

RSDC INVITES

EXPRESSION OF INTEREST (EOI)

FOR

SELECTION OF ASSESSMENT AGENCIES

FOR

**Conducting Assessments in the Tyre, Non-Tyre and
NR Plantation segments in the Rubber Sector**



1. Proposals Invited

RSDC invites Assessment Agency (AA) to submit proposals for conducting assessment for fresh and RPL trainings in the rubber sector as per the guidelines laid down by RSDC.

AA will have to duly fill the attached form and presentation on the points to nominate in the specified criteria. Based on the due diligence and performance in the technical evaluation, Assessment Agencies will be selected.

Contact RSDC officials for more information on the criteria for the proposal and application forms.

RSDC EOI application complete with all information and documents should reach RSDC Secretariat in soft (MS world file)/PPT and hard form (printed copy by post).

Rubber Skill Development Council

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2. INSTRUCTION TO APPLICANTS

I. Introduction

RSDC invites Expression of Interest (EOI) from interested and eligible organizations for conducting assessments on various job roles in the rubber sector across country.

II. General Information

S.No	Information	Details
1	Start Date of EOIs	Monday 12 Feb, 2018
2	Last Date for submission of EOIs	Thursday 15 Feb, 2018 5PM
3	Presentation by the Shortlisted Applicants	Monday 19 Feb, 2018
4	Contact Person for any assistance	Ms. Shewani Nagpal Director, RSDC M: 8130924440 E: shewani.nagpal@rsdcindia.in
5	Address for submission of proposals	Rubber Skill Development Council Ramakrishna Dalamia Wing, PHD House (4th Floor) 4/2, Siri Fort Institutional Area, August Kranti Marg, New Delhi - 110016 Tel: +91 11 41009347- 48 Fax: 91 11 41004899 Email: info@rsdcindia.in Website: www.rsdcindia.in

III. Eligibility criteria

The process will comprise of screening and selection based on the supporting documents submitted as mentioned below. Accordingly, marks will be assigned as per document based evaluation will be done based on marking criteria defined in Annexure I.

A Committee constituted by the RSDC will carry out a detailed evaluation of the proposals received by it in order to determine whether they are substantially responsive to the requirements set forth in the Proposal.

The decision of the Committee in the evaluation of responses to the proposal shall be final. No correspondence will be entertained outside the process of negotiation/ discussion with the Committee.

S.No	Criteria	Supporting Documents	Compliance (Y/N)
1	Past Experience		
	Organization Type: Company/Partnership/Society/Trust (Atleast three years of experience in assessment with the SSC/vocational trainings sector)	Certificate of Incorporation/Registration and details about organization as per Annexure II	
2	Project understanding		
	Approach and Methodology	Note on Approach and Methodology which will be a part of proposal.	
3	Operation Capabilities		
	Number of assessment centres and availability of Assessors/Proctors across country	List as per annexure III	
4	Assessment Capability		
	Number of candidates assessed and pass percentage	List as per annexure IV	
5	Adequacy and Quality of Resources proposed for Deployment	CVs of the Resources/Assessors identified or proposed	
7	Clarity of understanding, overall merit of proposal, unique value propositions based on presentation/demo	Copy of presentation (12-15 Slides) and proposal	
8	Any Accreditation with NSDC/NSDA/SSC	Copies of MoUs/Relevant document	
9	Financial Capability	Certified copies of Audited Financial Statements duly certified by Chartered Accountant	

INTRODUCTION

Rubber Skill Development Council (RSDC), a Sector Skill Council for the rubber sector set up by All India Rubber Industries Association (AIRIA) and Automotive Tyre Manufacturers Association (ATMA), in Collaboration with National Skill Development Corporation (NSDC), is focusing on skill development & training needs of the sector.

SCOPE OF WORK

RSDC invites application from AA's to empanel for conducting the assessment as per below mentioned guidelines and protocols.

The protocol that will be followed to conduct the assessments consists of the following:

1. Identification of KSAs (Knowledge-Skills-Abilities) of a candidate and module mapping

The different occupations listed in the NOSs of the Rubber Skill Development Council deal with different stages of Rubber Manufacture and Processing Technology. Although the technical knowledge required for these occupations are different, these jobs entail a specific set of common aspects which have been listed below.

Job Aspects
Material/Equipment Handling
Operational Know-how
Ensuring Safety
Quality Assurance
Problem Identification & Resolution
Problem Escalation
Reporting & Documentation

Assessment tools will be available in multiple languages like English, Hindi, Telegu, Tamil, Gujarati, Marathi etc.

The set of KSAs (Knowledge-Skills-Abilities) required in a candidate for him/her to be able to perform well on job are detailed below. Each KSA has been mapped on to a particular module.

Knowledge-Skill-Abilities	Proposed Module	What will the module check?
1. Domain Knowledge	Rubber Technology specific module	Will check for technical know-how of all the aspects of the job that the candidate is supposed to perform.

2. Situation Handling	Situational Judgment Test	Will check for the ability to handle critical situations at job.
3. Attention to Detail	Contextual ATD	Will check for the ability to remember critical steps, identify various buttons/switches of operation and prevent potential hazards by identifying loopholes/flaws.
4. Analytical Ability	Contextual Reasoning	Will check the ability to identify cause for problems, interpret data and results and suggest improvements.
5. Applied Skills	Assessor driven assessments/ Simulations	Will check the ability of the test taker if he knows "how" to do required tasks as part of the job role. Questions will be asked by a subject matter expert who will evaluate the practical knowledge of the test taker. Questions will include situations which the trainee will face in a real job and tasks which trainee would have to perform while on the job
Wherever applicable		
6. Reading Skills	Basic English (8th Pass Level)	Will check basic communication to be able to comprehend instructions, read manuals, and understand processes and document findings.
Listening & Speaking Skills		
Writing Skills		

2. Assessment Timelines

2.1 For Assessment Agencies

S.No	Process description	Stakeholder	Timelines	Remarks
1	Development of assessment guideline and question bank as per the job role	AA		
	- Develops Question bank (min 2 sets)	AA	20 days from the day new job role shared by RSDC	
	Validation and approval of question bank by SME	SSC	3 days from the submission of question bank	
2	Each batch will be assigned to the relevant assessment agency	SSC	5 days from the date of upload on SDMS	
3	Respond with the acceptance or non-acceptance for conducting assessments	AA	2 working days	
4	If the AA does not accept, another AA needs to be identified	SSC	2 working days	
5	Respond with the acceptance or non-acceptance of the system generated date for conducting assessment, post consultation with AA	SSC	2 working days	
6	In case of non-acceptance of the system generated date of assessment, a new date for assessment should be provided	SSC	2 working days	
7	Post acceptance, the AA will assign an assessor as per the language preference of the batch from its approved pool of assessor listed on SDMS	AA	2 working days	
8	Details of the concerned training center and the assigned assessors (With Unique Identification number) should be shared with the SSC along with operational plan	AA	2 working days	
9	The assessor will report at the TP location at the designated date and time, conduct assessment as per the guidelines, and complete the assessment sheet	Assessor	As per specified date, place and time	
10	Authentication of the assessor prior to the start of the assessment. Assessor to produce a valid photo ID proof – Aadhaar number/ PAN card/ ID card issued by the concerned SSC	Trainer of the concerned batch	on the day of Assessment	A unique code mentioned on the identification card of the assessor need to be verified

11	Assessor conducts the assessment in accordance with the assessment guidelines and question bank			
12	Share Assessor Feedback, photos and videos of the assessments	AA	5 days from the assessment day	
13	Assessor will also input the assessment marks on SDMS	Assessor	5 working days post completion assessment	
14	The assessor to complete the training feedback from the candidates of the batch and upload the same on SDMS. The assessor will also check candidate wise feedback at TP/TC	Assessor	3 working days post completion assessment	
15	Post conduct of the assessment, the assessor will share the result along with the original assessment sheet and attendance sheet, physically as well as electronically		7 working days post completion assessment	
16	AA will store the original physical assessment records of the trainee assessed for a minimum of 10 years from the date of the assessment	AA		
17	AA will review and validate the assessment marks on SDMS and will provide the result of each candidate of the batch	AA	2 working days	
18	The SSC will validate the results received from the AA and approve the same on SDMS	SSC	5 working days	
19	Incase of any discrepancy in result prior to approval by SSC, reevaluation of the result by assessment agency or reassessment of the batch, depending upon the decision of the SSC	SSC		
20	Fees due to the AA will be paid after validation of the assessment results received	SSC	14 days	

Process de scription	Stakeholder	Timelines	Remarks
Share the batch start, end and assessment date with no. of trainees with RSDC	TP	On the day of commencement of Batch	Assessment date can end day of training + 7 days
Upload the batch on SDMS and report to RSDC	TP		
Share centre SPOC details and language preference for assessments with RSDC	TP	15 days before the assessment date	
RSDC accept the assessment date and confirm to TP	RSDC	10 days before the assessment date	
Operational Plan will be shared with TP	RSDC	3 days before assessments	
A joint con-call between Assessment Agency, TP and RSDC if required	RSDC	2 days before the assessment date	
TP make necessary arrangements for assessments according to the operational plan shared by RSDC	TP		
On the day of assessment, batches will be divided in two i.e. one for theoretical test suite and second for practical knowledge. Both the batches will run parallel to each other.			
Results & certificates to be shared with TP	RSDC	on or before 7th day after the assessments	

3. Assessment framework for a Trainee, Trainer and Assessor

3.1 Trainee Evaluation

With uniformity and setting of National Occupational Standards (NOS), for different Jobs Roles the assessment of candidates will be at NOS level. Assessment criterion has been defined for each NOS and it includes both theoretical and practical skills on which the candidate will be assessed. The question suite which will be used to check the skills of the trainee would include

- Theoretical test suite – Will include multiple choice questions, audio-video question etc. which will test the trainee on his knowledge of the subject
- Practical Knowledge suite – Practical knowledge can be tested through Assessor driven evaluation, Situational Judgment Tests and Simulations. A mix of the three would be able to evaluate the trainee on his practical knowledge of the QP

3.2 Assessor Evaluation

The underlying responsibility of the assessor would be to operationalise the process of on-site assessment of the trainees taking overall care of the process of evaluation. The evaluation will be focused on evaluating if the candidate knows how to perform the required tasks as part of his job role.

Sourcing

For sourcing the assessors, Assessment agencies will reach out to the Industry experts, Academicians, Members of industry bodies and others with the support of RSDC to volunteer for the role of an assessor. Following general guidelines would apply to all people who volunteer to be an assessor.

General Guidelines

- a. Assessor should be familiar with the process of assessment
- b. Assessor should have complete knowledge of the content of assessment, examination methodology and operational aspects
- c. Assessor should be fluent in the language of assessment
- d. Assessor should be impartial in assessing the trainees

Sourced volunteers who would adhere to the above guidelines would go through the process of evaluation as described below.

Evaluation Process

Assessor needs to be competent in order to conduct assessments and its foundation is based on foundation provided by education, training and experience. These skills of the assessor needs to be evaluated as per the following methods

- a. Technical knowledge assessment – Technology enabled assessment of the assessor to evaluate his theoretical knowledge and the same will act as an objective benchmark which

needs to be cleared by the assessor to move to the next stage. Assessor evaluation will be of a higher difficulty when compared to trainee evaluation.

- b. Interview – SSC to hold the formal interview and evaluate the assessor to bring the assessor on-board

AA will sign a MoU/SLA with assessor to ensure that assessment process is followed with integrity and impartiality. The AA and RSDC can mutually agreed upon the details of the document.

Training of assessor and certification

Post assessor empanelment assessors would need to undergo training of Assessors by RSDC. The training of assessors will cover the following points

1. Occupational Standards Overview – This module of the training would give an overview to the assessors on the overall framework of QP evaluation. Assessor shall be given a NOS and PC level overview of each QP as applicable. Overview on the assessment framework of evaluation shall be shared with the assessor with explanation.
2. Assessment Technology Overview – This module of training will give an overview to the assessor on how technology will be deployed for the assessment. Assessor will be trained on the following
3. Use of delivery mediums (Tablets, computer etc.) which will be used to both deliver the questions and to give marks to the candidates
 - a. Overall structure of assessment and objectivity of the marking scheme
 - b. Sample assessment exercise basis the sample question bank to take an assessor through entire process of assessment

Basis the selection process which an assessor needs to clear and post selection training completion, an assessor will be certified and allocated a unique identification number by RSDC.

Assessor role and responsibility

Assessor will ask the candidates to perform certain pre – defined tasks (which will be delivered to the assessor using a computer/tablet) and then assessor will evaluate if the candidate is able to perform the designated task. Evaluation will be on pre defined objective criterion which will ensure standardization across assessor evaluations.

Assessors will play a vital role in successfully delivering assessments. The effectiveness and credibility of the certification would depend on competence, professionalism and integrity of the assessors.

An effective system needs to be in place to ensure the competence of assessors by establishing, implementing and maintaining procedures for qualifying and monitoring the performance and competence of the assessors involved. In particular, SSC and Assessment agency shall review the performance and competence of assessors in order to identify and streamlines any gaps in the process.

3.3 Trainer Evaluation

For the trainer to impart knowledge effectively, s/he should be competent in two key areas: Subject Knowledge and Delivery. Effective assessments of trainers are required to ensure that the right trainers are deployed for delivery of the defined curriculum.

Trainer Assessments are conducted basis of his/her education, training and experience. These skills of the trainers needs to be evaluated as per the following methods

1. Technical knowledge assessment – Technology enabled assessment of the trainer to evaluate his technical knowledge and the same will act as an objective benchmark which needs to be cleared by the trainer to move to the next stage. Trainer will also be evaluated through situational judgment questions giving him real life situational problems to solve. Trainer knowledge assessment will be of a higher difficulty when compared to a trainee assessment.
2. Interview –SSC to hold the formal interview and evaluate the assessor to bring the assessor on-board

Training of Trainer and certification

Post trainer empanelment trainers would need to undergo training of trainer by RSDC. The training of trainer will cover the following points

1. Occupational Standards Overview – This module of the training would give an overview to the trainers on the overall framework of QP. Trainer shall be given a NOS and PC level overview of each QP as applicable.
2. Training Technology Overview – This module of training will give an overview to the trainer on how technology will be deployed for the training if sources are available.
3. Use of delivery mediums which will be used to deliver the training modules to the candidates.
4. These training can be basic technical knowledge or situation based questions where a trainer's ability to handle a particular situation will be gauged.
5. Trainer shall be given demonstration of mock class sessions on ability to handle a real class scenario, effective communication, sharing of knowledge, problem handling etc.

Post the selection process that trainer needs to clear and on completion of TOT, an trainer will be certified and allocated a unique identification number by RSDC.

4. Process Details

The process will be broadly classified as the following

1. Test takers will be administered a technology driven test which will be taken on a computer/tablet
2. Test takers will give the practical assessment which will be conducted by the Assessor

These assessments will be **Technology-driven, Objective & Standardized Assessments.**

4.1 Theory Test - Delivery Mechanisms

1. Internet Delivery/Tablets
 - a. Cloud based synchronized online servers
 - b. Available for assessments in remote locations, office reception

4.2 Practical Test – Delivery Mechanisms

Assessor/Proctor will be carrying tablet/laptop which he will use as a delivery mechanism which will aid the assessor in the process of assessment.

Assessment of the trainees will be solely based on the NOS of QP that the candidate is being assessed for. A preloaded question bank, which will be delivered to the assessor using a tablet/laptop which he will be carrying, will be used by the assessor to ask the questions from the candidate.

Assessor will also use the tablet to give his judgment, based on responses to his questions given by the candidate. Thus score generation also will be an automated process, basis the assessment of the candidate done by the assessor.

4.3 SOP – Assessment Delivery team

These instructions will be followed by the proctors for all Assessment Events managed by AA. Understated are the guidelines that have to be followed by the proctor when conducting the drive at the venue. The event consists of Testing of candidates. The sequence of events is as follows:

Infrastructure Mapping

The proctor will be responsible for infrastructure mapping at the venue. The closure should include the following:

1. Identifying all necessary equipments. In case computer lab is available, test the network otherwise get in place the required number of tablets for the event in advance.
2. Ensure all essential supplies like stationary etc. are available and are ready to be used on the day of the testing.

Event Day

Pre-event Checklist:

The proctor has to report at the venue at 8:00 am on the event day. The proctor has to make sure that:

1. Testing room is available with proper seating arrangement for candidates to appear for the knowledge assessment
2. Machinery, equipments and tools on which the candidate has been trained on and which are part of NOS should be available to test the candidate on his applied skills
3. Rough sheets are placed on each seat. This has to done after each subsequent batch finishes the test.

The event will start with an introductory overview and assessment process delivered by the Assessors/proctor. Once the introduction gets over, the students will be divided into groups for assessment. The proctor has to ensure that the following things are already in place. They are:

1. Have the exact no. of candidates ready to move into the knowledge based assessments
2. The instructions for taking the test are clearly written on the board in the lab or shared with the candidates verbally
3. Re-check if the stationary is available in the testing area.

Once the students are in the testing area, proctor would have to run through the instructions for the students to take the test.

Post Testing Work Flow:

1. After the students are in the labs and the test is underway, the proctor has to ensure that all remaining batches of candidates are also ready to be tested
2. Escort the candidates from the knowledge based assessment area to practical assessment area, after the batch finishes their testing.
3. Once the first batch has moved out of the knowledge based assessment area, the second batch must be taken from the main waiting area and seated in the respective seats for their knowledge based assessment.

All the above mentioned points have to be repeated till all the candidates have undergone their testing

4.4 Result Compilation and storage

Once the testing of candidates is completed, the results have to be synched with the central servers. The same has to be done as soon as internet availability is possible.

Duration by which the test results will be shared with the SSC will depend on the medium of delivery of the test

1. In case test is delivered using a computer/tablet the test results will be shared with the SSC within 2 days of date of assessment
2. In case test is delivered using a paper pencil test the results will be shared with the SSC within 4 days of date of assessment

Data for the assessments will be stored for 10 years as per norms laid down.

4.5 Event Team composition

Assessor and a Proctor

Event team will comprise of a Assessor (Subject Matter Expert) who is chosen from the industry to act as an assessor for the practical part of the assessment. He will be accompanied by a proctor who would be

responsible of operational execution of the assessment in the early stages of engagement. He will have mandate of managing all the infrastructural requirements and operations for the assessment.

This will be contingent on number of trainees per batch.

4.6 Technology Infrastructure

Minimum 8 number of tablets to be assigned for every assessment by the AA for the batch of 30 students.

4.7 Contingency Planned

Resource contingency – Back up of assessors and proctor will be kept to be sent to the assessment centre in case the first set of assessor is not able to fulfill his commitments.

Paper/pencil Test- As a contingency plan, assessors will also be carrying a paper pencil test, to cover up for a remote possibility of any technological challenges which might occur. To ensure that assessment does not suffer in any way, knowledge and assessor based assessments will be carried out using a paper and pencil and answer responses will be later uploaded to the server using OMR sheets. The scoring will still be an automated process which will be done by just uploading the answer responses onto the server.

5. Question Types and Assessment Content overview

The questions across these modules can be of various formats: Multiple Choice Questions, Audio/Video-based, Touch/Click-based, Drag-and-drop, Assessor-Evaluation-based, etc. They can also be delivered in the bilingual format.

5.1 Multiple Choice Questions

Will check the theoretical knowledge of the test taker on skills he has learnt in training. For each question addressed to the test taker, the best option among two or more options would have to be chosen which appears to the test taker as the best option.

5.2 Audio/Video Based

To eliminate the read and write ability requirement of the test taker audio/video tests design will ensure that test taker is able to attempt the test and get assessed for skills in rubber industry without having knowledge of reading.

Video based questions also add diagrams, machine photographs and questions based on the same, checking on theoretical knowledge of test taker on machinery and tools he will be using for practical purposes

5.3 Touch/Click Based

Questions addressed to the test taker will not require him to have any technical knowledge to use the computer/tablet to give the assessment. Questions will be touch/click based making it very simple and easy for the test taker to select the right options

5.4 Drag-and-drop

Simulations will be addressed as questions to test taker to check the practical knowledge. Drag and drop type questions are one type of simulation questions where in test taker will need to arrange the items on screen in the right order. Similar simulation based questions will be testing the test taker on practical knowledge.

5.5 Assessor Evaluation-based

Pre-defined rubrics and set question bank will ensure an objective evaluation of test takers on their practical knowledge. Assessors will be testing candidates on their practical skills but the marking will be driven by an objective framework which will maintain standardization of marking scheme.

The weight age of content of the theoretical and practical assessments will be 60% and 40% respectively.

Passing Criteria

Passing criteria would be

Trainer & Assessor - 80% passing marks in Total marks

Trainees - 70% passing marks in Total marks

Grace Marks – There will be grace marks of 1 mark given to a candidate if he/she is failing any one of the above passing criteria by one mark. In that scenario the candidate will be marked as passed.

Duration of Assessment

Theoretical Assessment: 1 hour

Practical Assessment: 15 minutes

6. DESCRIPTION OF FEES AND CHARGES

6.1 The Fees for assessments shall be as follows:

S. NO.	NATURE OF ASSESSMENT	FEES (PER ASSESSMENT)
1.	Manufacturing job Roles	Rs.480/- candidate
2.	Plantation/Service Job Roles	Rs.320/- candidate

6.2 The Fees shall be payable for the appeared candidates for the assessment.

6.3 The above mentioned fees are inclusive of any applicable govt. Taxes. Charges for providing testing centres shall be charged at actual.

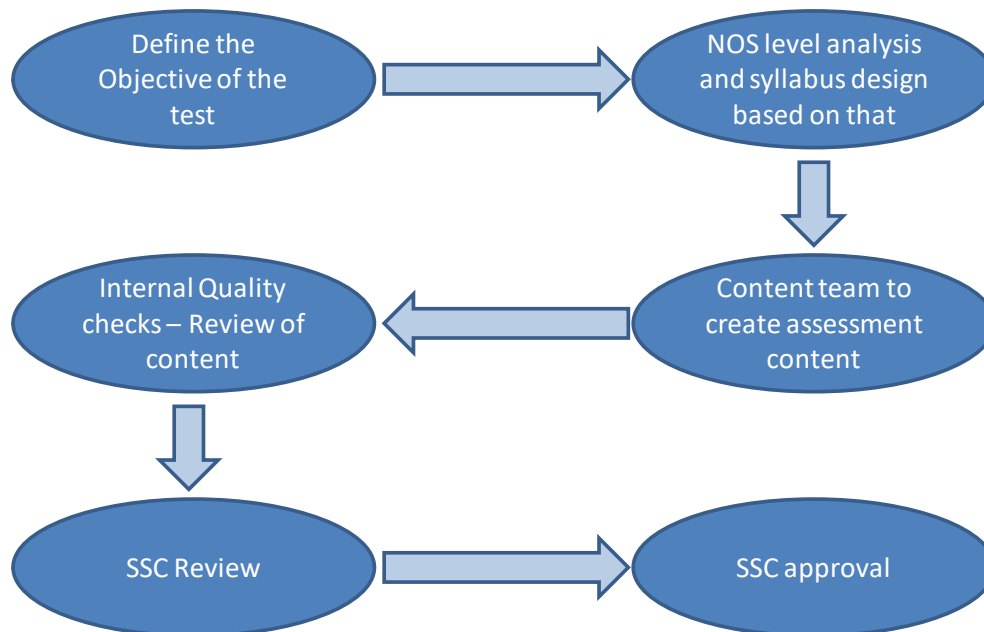
7.1 RSDC will be imposing penalty on the assessment agency of 20% of the batch Fees for Non adherence to the assessment processes & issues/failure of tablets will also attract the same penalty.

7.2 Assessment agency to ensure that the validated results are uploaded on the SDMS within 5 working days from RSDCs approval. Failure to do so would lead to a penalty of a 5% reduction per day for each batch from the assessment fees payable to agency. Delay due to SDMS server issues or any other technical issues will be considered provided assessment agency intimates RSDC on time and provides the screen shot for the same.

- a. In case of Tabs are not properly / completely charged
- b. Malfunctioning Tabs
- c. Assessor or proctor reaching late at the venue
- d. Delay in processing of the results
- e. Delay in uploading of the results

8. **Content Design**

8.1 **Content Creation process**





As part of content creation question bank will be generated for each of the NOS to access the candidates on NOS based criterion.

Question bank will be a repository of questions from which backend technological system will randomly select certain questions which will in turn be addressed to the candidates. As questions will be chosen by technological system in a random order, different sets of question papers will appear in front of candidates.



ANNEXURES

Annexure – I Document based evaluation - Marking Criteria

Marking Dimensions	Marking Criteria	Max Marks
Past Experience		
Number of years of experience in conducting assessments with SSC/Vocational Education	5 years and above = 5 3-5 years = 3	5
Operation Capabilities		
Number of Assessors/Proctors across country	More than 20 = 7	7
	Between 10- 20 = 3	
	Between 5 - 10 = 1	
Assessment Capabilities		
Number of candidates assessed and pass percentage	Above 5000 = 10	10
	>3000-5000 = 8	
	>1000 – 3000 = 5	
	500 - 1000 = 2	
Adequacy and Quality of Resources proposed for Deployment		
Identified of Sector specific Assessors for the project	More than 3 trainers = 3 Between 1 - 2 trainer = 1	3
Accreditation		
Any Accreditation with NSDC/NSDA/SSC	Yes - 5	5
Total		30

Marking Criteria for proposal presentation evaluation will include the following criteria:

S. No	Criteria	Marks
1	Project understanding	
	a) Approach and Methodology	5
2	Clarity of understanding, overall merit of proposal, unique value propositions based on presentation	10
3	Innovative best practices adopted conducting assessment, feedback mechanism, analysis etc	5
Total		20

