

Market Consultation Brief
Institutional Strengthening of Skills Employment Entrepreneurship and Innovation
Department, Maharashtra

1. Project Overview:

The Government of Maharashtra (GoM), through its Skills, Employment, Entrepreneurship, and Innovation Department (SEEID), seeks to enhance the institutional capacity of SEEID and its constituent units (DVET, CSDEE, MSSDS, MSInS, MSSU) to effectively deliver skills development, employment, entrepreneurship, and innovation programs. This market consultation aims to identify qualified firms capable of conducting a comprehensive institutional assessment and developing a time-bound action plan for SEEID's strengthening. The assessment will cover functions, funding, and functionaries (the "3Fs"), encompassing structural analysis, role mapping, workforce distribution, workload analysis, skills and competency assessment, training needs assessment, process and workflow analysis, technological infrastructure assessment, and stakeholder engagement. The final deliverable will be a detailed report with recommendations and an action plan for institutional capacity enhancement.

2. Objectives of Market Consultation:

This market consultation seeks to:

- Identify potential firms with proven experience in institutional assessments, organizational development, and capacity building within the context of government agencies, particularly in skill development and employment programs.
- Gauge the market's capacity to deliver the required services within the proposed timeframe and budget (to be determined).
- Understand the range of methodologies and approaches proposed by different firms.
- Evaluate the firms' understanding of the specific challenges faced by SEEID and its constituent units as outlined in the section on the 'Scope of Work'.
- Gather information on pricing models and potential value-added services.

3. Scope of Work (Preliminary):

The selected entity will be expected to conduct a comprehensive institutional assessment of SEEID, including:

- **Organizational Assessment:** Mapping structures, roles, responsibilities, and workforce distribution.
- **Human Resource Evaluation:** Workload analysis, skills and competency assessment, and training needs assessment.
- **Process and Workflow Analysis:** Identifying inefficiencies and recommending improvements.
- **Technological Infrastructure Assessment:** Evaluating existing systems and identifying opportunities for enhancement.
- **Stakeholder Engagement:** Gathering insights from internal and external stakeholders.
- **Development of an Action Plan:** Prioritizing institutional capability enhancement initiatives.

This brief provides a preliminary overview. The final Terms of Reference (ToR) will be developed post market feedback and expertise.

4. Key Areas of Expertise Required:

- Demonstrated experience in conducting similar institutional assessments within government agencies, preferably in the skill development sector.
- Expertise in organizational development, change management, and capacity building.
- Strong understanding of the Indian context and government processes.
- Proven ability to manage complex projects and deliver high-quality reports within tight deadlines.
- Team with relevant expertise (e.g., institutional expert, change management specialist).

5. Next Steps:

Firms that express interest may be invited to a short presentation and Q&A session (30-45 min) with the Government of Maharashtra, wherein they will be expected to share the following:

- Firm profile and relevant experience.
- Possible approach(es) for conducting the review and developing recommendations.
- Possible approach(es) to staffing and costing

The firms are not required to and **MUST NOT** share technical and financial proposals.

6. Contact:

Firms interested in participating in the consultation are required to share feedback/suggestions or interest for meeting by sending an email to daksh@msins.in, with the subject line **Market Consultation: Institutional Strengthening of SEEID.**

Legal Disclaimer for Market Consultation

This Market Consultation is issued by the Skills, Employment, Entrepreneurship, and Innovation Department (SEEID), Government of Maharashtra, for the purpose of seeking information from interested parties regarding the provision of institutional assessment, organizational development, and capacity-building services. This exercise is intended solely to inform the potential design of a future procurement process.

Respondents are hereby advised that participation in this Market Consultation shall be governed by the following terms:

1. No Offer or Commitment

This document is not a Request for Proposal (RFP), Invitation to Bid, or Request for Quotation, nor should it be construed as a commitment or obligation of the Government of Maharashtra to award any contract or initiate a formal procurement process. It is issued solely for information-gathering and planning purposes.

2. No Right to Compensation

The Government of Maharashtra shall not be liable for any costs, expenses, or liabilities incurred by any party in responding to this Market Consultation. No reimbursement shall be made for any costs incurred in preparing or submitting responses, or for attending any meetings or discussions.

3. No Preferential Treatment

Expression of interest to participate or participation in this Market Consultation shall not confer any preference, advantage, or special consideration in any subsequent procurement process. All future tenders or solicitations, if issued, shall be conducted in accordance with applicable procurement rules and procedures of the Government of Maharashtra.

4. Use of Information and Confidentiality

Information received may be used by the Department solely for the purpose of internal analysis and procurement planning. Respondents are encouraged to clearly indicate any information they consider confidential or proprietary. The Department will take reasonable measures to safeguard such information.

5. Intellectual Property Rights

Any intellectual property contained in the submissions shall remain the property of the respective respondents. However, by submitting information, the respondent grants the Department a non-exclusive, royalty-free, irrevocable license to use the information for internal planning and design purposes related to the procurement in question.

6. Amendment and Cancellation

The Department reserves the right to amend, suspend, or cancel this Market Consultation at any stage, without assigning any reason and without incurring any liability.

7. Compliance with Applicable Laws

Respondents are solely responsible for ensuring that their participation in this process is in accordance with applicable laws, rules, and regulations, including but not limited to those governing public procurement in India and in the State of Maharashtra.