

**Media and Entertainment Skills Council (522-524, 5th Floor, DLF Tower A, Jasola, New Delhi - 110025)**

**Request for Proposal (RFP) Recruitment Services**

**To Whom It May Concern:**

**I. Introduction:**

Media and Entertainment Skills Council, hereinafter referred to as "MESC," invites qualified recruitment agencies to submit proposals for recruitment services.

**II. Scope of Work:**

The selected recruitment agency will be responsible for the following scope of work:

**1. Staff Recruitment:**

- Identify, source, and recruit highly qualified and experienced candidates for various positions within MESC.
- Ensure a thorough and efficient recruitment process, from initial job posting to final candidate selection.
- Manage the entire recruitment lifecycle, including job posting, candidate screening, interview coordination, reference checks, and offer negotiations.

**2. Talent Pipeline Development:**

- Build and maintain a robust talent pool for current and future staffing needs.
- Continuously seek out top talent in the media and entertainment industry.
- Develop effective talent acquisition strategies to attract diverse and skilled candidates.

**3. Onboarding Support:**

- Facilitate a seamless onboarding process for newly recruited staff.
- Ensure that all required documentation and processes are completed accurately and in a timely manner.
- Provide support to new hires during the initial transition phase.

#### **4. Consultative Services:**

- Collaborate with MESC's HR team to understand staffing needs and requirements.
- Provide expert advice and recommendations on recruitment best practices and strategies.
- Maintain open communication channels to address any recruitment-related issues promptly.

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

Interested recruitment agencies 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 agency's interest in this engagement.
2. A detailed overview of your agency, including its history, areas of expertise, and relevant experience in providing recruitment services.
3. An explanation of your recruitment methodology, including candidate sourcing, screening, and evaluation processes.
4. A proposed fee structure, including commission rates or any additional charges, if applicable.
5. References from current or past clients who can provide insights into your agency's performance and capabilities.

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

Proposals will be evaluated based on the following criteria:

- Qualifications and experience of the recruitment agency.
- Demonstrated understanding of MESC's staffing needs and industry requirements.
- Proposed recruitment methodology and approach.
- Fee structure and overall cost-effectiveness.
- References and client testimonials.

#### **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