

## **Media and Entertainment Skills Council**

### **Request for Proposal (RFP) Academic Services: Creation of Question Banks**

#### **To Whom It May Concern:**

#### **I. Introduction:**

Media and Entertainment Skills Council, hereinafter referred to as "MESC," invites qualified academic services and individuals to submit proposals for the creation of question banks for various subjects and qualifications.

#### **II. Scope of Work:**

The selected academic services and individuals will be responsible for the following scope of work:

##### **1. Subject-Specific Question Banks:**

- Develop question banks for subjects related to media and entertainment, aligned with industry standards and qualifications.
- Create a variety of question types, including multiple-choice, true/false, short answer, and essay questions.

##### **2. Qualification Levels:**

- Create question banks for different qualification levels, including certificate programs, diplomas, and degree courses.
- Tailor questions to suit the complexity and learning outcomes of each qualification.

##### **3. Content Quality and Relevance:**

- Ensure that questions are accurate, up-to-date, and aligned with the latest industry trends and knowledge.
- Incorporate practical scenarios and industry-specific examples where applicable.

##### **4. Diversity and Inclusivity:**

- Promote diversity and inclusivity in question creation, ensuring fairness and equal representation.



- Avoid bias or discriminatory language in questions and answer choices.

#### **5. Metadata and Organization:**

- Provide metadata and categorization for questions, including subject, topic, difficulty level, and qualification.
- Organize questions systematically for easy retrieval and integration into assessments.

### **III. Proposal Submission:**

Interested academic services and individuals are requested to submit their proposals electronically to [info@mescindia.org](mailto:info@mescindia.org) no later than 25-Sept-2023. Proposals should include the following:

1. A cover letter expressing your interest in this engagement.
2. A detailed overview of your academic services or individual background, including areas of expertise and relevant experience in question bank creation.
3. Examples of question banks you have created in the past, if applicable.
4. A description of your approach to developing question banks, including quality assurance processes.
5. A proposed fee structure, including project-based costs and any additional charges.

### **IV. Evaluation Criteria:**

Proposals will be evaluated based on the following criteria:

- Qualifications and experience of the academic service or individual.
- Demonstrated understanding of MESC's question bank requirements and industry standards.
- Quality and relevance of past question bank examples, if provided.
- Proposed question bank development approach and responsiveness.
- Fee structure and overall cost-effectiveness.

### **V. Confidentiality:**

All information provided in response to this RFP shall be treated as confidential and used solely for the purpose of evaluating proposals.

MESC appreciates your interest in collaborating with us and looks forward to receiving your proposal. If you have any questions or require clarification regarding this RFP, please do not hesitate to contact [info@mescindia.org](mailto:info@mescindia.org)

Sincerely,

Media and Entertainment Skills Council