

NOTICE

RFP: MEPSC/TracerStudy/2025-26/001

Date: 28th May 2025

Request for Proposal (RFP) Notice for detailed proposal from eligible entities with relevant experience and capabilities to undertake “A comprehensive tracer study”

1. The Management & Entrepreneurship and Professional Skills Council (MEPSC) is a horizontal Sector Skill Council established as a Section-8 (Not for Profit) company under the Companies Act, 2013. Operating under the Ministry of Skill Development and Entrepreneurship (MSDE) in a Public-Private Partnership (PPP) model, MEPSC is promoted by the All India Management Association (AIMA). As a recognized awarding body by the National Council for Vocational Education and Training (NCVT) and supported by the National Skill Development Corporation (NSDC), MEPSC plays a crucial role in skill development across India.
 - a. MEPSC focuses on five key segments: Training and Assessment, Office Management, Professional Skills (including Private Security), Non-Teaching job roles in the Education Sector and Entrepreneurship. The council aims to develop Qualifications/National Occupational Standards (NOS)/Micro-Credentials and train & certify trainees over the next decade.
2. To evaluate the effectiveness of its training programs in preparing candidates for the workforce and to continuously improve its offerings, MEPSC intends to commission a comprehensive tracer study. Tracer studies are vital tools for understanding the transition of graduates from training into the labor market, assessing employment outcomes, and gathering feedback on the relevance and quality of training. This study will track MEPSC-certified individuals to assess their employment status, career progression, and the applicability of the skills acquired.
3. Interested Consultancy/Agency may download the detailed RFP if so desired, from www.mepsc.in. The details regarding eligibility criteria, scope of work, application procedures, selection methodology and other terms and conditions have been clearly stated in the said RFP.

4. The indicative timelines of the RFP process are mentioned in the table below:

Activity	Important Dates
RFP Published Date	28-May-2025
Submission of Pre-bid queries and clarification, if any	06-June-2025 (Through email info@mepsc.in) mentioning the RFP Code
Pre-bid meeting (Online) (Link to be published later on MEPSC website www.mepsc.in)	13-June-2025 at 11 am
Last date of submission of Proposal Note : Technical Proposal and Financial proposal in separate sealed envelopes	18-June-2025 (latest by 4 pm) Addressed to : Chief Executive Officer MEPSC 20 th Floor, Amba Deep Building 14 Kasturba Gandhi Marg New Delhi – 110001
Presentation by shortlisted bidder	27-June-2025 (Will be announced later)
Announcement of results	11-July-2025 To be published later on MEPSC website www.mepsc.in)

5. Intending bidders may kindly note:

5.1 MEPSC reserves the right to modify/ amend the RFP and any information contained herein at any time for any reason whatsoever, in writing, to the Bidders.

5.2 MEPSC may, at its discretion, extend the deadline for submission of Proposals by the Bidders by issuing a corrigendum which will be published on MEPSC website.

5.3 MEPSC reserves the right to terminate the RFP process at any time without assigning any reason.



Sd/-



RFP No: [MEPSC/TracerStudy/2025-26/001]

Date of Issue: 28/05/2025

Last Date for Submission: 18/06/2025

1. Introduction and Background

The Management & Entrepreneurship and Professional Skills Council (MEPSC) is a horizontal Sector Skill Council established as a Section-8 (Not for Profit) company under the Companies Act, 2013. Operating under the Ministry of Skill Development and Entrepreneurship (MSDE) in a Public-Private Partnership (PPP) model, MEPSC is promoted by the All India Management Association (AIMA). As a recognized awarding body by the National Council for Vocational Education and Training (NCVT) and supported by the National Skill Development Corporation (NSDC), MEPSC plays a crucial role in skill development across India.

MEPSC focuses on five key segments: Training and Assessment, Office Management, Professional Skills (including Security), Non-Teaching job roles in the Education Sector, and Entrepreneurship. The council aims to train and certify approximately 4.75 lakh trainees and develop 50 Qualification Packs (QPs)/National Occupational Standards (NOS) over the next decade.

To evaluate the effectiveness of its training programs in preparing candidates for the workforce and to continuously improve its offerings, MEPSC intends to commission a comprehensive tracer study. Tracer studies are vital tools for understanding the transition of graduates from training into the labor market, assessing employment outcomes, and gathering feedback on the relevance and quality of training. This study will track MEPSC-certified individuals to assess their employment status, career progression, and the applicability of the skills acquired.

2. Objectives of the Study

The primary objectives of this tracer study are:

- To assess the employment status (including type of employment, sector, wages) and career progression of trainees certified by MEPSC within a defined period.
- To analyze the factors influencing employment outcomes, including socio-economic background, training relevance, and job search strategies.
- To evaluate the satisfaction levels of certified trainees regarding the quality, relevance, and effectiveness of MEPSC training programs.
- To gather feedback from employers regarding the performance, practical know-how, soft skills, and overall employability of MEPSC-certified trainees they have hired.

- To identify the reasons for non-employment, underemployment, or disengagement from the labor force among certified trainees.
- To map trainee aspirations pre- and post-training and compare them with actual outcomes.
- To provide evidence-based, actionable recommendations to MEPSC for enhancing curriculum design, training delivery, placement support, and overall program effectiveness.
- To ensure findings are disaggregated by key demographics such as gender, social group (SC/ST/OBC/Minority), geographic location (urban/rural), disability status, and specific Qualification Pack (QP).

3. Scope of Work

The selected agency will be responsible for the following tasks:

- **Methodology Development:** Propose a detailed and robust study methodology, including sampling design, data collection instruments (questionnaires for trainees and employers, interview guides for qualitative insights), data collection plan, and data analysis framework. The methodology should ideally incorporate mixed methods (quantitative and qualitative).
- **Tool Finalization:** Develop and finalize survey questionnaires and interview guides in consultation with MEPSC. Conduct pilot testing (suggested: 5% of the target sample size) to refine the instruments.
- **Sampling:** Define and draw a representative sample of MEPSC-certified trainees from the target population (defined in Section 4) and a corresponding sample of their employers. The sampling strategy must ensure statistical validity and representation across relevant strata (e.g., QPs, geography, gender, social groups).
- **Data Collection:** Collect primary data from the sampled trainees and employers using appropriate methods (e.g., telephonic interviews, online surveys, potentially face-to-face interviews where necessary and feasible). Ensure data quality, accuracy, and adherence to ethical guidelines and data privacy protocols.
- **Data Analysis:** Clean, process, and analyze the collected quantitative and qualitative data. The analysis should address all study objectives and provide insights into the causes of employment outcomes. Findings must be appropriately disaggregated.
- **Reporting:** Prepare and submit the following reports:
 - **Inception Report:** Outlining the detailed work plan, final methodology, sampling strategy, data collection tools, team structure, and risk management plan.
 - **Mid-term/Progress Report(s):**
 - **Draft Final Report:** Presenting comprehensive findings, analysis, conclusions, and actionable recommendations.

- **Final Report:** Incorporating feedback from MEPSC on the draft report, along with the cleaned, anonymized dataset.
- **Presentation:** Present key findings and recommendations to MEPSC stakeholders.

4. Methodology Requirements

Bidders must propose a detailed methodology covering:

- **Overall Approach:** Clear description of the study design (e.g., cross-sectional, longitudinal elements if any), data collection methods (surveys, interviews, case studies).
- **Sampling Plan:** Detailed strategy for selecting trainees and employers, justification for sample size, and methods to ensure representativeness.
- **Data Collection Instruments:** Draft questionnaires and interview guides. Must be designed to capture information relevant to the scope of work.
- **Data Collection Protocol:** Procedures for contacting respondents, obtaining consent, conducting interviews/surveys, ensuring data quality, and timelines.
- **Data Analysis Plan:** Specific analytical techniques (descriptive, inferential, qualitative analysis) to be used to address the objectives.
- **Quality Assurance:** Measures to ensure the reliability and validity of data and findings.
- **Ethical Considerations:** Protocols for ensuring informed consent, confidentiality, and data privacy.

5. Evaluation process

The evaluation process shall comprise of the following stages:

General Eligibility and Pre-Qualification Criteria

S.No	Particulars	Supporting documents to be enclosed with the proposal
i	The Consultancy/Agency should be a legal Indian Entity (Individual Proprietorship, Partnership, Company, Society, and Trust) incorporated/ registered/ recognized, under the respective applicable laws.	Relevant documents of registration to be attached
ii	Average annual turnover of Consultancy/Agency for the last three financial years should be equal to or greater than Rs. 100 crore	ITR Forms

lii	The Consultancy/Agency must have experience of working with atleast 5 ongoing/complete similar assignments- (International/National/State/District level Tracer study or Skill Gap Analysis or Human Resource Requirement or Manpower Demand Assessment or Future Job Assessment or Need Assessment study) in the last seven years	Consultancy/Agency's profile with documentary proof- Annexure I Work Order of the project from the client
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Note- Only those bidders who have passed the Prequalification Eligibility Criteria will be eligible for Technical Evaluation.

6. Technical Evaluation

MEPSC will evaluate qualified bidders on the basis of the Technical Bid submitted by the Consultancy/Agency and Technical Presentation

S. No.	Evaluation Criteria / Definition	Maximum Score	Documental evidence to be submitted
1	<p>Profile of the Consultants Executing the Project</p> <p>(i) Team leader (1)</p> <ul style="list-style-type: none"> - Post graduate in Economics - 2 Marks - Atleast 8 years of total work experience in undertaking research projects, about market assessment/ research and analytical activity/skill demand survey/workforce forecasting– 3 Marks – 3 Marks <p>(ii) TVET Expert (1)</p> <ul style="list-style-type: none"> - Masters in any field - 2 Marks - Atleast 8 years of total work experience in skilling projects – 3 Marks <p>(iii) Research specialists (1)</p> <ul style="list-style-type: none"> - Graduate in Economics, Public Policy, Commerce or any other relevant field- 2 Marks - Expertise and experience in research projects- 3 Marks 	<p>15</p> <p>5 each</p>	<p>Details of the core team proposed in format attached as Annexure 2</p> <p>Also, attach at least 3 CVs of core team members proposed</p>

3	Experience of working for ongoing/complete similar assignments- (International/National/State/District level Tracer study or Skill Gap Analysis or Human Resource Requirement or Manpower Demand Assessment or Future Job Assessment or Need Assessment study) in the last seven years More than 5 studies– 10 marks 1-4 studies- 5 marks	10	Details of the projects executed in the format attached as Annexure 3 Work Order of the project from the client
5	Proposed Approach & Methodology (Description of the methodology to be adopted to execute the project. This includes approach, processes, research, access to date primary and secondary, key activities, work plan with timelines, and reporting and control mechanism to be used to efficiently manage the project)	25	
6	Work plan (Capacity to achieve milestones and complete the project timelines as defined in the RFP)	10	
7	Technical presentation	30	
Technical Score (TS)		100	

7. Financial Evaluation

Only those bids with a technical score of ≥ 60 shall be considered for financial evaluation. The Interested Bidders will have to submit their financial Bids as per the scope of the study.

8. Combined evaluation Criteria

Quality and Cost Based Selection (QCBS) method shall be adopted for selection. The weightage given to the technical proposal score shall be '80' and the weightage given to the financial proposal shall be '20'.

The combined evaluation shall be determined as below:

$$STech = (Technical\ Score\ of\ the\ applicant / Highest\ technical\ score\ amongst\ the\ applicants) * 80$$

*SFinancial = (Lowest financial quote amongst the applicants/Financial quote of the applicant) * 20*

SFINAL = STech + SFinancial

The composite score (SFINAL) would be used to determine the successful bidder. The bidder with the highest composite score would be awarded the contract. In case of a tie in the final score, the bidder having highest technical score will be considered eligible for award of contract.

The technically qualified bids scoring the minimum qualification score as in the RFP shall be ranked on the basis of least cost offered. The technically qualified agency having scored the minimum qualification score and offering least cost bid will be invited for negotiations, if necessary, as decided by MEPSC.

9. Implementation Schedule and payment milestones

The proposed Scope of Work is expected to be completed within six months period, adhering to below mentioned implementation schedule which is also not necessarily limited to the following and further detailing may be done at the time of signing of contract.

S.No.	Deliverables	Duration of completion	Payment (Exclusive of Taxes for the Contract value)
1	Signing of Agreement/Issue of work order	Issue date – T0	20%
2	Submission of inception report (including Study Scope and Work Plan, Sampling framework, Data Collection and Validation mechanism detailed Survey strategy, approach, methodology, programme status, etc).	T0+ 30 days	30%
3	Survey Questionnaires	T0+1.5 month	
4	Submission of Interim Finding Report on Demand as per the scope of study mentioned in the RFP	T0+3.5 months	20%

5	Submission of Draft report	T0+5 th months	15%
6	Submission and Acceptance of Final Report	T0+6th month	15%

The agency will be raising an invoice after the submission of step wise deliverables. Payment shall be released within 30 working days of invoice raised by the Consultancy/Agency.

Data sheet	
1.	Name of the Client: Management & Entrepreneurship and Professional Skills Council
2.	Method of selection: Quality-cum-Cost Based Selection (QCBS) method (80:20)
3.	Financial Proposal to be submitted together with Technical Proposal: Yes but in separate envelopes. Title of Consulting Service is: Tracer Study
4.	A pre-proposal/pre-bid conference will be held: Yes Date: Time: To be confirmed (if necessary) Venue: Online (Link will be shared later on MEPSC website)
5.	Client Representative: CEO or Official nominated by CEO
6.	List of enclosures: The following documents have to be enclosed along with technical bid without altering the sequence: i. Copy of Registration certificate of the Agency ii. Consultancy/Agency profile iii. Copies of the Audited accounts and annual reports for the last three years Financial Years iv. Work Order of the project from the client v. CVs of core team members proposed for undertaking the study vi. Proposed Approach & Methodology vii. Financial bid in a separate /sealed envelope viii. Any other document in support of the organization

Annexure 1

Profile of Organization

Name of the Consultancy/Agency	
Registered office address with phone/fax, e-mail	
Registration Number and Date of Registration	
Total Working experience	
Income tax return for previous three In lakh (copy to be enclosed) financial year	
Contact person and contact No. and email ID	
Income Tax No. & Certificate	
PAN/TAN/GSTN No.	
Team proposed (details in a separate sheet along with their names and educational qualification)	

Annexure 2

Details of the Proposed Core Team

S. No.	Name of the Core Team Member	Designation	Education	Years of Experience	Years of Relevant Experience	Projects undertaken
1						
2						
3						

Annexure 3

Details of the Relevant/Similar Assignments undertaken by the bidder

Assignment Name:	
Name of the Client:	
Approx. Value of the Contract:	
Total number of staff-months of the Assignment:	
Location & Address:	
Project Duration	
Start Date (Month/Year):	
Completion Date (Month/Year):	
Narrative description of Project:	