



# Expression of Interest (EOI) Document

for

**Conducting Training with OJT (Level II with 1696 hrs.)**

on

**Professional Light Vehicle Mechanics**

## Procurement of Consulting Services National Competition Bidding

**Project Name:** Enhanced Skills for Sustainable and Rewarding Employment (ENSSURE)

Project-II

**EOI:** RMD/EOI/02/2081/082

**Issued By:** Ramdhuni Municipality, Office of the Municipal Executive, Ramdhuni, Sunsari

**Phone:** 025-562566

**Email:** ito.ramdhunimun@gmail.com/ ramdhuni.rojagarsewakendra@gmail.com

**Website:** <https://ramdhunimun.gov.np>

**Issued on:** 2081-07-01 (17 October, 2024)

**Financing Agency:** Swiss Agency for Development and Cooperation (SDC)



## Abbreviations

CV	-	Curriculum Vitae
CTEVT	-	Council for Technical Education and Vocational Training
DO	-	Development Partner
EA	-	Executive Agency
ENSSURE	-	Enhanced Skills for Sustainable and Rewarding Employment
EOI	-	Expression of Interest
GON	-	Government of Nepal
OJT	-	On-the-job Training
NSTB	-	National Skill Testing Board
PAN	-	Permanent Account Number
PPA	-	Public Procurement Act
PPR	-	Public Procurement Regulation
RfP	-	Request for Proposal
TNA	-	Training Need Assessment
TOR	-	Terms of Reference
TOT	-	Training of Trainers
TSLC	-	Technical School Leaving Certificate
VAT	-	Value Added Tax
TPs	-	Training Providers

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Three handwritten signatures in black ink, arranged horizontally from left to right.

Handwritten signature of the Chief Administrative Officer.  
Chief Administrative Officer  
Ramdhuni Municipality



## A. Request for Expression of Interest



RAMDHUNI MUNICIPALITY  
OFFICE OF THE MUNICIPAL EXECUTIVE  
Enhanced Skills for Sustainable and Rewarding Employment  
(ENSSURE) Project Phase-II  
Ramdhuni, Sunsari

### Request for Expression of Interest (EOI) for Short-listing of Training Providers (TPs)

**Date of First Publication:** 2081/07/01 (17 October, 2024)

**EOI:** RMD/EOI/02/2081/082

**Financing Agency:** Swiss Agency for Development and Cooperation (SDC)

- Enhanced Skills for Sustainable and Rewarding Employment (ENSSURE)-II is a bilateral initiative of the Government of Nepal (GoN) and the Government of Switzerland** implemented by 3 tiers of government at Federal, Provincial and Local level with technical assistance from **Helvetas Nepal**. **The overall goal of the project is to contribute for** improved living standard of Nepalese workers particularly from disadvantaged groups to benefit from continuous employment.
- Ramdhuni Municipality** now invites Expression of Interest (EOI) from interested eligible Consultant or TPs to **Train 20 participants in Professional Light Vehicle Mechanics (Level II with 1696 hrs.) under Training with OJT in FY 2081/082** as mentioned in the Terms of Reference (TOR).
- The training should be based on the minimum standards outlined in the CTEVT approved curriculum and National Occupational Skill Standards (NOSS) of the National Skills Testing Board (NSTB).
- Interested eligible Consultant or TPs may obtain EOI document at website of municipality <https://ramdhunimun.gov.np/> or visit e-GP system [www.bolpatra.gov.np/egp](http://www.bolpatra.gov.np/egp).
- The training events must be conducted in the venue/s having adequate training facilities for the proposed occupation/s. Conducting trainings in temporary (Mobile based) settings are not allowed and it should be conducted in the suitable location of Ramdhuni Municipality, Jhumka, Sunsari.
- Documents of the experience and other evidence copies of certificates shall be duly notarized.
- Expressions of interest shall be submitted manually by hand on or before **2081/07/15 (31 October, 2024) at 4.00 pm.**
- If the last date of Obtaining and Submission falls on a government holiday, then the next working day shall be considered as the last date.
- Submitted Expressions of interest (EOI) will be opened in the presence of consultants or TPs representatives who choose to attend on 2081/07/21 (06 November, 2024) at **11:30 AM** at the office of Ramdhuni Municipality.
- EOI will be assessed based on Qualification (35%), Experience (50%) and Capacity (15%) of the Training Providers and Key Personnel. Based on evaluation of EOI, only short-listed firms will be invited to submit Technical and Financial Proposal through Request of Proposal (RFP).
- Minimum score to pass the EOI is 60 points.
- Ramdhuni Municipality reserves the right to shortlist or not shortlist any or all the applicant(s) without assigning any reason whatsoever.

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## B. Instructions for submission of Expression of Interest

1. Expression of Interest may be submitted by a sole firm. Sub-contracting, Joint Venture, and franchising shall not be allowed.
2. Interested consultants must provide information indicating that they are qualified to perform the training as described in TOR & Evaluation Section.
3. This expression of interest is open to all eligible **consulting firm or Training Provider**.
4. A Consultant will be selected in accordance with the Quality and Cost Based Selection (QCBS) method.
5. Expression of Interest should contain following information:
  - (i) A covering letter addressed to the representative of the client on the official letter head of company duly signed by authorized signatory.
  - (ii) Applicants shall provide the following information in the respective formats given in the EOI document:
    - *EOI Form: EoI Submission Letter (Form 1)*
    - *EOI Form: EoI Format to Training Provider (Form 2)*
    - *EOI Form: Format of Curriculum Vitae (CV) for Proposed Professional Staff (Form 3)*
6. The EOI documents must be submitted in one sealed envelope for each training package containing separate envelopes.
7. Applicants may submit additional information with their application but shortlisting will be based on the evaluation of information requested and included in the formats provided in the EOI document.

The Expression of Interest (EOI) document must be duly completed and submitted manually by hand at the Ramdhuni Municipality, Office of the Municipal Executive, Ramdhuni, Sunsari in time. The Expression of Interest (EOI) document must be duly completed and submitted in sealed envelope and should be clearly marked as EOI Application for Short-listing for "Conducting Training with OJT Professional Light Vehicle Mechanics (Level II with 1696 hrs.). The Envelope should also clearly indicate the ***name and address of the Applicant***.

The completed EOI document must be submitted on or before the date and address mentioned in the "Request for Expression of Interest". In case the submission falls on public holiday the submission can be made on the next working day. Any EOI Document received after the closing time for submission of proposals shall not be considered for evaluation.

  
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## C. EOI Forms & Formats

Form 1. EoI Submission Letter

Form 2. EoI Format to Training Provider

Form 3. Format of Curriculum Vitae (CV) for Proposed Professional Staff

Three handwritten signatures in black ink, arranged horizontally from left to right.

Handwritten signature of the Chief Administrative Officer.  
Chief Administrative Officer  
Ramdhuni Municipality



## Form 1. EoI Submission Letter

Date: .....

To,  
The Executive Office of the Municipality,  
Enhanced Skills for Sustainable and Rewarding Employment (ENSSURE) Project Phase-II  
Ramdhuni, Sunsari

### **Subject: Submission of the Expression of Interest (EoI)**

Dear Sir:

We, the undersigned, are interested to provide the Consulting Service for conducting training courses as per the CTEVT approved curriculum (1696 hours including on the job training) on Professional Light Vehicle Mechanics for 20 trainees in accordance with your EoI notice dated 17 October, 2024 (01 Kartik, 2081). We are hereby submitting our EoI in a sealed envelope.

We hereby confirm that our EoI is in accordance with the EoI format and TOR issued by the project.

Sincerely Yours,

Authorized Signature:

Name and Title of Signatory:

Name of Training Provider:

Address:

Seal of the Training Provider:

  
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## Form 2 : EoI Format to Training Provider

Interested private TPs are requested to submit their EoI along with the required information and supporting documents listed below. The applications should also include authorized signatures and office seals assuring the authenticity and correctness of the information provided. Please refer to the Terms of Reference (TOR) issued by the Municipality.

*Municipality reserves the right to reject any or all EoIs with or without furnishing any reasons to the firms concerned. The procurement of the services under the announcement will be subjected to the Government of Nepal's Public Procurement Act 2063 and its amendments and Regulations 2064 and its amendments.*

### Important Notes

1. Detailed information of the TP and Consortium Industry/ies is required.
2. Sub-contracting, Joint Venture, and franchising shall not be allowed.
3. All the documents evidences should be duly certified from the notary public.
4. EoI without all the required documentary evidence will not be evaluated.
5. Please fill in all rows. Write "NA" If information is not applicable.
6. One TP can apply only one occupation.
7. Conducting trainings in temporary (Mobile based) settings are not allowed but approved and authentic branch office of TPs will be considered as a training venue.

### Eligibility Criteria for Bidder

The consultant will be deemed ineligible in this bidding process if the local government has previously issued two or more formal written requests for clarification regarding issues such as delay in the contract implementation process, substandard training quality, or failure to meet performance expectations during the training."

To be eligible in the bidding process, the training provider along with its consortium must meet the following criteria.

**Please submit the eligibility assessment documents separately according to the following order.**

S.N.	Particulars	The Documents to be Attached	Attached? (Yes or No)
1	EoI Form 1 (Letter of Application)	Original Letter in the Letter Head of the TPs	
2	EoI documents (EoI form 2-3)	Original report with signed and stamp of institution	
2	Firm's registration and updated in the office of the Company Registrar indicating at least three years standing of the firm/s	Notary certified copy of company registration	
3	VAT registration	Notary certified copy of VAT registration.	
4	Valid CTEVT affiliation to conduct 1400-1696 hours of training in related occupation with letter of renewal	Notary certified copy of CTEVT affiliation letter	
5	Tax clearance certificate for the last three fiscal years (2078/079, 2079/080, 2080/081) or Time extension letter of Inland Revenue Department in case of not taken tax clearance certificate.	Notary certified copy of tax clearance certificates of FY, (2078/079, 2079/080, 2080/081)	

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6	An audit report of the last three fiscal years (2078/079, 2079/080, 2080/081)		
7	At least NRs. 9 million turnover of last three fiscal years (2078/079, 2079/080, 2080/081)		
8	Have evidence of conduction of vocational training programs in L-1, L-2, L-3, 1400-1696 hours or pre/diploma of CTEVT during the last three years. (Verified with experience letter of CTEVT/NSTB)	Notary certified copy of Experience letter of Funding Agencies and NSTB showing participation in Skill Test	
9	Self-Declaration made in writing by the training provider/s that it is not disqualified for taking part in the procurement proceedings, that it has no conflict of interest in the proposed procurement proceeding, and that it has not been punished for an offence relating to the concerned profession or business	Original declaration Letter in the Letter Head of the TPs	

#### A. General Information of Training Provider (TP)

S.N.	Description			Remark
1	Name of the TP/Institute			
2	Address	District		
		Municipality/RM		
		Ward No.		
3	Contact Detail	Office Phone No.		
		Email Address		
4	Contact Person	Name		
		Designation		
		Mobile No.		
		Email address		

#### B. Legal Information

1	Main Shareholders and Their Share Holding	Name	Shared Percentage	Remark
2	<b>Head of Organization</b>			
	Name			
	Home Address			
	Mobile			

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	Email Address			
3	Company Registration Status	Registration Number		
		Registered Date		
4	CTEVT Affiliation	Affiliation No.		
		Date of Affiliation		
		Affiliated level and occupation/s		
		Validity Date		
5	VAT/PAN Registration	Registration No.		
		VAT No.		

**C. Brief Information of the Organization** (Please provide brief information about the organization including, vision, mission, goal, areas of expertise, geographical experiences, and Organizational Charts (Maximum 2 pages).

Introduction		
Vision		
Mission		
Goal		
Areas of Expertise	Trade	Occupation
Main Geographical Regions of Experience		
Organizational Chart including the full name of the Board of Directors		

**1. Please provide information on the legally established branch offices, If applicable.**

Information	Branch 1	Branch 2
District		
Municipality/RM		
Ward Number		
Office Telephone No.		
Contact Person's Name		
Contact Person's Designation		
Contact Person's Mobile Number		

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Email		
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(Please add more in this table if you have more than 2 branches in operations.)

### C. Human Resource Strength of TP

Provide information on proposed staff for the program under this assignment.

S. N.	Proposed Position	Name	Qualification	ToT /instructional skills	Years of Experience	Contact No.
<b>Key Experts:</b>						
1	Training Coordinator					
2	Instructor 1					
3	Instructor 2					
....	.....					
<b>Additional Human Resources:</b>						
4	Database Operator					
5	Placement and Monitoring Officer					

(Please add row as per the requirements)

#### Note:

CVs and testimonials (notarized) of the proposed staff must be attached for the evaluation. CV must be in the format given below in Form 3.

Please submit copies of the following certificates. If the same expert's CV is submitted by more than one bidder such a CV will not be evaluated in any bidder's favor.

1. Highest qualification certificate
2. TOT/ instructional skills/managerial skills certificates and
3. Evidence of relevant experiences and similar tasks performed; based on the submitted CV.

### D. Working Experience of TP

**D.1 : General working experience training program (e.g., L-1, L-2, L-3, 1400-1696 hours & pre/diploma etc.) imparted in last five years. (Please provide the information based on the record provided by NSTB only)**

S.N.	Name of Occupations	Program (e.g., L-1, L2, L-3, 1400-1696 Hours.)	Number of Trainees Trained	Number of Trainees Passed in Skill test or exam	Training location	Funding Organization/client (write full name and address)	In which Fiscal Year training was conducted?
1							
2							
3							

(Please attach copies of experiences provided by NSTB only. Do not attach a copy of the agreement)

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**D.2 : Specific experience in related occupation (e.g., L-1, L-2, L-3, 1400-1696 hours & pre/diploma etc.) imparted in last five years. (Please provide the information based on the record provided by NSTB only)**

S.N.	Name of Occupations	Program (e.g., L-1, L2, L-3, 1400-1696 Hours.)	Number of Trainees Trained	Number of Trainees Passed in Skill test or exam	Training location	Funding Organization/client (write full name and address)	In which Fiscal Year training was conducted?
1							
2							
3							

(Please attach copies of experiences provided by NSTB only. Do not attach the copy of agreement)

**D.3 : Working experience in Professional training courses (1696 hours with Level II) imparted in last five years. (Please provide the information based on the record provided by NSTB only)**

S.N.	Name of Occupations	Program (e.g., L-1, L2, L-3, 1400-1696 Hours.)	Number of Trainees Trained	Number of Trainees Passed in Skill test or exam	Training location	Funding Organization/client (write full name and address)	In which Fiscal Year training was conducted?
1							
2							
3							

(Please attach copies of experiences provided by the NSTB only. Do not attach a copy of the agreement)

**E. Infrastructure and Equipment**

**Availability of Infrastructure:** Office Building, Classrooms, Practical Workshops, Lab, Library, Hostels for males and females, Toilets for men and women, furniture etc.

**E.1. Office Space and Training Facilities (Training Provider)**

S.N.	Particular	Description	Unit (Number)	Size	Remark
1					
2					
3					

**E.2. List of tools and equipment availability.**

[Please mention the list of tools and equipment for those occupations in which you are intended to apply in this EOI. You can add more rows where necessary.]

SN	Description	Quantity (No. Pieces, etc.)	SN	Description	Quantity (No. Pieces, etc.)
1			6		
2			7		
3			8		

**F. Financial Information of Training Provider (Please submit the notarized copy of financial documents in ANNEX)**

Description	FY 2078/079,	FY 2079/80	FY 2080/81	Total	Remark

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Annual turnover (Rs.) (According to audit report)					
Net profit (Rs.) (According to audit report)					

**G. Training programs you intend to deliver under This EOI**

[Please be realistic while purposing the number of trainees and occupations.]

Name of Occupation	Proposed Location	Proposed Number

**Declaration**

We hereby declare that all the information provided above is correct.

Official Seal

Name:

Signature: .....

Designation:

Date:

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### Form 3: Format of Curriculum Vitae (CV) for Proposed Professional Staff

Proposed Position: \_\_\_\_\_

Name of Training Provider: \_\_\_\_\_

Name of Staff: \_\_\_\_\_

Phone /Mobile No. of Staff \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Years with TP: \_\_\_\_\_ Nationality: \_\_\_\_\_

Membership in Professional Societies: \_\_\_\_\_

#### Education:

[Summarize college/university and other specialized education of staff member, giving names of schools, dates attended, and degrees obtained.]

Qualification	Institute/School/College	Year of Completion

#### Employment Record:

[Starting with present position, list every employment held. List all positions held by staff member, giving dates, names of employing organizations, titles of positions held, and locations of assignments.]

Duration and Position	Employer	Major tasks Performed

#### Training:

[Summarize relevant training successfully completed by staff member, giving names of training institution and duration.]

Training	Institute	Duration and Date

#### Certification:

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe my qualifications, my experience, and me.

\_\_\_\_\_  
[Signature of staff member and authorized representative of the consultant] Date: \_\_\_\_\_  
Day/Month/Year]

Full name of staff member: \_\_\_\_\_

Full name of authorized representative: \_\_\_\_\_

Seal of the Training provider: \_\_\_\_\_

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### Form 3: Format of Curriculum Vitae (CV) for Proposed Professional Staff

Proposed Position: \_\_\_\_\_

Name of Training Provider: \_\_\_\_\_

Name of Staff: \_\_\_\_\_

Phone/Mobile No. of Staff (Mandatory) \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Years with TP: \_\_\_\_\_ Nationality: \_\_\_\_\_

Membership in Professional Societies: \_\_\_\_\_

#### Education:

[Summarize college/university and other specialized education of staff member, giving names of schools, dates attended, and degrees obtained.]

Qualification	Institute/School/College	Year of Completion

#### Employment Record:

[Starting with present position, list every employment held. List all positions held by staff member, giving dates, names of employing organizations, titles of positions held, and locations of assignments.]

Duration and Position	Employer	Major tasks Performed

#### Training:

[Summarize relevant training successfully completed by staff member, giving names of training institution and duration.]

Training	Institute	Duration and Date

#### Certification:

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe my qualifications, my experience, and me.

\_\_\_\_\_ Date: \_\_\_\_\_

[Signature of staff member and authorized representative of the consultant] Day/Month/Year]

Full name of staff member: \_\_\_\_\_

Full name of authorized representative: \_\_\_\_\_

Seal of the Training provider: \_\_\_\_\_

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## D. Terms of Reference (TOR)

### Conducting Training 1696 hrs. with Level II under Training with OJT Program

#### 1. Background

Enhanced Skills for Sustainable and Rewarding Employment (ENSSURE) II is a bilateral project of the Government of Nepal (GoN) and the Government of Switzerland. The 4 years long project commenced on 10 September 2021 and will conclude on 15 July 2025. The goal of the project is to support Nepalese youths, women, and men, to gain social and economic benefits from a federalized TVET system. To the end, the Project has been helping 3 spheres of government to assume their constitutional responsibilities in delivering TVET functions. Likewise, the project has been closely working with industries and their associations to reduce the mismatch in skills in demand and skills in supply, as well as improving the employability of skilled human resources.

The Council for Technical Education and Vocational Training (CTEVT) is responsible for implementing the project activities at the federal level, which includes developing/updating the curriculum and developing various guidelines. At the province level, the Ministry of Social Development (MoSD) implements the project activities which include implementing the Dual VET apprenticeship program. Likewise, municipalities are responsible for delivering project activities at the local level which includes implementing training with OJT among other activities. Helvetas Nepal is Technical Assistance (TA) Provider in the project. It is responsible for supporting 3 spheres of government to plan and implement the project activities and ensure their qualities.

Training need assessment (TNA) conducted by Ramdhuni Municipality has identified the Professional Wood Carving and Professional Light Vehicle Mechanics as the occupation in high demand. Accordingly, the Ramdhuni Municipality is planning to conduct the 1696 hrs training with OJT as below table:

SN	Name of Occupation	Target	Package No.
1	Professional Light Vehicle Mechanics	20	

The primary target groups of the training are the registered unemployed persons, returnees from foreign employment, as well as the women and youths from disadvantaged groups. The Ramdhuni Municipality invites proposals from interested and qualified Training Institute to deliver the training as per the CTET-approved curricula.

This ToR is prepared to conduct training for the targeted youth in the fiscal year 2081/082 and it provides guidelines to the aspiring Training Providers (TPs) about the scope, work, working process, deliverables etc.

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## 2. Objectives of the Assignment

The main objective of the assignment is to provide quality skill training to the youths (at least 60% from the disadvantaged group of which 55% are women) as per the CTEVT-approved Professional curricula, facilitating their skill test and placement to sustainable and rewarding employment.

## 3. Program Overview

Following is the overview of the program for this assignment.

Beneficiaries	Nepalese youth (16 years and above)
Training Hours	1696 Hrs. (Covering common module and technical module)
Practical V/S Theory	As provisioned in the CTEVT curriculum
Attendance	Minimum 90 percent to qualify for Skill Testing
Curriculum	CTEVT-approved professional course (Level II) in the related occupation
Duration of training/period	260 training days in 10 months training duration
Skill test	The TPs shall have the responsibility to conduct the skill test in the appropriate skill test center/location
Training delivery Model	Combination of center-based and industry-based (OJT)

## 4. Scope of Work

Based on the "कार्गयत अभ्याससहितको तालिम (Training with OJT) व्यावसायिक (Professional) तालिम कार्यक्रम कार्यान्वयन पुस्तिका २०७४ पहिलो संसोधन २०७८", the followings are major scope of work:

### 4.1 Pre-training stage:

- Submit inception report with detailed activity plan as per the format prescribed training implementation guideline.
- Conduct social/digital marketing and outreach activities to reach the targeted youth.
- Assure and manage appropriate training venue(s).
- Assign training implementing team including training coordinator, instructors, and database officer.
- Develop a detailed training implementation plan comprising OJT in association with the OJT providers.
- Select the trainees in coordination with different entities including local organizations.
- Manage other required logistics.
- Develop and maintain a code of conduct for the trainees.

### 4.2 During the training stage:

#### 4.2.1. Centre-based training

- Submit commencement report within 15 days of training commencement.
- Conduct training programs following the curriculum with 2 trainers for 20 trainees.
- Implement training programs according to the detailed training plan.
- Maintain a conducive environment for training including Occupational Health and Safety
- Provide travel allowances to the trainees according to the provisions set out in the contract.
- Conduct and document performance evaluation of individual trainee
- Assist and cooperate with monitoring and supervision activities performed by all stakeholders.
- Prepare a detailed OJT plan in coordination with the In-Company Trainer of the OJT-providing industries.



  
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- Assign the OJT Supervisor for regular coordination, monitoring, and supervision during the OJT period
- Submit progress reports and center-based training completion reports as per reporting requirements as mentioned in the contract agreement.

#### 4.2.2. On the Job Training (OJT)

- Perform regular training supervision and monitoring activities by the OJT supervisor.
- Conduct and document performance evaluations of individual trainees.
- Assist and cooperate with monitoring and supervision activities performed by all stakeholders.
- Maintain all the training documents including the database.
- Submit progress reports as per reporting requirements as per the contract and training completion report to CTEVT/ENSSURE.

#### 4.3. Post-training stage:

- Coordinate for conducting skill tests immediately after completion of training.
- Facilitate job placement of graduates through linkage with potential employers.
- Submit final report to the concerned municipality /ENSSURE-II.
- Follow the provisions set out in the related documents.

### 5. Geographical Coverage:

The training program will be conducted within the geographical area of concern Palika. The Training Providers will implement the training in collaboration with industries/businesses at the local level for industry-based training (OJT).

### 6. Selection of Participants:

The Training Providers will follow the "कार्गयत अभ्यास सहितको तालिम (Training with OJT) व्यावसायिक (Professional) तालिम कार्यक्रम कार्यान्वयन पुस्तिका २०७४ पहिलो संसोधन २०७८". Representative from the industries must be involved in the trainee selection process. Priorities will be given to the registered unemployed persons, returnees from foreign employment, as well as the women and youths from disadvantaged groups or local applicants for the training program.

### 7. Duration of the Assignment:

The duration of this assignment will be 15 months after signing the contract. The Training Providers will submit a detailed work plan along with a human resource plan including institute-based training and on-the-job training (industry-based).

### 8. Qualification of Key Experts

Following are the tables for key experts and support staff necessary to conduct a training event.

S. No.	Expert	Minimum Qualification and experience
<b>Key Experts:</b>		
1	Training Coordinator	Bachelor in any discipline with 3 years of specific experience in a related subject or Diploma in the related technical field with 3 years of specific experience.
2	Trainer 1/Trainer 2/ OJT Supervisor	Short Term Training Level-III/Diploma with TOT/O-TOT in the relevant occupation/subject with three years of specific experience If Level-III/Diploma is not available in an occupation: Level— II, TSLC with TOT/O-TOT and 3 years' experience of the trainer or

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		as per the curricula.
<b>Additional Human Resources:</b>		
1	Database Expert	+2 or equivalent with at least 3 months of computer training from a recognized institution and 2 years of specific experience in the related field.
2	Monitoring and placement support officer	+2 or equivalent with at least 2 years of specific experience in the related subject.

## 9. Physical infrastructure and Facilities Requirements

The Training Providers must have the adequate physical infrastructures and facilities for the training program as stated in the curriculum, such as well-equipped classrooms, practical labs, instructor's preparation room, restrooms, library, extra-curricular facilities and adequate tools, equipment and training materials, safety equipment/provisions as stated in the curriculum of CTEVT.

## 10. Roles, Responsibilities, and Limitations of Different Entities:

### 10.1 Palika

- Maintain effective communication with relevant stakeholders.
- Support Training Providers in conducting market assessment/training need assessment.
- Procure the service and award the contract to service providers.
- Conduct monitoring and evaluation-related tasks under the program.
- Provide necessary documents to service providers.

### 10.2 Training Provider

The roles, responsibilities and limitations of Training Providers include the following in addition to the responsibility and job as prescribed in "कार्यालय अभ्याससहितको तालिम (Training with OJT) व्यावसायिक (Professional) तालिम कार्यक्रम कार्यान्वयन पुस्तिका २०७४ (प्रथम संसोधन २०७८)".

- Conduct outreach activities and social/digital marketing focusing on the target group
- Submit periodic reports to the Palika as per the reporting obligation
- Conduct regular interaction programs with industries and employers to increase employment prospects.
- Ensure effective implementation of both Center-based training and on-the-job training
- Select appropriate industry partners for conducting OJT
- Ensure safety measures throughout the training course
- Prepare training plan for center-based and industry-based training (OJT) in consultation with trainers and in-company trainers
- Conduct performance assessment according to the guidelines
- Appoint necessary human resources including Training Coordinators who will liaison with stakeholders
- Ensure the group personal accidental insurance to trainees covering the whole duration of the training period
- Provide opportunities to learn new technology wherever possible to increase the employability of trainees

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- Maintain daily attendance records of trainers and trainees and other documents as required
- Devise an effective internal monitoring mechanism to ensure the quality and effectiveness of training
- Facilitate and coordinate with related employers for the job placement of trainees
- Follow the curriculum and procedures as approved by CTEVT
- Coordinate with NSTB for timely skill testing of the trainees
- Sign MoU with OJT providers for the OJT placement

### 10.3 OJT Providers

- Sign MoUs with the Training Institute.
- Ensure safety measures throughout the course.
- Maintain communication with Training Providers and trainees.
- Support Palika in monitoring and evaluation.
- Prepare a training plan in consultation with the Training Institute.

### 10.4 Project support unit (PSU)/Helvetas Nepal

The PSU /Helvetas will be mainly responsible for providing technical assistance to the Municipality to ensure the quality of the training.

- Participate in the joint monitoring of the training at the different stages, provide feedback to the training institutes based on the observation, and provide monitoring reports to the Municipality with recommendations for further action.
- Support in the training information dissemination and increase in outreach activities in order to increase the participation of disadvantaged groups and women
- Facilitate linkage between the training providers and the industries for industry-based training
- Support training providers to develop training progress reports, database operation, and management
- Support in capacity building of the training providers/industries.

### 10.5 Trainee

- Attend classes regularly (must maintain at least 90 percent attendance).
- Maintain discipline in the class/institution/industry.
- Co-operate with Palika/Training Providers in the information collection for baseline and follow-up surveys.
- Maintain the trainee's learning diary.
- Do and follow all the responsibilities and performance as per the prescribed guidelines.

## 11. Monitoring Mechanism

The monitoring of the Training with OJT program will be carried out by different levels such as schools, the project, Local Governments, the Ministry of Social Development, and other related institutions. Training Providers will establish a dedicated monitoring unit to monitor project input, output, and outcomes. Training Providers will also monitor the activities during the training and OJT period. The results of monitoring will be used for planning purposes and corrective measures. The monitoring system will be integrated with the project Management Information System. Training Providers will have a system of storing information and will update websites regularly.

A decentralized monitoring team consisting of officials from LGs will be constituted to

  
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monitor the activities of professional training. The monitoring team will also consist of representatives from ENSSURE/Helvetas Nepal. **The monitoring frequencies will occur seven times or as per the Monitoring Guidelines of Training with OJT. The first visit by the monitoring team will be at the beginning of the program to verify that training institutions and industries have required physical and human resources as prescribed in the curriculum. One monitoring for venue verification in the pre-training stage will take place. At least two monitoring visits will take place during the institute-based training. Similarly, one monitoring visit will take place during OJT placement verification. Next monitoring visits will take place during OJT placement and another monitoring visit will take place during the skill testing process.** Standard templates will be developed to get information received during the monitoring process. The information collected during monitoring visits will be integrated with the project management information system. The Ministry of Social Development will also monitor on a sample basis.

## 12. Expected Outputs/Outcomes

Unemployed Nepalese youth will receive training on training with the OJT program, as per CTEVT professional curricula, of which:

- 60% of the participants from the disadvantaged group of which 55% should be women
- 90% of the training participants are graduated
- 80% of the graduates are certified by NSTB.
- 80% of the graduates are gainfully employed in a related occupation.

## 13. Payment Schedule

The fund will be disbursed in 4 installments as per the schedule below:

Installment	Deliverables	Supporting documents/evidence	Weightage	Timeline
First	Commencement of center-based training	Training commencement report Batch-wise database report of enrolled trainees Attended sheet of trainees Memo printed from the database system.	40% of direct training cost	Within 15 days of training commencement based on enrolled trainees
Second	Completion of Institute-based training	Training progress report after center-based training completion Detail printed OJT plan from database system Attendance sheet of trainees Memo printed from the database system.	30% of direct training cost	After 7 months or 182 working days from the training commencement (For Prof. Cook, after 141 days), In other training
Third	Completion of skill test after Industry-based training	Training Completion report (including center-based training, and OJT details) Details of skill testing of NSTB/CTEVT Employment plan of graduates Attendance sheet of trainees	20% of direct training cost	After completion of skill test
Last	Skill test result publication with report of skill test result >80% and employment status	Final Report including employment status, Result sheet of skill test	10% of direct training cost	After skill test result publication

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The above-mentioned installments will be paid based on the actual trainee record. The reimbursable cost will be paid as per the actual basis of the attendance sheet of trainees.

#### 14. Eligibility Criteria

To be eligible in the selection process, the Training Institutes/Technical Schools must fulfill the following eligibility to be shortlisted.

- a) Firm's registration and updated in the office of the Company Registrar indicating at least three years standing of the firm/s.
- b) VAT registration.
- c) Valid CTEVT affiliation to conduct 1400-1696 hours training in related occupation with letter of renewal.
- d) Tax clearance certificate for the last three fiscal years (2078/079, 2079/080 & 2080/081) or Time extension letter of Inland Revenue Department in case of not taken tax clearance certificate.
- e) Audit report of the last three fiscal years (2078/079, 2079/080 & 2080/081)
- f) At least NRs. 9 million turnovers of last three fiscal years (2078/079, 2079/080 & 2080/081) for 20 trainees.
- g) Have evidence of conduction of vocational training programs in L-1, L-2, L-3, 1400-1696 hours or pre/diploma of CTEVT during the last three years. (Verified with experience letter of CTEVT/NSTB)
- h) Self-Declaration made in writing by the training provider/s that it is not disqualified for taking part in the procurement proceedings, that it has no conflict of interest in the proposed procurement proceeding, and that it has not been punished for an offense relating to the concerned profession or business.

#### 15. Technical Proposal Evaluation Criteria

Evaluation of the bidders shall be done based on the QCBS method. The technical proposal will be evaluated under five categories with scores as shown in the table below making a total score of 100 points. The minimum score for proposal/s to be accepted is 60. The proposal/s will be ranked based on the total (technical and financial) score obtained. Thereafter, contract negotiation will be started with the top-ranked bidder. If the negotiation is successful, then a contract for this scope of work will be signed with the bidder. If negotiation with the top-ranked bidder fails, then the second-ranked bidder will be called for negotiation, and so on.

S.N.	Evaluation Criteria	Max. point Allocated
1	Conformity with technical proposal requirements	10
2	Experiences of the Bidder	25
3	Training facilities available	15
4	Program implementation methodology	20
5	Quality of proposed key staff	30
<b>Total</b>		<b>100</b>

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