



**Government of Nepal
Ministry of Industry
Rural Enterprises and Remittances project
(SAMRIDDHI)**

EXPRESSION OF INTEREST (EOI) for conducting vocational skill training

**Rural Enterprises and Remittances project
Itahari-20, Sunsari, Nepal**

Phone: 025-475852

Email: rerpsamriddhi.itahari@gmail.com

March 2018

Technical Support



Table of Contents

Acronyms	3
Definition of Terms	4
Section 1. Notice for Expression of Interest (EOI)	6
Section 2. EOI Submission Letter Sample.....	8
Section 3: EOI Format for the bidder.....	9
Section 3: Format of Curriculum Vitae (CV) for proposed project staffs.....	15
Section 4: Terms of Reference.....	16
Section 6: EOI Major Shortlisting Criteria	20

Acronyms

CTEVT	Council for Technical Education and Vocational Training
EOI	Expression of Interest
HR	Human Resources
NSTB	National Skill Testing Board
OHS	Occupational Health and Safety
OJT	On the Job Training
PAN	Personal Account Number
QCBS	Quality and Cost Based Selection
RfP	Request for Proposal
RERP	Rural Finance and Remittance Project
RMA	Rapid Market Appraisal
TOR	Terms of Reference
ToT	Training of Trainers
T&Es	Training and Employment Service Providers
VAT	Value Added Tax

Definition of Terms

Unless and otherwise specified, the following terms used in this document have the following meanings.

Apprenticeship a system of training regulated by law or custom which combines formal Off-the-Job Training and On-the-Job Training OJT while in paid employment. The apprentice enters into a contract of training or training agreement with an employer which imposes mutual obligations on both parties.

Apprentice a person undertaking training under an apprenticeship

Career Counseling (also called Guidance Counseling or Career Guidance) the process of assisting and guiding people (employees, trainees and students) in their career choices

Class Based Training (also known as Off-the-Job Training or Instructor Led Training ILT) - training which takes place in class away from a person's job

Curriculum the specifications for a course or subject (module) which describe all the learning experiences a student undergoes, generally including objectives, content, intended learning outcomes, teaching methodology, recommended or prescribed assessment tasks, assessment exemplars etc.

Labor Market the system of relationships between the supply of people available for employment and the available jobs

Off-the-Job Training (also known as Class Based Training or Instructor Led Training ILT) - training which takes place in class away from a person's job

Technical and Vocational Education and Training TVET non-academic technical education and practical training that develop the skills and knowledge of apprentices (learners of trades or crafts) working in different sectors of industry and trainees / students trained in different TVET Institutions (TVET Institutes, Centers & Schools).

On-the Job Training OJT (also known as Work Based Training or In-service Training or On-Site Training) defined as the training undertaken at work place or on site as part of the practical training, productive work and professional development of either the trainees and students enrolled in TVET institutions (institutes, centers and schools) and conducted by the relevant instructors and teachers or the workers employed by industrial organizations / enterprises and conducted by the relevant trainers and first line supervisors

Private Training Provider a non-government training organization, including commercial providers (providing courses to industry and/or individuals for profit) and registered under company registration act of Nepal.

Trainees: Selected participants from the pre-defined targeted beneficiaries.

Industries: Companies, which agreed with the training providers to facilities on the job training in their industry.

Sectors: The group of occupations that represent a particular economic area of intervention in terms of skills training, employment and income

Occupation: The occupational title applied to a specified list of duties and responsibilities performed by a person for the usual purpose of earning and living.

Terms of Reference: Terms of reference are the instructions given to the bidders regarding the statement of the background, objectives, purpose of a program, project, or proposal.

Technical Proposal: A proposal submitted by the bidders with all the technical details for implementation of the proposed assignments.

Financial Proposal: A proposal submitted by the bidder with all the financial details of cost required for execution of the proposed assignment as per the technical proposal

Pre-proposal meeting: A meeting organized for the bidders to clarify on the request of proposal

Section 1. Notice for Expression of Interest (EOI)

First Published on 13th March 2018

NOTICE FOR EXPRESSION OF INTEREST (EOI)

1. The Rural Enterprises and Remittances Project (RERP) "SAMRIDDHI" is a seven year period project funded by International Fund for Agricultural Development (IFAD) and executed by Government of Nepal (GoN) Ministry of Industry (Mol) through Project Management Office located in Itahari of Sunsari district. The project is being implemented in a corridor approach in 16 districts namely Bara, Rautahat, Sarlahi, Mahottari, Dhanusha, Sindhuli and Okhaldhunga from Janakpur Corridor and Bhojpur, Khotang, Udaypur, Siraha, Saptari, Sunsari, Morang, Dhankuta and Tehrathum from Koshi/Sagarmatha Corridor.
2. The project aims in reducing poverty and achieving sustainable peace through employment-focused, equitable and inclusive economic development by providing sustainable sources of income to poor households, migrant families and returnees. In line with the National Development Plan, the Industry Policy and the Agriculture Development Strategy "SAMRIDDHI" will diversify the range of economic activities to support in creation and expansion of viable rural, micro and small enterprises, both in the farming and off-farming sectors and attracting the resources of those who have migrated for employment and their family members towards productive investment.
3. Employment Fund/ HELVETAS Swiss Intercooperation Nepal, a partner organization of the project to provide technical assistance for implementing vocational and apprenticeship training, will be responsible for the overall management and monitoring of the vocational skills and apprenticeship project component of SAMRIDDHI project.
4. The main objective of this assignment is to deliver quality skill training for the targeted beneficiaries, following the CTEVT level one curricula and promote the gainful employment.
5. After completing the training, the participants will be appeared in skill testing Level-1 and national certification from NSTB for passed out graduates will be awarded. The T&Es will also issue the training completion certificates for those who have regular attendance of 90% total days. T&Es should also assist them for the employment so that at least 80% of the graduates have decent employment in trained occupations.
6. The project invites EOI from eligible, experienced, and competent private training provider/s in for conducting short term training courses in result based financing approach. Based on the recently conducted market opportunity survey/sector analysis report , EOI has been announced on the following sectors;

Sectors	Nos. of Trainees
Construction, Mechanical, Electrical, Electronic, Automobile, Tourism and Hospitality, Textile, Health, Renewal Energy and Handicrafts.	5200

7. The training provider must be affiliated with CTEVT for conducting training on related occupation.

8. The training provider shall submit duly filled EOI format according to the issued Terms of Reference (TOR). EOI format and TOR can be downloaded from www.rerp.moi.gov.np or obtained directly from the Project Management Office (PMO).
9. The selection process follows Quality and Cost Based Selection (QCBS) method and will be in accordance with the Public Procurement Act 2063 and its amendments 2073 and Public Procurement Regulations, 2064 and its amendments 2068.
10. Documents of the experience and other evidence copies of certificates shall be duly notarized.
11. Complete EOI documents must be submitted within 15 days from the first EOI notice publication date within office hours. In case of the last day of submission of EOI falls on public holiday, then the next working day shall be considered as the last date.
12. The Trainings are expected to commence from August 2018.
13. RERP (SAMRIDDHI) reserves the right to reject any or all EOI with or without furnishing any reasons to the firms concerned. The procurement of the services under the announcement will be subject to the Government of Nepal's Public Procurement Act 2063 and Regulations 2064.

Project Manager

Rural Enterprises and Remittances project

Project Management Office

Itahari-20, Sunsari, Nepal

Phone: 025-475852

Email: rerpsamriddhi.itahari@gmail.com

Section 2. EOI Submission Letter Sample

Date:

The Project Manager
Rural Enterprises and Remittances project (SAMRIDDHI)
Itahari-20, Sunsari

Subject: Submission of the Expression of Interest (EOI)

Dear Sir:

We, the undersigned, are interested to provide the consulting service for conducting short vocational training courses as per the CTEVT approved curriculum (390 hours including on the job training prescribed by the curricula) on *(Insert sectors)* in accordance with your EOI notice dated *(insert the date)*. 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:

Section 3: EOI Format for the bidder

Interested private Training and Employment Service Providers (T&Es) 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 authentic and correctness of information provided. Please refer the Terms of Reference (TOR) issued by the Project.

A. General Information of Training and Employment Service Provider (T&Es)

S.N.	Description			Remark
1	Name of the T&Es			
2	Address	Providence		
		District		
		Municipality		
		Ward No.		
3	Contact Detail	Office Phone No.		
		Email Address		
4	Contact Person	Name		
		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		
		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 oorganizational charts (*Maximum 2 pages*)).

Introduction		
Vision		
Mission		
Goal		
Areas of Expertise	Trade	Occupation
Geographical Experiences		
Organizational Chart including the full name of Board Of Directors		

C.1 If applicable, please provide information of the legally established branch offices.

Information	Branch 1	Branch 2
Providence/s		
District/s		
Municipalities		
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 operations

D. Human Resource Strength of the Training and Employment Service Provider

Please list of proposed key Staffs to be involved in proposed training including the instructional staffs;

SN	Name	Proposed position	Qualification	Experience yrs.	Contact No
A	Proposed project staffs				
1					
2					
3					
B	Instructional Staffs				
1					
2					
3					

Note:

1. Project staffs means proposed team for project implementation and clear roles. Please attach CVs (notarized) of the Key staffs in Annex
2. Please provide the CV and testimonials (notarized) of the instructional staffs in Annex

E. Experiences of the Training and Employment Service Provider

E.1 Training Experience only in related sectors/occupations (at least 390 hours) imparted in last three fiscal years (2014/015 to 2016/017)

S.N.	Sectors/ Occupations	Number of Trainees agreed	Number of Trainees passing Skill test	Number of graduates employed	Funding Organization/client (write full name and address)	Locations where training was conducted	In which Fiscal Year training was conducted?
1							
2							
3							

Please attach the experience letter from respective agencies, donor or program/projects in Annex.

E.2 For institutions conducting/running Academic Courses in Related Trade

S.N.	Academic Year	Name of Technical Education Course	Number of groups conducted	Number of students enrolled	Number of graduates	Remark
1						
2						
3						

F. Infrastructure and Equipment

Availability of Infrastructure: Office Building, Classrooms, Practical Workshops, Library room, Hostels for men and women, Toilets for men and women, furniture's, etc.

F.1. Office Space and Training Facilities

S.N.	Particular	Description	Unit (Number)	Size	Remark
1					
2					
3					
4					
5					

F.2 List of tools, equipment and training materials available with Training Provider.

Please mention the list of teaching learning materials for those sectors/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		
4			9		
5			10		

G. Training Management, Monitoring and Evaluation Mechanism (Max half page)

--

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

H.1 Financial management and administration system (max half page)

--

H.2 Annual turnover and profits

Description	FY 2071/072	FY 2072/073	Total	Remark
Annual turnover (Rs.) (According to audit report)				
Net profit (Rs.) (According to audit report)				

I. Intended Services under this EOI

Please propose your services according to the information given below:

S.N.	Information	Remark
1	Training shall be conducted only in the proposed province/districts/ <i>palikas</i>	Province 1: Bhojpur, Dhankuta, Terhathum, Khotang, Okhaldhunga, Udayapur, Morang, Sunsari (8) Province 2: Saptari, Siraha, Dhanusa, Mahottari, Sarlahi, Rautahat, Bara, Sindhuli (7) Province 3: Sindhuli (1)
2	Sectors to be trained under this EOI	Construction, Mechanical, Electrical, Electronic, Automobile, Tourism and Hospitality, Textile, Health and Some other potential like: Renewal Energy, Leather Goods, and Handicrafts etc.

3	Maximum number of Sectors that can be proposed	3 (Three)
5	Maximum Number of trainees that can be proposed by one training provider	400 (Four Hundred)

I.1. Training and employment programs you intend to deliver under this EOI

Please be realistic while purposing the number of sectors/occupations and trainees

S.N.	Proposed Sectors	Proposed Occupations	Proposed Number of trainees	Proposed Province/Districts	Remark
1				a.	
				b.	
2				a.	
				b.	
3				a.	
				b.	

Declaration

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

Official Seal

Signature:

Name:

Designation:

Date:

Section 3: Format of Curriculum Vitae (CV) for proposed project staffs

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 in reverse order 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: _____

Section 4: Terms of Reference

Terms of Reference (TOR) for Conducting short term vocational skill training

1. Background

The Rural Enterprises and Remittances Project (RERP) "SAMRIDDHI" is a seven year period project funded by International Fund for Agricultural Development (IFAD) and executed by Government of Nepal (GoN) Ministry of Industry (Mol) on 10 December 2015 through Project Management Office located in Itahari of Sunsari district. The project has USD 68.15 million budget. Agro-Enterprise Centre of Federation of Nepalese Chambers of Commerce and Industry (FNCCI), HELVETAS, Non-Resident Nepalese Association (NRNA), Financial Institutions extending services in rural areas are key partners in "SAMRIDDHI". The project is being implemented in a corridor approach in 16 districts namely Bara, Rautahat, Sarlahi, Mahottari, Dhanusha, Sindhuli and Okhaldhunga from Janakpur Corridor and Bhojpur, Khotang, Udaypur, Siraha, Saptari, Sunsari, Morang, Dhankuta and Tehrathum from Koshi/Sagarmatha Corridor.

The project goal is to reducing poverty and achieving sustainable peace through employment-focused, equitable and inclusive economic development. The development objective is that viable RMSEs, in both farming and off-farming sectors, provide sustainable sources of income to poor households, migrant families and returnees.

The project aims in reducing poverty and achieving sustainable peace through employment-focused, equitable and inclusive economic development by providing sustainable sources of income to poor households, migrant families and returnees. In line with the National Development Plan, the Industry Policy and the Agriculture Development Strategy "SAMRIDDHI" will diversify the range of economic activities to support in creation and expansion of viable rural, micro and small enterprises, both in the farming and off-farming sectors and attracting the resources of those who have migrated for employment and their family members towards productive investment.

2. Objectives of the Assignment

The main objective of this assignment is to deliver quality skill training for the targeted beneficiaries, following the CTEVT curricula of 390 hours and promote the gainful employment¹.

After completing the training, the participants will be appeared in skill testing Level-1 ensuring certification of at least 90% of the trainees and also assist them for employment so that at least 80% of the graduates have decent employment in trained occupations. Other objectives are to;

- Ensure that the targeted beneficiaries have participated in training

¹ Gainful employment is an employment status of a graduates having average NRs 9700 per month income for at least 6 months of post training period through wage or self-employment

- Ensure the quality of training as per the developed quality indicators/criteria and training implementation guideline developed by the project
- Confirm that trainees receive adequate practical (in-house practice and OJT) experiences as per the curricula and agreed criteria
- Confirm that theory and practical sessions are well balanced during the classroom based instruction following the defined criteria by CTEVT (20% theory and 80% practical)
- Ensure that graduates are facilitated to be employed in the competitive job market and will be able to earn at least NRs 9700 per month income for at least 6 months post training period
- Ensure that graduates are well facilitated for the entrepreneurship service supports and facilitated to be furnished by the FNCCI/AEC

3. Scope of Work

In line with the above stated objectives, the T&Es will be responsible to provide skills training and facilitate training graduates for getting into the employment in the related occupations. Followings are the scope of work;

- The training and employment service provider (T&Es) will be responsible for providing skills training and facilitate the post training employment. The trades/occupations for training will be based on Rapid Market Appraisal (RMA) to be conducted by the shortlisted T&Es.
- The training period should be of minimum 390 hours and 80 net training days over a period of three months according to CTEVT curriculum.
- The training and employment service provider (T&Es) will establish a reliable monitoring mechanism to confirm that minimum employment rate at the pre-defined income levels (i.e. 9700/months for at least 6 months post training period) has to be achieved.
- The trainings being provided by the training and employment service provider (T&Es) need to confirm to the minimum standards outlined in the CTEVT Curriculum and National Occupational Skill Standard (NOSS) of the National Skills Testing Board (NSTB).
- The service contract period may vary depending on the number of services (skill trainings) to be delivered by the respective T&Es. Each of the training events must meet the standards of CTEVT/NSTB. Trainings are planned to begin from August 2018.
- The training and employment service provider (T&Es) should have planned the training programs targeting at least 33% of women and 60% of dis-advantages groups.
- The training and employment service provider (T&Es) should ensure the coordination and synergetic implementation among the other project components of the SAMRIDDHI and proper coordination with local government of the particular *palikas*.

3.1 Occupations: Based on the Market Opportunity Survey Conducted by the SAMRIDDHI project and consultation with stakeholders through the workshops and interviews, following sectors were selected as most demanded and marketable. The table below shows the potential sectors and number of trainees to be trained under this EOI.

Sectors	Nos. of Trainees
Construction, Mechanical, Electrical, Electronic, Automobile, Tourism and Hospitality, Textile, Health and Some other potential like: Renewal Energy, Leather Goods, and Handicrafts etc.	5200

3.2 Geographical coverage: the following geographical areas will be targeted for the intervention of above mentioned training and employment program. The particular training area i.e. province/district/palikas will be determined through the Rapid Market Appraisal to be conducted by the shortlisted T&Es from this LOI later.

Geographical areas	Remarks
<p>Province 1: Bhojpur, Dhankuta, Terhathum, Khotang, Okhaldhunga, Udayapur, Morang, Sunsari districts (8)</p> <p>Province 2: Saptari, Siraha, Dhanusa, Mahottari, Sarlahi, Rautahat, Bara, Sindhuli districts (7)</p> <p>Province 3: Sindhuli district(1)</p>	Particular training location will be confirmed through Rapid Market Appraisals to be conducted by shortlisted firms

3.3 Selection of participants: The finally selected T&Es shall follow the “Training Implementation Guidelines” for participants’ selection. The guideline can be collected from the PMO, Itahari.

3.4 Duration of the assignment: Duration of this assignment will be of 12 months after signing the contract. T&Es will submit detailed work plan along with this EOI.

3.5 Quality of instructions: The instructors will be as follows;

Lead Instructors: Qualified and experienced (at least 2 years in training delivery) TSLC or Diploma or Level 2 holder will be mobilized as lead instructors.

Co-instructors: Qualified and experienced level 1 or at least 5 years experienced local practitioner will be mobilized as an assistant instructor. Out of two, at least one instructor should poses Training of Trainers (TOT) certification from recognized institute.

3.6 On-the job training: The T&Es are required to manage on the job training facilities as prescribed by the curricula. During on the job training, continuous guidance and supervision of the trainees from the experienced worker/trainers and monitoring personals will be required.

3.7 Career counselling and business skills session: The T&Es will facilitate the training sessions on career counselling intermittently to ensure the better career opportunities to the graduates.

3.8 Employment placement plan and support: The T&Es will facilitate for the job placement of the graduates. T&Es are required to develop a detail placement plan before completing the training course. The consultation with potential employers and experience sharing with successful entrepreneur can also be organized in-between the training duration. The T&Es

are responsible to assist the graduates through adequate post training supports ensuring at least 80% gainful employment in the related occupations.

3.9 Assessment of trainees' performance and record keeping: The T&Es are responsible for keeping the records of all training related activities including daily/weekly performance evaluation of the trainees.

3.10 Facilitation for enterprise establishment: The T&Es will support the potential entrepreneurs to opt with enterprise development by facilitating the possible financial services, enterprise support services to be furnished by the FNCCI/AEC and/or other similar agencies.

3.11 Facilitation for Skills testing: The T&Es are responsible to facilitate skill testing of all the trainees ensuring at least 90% trainees succeed in the test administered by the NSTB.

3.12 Coordination and Collaboration local government: The T&Es are responsible to make the proper mechanism to ensure the better coordination and collaboration with particular local government.

4 Minimum Eligibility Criteria of the bidder

To be eligible in the bidding process, the T&Es must meet the following criteria. Please submit the documents separately according to the following order.

S. N.	Eligibility Criteria	Compliance	Remark
1	Self-Declaration made in writing by the service 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	Yes/ No	Pass/Fail
2	Copy of renewed firm, organization or company registration certificate duly certified from notary public	Yes/ No	Pass/Fail
3	At least five years of work experience of the firm/s	Yes/ No	Pass/Fail
4	Copy of VAT registration certificate duly certified from notary public	Yes/ No	Pass/Fail
5	Copy of tax clearance and audit report for the last two fiscal years duly certified from notary public	Yes/ No	Pass/Fail
6	Copy of CTEVT affiliation certificate to conduct training on proposed sectors/occupations	Yes/ No	Pass/Fail
9	At least NRs. 3 million annual turnover in last two years	Yes/ No	Pass/Fail
10	Letter from the commercial/development bank ensuring credit line facility of at least NRs. 1 million valid for at least for one year	Yes/ No	Pass/Fail

Important Notes

- Sub-contracting, Joint Venture, and franchising shall not be allowed.
- All the documents evidences are must and shall be duly certified from the notary public.
- EOI without all the required documentary evidence will not be evaluated.
- Please fill in all rows. Write "NA" If information is not applicable.

Section 6: EOI Major Shortlisting Criteria

The criteria below will be followed for evaluation of the Expression of Interest received.

S.N.	EOI Shortlisting (evaluation) criteria	Marks
A	Management Capability	
A.1	Vision, Mission and Goal of the organization	
A2	Organizational Profile/Structure	
A.3	Inclusion in the organization	
B	Work Experiences of the organizations	
B.1	Relevant training and Skill Testing Experience (more than and equal to 390 hrs.)	
B.3	Placement Experiences	
C	Human Resources	
C.1	Qualification and Experience project staffs (non-instructional)	
C.2	Qualification and Experience of Instructional staffs	
C.3	Relevant Trainings of Instructors	
D	Project Implementation, Monitoring and Evaluation	
	Approaches and methods of project implementation, monitoring and evaluation proposed	
E	Infrastructure and Facilities	
F	Financial Capacity of T&Es	
F.1	Annual Turnover	
F.2	Financial management and administration system apart from audit report	
	Total	