

Tourism & Hospitality Skill Council

RFP for Training Partner Empanelment and Application Form

RFP Release date 16th Oct 2019

Last date for Submission of Applications	31 st Oct 2019	by 6pm
Desktop Evaluation of Applications by Panel	10 th Nov 2019	
Presentations by Selected TP to Panel for Final selection	13 th Nov 2019**	
<i>**Date TBD as per availability of all member in the panel</i>		
To be sent by email only (Ujjwal.arun@thsc.in)		

2019

Introduction

Tourism and Hospitality Skills Council (THSC) is a Not-for-Profit Organization, registered under the Societies Registration Act, 1860. The Tourism and Hospitality Skill Council (THSC) is promoted by the Confederation of Indian Industry (CII) with inclusive representation of the Government, industry, industry associations and Training Institutes across India, with financial support by National Skill Development Corporation (NSDC). The key objective of the THSC is to create a robust and vibrant eco-system for quality education and skill development in the Tourism and Hospitality Sector in the country.

The mandate for the THSC is to:

- Develop a sector skill development plan for the Tourism and Hospitality Industry
- Carry out a Functional and Occupational Mapping and develop a Catalogue of Industry Occupations / Job Roles in Tourism and Hospitality sector
- Developing career path, skill competency standards and qualifications for upgrading youth/work force at par with the developed countries
- Develop & Set National Occupational Standards for Job Roles in the sector
- Develop & put in place an Auditing & Certification mechanism for Accreditation of Training Institutes / Trainees and Trainers
- To help the member organizations across market verticals sharpen their business focus, updating on the emerging market trends and development
- Plan and execute training of trainers.
- Ensure delivery of training programs by accredited organizations as per industry norms and standards
- Put in place an effective Labour Market Intelligence System (LMIS) to assist planning and delivery of training as well as address the industry need for skilled manpower

THSC being the services sector, quality is of the highest concern for this sector. Keeping track of compliances of the Training Partner is of utmost importance. This would make sure the candidates undergoing skill courses are aligned to Standards set by THSC.

Terms of Reference

This association is based on the following:

1. THSC affiliated Assessment Agency cannot be associated as to safeguard against “conflict of interest.” Any deviations to this will be at the discretion of THSC based on merit of each case.
2. Training should be transparent, demonstrative and in line with international best practices to ensure credibility of the same.
3. Seamless documentation and evidence collection will be the key
4. Training would need to be done through ToT certified trainers.
5. No sub-contracting or franchising would be permissible to the any other Agencies.
6. The organization should have the required competence and impartiality.

7. The Agency is expected to have reasonable office space and manpower for managing the operations of Training. This includes infrastructure and its organization, capability and capacity to develop Training Tools for various courses as per THSC Occupational Standards; identification, selection and maintaining quality Auditor; and Quality Management System (QMS) and its operation.
8. Agency will be considered for Training assignments by THSC based on their ability and availability to carry out training at remote locations of J&K, Himachal and Uttarakhand
9. THSC reserves the right to allocate the training numbers and Selected Training Partner shall maintain full and complete record pertaining to monitoring and audits conducted- Including Videos and Photographs etc. and shall preserve all the records for at least five years and make it available to THSC at any time required.
10. THSC reserves the right to cancel the RFP.

Prerequisites for Selection of Training Partner

- 1) Legal Existence: Agency should be a legal entity (company or society but not firms, proprietorship or individuals; limited liability partnerships (LLPs) can be allowed)
- 2) Training Quality: Should be able to demonstrate ability to hire certified Trainers
- 3) Training Process: Should have an expertise to carry out training with state-of-the-art technology deployment as per guidelines.
- 4) Training Partner should have the ability to maintain training records for at least 5 years or till the validity of any scheme (whichever is later) at any point in time.
- 5) Conflict of Interest: In case of any, the Training partner should declare its linkages with other stakeholders in skill ecosystem to ensure independence and to avoid any conflict of interest.
- 6) Should have worked with any SSM under our sector
- 7) Should have training centres with all parameters as per the PMKVY guidelines.
- 8) Should not be blacklisted for any Government organizations.
- 9) Should be operational in the state for which the RFP has been issued.

Affiliation Process of Training Partner

Two stage processes for Affiliation of a TP will be followed

Stage 1: Application & Desktop Evaluation

Stage2: Presentation of shortlisted TPs

Stage 1: Application & Desktop Evaluation

1. Prospective TP will submit the application in prescribed formats
2. THSC will carry out Desktop Evaluation of the prospective TP and **may** invite them for deliberation and clarity, if necessary.
3. THSC reserves the right to select/reject the TP on merit. However, in case of rejection same would be communicated to the applicant in writing.
4. Decision of THSC in this regard would be final and grievances should be addressed to the Auditing Sub Committee constituted by THSC.

Stage2: Presentation of shortlisted TPs at respective State Mission

Evaluation Matrix for MA

	Parameter	Max Points	Criteria	Distribution of Points		
I	Overall Experience	15	Number of Years in Training	More than 10 Years	5 to 10 Years	Up to 5 Years
				15	10	5
II	Number of Projects	10	Total projects till date	More than 10	5-10	Below 5
				10	7	5
III	Empanelment with Govt. Organization (GoI or State Skill Missions)	10	Affiliation with Government organization	More than 5 Organizations	3 to 5 Organizations	1 to 2 Organization(s)
				10	7	3
IV	Geographic Presence	10	Minimum presence in 3 States/UT	More than 10 States	4 to 10 States	3 States
				10	7	5
V	Affiliated with other SSCs	05	Minimum affiliation with 3 SSCs	More than 5 SSCs	4 or 5 SSCs	3 SSCs
				5	3	2

Evaluation Scorecard for MA

Grade	Score	Action to be Taken for prospective MA
A	80% to 100%	To affiliate
B	Less than 80%	To reject

APPLICATION LETTER ON THE COMPANY LETTER HEAD

Date: _____

From

To,
Head Assessment & RPL
Tourism and Hospitality Skill Council
801, 8th Floor, Tower A, Unitech Signature Tower,
South City – I, Gurgaon 122001 Haryana
Tel: 0124-4160511/4160512/4160514/4160516

Subject: Empanelment of Training Partner with THSC

We are an Training Partner with necessary experience and expertise in the Auditing and Monitoring and hereby apply for Accreditation with THSC.

It is on the THSC discretion that they accredit us; or will put our application on hold.

Signature of Authorised Person Name
& Designation:
Phone No: E-
mail



APPLICATION FOR EMPANELMENT AS TRAINING PARTNER

Name of Training Partner _____

Address _____

Email _____

Website _____

Head of the Organization _____

Date of Registration/Incorporation _____

(Attach copy of Certificate)

Accreditations and Certifications

(Indicate dates and validity periods) _____

List of Enclosures

1. Organization Profile
2. Photocopy Copy of Recognition, certification or empanelment
3. List of Training Centres
4. Attach photocopy of the PAN /TAN card and GST Letter as Enclosure
5. Details of Trainers with ToT certificates
6. Registration Certificate of Trust/ Society / Company
7. Audited Balance Sheet of Last Three Years
8. Annexure 1 RPL proposal
9. Annexure 2 Self Declaration

I/We hereby declare that the information provided above is true and correct to the best of my knowledge. Any misrepresentation, falsification or material omission of information on this application may result in my failure to receive accreditation from THSC. I/We accept that an analysis of capacity may be made during the processing of this application and thereafter, and I authorize THSC official or any person/entity authorized by THSC to carry out audit or quality check.

I/We hereby accept all the terms and conditions set by THSC or updated from time to time regarding auditing.

Signature and stamp

Name:

Designation:

Date

