

## **Media and Entertainment Skills Council**

### **Request for Proposal (RFP) HR Services**

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

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

Media and Entertainment Skills Council, hereinafter referred to as "MESC," invites qualified HR service providers to submit proposals for comprehensive HR services.

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

The selected HR service provider will be responsible for the following scope of work:

##### **1. HR Management:**

- Oversee all HR-related functions, including recruitment, onboarding, performance management, employee relations, and offboarding.
- Ensure HR policies and procedures comply with relevant labor laws and regulations.

##### **2. Recruitment and Talent Acquisition:**

- Manage the end-to-end recruitment process, from job posting to candidate selection and offer negotiation.
- Develop and maintain a talent pipeline for current and future staffing needs.
- Implement diversity and inclusion initiatives in recruitment.

##### **3. Employee Engagement and Relations:**

- Foster a positive and inclusive work culture by implementing engagement programs and activities.
- Address employee grievances and concerns promptly and professionally.
- Promote effective communication and collaboration among MESC staff.

##### **4. Training and Development:**

- Identify training needs and opportunities for skill development among MESC employees.



- Develop and deliver training programs that align with organizational goals.
- Monitor training effectiveness and make necessary adjustments.

**5. Compliance and Documentation:**

- Ensure compliance with labor laws, regulations, and HR best practices.
- Maintain accurate HR records, including employee files, contracts, and documentation.
- Prepare and submit required reports to regulatory authorities.

**6. Payroll and Benefits Administration:**

- Administer payroll processes accurately and in a timely manner.
- Manage employee benefits programs, including health insurance, retirement plans, and other perks.
- Resolve payroll and benefits-related queries from employees.

**III. Proposal Submission:**

Interested HR service providers 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 company's interest in this engagement.
2. A detailed overview of your company, including its history, areas of HR expertise, and relevant experience in providing HR services.
3. Examples of successful HR projects or case studies.
4. A description of your approach to HR management, including recruitment, employee engagement, and compliance.
5. A proposed fee structure, including monthly retainer fees, project-based costs, and any additional charges.

**IV. Evaluation Criteria:**

Proposals will be evaluated based on the following criteria:

- Qualifications and experience of the HR service provider.
- Demonstrated understanding of MESC's HR requirements and organizational culture.
- Past success stories and case studies related to HR services.

- Proposed HR management 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