

# Skill Council for Persons with Disability

## Expression of Interest (EOI) for Empanelment of Assessment Agency (AA) as per NCVET Guidelines with Skill Council for Persons with Disability (SCPwD)

**EOI Release date 25<sup>th</sup> December 2022**

Last date for any Questions by AA to SCPwD	30 <sup>th</sup> December, 2022
Last date for submission of Application	5 <sup>th</sup> January, 2023
Presentation by Shortlisted AA to Panel for Final selection*	15 <sup>th</sup> – 30 <sup>th</sup> January, 2023
Result declaration on SCPwD Website	20 <sup>th</sup> March, 2023
Agreement signing**	22 <sup>nd</sup> -30 <sup>th</sup> March, 2023
<i>*Date as per availability of all members in the panel</i>	
<i>**Empanelment will be subject to NCEVT/MSDE Guidelines</i>	

Email id for sending application: [info@scpwd.in](mailto:info@scpwd.in)

Details of the Person for clarification of queries: Mr. Ashish Kumar Chaudhary

Email Id: [info@scpwd.in](mailto:info@scpwd.in)

Contact No. - 011- 20892792

## General Instructions

1. The duly filled Pre-screening application form must be furnished by the interested Assessment Agencies through email. An Assessment Agency can send the filled-in form complete in all respects to the following email id: [info@scpwd.in](mailto:info@scpwd.in) .
2. Application Form is provided in the annexure. Any modification done in the form would result in rejection of the application. Filled-in Forms, complete in all respects, in the provided format and mailed at IDs as above with the indicated subject and send the hard copy to the SCPwD office will only be accepted.
3. AAs need to fill up all annexures in the EOI documents.
4. Copy of Application Form could be downloaded from the website of SCPwD. SCPwD reserves the right to effect revision/s in the form. Changes, if any, will be notified on its website([www.scpwd.in](http://www.scpwd.in)).
5. All the columns should be filled in. If any column is not considered relevant, then kindly write NOT APPLICABLE.
6. It may kindly be noted that other things being equal, preference would be given to the Assessment Agencies empaneled with at least 4 SSCs, particularly those on whose job roles SCPwD works/intends to work, being a multi-sector Skill Council. Kindly refer NQR ([https://www.nqr.gov.in/qualifications-register/search?field\\_qualification\\_title\\_value=Pwd&field\\_anticipated\\_volume\\_of\\_trainees\\_value=](https://www.nqr.gov.in/qualifications-register/search?field_qualification_title_value=Pwd&field_anticipated_volume_of_trainees_value=)) for the updated list of SCPwD QPs.
7. SCPwD reserves the right to withdraw/ modified this process, and/ or cancel any application at any stage.
8. Kindly note that SCPwD reserves the rights to periodically audit overall assessment process, documentation, and any other work that the assessment agency has been assigned by SCPwD.

## Introduction

1. Assessment is one of the most critical activities of the skills value chain. The National Skills Policy 2009 mandates NSDC to set up Sector Skills Councils with Affiliation, accreditation, examination, and certification as one of the key functions amongst other responsibilities.
2. The National Skills Policy 2009 further specifics “Quality Assured Assessment of Learners for ensuring that assessment is based on National Occupational standards (competencies) and uses valid and reliable assessment methods”; The Union Government of India has mandated Sector Skill Councils (SSCs) besides other charter, “Participation in Affiliation, Accreditation, Examination and Certification.”
3. SCPwD being the services sector, quality is of the highest concern for this sector.
4. Assessment of trainees under various skilling programs and their certification is therefore one of the key responsibilities of SCPwD.
5. A strong and stringent assessment framework will help establish credibility of the organization. Hence is it important to design the protocol and a framework within which all Assessments need to be and will be done.
6. The Assessments will be based on the relevant and approved Qualification Packs for each job role as a matter of policy for compliance. New job roles will be continuously added to the list and older versions will be periodically revised to match with changes required by the industry.
7. This Protocol is the revised version for Assessments in accordance with the NCVET criteria for Empanelment of AA.

## Terms of Reference

### 1. Essential Requirements for Assessment Agency (AA)

- I. AA must be affiliated/Empaneled with NCVET (Please submit copy of LOI received from NCVET).
- II. AA shall have financial resources which shall be capable of sustaining a continuous assessment process for SCPwD consistent with its stated mission and objectives for long term stability.
- III. AA shall identify and comply with the applicable statutory and regulatory requirements pertaining to the services provided.
- IV. Affiliation procedure for AAs must be transparent, demonstrative (with evidence) and in line with best practices.
- V. SCPwD Specific Requirements:
  - (i) Question bank development capacity
  - (ii) Subject Matter expert – (Domain Sector & Disability)
  - (iii) Assessor identification mechanism
  - (iv) Proctors
  - (v) On ground implementation ability; and
  - (vi) Overall co-ordination of the assessment activity
- VI. AAs must have capabilities to **conduct online / digital assessments**.
- VII. SCPwD will select AAs from the pool of AAs empaneled with NCVET.
- VIII. This process will apply to all AAs.

### 2. Detail of AA to be shared with SCPwD

S. No.	Parameter	Year Wise			Remarks
		2021-22	2020-21	2019-20	
<b>1</b>	<b>Details of Affiliation with SCPwD</b>				
1.1	Total assessment conducted (of PwD)				Supporting documents to be attached
1.2	No. of SCPwD certified Assessors				
1.3	No. of sectors with SCPwD certified Assessors				
1.4	No. of Job roles with SCPwD certified Assessors				
1.5	Nos. of PwD Subject Matter Expert (SME)				
1.6	Nos. of state where SCPwD certified local Assessors are available				
1.7	Nos. of districts where SCPwD certified local Assessors are available				

S.No.	Parameter	Year Wise			Remarks
		2021-22	2020-21	2019-20	
<b>2</b>	<b>Details of Affiliation with Domain SSC</b>				Supporting documents to be attached
2.1	No of Sector Skill Council (SSC), AA is affiliated with				
2.2	Total assessment conducted				
2.3	Total nos. of Assessors				
2.4	No. of Job roles with other SSCs certified Assessors				
2.5	Nos. of state where domain certified local Assessors are available				
2.6	Nos. of districts where domain certified local Assessors are available				

<b>3</b>	<b>Other Parameter</b>				<b>AA's response</b>
3.1	Mode of Assessment Platform-Digital & Offline	Remote Online	Online in Centre based	Offline	Supporting documents to be attached
3.2	Monitoring Mechanism Platform for ongoing Assessment	Real time Video-Audio Monitoring & Recording	Standalone Video-Audio Records	Visits by Proctors	
3.3	Ability to carry out assessment in Vernacular				
3.4	Nos. of Team member				

### 3. Prerequisites for Selection of AA

**3.1.1 Guidelines:** As per NCVET guidelines.

**3.1.2** Affiliation with NCVET as AA is mandatory to apply for this EOI.

**3.1.3 Conflict of Interest:** It should declare its linkages with other stakeholders in skill ecosystem to ensure independence and to avoid any conflict of interest

### 3.2 Organization Structures

**3.2.1** AA should have a structured mechanism for Governance including a well-defined process for affiliation of assessors either on its payroll or contracts.

**3.2.2** AA should have assessment coordination team on its payroll with required capacity and experience to mentor, supervise, plan the assessment strategy and to guide the team of assessors.

**3.3 Assessment Design:** AA should have the capability of designing assessments and creating items. AA should have at least one assessment designer on the payroll.

**3.4 Data Security:** AA should provide a declaration to clearly indicate the adherence to data governance policies and encryption guidelines for maintaining the information security and data privacy as defined under global standards like ISO27001 (data security, privacy, and audit requirements) and ISO9001 (quality data managements systems). SCPwD should validate the data retention, security and privacy practices by carefully examining documentary proofs at empaneled AAs in the following key areas:

**3.5 Database Management:** Security and robustness of the database used by an organization as a method of storing, managing, and retrieving information, automatized and with minimal manual intervention.

**3.5.1 Data Access controls:** Details of access and authentication with the following classifications:

**3.5.2 Restricted:** to be shared with pre-defined stakeholders only

**3.5.3 Confidential:** can be shared with designated stakeholders but not for circulation

**3.5.4 Internal:** to be shared with stakeholders within the skill ecosystem

**3.5.5 Public:** can be made available in the public domain

**3.5.6 Database Credential Management:** Control overflow of data including approval, monitoring and access.

**3.5.7 Data Encryption:** A robust mechanism to ensure enhanced security of sensitive data through encryption mechanisms.

**3.5.8 Threat Detection:** Procedure for raising flags, categorization of threat level and determining mitigative techniques.

**3.5.9 Database Backup & Recovery:** Protocols for ensuring data back-up and recovery in case of data loss.

**3.5.10 Data Portability:** Mobility of data between different application programs, computing environments or cloud services.

**3.5.11 AAs IT Assets Policy:** IT management and security policies on IT equipment provided to employees, such as misplaced devices, limits on access, etc.

**3.5.12 Audit Process:** Protocols on quality and utility audit of assessment data for Quality Assurance.

**3.5.13 Digitization of data:** Collection, storage, and retention in soft formats.

**3.6 Training of Proctors:** AA must hold training programs for proctors (both on role and contractual) who are going for on-field assessments or are proctoring remote assessments. Proctors must be made aware of the key processes and compliance before conducting an assessment. They should also be familiarized with the platform functionalities to oversee the assessment and be aware of possible areas of malpractice and steps to be taken in case of observing any malpractice happening during the assessment.

## 4. Prerequisites for Selection of Assessors

### 4.1 Qualifications & Experience:

**4.1.1** Assessor should possess relevant academic, occupational qualifications and work experience as defined in the QP by domain SSC

**4.1.2** Knowledge of assessment process and tools with ability to capture the assessment observations correctly on the prescribed electronic or paper forms.

**4.1.3** Understanding of the Occupational Standards for the relevant QP is a must. Assessor must have the ability to plan each task and allocate necessary resources.

**4.1.4** Understanding of competencies required in the job role for which assessment is being done with a high level of integrity, reliability, and fairness.

- 4.1.5 Good observation skills with ability to communicate in writing and orally in the local language in addition to English.
- 4.1.6 Ability to use technology viz, computers, tablets, spreadsheets, video communication tools.
- 4.1.7 Awareness of the disability sectors.

**4.2 Certified Assessor:** Assessor must undergo necessary certification under the TOA programme of domain SSCs and the disability orientation/ induction ToA conducted by SCPwD.

**4.3 Assessors in Multiple Sector:** Assessors undertaking multiple sector assessments must meet the qualifications for the relevant job roles and would need to furnish a self-declaration duly acknowledged by the AA.

## 5. Affiliation Process for AAs

- 5.1 Prospective AA will submit the application in prescribed formats along with all annexures.
- 5.2 SCPwD during the evaluation of the application of respective AA may invite them for deliberation and clarity, if necessary.
- 5.3 SCPwD reserves the right to select/reject the AA on merit. However, in case of rejection, it will be communicated to the applicant through mail.
- 5.4 SCPwD will invite requisite nos. of AA based on their evaluation for the FY 2023-24. Decision of SCPwD in this regard would be final.

# APPLICATION FORM AND ANNEXURES



**COVER LETTER ON THE ORGANIZATION LETTER HEAD**

**Date:**

**From**

.....  
.....  
.....

To,

Mr. ....

Skill Council for Persons with Disability (SCPwD)

501, City Centre, 12/5 Dwarka

New Delhi -110075

**Subject: Empanelment of Assessment Agency with Skill Council for Persons with Disability**

We are an Assessing Agency with necessary experience and expertise in implementing assessment & certification in the skilling ecosystem and experts from disability sector and hereby apply for Accreditation with SCPwD.

Please find the filled application form with all required details and annexure for your kind consideration.

It is on the SCPwD discretion that they accredit us or put our application on hold.

.....

Signature of Head/Authorized Person of the Organization with organization stamp

Designation

Phone no/ email id

## Annexure-1

# Application Form

1. Name of the Assessment Agency: .....
2. Address (Registered Office): .....  
.....
3. Address (complete Communication address with pin no.):.....  
.....
4. Year of Incorporation..... Registration ID:.....
5. Legal Status of Organization (please tick only one)
  - Public/Private/Government
  - Company/Partnership/Proprietorship/Registered Society
  - Research/Academic Institute/Industry Association
  - Others (please specify) .....
6. Email Id 1. .... 2.....
7. Website.....
8. Head of the Organization.....
9. Please provide the Organization structure of the Assessment Body showing roles and responsibilities of different persons/groups/committee/associates having significant contribution towards assessment of the concerned trades/skills (Please attach organogram and other details).
10. PAN of the company.....
11. GST Number of Company.....
12. No of branches/offices and locations.....
13. Total number of employees on its rolls permanent as well as contractual.....
14. Total number of PwD employees on its rolls permanent as well as contractual.....
15. Capacity to design and develop the Assessment Blueprint
  - Yes
  - No

**(If yes, please attach the Assessment Blueprint)**

16. Details of the geographical regions where you can conduct assessments from following list

S. No.	Geographical Regions (Tick the Regions)	States under the Region (Write the names of the states)
1	Pan India	All India
2	North India	
3	Western India	
4	South India	
5	Central India	
6	Eastern India	
7	North East India	

17. Whether affiliated with any Sector Skill Council (please tick one) other than SCPwD

- Yes  
 No

**If Yes, please provide the details in the table below**

S. No.	Name of the Sector Skill Council	Valid Affiliation Till (Month and Year)	Assessment		
			2021-22	2020-21	2019-20
1					
2					
3					
4					
5					
6					

**Note: Kindly insert additional row to indicate the affiliation with more than 6 SSCs**

**Assessment Data for SCPwD**

S. No.	Name of the Sector (Domain)	QP Code (SCPwD)	Assessment		
			2021-22	2020-21	2019-20
1					
2					
3					
4					
5					
6					

**Note: Kindly insert additional row to capture all the details**

18. Capacity to design and develop the assessment tools for Persons with Disability

- Yes  
 No

**(If yes, please attach a sample question Paper and a checked sheet to assess Performance Criteria for any one of the QPs)**

19. Do you have process to select and empanel the Assessors?

- Yes  
 No

**(If yes, please elaborate in a separate document and enclose evidence including the sample contract with Assessors)**

20. Do you have entity of assessment monitoring and report sharing process in place?

- Yes  
 No

**(If yes, please enclose supporting document)**

21. Facility to safely store the records as per GOI-MSDE- NCVET guidelines?

- Yes  
 No

22. Does AA have a Grievance redressal mechanism?

- Yes  
 No

**(If yes, please enclose supporting document)**

### **List of Enclosures:**

(All the documents should be signed and stamped by Authorized signatory)

1. Supporting documents of all the item mentioned in point no.2 (Detail of AA to be shared with SCPwD) of this EOI documents.
2. Registration Certificate of organization
3. Proof of registered address and communication address
4. Organizational Manual and organogram and staff details with CV
5. Attach photocopy of the PAN /TAN card and GST Letter
6. Data management system and process as per point 3.5 of this EOI documents.
7. No of branches/offices and locations
8. Assessment Matrix of AA
9. Assessment Blueprint Design
10. Copy of affiliation documents with Sector Skill Council
11. Details of total assessment carried out for domain SSC and SCPwD
12. Proof of design and develop the assessment tools for Persons with Disability
13. Process documents for selection and empaneling of Assessors
14. Sample assessment monitoring report
15. Audited Balance Sheet of Last Three Years
16. Sample of Contract with the Assessors
17. Web Content Accessibility Guidelines (WCAG) supporting documents for AA's website and assessment platform.
18. Valid ISO Certification, if any

## Annexure-2

### Self-Declaration by the head of the Assessment Agency

S.N.	Current Business Status	Commitment (delete not applicable)	If yes, please furnish full details	Remarks (A separate sheet may be attached, if required)
1	Are you a Training Partner in the Skill Eco System?	YES / NO		
2	Are you an Income Tax Payee?	YES / NO		
3	Have your AA ever been rejected for affiliation by any SSC?	YES / NO		
4	Do you have any linkages with any other Organisation in the assessment domain?	YES / NO		
5	Have you ever been engaged in assessment operations in past or present with a different entity?	YES / NO		
6	Do you have necessary financial resources for the operation of skills assessment including associated liabilities?	YES / NO		
7	Do you have a Web Site of your own?	YES / NO		
8	Is AA's website and Assessment platform is accessible and comply with Web Content Accessibility Guidelines (WCAG)			
9	Do you have SCPwD certified Assessors affiliated to your AA? (share Assessor wise SCPwD QPs wise details of assessments done for the current and last 2 FY)	YES / NO	On payroll_____ _____ On Long Term Contract_____	Please give total numbers
10	How many of your Assessors are undertaking multiple sector assessments?	YES / NO	On payroll_____ On Long Term Contract_____	Please give total numbers
11	If granted affiliation, do you have the capability to undertake On-line assessment with immediate effect?	YES / NO		If yes, please give the details of the availability of software and hardware to undertake the assignment.
12	Do you have the capability to develop question bank for On-line assessment?	YES / NO		If yes, please give the details of available subject experts with the agency.

13	Are you affiliated with DGET & State sponsored schemes?	YES / NO		
14	Are you affiliated with any other SSCs/ other recognized Agencies having capacity to carry out assessments for the job roles applicable to the SSC?	YES / NO		
15	Have you ever been subject to legal action in the case (s) of malpractices and unfair conduct?	YES / NO		
16	Have you ever been banned / Suspended for the services offered by you?	YES / NO		

I,.....(name), s/o .....

r/o .....

**Mobile No....., do hereby declare that I have furnished the above details to the best of my ability and knowledge and I fully understand that any incorrect information will render my agency disqualified for affiliation. If granted affiliation, I do also agree to meet the other operational conditions as laid down by the SCPwD for the conduct of assessment.**

**Date:**

**Place:**

**Authorized signatory signed and name**

## Annexure-3

### Financial Standing – Annual Turnover

Certificate from the Chartered Accountant/Audit Firm regarding Annual Turnover from assessment programs in India of the applicant in the immediately preceding 3 financial years.

Financial Year-Ending 31 <sup>st</sup> March	Turnover From Assessment activities (Rs. Lakh)
2019-20	
2020-21	
2021-22	

Name of the audit firm/Chartered Accountant:

Seal of the audit firm:

(Signature, name and designation and registration Number of the Chartered accountant/ audit firm)

Date:



## **CERTIFICATION**

I, the undersigned, certify that to the best of my knowledge and belief, the details provided in the form have correctly described us (as an Assessment Agency), our qualifications and our experience. We understand that any willful misstatement described herein may lead to the cancellation of our qualification as an Assessment Agency, if engaged.

Signature

Authorized Signatory of Assessment Agency

Name & Designation

Date:

References: 1.

References: 2.