Text, application

Description automatically generated

**REQUEST FOR PROPOSAL (RfP) DOCUMENT**

**FOR**

**IMPLEMENTATION OF WORKERS' FURTHER TRAINING PROGRAM**

**IN**

**BAGMATI PROVINCE**

**Issued by**

**Enhanced Skills for Sustainable and Rewarding Employment (ENSSURE-II)**

**Project Support Unit,**

**Hetauda, Bagmati Province**

**November 2022**

# NOTICE OF REQUEST FOR PROPOSAL (RFP)

# (First published on – 23 Nov 2022)

**FOR THE IMPLEMENTATION OF WORKERS' FURTHER TRAINING PROGRAM**

**Enhanced Skills for Sustainable and Rewarding Employment (ENSSURE) Phase II is a bilateral initiative of the Government of Nepal and the Government of Switzerland. ENSSURE II seeks to institutionalize and scale up work-based learnings, mainly the Dual VET apprenticeship, in the federal system. The overall objective of ENSSURE II is to help “Nepalese youths, women, and men, gain social and economic benefits from a federalized TVET system.” The following three inter-related outcomes of the project will contribute to the objective:**

* **Workers (women and men) have improved their employability**
* **Federal, provincial, and local government institutions respond to the needs of the labor market.**
* **Private companies meet their needs for skilled human resources through active engagement in the TVET sector.**

**The project's major components are the Dual VET apprenticeship, Training with OJT, Career guidance, and Workers’ Further Training (WFT). WFT is implemented in collaboration with the Chamber of Industry Morang (CIM) in Province 1, Confederation of Bagmati Province Industries (CBPI) in Bagmati Province, and Rupandehi Chamber of Industries (RCI) in Lumbini Province and relevant commodity associations in the respective provinces. These associations are the project’s private sector partners in the provinces for strengthening the private sector engagement in the training cycle.**

Now, ENSSURE PSU invites proposals from interested, eligible, and competent private training institutes having training facilities with adequate physical infrastructures and human resources, to implement the training program as mentioned in the ToR and as per the provided course content for the same. The bidder can apply for more than one training package, but separate proposals should be submitted for each training package. The prospective bidders may request the related course contents through email*:* [*enssure.np@helvetas.org*](mailto:enssure.np@helvetas.org)*.*

A **pre-bid meeting** will be organized on ENSSURE PSU, 11:00-12:00 hrs. on 28 November 2022. Interested bidders are to write an email to [enssure.np@helvetas.org](mailto:enssure.np@helvetas.org) for the registration of participation by 17:00 hrs., 26 November 2022.

Interested bidders can download bid documents from <https://www.helvetas.org/en/nepal/who-we-are/follow-us/public-announcements>. The duly completed proposal should be submitted in the following address:

**For Province1**

**Enhanced Skills for Sustainable and Rewarding Employment (ENSSURE)**

**Project Support Unit, Biratnagar**

**Tel: 021-464504**

**For Bagmati Province**

**Enhanced Skills for Sustainable and Rewarding Employment (ENSSURE)**

**Project Support Unit, Hetauda**

**Tel: 057-520669**

**For Lumbini Province**

**Enhanced Skills for Sustainable and Rewarding Employment (ENSSURE)**

**Project Support Unit, Butwal**

**Tel:** **071-543265/536482**

The bid documents must be submitted in one sealed envelope containing 3 separate envelops of the following documents:

1. Documents for eligibility,
2. Technical Proposal and
3. Financial Proposal.

The consultants will be selected following the Quality and Cost Based Selection (QCBS) method. The minimum score to pass the technical proposal is 60. The weightage of the technical proposal and financial proposal will be 80% and 20% respectively. Any inquiries other than necessary clarifications on the Request for Proposal (RfP) will not be entertained and any type of solicitation will automatically disqualify the bidder from the selection process. ENSSURE PSU reserves the right to accept or reject any or all proposals without stating any cause.

**The deadline for the submission of the proposal is before 5:00 PM, 6 December 2022.** If the last day of submission falls on a public holiday, then the next working day and same time shall be considered the last date.

# ELIGIBILITY DOCUMENTS

Interested, eligible, and competent **private training institutes** are requested to submit their RFP along with the required information and supporting documents listed below. The applications should also include authorized signatures and office seal/s assuring the authenticity and correctness of the information provided. Please refer to the Terms of Reference (TOR) issued by the Project, attached here in this document.

To be eligible in the selection process, the training institute must submit the following documents of eligibility:

1. *Valid registration certificate of the firm indicating at least three years standing of the firm,*
2. *Copy of VAT registration certificate.*
3. *Copy of tax clearance and audit report for the last two fiscal years (077/78 and 078/79);*
4. *Copy of valid/renewed CTEVT affiliation certificate to conduct training in related occupation/sector.*
5. *Self-Declaration made in writing by the* training institute *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.*

***Failing to submit any of the above document/s with the necessary authentication (Self attested copy) will result in automatic disqualification for the further evaluation process.***

# Technical Proposal - Standard Forms

**3A. TECHNICAL PROPOSAL SUBMISSION LETTER.**

**3B. BIDDER’S REFERENCES.**

**3C. COMMENTS AND SUGGESTIONS OF CONSULTANTS ON THE TERMS OF REFERENCE.**

**3D. COURSE CONTENTS AND PROPOSED NUMBER OF TRAINEES**

**3E SPECIFIC EXPERIENCES RELATED TO THE ASSIGNMENT**

**3F. AVAILABLE INFRASTRUCTURE AND EQUIPMENT AT PROPOSED LOCATION/S (SUBJECT TO FIELD VERIFICATION)**

**3G. DESCRIPTION OF THE METHODOLOGY AND WORK PLAN TO PERFORM THE ASSIGNMENT**

**3H. TEAM COMPOSITION AND TASK ASSIGNMENTS**

**3I. FORMATS OF CURRICULUM VITAE (CV) FOR PROPOSED PROFESSIONAL STAFF**

**3J. TIME SCHEDULE FOR PROFESSIONAL PERSONNEL**

**3K. ACTIVITY SCHEDULE**

**4A. FINANCIAL PROPOSAL SUBMISSION LETTER**

**4B SUMMARY OF COSTS**

**4C DETAILED BREAKDOWN OF COST**

**4D INSTRUCTIONS FOR COST CALCULATIONS**

## 3A. TECHNICAL PROPOSAL SUBMISSION LETTER

Date: ....................................

To;

The Province Manager

Enhanced Skills for Sustainable and Rewarding Employment (ENSSURE-II)

Project Support Unit, Helvetas Nepal

**Hetauda, Bagmati Province**  
**Tel: 057-520669**

**Subject: Submission of the Technical Proposal**

Dear Sir:

We, the undersigned, offer our services to implement 96 hours Workers' Further Training program on (Package code - Name of Course Content) in accordance with your Request for Proposal published on \_\_\_\_\_November 2022 and our Proposal. We are hereby submitting our technical proposal sealed under a separate envelope to serve …………….(insert number of trainees) trainees in (name of Course Content/Occupation).

If negotiations are held during the period of validity of the proposal, i.e., before ------/------/2022 we undertake to negotiate based on the proposal. Our proposal is binding upon us and subject to the modifications resulting from contract negotiations. We hereby confirm that our proposal is in accordance with the Standard Formats provided in the Request for Proposal (RFP).

We understand you are not bound to accept any Proposal you receive.

Sincerely Yours,

Authorized Signature:

Name and Title of Signatory:

Name of Bidder:

Address:

Stamp of the Bidder:

## 3B. BIDDER’S REFERENCES

### 3B1. Background information (Maximum 500 words)

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S.N.** | **Description** |  | | **Remark** |
| 1 | Name of the Training 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 Holding | Name | | Shared Percentage | Remark |
|  | |  |  |
|  | |  |  |
| 2 | **Head of Organization** |  | | | |
| Name |  | | | |
| Home Address |  | | | |
| Mobile |  | | | |
| Email Address |  | | | |
| 3 | Company Registration Status | Registration Number |  | |  |
| Registered Date |  | |  |
| 4 | CTEVT Affiliation (related to the proposed training) | 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 of 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** |  | |

**C.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 |  |  |
| Email |  |  |

***(Please add more in this table if you have more than 2 branches in operation.)***

**D. Financial Information of Training Provider** (Please attach an audited financial statement in ANNEX)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Description** | **FY 2077/078** | **FY 2078/079** | **Total** | **Remark** |
| Annual turnover (NRs.)  *(As per the audited financial statement)* |  |  |  |  |
| Net profit (NRs.) *As per the audited financial statement)* |  |  |  |  |

### 3B2. Understanding the objective of the assignment

### 3B3. Expected output/outcome of the assignment

## 3C. COMMENTS AND SUGGESTIONS OF CONSULTANTS ON THE TERMS OF REFERENCE

## 3D. COURSE CONTENTS AND PROPOSED NUMBER OF TRAINEES

Please propose your services according to the information given below:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Sector** | **Package Code** | **Training Course content** | **No participant** | **Location/s** | **Partner industry association** | **Relevant Commodity Association/s** |
|  |  |  |  |  | CBPI |  |

## 3E: SPECIFIC EXPERIENCES RELATED TO THE ASSIGNMENT

### 3E1. Training experience related to the proposed occupation (at least 390 hours) imparted in the last five fiscal years (2074/075 to 2078/079)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| S.N. | Name of training | Number of Trainees Trained | Number of Trainees Passed in Skill Test | The employment rate (%) | Funding Organization/client (write full name and address) | In which Fiscal Year training was conducted? |
| 1 |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |

(Please attach a copy of experience letters provided by the funding agency and NSTB only. **DO NOT attach a copy of the agreement**.)

### 3E2. Training experience related to the upskilling training in the proposed occupation (at least 96 hours) imparted in the last three years (2076/77 to 2078/79).

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| S.N. | Name of training | Number of Trainees Trained | The employment rate (%) | Funding Organization/client (write full name and address) | In which Fiscal Year training was conducted? |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |

## 3F. AVAILABLE INFRASTRUCTURE AND EQUIPMENT AT PROPOSED LOCATION/S (SUBJECT TO FIELD VERIFICATION)

### 3F1. Office space and training facilities and safety equipment

### Location 1: ………………………….

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **S.N.** | **Particular** | **Description** | **Unit (Number)** | **Size** | **Remark** |
| **Office space and training facilities** | | | | | |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
| 4 |  |  |  |  |  |
| 5 |  |  |  |  |  |
| **Safety Equipment** | | | | | |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
| 4 |  |  |  |  |  |
| 5 |  |  |  |  |  |

### Location 2: ………………………….

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **S.N.** | **Particular** | **Description** | **Unit (Number)** | **Size** | **Remark** |
| **Office space and training facilities** | | | | | |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
| 4 |  |  |  |  |  |
| 5 |  |  |  |  |  |
| **Safety Equipment** | | | | | |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
| 4 |  |  |  |  |  |
| 5 |  |  |  |  |  |

### Note: Please add more tables/rows as per requirement.

### 3F2. List of tools, equipment, and training materials available at the proposed training venue/s

**[**Please mention the list of available teaching learning materials by each venue/s for the proposed training course contents. You can add more rows and tables where necessary.]

**Location 1: ………………..**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **SN** | **Description** | **Quantity (No. Pieces, etc.)** | **SN** | **Description** | **Quantity (No. Pieces, etc.)** |
| 1 |  |  | 6 |  |  |
| 2 |  |  | 7 |  |  |
| 3 |  |  | 8 |  |  |
| 4 |  |  | 9 |  |  |
| 5 |  |  | 10 |  |  |

**Location 2: ………………..**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **SN** | **Description** | **Quantity (No. Pieces, etc.)** | **SN** | **Description** | **Quantity (No. Pieces, etc.)** |
| 1 |  |  | 6 |  |  |
| 2 |  |  | 7 |  |  |
| 3 |  |  | 8 |  |  |
| 4 |  |  | 9 |  |  |
| 5 |  |  | 10 |  |  |

## 3G. DESCRIPTION OF THE METHODOLOGY AND WORK PLAN TO PERFORM THE ASSIGNMENT (Referring to the Terms of Reference)

### 3G1. Preparation methodology

**Instruction:** Please elaborate in detail on how you collaborate and coordinate with the partner association and related commodity associations for:

* Confirmation of proposed training course contents
* Confirmation of the possible number of existing workers for the training
* Confirmation of training venue location/s and its management
* Confirmation of trainers and their qualifications and experiences for each of the proposed training batch
* Confirmation of industries/workshops for industrial practices, if applicable
* Orientation to the selected trainees

### 3G2. Implementation methodology

* *Training implementation method (institute-based and industrial practice, if applicable)*
* *Work plan and personnel scheduling*
* *Monitoring and performance evaluation methodology*

### 3G3. Post Implementation methodology

* *Communication and reporting mechanism*

### 3G4. Other innovative ideas related to the assignment

## 3H. TEAM COMPOSITION AND TASK ASSIGNMENTS

### 3H1. Provide information on key staff proposed for the program under this assignment

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| S. N. | Proposed Position | | Name | | Qualification | | ToT /instructional skills | | Years of Experience | |
| 1 | Training Coordinator | |  | |  | |  | |  | |
| **Training course content: …………. -**  **Location:….**  **Batch…….** | | | | | | | | | | |
| 1 | Instructor 1 | |  | |  | |  | |  | |
| 2 | Instructor 2 | |  | |  | |  | |  | |
| **Training course content: ………………**  **Location:….**  **Batch…….** | | | | | | | | | | |
| 1 | | Instructor 1 | |  | |  | |  | |  |
| 2 | | Instructor 2 | |  | |  | |  | |  |

***Note:***

*CVs of the proposed key staff duly signed by the proposed professional staff and the authorized representative of the bidder must be attached for evaluation. The CV must be in the format given below in 3I.*

*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.*

## 3I. FORMATS OF CURRICULUM VITAE (CV) FOR PROPOSED PROFESSIONAL STAFF

Proposed Position:

Name of Training Institute:

Name of Staff:

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

Date of Birth:

**Education:**

[*Summarize the degrees obtained, college and university and year of education completion of a staff member.*]

|  |  |  |
| --- | --- | --- |
| **Qualification** | **Institute/School/College** | **Year of Completion** |
|  |  |  |

**Employment Record:**

[*Starting with present relevant position, list in chronological order every employment held. List all dates and positions held, names of employing organizations and major tasks performed,]*

|  |  |  |
| --- | --- | --- |
| **Position and Duration** | **Employer** | **Major tasks performed** |
|  |  |  |
|  |  |  |
|  |  |  |

**Training:**

[*Summarize relevant training (TOT or Management and Supervision) 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 myself.

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

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

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

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

Stamp of the bidder provider: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## 3J. TIME SCHEDULE FOR PROFESSIONAL PERSONNEL

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Name** | **Position** | **Responsibility** | **Weeks (in the form of a Bar Chart)** | | | | | | |
| **1** | **2** | **3** | **4** | **5** | **6** | **Remarks** |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |

Signature:

(Authorized representative)

Full Name:

Title:

Address**:**

Cell no:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 3K. ACTIVITY (WORK) PLAN | | | | | | | |
| Activity | ***1st, 2nd, etc. are weeks from the start of the assignment*** | | | | | | |
| 1st | 2nd | 3rd | 4th | 5th | 6th | Remarks |
| Activity (Work) |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

# 

# Financial Proposal - Standard Forms

**4A. FINANCIAL PROPOSAL SUBMISSION LETTER**

**4B. SUMMARY OF COSTS**

**4C. DETAILED BREAKDOWN OF COST**

**4D. INSTRUCTIONS FOR COST CALCULATIONS**

## 4A. FINANCIAL PROPOSAL SUBMISSION LETTER

Date: ....................................

To,

The Province Manager

Enhanced Skills for Sustainable and Rewarding Employment (ENSSURE-II)

Project Support Unit, Helvetas Nepal

**Hetauda, Bagmati Province**

**Subject: Submission of the Financial Proposal**

Dear Sir/Madam;

We, the undersigned, offer our services to implement 96 hours Workers' Further Training program on Training Course Content …….. (Insert Package code and name of Training Course Content) in accordance with your Request for Proposal published on…………. November 2022 and our Proposal. Our attached Financial Proposal is for the sum of NRs..------------------------(Amount in words-----------------------------------) to serve ……….(insert the number of trainees and course content) trainees.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to the expiration of the validity period of the Proposal, i.e., -----/-----/ 2022.

We understand you are not bound to accept any proposal you receive.

Sincerely Yours,

Authorized Signature:

Name and Title of Signatory:

Name of the Bidder:

Address:

Stamp of the bidder:

## 4B. SUMMARY OF COSTS (for 20/40 participants)

|  |  |  |
| --- | --- | --- |
| Costs | Amount(s) | Amount in Figure |
| Total Cost without VAT (A10) |  |  |
| Value Added Tax (VAT) (A11) |  |  |
| Total Amount of Financial Proposal (A12) |  |  |
| **Cost per participant per hour (A.12/ 20\*96 hours) including tax** |  |  |

Authorized Signature

Date:

Office Stamp

## 4C. DETAILED BREAKDOWN OF COST

**Financial Proposal for 96-hour Workers' Further Training Program for 20 Participants**

Name of Service Provider: Address:

Occupation: Training Duration: 96 hrs.

Course Content:

Proposed number of participants =

Proposed Total Training Hours =

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **SN** | **Cost Items** | **Unit** | **Cost (NRs.)** | **Amount in Words** |
| **A** | **Training Cost** |  |  |  |
| A.1 | Coordination with the partner associations, commodity associations Trainees selection, and confirmation, orientation/workshops cost |  |  |  |
| A.2 | Remuneration for Training Coordinator (1 person) |  |  |  |
| A.3 | Remuneration for instructors (2 Trainers) |  |  |  |
| A.4 | Tools and equipment cost (non-consumable) |  |  |  |
| A.5 | Consumable training materials cost (as per requirement) |  |  |  |
| A.6 | Training Venue management including safety measures |  |  |  |
| A.7 | Industrial practice cost management |  |  |  |
| A.8 | Office Management (Internal monitoring/Review meetings, Logistic and Administrative) cost |  |  |  |
| A.9 | Tiffin expenses per participant@ Rs. 1200 (for the whole course) |  |  |  |
| **A.10** | **Total training cost for 96 hours (A.1 to A.9) for 20 participants** |  |  |  |
| **A.11** | **Addition Tax @ 13% of A.10** |  |  |  |
| **A.12** | **Cost per participant (A.10/20 participants) Including tax** |  |  |  |
| **A.13** | **Cost per participant per hour (A.10/20 participants/96 hours) including tax** |  |  |  |

Authorized Signature

Date:

Office Stamp

## 4D. INSTRUCTIONS FOR COST CALCULATIONS

**A. Training cost**

**A.1. Outreach activities (Meeting/coordination with stakeholders, announcement, and participant selection):** This includes the cost of outreach and social marketing activities to be conducted by the training institute/technical school utilizing print, electronic and other media in the proposed locations to select the target participants. This also includes the cost incurred during the participants’ pre-selection orientation and selection process.

**A.2. Training Coordinator’s Remuneration:** The Program Coordinator will be a full-time employee of the training institute/technical school. The salary and other benefits should be calculated in months as per the work plan and personnel scheduling.

**A.3. Instructors’ Remuneration:** The Instructor will be full-time employees of the training institute/technical school. The salary and other benefits should be calculated in months as per the work plan and personnel scheduling.

**A.4. Tools and equipment cost:** This cost includes the rental and depreciation of the tools and equipment used during the institute-based training program.

**A.5. Training materials cost:** This includes the cost of daily consumable materials to be used for the practical as well as theory classes throughout the institution-based training.

**A.6**. **Internal monitoring, review meetings, logistic and administrative cost:** This includes monitoring the cost of industry-based training by the institute, review meetings at the end of each semester and may include all rent and utilities cost such as water, electricity, and communication, etc. related to the training management.

**A.7**. **Participant’s Tiffin Expenses:** This includes the cost of tiffin provided to participants during the training days. The training provider should manage tiffin (breakfast/ lunch etc.) for the participants. The given rate of tiffin expenses is NRs.1,200/- per participant for the whole training duration.

**Enhanced Skills for Sustainable and Rewarding Employment (ENSSURE)**

**PHASE II**

**Terms of Reference (ToR)**

**For**

**Training Providers for Conducting**

**Workers’ Further Training in Bagmati Province**

**Prepared by:**

**Enhanced Skills for Sustainable and Rewarding Employment (ENSSURE)- PHASE II**

**November 2022**

## Background

**Enhanced Skills for Sustainable and Rewarding Employment (ENSSURE) Phase II is a bilateral initiative of the Government of Nepal (GoN) and the Government of Switzerland. ENSSURE II seeks to institutionalize and scale up work-based learnings, mainly the Dual VET apprenticeship, in the federal system. The overall objective of ENSSURE II is to help “Nepalese youths, women, and men, gain social and economic benefits from a federalized TVET system.” The following 3 inter-related outcomes of the project will contribute to the objective:**

* **Workers (women and men) have improved their employability**
* **Federal, provincial, and local government institutions respond to the needs of the labor market.**
* **Private companies meet their needs for skilled human resources through active engagement in the TVET sector.**

**ENSSURE II is anchored in the provinces and its implementation arrangement is aligned with the new federal structure. The council for Technical Education and Vocational Training (CTEVT) is responsible for implementing the project federal level whereas the Ministry of Social Development and municipalities are responsible for the project implementation at the province and local levels. The project is active in Province no. 1, Bagmati Province, and Lumbini Province, and 33 municipalities within these provinces. Helvetas Nepal is a Technical Assistance (TA) provider in the project. It provides TA to federal, provincial, and local governments through Project Support Unit (PSU) at Federal and Provinces.**

**The Dual VET apprenticeship, Training with OJT, Career guidance, and Workers’ Further Training (WFT) are the project’s major components. While the earlier 3 components are implemented through the province and local governments, the WFT which seeks to upgrade the skill of existing workers is implemented through PSU in close collaboration with the industry association. In Bagmati Province the WFT is implemented in collaboration with the Confederation of Bagmati Province Industries (****CBPI) and relevant commodity associations. The CBPI is the private sector partner of the project in Bagmati Province for strengthening the private sector engagement in the training cycle.**

**This Terms of Reference (ToR) has been drawn up for the private training providers to provide WFT to 200 existing workers in various occupation****s as listed in section 3 of the ToR. The training institute/s will work closely with Confederation of Bagmati Province Industry (CBPI) and relevant commodity associations to deliver the training.**

## Objectives of the Assignment

The main objective of the assignment is to upgrade the skill of the existing workers to meet the industry/market demand and improve their recognition and income.

## Scope of Work

The followings will be the scope of the work under this assignment

* Provide the upgrading training to 200 existing workers in information technology, hospitality, and electrical/electronic engineering sector in the locations as listed in the table in collaboration with CBPI and relevant commodity associations

Table 1 Details of the training package

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Sector** | **Package Code** | **Upgrading Training** | **No participant** | **Location** | **Partner industry association** | **Relevant Commodity Association** |
| **Automobile Engineering** | BP-AE-BAET-79/80 | Basic Auto Electrical Technology | 40 | Makwanpur/Chitwan and Kathmandu Valley | CBPI | Makwanpur Auto Mechanic & Engineering Association (MAMEA)  Auto mechanics Association of Nepal, Kathmandu |
| BP-AE-AAET-79/80 | Advance Auto Electrical Technology (BS4/BS6/Air Bag, ECU) | 60 | Makwanpur/Chitwan and Kathmandu valley | CBPI | Makwanpur Auto Mechanic & Engineering Association (MAMEA)  Auto mechanics Association of Nepal, Kathmandu |
| **Information Technology** | BP-IT-BN-79/80 | Basic Networking | 20 | Makwanpur | CBPI | CAN, Makwanpur |
| BP-IT-CHT-79/80 | Computer Hardware Training | 20 | Makwanpur | CBPI | CAN, Makwanpur |
| **Hotel Management** | BP-HM-CICC-79/80 | Common Indian Cuisine Cook | 20 | Chitwan | CBPI | Hotel Professional Federation Nepal (HPFN) |
| BP-HM-FOO-79/80 | Front office operator (Receptionist) | 20 | Chitwan | CBPI | Hotel Professional Federation Nepal (HPFN) |
| BP-HM-WW-79/80 | Waiter/Waitress | 20 | Chitwan | CBPI | Hotel Professional Federation Nepal (HPFN) |

The occupations and numbers of participants in each occupation are given in the above table. However, the selected training institute/s will finalize the training participants together with CBPI and respective commodity association/s (listed in table 1) and share the final list of the participants to ENSSURE PSU at Bagmati Province for approval before starting the training.

* Review the existing course content together with CBPI, relevant commodity associations, and ENSSURE project, to evaluate whether it meets the industries/workers’ requirements and update the training content (if required).
* Review the suitability of the proposed trainers given the training requirement together with CBPI/Commodity association and find a suitable trainer/s if the proposed trainer/s is not found suitable for the training
* Agree on the training venue, training implementation modality, and training plan with CBPI and relevant commodity association/s. The training venue should also be verified and approved by PSU before the start of the training
* Conduct and complete the training/s as per the training agreed plan of action in full compliance with the training content/curriculum agreed with ENSSURE and CBPI
* Ensure the regular participation of the trainees and maintain a daily attendance record of the trainees
* Maintain the desegregated database of the trainees in the format prescribed by ENSSRURE project and provide the database to the project /CBPI/commodity associations
* Evaluation of the learning at the end of the training, provide the training completion certificate to the trainees, and provide the evaluation report to the project/CBPI/relevant commodity association/s
* Ensure that the maximum class/group size is of 20 trainees and the minimum hour of training is 4 hours per day.
* Maintain the occupational health and safety of the training participants and the trainers during the training period
* Ensure that two trainers are assigned for a group of 20 trainees

## Competency of the training institute/s

The selected training institute/s are required to provide the training in full compliance with the approved/agreed training course content. The training institute/s should have the following minimum physical facilities and human resources to deliver the training/s.

* 1. ***Physical facilities requirements:*** The training institute should have a venue with adequate training facilities, such as well-equipped classrooms, practical labs, instructors’ preparation room, restrooms, and adequate tools, equipment and training materials, safety equipment/provisions. The facilities and materials should be up to the standard as prescribed in the curriculum. The training provider should provide evidence of possession of the facilities in the proposal. The project team will verify the facilities before awarding the contract.
  2. ***Team composition:*** The training institute/s should have a team with experience instructors to deliver the training. The team should comprise a training coordinator and 2 trainers for each batch of training with the following qualification and experience,

***4.2.1 Title/number: Training* coordinator – One person**

**Qualifications and Experiences:** Bachelor’s degree or above with a minimum of 3 years of work experience in coordinating and implementing similar training. Experience in delivering training for industry and industry associations will be an added advantage

**Total time input:** Full time

**Responsibilities:**

* Overall management of the training /s and training team in close coordination with ENSSURE/CBPI/relevant commodity associations
* Prepare training implementation plan and ensure its effective implementation;
* Ensure that the classes are conducted on the regular basis
* Communication/reporting to ENSSURE/CBPI/relevant commodity association as required
* Ensure the logistics and mobilize the instructors for the training
* Ensure the quality of the training (both institute-based and industry-based training);

***4.2.2. Title/Number:* Instructor/s** (2 persons per 20 trainees)

**Qualifications and experiences:** At least 3 years of experience in delivering similar training and have demonstrated experience in the occupation,

**Total time input:** As per requirements

**Responsibilities:**

* Develop daily lesson plan and deliver training sessions according to the course content.
* Conduct theory and practical classes according to the course content.
* Use learner-centred teaching methodologies for effective training delivery.
* Assess continuously the performance of the trainees and maintain the records;
* Assist training coordinator in Planning and managing training program;
* Supervise trainees' performance and provide the necessary feedback for their improvement.
* Manage/Maintain, trainers’ logbooks, trainees' attendance, and other training-related documents.

## Role and Responsibilities:

**The** selected training institute/s will provide the training in close collaboration with the ENSSURE project, CBPI, relevant commodity associations, and the industries which send the workers for the training. The followings will be the role and responsibilities of the stakeholders,

**5.1 Selected institute/s**

* Deliver the training/s in full compliance with the agreed/approved curriculum
* Maintain close coordination and communication with ENSSURE, CBPI, and commodity associations while planning and delivering training
* Maintain the database of the training participants and update the income status of the training recipients

**5.2 ENSSURE**

* Issue the contact and contract management for the assignment
* Periodic monitoring and quality assurance
* Support to forge collaboration between training institute/s, commodity association/s and CBPI during the preparation and delivery of the training

**5.3 Confederation of Bagmati Province Industry (CBPI)**

* Participate in the selection of the training institute/s
* Support the institute/s and commodity association/s to identify the training participants
* Review the training course and provide necessary input to update it if required
* Monitoring of the training for quality assurance
* Coordinate and convince the member industries to release the workers full-time for the training

**5.4 Relevant Commodity associations**

* Identify the training participants
* Review the training course and provide necessary input to update it if required
* Monitoring of the training for quality assurance
* Coordinate and convince the member industries to release the workers full-time for the training

## Duration of the assignment

The training/s will start on 15th December and should be completed by the end of January 2023.

## Eligibility Criteria for Bidder

To be eligible for the further evaluation process of Request of Proposal, the training institute must meet the following criteria:

|  |  |  |  |
| --- | --- | --- | --- |
| **S. N.** | **Eligibility Criteria** | **Compliance** | **Remark** |
| 1 | Valid registration certificate of the firm indicating at least three years standing of the firm, | Yes/ No |  |
| 2 | Copy of VAT registration certificate. | Yes/ No |  |
| 3 | Copy of tax clearance and audit report for the last two fiscal years (077/78 and 078/79) | Yes/ No |  |
| 4 | Copy of valid/renewed CTEVT affiliation certificate to conduct training in related occupation/sector | Yes/ No |  |
| 5 | Self-Declaration made in writing by the Training Institutes/Technical Schools 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 | Yes/ No |  |

***NOTE:*** *Failing to submit any of the above document/s with necessary authentication (Self attested copy) will result in automatic disqualification for the further evaluation process.*

## Criteria for Technical Proposal Assessment

Evaluation of technical proposal shall be done under five categories with scores as shown in the table below making a total score of 100 points according to QCBS. The minimum score for technical proposal/s to be accepted is 60 points of the total score (100 points of technical proposal). The weightage of the technical proposal score will be 80% and that of financial will be 20%. The proposal/s will be ranked based on aggregated (score of technical and financial proposal) scores obtained. The contract award will be finalised based on the assurance of the pre-defined criteria from the list of top ranked proposals

|  |  |  |
| --- | --- | --- |
| S.N. | Evaluation Criteria | Max. point Allocated |
| 1 | Understanding of the assignment and completeness of the information | 10 |
| 2 | Experiences of the Bidder | 20 |
| 3 | Training facilities available | 25 |
| 4 | Resource Planning | 10 |
| 5 | Competency of proposed key staff | 35 |

Note: Training institutes are encouraged to bid for all the upgrading training packages in a sector. They can bid for the training packages in other sectors as well if they meet the eligibility criteria and have required experience.