



**BID VARSITY**  
WE TRAIN TENDER WINNERS

# Wanna Premium Job?

Bid Writer, Proposal Engineer/Analyst/Manager

Get Our "Certification" to Make it Possible!

Eligibility: UG/PG/PhD in Any Stream

<https://www.bidvarsity.org>



- ◆ Highly Accomplished Trainers
- ◆ Interactive Pedagogy for Individual Focus
- ◆ Rigorous Practical Training
- ◆ Industry Approved Curriculum
- ◆ Bidding Games for Experiential Learning
- ◆ Job Search Assistance

Enroll Today for India's First Truly Job-Oriented Courses (Offline) in Proposal Development  
(Theory + Extensive Practical Training of 3-9 Months with Full Hand-holding Support by Industry Experts)



# **BID** VARSITY

WE TRAIN PROPOSAL WINNERS

Head Office : B-46, Rajajipuram, Lucknow – 226017 (U.P.) India

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Phone # 9919039598

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# What's Your Career Plan?

- Be Indispensable to the Organization
- Work in Knowledge Based Industry
- Recession-proof Work Environment
  - Have a White-Collared Job
  - Scope for Vertical Growth
    - Earn Fat Paychecks
    - Be Your Own Boss

*Congratulations!*

You are at Right Place

**Be a Certified Proposal Developer**

(Earn Premium Paychecks by helping Businesses/Organizations bag Work Contracts)

# What is a Proposal?

- ❑ All Public and Private Organisations/Businesses procure Goods & Services through Competitive Bidding (commonly known as ‘Tendering’).
- ❑ For the same, they first issue a Request for Proposal (RfP) document to specify their requirements.
- ❑ Bidders access this RFP document and, based on the requirements mentioned in it, submit their Quotations to the Client in the form of separate Technical and Financial Proposals.
- ❑ The Proposals of all the Bidders are Evaluated by the Client, and the One proposing the Most Suitable Technical Methodology and quoting the Most Competitive Rate is finally Awarded the Work Contract.



# Why Learn Proposal Development?

## (A) Widespread Demand for Proposal Writers Across All Sectors/Streams & Geographies: -

- ☑ Competitive Bidding is the Most Popular Channel worldwide for procuring Goods & Services. Most Businesses and Public Orgs. earn the bulk of their revenues by winning work contracts through Competitive Bidding. A whopping Rs. 16-20 Lakh Crores worth of Work Contracts are awarded annually by the Central Govt. alone through this mode.
- ☑ Every Organisation in the knowledge-based industry requires its Core Staff to contribute to Proposal Writing at some time or the other. So, even if one is working in any other knowledge domain, he/she still might be given the task to write winnable proposals.
- ☑ Those who can develop Proposals to Win Work Contracts are Preferred by Employers. Thus, Proposal Development is a Value-Added Skill that can Strengthen the Employability of Students across all Sectors / Streams.
- ☑ Job Postings specifying Huge Requirements for Proposal Developers are advertised regularly on various Job Portals across all Sectors (Management, Infrastructure Development, IT, Agriculture, Rural/Urban Development, Social Research, NGO, CSR, etc.) for both India and Abroad.

## (B) Proposal Development – A Highly Remunerative Job Option: -

- ☑ With this skill, anyone can become a Star Money Spinner, and thus earn Higher Income. Students with PG or Advanced Degrees in any stream can use this skill to earn the fattest pay-checks.
- ☑ Even a Plain Graduate from any Stream who is Comfortable in Reading and Writing in plain English Language may acquire this Skill to land high-paying white-collared jobs with prestigious employers.
- ☑ Educated Housewives can earn gainful income while working from the comfort of their Home.
- ☑ Anyone armed with this skill can easily launch his/her own Entrepreneurial Unit and become a successful Business Owner.

## (C) Lack of Trained Proposal Developers → A Golden Opportunity for Job Seekers: -

- ☑ Proposal Development Courses are yet to be included in the Regular Academic Curricula of Most Colleges & Universities in India & Abroad.
- ☑ Despite the high demand for trained proposal developers, their availability is abysmally low owing to very little awareness of this key skill in academic circles. Thus, the scope for trained proposal developers is very high.

# Demand for Proposal Writers - India

**Jobs**  
India

Past 3 days Full-time Work from home

**Technical / Proposal Writer**  
Qlik  
Bengaluru, Karnataka  
via LinkedIn  
4 hours ago Full-time

**Proposal Writer**  
Exela Technologies  
Pune, Maharashtra  
via Monster India  
3 days ago Full-time

**Freelancers - Proposal Writers**  
Taru Leading Edge  
Anywhere  
via LinkedIn  
13 hours ago Work from home Contractor

→ 100+ more jobs

1,779 results

**Analyst - Proposal writer**  
Aon  
Bengaluru, Karnataka, India  
Actively recruiting  
5 days ago

**Content Services - Assistant Director - Proposal Writing**  
EY  
Bengaluru, Karnataka, India  
2 connections  
Promoted

**Senior Proposal Writer**  
OPPORTUNI - Tenders Made Simple  
Bangalore Urban district, Karnataka, India (...)  
Actively recruiting  
Promoted - Easy Apply

proposal writer jobs india

<https://in.indeed.com> Proposal-Writer-jobs  
**148 Proposal Writer Jobs and Vacancies - October 2021**  
148 Proposal Writer jobs available on Indeed.com. ... Healthcare - Technical F  
Writer. Skill Demand ... Proposal Writer. Arissa India.  
Job id : 203758

**Proposal Development Specialist**  
The Union  
Location: Delhi  
Save Job Apply by: 21 Aug 2022

Relevant Sectors  
Health, Doctors, Nurses, HIV/AIDS, Nutrition  
Social, Gender, Education, Youth, Child

JOB DESCRIPTION  
Proposal Development Specialist, International Union Against Tuberculosis and Lung Disease (The Union), New Delhi  
1. POSITION(S) VACANT: Proposal Development Specialist, International Union Against Tuberculosis and Lung Disease (The Union), New Delhi

<https://www.timesjobs.com> jobskill proposal-writing-j...  
**46917 Proposal Writing Jobs Openings in India - TimesJo**  
Apply to 46917 Proposal Writing Jobs in India on TimesJob.com. Explore Pr  
Writing Jobs openings in India Now.

Company type	Role Category	Education
<input type="checkbox"/> Foreign MNC (3202)	<input type="checkbox"/> Software Development (8014)	<input type="checkbox"/> MBA/PGDM (2510)
<input type="checkbox"/> Corporate (1717)	<input type="checkbox"/> Top Management (694)	<input type="checkbox"/> Any Postgraduate (7085)
<input type="checkbox"/> Indian MNC (963)	<input type="checkbox"/> Other (527)	<input type="checkbox"/> B.Tech/B.E. (5579)
<input type="checkbox"/> Startup (239)	<input type="checkbox"/> Quality Assurance and Te... (520)	<input type="checkbox"/> Any Graduate (10806)
+ 4 More	+ 6 More	+ 21 More

www.naukri.com > proposal writer Jobs  
**Proposal Writer Jobs, 72758 Proposal Writer Openings ...**  
Apply To 72758 Proposal Writer Jobs On Naukri.com, India's No.1 Job Portal. Explor  
Proposal Writer Openings In Your Desired Locations Now!

www.naukri.com > proposal writing Jobs  
**Proposal Writing Jobs, 8149 Proposal Writing Openings**  
Apply To 8149 Proposal Writing Jobs On Naukri.com, India's No.1 Job Pc  
Proposal Writing Openings In Your Desired Locations Now!

in.linkedin.com > jobs > proposal-writer-jobs  
**67 Proposal Writer jobs in India (6 new) - LinkedIn**  
Proposal Writer. Grant Thornton Bharat LLP. Delhi, India. Knowledge and e  
competitive proposal/bid processes (ideally in a professional services ...

www.monsterindia.com > search > proposal-writer-jobs  
**Proposal Writer Jobs - Monster India**  
Proposal Writer Jobs - Check out latest ✓ Proposal Writer job vacancies!  
monsterindia.com with eligibility, salary, location etc. Apply quickly to various .

www.indeed.com > ... > Writers & Editors  
**Proposal Writer Jobs, Employment | Indeed.com**  
1521 Proposal Writer jobs available on Indeed.com. Apply to Grant Writer  
Writer, Editorial Assistant and more!

www.glassdoor.co.in > Job > proposal-writer-jobs-SRC...  
**Proposal writer Jobs | Glassdoor.co.in**  
Jul 29, 2020 - Search Proposal writer jobs. Get the right Proposal writer job with company  
ratings & salaries. 1962 open jobs for Proposal writer.

Salary	Department
<input type="checkbox"/> 15-25 Lakhs (8281)	<input type="checkbox"/> Engineering - Software & ... (8792)
<input type="checkbox"/> 25-50 Lakhs (3621)	<input type="checkbox"/> Sales & Business Develop... (1180)
<input type="checkbox"/> 50-75 Lakhs (486)	<input type="checkbox"/> Strategic & Top Managem... (790)
<input type="checkbox"/> 75-100 Lakhs (117)	<input type="checkbox"/> Human Resources (726)
+ 5 More	+ 30 More



# Demand for Proposal Writers - Abroad

Jobs  
United States

Past 3 days Full-time Work from home Upwork

**Federal Bid Contract Proposal Writer**  
Upwork  
Anywhere  
via Upwork  
12 hours ago Work from home Contractor

**Proposal Writer**  
Aston Carter  
Timonium, MD, USA  
via Aston Carter  
1 day ago \$38-\$41 an hour Contractor

**Proposal Writer (Remote)**  
Trigent Solutions  
Chantilly, VA, USA  
via Dice  
7 days ago Full-time

→ 100+ more jobs

https://www.linkedin.com › jobs › proposal-writer-jobs  
**7,000+ Proposal Writer jobs in United States (395 new)**  
Today's top 7000+ **Proposal Writer jobs in United States**. Leverage your professional network and get hired. New Proposal Writer jobs added daily.

https://www.linkedin.com › jobs › proposal-writer-remote...  
**724 Proposal Writer Remote jobs in United States (10 new)**  
Today's top 724 **Proposal Writer Remote jobs in United States**. Leverage your professional network, and get hired. New Proposal Writer Remote jobs added ...

https://www.indeed.com › q-Proposal-Writer-jobs  
**Proposal Writer Jobs, Employment | Indeed.com**  
2549 **Proposal Writer jobs** available on Indeed.com. Apply to Proposal Writer, Writer, Grant Writer and more!

https://www.indeed.com › q-Proposal-Writer-Remote-jo...  
**Proposal Writer Remote Jobs, Employment | Indeed.com**  
804 **Proposal Writer Remote jobs** available on Indeed.com. Apply to Proposal Writer, Grant Writer and more!

https://www.upwork.com › freelance-jobs › proposal-w...  
**Proposal Writing Jobs | Upwork™**  
Browse **163 open jobs** and land a remote **Proposal Writing job** today with requirements, compensation, duration, employer history, & apply today.

https://www.naukri.com › proposal writer Jobs  
**Proposal Writer Jobs - Naukri.com**  
Apply To **11998 Proposal Writer Jobs** On Naukri.com, #1 Job Portal for **Writer Job** Openings In Your Desired Locations Now!

https://www.naukri.com › proposal writing Jobs  
**Proposal Writing Jobs - Naukri.com**  
**Proposal Writing Jobs** ; Senior **Proposal Writer** · Dure Technologies ; **Proposal Writer** · Carbynetech India4.3(17 Reviews). 2-4 Yrs ; IFS

**Proposal Writer**  
MVL Group  
Dubai - United Arab Emirates  
via MNC Jobs  
24 days ago Full-time

**Bid Writer Jobs**  
Parsons Corporation  
Dubai - United Arab Emirates  
via Careers Town  
Full-time

**Bid Writer**  
Parsons Corporation Dubai  
Dubai - United Arab Emirates  
via Trabajo.org  
5 days ago Full-time

→ 8 more jobs

**Remote Bid Writer/Proposal Writer**  
OPPORTUNI - Tenders Made Simple  
Norwich, UK  
via BeBee  
16 hours ago Full-time

**Remote Bid Writer/Proposal Writer**  
OPPORTUNI - Tenders Made Simple  
Swindon, UK  
via Talent.com  
26 days ago Full-time

**Proposal Writer and Editor**  
Optamor  
London, UK  
via WOWKtv Jobs  
6 days ago £39T-£55T a year Full-time

→ 91 more jobs

proposal writer salary usa

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About 20,10,000 results (0.51 seconds)

**Did you mean: proposal writer salary us**

Average base salary

The average salary for a proposal writer is **\$65,557 per year** in the United States. 313 salaries reported, updated at August 10, 2022. Is this useful?

https://www.indeed.com › ... › Proposal Writer › Salaries  
**Proposal Writer salary in United States - Indeed**

# Key Benefits of Being a Proposal Writer

“One who has mastered the art of winning work contracts may never be stopped from climbing to the top of corporate ladder!”

- ☑ You get to work in a white-collar job environment in recession-proof domain
- ☑ You get the fattest paycheck in the industry!
- ☑ You help generate the bread & butter (revenue/income/funding) for the organization.  
So, your role is more important than everybody else's in the organization
- ☑ You work closely with the Business Head / Owner
- ☑ You can drive others' business, and so possibly yours own too!
- ☑ You can work from home and give quality time to your family
- ☑ Above all, there is nothing more satisfying than the “taste of success”



# Who should acquire Proposal Writing Skill?

“Any Student/Working Professional looking to strengthen his/her Career Prospects”

## I. Job Seekers - Any Graduation/PG/Ph.D. (Completed/Pursuing) across inter alia the following streams:-

- ☑ Management (Marketing, Finance, Public Administration, Hospital Management, Operations Research, Logistics, etc.)
- ☑ Engineering (Agriculture, Water Resources, Irrigation, Food Processing, Civil, Municipal Engineering, Textiles, IT, etc.)
- ☑ Pure & Applied Sciences (Remote Sensing/GIS, Hydrology, Geology, Disaster Management, Botany, Zoology, Chemistry, Agriculture & Allied Sciences, NRM, IT & Computer Applications, Urban Planning, etc.)
- ☑ Health & Nutrition (Public Health, Pharmacy, Dentistry, AYUSH, Nutrition, Women & Child Dev., Veterinary Science, etc.)
- ☑ Social Development (Social Work, Sociology, Anthropology, Population Studies, etc.)
- ☑ Social Sciences (Arts, Rural Development, Economics, Psychology, Education, Hospitality/Tourism, Law, etc.)
- ☑ Communications (Journalism, Mass Communication, English language, etc.)
- ☑ Data Analysis (Statistics, Econometrics, Biostatistics, Demography, Mathematics, etc.)
- ☑ Finance (Commerce & Accounts, ICWA, CA, CFA; MBA-Finance; etc)

## II. Working Professionals - Seeking to Strengthen Career Prospects

- ☑ English / Content Writers / Freelancers
- ☑ Retired / Part-Time / Full Time Academicians / Researchers
- ☑ Development Sector Professionals
- ☑ Business-to-Business (B2B) Marketing Staff
- ☑ CSR / NGO Staffs / Office Bearers

## III. Entrepreneurs (Service Providers / Product Suppliers / Manpower Suppliers)

## IV. Educated Housewives - Looking to Work Part-Time from the Comfort of their Home



## Our Courses



**Ace**  
[Basic]

: **Certified Bid Writer** → Non-Tech Documentation (EoIs & Proposals) + Job Search Assistance (3 Months)



**Zenith**  
[Advanced]

: **Certified Proposal Analyst** → Technical & Financial Proposal + Job Search Assistance (6 Months)



**Pinnacle**  
[Ultimate]

: **Certified Bid Master** → Complete Bid Development & Management + Job Search Assistance (9 Months)

- Duration** : 12 Weeks [156 Hours]
- Frequency** : Quarterly (☑ Jan-Mar / ☑ Apr-Jun / ☑ Jul-Sep / ☑ Oct-Dec)
- Mode** : Offline
- Admission** : First-Come-First-Serve Basis
- Modules** :

#### I. Introduction to Bids & Proposals

- Introduction
- Procurement & Bidding
- Careers in Bidding Management

#### II. Understanding Bidding Cycle & Processes

- Key Phases
- Opportunity Identification & Shortlisting
- EoI / Empanelment Phase for Initial Shortlisting
- Proposal Planning, Development & Submission
- Evaluation & Selection Criteria
- Negotiations & Contracting

#### III. Structuring a Winning EoI /Proposal Document

- Decoding REOI / RFP / ToR documents
- Seeking pre-bid queries from client
- Major Templates & Key Sections
- Tailoring EoIs for different clients and industries

#### IV. Maximizing Bid Score: Showcasing Eligibility, Capability, CVs and Experiences

- Managing & showcasing organization's eligibility
- Financial stability
- Technical and Operational Capacity – Capability Statement
- Relevant past experiences and track record
- Availability of suitable manpower
- Strengthening eligibility and experiences – via Consortium / JV

#### V. Bidding Management – Systems & Tools

- Role of bidding management in business development
- Technology integration in bidding management
- Enhancing Effectiveness & Efficiency
- Legal and ethical considerations

#### VI. The Procurement Landscape in India

- Procurement Policy, Rules & Guidelines of Govt. of India (GFR, 2017)
- Collusions in Public Sector procurement – An ethical calamity
- Procurement Policy of International Agencies (World Bank, UNDP, USAID, ADB, UNICEF, etc.)
- Familiarizing with Various Procurement Portals

#### VII. Marketing Management

- Key Elements of Winnability
- Packaging
- Client Presentation

#### VIII. Hands-on Practice: Non-Tech Documentation (EoIs & Proposals)

- Developing winnable EOI/Empanelment documents
- Developing winnable proposal documents
- Review & Feedback Sessions

#### IX. Job Search Assistance

- Resume Development
- Interviewing Skills
- Establishing career goals (vision; mission; objectives; goals; & activities)
- Job Search Channels & Shortlisting preferred Organizations



- Duration** : 24 weeks [288 Hours]
- Frequency** : Half-Yearly (☑ Apr-Sep / ☑ Oct-Mar)
- Mode** : Offline
- Admission** : First-Come-First-Serve Basis
- Modules** :

#### I. Introduction to Proposal Development

- What is a Proposal? Why to Learn Proposal Development?
- Proposal Writing – A Rewarding Career Option

#### II. Bidding Management

- Types of Bids
- Bidding Process
- Proposal Development Cycle
- Technical & Financial Scoring Criteria

#### III. Content Management

- Decoding RFP - Outline of Contents
- Pre-bid Queries & Meetings
- Major Types of Technical Proposal Templates
- Tech. Approach & Methodology
- Source Referencing Styles (APA; Harvard; MHRA; MLA)
- Work Plan & Deliverables (Activity Time Schedule; PERT Chart)
- Organization & Staffing (HR Requirement; Roles & Responsibilities)
- Staffing Inputs & Planning for Deliverables

#### IV. Knowledge Management – Research Studies & Surveys

- Research Studies (Baseline/Midline/Endline; Formative; Evaluation; Impact Assessment; IVA-DLIs; Process Monitoring; Quality Audit; etc.)
- Evaluation Models (Logical Framework Approach; OECD-DAC Evaluation Criteria; MSC; Lewin's Force Field Analysis; Stakeholder Analysis; etc.)
- Data Collection Methods (Quantitative; Qualitative; Telephonic; Participatory)
- Tools Development & IRB Clearance
- Log-frame matrix
- Research Design (Cross-sectional; case-control; longitudinal/panel study; RCTs; Quasi-Experimental Research)
- Sampling (Mapping & Listing; Simple Random; Probability-Proportional-to-size (PPS); Circular Systematic; Cluster Sampling; Finite Populations.; Kish Grid; etc.)

## V. Data Management

- Online Data Searching Techniques
- Data Collection (CAPI/PAPI) & Visualization (Dashboard)
- Data Security Protocols
- Data Quality Assurance & Risk Management
- Data Analysis (Standardization & Normalization; Statistical analysis; Regression Analysis, Principal Component Analysis (PCA); Content analysis; Logit & Probit Models; etc.)
- Data Presentation & Infographics

## VI. Knowledge Management – Other Sectors

- Training & Capacity Building
- IEC/BCC/Communications Development
- Social Work
- Program Implementation
- Infrastructure Development
- Civil Supplies
- Manpower Supply

## VII. Marketing Management

- Key Elements of Winnability
- Formatting basics – MS Word & Corel
- PowerPoint Presentation basics

## VIII. Financial Proposal / Quotation

- Cost Estimation
- Financial Prop. Templates (WB/UNDP/UNICEF/ADB/Others)
- Detailed Financial Proposal (by Cost Components)
- Narrative Summary
- Negotiations & Contract Mgt.

## IX. Practice Module

- Classroom Practice with handholding support from Trainers
- Home Assignments
- Feedback Sessions
- Bidding Games
- Project Repository for In-depth Practice

## X. Personality Development

- Key Elements of Employability
- Personality Types
- Core skilling Requirements
- Soft Skills
- Personal Branding

## XI. Communications Management

- Emailing Guidelines
- Online Presentation Tools – Zoom/Google/Microsoft/Skype/etc.
- Client Interactions

## XII. Job Search Assistance

- Resume Development;
- Looking for Opportunities beyond Campus;
- Establishing Career Goals (Vision, Mission, Goals & Activities);
- Job Search Channels;
- Shortlisting & Chasing Preferred Organizations
- Interviewing Skills;

## 03

## Pinnacle – Certified Bid Master (Complete Bid Development &amp; Management)

- Duration** : 36 weeks [344 Hours]
- Frequency** : Yearly (Jul-Mar)
- Mode** : Offline
- Admission** : First-Come-First-Serve Basis
- Modules** :

## I. Introduction to Proposal Development

- What is a Proposal? Why to Learn Proposal Development?
- Proposal Writing – A Rewarding Career Option
- Proposal Development Cycle

## II. Bidding Management

- Tapping Bidding Opportunities (devnet, ngojobs, eprocure, etenders, GeM, etc.)
- Types of Bids, Bidding Process
- Technical & Financial Scoring Criteria
- Proposal Coordination, Tracking & Time Mgt.
- Contract Management

## III. Content Management – Non-Technical

- Decoding REoI Document- Outline of Contents;
- Major Templates;
- Showcasing Org's Eligibility & Strengths (Profile, Experiences, Financial Turnover, Infrastructure availability, HR, Offices/ Geographical Presence, etc.)
- CVs of Core Staff (Major Templates)
- Documentary Evidence (Work Orders / Completion Certificates)
- Earnest Money Deposit (EMD) / Proc. Fee – DD / Bank Guarantee
- Consortium Management (LoA; PoA)
- Other Legal Formalities (Power of Attorney; Undertakings & Declarations; Self-Attestation; CA Certificate / Audited Financial Statements; Org. Regd. Certificate; GST Certificate; etc.)

## IV. Knowledge Management – Research Studies &amp; Surveys

- Research Studies (Baseline/Midline/Endline; Formative; Evaluation; Impact Assessment; IVA-DLIs; Process Monitoring; Quality Audit; etc.)
- Evaluation Models (Logical Framework Approach; OECD-DAC Evaluation Criteria; MSC; Lewin's Force Field Analysis; Stakeholder Analysis; Logit & Probit models, etc.)
- Data Collection Methods (Quantitative; Qualitative; Participatory)
- Tools Development & IRB Clearance
- Log-frame matrix
- Research Design (Cross-sectional; case-control; longitudinal/panel study; RCTs; Quasi-Experimental Research)
- Sampling (Mapping & Listing; Simple Random; Probability-Proportional-to-size (PPS); Circular Systematic; Cluster Sampling; Finite Populations.; Kish Grid; etc.)

## V. Content Management – Technical

- Decoding RFP - Outline of Contents
- Pre-bid Queries & Meetings
- Major Types of Technical Proposal Templates
- Tech. Approach & Methodology
- Source Referencing Styles (APA; Harvard; MHRA; MLA)
- Work Plan & Deliverables (Activity Time Schedule; PERT Chart)
- Staff Planning (HR Requirement; Roles & Responsibilities)
- Staffing Inputs & Planning for Deliverables

## VI. Data Management & Analysis

- Online Data Searching Techniques
- Data Collection (CAPI/PAPI) & Visualization (Dashboard)
- Data Security Protocols
- Data Quality Assurance & Risk Management
- Data Analysis (Standardization & Normalization; Statistical analysis; Regression Analysis, Principal Component Analysis (PCA); Content analysis; Logit & Probit Models; etc.)
- Data Presentation & Infographics

## VII. Knowledge Mgt. – Other Sectors

- Training & Capacity Building
- IEC/BCC/Communications Development
- Social Work
- Program Implementation
- Infrastructure Development
- Civil Supplies
- Manpower Supply

## VIII. Procurement Guidelines

- Govt. of India (GFR)
- World Bank
- UNDP
- USAID
- UNICEF

## IX. Marketing Management

- Key Elements of Winnability
- Formatting basics – MS Word & Corel
- PowerPoint Presentation basics

## X. Financial Proposal / Quotation

- Cost Estimation
- Major Types of Fin. Proposal Templates (WB / UNDP / UNICEF / ADB / Others)
- Detailed Financial Proposal
- Narrative Summary
- Negotiations

## XI. Practice Module

- Classroom Practice with handholding support from Trainers
- Home Assignments
- Feedback Sessions
- Bidding Games
- Project Repository for In-depth Practice

## XII. Personality Development

- Key Elements of Employability
- Personality Types
- Core skilling Requirements
- Soft Skills
- Personal Branding

## XIII. Communications Management

- Emailing Guidelines
- Online Presentation Tools – Zoom/Google/Microsoft/Skype/etc.
- Client Interactions

## XIV. Job Search Assistance

- Resume Development;
- Establishing Career Goals (Vision, Mission, Goals & Activities);
- Job Search Channels;
- Shortlisting & Chasing Preferred Orgs.
- Interviewing Skills;
- Entrepreneurship Development (Standup India; Startup India; etc.)

# Admission Process

## Eligibility

Admissions to our courses are based on first-come-first-serve basis. For the same, the candidates who are currently pursuing or have completed graduation in any stream in the English medium are eligible to apply. Those with PG or other higher degrees, besides the females and the physically handicapped candidates are particularly encouraged to apply. However, a confirmed seat shall be allotted only in the event of its availability for the desired course.

Given the particular nature of job requirements in the sector, the applicants are expected to possess at least the basic skills in reading and writing in plain English language. The onus for ensuring the same shall vest with the candidates themselves.

## How to Apply

The Registration Form may be downloaded online from our official web portal and printed on an A4 size paper. Alternatively, it may be obtained physically from our Office.

The Filled-up Registration Form will then need to be submitted in the Office along with any required documentary evidence.

## Fee Payment Structure

Once the registration of a candidate has been completed, he/she will be able to attend the classes for 1 week. After this, the candidate shall be allowed to attend the classes only upon payment of the course fee for the concerned month. Similarly, for all subsequent months, the

course fees shall be submitted in advance via any of the prescribed channels by the end of the first week.

After registration, no request for transfer from a higher-level course to a lower-level course shall be entertained. However, for transfer from a lower-level course to a higher one, the candidate shall be required to submit the balance amount towards the full fee of the new course opted.



# About Us

## What we do?

*“We offer Job-Oriented Courses of 3-6 months for the Capacity Building of Students/Job-seekers in developing Winnable Responses (EOIs, Technical & Financial Proposals, etc.) against the Tender requests issued by Institutional Buyers (Govt. Depts., Institutions, NGOs, PSUs, MNCs, Pvt. Businesses, etc.)”*



Students are usually bright and hard-working. They undergo their regular academic curriculum with dedication, in anticipation of a brighter future. Doing so, they learn most of the basic concepts taught to them in their institution. Yet, they hardly get any exposure to the types of work and roles in the industry where their expertise is actually required, not to mention using such expertise to solve the real-world problems that may help them eke out their dream career. Consequently, they start by seeking only the publicly advertised opportunities along the legacy pathways that are already overloaded with competition.

With this outmoded strategy, the chances of their success dwindle even further as they have little control over the types of

opportunities they encounter on their way. Today, this problem is rampant on our campuses, and it is a major reason why a huge chunk of students in the country remain unemployable.

We at BidVarsity, having been at the helm of affairs in the bidding & contracting domain across a host of sectors for the last couple of decades, serve to address the said issue. We undertake training and capacity building of educated youths towards enabling them to develop winnable proposals for bagging work contracts across both public and private sector industries and thus making them fully capable of tapping the immense economic benefits available in the business development domain across their targeted sectors.

We do so with the basic premise that proposal writing, being a key knowledge-based skill for business development, can instantly catapult our participants to the forefront of the job market, and that too within their own respective streams of education!

## Our Vision

A world wherein the youth are able to secure their livelihoods by developing winnable proposals either on behalf of their employers or for their own entrepreneurial ventures.

## Our Mission

To contribute to nation-building by facilitating sustainable and equitable development of India's demographic dividend, that is, the youth.

## Our Activities

We provide job-oriented courses to train students, freelancers, professionals, educated housewives, NGO functionaries, entrepreneurs, etc. towards honing their skills in developing Expression of Interest (EoI) documents and Technical and Financial proposals soliciting contract awards for supplying goods and services to public and/or private sector entities.

## Training Objectives

- Make the participants fully aware of the processes and systems for competitive bidding.
- Impart relevant skills for developing and implementing a robust capture strategy at Pre-Tendering Stage.
- Impart relevant skills for developing and implementing a robust capture strategy at the Tendering Stage.

- Impart relevant skills for writing a persuasive technical approach and methodology, in terms of the overall scope of work, methodology, detailed logframe of indicators, a lean yet robust sampling plan, standard operational protocols, quality assurance mechanisms, IT-based innovative approaches, a pragmatic work plan backed by a strong workforce at the implementation level, etc.
- Impart relevant marketing skills for showcasing organisation's resources, experiences, expertise, strengths and capabilities in the concerned domain.
- Impart relevant skills for developing and implementing a robust capture strategy at the Post-Tendering Stage
- Facilitate the participants to identify suitable opportunities in proposal writing domain across various sectors.

## Key Domains *(for which we capacitate our students to develop winnable proposals)*

- Development Sector Research
- Monitoring & Evaluation of Govt. Schemes & Programmes
- Market Research
- Management Consulting (Change Management, Problem Solving, etc.)
- Survey (Demographic; Opinion Polls)
- Infrastructure Development (Engg. Consultancy, Land Survey, Design, Construction/ Installation, etc.)
- Training & Capacity Building
- Content Development/ Documentation
- Social / Quality Audit (Monitoring)
- Social Work / Communication (IEC/BCC)
- Photography / Videography
- Manpower Supply

- Civil Supplies (stationary, hardware, equipment, electrical & electronics, IT components, etc.)
- Industrial Supplies (B2B Sales & Services)
- Any Other Contracting Work with Govt. / Pvt. / International Orgs.

## Key Sectors *(in which our students are provided training to develop winnable proposals)*

- Rural Development / Panchayati Raj
- Urban Development Planning
- Social Development
- Social Justice (SC/ST, disabled, women, minorities, etc.)
- Gender Equity
- Social Protection
- Poverty Alleviation & Livelihoods
- Micro, small and medium enterprises (MSMEs)

- Rehabilitation & Resettlement
- Handicrafts & textiles, etc.
- Public Health & Nutrition
- Women & Child Development
- Drinking Water & Sanitation
- Education
- Tourism & Transportation
- Banking & Micro-Finance
- Supply Chain Management
- Food & Civil Supplies
- Disaster Management
- Agriculture (horticulture, fisheries, dairy, animal husbandry, etc.)
- Irrigation
- Water Resources
- Sericulture
- Forestry & Ecological Conservation
- Non-conventional Energy Sources
- Infrastructure Development

# Why Choose BidVarsity?

Here, participants get to master the skills through close handholding support of a world class faculty that has actually helped clients bag contracts worth billions of dollars from prominent Govt. Organizations (Niti Aayog, MoRD, MoHFW, MoPR, MoA, MoHUA, MoWR, NABARD, RBI, TRAI, JJM, etc.), reputed International Agencies (World Bank, UNDP, USAID, ADB, UNICEF, JICA, iFAD, DFID, Save the Children, etc.) and public & private business organizations.



## Learn from Expert Proposal Writers

Training imparted by Expert Proposal Developers



## Industry Approved Curriculum

To address skill-gaps of every individual participant



## Rigorous Practical Training (Offline)

For 360° capacity building using interactive pedagogy



## Bidding Games for all Participants

To spur experiential learning & competitiveness



## Personality Development

To make the participants job ready



## Job Search Assistance

To facilitate access to white-collar jobs

## Our Patrons

Having attended some of the most renowned campuses around the world, such as IIT Kanpur, Virginia Tech-USA, etc. our patrons are a bunch of highly accomplished professionals who have been managing the operations as well as the business development verticals of some of the leading research & consulting organisations, and prominent corporate houses in India and abroad for the last couple of decades. During this period, they netted billions of dollars' worth of work contracts from both national and international clients by developing winnable proposals on behalf of their respective organisations.



**Waseef Naqvi**

*Director, BidVarsity*

B.Tech, M.Tech, MBA - Virginia Tech, USA  
(Expert – Bids & Tender Mgt.)



**Sunil S.**

*Director, Greenpro Natura Consultants*

B.Tech, M.Tech (MNIT Allahabad)  
(Expert - NRM & Climate Change)



**Asif Husain**

*Expert - Infrastructure Development*

B.Tech (Civil)– IIT Kanpur, MBA (Finance)  
(Expert - Infra Planning & Dev.)



**C. Pandey**

*Engineer IV-Water Resources, MD, USA*

B.Tech, MS - Univ. of Florida, PE, GISP  
(Expert - Water Resources Mgt.)



## A Few Winning Proposals Developed by Our Team

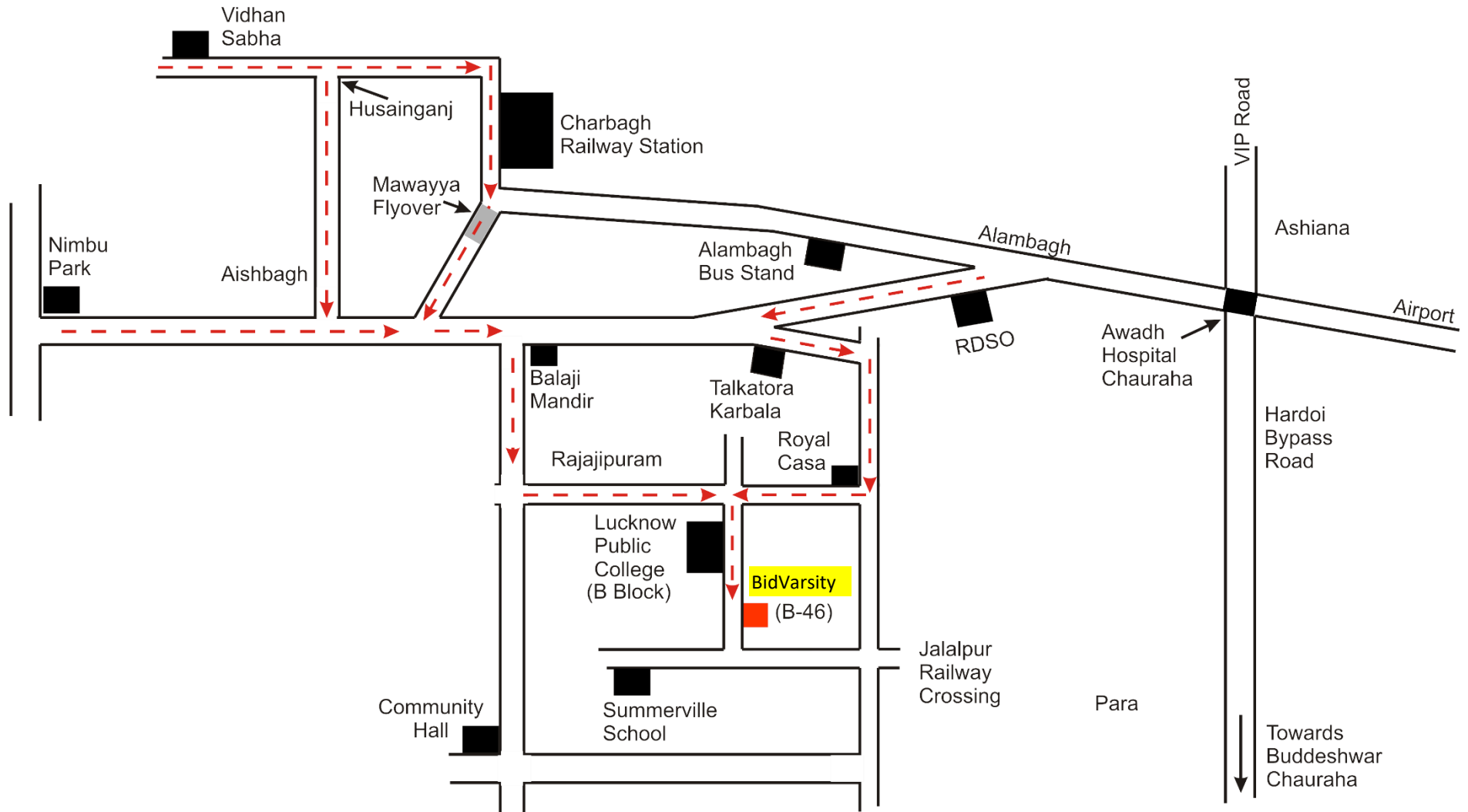
In this role, Er. Naqvi has so far developed proposals that fetched work contracts worth billions of rupees. A brief list of such proposals is as follows—

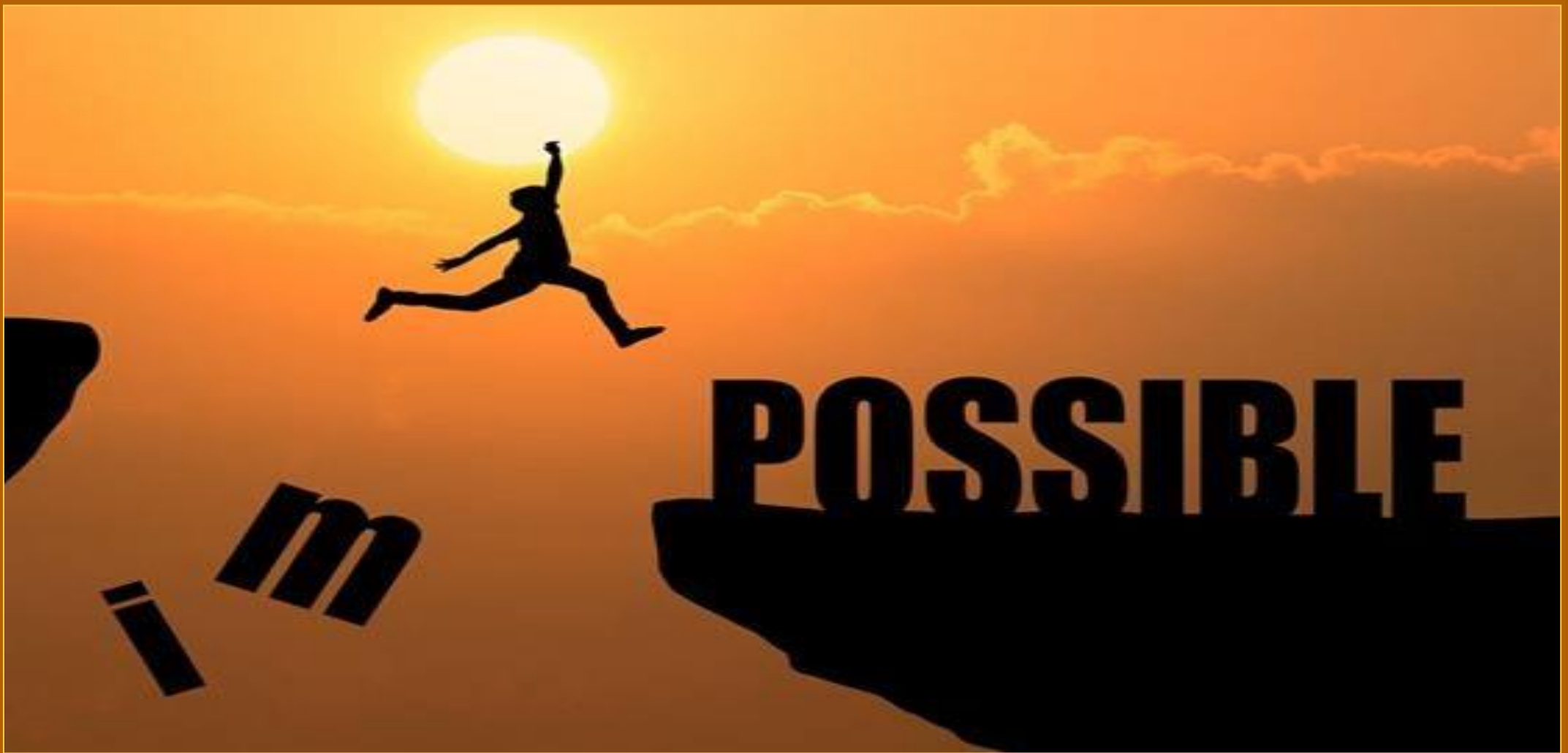
- ✦ NABARD All India Rural Financial Inclusion Survey (NAFIS) 2016-17
- ✦ Country-wide Evaluation of Pradhan Mantri MUDRA Yojana (PMMY) for MUDRA Ltd., Govt. of India (**\$2.0 Million**)
- ✦ National Family Health Survey (NFHS-VI) in 2 states for IIPS, MoHFW (**\$2.0 Million**)
- ✦ National Family Health Survey (NFHS-IV) in 3 states for IIPS, MoHFW (**\$2.0 Million**)
- ✦ Annual Health Survey (AHS 2010-12) in multiple states for MHA, GoI (**\$5.0 Million**)
- ✦ Baseline Survey under Sample Registration System (SRS 2014) in 7 states
- ✦ District Level Household Survey (DLHS-4) for IIPS, MoHFW
- ✦ Rapid Survey on Children (RSoC) in 9 States for UNICEF
- ✦ Entrepreneurship development in the Holy City of Varanasi, for NIESBUD
- ✦ Baseline study of Tibetan Community in-exile in India and Nepal for USAID
- ✦ Consumer Tariff Survey with telecom subscribers in India for TRAI
- ✦ Impact Assessment of RBI's "Pilot CFL Project" for Financial Literacy in 9 states
- ✦ Independent Verification of Results under World Bank-funded Chhattisgarh Public Financial Mgt. & Accountability Project
- ✦ Regular (5Yrs) M&E of Odisha Integrated Irrigation Proj. for Climate Resilient Agri.
- ✦ Impact assessment of Prakritik Kheti Khushhal Kisan Yojana (PK3Y) in H.P.
- ✦ Baseline study for H.P. Crop Diversification Promotion Project (HPCDPP)-II
- ✦ Terminal Impact Assessment of the JICA-ODA funded HPCDPP-I
- ✦ Water Users Association (WUA) Establishment and Capacity Building under Himachal Pradesh Subtropical Horticulture, Irrigation and Value Addition Readiness Project (HP-SHIVA) for ADB
- ✦ Evaluation of Community Lift Irrigation Scheme (CLIS) under BKVY for Finance Dept., Govt. of Odisha
- ✦ Impact Assessment of Accelerated Irrigation Benefits Programme (AIBP) across 10 States of India
- ✦ Empanelment as Implementation Support Agency (ISA) for facilitating District Water & Sanitation Mission in Implementing Jal Jeevan Mission (JJM) in 4 districts of Chhattisgarh
- ✦ Baseline Data Collection for the DCM Shriram Consolidated Limited (DSCL) OLAM Project in India for World Bank
- ✦ Impact Evaluation of National Horticulture Board (NHB) for Ministry of Agriculture and Farmers Welfare, Govt. of India
- ✦ Evaluation of Micro Irrigation Scheme in 10 States for Planning Commission, GoI
- ✦ Baseline Survey for JICA funded Andhra Pradesh Irrigation and Livelihood Improvement Project (APILIP) - Phase II
- ✦ Evaluation of Fodder Bank Dev. Scheme in Uttarakhand for State Planning Commission
- ✦ Technical Consultancy to SWRPD, Govt. of Rajasthan for implementing IWRM Projects
- ✦ Rapid Assessment of Per-Drop-More-Crop component of Pradhan Mantri Krishi Sinchayee Yojana (PMKSY) in Odisha
- ✦ Impact Assessment of Component-D activities under U.P. Water Sector Restructuring Project (UPWSRP-II)

- ✦ M&E study of Mukhyamantri Gram BPL Awas Yojana in Rajasthan for HUDCO
- ✦ Evaluation of MNREGS for MoRD
- ✦ Baseline Survey of Haryana State Rural Livelihood Mission (HSRLM)
- ✦ Baseline-cum-panel study under NRLP for Odisha Livelihood Mission (OLM)
- ✦ Midline Evaluation of Bihar Transformative Development Project for Bihar Rural Livelihoods Promotion Society (JEEViKA)
- ✦ Baseline study of BTDP for JEEViKA-Bihar
- ✦ Data Verification & Updation of WSHGs in U.P. under Swayam Project of UNDP
- ✦ Survey of On-site Sanitation Systems in all households of Rishikesh City for GiZ
- ✦ Healthy Home Survey (HHS) under the WB supported Uttarakhand Rural Water Supply & Sanitation Project (UKRWSSP)
- ✦ Impact Assessment of all Central & State Govt. Schemes in Agri & allied sectors to strategize for doubling of farmers' income in Uttarakhand, for UNDP
- ✦ Midline Survey for Community Led Total Sanitation (CLTS) Campaign in Rural Punjab for the World Bank
- ✦ Evaluation of Regional Water Supply Schemes during their design period under Jal Jeevan Mission (JJM) in India
- ✦ Process Monitoring of WB-supported Rural Water Supply & Sanitation Project (Neer Nirmal Pariyojana 'NNP') in U.P.
- ✦ Baseline Survey (Batch-2 GPs) for World Bank-supported Rural Water Supply & Sanitation Project (NNP) in U.P.
- ✦ Impact Assessment of Multimedia Campaigns of the European Commission-funded State Water Resources Planning Department (SWRPD), Govt. of Rajasthan
- ✦ Desk Appraisal of National Ambulance Scheme (NAS-102) & Samajwadi Swasthya Sewa (SSS-108) for SIFPSA, Govt. of U.P.
- ✦ Process Monit. of NAS-102 and SSS-108 in all 75 dists. of U.P. for SIFPSA, GoUP
- ✦ Impact Assessment of Social Franchising Programme "MerryGold Health Network" aimed at Increasing Access to Private Healthcare Facilities in U.P. for SIFPSA
- ✦ On-spot monitoring, assessment and documentation of IEC campaign "Chalo Gaon Ki Ore Lekar Apna Hausla" for gender equity in U.P. for SIFPSA, GoUP
- ✦ Training of AWWs in 16 Polio High Risk Blocks of U.P. for UNICEF
- ✦ Establishing Bio-metric Centers for UID Enrolments for ITI Palakkad
- ✦ Baseline study in Mayurbhanj dist. Of Odisha for Heifer International
- ✦ Baseline Survey for Social Accountability Intervention under UPHSSP in U.P.
- ✦ Baseline, Midline and Endline Evaluation of Gali Gali Sim Sim Intervention for Pre-school Education in Uttarakhand for IDRC
- ✦ Country-wide Evaluation Study of National Talent Search Scheme (NTS)
- ✦ Mid-line Assessment of the Performance of Elementary School Teachers in Maths and English subjects in Bihar
- ✦ Study of Enrolment Trends & Patterns in Elementary Level Govt. & Private Schools of U.P. for SIEMAT, Govt. of U.P.
- ✦ Sample Verification study of Annual Household Survey, 2013-14 across 5 districts of U.P. for SIEMAT, GoUP
- ✦ Baseline study of Mint Value Chain in Barabanki and Lucknow dists. for GiZ
- ✦ Training Needs Assessment and Development of Training Strategy For DWCDSS/JWDS Staff in Jharkhand
- ✦ Assessment of status of De-notified & Nomadic Tribes in Central Zone, for Ministry of Social Justice & Emp., GoI
- ✦ Management & Operation of Bhadohi Carpet Expo Mart (BCEM), on behalf of Carpet Export Promotion Council (CEPC), GoI, for Directorate of Industries, GoUP

- ✦ Training Needs Assessment of Staff of Department of Medical Health and Family Welfare, Govt. of Uttarakhand
- ✦ Concurrent Monitoring of Socio-Economic and Caste Census (SECC-2011) for Ministry of Rural Dev. (MoRD)
- ✦ Household survey for Impact Assessment of Odisha Particularly Vulnerable Tribal Groups Empowerment & Livelihoods Improvement Programme (OPELIP), for ST&SC Dev. Dept., Govt. of Odisha
- ✦ Countrywide Evaluation Study of Deendayal Disabled Rehabilitation Scheme for Dept. of Empowerment of Persons with Disabilities, MoSJ&E, GoI
- ✦ Countrywide Evaluation of Assistance to Disabled Persons for Purchase / Fitting of Aids / Appliances (ADIP Scheme)
- ✦ Development of Training Modules & Kits for capacity building of District Program Managers of ICDS under SABLA Scheme
- ✦ Baseline Survey of Vegetable Crop Value Chain under Bihar State Vegetable Processing & Marketing Scheme
- ✦ Baseline Study under 'Vision Healthy India: Fight against Silent Emergency' in Delhi for Save the Children
- ✦ Tracer study of ITI passouts in H.P.
- ✦ Tourism Survey in Uttar Pradesh
- ✦ Independent Process Monitoring and Coverage Validation of School & Anganwadi based, National De-worming Day (NDD) and Mop-up Day, across Round-1 (Feb) & Round-2 (Aug) in 2016,2017, 2018 & 2019 in U.P., Bihar and Rajasthan for Evidence Action
- ✦ Census of Powerloom Weavers & Pre-loom Workers in Karnataka
- ✦ 4th Nationwide Census of Handlooms and Handloom weavers in India
- ✦ Monitoring, Evaluation, Learning and Documentation (MELD) under PMKSY-Watershed Dev. in 30 dists. of Karnataka
- ✦ MELD under Batch-III & IV Projects of PMKSY-Watershed Development, in all 4 Divisions of Karnataka
- ✦ MELD for IWMP Projects in West Bengal for West Bengal State Watershed Development Agency (WBSWDA, GoWB)
- ✦ Proposal for Empanelment with CEPC for testing of candidates trained under the Recognition of Prior Learning (RPL) program of GoI across 5 states
- ✦ Baseline Assessment of the Inhabitants of Riverine/ Chars Areas of River Brahmaputra and Creation of Village Resource Database in Assam with GIS interface for UNDP
- ✦ Surveillance of child labour in carpet looms across major clusters for CEPC
- ✦ Registration of handlooms across major carpet clusters in India, for CEPC
- ✦ Baseline Study of the Socio-economic Status of fishermen across 42 villages from 5 coastal districts of Tamil Nadu
- ✦ Road Users Satisfaction Survey (RUSS) for World Bank-sponsored U.P. Core Road Network Development Project for UPPWD
- ✦ Mid-Term Review of UK State Water & Sanitation Mission for Peri-urban areas
- ✦ Study of Domestic Water & Sanitation Service Levels for Kerala Rural Water Supply & Sanitation Agency (Jalanidhi-II)
- ✦ Assessment of Hand-washing Practices in 4 States for Save the Children
- ✦ Facilitating PRA activities with Mint Farmers in Barabanki & Lucknow for GiZ
- ✦ External Monitoring of Vitamin-A Supplementation Rounds in Chhattisgarh, M.P. and U.P. for Nutrition International
- ✦ COVID-19 Vaccine Hesitancy Survey in 3 States for Save the Children
- ✦ Developing Social Confidence Index to assess the confidence of NPOs on key aspects of India's Social Sector, for Ashoka University

# Location Map of BidVarsity (Lucknow)





Winners Train, Losers Complain!



**BID VARSITY**  
WE TRAIN TENDER WINNERS

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