



**FICSI/NOS/EOI/2/2020/EMPANELMENT OF
CONSULTANTS**

DATE – 17.12.2020

FOOD INDUSTRY CAPACITY AND SKILL INITIATIVE (FICSI)
Shriram Bharatiya Kala Kendra, 3rd floor, 1, Copernicus Marg, Mandi House,
New Delhi, Delhi 110001
Landmark: Opposite Doordarshan Bhawan
Telephone No. 9711260230/240
Email: admin@ficsi.in
Website: www.ficsi.in

Request for Proposals for

Empanelment of consultants for profiling the districts' Food processing Industries

About FICSI

Food Industry Capacity & Skill Initiative (FICSI)—widely known as Food Processing Sector Skill Council—is a Not-for-Profit Organization, under aegis of National Skill Development Corporation (NSDC) and promoted by the Federation of Indian Chambers of Commerce and Industry (FICCI). Aiming at generating a critical mass of industry-employable-skilled-persons to meet the skill gap in the Food Processing industry, FICSI inter-alia is mandated to:

- Capacity development for Food Processing Industry and maintain skill inventory.
- Determining skills/competency standards and qualifications and getting them aligned with NSQF.
- Standardization and setting up of affiliation, accreditation, assessment, and certification process in accordance with NSQF as determined by NSQC. May also conduct skill-based assessment and certification for QP /NOS aligned training programs.
- Plan and facilitate the execution of Training and certification of Trainers and Assessors along with NSDC and States.
- Promotion of academies of excellence.

Background

Skill ecosystem has been evolving at a fast pace in India unfolding various opportunities and challenges to its stakeholder. Industries are the major stakeholder in this system and FICSI time to time reaches out to them to understand their Human Resource Skill requirements and further undertake the skilling programme in order to scale them according to the industry standards. To enhance this reach and understand the Human Resource skill requirements of these existing/upcoming food processing industries in each district/cluster, FICSI is looking forward to conduct a profiling survey across the 64 identified districts with prominent clusters. In this context, FICSI is looking forward to empanel one or more consultants to conduct the profiling of these clusters. Consultants with prior experience in data collection and market research shall be preferred.

Scope of Work

The study would cover following the sub-sectors of Food Processing Sector Subsectors of Food Processing:

1. Bread and Bakery products
2. Cold Chain (incl. logistics)
3. Dairy Products
4. Fish and seafood processing
5. Fruits & Vegetables processing
6. Meat & Poultry processing
7. Milling (Grains & Oilseeds)
8. Beverages
9. Ready-to-eat & Ready-to-cook products
10. Soya processing
11. Spices

The scope of work covers the profiling of the industries from above mentioned subsectors would cover following points:

1. Name of Unit, Address, Contact details. Subsector
2. Employee nos. in each category: Skilled, Semi-Skilled, Unskilled
3. Department wise employee strength: Procurement, Warehouse/Storage, Production, Quality Control, Research & Development etc.
4. No. of employees: Permanent, Contractual
5. Scale: (Cottage/Micro/Small/Medium/Large)
6. Year of establishment:
7. Type of Industry: In-house Manufacturer/ 3rd party Manufacturer/ Supplier/ Exporter
8. New Units that are likely to come up in next 18 months

This should be prepared District wise covering all units employing 25 or more employees (regular or contractual).

Deliverables as a part of this SoW:

Consultant will deliver following reports. These will include but not limited to:

- i. Inception Report:** Within seven days of date of allocation of the project, consultant must submit soft copy of an inception report of ensuring mutual understanding of the consultant's plan of action, draft questionnaire and timeline for conducting the project.
- ii. Monthly Progress Report:** It must be submitted on the last working day of every month. The soft copy of the report will be comprised of the activities completed in the present month and future activities to be done

in the next month.

- iii. **Interim Report:** The soft copy of the interim report must be submitted in every quarter. The report will be comprised of the all the activities that have been completed in the quarter and outcome of these activities/study.
- iv. **Draft Final Report:** Consultant must submit the draft study Report with a soft copy covering all aspects including one power point presentation alongwith a summary report of the study.
- v. **Final Report:** Final Report, Summary Report and Power Point Presentation along with soft copy must be submitted within 7 days after receipt of comments/suggestions of FICSI on the draft report.

Project completion schedule: The Project is expected to be completed within 2 months from the date of allocation.

Format for submission of Proposal

1. Cover Letter
2. Description of the Agency
3. Financial Credentials of Agency
4. Action plan for conducting the study
5. Financial Bid with activity-wise cost break-up

Annexures to be Enclosed

1. Last 3 years audited balance sheet
2. Resume and details of technical staff
3. Past/Ongoing Projects in similar or aligned domain

Decision of CEO FICSI will be final in case of any disputes

Last Date to Submit: 4th January 2020 via Scanned Copy to be mailed at admin@ficsi.in and a Hard Copy on the following address:

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List of 64 Districts for the study

S. No.	State	District/ City
1	Andhra Pradesh	Anantapur
		East Godavari
		Guntur
		Krishna
		Vishakapatnam
2	Gujarat	Anand
		Kheda
		Mehsana
		Surat
		Vadodara
3	Himachal	Solan
4	Jammu and Kashmir	Jammu
		Srinagar
5	Jharkhand	Ranchi
6	Karnataka	Bangalore
		Bangalore Rural
		Mysore
		Udupi
7	Madhya Pradesh	Bhopal
		Gwalior
		Indore
8	Maharashtra	Ahmadnagar
		Mumbai
		Nagpur
		Nashik
		Pune
		Thane
9	Odisha	Cuttack
		Ganjam
		Khorda
10	Punjab	Amritsar
		Bhatinda
		Jalandhar
		Ludhiana
11	Rajasthan	Bikaner
		Jaipur
12	Tamil Nadu	Chennai
		Coimbatore
		Kancheepuram

		Madurai
		Salem
		Thiruvallur
13	Telangana	Hyderabad
		Nizamabad
14	Uttar Pradesh	Agra
		Allahabad
		Aligarh
		Bareilly
		Gautam Buddha Nagar
		Ghaziabad
		Jalaun
		Lucknow
		Mathura
		Meerut
		Muzaffarnagar
		Varanasi
15	Uttarakhand	Dehradun
		Haridwar
		Udham Singh Nagar
16	WestBengal	Birbhum
		Hooghly
		Jalpaiguri
		Kolkata
		North 24 Parganas