REQUEST FOR PROPOSAL

Trainer Empanelment – Agentic AI Programme

Industry-Ready Skilling for Persons with Locomotor Disabilities

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Issued by:

GiftAbled Foundation

Bengaluru, Karnataka | accounts@giftabled.org

RFP Reference No.: RFP/TRNG/AI/PWD/2026/001

Date of Issue: April 24, 2026

Submission Deadline: April 30, 2026 by 5:00 PM IST

1. Introduction & Background

GiftAbled Foundation (hereinafter referred to as 'the Organization') is a Bengaluru-based non-profit committed to empowering Persons with Disabilities (PWDs) through structured, industry-aligned skill development programmes. With a mission to unlock the untapped professional potential of PWDs, GiftAbled Foundation designs and delivers transformative learning experiences that bridge the gap between disability and employment.

As part of our flagship initiative focused on emerging technology education, GiftAbled Foundation is launching a specialized Agentic AI programme exclusively designed for individuals with Locomotor Disabilities. This programme aims to equip learners with practical, job-ready skills in Artificial Intelligence — with a specific focus on AI agents, automation workflows, and LLM-powered applications — enabling them to participate meaningfully in the technology economy.

To deliver this programme at the highest quality, we are inviting proposals from qualified, experienced AI trainers and training agencies to join our empanelled trainer pool for this initiative.

2. Purpose of this RFP

This Request for Proposal (RFP) is issued with the objective of:

- Identifying and shortlisting highly competent Agentic AI trainers with demonstrable expertise in AI agents, Large Language Models (LLMs), and automation frameworks.
- Building a quality-assured trainer pool capable of delivering an industry-ready Agentic AI programme to learners with Locomotor Disabilities.
- Establishing transparent, merit-based empanelment procedures that ensure fair and consistent evaluation of all applicants.
- Promoting inclusive, accessible pedagogy that accommodates the physical and assistive technology needs of persons with locomotor disabilities.

3. Training Domain – Agentic AI

This RFP is specifically focused on the Agentic AI domain. GiftAbled Foundation invites proposals from trainers with expertise across the following areas within this domain:

3.1 Core Agentic AI Curriculum Areas

- Fundamentals of Artificial Intelligence & Machine Learning
- Large Language Models (LLMs) – Architecture, Capabilities & Prompt Engineering
- Introduction to AI Agents – Concepts, Types, Workflows and Salesforce AI tool
- Agentic Frameworks – LangChain, LangGraph, AutoGen, CrewAI, and similar tools
- Retrieval-Augmented Generation (RAG) – Design and Implementation
- Tool Use & Function Calling in LLM-based Agents
- Multi-Agent Systems – Orchestration, Communication, and Task Delegation
- AI Workflow Automation – n8n, Zapier AI, Make.com, and similar platforms
- Deploying Agentic Applications – APIs, Cloud Platforms (AWS/Azure/GCP), Containers
- Ethics, Responsible AI, and Bias Mitigation in Agentic Systems

3.2 Supporting Technical Skills

- Python Programming for AI (NumPy, Pandas, relevant AI libraries)
- API Integration & Web Services (REST APIs, JSON, Webhooks)
- Version Control & Collaborative Development (Git, GitHub)

- Introduction to Cloud Computing for AI workloads

4. Scope of Work

Empanelled trainers shall be responsible for end-to-end training delivery for the Agentic AI programme. The scope of work includes, but is not limited to, the following:

4.1 Core Responsibilities

A. Curriculum Development & Adaptation

- Design, adapt, or refine Agentic AI course content to align with current industry standards and the specific learning needs of learners with locomotor disabilities.
- Ensure all digital materials are accessible — optimized for voice-activated navigation, keyboard-only operation, switch-access tools, and screen-adaptable layouts.
- Incorporate real-world case studies, automation projects, and agent-building exercises that reflect practical industry applications.
- Develop a structured 200-hour curriculum covering online (120 hrs) and offline (80 hrs) components.

B. Training Delivery

- Facilitate engaging, interactive, and outcomes-focused learning sessions using tools compatible with assistive technologies used by learners with locomotor disabilities.
- Prioritize voice-first interfaces, minimal manual dexterity requirements, and hands-free workflow demonstrations where possible.
- Deliver sessions in the agreed Hybrid mode: 120 hours online (VILT) and 80 hours in-person at Bengaluru.
- Leverage platforms that support accessibility: closed captions, keyboard shortcuts, screen adaptability, and alternative input methods.

C. Assessment & Progress Tracking

- Design assessments that do not place undue physical burden on learners — favouring voice responses, typed submissions, project-based evaluations, and accessible quiz formats.
- Maintain individual learner progress records and provide constructive, timely feedback.
- Flag learners requiring additional support or assistive accommodations to the Programme Coordinator.

D. Reporting & Documentation

- Submit session-wise attendance and progress reports in the prescribed format.
- Provide end-of-batch feedback reports with insights on learner performance, course effectiveness, and recommendations for programme improvement.

E. Placement Readiness Support

- Guide learners on building AI project portfolios, GitHub profiles, and professional LinkedIn presence.
- Conduct mock technical interviews and assist learners in articulating their AI skills to prospective employers.
- Coordinate with GiftAbled Foundation's placement team for career linkage activities.

4.2 Delivery Parameters

The following parameters govern each training batch under this programme:

Parameter	Details
Delivery Mode	Hybrid – 60% Online + 40% In-Person
Total Programme Duration	200 Hours (120 hours online + 80 hours offline)

Parameter	Details
Batch Size	Approximately 30 learners per batch
Offline Location	Bengaluru, Karnataka
Language	English
Accessibility Mode	Voice-activated tools, switch-access compatible platforms, ergonomic input devices supported

5. Target Audience

This programme is exclusively designed for Persons with Locomotor Disabilities, as defined under the Rights of Persons with Disabilities Act, 2016 (RPwD Act). This includes individuals with:

- Orthopedic or musculoskeletal impairments affecting mobility of limbs or body.
- Cerebral Palsy with primary locomotor impact.
- Post-polio syndrome or limb differences.
- Spinal cord injuries or conditions affecting motor function.
- Other physical/locomotor conditions affecting mobility but not cognitive functioning.

Learner profiles within each batch may span:

- Recent graduates or school leavers seeking their first employment in the technology sector.
- Working professionals with locomotor disabilities looking to upskill or transition into AI roles.
- Individuals preparing for tech roles in companies committed to diversity and disability inclusion.

Trainers must understand that locomotor disability does NOT affect cognitive or intellectual capacity. Learners are fully capable of engaging with advanced technical content. The primary adaptations required are in the physical delivery mode, tools, and accessibility of training environments - not in the complexity or depth of content.

6. Trainer Eligibility & Requirements

6.1 Educational Qualifications

- Minimum graduate degree in Computer Science, Information Technology, Engineering, or a closely related field (B.E. / B.Tech / M.Tech / MCA or equivalent).
- Post-graduate qualifications, AI/ML certifications, or professional training credentials will be preferred.

6.2 Technical Domain Expertise – Agentic AI

- Minimum 3–5 years of hands-on industry experience in Artificial Intelligence, Machine Learning, or related software domains.
- Demonstrated practical experience building or deploying AI agent systems using frameworks such as LangChain, AutoGen, CrewAI, or equivalent.
- Proficiency in Python programming and familiarity with LLM APIs (OpenAI, Anthropic, Gemini, open-source models).
- Industry-recognized certifications are preferred (e.g., AWS Certified Machine Learning Specialty, Google Professional Machine Learning Engineer, Microsoft Certified: Azure AI Engineer Associate, DeepLearning.AI certifications).
- Demonstrated subject matter authority through published projects, open-source contributions, technical blogs, or professional accomplishments in AI.

6.3 Training Experience

- Minimum 2 years of experience in designing and/or delivering technical training programmes to professional or semi-professional audiences.
- Prior experience training persons with disabilities or other underserved or non-traditional learner groups is a significant advantage.
- Familiarity with Learning Management Systems (LMS) such as Moodle, Google Classroom, Zoom, or equivalent virtual training platforms.
- Experience conducting hybrid (online + offline) training programmes is preferred.

6.4 Soft Skills & Professional Attributes

- Excellent verbal and written communication skills in English.
- High degree of patience, empathy, and sensitivity when working with PWD learners.
- Ability to simplify highly technical concepts and adapt explanations to varied learner backgrounds.
- Proficient in managing group dynamics and maintaining an inclusive, respectful learning environment.
- Reliable, punctual, and responsive to coordination requirements of the Programme team.

6.5 Locomotor Disability Inclusion Competencies

Given that the entire target cohort comprises persons with locomotor disabilities, the following competencies are considered essential:

- Knowledge of Universal Design for Learning (UDL) principles and their application to tech training.
- Familiarity with assistive technologies relevant to locomotor disabilities, including:
  - Voice recognition and dictation software (e.g., Dragon NaturallySpeaking, Windows Speech Recognition)
  - Switch-access and alternative input devices (joysticks, mouth-controlled mice, eye-gaze systems)
  - Keyboard shortcut-first workflows for IDEs, coding environments, and platforms
  - Ergonomic input tools and head-tracking devices
- Ability to conduct training sessions without requiring learners to perform high-dexterity tasks; demonstrated understanding that motor-adaptive tools should be normalized in the classroom.
- Experience, training, or certification in disability inclusion, accessible education, or related fields is an added advantage.

7. Proposal Submission Requirements

Prospective trainers must submit a comprehensive proposal organized as per the following structure:

Part A – Trainer Profile

- Full name, contact information (email, phone number), LinkedIn profile URL, and GitHub / portfolio link (if applicable).
- Highest academic qualification and field of study.
- Specialization areas within Agentic AI and supporting technical skills.
- Total years of professional experience and years of dedicated training/facilitation experience.
- Brief professional biography (maximum 300 words).

Part B – Proposed Agentic AI Course Details

- Proposed course title and a brief description (2–3 sentences).
- Target learner profile and rationale for suitability for locomotor disability learners.
- Minimum 5 measurable learning objectives (outcome-focused).
- Detailed module-wise course outline covering the full 200-hour programme: topics, sub-topics, and time allocation per module for both online and offline components.
- Recommended tools, platforms, and frameworks to be used (with notes on accessibility and locomotor-disability compatibility).

Part C – Inclusive Pedagogy & Methodology

- Description of your teaching and facilitation approach, with specific detail on how the curriculum and delivery will be adapted for learners with locomotor disabilities.
- List of tools, platforms, and software to be used during training — including how each will be made accessible (keyboard navigation, voice control, alternative input support).
- Assessment strategy: types of assessments (projects, code submissions, voice/typed quizzes), grading criteria, and feedback mechanisms — with specific accessibility accommodations described.
- Any additional physical or environmental accommodations you would recommend for in-person sessions at Bengaluru.

Part D – Experience & References

- Summary of up to 5 relevant training assignments or AI projects undertaken.
- Names of organizations / clients engaged with, nature of the engagement, and scale of learners trained.
- Client references: contact details for up to three referees from past training engagements (optional but strongly recommended).
- Evidence of prior work with PWDs, inclusive education settings, or accessible technology environments (if any).

Part E – Commercial Proposal

- Fee structure: Cost per hour / per session / per batch - clearly itemized for online and offline components separately.
- Separate cost for curriculum development or customization (if applicable).
- Any additional costs (travel to Bengaluru for offline sessions, materials, software licenses, etc.) - must be stated explicitly.
- GST registration number and billing entity details.

Part F – Supporting Documents & Samples

- Demo video (10–15 minutes) showcasing your Agentic AI training style, delivery approach, and learner engagement - ideally demonstrating use of accessible tools.
- Sample course content: module handout, presentation deck, agent-building exercise, or a project brief relevant to Agentic AI.
- Copies of relevant certifications (academic, professional AI certifications, and/or disability inclusion training, if any).
- Optional: Written response to the scenario-based question in Section 10.

8. Evaluation Criteria & Weightage

All proposals will be evaluated by a duly constituted Evaluation Committee using the following weighted criteria:

Evaluation Criteria	Weightage	Description
Domain Expertise in Agentic AI	**25%**	Depth of knowledge in AI agents, LLMs, automation frameworks, and practical industry application
Training Experience	**20%**	Proven track record delivering technical training, preferably to PWD or non-traditional learner cohorts
Course Design & Relevance	**20%**	Quality and structure of proposed Agentic AI curriculum; alignment with locomotor disability learner needs and industry outcomes
Inclusive Delivery Approach	**15%**	Use of accessible, adaptive methodologies accommodating locomotor disability constraints (voice-first, minimal motor-demand tools)
Inclusion & Accessibility	**10%**	Demonstrated sensitivity and experience with assistive technologies relevant to locomotor disabilities
Commercials	**10%**	Value for money, fee transparency, and cost reasonableness

Note: The Organization reserves the right to shortlist candidates for a live Agentic AI demo session or structured interview as part of the evaluation. Shortlisted candidates will be notified via registered email.

9. Process Timeline

The following timeline governs the RFP process. All dates are firm unless revised with due written notice to all applicants.

Milestone	Date	Details
RFP Release Date	April 24, 2026	Invitation open to all eligible trainers and training organizations
Pre-Bid Queries Deadline	April 29, 2026	Last date to submit clarifications or queries via email to accounts@giftabled.org
Proposal Submission Deadline	April 30, 2026	Complete proposals (PDF) to be received by 5:00 PM IST
Shortlisting Notification	May 5, 2026	Shortlisted candidates notified via registered email
Demo / Interaction Round	May 7, 2026	Live demonstration session (virtual/in-person) on Agentic AI topic of choice
Final Empanelment	May 9, 2026	Issuance of empanelment letters and signing of service agreements

10. Scenario-Based Question (Strongly Recommended)

To enable a more holistic evaluation of your inclusive Agentic AI teaching capability, applicants are strongly encouraged to include a written response (maximum 500 words) to the following scenario:

> *Scenario: You are assigned to deliver a 200-hour Agentic AI programme to a batch of 30 learners — all of whom have locomotor disabilities of varying degrees. Some learners have limited or no use of their hands and rely on voice recognition software or eye-gaze devices to operate their computers. All learners are cognitively capable and motivated. Describe, in detail, how you would: (a) design the curriculum and select tools that are fully compatible with assistive input devices; (b) structure your online and offline sessions to ensure all learners can participate equally without manual dexterity barriers; (c) conduct code-writing exercises and project work in an accessible manner; and (d) measure and report learner progress in a way that is equitable and not biased by physical limitation.*

11. General Terms & Conditions

11.1 Empanelment & Contract

- Successful applicants will be issued a formal Empanelment Letter and required to execute a Service Agreement prior to commencement of any training activity.
- Initial empanelment will be for a period of one (1) year, renewable annually based on performance review and organizational requirements.
- Empanelment does not guarantee a minimum volume of training assignments.

11.2 Payment Terms

- Payment will be released upon submission and approval of attendance records, session reports, and valid tax invoices.
- Specific payment milestones and schedules will be outlined in the individual Service Agreement.
- All payments are subject to applicable statutory deductions (TDS, GST, etc.) as per prevailing laws of India.

11.3 Confidentiality

- All proprietary information, learner data, course content, and organizational information shared during the engagement must be treated with strict confidentiality.
- Trainers shall not share, publish, or use any GiftAbled Foundation-owned content or learner data for any purpose beyond the scope of the engagement without prior written consent.

11.4 Code of Conduct & Safeguarding

- All empanelled trainers are required to adhere to GiftAbled Foundation's Code of Conduct, which includes a strict zero-tolerance policy for discrimination, harassment, ableism, or any form of abuse.
- Trainers must treat all learners with dignity and respect, without making assumptions about learner capability based on disability.
- Trainers working with PWD learners must observe safeguarding protocols and report any concerns through established channels.
- Background verification will be conducted prior to final empanelment.

11.5 Trainer Replacement & Quality Assurance

- GiftAbled Foundation reserves the right to request a trainer replacement if performance, conduct, or learner feedback does not meet agreed quality standards, with reasonable prior notice.
- Periodic quality reviews, peer observations, and learner satisfaction surveys will be conducted.
- Trainers must be available for Training-of-Trainers (ToT) and orientation sessions organized by the Foundation.

11.6 Intellectual Property

- All course content developed exclusively for GiftAbled Foundation under this engagement shall be the intellectual property of GiftAbled Foundation.
- Trainers may retain rights to pre-existing proprietary materials, subject to prior written agreement.

12. Submission Instructions

Please submit your complete proposal package electronically in accordance with the following instructions:

Submission Mode: Email (soft copy / PDF)
Submit To: accounts@giftabled.org
Submission Deadline: April 30, 2026 by 5:00 PM IST
Email Subject Line: RFP Submission – Agentic AI Trainer – [Your Full Name / Organization Name]
File Format: All documents in PDF format; Video in MP4 (max 500 MB) or shared via Google Drive / YouTube link

Incomplete proposals or proposals received after the stated deadline will not be considered. GiftAbled Foundation will not be responsible for any electronic transmission delays.

For any queries or clarifications regarding this RFP, please contact:

Point of Contact: Rajesh – Program Manager, GiftAbled Foundation
Email: accounts@giftabled.org
Phone: +91-9945801505
Office Hours: Monday to Saturday, 9:30 AM – 6:00 PM IST

13. Disclaimer & Reservation of Rights

- This RFP does not constitute an offer or commitment to empanel any trainer or award any contract.
- GiftAbled Foundation reserves the right to accept, reject, or cancel this RFP at any stage without assigning any reason thereof.
- GiftAbled Foundation is not liable for any costs incurred by applicants in preparing or submitting proposals.
- GiftAbled Foundation reserves the right to modify the scope, timelines, or terms of this RFP, with due intimation to all applicants.
- The decision of the Evaluation Committee shall be final and binding on all applicants.

Authorized Signatory:

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Name:
Designation:
Organization: GiftAbled Foundation
Date: April 24, 2026