
Vama Sundari Investments (Delhi) Pvt. Ltd. (An HCL Group Company)
invites Proposals from qualified training provider for implementing
'Saksham' training program under the flagship program 'Dadri
Development Program'

RFP released by	Vama Sundari Investments (Delhi) Pvt. Ltd. (An HCL group company)
Program name	Dadri Development Program (DDP)
Date of posting	3 rd February'2025
Last date for Query submission	10 th February' 2025
Last Date to Apply	14 th February'2025
Location	SNU Campus, Dadri, Gautam Buddha Nagar

The Dadri Development Program (DDP) seeks proposals from experienced skill development organizations, preferably NGOs, to implement the 'Saksham' program. This targeted initiative aims to empower children from marginalized communities in the Dadri region by equipping them with essential education and life skills to thrive in a dynamic environment.

Saksham focuses on enhancing children's capacities in digital literacy, effective communication, financial awareness, social interaction, recreational activities, and critical life skills. By fostering creativity, cognitive development, and social engagement, the program aims to expand opportunities for personal and academic growth, helping children unlock their full potential.

The training program will be implemented across two cohorts:

- Grade VI to X students
- Grade XI to graduation-level students

The initiative targets 120+ children from marginalized communities in Dadri, providing them with hands-on training through interactive sessions, practical workshops, and volunteer-led engagement activities. A key component of the program includes volunteering sessions aimed at fostering mentorship and peer learning. Proposals are sought from experienced and qualified NGOs or training providers with proven expertise in delivering skill development programs, particularly those with a focus on holistic child development and community upliftment.

The selected organization will be responsible for program delivery, monitoring, and reporting to ensure the objectives of the initiative are achieved effectively and sustainably.

RFP Code: DDP/Skills/08/2025

DISCLAIMER

- I. This document is being published to enable the applicant to make an offer for training providers (skill development NGOs) to conduct and implement a specialized training program titled as 'Saksham' at SNIoE campus, Dadri, Gautam Buddha Nagar, Uttar Pradesh.
- II. This document neither constitutes nor should it be interpreted as an offer or invitation for the selection of the research partner described herein.
- III. This document is meant to provide information only and upon the express understanding that recipients will use it only for the purposes set out above. It does not purport to be all-inclusive or contain all the information about the 'Implementation Partner' or be the basis of any contract. No representation or warranty, expressed or implied, is or will be made as to the reliability, accuracy, or completeness of any of the information contained herein. It shall not be assumed that there shall be no deviation or change in any of the herein-mentioned information. While this document has been prepared in good faith, neither the Dadri Development Program (DDP) team, nor any of HCL Corporation Ltd. officials or subscribers make any representation or warranty or shall have any responsibility or liability whatsoever in respect of any statements or omissions here from.
- IV. By acceptance of this document, the recipient agrees that any information herewith will be superseded by any subsequent information on the same subject made available to the recipient by or on behalf of the Dadri Development Program team. DDP team reserves the right, at any time and without advance notice, to cancel or annul this RFP process, change the procedure for the selection of a Research Partner or any part of the interest, or terminate negotiations before the signing of any binding agreement/contract with successful bidder. There shall be no requirement on the part of the DDP team to communicate the reasons for annulling the RFP process nor shall it be liable to any party on any account.
- V. Accordingly, interested recipients should carry out an independent assessment & analysis of the requirements of the information, facts, and observations contained herein.
- VI. This document has not been filed, registered, or approved in any jurisdiction. Recipients of this document should inform themselves or/ and observe any applicable legal requirement.
- VII. This document constitutes no form of commitment on the part of the Dadri Development Program team. Furthermore, this document confers neither the right nor an expectation on any party to participate in the proposed process
- VIII. When any proposal is submitted under this RFP, it shall be presumed by the DDP team that the Research Partner has fully ascertained and ensured its eligibility to provide required services, under the respective governing laws and regulatory regimen, and that it has the necessary approvals and permission, and suffers no disability in law or otherwise to act as such.

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About Dadri Development Program

Spearheaded by the HCL leadership team, Dadri Development Program (DDP) is aimed at making Dadri comprehensive development of Dadri Block of Gautam Buddha Nagar District of Uttar Pradesh. The objective of DDP is to drive positive transformation in beneficiaries of target communities thereby creating healthier and empowered communities in the Dadri region. To execute this, the Vama Sundari Investment (Delhi) Pvt. Ltd. focuses on a range of sectors: education, health, livelihood & skilling, social safety and nature conservation.

Background

Dadri is a town and a municipal board in Gautam Buddha Nagar District in the state of Uttar Pradesh, India. The Dadri Nagar Palika Parishad has population of 91,189 of which 48,856 are males while 42,333 are females as per report released by Census India 2011. Dadri block has 33 revenue villages and 30 Gram Panchayats

As per the Ministry of Education data source, Dadri has only 15% higher secondary schools because of which students get less opportunity within Dadri to pursue their higher education. The data also mentions that 44% in schools in Dadri have desktops, 32% schools in Dadri have an internet connection while only 40% teachers in dadri are trained in computers. The data signifies that there is a dearth of opportunity in the digital literacy for students in Dadri.

According to the Dadri Development Program (DDP) internal study report (FY 2024), 55% of the youth reported that they have limited employment opportunity. 35% of youths in Dadri reported that they look to acquire digital skills & 23% reported about acquiring soft skills.

About the Project

Aligned with the principles of inclusive growth, the DDP program team aims to drive holistic development in the Dadri region through diverse thematic interventions. To further this vision, 'Saksham' as program has been conceptualized as a specialized training program focusing on equipping children with foundational skills across digital, communication, social, financial, and life skill areas. This initiative seeks to bridge educational gaps, foster holistic learning, and prepare children for future advancements. DDP invites credible organizations and skilling institutions with relevant expertise to implement and deliver this transformative program effectively.

Objectives

The key objectives of the training program are as follows:

- To empower children with opportunities that enhance and diversify their existing skill sets
- To promote holistic development through skill-based activities that support both personal and academic growth

Target Cohorts

~120 potential candidates across the below mentioned age groups:

- Cohort I- Children of 6th to 10th Grade
- Cohort II - Children of 11th Grade to Graduation

Indicative Modules:

The modules may encompass skills related to computer operations, communication, life skills, financial literacy, recreational activities, and social skills. These indicative skills should be carefully categorized and contextualized for two distinct cohorts: children in Grades VI to X and those in Grades XI to graduation. Below is a suggested framework for how the modules could be tailored for each cohort. However, the subject matter experts may create adjustments for optimal project execution.

Indicative Training Modules* (just examples)			
S.No	Modules	Group 1	Group 2
1.	Basic Computer Operating Skills	Basic Computer Operating Skills including MS Office, Emails, etc	Basic Computer Operating Skills including MS Office, Emails, Photo & Video Editing, basics of AI, etc
2.	Basic Communication skills
3.

*Need modules for both the cohorts

Scope of Work

The engaged organization will be responsible for designing, implementing, and monitoring a basic skill enhancement program where the scope of work includes:

- **Content Development:**
 - Develop tailored modules for the groups for the focussed skills
- **Training Delivery:**
 - Preparation of training plan/ pedagogy with hours dedicated for different modules
 - Training basic infra support will be provided by DDP program team
- **Mobilization:**
 - NGO /training partners need to mobilize the prospective candidates. The DDP program team may also support NGO /training partners with prospective candidate database
 - Manage the logistics or any other support (based on mutually agreed terms)
- **Batch Formulation:**
 - Formation of batch as per grade /age of the candidates
 - Ensure in engagement of students through the course
- **Parental Engagement:**
 - Conduct review meetings with parents to update about the candidate status
 - Engage parents periodically for sustenance of the project
- **Assessment & Certifications:**
 - Conduct proper pre and post assessment of candidates
 - Provide certifications to the pass out candidate
 - Conduct felicitation ceremony with candidates, parents & key stakeholders

- **Monitoring & Reporting:**
 - Design pre-training and post-training assessment framework, MEL plan for different modules and cohorts
 - Submit periodic progress reports, including success stories & lessons to guide for future initiatives

Expected project activities and outcomes from the training program (*indicative*):

Key Activities	Key Expected Outcomes
1. Training program curriculum and module development	<ul style="list-style-type: none"> • Development of training curriculum and modules on focus areas with sections specific to different age-groups • Handouts and pedagogy for each session
2. Designing pre-post training assessment formats and frequency	<ul style="list-style-type: none"> • Design and development of cohort based assessment formats, MEL plans • Development monthly calendar /class time tables etc.
3. Mentoring champions	<ul style="list-style-type: none"> • Nos. of champions identified and mentored out of the trainees
4. Certifications	The certificate will recognize the participant's commitment to self-improvement & readiness to take on future challenges with newfound confidence and skills

Eligibility criteria

We are looking at organizations with below-mentioned criteria:

- Proven experience in conducting training programs for underprivileged children & youth
- Demonstrated experience in delivering specialised skill training (life skills++)
- Having a pool of qualified trainers with relevant subject matter expertise and experience in delivering engaging and effective training sessions for the target age group.
- Ability for use of innovative and interactive training methodologies that promote active learning and engagement among participants.
- Emphasis on practical application of skills learned during the training.

Evaluation and Selection of organization

Organizations interested in submitting a proposal will be selected based on the following:

- Alignment with the Dadri Development Program's mission and objectives
- Proven experience in training and capacity building
- Having qualified and certified pool of trainers
- Proven record of developing quality modules and curriculum
- Relevance and clarity of the proposed project plan
- Adequate financial and administrative capacity to manage program funds. Financial viability and efficiency of the proposed budget

Proposal Submission

Interested organizations are invited to submit their proposals by 14th February' 2025.

Proposals should include the following:

- Cover letter outlining the organization's or individual's qualifications and interest

- Approach Note for implementing the training program as per the objectives (ppt. format)
- Organization profile in the form of slides
- Proposal Submission
- Project team profile with role, current/past experience and brief education background
- Resume or profiles of key personnel involved
- References from previous similar projects
- Sample training reports and project implementation plan of any two previous projects.
- Detailed budget

Contract/Project Award: The contract will be awarded to the organization whose proposal best meets the criteria outlined in this RFP.

The most competitive proposal is requested. It is anticipated that the contract will be awarded based on merit of the proposal. However, Vama Sundari Investments (Delhi) Pvt Ltd. reserves the right to request responses to questions and conduct negotiations with any research agency/ firm before awarding a contract.

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

Incurring costs: Vama Sundari Investments (Delhi) Pvt. Ltd. will not be liable for any cost incurred during preparation, submission, or negotiation of an award for this RFP.

Financial Viability: Proposals must certify the financial viability and adequacy of resources of the agency/organization to complete the proposed assignment within the agreed timeline and in conformity with the agreed terms of payment. Vama Sundari Investments (Delhi) Pvt Ltd. 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.

Contact Information: All inquiries and submissions should be directed to palashi.kewalramani@hcl.com & (CC: ddevelopmentprogram@gmail.com) by 1600 hours, 14th February, 2025

The DDP team looks forward to receiving proposals from qualified agencies and working together to receiving proposals from qualified organizations and working together to implement training program 'Saksham'

Proposal Submission deadline: 1600 hours, 14th February, 2025

Selection Process: Proposals will be evaluated based on their alignment with the program objectives, feasibility, cost-effectiveness, and the qualifications of the proposing organization. Shortlisted NGOs may be invited for a detailed presentation.

- **Submission Details & Deadlines:** The main proposal is preferred in PowerPoint (ppt.) format while the annexures can be submitted in Word files:
 - [Annexure A \(Cover page info\)](#)
 - [Annexure B \(Budget\)](#)
 - [Annexure C \(Gantt Chart\)](#)
 - [Annexure D \(Past work experience\)](#)

Terms & Conditions

- **Duration of the project:** Duration of the initiative will be maximum 9-months
- **Deadline:** Proposals received after the deadline may be subject to rejection by Vama Sundari Investments (Delhi) Pvt. Ltd.
- **Validity:** The proposal must remain valid for a minimum of eight (8) months from the date of receipt by Vama Sundari Investments (Delhi) Pvt. Ltd.

Annexure A: Cover Page Info

Proposal format

Cover Page: The following details are to be included in the proposal (document to be submitted wherever applicable):

i.	Organization Name (as per registration certificate)
ii.	Registered Address (as per registration certificate)
iii.	Correspondence Address
iv.	Website
v.	Contact Person
vi.	Mobile no / E-mail ID of Contact Person
v.	Registration details: Registration No., Act under which registered, State, date of registration
vi.	Unique CSR Registration Number (if available)
vii.	PAN (Primary Account Number) Number
ix.	Does the organization have 80G Certificate
x.	Does the Organization have a 12A Certificate
xi.	Does the Organization have an FCRA Certificate
xii.	Any other registration (like NGO Darpan/GST etc.) if available to be mentioned
xiii.	Does HCL & your organization have had any previous partnership?
xiv.	Does the organization have audited Accounts & Balance Sheets for the last three years, indicating receipts, payments, closing balance, income-expenditure statements
xv.	Annual turnover for last three years to be mentioned
xvi.	Copy of ITR for last three years to be attached
xvii.	Award/recognition received
xv.	List of Trustee and Directors and Board members and Managing Committee

Annexure B: Budget

Sr. No	Budget Item	Total Budget (INR)	Remarks (e.g.)
	Non-Recurring		

A.1	Office set up (temporary)		Within SNU. (Computers for students & training space etc. to be provided by SNU)
a	White Board/ Digital Board		
b	Desktop/Laptop (Official work)		
c	Any other		
	Total		
	Recurring		
B	Salaries (Program management and resources)		
B.1.1	Project Manager/ Coordinator		
B.1.2	Trainer/ Resource person(s)		
B.1.3	Any Other		
	Total		
C	Program Activity Costs		
C.1	Curriculum and module development		
C.2	Handouts		
C.3	Training delivery		
C.4	Mobilization & Logistics		
C.5	Certifications Cost		
C.6	Felicitation Ceremony		
	Total		
D.	Knowledge Management		
D.1	Baseline, Endline, Impact Reports		
	Total		
E.	Communications cost		
E.1	Internal cost for hand-outs/books etc for beneficiaries		*No of booklets to be mentioned
E.2	Development of promotional material (handout/books, banners, pamphlets, standees etc.)		*All specifications and quantity for handouts/books, flex, banners, and other supplies should be provided.
	Total		
D	Travels		
D.1	Travel cost for Program staff		Travel expenses for the entire project team for the duration of the program. Need to specify the mode of transport, applicable distance, and Expense Limit as per designation
	Total		
E	Workplace Maintenance Expense		
E.1	Water & Refreshment		Please share a clear cost breakup with complete details. Add other cost heads if required
E.2	Internet connectivity		
E.3	Total		
F	Additional		
F.1	Contingency		3-5% of the proposed budget
F.2	Administration / Program Management Charges		7-10% of the proposed budget

	Total		
	BUDGET TOTALS	-	

Proposed budget & subcomponents are based on anticipated activities. We welcome adjustments from subject matter experts for optimal project execution.

Annexure C: Approach, GANTT Chart

The Gantt Chart must detail the comprehensive list of activities proposed in the proposal along with a tentative timeline. An indicative list of activities is given in the table below. Research Partner may make the required changes as needed.

S No.	Activities
1	Empaneling and finalization of trainers, curriculum and module development
2	Pre-training activities (batch formation, issuance of ID card, attendance register, handouts, welcome kit etc.)
3	Training delivery (Pre-training evaluation, module-wise training)
4	Post-training activities (post-training evaluation, certificate distribution, any competitions)
5	Project report

Annexure D (Past work experience)

- Details of the organizations where work for similar interventions has been concluded including different intervention strategies intervention strategies and their outputs deployed by your organization for conducting skill trainings for children in the mentioned category.
- Any reports published (public domain) within the past 3 years.
- Projects handled in the last 5 years along with name of project, name of Donor, geographical location of the project, value of the project along with the duration.