

SELECTION OF CONSULTANTS REQUEST FOR PROPOSALS



Selection of Consulting Services for:

RFP for Interim Review and Validation of Existing Skill Gap Studies in the Home Management & Care Giving Sector (Domestic Worker Sector) PAN India Level

Prospective Providers who meet the pre-qualification criteria may furnish their Request for Proposal (RFP) with all the necessary documents on or before 6th July 2026 through offline mode.

To
CEO
Home Management & Care Givers Sector Skill Council
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1. About the Organization - HMCg SSC

Home Management and Care Givers Sector Skill Council which is catering to the Skill Development of one of the biggest sectors of India that is providing jobs to nearly 20 million workforces earning approximately 20,000 Cr which is 1% of India's GDP while it is also estimated that approximately 10 million domestic workers and caregivers cater to homes in India and abroad. This sector is not just limited to households, in fact it provides sustainable opportunities to our workforce in Establishments like Schools, Offices, Care Homes, Budget Hotels, Resorts, Big Households, Short Stay Homes, and Municipal Corporations as Housekeeping Staff, Janitors, Waste Segregator, Sanitation Workers and Caregivers (Child, Elderly, Person with Disabilities), Pet Care Servicers, Professional Cooks etc. In a recent survey conducted by HMCg SSC with employers of household workers and caregivers to understand their requirements; 86% of the households are more prone to employing live-in workers, especially in the metropolitan/Tier 1 cities and 62.5% prefer trained workers while willing to pay them higher salaries. The survey also shows that 91% of the households look for high hygiene standards in their home caregivers especially for child care and senior care. Similarly in line with the NEP and enabling Vocational Education in Schools and Colleges, HMCg SSC has developed higher level Job Roles like Assistant Home Manager, House Manager, Manager Estate, Personal Butler, Manager Care Homes, Care Homes Supervisor and Elderly Care Companion. We are actively signing MOU's with other State Colleges as not only are these life skills but an important part of developing the Care Infrastructure. HMCg SSC has been working in 27 states of India and majority of our Training Centers based both in rural and urban areas. Approximately 70% of our skill development programs happen in rural/ semi urban area and 90% of the supply of the workers come from the rural areas. We have trained more than 2 lakh beneficiaries under Recognition of Prior Learning (RPL) and Short Term Training (STT) program across nation.

While our skilled workers get average emoluments at par with or even more than other sectors in the cities. This sector offers a relatively simple transition from unemployment to employment and entrepreneurship. There is an INCREASING DEMAND AGGREGATION and a dearth of Sanitary Workers, Housekeeping Staff, Elderly, child and Mother and Newborn caregiver (non- clinical) and Home Care Services. Hence, HMCg SSC is able to provide an accessible bridge for a potential workforce from school to work, especially for out of school populations, rural migrants and women workers. Thereby also increasing the Women Participation in Labor Force and leaving no one behind. Skill Development and Advocacy, by HMCg SSC imparts a new dignity and aspiration to this important sector of Home Care and Caregiving. Ultimately making India the Caregiving capital of the world.

2. Background & Objective

The Home Management and Care Givers Sector Skill Council (HMCg SSC) has undertaken various studies on workforce demand, skill requirements, and employment opportunities in the Domestic Work and Caregiving Sector. In view of the changing nature of work, evolving employer expectations, migration patterns, increasing demand for trained domestic workers and caregivers, and the emergence of new technologies, HMCg SSC proposes to undertake an Interim Review and Validation of existing Skill Gap Studies in the Domestic Work and Caregiving Sector at the PAN India level.

The study will adopt a combination of targeted primary consultations and secondary research to validate existing findings, assess emerging workforce trends and skill requirements, analyse current and future demand-supply dynamics, and recommend priority interventions for skilling, certification, and policy planning. The study will culminate in an evidence-based strategic roadmap for the sector for the next three to five years.

The study should:

- Review previous skill gap reports and available secondary research.

- Assess whether earlier findings remain relevant.
- Identify current and emerging workforce requirements.
- Examine demand and supply trends for domestic workers.
- Assess training ecosystem and capacity.
- Identify skill shortages and skill gaps.
- Recommend priority job roles, skilling interventions, and policy actions for the next 3–5 years.

3. Scope of Work

The selected agency shall undertake the following activities:

A. Review of Existing Studies	B. Stakeholder Consultations	C. Validation of Existing Findings	D. Future Skills Assessment	E. Training Ecosystem Review	F. Recommendations
Review skill gap studies conducted by HMCG SSC and other relevant agencies- Review government reports, labour market studies, policy documents, and industry reports. Identify key findings, assumptions, and recommendations from earlier studies.	Conduct consultations with- Employers and households Domestic worker collectives and associations Placement agencies Training Providers Sector experts Government departments and relevant ministries State Skill Missions (where required)	Validate- Demand for domestic workers Supply availability Geographic demand clusters Migration patterns Wage trends Existing job roles and occupational categories	Identify- Emerging job roles Impact of technology and AI-enabled household services Demand for specialized caregivers International employment opportunities Future workforce requirements over the next 5 years	Assess- Existing training infrastructure Availability of courses and certifications Gaps in training delivery Opportunities for upskilling and reskilling	Provide recommendations on- Priority occupations Skill development strategies State and district-level interventions Training and certification requirements Policy and industry engagement measures

4. Skill Gap study should cover the following

- Socio-Economic Factors affecting skilling in the sector
- Existing training infrastructure & gaps therein
- SWOT analysis of sector & its sub sector
- Nature of demand in the segment – age, demographic profile, education skill
- Nature of supply- catchment area, cluster, past migration possibilities

- Identification of current skill shortages.
- Emerging job roles and future skills.
- State and district-level insights where available.
- Recommendations for training, certification, and policy interventions.
- Strategic roadmap for the Domestic Work Sector for the next 3–5 years.
- Job potential in different sub-sectors
- Documentation of good practices

5. Key Deliverables

Deliverable 1	Deliverable 2	Deliverable 3	Deliverable 4	Deliverable 5
Inception Report including: • Methodology • Work Plan • Stakeholder Mapping • Review Framework	Interim Findings Presentation	Draft Interim Review Report covering: • Review of existing studies • Demand-supply assessment • Skill shortages and skill gaps • Training ecosystem analysis • Future skill requirements • State-wise and District-wise Opportunity Matrix • Emerging Job Roles Framework	Final Report incorporating HMCG SSC feedback	PowerPoint Presentation of key findings and recommendations

6. Suggested Methodology

Secondary Research	Primary Research
Review of: • Existing Skill Gap Studies • Labour Market Information • Government Reports • Industry Reports • State Skill Development Plans • Ministry Schemes and Initiatives	The agency may undertake: • Key Informant Interviews (KIIs) • Focus Group Discussions (FGDs) • Expert Consultations • Employer Interviews

***The objective is validation of findings rather than conducting a large-scale fresh survey.**

7. Duration

The assignment should be completed within 8–10 weeks from the date of issue of work order.

8. Eligibility Criteria

The applicant may be:

- Research Agency
- Consulting Firm
- Academic Institution
- Sector Expert Consortium
- Individual Consultant with relevant experience

Applicants should have:

- Minimum 7 years' experience in labour market, skill gap, workforce, or sector studies.
- At least 3 similar assignments completed in the last 5 years.
- Experience of working with Government Ministries, NSDC, Sector Skill Councils, NCVET, State Skill Missions, or multilateral agencies.
- Experience in social sector, skilling, employment, domestic work, caregiving, hospitality, workforce planning, or related sectors.
- Demonstrated experience in conducting research and stakeholder consultations.

9. Evaluation Criteria

Criteria	Weightage
Relevant Experience	25%
Understanding of Assignment	15%
Methodology and Approach	25%
Team Composition and Expertise	20%
Sector Knowledge and Previous Government Assignments	15%

***Financial bids will be opened only for technically qualified applicants.**

Note - The Consultant's work will be monitored and reviewed by HMCG SSC, which reserves the right to select any consultant based on the above evaluation criteria given above.

10. Outcome Matrix

- Updated workforce demand and supply estimates.
- Identification of current and future skill shortages.
- State and district opportunity mapping.
- Priority occupations and emerging job roles.
- Recommendations for NOS/QPs and training interventions.
- Policy recommendations.
- Three-to-five-year sector development roadmap.

Illustrative Outcome Matrix

Focus Area	Indicative Parameters	Data Collection method	Indicative Data Sources	Indicative Outcome
State & district Demographic Overview	- Land Area – Agri-land; Forest land; - Population – Male Population (15-40 Age Group); Female Population (15-40 Age Group) - Literacy rate - Socio-economic and education status - Sex ratio - Working Population – Main worker; Marginal worker, Employment & Unemployment, work participation rate	Secondary & Primary Research	- Census; NSSO; - PLFS; - Primary Survey;	Mapping of existing infrastructure & human resources
Livelihood	- Traditional livelihood opportunities with prospects for self-employment and group-employment - Nature of employment - Key job roles in which workers are currently employed	Primary Research	- Consultations and - Focus Group Discussions (FGD)	Identify the prospects for self-employment and group employment, and skilling availability and requirement
NSQF aliened Job Roles & Non-NSQF Job roles	- Current Job Roles under the priority sectors/ sub-sectors within the districts - Future job-roles, trades, and services	Secondary & Primary Research	Enterprise / Industry / associations / Cooperatives survey	Identify emerging skill requirements and incorporate them into existing training programs
Economic Profile	- Gross District Domestic Product - Per capita Income - Sector wise contribution towards GSDP (%) - FDI flow & investment since 2014 - Merchandise exports - Other macro-economic indicators	Secondary Research	- Handbook of State Economic Survey. - State Directorate of Economics & Statistics; - State Directorate of Commerce and Industries;	Identify potential sectors/sub-sectors
Industrial Profile & skill requirement	District-wise key priority sectors: High-Growth Sectors with higher employment prospects & Allied Sectors	Secondary Research	Ministry of Micro, Small and Medium Enterprise (MSME);	Identify sectors/sub-segments that are expected to demand skilled

Focus Area	Indicative Parameters	Data Collection method	Indicative Data Sources	Indicative Outcome
	Key Industries in state		- Commerce and Industries, Respective state Government; - CMIE	manpower over the next five years Estimate the current demand for workforce across different segments/ sub-sectors.
	Sector wise investment			
	Sector wise employment	Secondary & Primary research	- Enterprise / Industry Survey - In-depth interview	- Identify current and near future competences and qualification needs (core skills) and their recognition from companies and labor market in India - Identify sector wise redundant job roles due to advancement of technology and emerging job roles require fresh skilling
	Sector wise Incremental Demand of skilled labor	Primary Survey		
	Employers' intentions towards their industry's workforces	Primary Survey	Enterprise / Industry Survey	- Future requirement of skilled workforce and skill requirements and gaps across job roles/ sub-sectors/ segments/ clusters - Anticipate changes in the employment patterns and future job roles and determining skills/competency standards and qualifications - Relevance of current skill interventions, those in short duration and long duration skilling in meeting the skill demand - Identify barriers to skill development including those not
	Identify the basic-foundational, employment and entrepreneurial skills demands, expected by employers and entrepreneurs	Primary Survey	Enterprise / Industry Survey	
	Identify the challenges faced by enterprises operating in the sector in terms of recruitment or getting skilled resources	Primary Survey	Enterprise / Industry Survey	
	Estimate future requirement of skilled workforce across different segments/ sub-sectors /clusters	Primary Survey	- Enterprise / Industry Survey - In-depth interview	

Focus Area	Indicative Parameters	Data Collection method	Indicative Data Sources	Indicative Outcome
				related to skilling per se
Youth Aspiration & migration	Youth aspiration around the adequacy and relevance of their education, skill development programs, present skill sets, and preparedness for the labor market	Primary Survey	Youth Survey	- Assessment of career aspiration of the youth in the state - Evaluate opportunities for international mobility
Education & Vocational and skill Training Overview	Availability of Infrastructure; Enrollment and pass; trained & certified etc.	Secondary Research	- PMKVY; - MLP; - NCVT; - Unified District Information System for Education (UDISE); - All India Council for Technical Education (AICTE)	Outline of availability of skill infrastructure and skilled workforce across different segments/ sub-sectors
	- Incremental labor supply - Quality of skill			
Policies, Programs, Schemes, and interventions	- Existing schemes, programs, policies in skill development initiatives. - Budgetary allocation - Empaneled training partners - Annual training capacity		In-depth interview	Recommendation and strategic roadmap

Organization/ Consultant's Details & Experience

A brief description of the Consultant's & organization and an outline of the recent experience of the Consultant that is most relevant to the RFP.

For each past assignment, the outline should indicate the names of the Consultant's Key Experts and Sub-consultants who participated, the contract amount, the Consultant's role/involvement and brief description on the assignment.

Consultant Name	Key Experts	Description of the Assignment	Contract Amount

Subject Matter Expert Curriculum Vitae (CV)

The nature of assignments demands high specialized inputs and a futuristic view of this complete sector and in order to, achieve the objectives of the assignment, we are seeking expert having at least 7 years of experience in Housekeeping, food production, home science caregiving, nursing and mother caregiver sector (Non- clinical).

Qualifications- (Bachelor / Mater degree) in Social Work, Home Science, Hotel/ hospitality management, nursing, baby care, elderly care, mother care etc.

Position Title and No.	
Name of Expert:	{Insert full name}
Date of Birth:	{day/month/year}
Country of Citizenship/Residence	

Education: {List college/university or other specialized education, giving names of educational institutions, dates attended, degree(s)/diploma(s) obtained}

Employment record relevant to the assignment: {Starting with present position, list in reverse order. Please provide dates, name of employing organization, titles of positions held, types of activities performed and location of the assignment, and contact information of previous clients and employing organization(s) who can be contacted for references. Past employment that is not relevant to the assignment does not need to be included.}

Period	Employing organization and your title/position. Contact information for references	Country	Summary of activities performed relevant to the Assignment
[e.g., May 2005-present]	[e.g., Ministry of, advisor/consultant to... For references: Tel..... /e-mail.....; Mr. ABC, deputy minister]		

Language Proficiency (indicate only languages in which you can work):

Adequacy for the Assignment:

Detailed Tasks Assigned on Consultant's Team of Experts:	Reference to Prior Work/Assignments that Best Illustrates Capability to Handle the Assigned Tasks along with location (state, city & District wise)

Expert's contact information: (e-mail....., phone)

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience, and I am available to undertake the assignment in case of an award. I understand that any misstatement or misrepresentation described herein may lead to my disqualification or dismissal by the Client, and/or sanctions by the Client.

Name of Expert	Signature	Date
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Name of authorized (The same who signs the Proposal)	Signature Date Representative of the Consultant
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***All the details should be furnished along with the supporting proof of documents.**

Annexure – I

Format – Financial Capability Statement

(Duly signed by the Authorized Representative and certified by a Chartered Accountant)

On the basis of audited financial statements, I/ We hereby submit that (Name of Bidder), having registered office at....., has annual turnover, net profit / loss, net worth and annual turnover from skill development activities, in past three consecutive financial years (2020-21, 2021-22, 2022-23), as follows:

S. No.	Financial Year	Annual Turnover (Rs. Lakhs)	Net Annual Profit / Loss (Rs. Lakhs)	Net worth (Rs. Lakhs)	Annual Turnover from skill development activities / programs (Rs. Lakhs)
1.	2023-24				
2.	2024-25				
3	2025-26				
TOTAL					
AVERAGE					

For and on behalf of:

Signature: Name: Designation: Date:

(Company Seal)(Authorized Representative and Signatory)

Annexure – II

Affidavit for not being blacklisted

(Affidavit on non-judicial stamp paper by Company Secretary/ Authorized Representative and Signatory of the Bidder with his/her dated signature and company seal)

Affidavit

I/ We, on behalf of (Name of Bidder), with its registered office at do hereby declare that the above-mentioned Bidder has not been blacklisted/ debarred by any State/Central Government authority / Donor Agency and Government of India.

For and on behalf of: Signature: Name: Designation:

Date:

(Company Seal)

(Authorized Representative and Signatory)

Annexure – III

1.1 Applicant Details

Name of Organization	
Address	
Email	
Contact Person	
Contact Mobile/ Landline	
Website	
Company Registration Type and Registration Number	
Total Number of Employees	
Year of Incorporation	
Total Experience in Skilling	

1.2 Project Details (Details of Projects executed in the last three years)

S. No.	Name of Client	Details, if Any

1.3 List of Sector Skill Councils with whom the applicant has partnership MOU

S.No.	Name of Sector Skill Council	Nature of work done

Total no of Experience and nature of work	
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Experience working in the Sector