AGA KHAN RURAL SUPPORT PROGRAMME (INDIA)

A PROGRAMME OF THE AGA KHAN DEVELOPMENT NETWORK

REQUEST FOR PROPOSAL

Skill Development Training Module Development

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1. Instructions

All proposals must be writing, in the English language, and signed and dated by an authorized person of the bidder. Bidders must use the guidelines provided in this RFP.

2. Validity

The proposal validity period should be at least forty (40) days following the Bid Deadline. This should be clearly mentioned in both the technical and financial proposal.

3. Costs of preparing bid

No costs incurred by the bidder in preparing and submitting the bid shall be reimbursable. All such costs shall be borne by the bidder. If proposed experts were interviewed or called for presentation, all costs shall be borne by the bidder.

4. Ownership of bid

The Aga Khan Rural Support Programme (India) retains ownership of all bids received under this bid procedure. Consequently, bidders have no right to have their bid returned to them.

5. Alteration or withdrawal of bids

Bidders may alter or withdraw their bids by written notification prior to the stated deadline for submission of bids. No bids may be altered after this deadline. Withdrawals must be unconditional and will end all participation in the bid procedure.

6. Opening of bid

The bid will be opened by the Aga Khan Rural Support Programme (India) within 15 days from the deadline for the submission of the bid. Any attempt by a bidder to influence the evaluation committee in the process of examination, clarification, evaluation and comparison of bids, to obtain information on how the procedure is progressing or to influence the contracting authority in its decision concerning the award of the contract will result in immediate rejection of its bid.

7. Submission of bids

The bid must be submitted as per the prescribed annexure on or before **5th December 2026**, to rajesh.singh@akdn.org

7.1 Technical and financial proposals should be submitted simultaneously, with RFP reference and a clear description of the proposal (technical or financial) by the date and time stipulated in this document. If the emails and email attachments are not marked as instructed, AKRSP(I) will assume no responsibility for the misplacement or premature opening of the proposals submitted.

7.2 Email text bodies should indicate the name and address of the bidder and the description of the proposal (technical or financial). The technical email should not contain any pricing information, nor should the financial email contain any component of the technical proposal.

7.3 The technical proposal should not contain any details of the financial proposal / budget. Any financial information contained in the technical proposal will invalidate the proposal.

8. Request for Clarification

All questions regarding the preparation of proposals must be submitted in writing (by e-mail) to rajesh.singh@akdn.org, by **2nd December 2026**. Responses will be provided to all interested organizations by **4th December 2026** through email (Or it may be extant based on the priority). The Aga Khan Rural Support Programme (India) is under no obligation to consider or respond to questions that are not received in a timely manner.

9. Content of bids

Each bid must comprise a technical offer and a financial offer, each of which must be submitted separately in a single email. The Technical offer must include the technical proposal must include detailed methodology and timeline, based on the given project detail and the financial offer should be a separate sheet with financial details.

10. Evaluation of bids

All proposals will be evaluated by the review committee based on the extent to which proposals meet the selection criteria, to the extent that they are deemed necessary, negotiations may be conducted with highest rated bidders. In evaluating proposals, the Aga Khan Rural Support Programme (India) will follow a Quality and Cost Based Selection, using a three-stage value selection procedure. The most economically advantageous bid is established by weighing technical quality including understanding of the scope of work, proposed methodology and approach for completing the assignment, Organization profile, experience of conducting studies, research and publication, timeline against price.

11. Terms and Conditions

1. All proposals satisfying the requirements of this RFP will be evaluated to establish which of the applicants best fulfils the needs of AKRSP(I).
2. Financial negotiations: Financial negotiations should be carried out in order to reflect any change in financials due to change in scope of work. Under no circumstance, the financial negotiation shall result in to increase in the price originally quoted by the consultant/agency. Unless there are exceptional reasons, the financial negotiations will involve neither the remuneration rates for staff nor other proposed unit rates.
3. Confidentiality: Information relating to evaluation of Proposals and recommendations concerning awards shall not be disclosed to the bidders who submitted the Proposals or to other persons not officially concerned with the process, until the publication of the award of Contract.
4. The information provided in this RFP is intended to give bidders an overview of the project and its requirements. It is indicative and not exhaustive. AKRSP(I) reserves the right to modify, add, or remove elements of the scope as deemed necessary during the tender process or subsequent stages.
5. AKRSP(I) reserves the rights to alter the terms & conditions and alteration on Scope of Work.
6. AKRSP(I) reserves the right to accept/ reject the quotation without assigning the reason whatsoever.

PROJECT DETAILS

Training Module development for Skill Development

About AKRSP(I):

The Aga Khan Rural Support Programme India (AKRSPI) is a non-profit organization dedicated to promoting sustainable rural development. Established in 1983, AKRSPI works across multiple states in India, focusing on empowering rural communities through participatory approaches. The organization's key areas of intervention include natural resource management, agriculture, women's empowerment, livelihood enhancement, and water resource management. AKRSPI emphasizes capacity building, creating community-based institutions, and fostering self-reliance among vulnerable groups. Through innovative solutions, the organization addresses challenges related to poverty, climate resilience, and social inclusion. Partnering with government bodies, donors, and private sector entities, AKRSPI ensures impactful and scalable outcomes. With a commitment to equitable development, AKRSPI continues to transform lives, enabling rural communities to thrive.

Work and Enterprise for Rural Youth: AKRSP(I) has a dedicated programme called Yuva Junction for the economic empowerment of rural youth. Rural youth are provided with skills for employment in formal industries or self-employment. Over 35,000 rural youth have facilitated formal jobs in various industries, 21,000 have been placed while over 10,000 have been trained through ITI and college-based training programs.

The Core Deliverables and Industry Domains

The RFP outlines a highly comprehensive suite of deliverables that your team must develop. The learning materials must be practical, visual, and highly structured to keep students engaged.

The Required Deliverables:

- Trainer Manual: A day-by-day instructional guide spans 50 days.
- Student Workbook: Practical activities and exercises for learners.
- 'My Career Path' Chart: A monthly visual chart mapping out career progression.
- Activity cum Lesson Planner (ACLP) Chart: A visual tool to align daily activities with core learning targets.

- Day-Wise PPTs: Structured classroom slide decks for trainers.
- Domain-Wise Career Growth Charts: Specific progression roadmaps for various industries- deliverables must be customized across 8 distinct modern domains: Retail, Warehouse Operations, Hospitality, Quick Service Restaurant (QSR), Call Center (BPO), Banking, Financial Services, and Insurance (BFSI), Data Analytics, and Factory Work.
- Training and capacity building of team in prepared Module.

ANNEXURE: GUIDELINES FOR PROPOSAL AND BUDGET

The technical proposal should be in the English language, typed, single-spaced, and with each page numbered consecutively. The maximum number of pages for each component of the technical proposal is given below:

A. Technical Approach (not to exceed 5 pages)

The proposal should provide a detailed description of how the agency will approach and complete the scope of work, including:

1. How the agency will develop the module.
2. How the agency will ensure ethics, control and module rights.
3. Draft analysis plan with respect to project key performing indicators.
4. Detailed timeline for commencement and expected completion of the Module including expected time of draft and final Module.
5. How the agency will ensure Copy right of content.
6. How the Agency will select what the content of this Module is.

B. Capability Statement (not to exceed 3 pages)

A statement on company capabilities including:

1. A background summary of the organization outlining areas of expertise.
2. A description of key agency personnel.
3. A current list of clients and any direct experience the agency has working on relevant.

C. A timeline plan (not to exceed 2 pages)

As part of the proposal, the timeline plan should be prepared that includes major activities as they relate to the scope of work and how the work will be accomplished within the allotted time frame.

D. A detailed budget submitted in INR

This budget should include staff and consultants' salaries, travel/transportation, training and any other indirect or direct costs.

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