

INSTITUTE OF LEADERSHIP DEVELOPMENT

Request for Proposal (RFP)

For Shortlisting Facilitating Agency for Providing Trainers and Centre Head for conducting Capacity Building Training Programs for SC/ST candidates under National SC-ST Hub Scheme FY 2026-27 in Bundi District, Rajasthan

Institute of Leadership Development (ILD) invites RFP from eligible and experienced organizations for providing eligible, qualified and experienced Trainers and Centre Head for the implementation of a short-term skill development program.

This RFP entails the selection of trainers and a Centre Head.

Scope of Work

The selected agency will be responsible for:

1. Deployment of qualified Trainer / Faculty Member
2. Deployment of an experienced Centre Head to manage the training centre
3. Ensuring full-time availability of deployed staff for the complete project duration
4. Coordination with ILD for trainer attendance, session delivery, student support, and reporting
5. Immediate replacement of trainers/centre heads if required by ILD due to performance or conduct issues

Eligibility Criteria for the Agency

1. Must be a registered organization (NGO, Trust, Company, LLP, etc.) working in the field of training, skill development, education, or HR services
2. Must have at least 3 years of experience of implementing training or skill development programs for SC/ST Community
3. Must not have been blacklisted or debarred by any government or funding agency
4. Must have a minimum annual average turnover of INR ₹1 CR in the last 3 financial years
5. Must provide CVs and verification documents of proposed trainers and centre heads

Minimum Qualifications for Deployed Personnel

Trainers / Faculty Members

- **Educational Qualification:** ITI/Diploma/Certificate in Electronics, Electrical, or Mechanical
- **Industry Experience:** Minimum 2 years
- **Training Experience:** Minimum 1 year in technical skills training

Centre Head

- **Educational Qualification:** Graduate in any field
- **Experience:** Minimum 3 years in managing training operations
- **Preferred:** Candidates based in Bundi District and with prior skill project experience

Assignment Duration

- **Training Duration:** 5 Months
- **Centre Head Assignment Duration:** 5 Months

Application Process

Interested agencies must submit their application through google form (attached below) along with the following documents:

- Organization Certificate of Incorporation
 - PAN Card
 - GST Card
 - Work experience details
 - Excel List of training staff with qualifications and experience
 - CVs and supporting documents (educational, work experience and other documents) of applicants, trainers and centre heads
 - Audited Financials of last 3 year
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Selection Process

- Shortlisted agencies will be invited for an online interview of proposed candidates
- Final selection will be based on experience, staff quality, and readiness to deploy
- Incomplete applications or those without supporting documents will be rejected
- Only those Candidates will be selected who are ready to join in a week

Important Notes

- ILD reserves the right to cancel the process at any stage without assigning any reason

Submission Deadline: 3 August 2026

Link for Apply- <https://forms.gle/cuXLreSu2b6MdAoNA>

Please mail the proposal with all documents of the organisation and applicants on – Shubham.kaushik@ildindia.org; info@ildindia.org; ildskills1@gmail.com