

REQUEST FOR PROPOSAL (RFP)

CTTC-Bhubaneswar intends to select agency to conduct impact assessment study & report submission for **MSME-MSDE RPL** training programme. Agencies with requisite qualification and experience may download the detailed terms & conditions from the portal of CTTC-Bhubaneswar (www.cttc.gov.in) and submit the technical bid on or before **05:00 PM** of **Dt.15th March 2020**.



CENTRAL TOOL ROOM & TRAINING CENTRE

(Ministry of Micro, Small & Medium Enterprises, Govt. of India)

B-36, Chandaka Industrial Area, Bhubaneswar - 751024,

E-mail : cttc@cttc.gov.in, Website : www.cttc.gov.in



REQUEST FOR PROPOSAL (RFP)

FOR

CONDUCT OF TRAINING IMPACT ASSESSMENT STUDY & REPORT SUBMISSION FOR RPL TRAINING PROGRAMME

Issuer:

Central Tool Room & Training Centre, Bhubaneswar

B-36, Chandaka Industrial Area, Near Infosys, Po-KIIT

Bhubaneswar, Odisha – 751 024

Phone: 91674-3011701 (50 lines)

Email: cttc@cttc.gov.in

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Brief on CTTC Bhubaneswar :

Central Tool Room & Training Centre (CTTC), Bhubaneswar has been established under the Technical Co-operation programme between the government of India and Denmark as a Govt. of India Society. The management of affairs of the centre rests with the Governing Council constituted by Ministry of MSME, Govt. of India. The centre started functioning in 1991 with the Training department followed by Production in the year 1994. The centre has emerged as one of the pioneer institute & technology centre of world class in India having state-of-the-art machines and equipment.

Background of the RPL Project :

For empowering and upliftment of the state youth, CTTC Bhubaneswar was approved by Ministry of Skill Development and Entrepreneurship (MSDE) for implementing Special MSME RPL training program in which training target of 50,000 by NSDC, New Delhi was sanctioned for training to Rural youth on Pan Odisha basis as per the NSQF approved job role.

The key objective of this project is to undertake Recognition of prior learning (RPL) along with Bridge course and certification of both organized and un-organized workforces working across the state of Odisha. CTTC Bhubaneswar conducts Bridge training along with Recognition of Prior Learning (RPL) as a solution to the skill gap in 09 job roles of various sectors. NSDC, New Delhi monitors the programme for the implementation of RPL and Bridge training.

The centre has completed training of 18000 candidates in the 01st Phase of the project in the following job roles :

QP Code	Job Role Name
AGR/Q1111	Agriculture Machinery Repair and Maintenance Service Provider
AGR/Q1106	Service and Maintenance Technician-Farm Machinery
AGR/Q6701	Solar Pump technician
ELE/Q8101	DTH Set Top Box Installation & Service Technician
ELE/Q6301	Electrical Technician
ELE/Q4601	Field Technician - Computing and Peripherals
ELE/Q8104	Mobile Phone Hardware Repair Technician
SGJ/Q0102	Solar PV Installer - Electrical
SGJ/Q0111	Solar PV Project Helper

Purpose of RPL Impact Assessment Study :

Impact Assessment aims at assessing the effectiveness of the programme post implementation of RPL-Bridge training by CTTC in the FY 2019-20. The data collected as part of the survey should allow for the measurement of the impact of the RPL-Bridge scheme on key socio-economic parameters. The study will be an independent study conducted by a third party agency to give an objective assessment of the impact and to develop case studies in each of the district where training is being implemented by the centre under the project.

The study will focus on the key parameters mentioned below (not limited to):

1. Social transformation
2. Employability
3. Social Status
4. Productivity and Efficiency
5. Knowledge and Skills

Scope of work under the RFP

The selected agency will be responsible for the following :

Preparatory Arrangements :

Agreement with CTTC on the dates of the study, movement plan, logistic support, deployment of key staff and other arrangements. This will also include preparation of tools (questionnaires/forms/templates) as per approval of CTTC.

Recruitment and Training of Field Staff :

Recruitment, orientation of its impact assessment team.

Sample Selection :

The agency should draw a representative sample of 10% of candidates trained in each location. Within this sample following parameters should be well represented :

- a. Job roles for which RPL was conducted
- b. Gender ratio
- c. Block/District where program is implemented

Field Study

Meeting all the relevant stakeholders involved in the RPL Project. Following are some of the key stakeholders in the RPL Training program implemented by CTTC :

1. Trainers
2. Employers
3. CTTC Officials
4. Village/Institution Head where the RPL with Bridge course implemented
5. Assessors
6. Mobilization team

Data points to be captured:

Following data points for the sample defined and through stakeholder's meetings to be captured:

(Note: the below list is not exhaustive, other appropriate parameters to be included) :

- a. Total no. of candidates enrolled, trained and certified under the program.
- b. Candidate profile: Gender, education qualification, age, social group, income etc.
- c. Analysis: Pre and Post program implementation.
- d. Income change (if any).
- e. Feedback.
 - i. Candidates feedback on effectiveness of training.
 - ii. Post training employment opportunity and feedback of employers
- f. Develop appropriate questionnaires/ forms/templates for data collection
- g. Data Entry
- h. Prepare case studies: Identification of champions among the candidates trained and capture their lives transformation in form of a case study. The agency will be responsible to work out at least 2 case studies per district. These case studies will be showcased as impact stories of the program.
- i. Data Analysis: Analysis of data using appropriate tools and software.
- j. Preparation of Reports: Preparation of reports and presentation in the desired format to CTTC.

Duration of Engagement

The impact study is to be completed within 2 months from the date of agreement between CTTC and Selected Agency. The impact study should include minimum 30 days of field tour and information collection, interview of the trainee successfully completed training, field visit report and analysis. The final report, result sheets along with the complete data set for each survey shall be submitted within the stipulated 2 months period along with suggestions and improvements for the project.

Key deliverables

SI No.	Key Activity / Deliverable	Details	Week from Date of contract award
01	Work Plan for Report preparation approved by CTTC	Detailed work plan using a Gant Chart for all key activities clearly indicating responsibility and timeline, details of the core team and field teams being deployed, training and logistics arrangements made, etc.	01
02	Approved Sampling plan	Detailed document on the methodology to be adopted for sampling, methodology and other details.	01
03	Details of core team and field team	Details of the core team and list of field investigators shall be submitted by the selected agency to CTTC for information and approval.	01
04	Field Manuals and Guides	Creation of Field manuals and guides for impact assessment.	02
05	Field work completion update	Update to CTTC on completion of Field work as per approved plan, videos of success stories/ candidate testimonials, benefits to candidates.	06
06	Update on preliminary report prepared for the impact study	Update on progress of data cleaning and data entry along with submission of compiled preliminary database & report to CTTC for analysis and approval	07
07	Draft Impact Assessment Report	Draft Impact assessment report in electronic form and presentation on key finding of the project	07
08	Final report after due revision	Submission of final impact study report to CTTC incorporating the feedback of CTTC in Electrical and Physical form.	08

Note : The agency will be responsible for all study related travel including field travel and food and accommodation for the field staff throughout the contract. The agency should also provide regular feedback about the progress and the status of assessment survey, issues therein and inputs based on field assessment, as and when available.

Ownership of Data and Reports

The ownership of the outputs and deliverables of the study shall be CTTC Bhubaneswar only. The agency awarded contract will have no right to claim the assignment or its outputs. Any report / document/ material produced as part of the assignment shall be deemed to be the property of CTTC only and the agency will not have any claim over such outputs and will not use or reproduce the contents of the documents without the explicit written permission of the CTTC Bhubaneswar.

Eligibility Criteria

Entities eligible to be empanelled by CTTC Bhubaneswar for Impact Assessment Study shall be any Registered firms/Society/Trust/Companies having the following :

- a) Proven experience in at least 02 projects of similar nature during the last 03 years and proof of the project completion.
- b) Must have a substantial research infrastructure to support field bases data collection and archiving of the data.
- c) Must have dedicated human resources with relevant experience in field study, supervision data enumeration and project management.
- d) Should have valid PAN and GST number.

Procedure

CTTC Bhubaneswar will evaluate the technical and methodology proposal received as on RFP closing date. The Technical evaluation will be based on profile and track record of agency, past experience of similar nature & magnitude. Only the technically qualified proposal will be considered for financial bid.

Terms and Conditions

- ❖ CTTC reserve its right to accept or reject any or all proposals without citing any reasons.
- ❖ Cancel the process at any time without any liability and assigning the reasons thereof
- ❖ CTTC reserve its right in case progress of the assignment is not satisfactory the remaining job may be assigned to other agency(s).
- ❖ CTTC representative will conduct field visits at regular intervals for quality control systems.
- ❖ RFP should be submitted as per the enclosed Performa giving details of work – Experience and other relevant information.
- ❖ Any decision of the CTTC selection committee will be final.
- ❖ The firm shall not have been blacklisted from any government organization or corporate since its inception and **shall submit a Declaration regarding the same.**
- ❖ Agency should preserve the data of the project as per guideline.
- ❖ Please note empanelment awarded to any agency does not mean allotment of the target. CTTC will allot the work on project need-based.

Submission of Proposals

Interested agency/parties may submit their duly signed proposals authorized to sign on behalf of the Bidder as per format (Annexure I) & Technical Bid in all respect and delivered to **General Manager(I/c), Central Tool Room & Training Centre (CTTC), Bhubaneswar, B-36, Chandaka Industrial Area, Po-KIIT, Bhubaneswar, Odisha – 751 024** on or before **15.03.2020 up to 05:00 P.M** in a sealed envelope with clearly mentioning on the top of it “PROPOSAL FOR TRAINING IMPACT ASSESSMENT STUDY & REPORT SUBMISSION FOR RPL TRAINING PROGRAMME”.

The technical proposal should include the following :-

1. Details of working experience in the area of Impact assessment and Study for RPL training or any other Skill activities of similar nature under any other project.
2. The organization should have complete geographical knowledge of the Odisha locations including experience of working in rural clusters.
3. Brief write-up on the methodology for implementation of the RPL Impact Study for CTTC Bhubaneswar.
4. Any other information to support the eligibility.

TECHNICAL PROPOSAL

(On Company Letterhead)

1. Information about the Bidder

SI No.	Description	Information to be filled by the Bidder
01	Name of the Organization/ Agency	
02	Legal status / entity of the agency (i.e. the agency is a Proprietorship / partnership / Private Ltd./ NGO)	
03	Address of the Organization/Agency with telephone Nos. (Registered Office only)	
04	Contact Person details with telephone no., mobile no, email id and website details	
05	Date of Establishment	
06	GST & PAN No.	
07	Years of Experience (in organizing similar jobs)	
08	Annual average turnover in the last three financial years (Turnover statement by a certified CA firm must be enclosed)	

2. Details of Qualified Staff identified under the project

List in the below table and provide complete resumes of all staff to be involved in the proposed project

S. No.	Name of Staff	Length of Association (in years)	Educational Qualifications	Key area/s of Expertise	Relevant Experience
1					

3. Methodology to implement the Impact Assessment Study project.

DECLARATION

I / we hereby certify that the terms and conditions given with the RFP notice & document have been read carefully and acceptable to me/us and that the information furnished above is full and correct to the best of by / our knowledge. I / we understand that in case any information provided above are found to be false at any stage, our Organization / Agency will be blacklisted / debarred by you and will not have any dealing with your organization in future.

Place :

(Signature of the authorized signatory)

Date:

(Seal)