

Request for Proposal
For
NGOs working in Skill Development & Livelihood Sector
(Code: HCLF/RFP/Uday/200321)

HCL Foundation Invites Proposals from NGOS/ CSR Implementing Agencies for 'Skill Development & Livelihood' theme under the flagship programme 'HCL UDAY'

RfP released by	HCL Foundation
Vacancy code	HCLF/RFP/Uday/200321
Programme name	HCL UDAY
Date of posting	17 th May, 2021
Last Date to Apply	15 th June, 2021
Location	Chennai (Tamil Nadu) & Nagpur (Maharashtra)

ABOUT HCL FOUNDATION:

HCL Foundation (HCLF) was established in 2011 as the CSR arm of HCL Technologies. It is a not for-profit-organization, that strives to contribute towards national and international development goals, bringing about lasting positive impact in the lives of people, through long term sustainable programmes. The foundation aims to alleviate poverty and achieve inclusive growth and development. Active community engagement ensures optimal long-term gains and upward accountability. HCL Foundation works through Life Cycle Based, Integrated Community Development Approach with thematic focus on Education, Health, Skill Development & Livelihood, Environment and Disaster Risk Reduction & Response. Child protective strategies, inclusion and gender transformative approaches remain central in all initiatives of HCL Foundation, thus ensuring comprehensive development.

Presently HCL Foundation is implementing four flagship programmes, namely HCL Samuday & HCL Grant – Rural Development programmes; HCL Uday & Clean Noida – Urban Development programmes and 3 special initiatives - Power of One, Sports for Change and HCL Foundation Academy.

For more details, please visit our website – <https://www.hclfoundation.org>

VISION:

To be the source for sustainable socio-economic and environmental development.

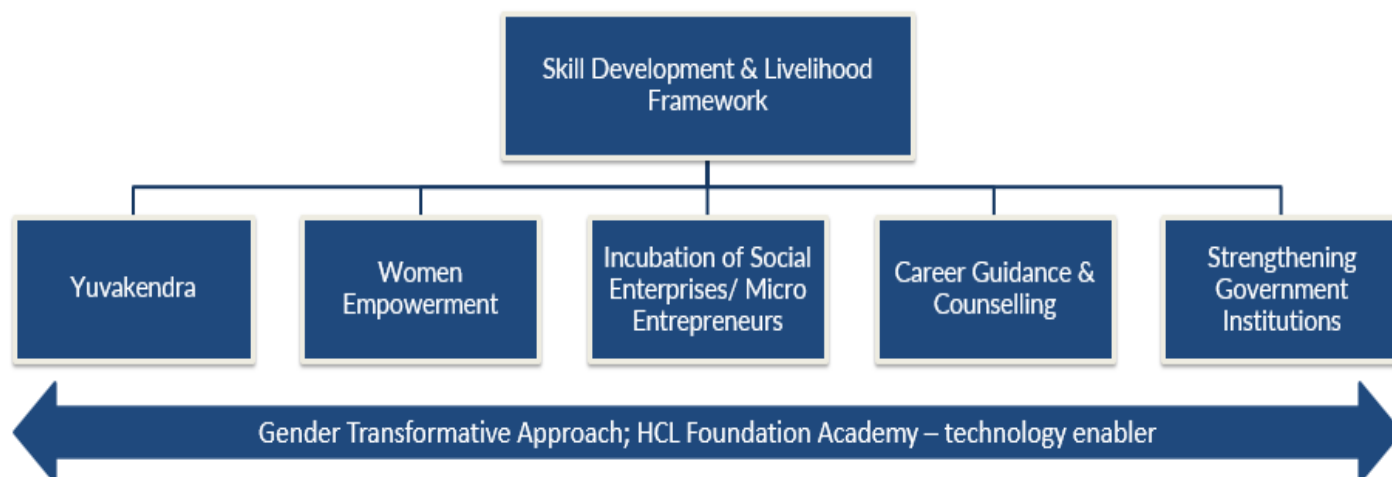
MISSION:

Nurtures clean, green and healthy communities where everyone is empowered and equipped to reach their full potential in partnership with its employees, communities and stakeholders, while promoting volunteerism and establishing international standards of strategic planning, implementation and measuring impact.

Skill Development & Livelihood

India has the world's largest youth population, with 354.4 million people aged between 15 and 29 years (India Labor Market Update, 2016, International Labor Organization – ILO). Despite the economic growth and an increase in general education levels, youth unemployment is a growing challenge, especially among the urban educated youth. Many families/ youth migrating from the rural areas end up living in slum areas (low-income housing) and youth from these households lack access to the resources and opportunities to make a foray into formal sector employment.

The goal of **“Skill Development & Livelihood”** portfolio is to empower youth so that they are able to break the cycle of poverty and lead a life of dignity. The portfolio is further bifurcated in the following five sub-themes-



(i) **Yuvakendras:** Skill Development Centers help in reducing the gap between demand and supply of skilled manpower by providing training in skill development and skill upgradation. The Yuvakendras enhance the vocational skills of youth, by imparting placement-linked and market-oriented skill training with suitable wage/self-employment opportunities.

(ii) **Women Empowerment:** Marginalized sections have a strong desire and capability to break the cycle of poverty. Social mobilization, building institutions and providing alternative income generation opportunities are critical. Facilitation of knowledge, handholding, skill building, access to credit, access to forward and backward market linkages, awareness of rights and entitlements and access to livelihood services stimulate this upward mobility.

(iii) **Incubation of Social Enterprises/ Micro Entrepreneurs:** Facilitating, handholding and nurturing young women and men. Undertaking capacity building, providing seed money and working closely to bring about long term sustainable solutions.

(iv) **Career Guidance & Counselling:** Providing quality career guidance to School/ College students coupled with technical training so as to open their horizon to various career choices and also make them placement ready.

(v) **Strengthening Government Institutions:** Information deficit among school and college goers is common and is further magnified in Government institutional setup. This information asymmetry hinders them from effectively participating in the workforce. Providing career guidance and counselling to students of public schools will prove to be critical for their progress and development. Similarly, strengthening of Government institutions in the vocational space is also the need of the hour. The focus will be on providing resources to existing Government Industrial Training Institutes (ITIs), Polytechnics and Government Institutions which will revamp quality education and improved learning experience.

Since FY 2016-2017, a total of 41,622 youth have been trained under Skill Development & Livelihood portfolio.

PURPOSE OF THIS RfP:

HCL *Uday*'s success is drawn mainly from the 'convergence' model where NGOs, duty bearers, communities and HCL Foundation come together and work towards integrated community development. This project is now in scaling up phase in all cities, where HCL has a presence.

The purpose of this document is to Request for Proposals (RfPs) in line with the standards of HCL Foundation. Respondents are requested to submit their proposals on the basis of detailed instructions given below to set up high impact projects under the HCL Uday Program in the proposed locations using innovative and sustainable models in the given thematic areas.

SCOPE OF WORK:

The scope of work against which the proposals are invited are classified as per Skill Development & Livelihood Framework (see above figure). An NGO/ CSO/ not for profit organization can apply in one or more pillars i.e. (i) Skill Development Centers or Yuvakendras, (ii) Strengthening women collectives, (iii) Incubation of Social Enterprises/ Micro Entrepreneurs, (iv) Career Guidance & Counselling & (v) Strengthening of Government Institutions.

(i) Skill Development Centers or Yuvakendras

Below are the processes which are expected to be undertaken for establishing and operating a Yuvakendra.

- Pre Training Phase
 - Market research and assessment
 - Centre Set Up
 - Recruitment and Training

- Centre and trade affiliation – Sector Skill Councils (SSC) – NSDC, NIOS or any other Government/ University affiliation
- Training Phase
 - Mobilization and counselling
 - Batch screening and registration
 - Trainee induction and classroom sessions – theory and practical
 - Employability skills – life skills, personality development modules
 - Spoken English, Financial Literacy and Basic IT
 - Regular assessments on both technical and life skills
 - Exposure visits, OJT
 - Mock Interviews
- Post Training Phase
 - Interviews and placement support
 - Post placement follow up
 - Employer feedback
 - Facilitating and educating trainees to various government entitlements

The selected partners are expected to strategize depending on the local socio-economic context incorporating the above parameters. Placement of at least 85% of the batch is desired. ***Projects pertaining to setting up Yuvakendras for Persons with Disability (PwDs), transgender, war widows and other such marginalized sections of the community are encouraged.***

Tentative target beneficiaries to be around 300 for a year, this is to be taken as a benchmark and can be modified.

(ii) Strengthening women collectives

Capacity building of community institutions like Self Help Groups, Cluster/ Block/ District Level Federations to be under taken. Below are the suggestive steps which needs to be taken -

- Mobilize women, primarily from poor households, into community groups or identification and strengthening of existing community institutions.
- Ensuring SHGs or Cluster/ Block/ District Level Federations follow NULM/ NRLM/ NABARD norms or any other well defined practices.
- Build linkages of target beneficiaries with economic activities either through skill training or provide avenues in entrepreneurship activities or forward/ backward market linkages.
- Building capacities of the community in financial literacy, adult literacy and other necessary and

relevant modules/ topics.

- Establishing community computer labs in slums for SHG women, their family members and community.
- Facilitating and educating SHG women to various government entitlements

The selected partners are expected to strategize depending on the local socio-economic context incorporating the above parameters.

Tentative target beneficiaries can be 25-30 SHGs or around 300 women for a year, this is to be taken as a benchmark and can be modified.

(iii) Incubation of Social Entrepreneurs/ Micro Enterprises

Some of the important parameters which needs to be considered are –

- An incubator that has an established model of delivery of 3 years or more in the space.
- A minimum of 20 Social Entrepreneurs must have been incubated in the last 3 years.
- The incubation support should be a yearlong.
- There should be at least 200 applications for every 10 Social Entrepreneurs selected.
- The selected Social Entrepreneur should be solving problems in the field of Livelihood, Education, Environment, Health, Sports or Gender equality.
- Incubator should have a robust selection process.
- In the first year of support –
 - 20% of the cohort should show 70% increase in their beneficiary
 - 20% of the cohort should show 70% increase in their organization spend/ funds raised/ revenue earned
- After 3 years, 70% of the cohort to build and scale their model

A cohort may incubate 5-30 Social Entrepreneurs, tentatively in a year. This is to be taken as a benchmark and can be modified.

(iv) Career Guidance & Counselling

Information deficit among school and college students is common and is further magnified in Government setup. This information asymmetry hinders them from effectively participating in the workforce. Providing quality career guidance to School/ College students coupled with technical training so as to open their horizon to various career choices and also make them placement ready. **Tentative target beneficiaries to be Schools/ Colleges (preferably Government run/ aided).**

(v) Strengthening Government Institutions

Working with ITIs/ Polytechnics and other institutions providing Vocational Training to youth or providing Government scheme and entitlements linkages to underprivileged youth.

Location Details

HCL Uday has its presence in 11 cities of India. At present HCL Foundation is inviting proposals for Chennai and Nagpur locations.

Submission Details & Deadlines

Reputed NGOs/agencies may submit proposals as per their strength and area of expertise.

All proposals must be submitted as per 'HCL Uday' and as per the prescribed **Proposal Format** along with **Annexure A (Budget)** and **Annexure B (Gantt Chart)**. All 3 formats can be downloaded from the link below:

[HCL F - Proposal Formats](#)

Budget: Budget must be submitted as per the attached template. Please provide detailed break-up of each line item and all sub-line item costs with clear budget explanatory notes. Any taxes including Service Tax, Sales Tax, Value Added Tax or any other applicable tax, duty, cess or levies, must be quoted separately from the price of goods and services. The terms of payment along with a tentative timeline must also be attached.

Gantt Chart: The Gantt Chart must detail the comprehensive list of activities proposed in the proposal along with a tentative timeline. A sample Gantt Chart can be downloaded from the link above. NGOs/Implementation Agencies may make the required changes in the Gantt Chart as per the activities proposed by them.

Please submit proposals by **15th June, 2021** to arpit.asthana@hcl.com, marshal.k@hcl.com, piyushyashwant.wankh@hcl.com marking hclfoundation@hcl.com in cc.

Proposals must be submitted along with Budget and Gantt Chart ONLY in the formats shared on the link.

Proposals not shared in the given format are liable for rejection. Proposals received after the due date and time will not be considered.

All enquiries regarding this RfP should be made **3rd June, 2021** via email to arpit.asthana@hcl.com

Terms & Conditions

Duration of the project: Duration of the project may vary from 12 months.

Deadline: Proposals received after the designated deadline may be subject to rejection by HCL Foundation.

Validity: Your proposal must remain valid for a minimum of six (8) months from the date of receipt by HCL Foundation.

Negotiations: The most competitive proposal is requested. It is anticipated that the contract will be awarded on the basis of merit of proposal. However, HCL Foundation reserves the right to request responses to questions and conduct negotiations with any potential agency/consultant prior to awarding a contract.

Rejection of proposal: This document is a request for proposals only, and in no way binds HCL Foundation to make an award. HCL Foundation reserves the right to reject any and all offers received and/or to cancel the RFP. HCL Foundation will not be obliged to either inform or provide a justification for rejection of proposals.

Incurring costs: HCL Foundation will not be liable for any cost incurred during preparation, submission, or negotiation of an award for this RFP.

Financial responsibility: Proposals must certify the financial viability and adequacy of resources of the agency/organization to complete the proposed assignment within the agreed time frame and in conformity with the agreed terms of payment. HCL Foundation reserves the right to request and review up to the last three financial statements and audit reports including schedules and annexures, as part of the basis of the award if required.

Brand Alignment: HCL Foundation has set brand guidelines that should be incorporated and followed while demonstrating the Foundation's brand.

Copyright and Patents: HCL Foundation shall be entitled to all copyrights, patents and other proprietary rights and trademarks with regard to the products or documents and other materials which bear a direct relation to or are produced or prepared or collected in consequences of or in the course of the execution of the contract. All plans, reports, recommendations, estimates, documents and data compiled by the service providers under the contract shall be the property of HCL Foundation and shall be treated as confidential. All confidential documents should be delivered to the relevant people within HCL Foundation during the project duration and upon completion.