICSI as an awarding body. It offers skilling programs leading to certification, placement, capacity building and entrepreneurship focusing on the Food Processing Industry.

2. Background and Context

The fish and seafood, automated bakery, and dairy products, fruit and vegetables products, food retail, ready to eat/ready to cook sectors are important subsectors of the food processing industry, contributing significantly to economic growth, employment, and food security. Rapid technological advancements including artificial intelligence, evolving consumer preferences, and regulatory requirements have increased the demand for skilled professionals in these sectors. However, there is a perceived gap between the skills available in the workforce and those required by employers. This RFP seeks to address this challenge by commissioning a detailed study to map skill requirements and manpower needs in these industries.

3. Objectives of the Study

The primary objectives of the Skill Gap Study are:

1. **Skill Identification:** To identify and categorize the specific technical, operational, and soft skills required across various roles in each subsector.
2. **Manpower Requirement Analysis:** To assess the current and projected manpower needs based on the identified skills, including quantitative and qualitative workforce demands across different job roles and geographic regions.
3. **Gap Analysis:** To evaluate the existing skill levels of the workforce against industry requirements and identify gaps that need to be addressed through skilling based on NSQF approved curriculum.
4. **Recommendations:** To provide actionable recommendations for training programs, educational curricula, and policy interventions to bridge the identified skill gaps.

4. Scope of Work

The selected consulting firms or research organization will undertake a comprehensive study covering the following two verticals:

Forecast the Skills Needed by the Related Industry

- Conduct a detailed analysis of the skills required in the seafood, bakery, and dairy sectors, segmented by:
 - **Job Roles:** entry level workers, semi-skilled, operators, skilled, quality control technicians, supervisors, sales professionals, etc.

- **Skill Types:** Technical skills (e.g., food processing, equipment handling, quality assurance), soft skills (e.g., teamwork, communication), and emerging skills (e.g., automation, AI & ML, data analytics, sustainability practices).
- **Sector-Specific Requirements:** Unique skills for each sector, such as fish and seafood processing techniques, baking technologies, or dairy product innovation.
- Map skill requirements to industry trends, including automation, digitization, and compliance with food safety standards (e.g., HACCP, FSSAI, ISO).
- Identify training needs for upskilling and reskilling the workforce to meet current and future demands.
- Analyse the availability of skilled workforce in the market and the role of educational institutions, vocational training centres, and industry-led initiatives in meeting manpower needs.

5. Deliverables

The consulting firms or research organizations is expected to deliver the following:

1. **Inception Report:** A detailed work plan, methodology, and timeline for the study (within 2 weeks of contract signing).
2. **Interim Report:** Preliminary findings on skill requirements and manpower needs for each sector (within 8 weeks).
3. **Final Report:** A comprehensive report including:
 - Detailed skill mapping for each subsector, with job role-specific requirements.
 - Qualitative analysis of manpower requirements.
 - Skill gap analysis with clear visualizations (e.g., charts, tables).
 - Recommendations for training programs, policy interventions, and industry-academia collaborations.
4. **Presentation:** A slide deck summarizing key findings and recommendations for stakeholders.
5. **Database:** A structured dataset of level wise, subsector-wise skills requirements, categorized by sector, job role, and region.

6. Methodology

The consultant is expected to propose a robust methodology, which may include:

- **Primary Research:**
 - Surveys and interviews with industry stakeholders (e.g., employers, employees, industry associations).
 - Focus group discussions with technical experts, equipment suppliers, customers research and educational institutions.
- **Secondary Research:**
 - Analysis of industry reports and government data.
 - Review of global best practices in skill development for the food processing sector.
- **Data Analysis:**
 - Quantitative analysis of workforce data and skill requirements.

- Qualitative analysis of emerging trends and skill needs.
- **Stakeholder Consultations:** Engage with key stakeholders, including industry leaders, government bodies, equipment suppliers, research organisations, important customers and training institutions, to validate findings.
- **Scope of Consultations:** The consultation of each of the six subsectors may be undertaken independently and appropriate sample size may be proposed.

7. Timeline

The study is expected to be completed within **3-6 months** from the date of contract signing.

8. Qualifications of the Consultant

The consultant or consulting firm should demonstrate:

- Proven experience in conducting skill gap studies or labour market analyses, preferably in the food processing or related Sector.
- Some experience in various subsectors of food industry , with knowledge of industry trends and challenges.
- Strong research and analytical skills, including proficiency in quantitative and qualitative data analysis.
- Access to industry networks and stakeholders for primary data collection.
- A multidisciplinary team with expertise in food technology, human resource management, and data analytics.
- Consultants can offer their services for all 6 or some of subsectors but not less than 3 subsectors

9. Proposal Submission Requirements

Proposals shall be submitted on or before through registered/Speed Post on “**Food Industry Capacity & Skill Initiative (FICSI), Shriram Bharatiya Kala Kendra, 3rd floor, 1, Copernicus Marg, Mandi House, New Delhi, 110001**” **on or before 15.07.2025 by 5:30 PM**, with duly signed (by authorized representative) and scanned copies of the requisite documents as detailed below:

A. Cover (A) shall contain the Technical Bid (inter alia, documents in support of the eligibility conditions):

- The Technical Bid as per the format given in **Annexure-I** in support of years of experience and details of assignment/ consultancy services successfully executed.
- General description of Team as per **Annexure-II** along with CVs of the Team Leader and Team Members as per **Annexure-III**.
- Scanned copy of GST Registration number.
- An undertaking for not being debarred or blacklisted by any entity.

Note: *The Technical Bid shall not include any financial information relating to the Financial Bid.*

B. Cover (B) shall contain the Financial Bid. The following is to be considered by bidders while submitting the Financial Bid:

- It shall be signed by the authorized signatory of the bidder.

- Financial Bid shall include remuneration, accommodation and travelling for the personnel, printing of documents etc.
- In the event of any difference between figures and words, the amount indicated in words shall be taken into account.
- In the event of a difference between the arithmetic total and the total shown in the Financial Bid, the lower of the two shall be taken into account.
- The total amount indicated in the Financial Bid shall be without any condition attached or subject to any assumption. In case any assumption or condition is indicated in the Financial Bid, it shall be considered non-responsive and is liable to be rejected.
- The Financial Bid shall include all expenses and tax liabilities. For the avoidance of doubt, it is clarified that all expenses shall be deemed to be included in the costs shown under different items of the Financial Bid.
- All payments made by FICSI to the agency/consultant shall be subject to deduction of taxes at source as per applicable laws.
- **References:** Contact details of at least two clients for whom similar work were performed.

10. Evaluation Criteria

Proposals will be evaluated based on the following criteria:

- **Technical Expertise (40%):** Relevance of experience, quality of proposed methodology, and team qualifications.
- **Understanding of Objectives (20%):** Clarity in addressing the RFP's objectives and scope.
- **Cost Effectiveness (20%):** Reasonableness and transparency of the financial proposal.
- **Timeline and Feasibility (20%):** Realistic timeline and ability to deliver within the specified timeframe.

11. Evaluation of Technical Bid

- The Technical Bid will be evaluated on a scale of 100. The comparative weightage and technical evaluation would be as below:

S. No.	Criteria	Maximum Marks
A	Number of years of experience in providing services	50
A1	Having experience of equal to or more than 15 Years;	50
A2	Having experience of less than 15 years but equal to or more than 10 years;	40
A3	Having experience of less than 10 years but equal to 8 years	30
B	Experience in consultancy to the entrepreneur	30
B1	Numbers of projects implemented as consultant in last ten years	<i>Number of projects handled:</i> 2 to 4 = 10 marks

		5 to 8 =15 marks More than 9 = 30 marks		
C	Experience of Key Personnel			20
	Position	Experience	Qualification	
C1	Team Leader	Professional with minimum 10 years' experience in Agriculture Sciences / Food Technology/ Agricultural Engineering/ Veterinary Sciences/ Fisheries Sector or related allied field. Experience in Skill assessment consultancy will be an added advantage.	MBA (Agri-Business)/ Graduate in Agriculture Sciences/ Food Technology/ Agricultural Engineering/ Veterinary Sciences/ Horticulture/ Fisheries Sector or related allied field.	15
C2	Team Member	Minimum 5 years of professional experience	Graduate in Agriculture Sciences/ Food Technology/ Agricultural Engineering/ Veterinary Sciences/ Horticulture/ Fisheries Sector or related allied field/ MSc (Chemistry)/ MSc (Microbiology).	5
	Total			100
Note: Agency may add additional manpower as per actual requirement of the work. However, CVs of only the above-mentioned personnel will be considered for technical evaluation.				

12. Contact Information

For clarifications or queries, please contact:

- **Name:** Dr. Alok Dhar Dubey
- **Email:** alok@ficsi.in
- **Phone:** +91-9179494491

13. Confidentiality

All information provided in this RFP and during the study must be treated as confidential and used solely for the purpose of this project.

14. Terms of payment to Agency/Consultant

Milestones based payment to be submitted by the Agency/Consultant along with detailed proposal.

15. Deduction in fee

Deduction in fee will be imposed on Agency/Consultant as specified here and elsewhere in this document:

- For failure to physically inspect the study, the next instalment of fee will be stopped.
- Deduction of 1% (one percent) of next instalment of fee for each week of delay or part thereof, wherever any deadline is fixed, subject to a maximum of 10% (ten percent) of the fee shall be recovered from the Agency/Consultant. However, in case of delay due to reasons beyond the control of Agency/Consultant (Force Majeure), suitable extension of time may be granted by FICSI.

16. Force Majeure

- For the Purpose of this contract, "Force Majeure" means an event which is beyond the reasonable control of the party.
- The term "Force Majeure" as implied herein will mean an act of God, war, civil riots, fire directly affecting the performance of the contract, floods and Acts and Regulations of respective Government of the two parties, namely the Organization and the contractor. Both, upon the occurrence of such cause and upon its termination, the party alleging that it has been rendered unable as aforesaid, shall within seventy-two hours of the alleged beginning and ending thereof intimate the other party giving full particulars and satisfactory evidence in support of its claim.
- If deliveries are suspended by force majeure conditions lasting for more than 02 (two) months, FICSI shall have the option of cancelling this contract in whole or part at its discretion without any liability on its part. Force Majeure shall not include insufficiency of funds or inability to make any payment required hereunder.

17. Schedule

- The Schedule for opening and closure of bids is as follows:

Sl. No.	Critical Date Sheet		
1.	Publishing Date & Time	19.06.2025	11:00 AM
2.	Bid Submission Start Date & Time	19.06.2025	12:00 Noon
3.	Bid Closing Date & Time	15.07.2025	05.30 PM
4.	Technical Bid Opening Date & Time	21.07.2025	11:00 AM
5.	Opening of Financial Bids	28.07.2025	11:00 AM

18. Terms and Conditions

- At any time prior to the last date of receipt of Bids, FICSI may for any reason, whether at its own initiative or in response to a clarification requested by prospective bidders, modify the RFP document by an amendment. In order to provide prospective bidders reasonable time in which to take the amendment into account in preparing their bids, FICSI may at its discretion, extend the last date for receipt of bids and/or make other changes in the requirements set out in the invitation to RFP.
- FICSI reserves the right to withdraw the RFP at any stage without any liability or any obligation for such withdrawal, without assigning any reasons.
- FICSI reserves the right to reject any or all proposals without providing reasons.
- The selected consulting firms or research organizations will be required to sign a contract outlining deliverables, timelines, and payment terms.
- The consulting firms or research organizations must adhere to all applicable laws and regulations during the study.

We look forward to receiving your proposal and partnering to address the skill gaps in the fish and seafood, bakery, and dairy sub sectors.

Sincerely,
Food Industry Capacity & Skill Initiative (FICSI)

Annexure-I

TECHNICAL BID FORM
APPLICANT'S ORGANISATION AND EXPERIENCE

A – Applicant's Organization

[Provide here a brief (not more than one page) description of the background and organization of your entity and each associate, if any, for this assignment.]

B – Applicant's Experience

[Using the format below, provide information on each assignment for which your entity, and each associate for this assignment, was contracted for carrying out consulting services similar to the ones requested under this assignment.]

Assignment name:	Approx. value of the contract (in Rupees) :
Country:	Duration of assignment (months) :
Location within country:	
Name of client:	
Address:	
Start date (month/year):	
Completion date (month/year):	
Name of associated Consultants, if any:	Name of senior professional staff of your firm involved and functions performed (indicate most significant profiles such as Project Director/Coordinator, Team Leader):
Narrative description of Project:	
Description of actual services provided by your staff within the assignment:	

Firm`s Name: _____

Annexure-II**General Description of Team**

Sl. No.	Name of Team Leader & Staff	Position	Educational Qualification	Experience	Input (Staff-months)

*Note: C.V of the Team Members to be provided in the format given at **Annexure- III***

Annexure – III

**CURRICULUM VITAE (CV) OF PROPOSED
PROFESSIONAL STAFF (Team Leader, experts, and members) FOR THE
ASSIGNMENT**

1. Proposed Position [only one candidate shall be nominated for each position]:

2. Name of Entity [Insert name of entity proposing the staff]: _____

3. Name of Staff [Insert full name]: _____

4. Date of Birth: _____ **Nationality:** _____

5. Education: [Indicate college/ university and other specialized education of staff member, giving names of institutions, degrees obtained and dates of obtainment]:

6. Membership of Professional Associations: _____

7. Publications (Indicate books, research papers and other articles published in reputed journals).

8. Other Training(s): [Indicate significant training since degrees under 5 – Education were obtained]: _____

9. Employment Record: [Starting with present position, list in reverse order every employment held by staff member since graduation, giving for each employment (see format here below): dates of employment, name of employing organization, positions held]:

From [Year]: _____ To [Year]: _____

Employer: _____

Positions held: _____

10. Detailed Tasks Assigned

[List all tasks to be performed under this assignment]

11. Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned

Name of assignment or project _____

Year _____

Location _____

Client _____

Main project features: _____

Positions held: _____

Activities performed: _____

12. Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, qualifications and experience. I understand that any wilful misstatement described herein may lead to my disqualification or dismissal, if engaged.

_____ Date: _____

[Signature of staff member or authorized representative of the staff] Day/Month/Year

Full name of authorized representative: _____

Annexure-IV**PROJECT ACCEPTANCE LETTER
(To be given on Company Letter Head)**

Date: __/__/__

To

Sub: Acceptance of Terms & Conditions of Project.

Name of Project / Work:

Dear Sir,

1. I/ We have downloaded / obtained the Project document(s) for the above mentioned 'Project /Work' from the web site(s) namely:

as per your advertisement, given in the above-mentioned website(s).

2. I / We hereby certify that I / we have read the entire terms and conditions of the Project documents from Page No. _____ to _____ (including all documents like annexure(s), schedule(s), etc.), which form part of the contract agreement, and I / we shall abide hereby by the terms / conditions / clauses contained therein.

3. The corrigendum(s) issued from time to time by your organisation too has also been taken into consideration, while submitting this acceptance letter.

4. I / We hereby unconditionally accept the project conditions of above-mentioned Project document(s) / corrigendum(s) in its totality / entirety.

5. In case any provisions of this project are found violated, then your organisation shall without prejudice to any other right or remedy be at liberty to reject this project /bid including the forfeiture of the full said earnest money deposit absolutely.

Yours faithfully,**(Signature of the Bidder, with Official Seal)**