

Request for Proposals (RFP)

Request for proposals from eligible agencies for delivery training on English Communication to Tribal and Rural Youth Pursuing MA- Rural Management Course, 2024-26

1. About BRLF:

2. The Government of India established Bharat Rural Livelihoods Foundation (BRLF) as an independent society under the Ministry of Rural Development. BRLF was established to upscale civil society action in partnership with the central and state governments to ensure better implementation and outreach of government schemes and programs in collaboration with civil society organizations. Working in collaboration with civil society organizations with a local presence, BRLF ensures that the desired results are produced through the right strategies and efforts.

For more information, visit <https://www.brlf.in/>

3. Background:

BRLF and Shiv Nadar Institute have entered into an MoU dated June 26, 2023, to support deserving tribal and rural youth in pursuing higher education under the MA-Rural Management Program. The first batch of the course for the academic year 2023-25 was launched successfully last year with 35 program learners. BRLF is preparing to commence the second academic year 2024-26, with an estimated enrolment of 40-45 program learners in June 2024.

Many program learners enrolled in the MA-Rural Management Program comes from rural background and have had limited exposure to English, with previous education primarily in Hindi and/or regional languages. Consequently, program learners face challenges in English communication, including reading, writing, and speaking, which can impact their understanding of the curriculum and workplace readiness. Hence, BRLF seeks proposals from reputed agencies to deliver learning modules in English Language communication for program learners pursuing the MA-Rural Management Program (2024-26 Batch) at Shiv Nadar University Campus.

4. Key information for proposals

- Current level of learning: Basic to Intermediate
- No of Program learners: 45
- Mode of training: Online for the first two months (June and July 2024) and on-site at the SNU campus in Greater Noida for the subsequent three months (August 2024 – October 2024).
- The online learning component must include input sessions, assignments and assessments for all learners.
- BRLF-SNU will approve the curriculum design at the beginning of the contract.
- BRLF and SNU shall review the performance of the consulting agency based on the online learning component at the end of June 2024 for confirmation of the contract for the remaining academic year 2024-25.

- The offline classes are required to be conducted on-site and in-person at the Shiv Nadar University (SNU) campus in Greater Noida.
- The proposal must contain the session plans, assessment criteria and techniques, expected learning outcomes, and pedagogical details for the proposed training curriculum.

5. Scope of Work (Terms of Reference):

- 4.1. Designing a training program focused on capacitating the learners in English Language Communication.
- 4.2. Teaching the basics of reading, writing, and speaking the English language should receive specific emphasis.
- 4.3. Develop content, reading material, assignments and assessments to be used for formative evaluation of learners during the implementation of the training curriculum.
- 4.4. Design and hold learning spaces that improve program learners' verbal and non-verbal communication abilities.
- 4.5. Nurturing/ mentoring confidence in learners for English language communication through interactive practice sessions.
- 4.6. Managing and facilitating assessments, and maintaining assessment records of all learners.
- 4.7. Progress tracking of activities and assessment performance of each student for review and monitoring.

6. Deliverables:

- 5.1. Reading material and detailed session content designed for the training.
- 5.2. Process recordings of pedagogical design for each session including Group exercises and practice session material for the program learners.
- 5.3. Assessment details for each student at a pre-determined frequency based on the design and key milestones embedded in the curriculum.
- 5.4. Submission of monitoring and evaluation reports of the training program monthly, quarterly and annually.

7. Timeline

The duration of the course curriculum is 20 weeks spread across 5 months starting from June 2024, subject to satisfactory completion of deliverables. BRLF would ensure that requisite support for training premises is made available to the agency at the time of in-person training delivery.

8. Information to Consultants for submitting Proposal:

Eligibility Criteria for evaluation of the proposals:

- The agency must be familiar with the design and delivery of similar training programs. Preference will be given to the agency which has previous experience working with tribal or rural youths.

- The agency would have to provide a technical proposal in response to the RFP detailing the approach and methodology for delivering the assignment.
- Proven professional experience designing similar training programs, specifically for the professional development of tribal youth will be preferred. Please provide supporting evidence to prove your credentials and details of experience covering the past 3 years for such assignments.
- Proven experience working with national/international development sector organizations and/ or education institutions.
- The organization should have an office in Delhi NCR and the trainers associated with this engagement should be stationed in their Delhi NCR office for seamless operations and on-site training.
- The procurement of services is done on a quality and cost-based selection (QCBS) basis.

The evaluation criteria and marks assigned for each criterion are detailed below:

#	Evaluation Parameters	Score (Max)	Weightage
Evaluation Matrix – Technical			
1	Credentials of the Consultant	15	
2	Experience of having undertaken similar assignments in the past 3 years	15	
3	Sample design layout submitted by the agency along with the proposal	20	
4	Approach, pedagogy and curriculum framework in response to identified scope of work and deliverables in the technical proposal	20	
	Total marks for Technical Proposal	70	
Evaluation Matrix – Financial			
5	*Financial proposal	30	
	Weighted score obtained (out of 10)		
	Total Weighted score (Technical + Financial)		

***Financial Proposal:**

The Financial Proposal should be submitted in the following format.

#	Particulars {Prices to be quoted in INR inclusive of all taxes and charges}	Rate	Unit	Total
1	Content Development Cost			
2	Resource Person Cost			

3	Other (please add)			
	Total			

9. Selection Process of the proposals:

An Evaluation Committee would evaluate the technical and financial proposals. The score for the technical proposal is 70, while the score for the financial proposal is 30. The agency with the highest weighted score on the combined technical and financial proposal would be the contract's lowest substantially responsive bidder. Shortlisted agencies at the technical proposal stage may be invited for presentation before the Consultant Evaluation Committee.

10. Payment Terms:

Payment terms will be defined in the agreement between the BRLF and the agency upon mutual discussion.

11. Please submit the following documents with your technical and financial proposal:

1. Profile of individual/ firm, including its legal status and infrastructure details.
2. Details of Similar assignments undertaken in the past 3 years.
3. A note on the approach and methodology for undertaking the assignment.
4. Cost estimate as per the given format

You are requested to share your technical & financial proposal **separately** by no later than **30th May 2024** at procurement@brlf.in.

Please mention “**Proposal for Delivering Training on English Communication to Tribal and Rural Youth Pursuing MA- Rural Management Course, 2024-26**” in the subject line.

**Only the shortlisted agencies will be called. Proposals received after the deadline i.e. May 30, 2024, will not be considered*.*