Standard Request for Proposal

For Implementation of Training with OJT Program
ON

Professional Computer Hardware & Network Technician (Level
2 with 1696 hrs.)

Procurement of Consulting Services National Competition Bidding

Project: Enhanced Skills for Sustainable and Rewarding Employment (ENSSURE) Project-II Financing Agency: Swiss Agency for Development and Cooperation (SDC)

Issued by:

Panauti Municipality Panauti, Kavrepalanchowk Nepal

January 2024

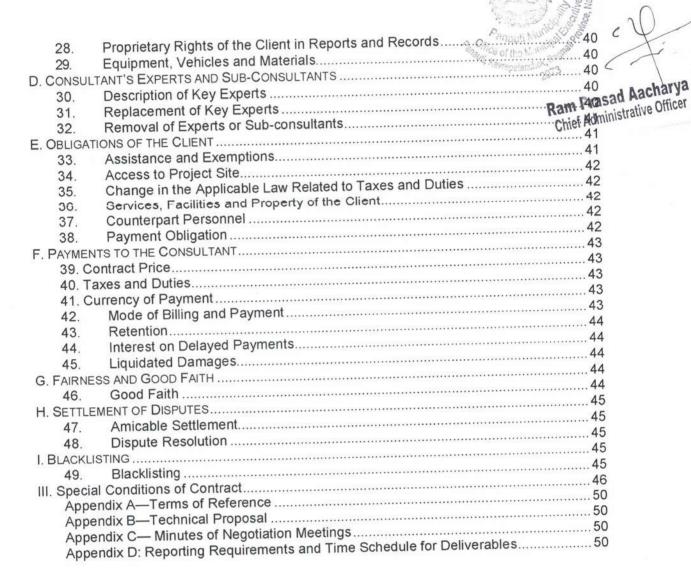
Ram Prasad Aacharya Chief Administrative Officer

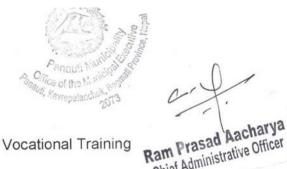


Contents

	onaus v techos	13 -4-6
Abbreviation	s to Bidders for Technical Proposal:	Ram Pras
Instruction	s to Bidders for Technical Proposal: Proposal - Standard Forms TECHNICAL PROPOSAL SUBMISSION LETTER.	Chief Bann
Technical	Proposal - Standard Tomos College College College	7
1		O
TECH E		
TECH C		
TECH [: AVAILABLE INFRASTRUCTURE AND EQUIPMENT	PERFORM
TECH E	SSIGNMENT	11
THE AS	SSIGNMENT	12
		13

TECHI	Proposal - Standard Forms	17
FIN B:	SUMMARY OF COST FOR[FROI COST	20
FIN C :	DETAILED BREAKDOWN OF COST	not defined.
Terms of	Reference (TOR) Contract	29
II. Genera		
1.	The Transfer of the Property of the Parking of the Property of	
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.	Corrupt and Fraudulent Practices	33
10.		
B. COMME	Effectiveness of Contract	33
11.		
12. 13.	1-10	
13.		
15.		
16.		
17.		
18.		
C OBLICA		
20.	TIONS OF THE CONSULTANTGeneral	37
21.		
21.		
23.		
24.		
25.		
26.	Reporting Obligations	40
27.	Reporting Obligations	





Chief Administrative Officer

Abbreviations

Curriculum Vitae CV

Council for Technical Education and Vocational Training CTEVT

Development Partner DO

Executive Agency EA

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

Expression of Interest EOI Government of Nepal GON On the job Training OJT

National Skill Testing Board NSTB Permanent Account Number PAN Public Procurement Act PPA

Public Procurement Regulation PPR

Request for Proposal RfP Training Need Assessment TNA

Terms of Reference TOR Training of Trainers TOT

Technical School Leaving Certificate TSLC

Value Added Tax VAT Training Providers TPs



Chief Administrative Officer

Instructions to Bidders for Technical Proposal:

- The short-listed bidders from EOI are requested to submit their proposal in the prescribed format only. Submission of proposal in a different format <u>may not</u> be considered for evaluation.
- 2. The shortlisted bidders shall download the proposal document from the Palika's website: https://panautimun.gov.np and submit a printed hard binding copy duly stamped, signed and sealed separately 'Technical Proposal' and 'Financial Proposal' in two envelopes and both the sealed envelopes shall be again sealed in a single envelope. The name of the package proposed should be clearly mentioned in all the envelopes.
- Any unclear points regarding this proposal submission process can be discussed on the pre-bid meeting. The clarification from Palika shall be published in the Palika's website or will be informed to all the bidders using appropriate means of communication within 5 days of the meeting so held.
- 4. All copies (every page) of the evidencing documents should be signature
- 5. The bidders are supposed to submit the documents mentioned as the Mandatory requirements only in the ToR with this proposal.
- 6. Request for proposal should be submitted by a sole firm. Sub-contracting, Joint Venture, and franchising shall not be allowed.
- 7. The Bidders are requested to submit the documents in an appropriate order, duly compiled with a perfect hard binding copy. The proposal formats shall be in a serial order from TECH A to TECH I, CVs, and other required documents. We strongly advise not to attach unnecessary documents.
- 8. The Bidders shall be responsible for the consequences of any submitted fraudulent documents.
- The Bidder must inform to the Palika in written form whether they are going to submit the RfP document or not within 7 days after receiving the RfP documents.
- 10. The completed RfP document must be submitted on or before the date and address mentioned in the "Request for Proposal". In case the submission falls on public holiday the submission can be made on the next working day. Any RfP Document received after the closing date and time for submission of proposals shall not be considered for evaluation.

Technical Proposal - Standard Forms

Ram Prasad Aacharya Chief Administrative Officer TECHNICAL PROPOSAL SUBMISSION LETTER. TECH A. CONSULTANT'S REFERENCES. TECH B. SPECIFIC EXPERIENCE OF THE CONSULTANTS RELATED TO THE TECH C. ASSIGNMENT AVAILABLE INFRASTRUCTURE AND EQUIPMENT (SUBJECT TO FIELD TECH D. VERIFICATION) DESCRIPTION OF THE METHODOLOGY AND WORK PLAN TO PERFORM THE TECH E. TEAM COMPOSITION AND TASK ASSIGNMENTS. TECH F. FORMAT OF CURRICULUM VITAE (CV) FOR PROPOSED PROFESSIONAL TECH G. STAFF. ACTIVITY (WORK) SCHEDULE. TECH H. PROFESSIONAL PERSONNEL PLAN

Notes:

TECH I.

1. All pages of the original Technical and Financial Proposal shall be initialed by the same authorized representative of the Consultant who signs the Proposal.

2. All the TECH Forms and other necessary documents should be serially maintained with an appropriate perfect bound copy. Do not attach any unnecessary documents.

ГЕСН А:	TECHNICAL PROPOSAL SUBMISSION LETTER	۲ () <u>۱</u>	Nopal Nopal
Date:		Panauli killing all a	Aacharya
	icipality/ENSSURE-II repalanchowk, Bagmati Province	Kavrepalandia 2013	Ram Prasad Aacharye Chief Administrative Officer

Subject: Submission of the Technical Proposal

Dear Sir:

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: TECH B: BIDDER'S REFERENCES

B1. Background information

B1.1 General Information of Training Provider (TP)



ad Aacharya

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

B1.2 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.		

including, vision, mission, goal, areas of expertise, geographical experiences and Organizational Charts (Maximum 2 pages).

Introduction

Vision VII, Kavrepalario Mission Goal Occupation Areas of Expertise Trade Main Geographical Regions of Experience Organizational Chart including the full name of the Board of Directors Please provide information on the legally established branch offices, if applicable. Branch 2 Information Branch 1 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.) B1.4. Financial Information of Training Provider (Please submit the copy of financial documents in ANNEX) FY FY FY Total Remark Description 2079/080 2077/078 2078/079 Annual turnover (NRs.) (As per the audited

financial statement)

statement)

Net profit (NRs.) As per the audited financial B2. Understanding of the objective and expected output/outcome of the assignment.

B3. Comments and suggestion on Terms of Reference.

Office of the No

Ram Prasad Aacharya Chief Administrative Officer

B4. Expected output/outcome of the assignment.

TECH C: WORKING EXPERIENCES IN TRAINING PROGRAM

General working experience in training program (e.g., L-1, L-2, L-3, 1400-1696 hours or pre/diploma etc.) imparted in last three fiscal years (Please provide the information

based on the record provided by NSTB only)

S.N.	Occupations	Proyided by NSTB Program (e.g., L- 1, L2, L-3, 1400- 1696 Hours, Pre/Diploma etc.)	Number of Trainees Trained	Number of Trainees Passed Skill test or exam	Employment rate (%)	Training Location (Please mention the name of Palika, District and Province)	In which Fiscal Year training was conducted?
1							
2							
3							
4							
5			<u> </u>	NOTO	De not ottor	the copy of agree	ment)

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

C2. Specific training experience in same occupation (e.g., L-1, L-2, L-3, 1400-1696 hours or pre/diploma etc.) imparted in last three fiscal years (Please provide the information

based on the record provided by NSTB only)

S.N.	Occupations	Provided by NSTB Program (e.g., L- 1, L2, L-3, 1400- 1696 Hours, Pre/Diploma etc.)	Number of Trainees Trained	Number of Trainees Passed Skill test or exam	Employment rate (%)	Training Location (Please mention the name of Palika, District and Province)	In which Fiscal Year training was conducted?
1							
2							
3							
4	tii tii						
5				LIOTO	Do not s	ttach the copy of ag	reement)

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

AVAILABLE INFRASTRUCTURE AND EQUIPMENT

Availability of Infrastructure: Office Building, Classrooms, Practical Workshop/labs, Library, Hostels for male and female, Toilets for male and female, furniture's, Safety Equipment/Provisions etc.

Office space and training facilities

1.	Office space and	d training facilitie			Damark
s.N.	Particular	Description	Unit (Number)	Size	Remark
1					
2					
3					

- CONTRACT TO	
Couline Co. Ne	A harya
Penauli Julian 19	A ARCHOFFICE
de of the way and a	Ann Prasad Aachary officer

D2.	Safety Equipment	
5		A divergence of the
4		ORGUN

D2.	Safety	Equipment
-----	--------	-----------

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

List of tools, equipment and training materials available

[Please mention the list of available teaching learning materials for those occupations in which you are

intended to apply. You can add more rows where necessary.]

SN	o apply. You can add r Description	Quantity (No. Pieces, etc.)	SN	Description	Quantity (No. Pieces, etc.)
1			6		
2			7		
3			8		
4			9		
5			10		

List of industries/companies accepting trainees for industry-based practices D4.

[Please mention the list of industries/companies who have accepted for providing industry-based

practices in the proposed occupation. You can add more rows where necessary.]

SN SN	s in the proposed occupation Name of Company	Number of Trainees	In-company trainer/s	MOU signed
SIN	Name of Company	accepted	confirmed (yes/no)	(yes/no)
_				
-				
_				

DESCRIPTION OF THE METHODOLOGY AND WORK PLAN TO PERFORM TECH E: THE ASSIGNMENT

(Please mention for both institute-based training and industry-based training)

Preparation methodology E1.

- Selection of industry and collaboration
- MoU sign with OJT providing industries
- Outreach strategy/social marketing
- Application collection and Orientation to applicants
- Selection of trainees
- Venue Management, Human resources management, Safety Measures/ Emergency Preparedness

Implementation methodology E2.

- Training implementation method (institute-based and industry-based)
- Work plan and personnel schedule
- Management of institute-based
- Allocation of trainees and management of industry-based training

	Request for Proposal (RfP) for Private Institute 11
17 C. S.	

Ram Prasad Aacharya Chief Administration of Chief Administrative Officer Monitoring and performance evaluation methodology (institute-based and industry-based) Panaul Hundred & South Comes of the Mindell &

Post Implementation methodology E3.

- Skill test preparation and appear in NSTB skill test
- Job placement strategy
- Communication and reporting mechanism

TECH F: TEAM COMPOSITION FOR PROPOSED ASSIGNMENT

3F1. Provide information on proposed staff for the program under this assignment. Years of ToT /instructional Proposed Qualification Name Experience S. N. skills Position Key Experts: Training 1 Coordinator 2 Instructor 1 Instructor 2 3 4 Instructor 3 Instructor 4 5 Additional Human Resources: Database 1 Operator Placement and 2 Monitoring Officer

(Please add row as per the requirements)

CVs of the proposed 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 TECH G.

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.

Request for Proposal (RfP) for Private Institute 12

TECH G:	FORMATS PROFESSION	OF CURRICULUM VI NAL STAFF	TAE (CV) FOR PROPOSED Proposition of the Management of the Chief
Proposed Pos			Raming Chief
Name of Train	ing Institute:		Chie.
Name of Staff			Mayrepalandio 373
Phone /Mobile	No of Staff (N	Mandatory):	-
	Tio. or otall (
E -1 4! 1			
[Summarize th	ne dearees obt	ained, college and university	y and year of education completion of
a staff member	er.1		
Qualification		tute/School/College	Year of Completion
all dates and i	present releva positions held,	nt position, list in chronologic names of employing organi: Employer	cal order every employment held. List zations and major tasks performed,] Major tasks performed
Training:	relevant trainin	g (TOT or Management and	d Supervision) successfully completed
by staff meml	her giving nan	nes of training institution and	i qui attori.
Training	Jor, granig man	Institute	Duration and Date
Hummig			
describe my	igned, certify t qualifications, i	my experience, and myself. and authorized representation	Date: ve of the consultant [Day/Month/Year]
Full name of	staff member:		
Full name of	authorized ren	resentative:	
Stamp of the	bidder provide	er:	

and the start of assignment.]	1c+ 2nd					Pay	Principal Control of the Control of	enau e of N Kayre	to the state of th	Killed by the desired the second seco	Executive Co. Solution of the Co.		John 30 43	
TECH H: ACTIVITY (WORK) PLAN	ift	SN ACIIVITY							Signature:	(Authorized representative)	Full Name:	Title:	Address:	Cell no :

					_	1st, 21	nd, ei	c. are	mon	ths 1	rom	ine sta	10 71	11st, 2nd, etc. are months from the start of assignment.	THE TH	, ath	4 rth	
Z	SN Name	Position	Position Responsibility	1st	2nd	3rd	4th 5	th 6t	h 7th	1 8th	1 9th	10th	11#	1st 2nd 3rd 4th 5th 6th 7th 8th 9th 10th 11th 12th 13" 14" 15"	13	14.	13	
								-	-	-	-			-		No.		
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															Ols.	Offali Province	ti Province, Ive	gui.
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Financial Proposal - Standard Forms

FIN A: FINANCIAL PROPOSAL SUBMISSION FORM

10

FIN B: SUMMARY OF COSTS

FIN C: DETAILED BREAKDOWN OF COST

Ram Prasad Aacharya
Chief Administrative Officer

FIN A : FINANCIAL PROPOSAL SUBMISSION LET	TER	a barva
Date:	Panauli Nuncipal as	Ram Prasad Aacharya Chief Administrative Officer
Panauti Municipality / ENSSURE-II, Panauti, Kavrepalanchowk, Nepal	evrepalanding 2013	Chief Adminio

Subject: Submission of the Financial Proposal

Dear Sir/Madam, We, the undersigned, offer our services to implement 1696 hours Training with OJT points. Dear Sir/Madam, We, the undersigned, offer our services to implement 1696 hours Training with OJT points. Dear Sir/Madam, It is not serve 20 trainees.	the
Our Financial Proposal shall be binding upon us subject to the modifications resulting Contract negotiations, up to the expiration of the validity period of the Proposal, i.e., -] from /
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:	



Sed Stelling House

FIN B :SUMMARY OF COST FOR 40 TRAINEES Important Note:

1) Skill test fee will be paid by project additionally as per National Skill Testing Board's rate.

Costs	Amount(s)	Amount in Figure (Mandatory)
Total direct cost for 20 trainees without VAT = A	,	
Total Value Added Tax (VAT)		
Total direct cost for 20 trainees with VAT = B		
Total indirect cost for 20 trainees =C	610,000.00	
Total Amount of Financial Proposal (Direct cost with VAT and Indirect cost) = D		

inanci ame of ccupati 696 hrs	DETAILED BREAKDOWN OF ial Proposal for Training C f Service Provider: tion: Professional Computer Ha s (10 months) ed number of participants = 20	courses	Addres	SS: "Mawrepalalis	Pade No service of the service of th	Ram Prasad Ar Ram Prasad Ar Rohief Administra
S.N.	Particulars	Unit	Quantity	Rate (NPR.)	Amount (NPR.)	Remarks
A. D	Direct Training Cost					
200	Training Delivery Cost					
-	Training Coordinator	Day	188			
	Instructor (Officer Level)	Hour	1120			
A.S. Marie	Assistant Instructor	Hour	810			
1.4	Teaching Aide/Store Management	Hour	810			
			Su	ıb-Total_1		
2	Teaching materials Cost		1000000			
2.1	Consumable materials	Trainee	20			
2.2	Non-consumable materials	Trainee	20	0		
			Su	ub-Total_2		
3	Training Support Cost					
3.1	Training announcement and selection	LS	1			
3,2	Office management (Monitoring, Utilities, Supplies, Communication, Transportation, Supporting staff etc.) cost	Month	10			
3.3	Agreement/OJT placement/management and/or coordination with industries and associations	LS	1			
				ub-Total_3		
	Total direct cost for 20 tra	inees wit	hout VAT =	A (1+2+3)		
			**************************************	VAT (13%)		
	Total direct co					
	Per trainee d					
		e direct o	cost (with V	/AT) = B/20		
	Total Training Cost Including VAT					
В.	Indirect Cost (Reimbursable Cost)					
1	Transportation allowance for trainees-Trainee Day (20 trainees X 260 days)	Trainee day	5200	100.00	520,000.00	
2	Material cost for skill test	Trainee	e 20	3,500.00	70,000.00	0

	Popular sunto	Powince, N	A Aach
0.00	20,000.00	Phis	Sad Regive
s =C	610,000.00	Raniel	o.
C/20	30,500.00	- 0	

3	Group personal accidental insurance (Min. 7 lakhs/person)	Trainee	20	1,000.00	20,000.00	m Pra
	Tota	al indirect co	ost for 20	trainees =C	610,000.00	Barriet
		Per traine	e indirect	cost = C/20	30,500.00	
	Total training cost (Direct cost B+C) = D	with VAT a	and Indire	ect cost:		
	Per trainee cost (Direct cost w	ith VAT and	Indirect	cost)		

Authorized Signature Date: Office Stamp

Group personal accidental

Terms of Reference (TOR)

Conducting 1696 hrs. Training with OJT Program as per CTEVT's Professional Administrative Courses

Background

1. Background

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

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

Training need assessment (TNA) conducted by Panauti Municipality has identified the Professional Computer Hardware & Network Technician as an occupation in high demand. Accordingly, the Panauti Municipality is planning to conduct the 1696 hrs. training with OJT as listed below:

S.N.	Occupation	Allocated Number
J.IV.		20
1	Professional Computer Hardware & Network Technician	20

The primary target groups of the training are women and youths from disadvantaged groups. The Panauti Municipality invites proposals from interested and qualified Training Institute to deliver the training as per the CTVET-approved curricula.

This ToR is prepared to conduct training for the targeted youth in the fiscal year 2080/081 and it provides guidelines to the aspiring Training Providers (TPs) about the scope, work, working process, deliverables and etc.

2. Objectives of the Assignment

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

3. Program Overview

Following is the overview of the program of this assignment.

V V	the program of this designment.	
Beneficiaries	Nepalese youth (16 years and above)	
Training Hours	1696 Hrs. (Covering common module and technical mod	
Practical V/S Theory	As provisioned in the CTEVT curriculum	
Attendance	Minimum 90 percent to qualify for Skill Testing	

Curriculum	CTEVT-approved professional course (Level II) in the related ad occupation	
Duration of training/period	CTEVT-approved professional course (Level II) in the related ad occupation 260 training days in 10 months training duration Chief Administration	
Skill test	The TPs shall have the responsibility to conduct the skill test in the appropriate skill test Center/location	
Training delivery Model	Combination of Center-based and industry-based (OJT)	

4. Scope of Work

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

4.1 Pre-training stage:

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

4.2 During the training stage:

4.2.1. Centre-based training

- Submit commencement report within 15 days of commencement of training.
- Conduct training programs following the curriculum with 2 trainers for 20 trainees.
- Implement training programs according to the detailed training plan.
- Maintain a conducive environment for training including Occupational Health and Safety
- Provide Transportation allowances to the trainees according to the provisions set out in the contract.
- Conduct and document performance evaluation of individual trainee
- Assist and cooperate with monitoring and supervision activities performed by all stakeholders.
- Prepare a detailed OJT plan in coordination with the In-Company Trainer of the OJTproviding industries.
- Assign OJT Supervisor for regular coordination, monitoring and supervision during the OJT period
- Submit progress reports and center-based training completion reports as per reporting requirements as mentioned in the contract agreement.

4.2.2. Industry-based training (OJT)

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

4.3. Post-training stage:

Facilitate job placement of graduates through linkage with potential employers, harming Submit final report to concerned municipality/ENSSURE-II.

Follow the provisions set out in the related documents.

5. Geographical Coverage:

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

6. Selection of Participants:

The Training Providers will follow the "कार्गयन अभ्यास सहितको नालिम (Training with OJT) व्यावसायिक (Professional) तालिम कार्यक्रम कार्यान्वयन पुस्तिका २०७४ पहिलो संसोधन २०७८". Representative from the industries must be involved in the trainee selection process. Priorities will be given to local applicants for the training program.

7. Duration of the Assignment:

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

8. Qualification of Key Experts

Following are the tables for key experts and support staffs necessary to co

S. No.	Expert	Number	and support staffs necessary to conduct a training. Minimum Qualification and experience
	Key Experts:		
1	Training Coordinator	1	Bachelor in any discipline with 3 years of specific experience in a related subject or Diploma in the related technical field with 3 years of specific experience.
2	Trainer/Instructors	2 (20:2)	Short Term Training Level-III/Diploma with TOT in the relevant occupation/subject with three years of specific experience If Level-III/Diploma is not available in an occupation: Level— II, TSLC with TOT and 3 years' experience of the trainer or as per the curricula.
3	OJT Supervisor	1 (20:1)	Short Term Training Level-III/Diploma with TOT in the relevant occupation/subject with three years of specific experience If Level-III/Diploma is not available in an occupation: Level— II, TSLC with TOT and 3 years' experience of the trainer or as per the curricula.
	Additional Human	Resources	
1	Database Expert	1	+2 or equivalent with a minimum of 3 months of computer training from a recognized institution and 2 years of specific experience in the related field.
2	Monitoring and placement support officer	1	+2 or equivalent with a minimum of 2 years of specific experience in the related subject.

9. Physical infrastructure and Facilities Requirements

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

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

10.1 Panauti Municipality

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

10.2 Training Provider

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

- Conduct outreach activities and social marketing focusing on the target group.
- Submit a report to the Panauti Municipality as per the reporting obligation.
- Conduct regular interaction programs with industries and employers to increase prospects of employment.
- Ensure effective implementation of both off-the-job training and on-the-job training.
- Select appropriate industry partners for conducting OJT.
- Ensure safety measures throughout the training course.
- Prepare training plan for center-based and industry-based training (OJT) in consultation with trainers and in-company trainers.
- Conduct performance assessment according to the guidelines.
- Appoint necessary human resources including Training Coordinators who will liaison with stakeholders.
- · Ensure the group personal accidental insurance to trainees covering the whole duration of the training period.
- Provide opportunities to learn new technology wherever possible in order to increase the employability of trainees.
- Maintain daily attendance records of trainers and trainees and other documents as required.
- Devise an effective internal monitoring mechanism to ensure the quality and effectiveness of training.
- Facilitate and coordinate with related employers for the job placement of trainees
- Follow the curriculum and procedures as approved by CTEVT.
- Coordinate with NSTB for timely skill testing of the trainees.
- Sign MoU with OJT providers for the OJT placement

10.3 OJT Providers

- Sign MoUs with Training Institute.
- Ensure safety measures throughout the course.
- Maintain communication with Training Providers and trainees.

Ram Prasad Aacharya
Chief Administrative Officer

Support Panauti Municipality in monitoring and evaluation.

Prepare a training plan in consultation with the Training Institute.

10.4 Project support unit (PSU)/Helvetas Nepal

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

 Participate in the joint monitoring of the training at the different stages, provide feedback to the training institutes based on the observation and provide monitoring reports to the municipality with recommendations for further action.

 Support in the training information dissemination and increase in outreach activities in order to increase the participation of disadvantaged groups and women.

 Facilitate linkage between the training providers and the industries for industry-based training.

 Support training providers to develop training progress reports, database operation, and management.

Support in capacity building of the training providers/industries.

10.5 Trainee

Attend classes regularly (must maintain at least 90 percent attendance).

Maintain discipline in the class/institution/industry.

 Co-operate with Panauti Municipality/Training Providers in the information collection for baseline and follow-up surveys.

· Maintain the trainee's learning diary.

Do and follow all the responsibilities and performance as per the prescribed guideline.

11. Monitoring Mechanism

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

A decentralized monitoring team consisting of officials from LGs will be constituted to monitor the activities of professional training. The monitoring team will also consist of representatives from ENSSURE/Helvetas Nepal. The frequencies of monitoring will take place five times or as per the Monitoring Guidelines of Training with OJT. The first visit by the monitoring team will be at the beginning of the program to verify that training institutions and industries have required physical and human resources as prescribed in the curriculum. At least two monitoring visits will take place during the institute-based training. The next monitoring visit will take place during the OJT placement and another monitoring will take place in the skill testing process. Standard templates will be developed for the purpose of getting information received during the monitoring process. The information collected during monitoring visits will be integrated with the project management information system. Ministry of Social Development will also monitor on a sample basis.

12. Expected Outputs/Outcomes

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

60% of the participants from the disadvantaged group of which 55% should be women



Ram Prasad Aacharya Chief Administrative Officer

- 90% of the training participants are graduated.
- 80% of the graduates are certified by NSTB.
- 80% of the graduates are gainfully employed in a related occupation.

13. Payment Schedule

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

Instalment	Deliverables	Supporting documents/evidence	Weightage	Timeline
First	Commencement of Center-based training	Training commencement report Batch-wise database report of enrolled trainees Memo printed from the database system.	40% of direct training cost	After 15 days of training commencement based on enrolled trainees
Second	Institute-based training completed	Training progress report after Center-based training completion OJT plan entry in the prescribed database system Attendance sheet of trainees Memo printed from the database system.	30% of direct training cost	After 7 months or 182 working days from the training commencement
Third	Industry-based training was completed, and graduates participated in skill test	Training Completion report (including Center-based training, and OJT details) Details of skill testing of NSTB/CTEVT Employment plan of graduates	20% of direct training cost	10 months or 260 working days from the training commencement
Last	Report of skill test result >80% and employment status	Final Report including employment status, Result sheet of skill test	10% of direct training cost	After skill test result publication

The above-mentioned instalments will be paid based on the actual trainee record.

The reimbursable cost will be paid as per the actual basis of the attendance sheet of trainees.

14. Eligibility Criteria

To be eligible in the selection process, the Training Institutes must fulfill the following eligibility criteria.

- a) Firm's registration and updated in the office of the Company Registrar indicating at least three years standing of the firm/s;
- b) VAT registration.
- c) Valid CTEVT affiliation to conduct 1400-1696 hours training in a related occupation or Copy of Valid CTEVT affiliation to conduct the pre/diploma in a related occupation or Evidence of having conducted ENSSURE project's 1696 hrs. training program in the same occupation.
- d) Tax clearance certificate for the last three fiscal years.
- e) Audit report for the last three fiscal.
- f) At least NRs. 2 million average annual turnovers in the last three years.

g) Have evidence of conduction of CTEVT- certified vocational training programs of a minimum of 390 hrs. or Pre-diploma/Diploma or professional training courses of CTEVT during the last three years. (Verified with experience letter of CTEVT/NSTB)

h) Self-Declaration made in writing by the training provider/s that it is not disqualified for taking part in the procurement proceedings, that it has no conflict of interest in the proposed procurement proceeding, and that it has not been punished for an offense relating to the concerned profession or business.

Note: All evidence documents should duly notarized.

15. Technical Proposal Evaluation Criteria

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

S.N.	Evaluation Criteria	Max. point Allocated	
1	Conformity with technical proposal requirements	10	
2	Experiences of the Bidder	20	
3	Training facilities available	15	
4	Program implementation methodology	20	
5	Quality of proposed key staff	35	
	Total	100	