

# INSTITUTE OF LEADERSHIP DEVELOPMENT

## Request for Proposal (RFP)

**For Shortlisting Facilitating Agency for Providing Trainers and Centre Head for conducting Capacity Building Training Programs (Solar LED Technician Residential Training) for SC/ST candidates under National SC-ST Hub Scheme FY 2025-26 in Jaunpur District, Uttar Pradesh.**

Institute of Leadership Development (ILD) invites RFP from eligible and experienced organizations for providing eligible, qualified and experienced Trainers and Centre Head for the implementation of a short-term skill development program.

This RFP entails selection of trainers and centre head.

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### **Scope of Work**

The selected agency will be responsible for:

1. Deployment of qualified Trainers/Faculty Members for the job role of Solar LED Technician (QP Code: ELE/Q5903)
2. Deployment of experienced Centre Head to manage the training centre
3. Ensuring full-time availability of deployed staff for the complete project duration
4. Coordination with ILD for trainer attendance, session delivery, student support, and reporting
5. Immediate replacement of trainers/centre heads if required by ILD due to performance or conduct issues

### **Eligibility Criteria for the Agency**

1. Must be a registered organization (NGO, Trust, Company, LLP, etc.) working in the field of training, skill development education or HR services
2. Must have at least 3 years of experience of implementing training or skill development programs
3. Must not have been blacklisted or debarred by any government or funding agency
4. Must have minimum annual average turnover of INR ₹1 CR. in the last 3 financial years
5. Must provide CVs and verification documents of proposed trainers and centre heads

### **Minimum Qualifications for Deployed Personnel**

#### **Trainers / Faculty Members**

- **Educational Qualification:** ITI/Diploma/Certificate in Electronics, Electrical, or Mechanical
- **Industry Experience:** Minimum 2 years in Solar/LED installation & repair
- **Training Experience:** Minimum 1 year in technical skills training

#### **Centre Head**

- **Educational Qualification:** Graduate in any field
- **Experience:** Minimum 3 years in managing training operations
- **Preferred:** Candidates based in Jaunpur District and with prior skill project experience
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## Assignment Duration

- **Training Duration:** 6 Months
- **Centre Head Assignment Duration:** 6 Months

## Application Process

Interested agencies must submit their application through google form (attached below) along with the following documents:

- Organization Certificate of Incorporation
  - PAN Card
  - GST Card
  - Work experience details
  - Excel List of training staff with qualifications and experience
  - CVs and supporting documents (educational, work experience and other documents) of applicants, trainers and centre heads
  - Audited Financials of last 3 year
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## Selection Process

- Shortlisted agencies will be invited for an online interview of proposed candidates
- Final selection will be based on experience, staff quality, and readiness to deploy
- Incomplete applications or those without supporting documents will be rejected
- Only those Candidates will be selected who are ready to join in a week's time

## Important Notes

- ILD reserves the right to cancel the process at any stage without assigning any reason

**EOI Submission Deadline: 15<sup>th</sup> July 2025.**

## Link for Apply-

<https://docs.google.com/forms/d/1gVg5MFfpFcIUhScVc0T2I7ZB5MgXuAjsjmEQOdQWYw/e/dit>

Please mail the proposal with all documents of organisation and applicants on –

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