

THE GENDER PARK (Dept. of Women & Child Development, Govt. of Kerala) A-17, Brahmins Colony Road, Kowdiar P O, Thiruvananthapuram- 695003, Kerala Phone: 0471 2433334, info@genderpark.gov.in	
INVITATION FOR EXPRESSION OF INTEREST FOR SELECTION OF TRAINING PARTNERS FOR CONDUCTING SKILL DEVELOPMENT TRAINING PROGRAMMES FOR YOUNG GIRLS AND WOMEN	
E.O.I. Notice No: GP/98/PL/2021	Dated: 25/03/2022

1. BRIEF INTRODUCTION

The Gender Park is the key organization under the Department of Women and Child Development, Government of Kerala, initiated with the sole objective to promote gender equality and empowerment through gender policy, research, education and social initiatives towards addressing the existing gender gaps in the society.

Expression of Interests (Eoi) are invited by the Gender Park from reputed firms/organizations/agencies that are interested to associate with the Gender Park for conducting skill development training programmes for young girls and women.

2. INVITATION FOR PROPOSALS

The Gender Park invites Expressions of Interest from the eligible Training Organizations (applicants) for Selection with the Gender Park for delivery of training of various skills for women and girls, with the conditions and in the manner prescribed in this Eoi document. The Training Organizations will also be required to work for Developing Skill Assessment Tools, Platform for the applicants to seek training, Learning Management Systems, Creating Employability and any other Skill upgrade related tasks. Work done in these areas should be mentioned under Technical capabilities. Applicants are advised to study this EOI document carefully before submitting the proposals in response to the Eoi notice. Submission of a proposal in response to this notice shall be deemed to have been done after careful study and examination of this document with full understanding of its terms, conditions and implications. The Expression of Interest (Eoi) must be delivered to the address given below by 5 PM on 12.04.2022.

“Chief Executive Officer, The Gender Park Office, A-17, Brahmins Colony Road, Kowdiar P O, Thiruvananthapuram- 695003, Kerala, Phone: 0471 2433334”
info@genderpark.gov.in

3. GENERAL INFORMATION

3.1. Each page of the bid documents should be signed and stamped (company seal) by the authorized signatory. Additional conditions/stipulations/deviations to the requirements and

terms and conditions, if any, must be clearly brought out by the applicant in the deviation statement, The Gender Park reserves the right to consider or reject the same without assigning any reason.

3.2. The submission of the offer will be deemed to imply that the applicant fully understands the Scope of Work involved.

3.3. Incomplete or technically deviated bids will be summarily rejected, without assigning any reason. The bid is liable to be rejected if the applicant submits false information.

3.4. Financial bid should be also given along with the technical bid. But the financial bid will be opened only after evaluation of the technical bid.

3.5 Validity of the bids should be at least 90 days from the date of EoI opening.

4. ELIGIBILITY CRITERIA

The EoI can be responded by Training Organizations from the Training Institutes / organizations in the Government / public sector and the private sector. Training Organizations fulfilling the eligibility criteria and interested in offering their services are invited to submit their interest and provide complete and detailed information on their eligibility and experience in training services.

The applicants should meet the following minimum pre-qualification criteria. Offers from applicants who fail to meet the following minimum criteria shall be summarily rejected and will not be considered for further evaluation.

Sl. No	Pre-Qualification Criteria	Requirement	Supporting documents
1	Registration under Companies Act / as a partnership / sole proprietorship/ Training Institute	Valid registration as a company in existence for a minimum period of 5 years.	The applicant should furnish a Certificate of Registration/Incorporation showing registration more than 5 years ago.
2	Annual turnover	The applicant should have average annual turnover of at least Rs. 2 Crore or above during the financial years, i.e. year, 2018-19, 2019-20 and 2020-21	Audited balance sheets and profit and loss accounts authenticated by the Statutory auditor or firm of Chartered Accountants

3	Total no of corporate and/or Government trainings conducted per year for last three years, ie., 2017-18, 2018- 19 and 2019-20. (2020-21 excluded as many institutions could not conduct training due to COVID- 19)	Minimum 50 Corporate and/or Government trainings covering at least 1000 participants / trainees.	Certificate of completion / other document showing successful completion of the training programs. References (contract details, contact details of customers, completion certificates, customer satisfaction certificate, etc.) for these projects to be provided.
4	Faculty / Resource Persons/ Training Coordinators strength	No. of on-roll faculty/ Resource Persons/ Training Coordinators providing technical trainings including permanent employees, present contractual employees, empanelled subject matter experts	At least 20 such on-roll faculty / Resource Persons/ Training Coordinators providing IT related trainings including permanent employees, present contractual employees, and empanelled subject matter experts.
5	Quality certification	The applicant should be an ISO 9001:2015 / ISO 9001:2008 / ISO 29990:2010certified organization.	Copy of quality certificate. The certificate should remain valid during the selection period i.e. till March 2022). The firm would not be considered for submission of financial bids, if certifications are not valid at that time.
6	Blacklisting / debarring	The applicant must not be blacklisted/ debarred/ suspended/banned by any Ministry/ Department of State or Central Government/PSU on the closing date of this EOI	A Self Declaration stating to this effect is required to be signed by authorized signatory of the agency with seal.

- a. The Gender Park reserves the right to establish the veracity of any documents submitted by the applicant with their customers.

- b. The Gender Park reserves the right to keep any applicant out of the zone of consideration without specifying any reason.
- c. The first stage of selection will be made on the basis of the qualifying criteria specified above.
- d. Once this selection process is complete, financial bids will open.
- e. The Gender Park may decide at its discretion to visit any or all of the vendors' sites during the evaluation of the EOI to better appreciate the capabilities of the Training Organizations.
- f. Notwithstanding the above, the Gender Park reserves the right to ask for any additional credentials / information from any of the vendors during the evaluation as it deems fit.

5. TECHNICAL CAPABILITY OF THE TRAINING ORGANIZATION

The Training Organizations are required to submit the documents which establish their credentials and competency as per the required Scope of Work (Clause 6). Documents for the same should be submitted as per item 2 in Annexure-A.

1. Details of company profile & Strength:

- i. Company background, history and why the proposer is qualified to provide training on particular courses / group courses.
- ii. A description of the firm's / Agency's/ Institution's structure, including CVs of key personnel / trainers.
- iii. Any other documents.

2. Past experience in services executed of similar nature. Applicants must demonstrate their experience by submitting documentary proof. This can be in addition to the required eligibility criteria.

3. Methodology used/capability for identifying beneficiaries, pre-assessment and post-assessment for trainees in Instructor led Trainings.

4. Other Training capabilities – e-Learning, Virtual Classroom, Instructor led training and other formats. Experience in each training format (e-Learning, Virtual Classroom) should be indicated in terms of

- i. No. of trainings conducted.
- ii. No. of years training has been provided in each of the above formats.

5. Capabilities to design and deliver custom content courses for e-learning.

6. The list of own training centres/Franchise training centers for conducting regular technical training courses. If no own permanent centers are available, then capability to organize infrastructure to conduct trainings should be indicated in the offer.

7. LMS/ TNA and Skill upgrade program design/management implementation experience, if any.
8. ISO 27001 certification.
9. Any other document establishing the performance of the applicant in Training services.

6. SCOPE OF WORK (SOW) TO BE PROVIDED BY THE SELECTED TRAINING ORGANIZATIONS

The purpose of the present EOI is to select competent and experienced Training Organizations for conducting skill training programmes to women with career break and for women and girls living in various government shelter homes. Broad course categories/subcategories are given in Annexure-B. Training Organizations can apply for selection even if all course categories listed in this document (Annexure-B) are not available with them.

6.1 The Skill Development programme by the Gender Park aims to narrow down the skill gaps in labour force with special focus on-

a. Skill development for young girls and women who would want re-enter into the market after their reproductive and child care break.

This will be a reskilling and upskilling programme specifically for women who wants to restart their career. Preference will be given to women in difficult circumstances. A dedicated platform has to be created to mobilise eligible women workforce with a career break to reenter the job with right opportunity. The platform will be designed to encourage women who are keen to explore their interests & talent after a long absence from the workforce. The women who complete required course modules in selected tracks will be given assistance in getting a placement. Collaborations will be established to provide an exclusive opportunity for the women to access top companies to restart their career.

b. Skill Development and Training programme for women and girls living in various Government Shelter Homes

The aim is to improve the life of women and girls in Government Shelter Homes so that they could become independent and live a dignified life. Focus of the Skill Development and Training programme should be decided based on the interaction with women and girls living in the homes. By recognising the value of skill training and their benefit to encourage survivors and women to continue living their life with independence. Skill Training Programme will be developed once the interests and assessing the capacity of the women and girls.

6.2 Courses

Classification of Courses:

The classification of courses for Reskill, Cross Skill and Upskill Women Professionals is on the basis of type of content and the level of knowledge imparted through the course. The courses scheduled have been classified into the following four categories.

1. **Basic Level Courses:** The participants appearing in this Category of courses will have to be taught the basics of the specific course.
2. **Intermediate Level Courses:** The participants appearing in this category of courses will have the basic knowledge of the specific course as well as the experience of having worked in the specific technology area.
3. **Advanced Level Courses:** The participants appearing in this category courses will have the intermediate knowledge of the particular course as well as the experience of having extensively worked in the specific technology area.
4. **Specialized Level Courses:** These courses will be conducted for the advanced topics for experienced technical professionals.

6.3 Instructor

a. The instructor should be either on the rolls of the Training Organization itself or should be from an authorized partner/sub-contractor of the Training Organization. However, responsibility for quality of the instructor will lie with the selected Training Organization.

b. The Training Organization is to provide one instructor for each course for imparting training. The instructor should have relevant experience in the field of training / teaching and for the specific course. He or she should be deputed for the entire duration of the course, and should be changed only if required as given in sub para'd' below. Other instructors may assist him / her or impart specialized content if required.

c. The instructors deputed by the Training Organization may be required to give a demo on the specific course in front of the Training Monitoring Team of the Gender Park at least one week prior to the commencement of course.

d. If the Training Monitoring Team of the Gender Park finds an instructor to be inadequately competent at the time of execution of the course, the instructor is to be changed immediately (within one working day) without affecting the flow of the course.

e. The instructor who has been cleared by the Training Monitoring Team for a particular course and has had positive feedback from participants would not be required to give a demo on the same subject for future courses.

6.4 Content and Courseware

- a. The Detailed Course Content and sample Courseware will be provided by the firm for perusal of the Gender Park with minimum 3 weeks in advance of the course. Courseware is to be designed by the firm as per the syllabus for a course.
- b. Final course content will be provided by the firm as based on the inputs of the Gender Park. The firm will submit the same 2 weeks in advance.
- c. The courseware should broadly consist of following: -
 - Suitable handouts with details of steps, tips, best practices and precautions in soft and hard copies. The soft copies will be in Adobe Acrobat format to provide easy navigation between chapters.
 - Lab exercises with ideal answers both soft and hard copies.
 - Suggested textbooks.
 - Slide shows both soft and hard copies, which do not violate copyright of other organizations.
 - Assignments to trainees with ideal answers in both soft and hard copies.
- d. Pre-requisites for the course participants for each course based on the current syllabus will be forwarded (in soft and hard copies) by the firm within one week of award of the training contract.

Selected Training Organizations may be asked for sample course contents at any time to enable the Gender Park to plan its training schedule.

6.5 Training location and venue

6.5.1 Trainings for women and girls living in various Government shelter homes can be held at the Gender Park campus, Vellimadukunnu, Kozhikode. For trainings with venue as the Gender Park campus, necessary infrastructure will be provided by the Gender Park. The installation and configuration of hardware at the campus will be carried out by the applicant prior to the commencement of the course.

6.5.2 Training for women with career break can be held at anywhere in Kerala depending upon the location of training institute. In this case, all infrastructure and installations of hardware should be arranged by the empanelled training institute. At the time of asking for financial bid from the empanelled applicants, the training location should be clearly specified.

6.6 Training duration

Training shall be conducted for 5 days a week, 08 teaching hours a day, excluding one hour for tea and lunch. The training shall preferably be conducted from Monday to Friday. However, in special circumstances, it may be conducted on Saturday / Sunday. In some special circumstances, courses may be conducted for half-days only, which will be indicated at the time of empanelled applicants for future work allocation as per specifications / requirements. Course duration should range from a minimum of 3 months to a maximum of 1 year.

6.7 Training batch size

The maximum strength of participants for all courses is 25. Normally, 15-20 participants would be nominated. However, the courses with smaller number of the candidates can also be planned, as per the requirements. The approximate number of participants of each course will be intimated to the firm one week prior to commencement of course.

6.8 Training methodology

A Training Monitoring Team comprising suitable representatives from the Gender Park and Women and Child Development Department will be formed for monitoring individual courses and their progress, effectiveness etc. Trainings can be Instructor led training (ILT) in a physical classroom, or ILT in a virtual classroom mode, e-learning (Self Learning), or a mix of e-learning and ILT based (hybrid model). The desired model will be specified in the tender.

7. THE SELECTION PROCESS

7.1 Submission of Eols

♣ The Eols should be submitted along with the relevant supporting documents, prepared in English/Malayalam.

♣ Applicants must ensure and undertake that:

- a. All information and statements made in the Eol are true. Any misrepresentation contained in it may lead to disqualification.
- b. Applicants are not involved in any litigation with any Government in India and not under a declaration of ineligibility for corrupt or fraudulent practices.

♣ Eol (Original only) + relevant supporting documents + Softcopy on a non-rewritable CD (if any) must be duly signed using a permanent marker, enclosed and sealed in one cover. The sealed cover containing the technical bid along with the financial bid should be clearly marked ***“EOI for SELECTION OF TRAINING PARTNERS FOR CONDUCTING SKILL DEVELOPMENT***

TRAINING PROGRAMMES FOR YOUNG GIRLS AND WOMEN". This envelope is to be superscripted with the EOI Number, Date and the name of the applicant and submitted to "Chief Executive Officer, The Gender Park Office, A-17, Brahmins Colony Road, Kowdiar P O, Thiruvananthapuram- 695003, Kerala".

♣ The applications received after the due date and time shall be summarily rejected and returned to the applicant declaring as "Late Submission" and the same shall not be opened.

♣ Each copy of the application should be a complete document of good print quality and should be bound properly as a volume. If not properly bound, the Gender Park shall not be in any way responsible for loss of sheets due to inadvertent opening of the document at any stage and that affecting the prospects of the applicant during the evaluation due to loss of these documents. The document should be page numbered and appropriately flagged and must contain the list of contents with page numbers.

7.2 Contents of application

7.2.1 Eligibility Documents

♣ The offer documents must be submitted as per the EOI Annexure-A (1) for eligibility criteria for selection.

7.2.2 Technical Capabilities Documents

♣ The offer should include documents for establishing the credentials / technical capabilities of the Training Organizations as per the EOI Annexure-A (2) for meeting the above scope of work.

7.2.3 The minimum period for training in each discipline should be specified in the Eoi. Similarly, the maximum period would be one year. Hence specify it as 3 months to 12 months according to the discipline.

7.2.5 Detailed Financial proposal

7.3 Evaluation process

An Evaluation Committee will evaluate the applications on the basis of the Eligibility Criteria and Technical capabilities to select suitable Training Organizations for selection. 70% weightage will be given for technical proposal and 30% for financial proposal.

7.4 Selection procedure

7.4.1 Notification of award of selection

♣ The Gender Park will notify the successful applicant in writing or email that the applicant has been selected.

- ♣ The applicant shall acknowledge in writing to the Gender Park, the acceptance of the selection.
- ♣ An MoU will be signed between the selected Training Organization and the Gender Park based on the above Scope of Work.
- ♣ If the selected agency desert or deviate from the programme after the signing of the MoU, a quantum of fine will have to be paid.

Sd/-
Chelsasini V IAS
Chief Executive Officer

Annexure-A

1. Documents Required in Support of Qualification Criteria

Qualification Criterion no.	Documents to be Submitted
1	Certificate of Registration/Incorporation. (Government agencies should provide necessary Memorandum of Association / Government order).
2	Audited balance sheets and profit and loss accounts authenticated by the Statutory auditor or firm of Chartered Accountants for turnover. Not applicable for Government/Public sector agencies.
3	Certificate of completion / other document showing successful completion of the training programs. References (contract details, contact details of customers, completion certificates, customer satisfaction certificate, etc.) for these projects to be provided for the required number of training days as per the eligibility criteria.
4	Proof for at least 20 such on-roll faculty / Resource Persons/ Training Coordinators providing IT-related trainings including permanent employees, present contractual employees, and empanelled subject matter experts. CV of at least 10 key resources personnels should be presented. Copy of their Aadhaar Card also be attached.
5	Copy of quality certificate (ISO 9001:2008 / ISO 9001:2015 / ISO 29990:2010)/ISO 27001- not applicable for Government institutes / agencies
6	A Self Declaration stating – for not being blacklisted / debarred- is required to be signed by authorized signatory of the agency with seal.
7	Signed copy of Selection document.

2. Documents Required in Support of Technical Capabilities

S.No.	Documents to be Submitted
1	Details of company profile & Strength: <ul style="list-style-type: none">• Company background, history and why the proposer is qualified to provide training on particular courses / group courses.• A description of the firm's / Agency's/ Institution's structure, including CVs of key personnel / trainers
2	Past experience in services executed of similar nature. Applicants must demonstrate their experience by submitting documentary proof. This can be in addition to the required eligibility criteria.
3	Methodology used/capability for pre-assessment and post-assessment for trainees in Instructor led Trainings.

4	<p>Other Training capabilities – e-Learning, Virtual Classroom Instructor led training and other formats. Experience in each training format(e-Learning, Virtual Classroom) should be indicated in terms of:</p> <p>No. of trainings conducted</p> <p>No. of years in providing Trainings in the above formats</p> <p>The above should be supported with suitable documents</p>
5	Documentary evidences for Capabilities to design and deliver custom content courses for e-learning.
6	<p>The list of own training centers/ATC/Franchise training centers for conducting regular technical training courses in Kerala</p> <p>If no permanent centers of own, then capability to organize infrastructure to conduct trainings should be indicated in the offer</p>
7	Documentary evidence for LMS/ TNA and Skill upgrade program design/management implementation experience, if any
8	Copy of ISO 27001 certification, if available
9	Any other documents to establish Technical capabilities
10	Detailed financial proposal
11	Termination and penalty clause

Annexure-B

Proposed Training Areas – Indicative List

a) Reskilling, Cross Skilling and Upskilling Women with Career Break

Sl. No.	Major Area	Sub -Area (Indicative)
1	System Administration	HP, IBM, RHEL, Microsoft, Virtualization etc.
2	RDBMS and Related products	Oracle, Sybase, DB2, Postgres, Replication tools etc
3	Analytics	Big Data, Hadoop and Spark, Data Analytics languages/tools:R, Python, Machine Learning etc.
4	Design Methodology and Architecture	Agile Design Methodology, Cloud ready applications-Design Methodology and Architecture, Container architectures and tools (Open stack etc.), SOA Architecture etc.
5	Project Management	Project Management training etc.
6	DR and BCP	Concepts, Implementation, processes, DR and BCP (DC-DR Network Technology)
7	Development Platforms	Advanced Java, Mobile development -Android, iOS development, HTML 5.0, J2EE, node.js, responsive design, Secure Application Development etc.
8	Integration Platforms	Tibco, API Gateway etc.
9	Application Servers Administration	Weblogic, WebSphere, JBoss etc.
10	Network	Migration and transition from IPv4 to IPv6, Troubleshooting Routing in wide area network, Network Virtualization Platform for data centers, QOS (Quality of Service) management in network, Datacenter cabling standards, Troubleshooting Switching in Datacenter and LAN network etc.
11	Quality and Process Improvement	Software Sizing and Estimation, ISO 9001 Implementation Training, IEEE standard Documentation, Requirement Gathering, Testing - Principles of Software Testing and Test Design, Test Management - Managing the Testing Process, Test Executions and Defect Tracking etc
12	Security	Information Security Management System Auditor Training, ISO 27001 Implementation, Certified Ethical Hacking, Securing Network devices, EC-Council Certified Security Analyst, PCIDSS awareness training, Vulnerability Assessment and Penetration Testing(VAPT) - Architecture Review, Device

		Auditing, Configuration Review - Nipper, Firewall – Rule Based Auditing, Securing Network devices etc.
13	Datacentre	Power and cooling for datacenters, DCIM systems, cabling standards, etc.
14	Soft Skills	Presentation skills, Team Working, etc.
15	Basic IT skills	Office Automation software etc.
16	UI/UX	Design and development of user interface

b) Skill development and training programme for women and girls living in various Government shelter homes.

Sl. No.	Major Areas	Sub -Area (Indicative)
1	Digital Marketing	Google digital marketing courses, Diploma in Digital marketing , Social Media marketing, Google Ads certification etc.
2	Interior Designing	Interior Design & Decoration, Space Management
3	Fashion Designing	Diploma in Fashion Designing, Boutique Management
4	Vedio Editing	Film editing courses and videography courses
5	Teaching	Pre-primary Teachers Training course , Diploma in Elementary Education, Bachelor of Education, BEd in Special Education etc.
6	Content Writing	Advanced Content Writing courses in Medical writing, Research Writing, Academic Writing etc.
7	Beautician and Makeup	Diploma in Beautician, Makeup Artist courses , Courses in Cosmetology, Skin, Hair, Makeup, Salon Management etc.
8	Graphic Designing	Diploma in Advertising and Graphic Design
9	Yoga Instructing	Yoga Therapy Certification, Advanced Yoga TTC, Pregnancy Yoga TTC, Weight loss coach certification, Certificate in Yoga Therapy Assistant etc.
10	Cooking	Diploma in Culinary Arts, Diploma in Hotel Management, Diploma in Professional Cookery, Diploma in Hotel Operation etc.
11	Computer Courses	Short-term courses in Information Technology , Office Automation, DEO, DCA, DDTP, DCFM, Computer Languages Courses etc.
12	Foreign Language Courses	Mandarin, French, Spanish, German, Russian etc.
13	Jeweler Designing	Diploma in Jewellery Design

14	Art & Craft	Diploma in advanced painting, Diploma in performing arts, Diploma in fine arts etc.
15	Sports/ Fitness	Certified Fitness Instructor, Certified Personal Trainer, Diploma in Sports nutrition etc.
16	Driving	Certificate in Driving Instructor
17	Electronics	Diploma in Embedded Systems Design, Diploma in VLSI, and Advanced Diploma course in Industrial Automation and System Design etc.
18	Plumbing	Diploma in plumbing
19	Banking & Finance	Diploma in Tally, Certificate Course in Finance Accounting and Taxation etc.
20	Health	Certificate in Hospital front desk coordinator, Diploma in Health Administration, Certificate in X-ray/Radiology/Laboratory/Dialysis/Dental/Blood Bank/technician, Diploma in Hospitality Management etc.