



MEDIA AND ENTERTAINMENT SKILLS COUNCIL

**REQUEST FOR PROPOSAL FOR EMPANELMENT OF
ASSESSMENT AGENCIES
FOR
FINANCIAL YEAR 2024-25**

MESC RFP AA EMPANELMENT FY 2425



IMPORTANT DATES

RFP Release Date	5 th June 2024
Last Date for Any Queries by Assessment Agency	18 th June 2024
Last Date for Submission of Applications	20 th June 2024
Presentations by Shortlisted AA to Evaluation Committee	Shortlisted AAs will be informed accordingly
Finalization and Signing of MOU with Final Selected AAs	Selected AAs will be informed accordingly

Link for RFP: www.mescindia.org

Email your Application and Queries to:-

Email to: assessments@mescindia.org

Copy to: support-assessments@mescindia.org



Introduction

Media & Entertainment Skill Council (MESC) requests for proposal from Assessment Agencies (AAs) for empanelment to carry out assessments for the specific courses under the Sector Skill Council. The AAs having capabilities and experience to assess the trainees trained in outcome – oriented training in the job roles in line with QPs/ NOS and having potential to undertake assessment as per the structured procedures.

The underlying responsibility of the Assessment Agency would be to operationalize the process of onsite assessment of the trainees taking overall care of the process of evaluation.

Assessment is one of the most critical activities of the skills value chain and Quality Assured Assessment of Learners for ensuring that assessment is based on national standards (competencies) and uses valid and reliable assessment methods.

Quality assessments are highly recommended and therefore a strong and stringent assessment framework will help establish credibility of the organization.

The Assessments will be based on the relevant and approved Qualifications for each job role as a matter of policy for compliance and as per set SOPs and guidelines of NCVET.

Terms of Reference

This protocol for Accreditation of Assessment Agencies is based on the following:

- Training Provider will NOT be an Assessment Body to safeguard against “conflict of interest.”
- Any deviations to this will be at the discretion of MESC Assessment Committee based on merit of each case.
- Assessment processes / procedures should be transparent, demonstrative and in line with international best practices to ensure credibility of the certificate.
- Assessments through trained and certified assessors.
- Monopoly or cartelization in assessment is not allowed.
- No sub-contracting or franchising would be permissible to the Assessment Agencies.

Prerequisites for Selection of AAs

Assessment agency must be affiliated with NCVET at the time of application (Received LOI/MoU)

The AAs should have the ability to develop the assessment process and tools for different training courses with ability for continuous improvement.

AA should have the ability to maintain assessment process records and details pertaining to candidates registered, assessed, passed, centres, assessors, etc, and shall preserve all the records for at least 10 years or till the validity of any scheme (whichever is later) at any point in time and make its online access to MESC.

Conflict of Interest: In case of any, the AA should declare its linkages with other stakeholders in skill ecosystem to ensure independence and to avoid any conflict of interest.



Affiliation Process of AAs

Three stage process for Affiliation of an AA will be followed

Stage 1: Application

Stage 2: Field Visit & Final Presentation Stage

Stage 3: Affiliation & Orientation

Stage 1: Application

Prospective AA will submit the application in prescribed formats

MESC reserves the right to select/reject the AA.

Decision of MESC in this regard would be final and grievances should be addressed to the Committee constituted by MESC. The list of selected AAs shall be published on MESC official Website.

Stage 2: Field Visit and Final Evaluation Stage

MESC team may visit the prospective AA to assess the following:

- Meet their key staff and carry out verification of records and processes.
- Connect with at least two of the existing customers of the prospective AA and get their feedback in writing.
- Team will submit its Assessment Report for consideration to the Evaluation Committee.

AA which has successfully cleared Stage 2 would be Invited to make a final presentation to the Committee. Decision of this Committee would be final and binding to all AA.

Stage 3: Affiliation & Orientation

MESC will compile a list of all eligible AAs according to their merit, establishing a waiting list. The top 12 will receive invitations to sign agreements within a specified timeframe. Should any of these top 12 AAs fail to sign within the given period, MESC will extend the opportunity to AAs on the waiting list.

Once the selection process is finalized, MESC will formally inform all chosen AAs.

The Affiliation will be valid for one year, after which the renewal of AA will be based on their performance or via floating RFP as per the discretion of MESC.



APPLICATION FORM

Date: _____

From

Chief Executive Officer
Media and Entertainment Skills Council
522-524, 5th Floor, Dlf Tower-A,
Jasola, New Delhi- 110025

Subject: Empanelment of Assessment Agency with MESC

We are an Assessing Body with necessary experience and expertise in the Media Industry and hereby apply for Accreditation with MESC.

We desire to apply for Accreditation for the below mentioned geographical space as approved by NCVET: -

MESC retains discretion in accrediting entities. We agree to hold MESC indemnified in this matter.

Signature of Authorized Person

Name:
Designation:
Phone No:
E- mail:



APPLICATION FOR EMPANELMENT AS ASSESSMENT AGENCY

Part A: Basic Details of the Organization

Sr.No.	Fields	Details
1.	Organization Name	
2.	Parent Company Name (if different)	
3.	Nature of legal entity (i.e. company, charitable trust, society etc.)	
4.	Permanent Income Tax Account Number (PAN)	
5.	GST Registration Number	
6.	Date of Establishment	
7.	Complete Address	
8.	Organization's Email ID	
9.	Website URL	
10.	Phone	
11.	Name, designation, and contact details of primary point of contact	

The organization must submit the following documents also.

Part B: Legal status and infrastructure requirements

Name of document	Nature of document	Submitted (Yes/No)
Certificate of Registration and/or Article of Incorporation	Mandatory	
Society/ Trust Deed Agreement of NGO Registration Certificate issued by respective state	Mandatory (for NGOs)	
Permanent Account Number (PAN) and Goods and Services Tax (GST) registration details & any other statutory requirement under GoI/State Government	Mandatory	
For international agencies - <ul style="list-style-type: none"> ▪ Mutual Agreement Copy with Indian partner firm ▪ Shareholder Agreement with Indian partner firm Permission from Ministry of Home Affairs, submission of FCRA clearance certificate and evidence of separate bank account for foreign funds	Applicable only for foreign entities with registered Indian subsidiaries/partners	
Title deed and building plan	Mandatory (if office premises are owned)	
Lease Agreement for 3 years and building Plan	Mandatory (if office premises are rented)	



Part C: Financial viability:

The organization must submit the following documents:

Name of document	Nature of document	Submitted (Yes/No)
Annual Report and Audited financial statements of the entity, duly certified by the Chartered Accountant and filed with the Income Tax Authorities for preceding 3 financial years from the date of application along with the audit report	Mandatory	
Income tax returns for preceding 3 financial years of the entity preceding 3 financial years from the date of Application		
Minimum account balance certificate from the public/ private sector bank	Optional	
ISO certificate / Rating report	Optional	

Part D: Senior Management Details (Includes Board members and Head of the organization)

Name	Title/ Designation	Phone and Email Id	Address

- *Copy of Organogram Engagement letter of Head of the Organization delineating roles & responsibilities, tenure
- Copy of electricity/ telephone bill mentioning residential address of the Head of the Organization

Part E: Details of assessment staff

I. List of assessors – Job Role wise



II. List of Proctors

Name of Proctor	Date of joining (DD/MM/YY)	Location

III. SME Details (12 Sub Sector wise)

S. no	Name	Prior experience	Name of Qualifications	Education - Highest	Tenure of engagement

Part F: Prior Experience

Work order along with completion certificate/appointment certificate for each of the engagements have to be attached

S no	Scheme Name	Assessment conducted last 3 years	Total Assessment conducted	Assessment conducted in MESC sector



List of Enclosures- (To be Duly Signed and Stamped by Authorized signatory)

- Registration Certificate of organization
- Proof of registered address and communication address
- Assessment Blueprint Design
- Question Banks in multilingual and undertaking in case of non-availability of the same and timeline of submission.
- Photocopy of Existing Recognition, certification or empanelment
- Number of branches/offices and locations
- Data management system and processes as per point 5 of Evaluation Matrix
- Photocopy of the PAN /TAN card and GST Letter
- Process of selection and empanelment of assessors and their profiles
- Profiles of SMEs
- Audited Balance Sheet of Last Three Years
- Sample Contract with the Assessors
- Copy of NCVET MoU/LOI

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 MESC. I/We accept that an analysis of capacity may be made during the processing of this application and thereafter, and I authorize MESC official or any person/entity authorized by MESC to carry out audit or quality check.

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

Signature and stamp Name:

Designation:

Date:



Self – Declaration by the head of the Assessment Agency

S.NO.	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	Do you have any linkages with any other Organization in the assessment domain?	Yes/No		
3	Have you ever been engaged in assessment operations in past or present with a different entity?	Yes/No		
4	Do you have the capacity to develop question Banks in multiple language	Yes/No		
5	Do you have necessary financial resources for the operation of skills assessment including associated liabilities?	Yes/No		
6	Do you have a website of your own?	Yes/No		
7	Have you ever been banned /suspended for the services offered by you?	Yes/No		
8	How many of your Assessors are undertaking multiple sector assessments?	Yes/No	On payroll _____ On Long-term Contract _____	Please give total numbers



Evaluation Matrix			
S. No.	Parameter	Criteria	Maximum Weightage
1	Overall Experience	1 to 10 years	10
2	Empanelment with Govt organization (GOI or State Skill Missions)	Affiliation with each organization holds 2 marks	10
3	Candidates Assessed in last 5 years	25,000 holds 1 mark	10
4	Affiliated with other SSCs (Minimum Empanelment with 2-5 SSCs)	Each SSC affiliation holds 1 Mark	05
5	Assessment Methodology	Will be determined by Evaluation Committee (1 to 10)	10
6	Number of Subject matter experts on company's payroll	Based on evaluation of CVs (1 to 5 Experts)	15
7	Number of full-time employees for Assessment vertical on payroll	10 to 25 Employees	5
8	Monitoring mechanism of assessments	1. Visits by Proctors 2. Standalone Video- Audio Records 3. Real time Online Video-Audio Monitoring & Recording	10
9	Technology – Portal & applications	Own portal with AI proctor- based facility and Data Security	10
		Outsourced white label with AI proctor-based facility and Data Security	10
10	Valid ISO Certification	Continuous years in service with ISO certification	5
Total			100