



# Request for Proposal for onboarding 'Assessment Agencies' with ASDC

**RFP Release Date – 22-03-2023**

**Last date of Submission- 26-03-2023**



## Contents

Section 1: Introduction.....	3
Section 2: General Terms .....	4
Section 3: Scope of Work .....	6
Section 4- Eligibility Criteria, Documents & Evaluation Matrix .....	9
Section 5 - Action for Breach of Agreement awarding Affiliation .....	11
(Annexure- A) Declaration form of Assessment Agency .....	12

## Section 1: Introduction

### 1.1 Overview of NCVET

The National Council for Vocational Education and Training (NCVET) was notified by the Ministry of Skill Development and Entrepreneurship (MSDE) on 5th December 2018 to integrate the fragmented regulatory systems in India and infuse quality assurance across the entire skilling /vocational training value chain, leading to strengthened outcomes. The NCVET will act as an overarching skills regulator which will regulate the functioning of entities engaged in vocational education and training, both long and short term and establish minimum standards for the functioning of such entities.

#### Functions:

- Recognition and regulation of Awarding Bodies (ABs), Assessment Agencies (AAs) and Skill related Information Providers
- Approval of qualifications
- Monitoring and supervision of recognized entities
- Grievance Redressal

### 1.2 Overview of ASDC

**ASDC As Awarding Body:** The automotive industry in India is undergoing a transformation because of its sustained growth and profitability. Indian Automotive industry currently accounts for 7.1% of GDP and 49% of manufacturing output, generating **32 million direct or indirect employment**. Based on the Automotive Mission Plan 2019-2026, which is a collective vision of the Government of India and the Indian Automotive Industry, the sector is expected to **employ 36 million people by 2026**.

The Automotive Industry is known to be highly dynamic with ceaseless innovations pouring in from all over the world, changing the face of the industry as we know it. To cope up with such a transformation, constant skilling, re-skilling and up-skilling of the existing and future workforce is extremely important.

To cater the industry needs ASDC was Incorporated as a society under the Society registration act 1860 in March 2011. ASDC is An Awarding Body which awards or proposes to award certification to trainees for an approved qualification by ensuring quality training and reliable assessments.

### **Functions:**

- a) Award certification to learners in approved qualifications.
- b) Creation of qualifications and related learning material.
- c) Development of affiliation/ accreditation norms for training partners and affiliating/ accrediting training partners.
- d) On-boarding assessment agencies to ensure fair and reliable assessments through pre-defined norms and processes.
- e) Monitor the functioning of training partners and assessment agencies.

## **Section 2: General Terms**

### **2.1 Objective Of RFP**

The sole objective of this document is to solicit Technical and financial offers from the parties interested in taking part in the work for the scope of work as mentioned in this document. While this document has been prepared in good faith, no representation or warranty, express or implied, is or will be made, and no responsibility or liability will be accepted by ASDC or any of their employees, advisors or agents as to or in relation to the accuracy or completeness of this document and any liability thereof is hereby expressly disclaimed.

Interested Parties may carry out their own study/ analysis/ investigation as required before submitting their proposals. This document does not constitute an offer or invitation, or solicitation of an offer, nor does this document or anything contained herein, shall form a basis of any agreement or commitment whatsoever.

ASDC Representatives, its employees and advisors make no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of this document.

All the Assessment Agencies get recognized as per the NCVET Guidelines for improved quality and acceptability. All NCVET Empaneled Assessment Agency are eligible to fill the RFP for onboarding of Assessment Agency process.

As per NCVET guideline NCVET has the right to continue with these activities, modify the sequence of activities, add new activities or remove some of the activities, as dictated by the best interests of NCVET.

### **The objectives of the RFP are:**

- a) Standardization of the process of onboarding recognition of the AAs
- b) Defining scope and functions of the AAs
- c) Strengthening quality assurance in the operations of the AAs
- d) To Building a proper monitoring system for continuous improvement.

## 2.2 Language of RFP

All the documents shall be developed in English and Hindi language.

## 2.3 Disclaimer

All information included in this RFP is confidential and is only for the use and knowledge of the recipient. No information included in this document or in discussions connected to it may be disclosed. This Request for Proposal (RFP) is neither an agreement nor an offer by ASDC to prospective assessment agencies. The RFP contains the details regarding scope, eligibility, evaluation methodology, timelines, terms and conditions and other relevant details. Assessment agencies are advised to study the RFP document carefully before submitting their proposals. Submission of a proposal should be done after careful study and examination of this document with full understanding of its terms, conditions, and implications.

## 2.4 Timeline of Events

<b>RFP for the Year</b>	Financial Year 23-24
<b>RFP Release date</b>	<b>22-03-2023</b>
<b>Last date for Submission of Applications</b>	<b>26-03-2023</b>
<b>Presentations by Selected AA to Panel for Final selection</b>	
<b>Result declaration on ASDC Website</b>	
<b>Issue of letter</b>	
<b>SLA signing</b>	<b>April to March (Annually)</b>
<b>**Date TAT as per availability of all members in the panel</b>	
<b>**Empanelment will be subject to NCEVT/MSDE Guidelines</b>	

## 2.5 Timeline & SPOC for Submission of RFP:

The RFP in its complete form in all respects as specified in this invitation of RFP must be submitted through Email and google form.

The assessment Agencies will submit the soft copy of document through scan or information in soft copy and google form to ASDC spoc person.

### SPOC for Queries

[priyadarshani@asdc.org.in](mailto:priyadarshani@asdc.org.in), [nisha@asdc.org.in](mailto:nisha@asdc.org.in)

## Section 3: Scope of Work

### 3.1 Definition of Assessment Agency:

Assessment Agency is defined as an agency which tests or conducts examinations to assess whether a learner has met the requirements necessary to be competent and qualified with respect to a skill or qualification.

#### Functions:

- Conduct quality assured standardized assessment and record results
- Develop Assessment Strategy and Standard Operating Procedures (SOPs)/ checklists for content development (including question bank), assessment and delivery processes, performance reporting and analytics, roles and responsibilities of the assessors, proctors and SME, etc.
- Ensure availability of accessible standardized assessment tools across languages and learner groups  
Ensure availability of certified Assessors/Examiners, Proctors and SME
- Allocate certified Assessor to the assessment batch.
- Undertake performance rating of assessors and proctors.
- Set up systems for grievance redressal.
- Cooperate with the Council in any inspection or audit of its activities.

### 3.2 ASDC Relationship with the Assessment Agencies:

Existence of a system of endorsing AAs that they are fit for quality assessment of their qualification along with clearly delineated monitoring mechanisms of the AAs for their day-to-day operations. AAs will onboard AAs from the pool of NCVET recognized AAs as per the requirement of their qualification and norms.

## Defining the Relationship Between ASDC and Assessment Agencies: -

S. No.	Heads	ASDC	AAs
1.	Recognition of the AAs	For Third-party assessment: <ul style="list-style-type: none"> <li>▪ ASDC to select from NCVET recognized AAs</li> <li>▪ ASDC to further enter into an agreement with AAs for sharing of assessment fees etc.</li> </ul>	<ul style="list-style-type: none"> <li>• Abide by the norms of agreement with both NCVET and ASDC, as applicable.</li> </ul>
2	Assessment Strategy	<ul style="list-style-type: none"> <li>• Lay down assessment criteria in qualifications.</li> <li>• ▪ Develop Assessment guide for each qualification.</li> <li>• ▪ Follow the assessment guide as prescribed by the NCVET or any other authorized body</li> </ul>	<ul style="list-style-type: none"> <li>• Follow the assessment guide as prescribed by the AB.</li> <li>• Create technology platforms for assessment.</li> <li>• Follow the assessment guide as prescribed by the NCVET &amp; ASDC</li> </ul>
3	Hiring Assessors/ Proctors/SME, Certification of Assessor/Proctors	<ul style="list-style-type: none"> <li>• Lay down requirement for assessors/proctors in the qualification.</li> <li>• Conduct ToA</li> <li>• Define standards for proctors.</li> <li>• Ensure assessment takes place through certified assessors.</li> </ul>	<ul style="list-style-type: none"> <li>• Engage, qualified assessors/ examiner, proctors and SME</li> <li>• ▪Ensure their assessors are certified</li> <li>• Hire certified proctors for assisting in assessment.</li> <li>• Provide risk rating for assessors</li> </ul>
4	Question Banks	<ul style="list-style-type: none"> <li>• Vet the question banks developed by AAs.</li> <li>• Publish sample question banks on their website.</li> </ul>	<ul style="list-style-type: none"> <li>• Prepare question banks (in consultation with industry) for each qualification and get it vetted by ASDC</li> </ul>

5	Assessment Scheduling	<ul style="list-style-type: none"> <li>Inform AA of impending assessment at least 15 days before completion of the training.</li> <li>In centralized assessments, bring out a calendar with clear timelines for assessment.</li> </ul>	<ul style="list-style-type: none"> <li>Allocate assessors/proctors as per the assessment schedule and inform the same to ASDC</li> <li>In centralized assessments, AA to identify and assign examiners to ASDCs</li> </ul>
6	Assessment Delivery	<ul style="list-style-type: none"> <li>Monitor the assessment delivery processes.</li> <li>Provide format for collecting feedback on assessment from stakeholders including verification of assessor identity from TP</li> </ul>	<ul style="list-style-type: none"> <li>Ensure assessment delivery as per the NCVET guidelines and Assessment Guide provided by ASDC</li> <li>Any discrepancy related to assessment delivery to be reported to ASDC</li> <li>Collect feedback after completion of assessment</li> </ul>
7	Results	<ul style="list-style-type: none"> <li>Provide format for recording of results</li> <li>Set the norms for moderation</li> <li>Publish results on their website and generate the certificates for the learners within stipulated time.</li> <li>AB to decide on requests for re-evaluation/reassessment, as applicable</li> </ul>	<ul style="list-style-type: none"> <li>Record result of assessment and report the same to AB in a timely manner</li> <li>Assist AB in moderation of marks</li> <li>Conduct reevaluation/reassessment, as applicable, as per the decision of AB</li> </ul>



8	Monitoring	<ul style="list-style-type: none"> <li>Continuous monitoring of assessment agency</li> <li>Monitoring of assessment process</li> </ul>	<ul style="list-style-type: none"> <li>Self-Regulation/monitoring</li> <li>Monitor assessments on ground including assessor/examiner and proctors through adequate</li> <li>ICT enabled monitoring system</li> </ul>
9	Grievance Redressal	<ul style="list-style-type: none"> <li>Set up a mechanism for handling grievances.</li> </ul>	<ul style="list-style-type: none"> <li>Set up a mechanism for handling grievances.</li> </ul>

### 3.3 Onboarding Fees & Annual review:

Onboarding fees is not applicable for the RFP as per NCVET guideline.

Agreement will be renewed every year as per the performance parameters.

## Section 4- Eligibility Criteria, Documents & Evaluation Matrix

### 4.1 Eligibility Criteria

NCVET approved Assessment Agency can only apply for the RFP.

Link for section 5 NCVET A&A guideline - <https://www.ncvet.gov.in/guidelines-recognition-regulation-assessment-agencies>

### 4.2 Documents to be submitted-

- Annexure A
- CV, s of Assessor
- List of SME, s working with AA
- Work order with completion certificate/appointment certificate

### 4.3 Evaluation Matrix

### Assessment Agency Scoring matrix

S. No.	Parameter	Criteria	Maximum Scores	Particular	Weightage Points
1	Assessment Agency Organization Credentials	Overall experience as Assessment agency	15	10 Years	15
				4 to 9 Years	10
				1 to 3 years	5
2		Experience as Assessment agency in Automotive Sector	10	9 Years	10
				4 to 8 Years	6
				1 to 3 years	3
3		Geographical Presence	10	More than 11 states	10
				07 to 10 States	6
				03 to 06 States	3
5		Data Storage capacity of the Assessment Agency	10	Capacity to store in hard and soft copy data	10
				Capacity to store soft copy data	6
				Capacity to Store hard copy data	3
6		Number of full time Employees	10	More than 20	10
				11 to 19	6
				Minimum 10	3
7	Assessment Agency Operational Capabilities	Overall Candidate Assessed	15	20000 and above	15
				10000 to 20000	10
				up to 10000	5
8		Overall Candidate Assessed in Automotive Sector	10	20000 and above	10
				10000 to 20000	5
				up to 10000	3
9		Count of Assessor in ASDC job roles (TOA Certified)	15	More than 25 Assessors	15
				10 to 25 Assessors	10
				05 to 09 Assessors	5
10		Count of Assessor in ASDC job roles (Non-TOA Certified)	10	More than 25 Assessors	10
				10 to 25 Assessors	5
				05 to 09 Assessors	3
11		Assessment Methodology (Availability of online (Platform & Domain, AI proctor-based facility, Data security)	15	AI proctor based (Theory & Practical)	15
				Proctor base	10
				On ground physical assessment only	5
12	Mode of Assessment (Assessment Modalities)	10	Online Computer based & TAB based	8	
			Tab based & Offline Computer based	5	
13		Number of Automotive Subject Matter Experts affiliated with AA (Based on Evaluation of CV.s)	10	More than 5	8
				3 to 5	5
				1 to 2	2

14	Monitoring Mechanism for Assessments	10	Real time Online, Video- Audio monitoring & recording	10
			Standalone Video-Audio Records	5
			Visits by Proctors	3
	<b>Total Score</b>	<b>150</b>		

## Section 5 - Action for Breach of Agreement awarding Affiliation.

### 5.1 Notices & Warnings

The Council may take one or more of the following actions against recognized bodies if they violate the terms of the agreement granting recognition, namely: —

- private warning.
- public warning.
- directions to cease and desist certain activities.
- impose penalties.
- suspension
- de-recognition of a recognized body, leading to termination of the agreement pursuant to which recognition was granted.

### 5.2 Suspension

A recognized AA may be suspended if it falls in the high-risk category as per the risk assessment framework detailed out in the operational manual released by ASDC, for two consecutive years.

Such an AA will be given six months' post suspension to ensure compliance with the guidelines and if found satisfactory their recognition can be restored at the discretion of the ASDC.

### 5.3 De-recognition

An AA may be de-recognized under the following scenarios:

- Any AA proven to be indulging in corrupt and/ or fraudulent malpractices.
- Any AA failing to ensure compliance with the guidelines after 6 months of suspension.
- Any AA found to be engaging in franchisees model or outsourcing assessment to other entities.
- The members of the Governing Body of the AA have resigned /or ceased to function, to bring down the strength to less than the minimum number of required members for the quorum.

Such an AA will be given a period of six months' post de-recognition to ensure completion of any pendency.



## (Annexure- A) Declaration form of Assessment Agency

### Cover Letter

(Date)

Dear Sir/Madam

#### Sub: Agencies to onboard ASDC

I, the undersigned, hereby acknowledge that I have read and understood the requirements and conditions under the eligibility and continuation criteria mentioned in the RFP published by Automotive Skill Development Council. I represent (name of the applicant organization) and have the legal authority to ensure commitment of my organization to uphold the requirements and conditions of ASDC recognition process.

I am aware that if the information contained in this application and self-evaluation is not valid/is falsified, then ASDC at any point of time can suspend or terminate my organization. ASDC Can impose penalties for any kind of falsified or invalid information or act.

I, the undersigned, will also ensure that the organization acts in accordance with the guidelines and procedures detailed in the Recognition and Regulation of Assessment Agencies by National Council for Vocational Education and Training- Guidelines and Operational Manual and Automotive Skill Development Council and understand that failure to do so will result in non-compliance, suspension, and possible withdrawal of recognition.

I also declare that my organization ( Name of the organization) has not been blacklisted by any other SSC , NSDC, or State Skill Development Mission.

I understand that the ASDC absolves itself of any legal or financial liability arising out of any act involving any accidental or consequential damages to personnel/equipment at any time.

I am aware that the terms and conditions of ASDC recognition may be amended from time to time and that the updating of the same on the website and in writing shall constitute due notice.

I understand that it is the responsibility of my organization (name of organization) to review these terms and conditions in order to maintain compliance.

Signed

(Name and Position)

On behalf of (name of the applicant agency)

Note- Please attach NCVET empanelment letter.