

INSTITUTE OF LEADERSHIP DEVELOPMENT

Request for Proposal (RFP)

For Shortlisting Facilitating Agency for Providing Trainers and Centre Head for conducting Capacity Building Training Programs for SC/ST candidates under National SC- ST Hub Scheme FY 2025-26 across different districts.

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 for the below job role:

State	District	Job Role	Number of Centre Heads	Duration (hrs)	Number of Trainers required
Madhya Pradesh	Indore	Professional cook (Household & small establishment)	1	600	1
Rajasthan	Kota	Laundry supervisor	1	660	1
Rajasthan	Jaipur	Assistant Housekeeper (Household)	1	540	1
Uttar Pradesh	Bareilly	Laundry service provider	1	480	1
Maharashtra	Nagpur	Laundry supervisor	1	660	1
Bihar	Patna	Soap Maker	1	330	2

Scope of Work

The selected agency will be responsible for:

1. Deployment of qualified Trainers/Faculty Members for the above job role .
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
3. Must not have been blacklisted or debarred by any government or funding agency
4. 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/Degree in relevant industry
- **Industry Experience:** Minimum 2 years of experience in relevant industry
- **Training Experience:** Minimum 1 year of experience in technical skills training
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Centre Head

- **Educational Qualification:** Graduate in any field
- **Experience:** Minimum 3 years in managing training operations
- **Preferred:** Candidates based in above district and with prior skill project experience

Assignment Duration

- **Training Duration:** 5 Months
- **Centre Head Assignment Duration:** 5 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

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: 20th August 2025.

Link for Apply-

https://docs.google.com/forms/d/1Aq-L73FX5shyTz-skrjRXwzB1iDD_1F5S5BA60ov5DE/preview

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