

NOTICE INVITING EXPRESSION OF INTEREST

FOR

**CONDUCTING SKILL DEVELOPMENT COURSES
IN ASSOCIATION WITH
HLLMANAGEMENT ACADEMY
AT VARIOUS LOCATIONS IN INDIA**

EOI NO: HLL/ HMA/EOI/2017-18/01

Corporate and Regd. Office
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Inviting Expression of Interest (Eoi) for conducting Skill Development Courses in association with HLL Management Academy

About HLL

HLL Lifecare Ltd. (HLL) a Govt. of India enterprise is a multi-product, multi-location and value driven organisation with a global presence in nearly 115 countries established in the year 1966.

HLL Management Academy (HMA) is an educational initiative of HLL Lifecare Ltd. registered as a non-profit organisation under the Travancore–Cochin Literary, Scientific and Charitable Societies Registration Act, 1955 with Registered Office at Poojappura.

HMA envisions itself as a knowledge platform and intends to focus on the overall development of professional practitioners by imparting skills that are relevant for the community, self-development and local industry with primary focus on healthcare sector.

The academic cell of HMA offers training and courses to employees of HLL and external candidates from both public and private sectors. Training needs are identified and addressed based on skill- gap analysis, functional requirements and the level of qualification and experience of the candidates.

Internally, trainings are imparted to both managerial and non-managerial cadres. For non-managerial cadre, soft skill training and on-the-job hands-on training for skill enhancement are organized with the support of internal and external experts, and technical institutes like IL&FS Skills& HLPPT. For managerial cadre, in house and outstation training are organized in tie-up with institutes of national repute. Also, tie-up with technology, management and skill development institutes of reputation for training programs, courses and knowledge sharing are also taken up.

The major programs organised by HMA be can be grouped into:

- > Management Development Programmes
- > Staff Development Programmes
- > Skill Development Programmes
- > International Training programme on Procurement management in Healthcare Sector in association with World Bank.

Apart from these HMA have also initiated the following distance education courses:

- 'Professional Diploma in Public Procurement' in association with World Bank.
- 'Post Graduate Diploma in Clinical Engineering and Management' (PGDCEM)
- 'Advanced Diploma in Clinical Engineering and Management' (ADCCEM) focusing the biomedical stream

Government schemes under which HMA has carried out trainings/programmes in association with other technical institutes during 2016-17 are:

- a. CSR Scheme of Adani Group.
- b. Pradhan Mantri Kaushal Vikas Yojana (PMKVY) under National Skill Development Corporation (NSDC)
- c. Additional Skill Acquisition Programme (ASAP) under Educational Department, Govt. of Kerala.
- d. Scheme under Ministry of Minority Affairs (MOMA).

Objective of EoI

According to a report by National Skill Development Corporation (NSDC), incremental human resource requirement in the healthcare sector is 74 lakh by 2022. Workforce requirements for the **Healthcare sector** is expected to grow from 35.9 lakh in 2013 to 74 lakh in 2022 which is more than double its existing workforce to meet the market demand.

At this juncture, HLL-HMA aims to:

- > Alleviate the shortage of skilled health professionals.
- > Contribute towards Govt. of India's skill development programme.
- > Empower and offer employment to the youth.

In this regard, HLL invites Expression of Interest (EoI) from Reputed Trainers/ Training Organizations to create and impart skill enhancement training opportunities for existing healthcare professionals and youth to better the public health delivery of India.

Scope of EoI

HLL intends to introduce trainings solutions to focus on the three different aspects of employability:

1. **Skill enhancement:**

Upgrade skills of **current healthcare workforce**/ qualified personnel to improve patient & health service.

- General Duty Assistant
- Home Health Aide
- Diabetic Educator
- Dialysis Technician
- Emergency Medical Technician(Basic)
- Emergency Medical Technician(Advanced)
- Medical Lab Technician
- Pharma Assistant
- Radiology Technician
- CT & MRI Technician
- X-ray Technician
- Dipping Plant Operator
- Latex Compounder
- Latex Compounder Supervisor
- Regional Sales Manager
- Machine Maintenance
- Electrical maintenance
- Calibration
- Boiler Operation
- Phlebotomy Technician

Note: Any other programme may be added based on need.

2. **Recognition of Prior Learning (RPL):**

Provide relevant trainings to healthcare workforce with relevant qualification and experience but without any certification to upgrade their skills and formalize their experience.

- Territory Sales Manager (Retail)
- Sales and Retailing
- Customer Management Skills
- Imaging Technology
- Procurement, Inventory and Store Management
- Servicing of Medical Equipment

Note: Any other programme may be added based on need.

3. **Skill creation:**

Provide education opportunity for high school / plus two / graduates to be part of the healthcare resource pool.

- General Duty Assistant
- Home Health Aide
- Diabetic Educator
- Dialysis Technician
- Emergency Medical Technician(Basic)
- Emergency Medical Technician (Advanced)
- Medical Equipment Technician
- Medical Lab Technician
- Phlebotomy Technician

Note: Any other programme may be added based on need.

Roles and Responsibilities of Business Associate:

The Partnering Organisation shall be responsible for:

- (a) Conducting Training Programmes ,Providing Faculty and other manpower
- (b) Providing training content and course material
- (c) Mobilizing candidates for various training programme.
- (d) Designing courses targeting people in employment, training / faculty training courses and master trainer programmes for capacity building.
- (e) Placement tie ups
- (f) Internal assessment of the trainees
- (g) Affiliation and accreditation
- (h) Providing subject matter expert/domain experts for the Training of Trainers.
- (i) Monitoring the program and its continual improvement
- (j) Coordination with the Government, wherever applicable and required, and the Industry.
- (k) Overall supervision of the Training Programmes.
- (l) Overall Assessment & Certification of Trainees undergoing Training.
- (m) Maintaining the documentation of enrolment, Trainee profiles, Trainee feedback, data on achievement of deliverables and various others documents required for Training Programmes
- (n) Identifying Hospitals/ Placement Centers and entering into agreement with them for providing On the Job Training and placements based on the course offered.
- (o) Operational expenses incurred

Roles and Responsibilities of HLL:

HLL Management Academy will be responsible for:

- (a) Providing fully-functional space and infrastructure for conducting the courses.
- (b) Infrastructure maintenance for the space provided.

- (c) Extend possible support in liaison with Government departments and agencies for the establishment and conduct of training.
- (d) Equipping the campus with latest tools, and equipments required for imparting practical training through stimulated labs, workshops etc.
- (e) Association in mobilizing candidates for various programmes.
- (f) Marketing and publicity for the various programmes.
- (g) Preparing brochures and advertisement materials for various programs

Eligibility Criteria:

- Experience of running training/programmes for more than 2 years
- Faculty of minimum 10 years' experience.
- A turnover of more than Rs.50 lakhs/per year from such trainings for 2 consecutive years.
- Accredited by NABET (National accreditation board for education and training) /QCI (quality council of India) /IMA (Indian Medical association)/ HealthCare sector Skill Council.
- Proven experience in getting permission for skill trainings.

Locations proposed:

Trivandrum, Noida, Mumbai, Guwahati, Chennai etc. are desired locations where the trainings and courses will be conducted.

Financials:

Revenue Sharing pattern

: Please indicate options

Fee structure

: To be mutually discussed & decided.

SELECTION PROCEDURE

EOI document contains commercially and technically relevant information which is only indicative in nature; it shall not be construed as a full-fledged Techno Commercial Document. Applicants are advised to carefully review and submit all relevant information with their EOI document. After review of EOI by the competent authority/ panel constituted, parties will be shortlisted and those shortlisted parties will be invited to give Presentations at their cost (Topic, Location and Duration of the Programme shall be intimated to the selected parties in writing by the concerned department). After appropriate scrutiny by the competent authority based on:

- The comparative performance of the Trainer/ Organization during the Presentation (Concept Clarity, Course content, Course deliverables., Communication Skills, Presentation Skills, Visual Graphic representation, etc.)
- The eligibility criteria mentioned earlier.

Selected EOI bidders shall be empanelled initially for 1 year, which may be extended based on the Training Feedback provided (Please note that only the selected EOI bidders will be issued with the Request for Proposal (RFP)).

A pre-bid meeting shall be conducted on 25th July 2017. Location and time of the meeting will be intimated to the selected parties. The interested parties are requested to attend the pre-bid meeting.

HLL Lifecare Limited reserves the right to

- (a) Accept or Reject any/ all EOIs submitted by the parties
- (b) Cancel the process at any time without any liability and assigning the reasons thereof.

The interested parties shall submit their response along with all the details in writing on or before 2nd Aug 2017 to:

CEO (HMA)
TC 4/1607(1), 4/1607(2)
Keston Road, Kowdiar P.O.
Trivandrum-695003
URL: www.lifecarehll.com