

**REQUEST FOR PROPOSAL (RfP) DOCUMENT**

**FOR**

**IMPLEMENTION OF WORKERS' FURTHER TRAINING PROGRAM**

**ON**

**Electrical/Refrigeration-related Occupations**

**Issued by**

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

**Project Support Unit**

**CTEVT Complex, Sanothimi, Bhaktapur**

**January 2021**

|  |  |  |
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|  |  |  |

# NOTICE OF REQUEST FOR PROPOSAL (RFP)

# (First published on 22nd January 2021)

**FOR IMPLEMENTION OF 96-HOURS WORKERS' FURTHER TRAINING PROGRAM**

**Enhanced Skills for Sustainable and Rewarding Employment (ENSSURE) is a bilateral initiative of the Government of Nepal (GoN) and the Government of Switzerland** implemented by **Council for Technical Education and Vocational Training (CTEVT)** 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.

In this connection, ENSSURE PSU plans to implement 96-hours Workers' Further Training program to 800 youths on **Electrical/Refrigeration-related occupations** commencing by March 2021.

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 on the above-mentioned occupation/s as per the provided course content. *The number of trainees to be proposed by one bidder is minimum 80 to maximum 200. However, the bidder can apply in multiple course contents within this limit. The prospective applicants/bidders may request for the available course contents through email:* *enssure.np@helvetas.org**.*

A **pre-bid conference** will be organized on 29 January 2021, 1100-1200 hrs. Interested bidders are to write an email to enssure.np@helvetas.org for the registration of participation by 1700 hrs., 27 January 2021.

The interested bidders can download bid documents from <https://www.helvetas.org/en/nepal/who-we-are/follow-us/public-announcements> or can collect from the following address during 9:00 am - 5:00 pm, Monday to Friday:

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

**Project Support Unit,
CTEVT Complex, Room no. 214, Sano Thimi, Bhaktapur
Tel: 6636073, 6636191**

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 Consultant's Qualifications Selection (CQS) method. The minimum score to pass the technical proposal is 60. Any inquiries other than necessary clarifications on 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 proposal is before 5:00 PM, 22nd February 2021.** In case the last day of submission falls on public holiday, then the next working day and same time shall be considered as 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 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 following documents of eligibility:

1. *Notarized copy of firm’s renewal, organization or company registration certificate indicating at least three years standing of the firm/s;*
2. *Notarized copy of VAT registration certificate;*
3. *Notarized copy of tax clearance and audit report for the last two fiscal years;*
4. *Notarized copy of valid 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 offence relating to the concerned profession or business;*
6. *Letter from concerned Local Governments indicating their support and cooperation for implementation of training program/s especially for returning migrant workers.*

***Failing to submit any of the above document/s with necessary authentication will result in automatic disqualification for 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**

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

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## 3A. TECHNICAL PROPOSAL SUBMISSION LETTER

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

The Team Leader,

Enhanced Skills for Sustainable and Rewarding Employment (ENSSURE)

Project Support Unit, Helvetas Nepal

CTEVT Complex, Sanothimi, Bhaktapur

**Subject: Submission of the Technical Proposal**

Dear Sir:

We, the undersigned, offer our services to implement 96 hours Workers' Further Training program on …….. (name/s of Course Content/Occupation) in accordance with your Request for Proposal published on 22 January 2021 and our Proposal. We are hereby submitting our technical proposal sealed under a separate envelope to serve …………….(insert number of trainees per course content) trainees.

If negotiations are held during the period of validity of the proposal, i.e., before ------/------/2021 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 | 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 Board of Directors** |  |

**C.1 Please provide information of 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 submit the notarized copy of financial documents in ANNEX)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Description** | **FY 2075/076** | **FY 2076/077** | **Total** | **Remark** |
| Annual turnover (NRs.)*(According to audit report)* |  |  |  |  |
| Net profit (NRs.) *(According to audit report)* |  |  |  |  |

### 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:

|  |  |  |  |
| --- | --- | --- | --- |
| **SN** | **Name of partner association and Training course content** | **Number of proposed trainees** | **Proposed training venue location/s** |
| **1** | **Name of partner association: ……………………………………………………………………………** |  |  |
|  | 3-phase wiring |  |  |
|  | Motor re-winding |  |  |
|  | AC fitting |  |  |
|  | Refrigerator maintenance |  |  |
| **2** | **Name of partner association: ……………………………………………………………………………** |  |  |
|  | 3-phase wiring |  |  |
|  | Motor re-winding |  |  |
|  | AC fitting |  |  |
|  | Refrigerator maintenance |  |  |
| **3** | **Name of partner association: ……………………………………………………………………………** |  |  |
|  | 3-phase wiring |  |  |
|  | Motor re-winding |  |  |
|  | AC fitting |  |  |
|  | Refrigerator maintenance |  |  |

**Note: please add rows as per requirements**

## 3E: SPECIFIC EXPERIENCES RELATED TO THE ASSIGNMENT

### 3E1. Training experience in related to proposed occupation (at least 390 hours) imparted in last five fiscal years (2014/015 to 2018/019)

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

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

## 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 |  |  |  |  |  |

### Location 3: ………………………….

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **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 |  |  |

**Location 3: ………………..**

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

### 3F3. Information of the Partner Industry associations (please attach signed MoUs in annex).

|  |  |  |
| --- | --- | --- |
| **Information** | **Association-1** | **Association-2** |
| Name  |  |  |
| Address  |  |  |
| Main occupational area/s |  |  |
| Name of the Contact Person |  |  |
| Mobile No: |  |  |
| Email |  |  |
| List of training course contents agreed for implementation | 1.2.3.4. | 1.2.3.4. |
| Total number of trainees agreed to release for training |  |  |
| Agreed duration of training in a day (min. 4hrs/day)  |  |  |
| MoU signed between training provider and association | Yes/No | Yes/No |

***(Please add more in this table if you have agreement with more partner associations.)***

### 3F4. List of industries/companies/workshop which have agreed to release their workers for the proposed training

**[**You can add more rows where necessary.]

|  |  |  |  |
| --- | --- | --- | --- |
| **SN** | **Name of Company/industry/workshop** | **No. workers agreed to release** | **Remarks** |
| 1. Training course content: 3-phase wiring
 |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| 5 |  |  |  |
| 1. Training course content: Motor re-winding
 |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| 5 |  |  |  |
| 1. Training course content: AC fitting
 |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| 5 |  |  |  |
| 1. Training course content: Refrigerator maintenance
 |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| 5 |  |  |  |

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

### 3G1. Preparation methodology

**Instruction:** Referring to the Terms of Reference (ToR), please elaborate in detail of the below processes:

* Confirmation of proposed training course contents
* Confirmation of possible number of existing workers for the training
* Confirmation of training venue location/s and its management
* Confirmation of trainers and their qualification and experiences for each of the proposed training course contents
* Confirmation of industries/workshops for industrial practices

In addition, please also mention your strategies to:

* Reach the potential participants (workers who lost their jobs/business due to COVID-19 and returnee migrants and other) other than the existing workers recommended/agreed by the associations. And make sure the suitability of the course contents to those participants
* Select and orient to trainees

### 3G2. Implementation methodology

* *Training implementation method (institute-based and industrial practice)*
* *Work plan and personnel schedule*
* *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 (as agreed with the associations).

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| S. N. | Proposed Position | Name | Qualification | ToT /instructional skills | Years of Experience |
| 1 | Training Coordinator |  |  |  |  |
| **Training course content: 3-phase wiring** |
| 1 | Instructor 1 |  |  |  |  |
| 2 | Instructor 2 |  |  |  |  |
| 3 | Instructor 3 |  |  |  |  |
| 4 | Instructor 4 |  |  |  |  |
| **Training course content: Motor re-winding** |
| 1 | Instructor 1 |  |  |  |  |
| 2 | Instructor 2 |  |  |  |  |
| 3 | Instructor 3 |  |  |  |  |
| 4 | Instructor 4 |  |  |  |  |
| **Training course content: AC fitting** |
| 1 | Instructor 1 |  |  |  |  |
| 2 | Instructor 2 |  |  |  |  |
| 3 | Instructor 3 |  |  |  |  |
| 4 | Instructor 4 |  |  |  |  |
| **Training course content: Refrigerator maintenance** |
| 1 | Instructor 1 |  |  |  |  |
| 2 | Instructor 2 |  |  |  |  |
| 3 | Instructor 3 |  |  |  |  |
| 4 | Instructor 4 |  |  |  |  |

***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 the evaluation. CV must be in the format given below in 3I.*

*Please submit the notarized copies of following certificates. If same expert’s CV is submitted by more than one bidder such CV will not be evaluated in any bidders’ favour.*

*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** | **Months (in the Form of a Bar Chart) *[Time schedule for the 6 months is required]*** |
| **1** | **2** | **3** | **4** | **5** | **6** | **Remarks** |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |

Reports Due:

Activities Duration:

Signature:

(Authorized representative)

Full Name:

Title:

Address**:**

Cell no :

|  |
| --- |
| 4J. ACTIVITY (WORK) PLAN |
| Activity | ***[1st, 2nd, etc. are months from the start of assignment. Work plan for 6 months period is required.]*** |
|  | 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: ....................................

The Team Leader,

Enhanced Skills for sustainable and Rewarding Employment (ENSSURE)

Project Support Unit, Helvetas Nepal

CTEVT Complex, Sanothimi, Bhaktapur,

**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 name/s of Training Course Content) in accordance with your Request for Proposal published on 22 January 2021 and our Proposal. Our attached Financial Proposal is for the sum of NRs..------------------------(Amount in words-----------------------------------) to serve ……….(insert number of trainees as per course content) trainees.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal, i.e., -----/-----/ 2021.

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

|  |  |  |
| --- | --- | --- |
| Costs | Amount(s) | Amount in Figure |
| Subtotal |  |  |
| Total Cost without VAT |  |  |
| Value Added Tax (VAT) |  |  |
| Total Amount of Financial Proposal |  |  |

## 4C. DETAILED BREAKDOWN OF COST

**Financial Proposal for 96-hours Workers' Further Training Program**

Name of Service Provider: Address:

Occupation: Electrical/Refrigeration Training Duration: 96 hrs.

Course Content:

Proposed number of participants =

Proposed Total Training Hours =

***Important Note***:

* Ceiling (Upper limit) of training cost per participant per hour (Excluding VAT): NRs. 114.58

|  |  |  |  |
| --- | --- | --- | --- |
| **SN** | **Cost Items** | **Cost (NRs.)**  | **In Words** |
| **A** | **Training Cost** |  |  |
| A.1 | Outreach activities (Meeting/coordination with stakeholders, announcement and participant selection)  |  |  |
| A.2 | Remuneration for Training Coordinator’s (1 person) |  |  |
| A.3 | Remuneration for instructors  |  |  |
| A.4 | Tools and equipment cost (Non-consumable) |  |  |
| A.5 | Consumable training materials cost (as per requirement) |  |  |
| A.6 | Office Management (Internal monitoring/Review meetings, Logistic and Administrative) cost |  |  |
| A.7 | Tiffin expenses per participant@ Rs. 1200 (for whole course) |  |  |
| **A.8** | **Total training cost for 96 hours (A.1 to A.6)** |  |  |
| **A.9** | **VAT @13% of A.8** |  |  |
| **A.10** | **Total training cost** |  |  |
| **A.11** | **Cost per participant before VAT (A.8**÷ **no of Trainees proposed)** |  |  |
| **A.12** | **Cost per participant per hour before VAT (A.11** ÷ **96 hours)** |  |  |

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 include cost of outreach and social marketing activities to be conducted by the training institute/technical school utilizing print, electronic and other medias 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 into months as per the work plan and personnel schedule.

**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 into months as per the work plan and personnel schedule.

**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 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**. **Participants Tiffin Expenses:** This includes 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.

# Terms of Reference (TOR)

**for**

**Conducting Workers' Further Training Program**

1. **Background**

**HELVETAS Swiss Intercooperation Nepal (Helvetas Nepal) is a Swiss Organization actively contributing for the development of Nepal in the area of youth and employment, agriculture, infrastructure and so on, focusing especially to the people from economically poor and socially discriminated background. Helvetas Nepal works together with Government of Nepal, private sectors and civil society organizations for making changes sustainable, effective and impactful. Enhanced Skills for Sustainable and Rewarding Employment (ENSSURE) is a bilateral initiative of the Government of Nepal (GoN) and the Government of Switzerland** implemented by Council for Technical Education and Vocational Training (CTEVT) 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.

The project addresses the issues of unemployment, underemployment and unfair pay facing the Nepali labor market resulting from the mismatch in skills demanded by the industries. During the first phase of ENSSURE, among other dual-VET programs and career guidance, the project plans to implement 96-hours Workers' Further Training (WFT) covering 2,530 existing workers and returnee migrants. In this regard, ENSSURE PSU is going to implement the WFT to 800 existing workers and returnee migrants in skills pertaining to **Electrical/Refrigeration-related occupations** commencing by March 2021.

On this backdrop, ENSSURE PSU invites proposals from interested, eligible and competent private Training Institutes having training facilities with adequate physical infrastructures and human resources for managing training to implement the training events of 96-hours- Workers' Further Training program on the above-mentioned occupation.

1. **Objectives of the Assignment**

The main objective of the assignment is to deliver quality skill training for the targeted beneficiaries (existing workers and returnee migrant workers) following the available course content/s in close coordination with the concerned associations. Other objectives are to:

* Enhance the skills of existing workers and returnee migrant workers so that workers’ employability improves and contributes in sustainable and rewarding employment.
* They become less vulnerable to cyclical layoffs.
* This will lead to an improved standard of living.

In addition, it is also expected that the upgraded skill sets can be recognized in the Recognition of Prior Learning - RPL system in the future.

1. **Scope of Work**

In line with the above stated objectives, the consultant will be responsible to implement training (institution-based and Industrial practice) in collaboration with concerned associations and industries/workshops. The scope of this assignment is explained below:

* Identify relevant association/s for implementing the training program jointly.
* Agree on the implementation of suitable training course contents following the steps below:
	+ Organize discussion meetings with the identified associations about the workers’ further training, it’s implementation modality and available training course contents
	+ Agree on appropriate training course contents, number of participants for training, training venue/s and industries and workshops for industrial practices
	+ Agree on the addition and removal of training topics (skill sets) in consultation with concerned associations and propose the customized training course contents (but the training hours should not exceed 96 hours).
	+ Discuss on the required qualifications and experiences of trainers and identify/select appropriate trainers mutually for each of the training course content.
* Conduct training as per the training course contents agreed upon with the concerned associations.
* Ensure that the targeted beneficiaries have participated regularly.
* Ensure the quality of training as per the performance indicators/skill sets defined by the associations, this includes quality delivery by the instructors, coaching by the supervisors/mentors in the industries.
* Confirm that trainees receive adequate practical (in-house practice and industrial practice) experiences as per the course content and agreed performance indicator.
* Confirm that theory and practical sessions are well balanced
* Ensure that the maximum class/group size is of 20 trainees and the **minimum** hours of training is 4 hours per day.
* Ensure that two trainers are assigned for a group of 20 trainees
	1. ***Suggested methodological procedures for preparing proposal:***
1. The potential bidders should choose the relevant occupation and training course contents based on the expertise/experiences of the bidders. Once it is finalized, the bidder should identify the relevant and potential professional associations for the possibility of implementing training events collaboratively.
2. The bidder should have series of meetings/discussion with the associations and agree on the following points:
* Suitable training course contents. If required, agree for the addition and removal of training topics (skill sets) in consultation with concerned associations and propose the customized training course contents but the training duration should not exceed more than 96 hours.
* The number of participants that the association can make its member companies release for the training.
* The venue/s and the industries/workshops to conduct both in-house and industrial practice) training.
* The proposed trainers (qualification and experiences) for the training delivery
* The training implementation plan per training group (total training duration-days and hours/day)
1. The bidders and the association should have MoU signed mentioning the responsibilities of each party, agreed training course contents, number of participants, proposed training implementation plan, proposed trainers, agreed training venues etc. This MOU must be attached as a part of the bidder’s proposal.
2. The bidder can have such MoUs with more than one similar association of the same occupational area (Electrician, Automobile, Information Technology, and Hotel Management)
3. A bidder can apply for available training course contents but only one occupational area.
4. The bidder must apply for minimum 80 participants (4 training groups) to maximum 320 participants (16 training groups). The bidder/s applying for less than 80 or more than 320 participants will not be included in the evaluation process.
	1. ***Training participants:***

The proposed training participants must be of:

* Minimum 18 years of age
* Nepali citizen
* Physically fit for that concerned occupation
* The participants must be existing workers and/or workers, who lost their job/business due to COVID-19 and/or returnee migrants. However, the participants have to submit self-declaration individually mentioning that he/she is an existing worker or a worker who has lost job/business or a returnee migrant.
	1. ***Training participants selection process:***

The bidder/s who are successful in bidding, must announce training program mentioning the training course contents, targeted beneficiaries and their required eligibility. A selection committee, consisting of three members- a representative of training institute, a representative from association/s and a technical expert, should select the required number of participants from the collected applicants through interview process.

1. ***Duration of the assignment***

Duration of this assignment will be till July 2021 from the date of signing the contract.

1. ***Quality of instructions:***

The training institutes are required to manage well-qualified and highly experienced instructor/s and practical instructor/s (demonstrator/s) to conduct institution-based training (classroom instruction and laboratory practice), which includes skill demonstration, illustrated talk, guided practice, independent practice etc. They also require managing suitable training facilities. The training institute should collaborate with associations or industries for the industrial practices of the trainees. So, commitment of the industries to provide enough industrial practice opportunities for the trainee is must.

***5.3 Occupation Health and Safety:*** The training institute will be responsible to facilitate the training sessions on Occupation Health and Safety sessions based on the course content.

***5.4 Assessment of trainees’ performance and record keeping:*** The training institutes are responsible for keeping the records of all training related activities including daily/weekly performance evaluation of the trainees.

1. ***Required competency of the training institute***

The training institutes are required to have the following minimum physical facilities and human resources to carry out the services.

* 1. ***Physical facilities requirements:*** The training institute must propose the venue with adequate training facilities, such as well-equipped classrooms, practical labs, instructor’s preparation room, rest rooms, and adequate tools, equipment and training materials, safety equipment/provisions. The facilities and materials will be as per the course content, which is subject to be verified during the selection process.
	2. ***Team composition:*** A team of professionals from training institute will be required for the effective implementation of the program. The following are the required key professionals with their minimum competencies (qualification and experiences) and major responsibilities.

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

**Qualifications and Experiences:** Minimum bachelor’s degree with minimum 3 years of work experience in coordinating and implementing various professional courses. Experience working with private sectors/industries. Proven skills on communication/networking with multi-stakeholders.

**Total time input:** Full time

**Responsibilities:**

* Overall management of the training program/s and training team, coordination with ENSSURE and other related stakeholders;
* Prepare training implementation plan and ensure the effective implementation;
* Conduct regular visit to training sites during the training period;
* Submit training reports and other documents as per agreement;
* Develop strategy, approach and methodology to ensure effective monitoring of the training program;
* Maintain records of necessary training related documents;
* Supervise, monitor and evaluate the training program;
* Ensure the quality of the training (both institute-based and industry-based training);
* Develop success story, lesson learned and implement corrective measures etc.
* Coordinate with ENSSURE for all training related activities.
* Coordinate with partner association/s and industries for industrial practices of trainees.

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

**Qualifications and experiences:** As per the qualification and experience described in the training course content or competent enough to deliver the training as per the course content and mutually agreed by the respective association and Training institute.

**Total time input:** As per requirements

**Responsibilities:**

* Develop daily lesson plan, deliver training sessions according to the course content;
* Conduct theory and practical classes according to the course content;
* Use learner cantered 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 necessary feedback for their improvement;
* Manage/Maintain, trainers’ logbook, trainees' attendance, and other training related documents.
1. **Eligibility Criteria for Bidder**

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

|  |  |  |  |
| --- | --- | --- | --- |
| **S. N.** | **Eligibility Criteria** | **Compliance** | **Remark** |
| 1 | Notarized copy of firm’s renewal, organization or company registration certificate indicating at least three years standing of the firm/s;  | Yes/ No |  |
| 2 | Notarized copy of VAT registration certificate.  | Yes/ No |  |
| 3 | Notarized copy of tax clearance and audit report for the last two fiscal years. | Yes/ No |  |
| 4 | Notarized copy of valid 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 offence relating to the concerned profession or business | Yes/ No |  |
| 6 | Letter from concerned Local Governments indicating their support and cooperation for implementation of training program/s. | Yes/ No |  |

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

1. **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. The minimum score for proposal/s to be accepted is 60. The proposal/s will be ranked based on the score of technical proposal. Thereafter, contract negotiation including training cost will be started with the top ranked bidder from Technical proposal. If 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 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 | 15 |
| 3 | Training facilities available | 25 |
| 4 | Program implementation methodology | 20 |
| 5 | Quality of proposed key staff | 30 |