Expression of Interest

"DEVELOPMENT OF COURSEWARE OF SELECTED QUALIFICATIONS IN CHILDCARE ECONOMY"

For

HEALTHCARE SECTOR SKILL COUNCIL

Proprietary & Confidential

Issued by:
Health Sector Skill Council
520-521, 5th Floor, DLF Building
Jasola District Center, New Delhi – 110025

Section 1: Background of HSSC

Healthcare Sector Skill Council (HSSC) is a recognized awarding body and implementation body of Skill India Mission under ambit of Ministry of Skill Development and Entrepreneurship constituted by key leading healthcare providers, pharmaceuticals, medical device industry, diagnostics, and associations from both public & private.

HSSC is engaged in the development of a robust and sustainable industry aligned quality skilling eco-system for healthcare sector including AYUSH, medical device sector, social sector and hospital management to bridge the demand and supply gap through skilling, reskilling and upskilling. HSSC aims to be an apex body for high quality skilling aligned to healthcare sector requirements, nationally and internationally.

HSSC closely works with Industry members, Healthcare Service Providers, Healthcare Training Organizations / Institutes, government, and policy makers to collectively facilitate the required change in the educational and training eco-system in the healthcare sector.

The Council is aimed to develop Qualifications, learning Resources, training programs required for Skilling, Reskilling and Upskilling of professionals required in the Healthcare Industry. Identify skill-gaps, Facilitate Industry Academia collaboration, Assessment & Certification Mechanism, Accreditation and Affiliations of Training Facilities, facilitate placement and Apprenticeship opportunities and guide institutes to build & upgrade facilities and Faculties.

Section 2: Broad Scope of Work

To impart increased standardization and quality in the training delivery of job roles in childcare economy, HSSC is aiming to develop standardized courseware based on Model curriculum and QP-NOS for following job roles:

S No	QP Name	NSQF Level
1.	Childcare Worker-ECD Services/Bal Vikas Mitra	Level 3
2.	Associate cum Coordinator-ECD Services/Bal Vikas Prabandhak	Level 4.5
3.	Carepreneur-ECD Services/Bal Vikas Sansthapak	Level 5.5

A. The courseware would include but not necessarily be limited to the following forms:

A.1 Phase 1:

1. **Participant Handbook/Manual:** Inclusive of:
    - content (textual, pictorial, graphical, tabular, flow-chart based, etc.) detailed as per the model curriculum
    - self-assessment-based exercises and practical formulated for easy and comprehensive understanding of participants/students/candidates/individuals seeking to be trained for the particular QP-NOS.
    - A section to be inserted for logbook or workbook-based guidance linked with HSSC prescribed assessment guidelines, properly sequenced in the order of difficulty levels and compacted with assessor/advisor/mentor feedback and comments
    - There should be minimum **10 QR** codes embedded in each PH and FG. These QR Codes should be linked to videos/presentation of corresponding topics of the NOSs for elaboration of the topic and better understanding of the job role related skills. Obtaining permission to embed the videos will be the responsibility of the agency. The agency has to submit a letter of proof that they have obtained permission to embed the videos in the books, and the concerned owner of the video has “No Objection” to it. The bidding agency should take the onus. Videos will have to be approved with HSSC team, before embedding in the books.
    - There should be an annexure of QR codes, as per the guidelines.

    All needs to be developed as per HSSC prescribed format and requirements.
2. **Trainer’s/Facilitator’s Guide/Handbook:** Similar to Participant handbook, the Trainer’s handbook needs to be developed with suggestive pedagogical methodology to deliver training to candidates. Inclusive of training delivery plans or lesson plans on day to day basis, daily schedule of events including visits/assessments/activities, suggestive notional learning hours per day, teaching aids or methods used per day and suggestive internal continuous assessment guidelines linking to final assessment guidelines.

3. **Assessment Guide:** Detailed Guidelines for assessor directly linked to HSSC prescribed assessment criteria inclusive of sample MCQs, Practical Skill sets and OJT handbook assessment guidelines along with infrastructure, equipment, logistic and pedagogical requirements prior, during and post assessment. A separate set of 300 MCQs, 3 practical skill sets per NOS and 10-15 viva questions for each NOS as per HSSC templates following HSSC prescribed assessment blueprint needs to be submitted.
4. **Translation into Hindi and 2 regional languages of above courseware**

A.2 Phase 2:

5. **E-learning Content for candidates:** E-learning Content in form of presentations and videos packed with vocal and animated linked to participant handbook/manual. Inclusive of Simulation Based Questionnaire at the end of each unit/module for self-assessment of candidates. The content desired to be converted into SCORM package to be hosted at HSSC LMS.
6. **E-learning Content for Trainers:** Similar to e-learning content for candidates above linked to Trainer's/Facilitator's Guide, with added trainer notes and activities in suggestive pedagogical manner.

B. Above all forms of courseware need to be developed closely with Content Approval & Technical Committee of HSSC as per HSSC prescribed/agreed format and requirements.

C. Plagiarism checks along with requisite changes as per Plagiarism report to be completed till the final approved report (maximum to 5% which could only include general phrases & content from Govt./ permissible websites). At least two types of agreed plagiarism tools to be used for verification.

D. Above all forms of courseware would be validated across country by at least 5 training partners and 10 industry partners. Release of courseware would be solely dependent on guidance and final validation of Content Approval & Technical Committee of HSSC.

E. Copy right & IPR would be solely owned by HSSC for anything developed under purview of this RFP either given by HSSC or developed by Content Developer irrespective of the publishing of material.

F. Any updation in the content based on learnings from the pilot implementation within the period of 1 year.

G. While development of the courseware, the existing national/international courseware would be referred to, Subject matter experts would be consulted, and training institutes could be visited; deeply studied and assessed and best practices be taken into consideration.

H. Along with courseware, documentary records of institute visits, validation forms, comments of the SME/validators, follow up mail and responses etc. and such like activities need to be maintained & submitted.

I. Courseware needs to be submitted in Pdf, word and other open files (editable version) along with e-versions/e-books along with 5 sample printed copies of final versions as per the HSSC format and requirements.

Section 3: Terms & Conditions for Selection of Content Developer

A. The content developer needs to suffice following eligibility criteria:

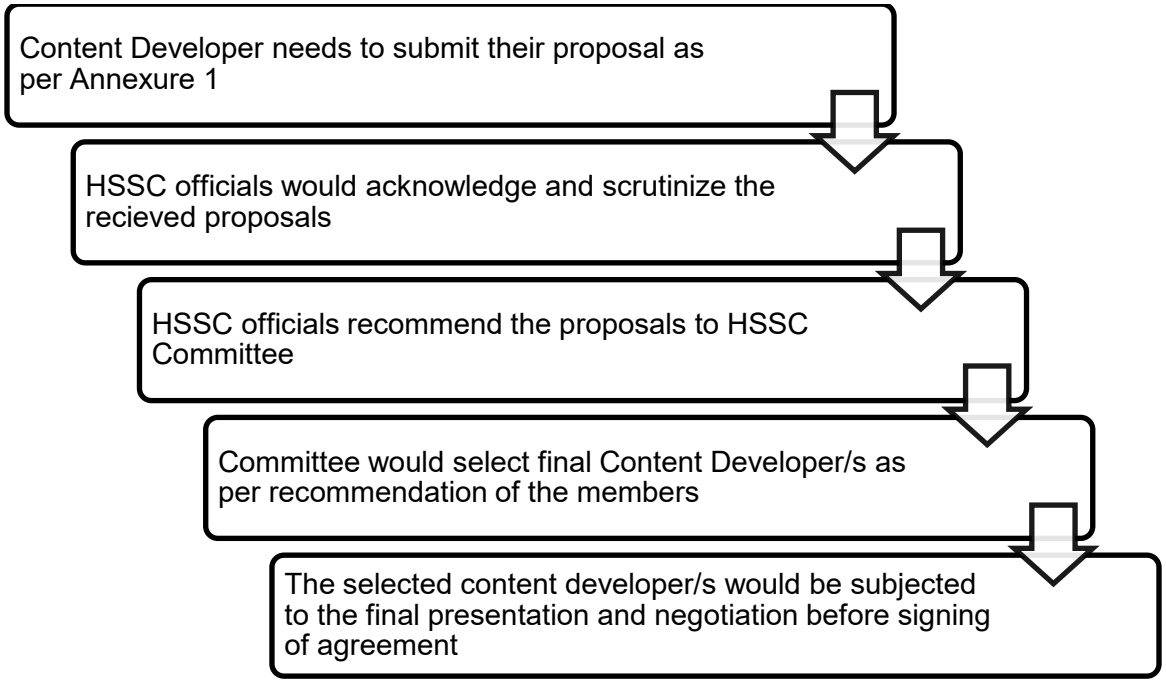
1. The organization should be a legal entity duly incorporated in India or abroad.
2. The organization should have appropriate credentials and experience of at least two years in providing services (in relevant area) to Central Government/State Government/Research or Academic Institution/ Public sector Companies/Undertaking/Autonomous Bodies/ Multinational Companies/Private Institutions and must have successful audit report for the aforesaid period.
3. The organization should have valid PAN/TAN/ Service Tax Registration/ VAT Registration as applicable and should submit a copy of each of the documents at the time of proposal submission.
4. Organization with experience of working in related sector in similar projects may have added advantage.
5. The organization should have demonstrated project management capacity with team members who possess relevant qualifications and experience in developing the courseware.
6. The organization with understanding and exposure to SSCs in India may have added advantage.
7. The organization should have the bandwidth to develop content for all Job Roles simultaneously.

B. HSSC reserves the right to carry out the capability assessment of the interested organizations and the decision of the HSSC shall be final in this regard.

C. The agreement would be withhold at any point of time, if the information furnished by the organization is found to be incorrect. The amount paid till that date should be returned within 15 days of the cancellation of the project contract.

D. HSSC may levy penalty charges in case of discrepancy in work, non-adherence to timelines or non-compliance to the terms and conditions of the work order.

Section 4: Selection Process of Content Developer



Section 5: Mode of Submission of Proposal

The proposal needs to be submitted in electronic form via email to following Email IDs on or before 21st September 2025 by 1730 hrs.

megha.aggarwal@healthcare-ssc.in

The proposal submitted by any other form or incomplete filled up proposal or proposal submitted after the last date of submission would be rejected.

HSSC shall not be responsible for any delay or non-receipt/ non-delivery of the mail. No further correspondence on the subject will be entertained.

HSSC reserves the right to modify and amend any of the above-stipulated condition/criterion depending upon project priorities vis-à-vis urgent commitments.

ANNEXURE 1

EOI-Proposal Template

Interested organizations needs to fill up this form and send the signed and stamped copy of duly filled form in scanned form as a response of EOI on or before last date of submission.

Name of the organization : _____

A. Contact Details:

Name of the Director / Head of the organization : _____

Tel: _____ Fax: _____

Mobile: _____ Email: _____

Name of the Contact Person for Liasoning with HSSC:_____

Address: _____

_____

_____

Tel: _____ Fax: _____

Mobile: _____ Email: _____

Website:_____

B. Legal Status of the organization (Please tick)

- Public ☐ Private ☐ Government ☐
- Company ☐ Partnership ☐ Proprietorship ☐ Registered Society ☐
- Academic Institute ☐ Industry Association ☐
- Others (Please specify and attach necessary evidence)_____
- Date of the Registration / Incorporation : _____
  (Attach copy of certificate of incorporation / registration)

C. **Organizational Profile**

- **Number of years of establishment :** _____
- **Number of Employees :** _____
- **Annual Turnover of the organization**: _____
- **Organizational Structure :** Please attach organization structure showing roles and responsibility of key office bearers with background and other engagements of management/ partners/ Governing members. Also depicting key activities/income sources taken up by the organization.
- **PAN No. of Organisation**:_____
- **TAN No. of Organization**: _____
- **List of Branches/Offices :**

  It shows scope of handling Activities:

S. No.	Name of Branch/ Office	Own/ Rented/ Tie Up	Type of activities could be taken by the branch	If tie up, Healthcare/ non-Healthcare

- **Prior Experience in Content Development/Publishing :**

  Experience details of Content Development in Healthcare*:

S. No.	Project/Client	Time Duration (dd/mm/yy-dd/mm/yy)	Subject/ Course/ Trade / Job-roles	Involved in Content Development without outsourcing (Yes/No)	Involved in Publishing/ Distributorship without outsourcing (Yes/No)

(Attach sample documents)

Experience details of Content Development in non-Healthcare*:

S. No.	Project/Client	Time Duration (dd/mm/yy-dd/mm/yy)	Subject/ Course/ Trade / Job-roles	Involved in Content Development without outsourcing (Yes/No)	Involved in Publishing/ Distributorship without outsourcing (Yes/No)

(Attach sample documents)

D. **Please submit details of Subject Matter Experts/Industry Connect Associated** *(minimum 1 SME per job role and 2 industry contacts required per Job-role per zone)*

S. No.	**Name of the Trades / Job-roles** *(as per Annexure 2)*	**Name of the SME/ Industry Connect**	**Qualification & No. of years of Experience for SME and Type of Industry for Industry Connect**	**Geographical Presence** (Indicate Region / State/ Zone of Preference)

**This is required to see the expertise of development as well as validation of the content*

E. <u>Please submit your proposal/interest in following template</u>

S. No	Description (as per EOI)	Cost per Job Role for development of content from scratch	Timelines per job role	Total Cost for 3 job roles
A. Phase 1				
1	Participant Handbook/Manual			
2	Trainer's/Facilitator's Guide/Handbook			
3	Assessment Guide			
4	Translation into Hindi and 2 regional languages of above courseware			
Total Cost (A)				
B. Phase 2				
5	E-learning Content for candidates			
6	E-learning Content for Trainers			
Total Cost (B)				
Total project cost (A+B)				

F. Please submit any other areas of interest activities organization wants to uptake with HSSC:

S. No.	Areas of Interest	Please tick Yes/No	Remarks
1	Train the Trainer Module for Platform		
2	Train the Assessor Module for Platform		
3	Train the Trainer on behalf of HSSC		
4	Train the Assessor on behalf of HSSC		
5	QP-NOS Development		
6	Skill Gap/Demand Aggregation Study		
7	Workshops jointly/on behalf of HSSC		
8	Others (Please specify, if any)		
9			
10			

G. **Declaration**

I attest that the above information is correct. I do understand that any incorrect information will result in suspension / cancellation of my organization's proposal/agreement with HSSC forfeiting all the cost involved in same by my organization.

Signature: _____

Name : _____ Designation :_____

Organization : _____

Date _____/_____/_____

Annexure 2

List of HSSC Job Roles

S No	QP Name	NSQF Level
1.	Childcare Worker-ECD Services/Bal Vikas Mitra	Level 3
2.	Associate cum Coordinator-ECD Services/Bal Vikas Prabandhak	Level 4.5
3.	Carepreneur-ECD Services/Bal Vikas Sansthapak	Level 5.5

Healthcare Sector Skill Council

For any query, we may be contacted at:

Mailing Address: *520-521, DLF Tower A, Jasola District Center, New Delhi-110025*

Ph No.: *011-40505850/41017346*

Email Id: *megha.aggarwal@healthcare-ssc.in*

Website : *www.healthcare-ssc.in*