

REQUEST FOR PROPOSAL (RFP) FOR QUALIFICATION & CURRICULUM DEVELOPMENT



APRIL 25, 2023

CENTRE FOR STANDARDS AND QUALITY ASSURANCE
MEDHAVI SKILLS UNIVERSITY (SIKKIM)

Request for Proposal (RFP) for Qualification Development for Medhavi Skills University (MSU)

Medhavi Skills University (MSU) invites Organisations/Consultants for developing Qualifications/ Curriculum for different sectors to improve the learning of trainees undergoing skill-integrated higher education programs offered by MSU.

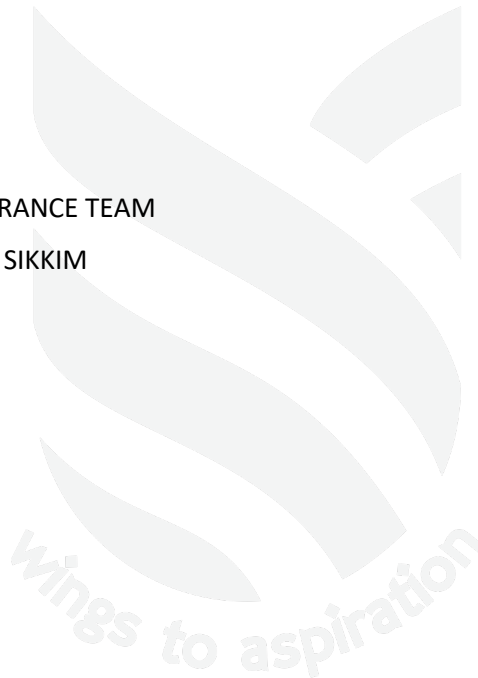
Prospective Organisations/ Consultants who meet the pre-qualification criteria may upload their Request for Proposal (RFP) with all the necessary documents along with the covering letter duly signed by an authorized signatory email on or before ~~20th May 2023~~ **by 1730 hours¹ in the following link:**

[Last Date to submit RFP has been extended till 15th June 2023.]

<https://forms.gle/r4nnqJvWizGuJiKKA>



FOR
STANDARDS & QUALITY ASSURANCE TEAM
MEDHAVI SKILLS UNIVERSITY, SIKKIM



¹ MSU reserves the right to extend the date of submission.

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Part I - General Terms

1. Objective of this RFP

The Objective of this RFP is to select organisations/consultants who would be responsible:

- To identify the evolving gaps and propose new areas for development of short term and long term programmes to support employability and entrepreneurship opportunities for the youths.
- To develop Short Term Courses, Qualifications, along with their respective National Occupational Standards and related documents (as mentioned in **Part II, scope of work**). These courses and qualifications can be from various sectors, as per the demand of the current industry trends along with focus on future skills and future-of-work, and should not be already overlapping or existing in the National Qualifications register maintained by NCVET (www.nqr.gov.in)
- To develop curriculum structure for Diploma and Degree programmes and detailed syllabus of credit-based courses for specific sectors towards the realization of outcome-based skill-integrated higher education.
- To create and curate repository of content (videos, presentations, quizzes, reading materials) for LMS
- To share the details of the scope of work entailed as part of this proposed partnership between the organisations/ consultants and MSU.

2. Authority Issuing the RFP

- This RFP is issued by Medhavi Skills University, Sikkim (MSU).

The decision of MSU with regard to the shortlisting of organisations/ consultants through this RFP will be final and MSU reserves the right to reject any or all the RFPs received without assigning any reason.

3. Tentative Calendar of Events

The following table indicates important milestones and timelines for the completion of bidding activities:

S. No.	Milestone	Date
1	Release of Invitation of RFP	26-Apr-2023
2	Submission queries by the prospective Organisation/ Consultant	03-May-2023
3	Clarifications by MSU for the questions raised	06-May-2023
4	Last date for submission of RFP	20-May-2023
5	Opening of RFPs and finalization of Applicants for Presentation	22-May-2023
7	Presentation to MSU by shortlisted Organisations/ Consultants	26-May-2023
8	Selected Organisations/ Consultants to be informed	28-May-2023

[Last Date to submit RFP has been extended till 15th June 2023.]

4. Availability of RFP Document

Invitations for RFP can be downloaded from the MSU website <https://www.msu.edu.in/>. All prospective consultants/organisations are expected to carefully read all instructions, forms,

terms, requirements and other details in the RFP. Failure to furnish the complete information sought in the RFP documents or submission of a proposal not substantially responsive to the RFP will be at risk to the prospective organisation/consultant and may cause rejection.

5. Venue and Deadline for Submission of RFP

The soft copy of the proposals in their complete form in all respects as specified in this invitation of RFP must be submitted to MSU at the form link given below by 20th May, 2023.

<https://forms.gle/r4nnqJvWizGuJiKKA>



In case any technical difficulty, the response should be submitted in a single PDF file and mailed to the below email ID with relevant contact details.

contact@msu.edu.in

For queries / clarifications please mail a list of queries to contact@msu.edu.in and CC to jassi@msu.edu.in / gopal.cm@msu.edu.in

MSU may at its discretion extend the deadline for submission of a proposal by issuing an addendum to be made available on the website <https://www.msu.edu.in/>.

Wings to aspiration

Part II – Background and Scope of Service

1. About MSU

Medhavi Skills University is one of the leading Skills Universities in India pioneering in the convergence of the skilling ecosystem with higher education, in line with the new National Education Policy, 2020 (NEP 2020). MSU, as a state university, was established with the passage of an Act in the Sikkim State Legislative Assembly and is UGC recognized. MSU is the first of its kind pioneering university model, where corporates/industries are the stakeholders and influencers in curriculum design, programme delivery, practical skills training, on-job-training, apprenticeship, etc.

Our skill-integrated evolution, progression, and productivity in line with the objectives of the Skills University have further empowered us with recognitions to support our initiatives e.g.;

- MSU is a recognized **Awarding Body** under **National Council for Vocational Education & Training (NCVET)**, a regulatory body of Government of India for maintaining quality and standard in skills education.
- MSU is empanelled with the **Directorate General of Training (DGT)** to undertake **Work Integrated ITI (CTS) courses** under the Flexi MoU Scheme of DGT under the aegis of **Ministry of Skill Development & Entrepreneurship (MSDE)**.
- MSU is an anchor university partner with **National Skill Development Corporation (NSDC)** to promote **Work Integrated B. Voc. Degree programmes** through its training partner network
- MSU has been appointed as the **Project Management Unit (PMU)** of **NSDC International** for the overseas mobility of candidates.

MSU is committed to catering to the need of the hour to prepare the youth to tackle the agility and volatility of the future workspace. To this mission, co-working with leading industry partners within and outside of India to design and implement demand-driven programmes embedding On-Job- Training/ Learning in the Industry is our priority.

2. Scope of Work

A. Short Term Course / Qualification Development

The scope of work would include:

1. Identification of gaps and propose new occupations in the sectors listed below where there is a demand for skilled manpower in the industry and which are aspirational for the youths of school education / skill education/ higher education/working class.
 - a. Future Skills
 - b. Phygital Future
 - c. Heritage and Culture (Indian Knowledge System)
 - d. Liberal Arts and Digital Innovations
 - e. Education and Life Long Learning
 - f. Future Mobility
 - g. Power and Green Energy
 - h. Sustainable Development
 - i. Management and Leadership
 - j. Manufacturing
 - k. IT/ ITES

- l. Electronics
 - m. Healthcare and Paramedics
 - n. Retail and Logistics
 - o. Tourism and Hospitality
 - p. Sports, Fitness, and Nutrition
 - q. Beauty, Wellness, and Personal care
 - r. Banking and Financial Services
 - s. Telecom
 - t. Food Processing and preservation
 - u. Construction, Design and Real Estate
 - v. Environment and Disaster Management
 - w. Any specific courses for the development and upliftment of specific culture / geography / demography.
 - x. Any course which has clear international demand and migration pathways for international mobility.
2. Ensure that the occupation has not been adequately covered in any of the qualifications existing in NQR. (<https://www.nqr.gov.in>)
 3. Develop qualifications for the occupations shortlisted/finalised by MSU team from the proposed ones and prepare the necessary documentation as prescribed by NCVET. This will include:
 1. Qualification File (Q- File)
 2. National Occupational Standards (NOS)
 3. Model Curriculum (MC)
 4. Occupational Map and Progression Pathways
 5. Equipment List
 4. Gather 20 Industry validations for each of the qualifications from the respective stakeholders. For new age emerging qualifications, where there is a justification, a lesser number of validations can be agreed upon.
 5. The qualifications shall be accompanied by other supporting documents as required for the approval process. The supporting documents include:
 - a report stating the need for the qualification based on primary or secondary research. This should include:
 - Overview of the Occupation
 - Demand and scope in the market
 - Key task areas and various job roles under the occupation
 - Existing training and educational opportunities
 - Need for skill development and certification in the occupation
 - qualification file as per template specified by NCVET
 - A summary of each qualification in excel and presentation slide for the same
 - stakeholder engagement evidence
 - 20 validations in the format prescribed by NCVET

The latest templates have to be taken from NCVET at the time of development. The current versions can be viewed from the following website:

<https://www.ncvet.gov.in/qualification-approval>

Quotations may be submitted in accordance with **Annexure 2** attached.

B. Long Term Programmes (Degree/Diploma) and Curriculum Development

The scope of work would include:

1. Develop the programme structure as per the curriculum framework of MSU in the following sectors, matching to the ongoing and future requirement of the industry
 - a) Manufacturing Technology
 - b) Retail and E-commerce
 - c) Logistics
 - d) Healthcare and Paramedics
 - e) Management and Commerce
 - f) Hospitality and Tourism
 - g) Banking and Finance
 - h) Information Technology
 - i) Design and Fashion
 - j) Beauty and Wellness
 - k) E-mobility
2. Prepare outcome-focussed detailed syllabus of the credit-based courses in the format issued by MSU, with clear mapping of outcomes.
3. Prepare the necessary documentation as prescribed by MSU. This will include:
 - Programme Structure (overall)
 - Progression Pathways (overall)
 - Detailed Syllabus (course wise)
 - Learning Outcomes and Assessment Criteria (course wise)
 - Assignments and Quizzes (course wise)
 - Equipment List (course wise)
4. Preparation of content (videos, presentations, quizzes, reading materials) for LMS
5. Gather reviews and feedbacks for each programme from at least 5 Industries.

Part III – Bidding Terms and Pre-Qualification Criteria

1. Conditions of the Issue of RFP

- RFP is not an offer and does not carry any commitment to engage with the organisations/consultants who submit the same or any other commitment related thereto.
- MSU reserves the right to withdraw this RFP and change or modify any part thereof at any stage if MSU feels that such action is in the best interest of the MSU.
- Timing and sequence of events resulting from this RFP shall be determined by MSU.
- Each applicant shall submit only one proposal against this RFP.

2. Language of RFP

The language of the RFP is English

3. Pre-Qualification Criteria

The invitation for bids is open to all entities in India that fulfil pre-qualification criteria as specified below (Annexure 3): -

- a) **Organisations** registered under the Companies Act or Societies Registration Act or registered as a Trust, as LLP or under Shops and Establishment Act (in the case of professionals) and is active and operational continuously anywhere in the country for the last three years the date of application.
Or

Individual Consultants

- b) The organisations/consultants should have a minimum of 3 years of experience in the development of qualifications or development of Outcome-based curriculum for higher educational institutes/ Ed-tech companies, and National Occupational Standards and related documents (as mentioned in **Part 2A, scope of work**) development. The brief of the process and process flow of Qualification , NOS /Curriculum, Detailed Syllabus / Content and allied material development may be filled in annexure 5A,5B,5C as applicable.
- c) The prospective organisation/consultant should have Subject Matter Expertise in the proposed core domains.

4. Evaluation of RFP and Selection of Organisation/ Consultants

Evaluation of RFP shall be done on the quality and cost basis as per the following process:

- **Phase 1:** Desk evaluation and shortlisting of the organisations/consultants. See Annexure 7 for weightage
- **Phase 2:** Presentation/discussion with the shortlisted applicants as per the schedule prepared by the MSU. The presentation shall be inclusive of the plans and processes in terms of outline planning, SME, industry connects, instructional designing, monitoring and editing, proofreading and designing showing timelines.
- **Phase 3:** Selection of the organisations/consultants based on results of previous phases
- **Phase 4:** Evaluation of quotes of organisations/consultants that have cleared the technical evaluation. Selection of organisations/consultants that have provided the Lowest quotes.
- **Phase 5:** Issue of PO

Please note that MSU reserves the right to hire more than one organisations/consultant for this work, based on their area of expertise.

5. Payment Terms

25% advance on issue of Purchase Order

Remaining 75% on completion of the work

6. Check List for RFP Submission

Applicants should ensure that the following documents are submitted with documentary evidence while submitting the completed RFP:

- For Proposing Organisation – Annexure 1A, 2, 3A, 4, 5A/5B/5C/Any 2/All (as applicable), 6 and 8; For Individual Consultants – Annexure 1B, 2, 3B, 4, 5A/5B/5C/Any 2/All (as applicable), and 6.
- Copy of the registration document of the organisation; CV and credentials of consultants and any recommendations or appreciation received for qualification development work.
- Copy of PAN/TAN and GST Certificate
- Copy of audited balance sheet for the last 3 years (for organisation); 3 years ITR (for consultants)

Part IV – Annexures / Format

Annexure 1A – Eligibility Confirmation for Organisations

Name of Organisation: _____

Address: _____

Contact Number: : _____

Email Id: : _____

Eligibility Confirmation and Information	Response
1. What year was your firm/organization established?	
2. In what province/state/country is your consultant/organization established?	
3. Has your organization or any of your sub-consultants ever been terminated, suspended, debarred or blacklisted by NCVET, NSDC, any other Awarding Body or Government body? If YES, please describe in detail in a separate sheet, as necessary.	Yes ____ /No ____
4. It is MSU's policy to require that the organisations/consultants and their sub-consultants observe the highest standard of ethics during the selection and execution of contracts. In pursuance of this policy, MSU defines the terms outlined in this footnote. ² Confirm that Organisation/ Consultant and its Sub consultants will not engage in any corrupt, fraudulent, collusive, or coercive practices in competing for this RFP and observe the highest standards of ethics as per MSU policy on the subject during the selection and execution process.	Confirm: Yes ____ /No ____
5. Confirm that your organization possesses all the eligibility requirements as stated in the RFP issued by the MSU.	Confirm: Yes ____ /No ____
6. Confirm that you have read and accepted the General Terms and Conditions included in this RFP.	Confirm: Yes ____ /No ____

By signing the Proposal on behalf of _____
_____ (Organisation), I also certify that all information stated here and in the Proposal is accurate and true and that signing the Proposal is within the scope of my powers as _____ (Designation).

Signature of Authorised Signatory

Name: _____ Seal/Stamp

Date:

² "corrupt practice" is the offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party; "fraudulent practice" is any act or omission, including misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain financial or other benefit or to avoid an obligation; "collusive practices" is an arrangement between two or more parties designed to achieve an improper purpose, including to influence improperly the actions of another party; "coercive practices" is impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party;

Annexure 1B – Eligibility Confirmation for Consultants

Name of Consultant: _____

Address: _____

Contact Number : _____

Email Id : _____

Eligibility Confirmation and Information	Response
1. Date of Birth?	
2. Educational Qualifications	
3. Years of relevant work experience	
4. Domain of Expertise	
5. Have you ever been terminated, suspended, debarred or blacklisted by NCVET, NSDC, any other Awarding Body or Government body? If YES, please describe in detail in a separate sheet, as necessary.	Yes ____ /No ____
6. It is MSU's policy to require that the organisations/consultants and their sub-consultants observe the highest standard of ethics during the selection and execution of contracts. In pursuance of this policy, MSU defines the terms outlined in this footnote. ³ Confirm that you will not engage in any corrupt, fraudulent, collusive, or coercive practices in competing for this RFP and observe the highest standards of ethics as per MSU policy on the subject during the selection and execution process.	Confirm: Yes ____ /No ____
7. Confirm that your organization possesses all the eligibility requirements as stated in the RFP issued by the MSU.	Confirm: Yes ____ /No ____
8. Confirm that you have read and accepted the General Terms and Conditions included in this RFP.	Confirm: Yes ____ /No ____

I certify that all information stated here and in the Proposal is accurate and true and that signing the Proposal is within the scope of my powers as _____ (Designation).

Signature

Name: _____

Date:

³ "corrupt practice" is the offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party; "fraudulent practice" is any act or omission, including misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain financial or other benefit or to avoid an obligation; "collusive practices" is an arrangement between two or more parties designed to achieve an improper purpose, including to influence improperly the actions of another party; "coercive practices" is impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party;

Annexure 2 - Format for provision of the quotes⁴

S.No	Component	Rate (INR)	Tentative Timeline ⁵			Remarks
			Outline plan	First Draft	Designed Product on approval	
1	Qualification / Curriculum Development with all documentation as prescribed by NCVET / MSU					
1.1	Short Term Training Qualification (Less than 1200 Hours and greater than 200 hours)					
1.2	Long Term Training Qualification (More than 1200 hours)					
1.3	Upskilling/Micro Credential Qualifications (Between 10 to 200 hours)					
2	Online learning Content for qualifications (per 100 hours of technical learning) (Optional)					
2.1	Powerpoints/Videos					
2.2	eBooks/Pdfs					
2.3	eLearning interactive modules					

⁴ Enter relevant columns and give explanatory notes in the remark's column for any difference

⁵ To be given in no. of days

Annexure 3A – Relevant Experience and Expertise of Organisation

1	Name of Agency	
2	Name of Director	
3	Agency Profile in brief including year established	
4	Organisation's total experience	
5	Total Years of experience in Qualification Development	
6	Sectors for which Qualification / Curriculum have been developed	
7	Number of Awarding Bodies/Institutions/Industries worked with for Curriculum/Qualification/NOS/ Content development	
8	Details of Key Personnel with experience and profile. As per annexure 6	
9	Average Turnover in the last three years	

Annexure 3B – Relevant Experience and Expertise of Consultants

1	Name of Consultant	
3	Brief Profile including, educational qualifications and area of expertise	
4	Total work experience outline	
5	Total Years of experience in Qualification / Curriculum/Content Development	
6	Responsibilities /Tasks undertaken for qualification / Curriculum/Content Development development	
7	Sectors for which Qualification / Curriculum/Content Development have been developed	
8	Number of Awarding Bodies worked with for Qualification/NOS/ Content development	

Annexure 4 – Sector / job role / type-wise Qualifications/Curriculum and related document prepared

S. No.	Sector/ Awarding Body/Institute/Industry	Qualification / Programme Name	What Documents Were Prepared (QF, NOS, Curriculum. Content for LMS Etc.)	When It Was Prepared	No. Of Industry Validations Taken (if any)	Approved/ Under Process	Qualification Link On NQR / NSDC / University/ other online source links

Annexure 5A -Process flow chart

Process flow chart⁶ of qualification and NOS development: -

⁶ To include the organisational hierarchy involved in the development of the QUALIFICATION/ NOS. Brief para explaining the process shall also be useful. It is suggested that the flowchart should be realistic and not the production of the guidelines from NSDC/SSC/NCVET

Annexure 5B -Process flow chart

Process flow chart⁷ for programme structure, curriculum , detailed syllabus development for Degree/Diploma programme



⁷ To include the organisational hierarchy involved in the development of the QUALIFICATION/ NOS. Brief para explaining the process shall also be useful. It is suggested that the flowchart should be realistic and not the production of the guidelines from NSDC/SSC/NCVET

Annexure 5C -Process flow chart

Process flow chart⁸ for content development (video, e-book, presentations) to support outcomes

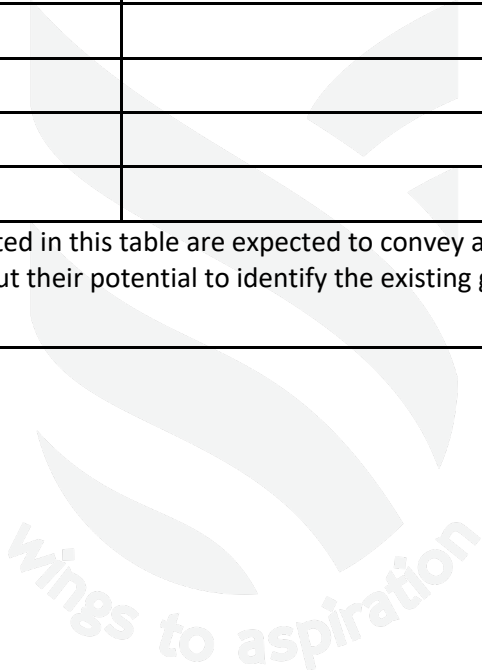


⁸ To include the organisational hierarchy involved in the development of the QUALIFICATION/ NOS. Brief para explaining the process shall also be useful. It is suggested that the flowchart should be realistic and not the production of the guidelines from NSDC/SSC/NCVET

**Annexure 6 – Suggestive List of Qualifications (Short Term Courses)
(applicable to organisation and consultant)**

Sr. No.	Sector	Qualification Title (suggestive only)	Duration (Hrs)	Trainee's Eligibility

NOTE – The qualifications listed in this table are expected to convey an understanding about the organisation/consultant about their potential to identify the existing gaps in the specific sector and propose short term courses.



Annexure 7 - Weightage for shortlisting/selection for qualification development

Technical Evaluation

Sr. No.	Criteria	The weightage (%)
1	Experience of the Consultant	
(a)	Total/overall experience in the development of qualification/curriculum, NOS, content and allied documents	40
(b)	Qualifications	10
2	Methodology/ Management process and work plan	
(a)	Method and flow chart (Annexure 5A,5B,5C) as applicable	20
(b)	Suggestive List of Qualification (Annexure 6)	
5	Presentation by prospective consultant	
(a)	Presentation by prospective consultant	30

Financial Evaluation

Financial Quotations of all consultants that have secured 75% or above in the Technical Evaluation will be compared and the consultants with the lowest quotes will be selected.

Annexure 8 - Team composition, roles, and task assignments (Not Applicable for Consultants)

Name of Staff & Firm Associated With	Area Of Expertise in Qualification Development	Responsibility and Designation for Qualification Development for this Assignment ⁹	Educational Qualification	Experience In the Assigned Job	Name Of the Qualification

⁹ Indicate if the proposed staff is an employee or agent of your consultant/organization or a sub-consultant. If the staff is a Subject Matter Expert who has created/reviewed the Qualification, then share the resume of the SME. You are not required to share the profiles of all SMEs. However, share the SME profiles of at least 4 QUALIFICATIONS.