

EXPRESSION OF INTEREST (EOI)

For

**Conducting Market Oriented Short-Term Skill Training
On**

**Different Occupations Under Agricultural, Engineering, Health,
Secretarial/Management, Education/Pedagogy. Handicrafts and Miscellaneous Trades**



Council for Technical Education and Vocational Training (CTEVT)

Province-5

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Issued on 2076/10/22

Financing Agency: Government of Nepal

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Acronyms

CTEVT	Council for Technical Education and Vocational Training
ENSSURE	Enhanced Skills for Sustainable and Rewarding Employment
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
TNA	Training Need Assessment
TOR	Terms of Reference
ToT	Training of Trainers
TP	Training Provider
VAT	Value Added Tax
RM	Rural Municipality
RMA	Rapid Market Assessment

Definition of Terms

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

Consortium:	The partner industries, which have agreed with the training providers to provide on the job training facilities to the trainees in its industry.
Trainees:	Selected participants from the per-defined targeted beneficiaries.
Industries:	Companies which support for practical opportunities and employment in their in their industry
Occupation:	The 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 bidder 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 of 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.

Section1. Notice for Expression of Interest (EOI)

Council for Technical Education and Vocational Training (CTEVT) Province 5 Butwal Office

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Financing Agency: Government of Nepal

NOTICE FOR EXPRESSIN OF INTEREST (EOI) FOR CONSULTING SHORT TERM TRAINING

(Published on 2076/10/22)

CTEVT, Province-5 office is conducting market oriented vocational training to 7000 interested poor, out of school, women and disadvantaged group to aiming to increase their participation in production and services through self or domestic wage employment in their respective areas . The training need was assessed through discussion, interaction and meeting with palika's chamber of commerce and Industry, CTEVT providers and other stakeholders. These training programs will be conducted through public as well as private institutes. Since the proposal

1. This notice is published to procure competent private training providers for conducting market oriented short term training programs.
2. The main objective of this assignment is to deliver quality skill training to the targeted beneficiaries, following CTEVT curricula, which includes adequate practical training.
3. The training provider will co-ordinate and manage to appear in skill testing Level -1 and 2, after completing the training ensuring certification of the graduates and assist them for linkages to self and wage employment in trained occupations.
4. The project invites EOI from eligible, experienced, and competent private training Provider/s for conducting training in all 12 district of province-5 as per the prescribed curriculum and related soft skill. The trade wise occupations are as below.

SN	Trade (Level -1)& (Level-2)	Assessed and prioritized occupations through need assessment
1.	Agriculture/Forestry	Off Season Vegetable Producer, Poultry Farm Worker , Mushroom Producer, Village Animal health Worker, Goat Keeper, Junior Fishery Technician , Community Agriculture Assistant , Nursery and Garden Assistant , Fruit Processor, Banana Farming Technician , Junior Wild life Technician
2.	Engineering (Civil Computer, Electronics/Electrical, Mechanical)	Computer hardware Technician, Mason, Plumber, Furniture Maker, Building Electrician, Assistant Welder, Motorcycle Mechanics, Tile and marble Fitter, Mobile Phone Repair Technician , Junior Auto Mechanic ,Baker, Light Vehicle Driver, Aluminum Fabricator, Geo engineering Lab Technician , Junior House painter, Power Toller Repair , Off Set Press Operator , Marble Polisher, Scaffolder, Construction Worker, Stone layer Mason, Telecom Lineman , Ref ands A/C Mechanic , Electrical Appliances Repairer
3.	Health	Dental Chair Side Assistant , Dental lab Mechanic

4.	Tourism/Hospitality(Cooking/Baking, Front Office/House Keeping)	Sweet and Snacks Maker, Indian Cook , Fast food Cook, Waiter/Waitress , General Cook
5.	Secretarial/Management	Library Assistant
6.	Education/Pedagogy	Early Childhood Montessori Facilitator
7.	Handicrafts	Tharu handicrafts Maker , Doll Cushion Maker , Bans Furniture Maker , Woolen Hand Knitter, Woolen Machine Knitter
8.	Miscellaneous	Assistant Beautician , Tailor, Hand Embroider, Shoe Maker, Assistant Studio Photographer , Assistant Barber, Galaicha Bunker

- 5 One training provider can propose training program in (6 group maximum) and the training program must be conducted in appropriate venues only. Sub-contracting and joint ventures are not allowed.
- 6 All the training event must be conducted in the proposed location in the districts (Districts wise occupation and number proposed in the EOI may be revised by the office before agreement signing) having adequate training facilities for the proposed occupation in case of mobile training, temporary setting, the service provider will have to get venue approval before to conduct the training .
- 7 The training provider must have valid CTEVT affiliation and approval of the concerned local government to conduct the proposed training on related occupation.
- 8 The training are expected to commence from 2076 Chaitra and complete before 2077 Jeshtha Masant.
- 9 The service provider should submit signed copy of duly filled EOI format and eligibly documents according to the issued Terms of Reference (TOR).
- 10 The selection process follows Quality and Cost Based Selection (QCBS) and will be in accordance with the public procurement Act 2063 and its amendment 2073 and public procurement Regulation. 2064 and its amendments 2068.
- 11 EOI will be assessed based on Qualification (40%), Experiences (40%), and Capacity (20%), of consulting firm Based or evaluation of EOI, only short-List firms will be invited to submit technical and financial proposal through a request of proposal (RFP).
- 12 Minimum score to pass the EOI is 60 points.
- 13 Document of the experience and other evidence copies of certificates shall be duly notarized.
- 14 Complete EOI document shall be submitted on or before by 17.00 hours local time of 2076/11/07. In case of the last day of EOI submission falls on public holiday, the next working day and same time shall be considered as the last date.
- 15 CTEVT Province-5 office reserves the right to reject any or all EOI with or without furnishing any reasons to the firm concerned.

Director
Council for Technical Education and Vocational Training
Province-5 Office
Butwal, Rupandehi
Phone: 071-422073

Note: The interested training providers (bides) are requested to contact CTEVT Province-5 office for any queries and or confusion regarding the EOI preparation process.

Section2. EOI Submission Letter

Date:

The Director
Council for Technical Education and Vocational Training
Province-5 office
Butwal, Rupandehi

Subject: Submission of Expression of Interest (EOI)

Dear Sir:

We, the undersigned, are interested to provide the consulting service for conducting training course as the CTEVT approved curriculum (390 hours) on (Insert Occupation) in accordance with your EOI notice dated (Insert date).We are hereby submitting our EOI . In case of change in training location and occupation, we do not have any reservation to conduct the assignment in any of the districts of Province-5 in our experienced areas.

We hereby confirm that our EOI is in accordance with the EOI format and TOR issued by the CTEVT Province-5 office.

Sincerely Yours,

Authorized Signature:

Name and Title of Signatory:

Address:

Seal of the Training provider:

Section3. EOI Format to Training Provider

Interested private TPs are requested to submit their EOI along with the required information and supporting document listed below. Please refer the Terms of Reference (TOR) issued by the office.

CTEVT province office reserves the right to reject any or all EOI with or without furnishing any reasons to firm concerned.

Important Notes

- Brief information of the training provider is required.
- Sub-contracting, Joint Venture, and franchising will not be allowed.
- All the copies of the documents, evidences should be duly certified from the notary public.
- EOI without all the required documentary evidence will not be evaluated.
- Please fill in all the rows. Write “NA” If information is not applicable.
- One TP can apply in maximum 6 events.

Eligibility Assessment criteria for Bidder

To be eligible in the bidding process, the training provider must meet the following criteria. **Please submit the eligibility assessments separately in following order.**

S.N.	Eligibility Criteria	Compliance	Remark
1.	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 and that it has not been punished for on offence relating to concerned profession or business.	Yes / No	Pass / Fail
2.	Copy of renewed organization or company registration certificate duly certified from notary public.	Yes / No	Pass / Fail
3.	At least one years of standing of the firms	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 one fiscal years duly certified from notary public.	Yes /No	Pass / Fail
6.	Copy of valid CTEVT affiliation certificate to conduct training on proposed occupations.	Yes / No	Pass / Fail
7.	At least NRs. 5 lakhs annual turnovers in last one years.	Yes / No	Pass / Fail
8	Eligible Bidder should be currently working in Province-5.	Yes / No	Pass / Fail

A. General Information of Training Providers (TP)

S.N.	Description		Remark
1	Name of the TP / Institute		
2	Address	Districts	
		Sub-Metropolitan/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 Shareholder and Their Holding	Name	Shared Percentage	Remark
2	Head of Organization	Name		
		Home Address		
		Mobile		
		Email Address		
3	Company Registration Status	Registration Number		
		Registration Date		
4	CTEVT Affiliation	Affiliation No.		
		Date of Affiliation		
		Affiliation 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		
Organization Chart including the full name of Board of Directors		

C. 1. Please provide information of the legally established branch offices or approval received from local level for conducting training services.

Information	Branch 1	Branch 2
Districts		
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 operations.)

D. Human Resource Strength of Training Provider.

Minimum qualification for main Instructor must be Diploma or skill Test Level-3 pass for Level-2 and Assistant Instructor TSLC or Level-2 pass for the Level-1 training in related occupation or as per curriculum.

List of proposed key staffs to be involved in proposed training.

S.N.	Name	Proposed position	Qualification	Experience years	Contact No.
1					
2					
3					
4					
5					

(please provide valid documents (certificates of qualification, experience and training) of the coordinator and trainers only.)

E. Training Experience

Training experience of TP in Related occupation only (at least 390 hours) last one fiscal years (2075/076).

S.N.	Occupation	Number of Trainees agreed	Number of Trainees completed the training	Number of trainees passed Skill test	Number of graduates Employed	Funding Organization/client (write full name and	Locations where training was conducted	In which Fiscal Year training was conducted?
1								
2								
3								
4								
5								

Please attach the notarized copy of evidences in Annex.

F. Infrastructure and Facilities

Infrastructure and Training Facilities available the Training with the Training Provider: Office Building, Classrooms, practical Workshops, Lab, Library, Store, Hostels for male/ female, Toilets for male and female, furniture, computer, printer, multimedia etc.

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

G. Financial Information of Training Provider

(Please submit the notarized copy of financial document in ANNEX).

Description	FY 2074/075 or FY 2075/076	Total	Remark
Annual turnover (Rs.) (According to audit report)			
Net profit (Rs.) (According to audit report)			

Please propose your services according to the information given in the TOR.

H.1. Training programs you intend to deliver under this EOI

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

Name of the proposed district's	Name of the occupations	Proposed Number of trainees
	1	
	2	
	Total	

I. Methodological Experience:

Please describe the training and employment for this assignment that your organization has intended based on our TOR and based on your previous experiences. (Not more than 2 pages).

Declaration

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

Official seal

Name:	Signature:
Designation:	Date:

Section 5: Terms of Reference

Terms of Reference (TOR) For Conducting Training Courses with OJT

1. Background

Education, skills development and technical training are central to rural employment. They prepare mostly young people for work in the formal and informal sector in semi-urban and rural areas and thus play an important role in poverty reduction. The better the training and the more refined the skills are in terms of human capital, the higher the income and returns and the better the rural livelihoods. The CTEVT is used as a comprehensive term referring to those aspects of the educational process involving, in addition to general education, the study of technologies and related sciences, and the acquisition of knowledge, practical skills and attitudes relating to occupation in various sectors of economic and social life.

The council for Technical Education and Vocational Training CTEVT constituted in 1989 (2045 BS) is a national autonomous apex body of Technical and Vocational Education and Training (CTEVT) sector in Nepal, committed for the production of technical and skilful human resources required to the nation. It mainly involves in policy formulation, quality control, preparation of competency based curriculum, developing skill standards of various occupations and testing the skills of the people and conduct various research studies and training needs assessment etc.

CTEVT, Province-5 office is established in Butwal, Rupandehi from B.S. 2075 Magh as one of the provincial office of CTEVT. The office has been implementing CTEVT programs from very beginning of its establishment collecting and updating data of the existing CTEVT providers in the province implementing CTEVT program. As per the CTEVT record, there are 9 CTEVT constituent school/polytechnic Institutes, 81 Technical Education in Community School (TECS), 79 private technical schools, 158 institutions affiliated for vocational trainings and 31 public private partnership

As per the approved program and budget of FY 2076/077, the council Province-5 office plans to provide MOST training of Level-1 and 2 to 7000 youth within this financial year through the public and private institutions. Maximum 35% will be trained through procuring the services of the private training providers in Province-5 as per recommendation of local government, Training providers affiliated to CTEVT. This TOR is prepared for procuring the services from the private CTEVT providers to conduct skill training according to the CTEVT approved curriculum. In this regard, competent training providers having adequate facilities for managing training and able to co-ordinate with concerned stakeholders (local government, industries, for training and employment supports) are requested to submit their Expression of Interest (EOI) for conducting quality skill training.

2. Objectives of the Assignment

The main objective of the assignment is to deliver quality skill training for the targeted beneficiary's co-ordinating and collaborating with the local stakeholders, following CTEVT curricula, managing their skill testing and linking with the job market for sustainable and rewarding employment in the trained occupations. Other objectives are to:

Select target beneficiaries in training

- Deliver training as per the developed quality indicators/criteria by the experienced instructors
- Confirm adequate practical opportunities of the trainees during the training as per the curricula and agreed criteria so that after training they are easily engage in self/employment.
- Conduct skill testing of the participants after completion of the training in the training venue.
- Support the trainees for the decent employment in competitive job market in trained occupation.

3. Scope of Work

In line with the above stated objective, the TPs will be responsible to provide quality skills training in close co-ordination with the local government, community based organizations, concerned industries and with CTEVT province office. The TPs will also facilitate and assist training graduates for getting into the employment in the related occupations.

3.1 District wise occupation:

Based on the Training Need Assessment (TNA) conducted through local government following occupations were selected as most needed and marketable. The table shows the list of occupations in which the trainings will be conducted in different PALIKA's of Province-5 under this EOI. District wise specific occupation and number of beneficiaries will be decided after completing EOI process.

NB: One TP shall submit proposal for maximum 6 groups.

3.2 Selection of participants: The TPs will follow the "Training Implementation Guidelines" for participant's selection. The guideline can be collected from the province office.

3.3 Duration of the assignment: Training along with skill testing assignment will be completed before jst, 2076. TP will submit detailed work plan along with human resource plan with proposed/identified venue in RFP.

3.4 Quality of instructions:

3.4.1 Classroom instructions: The TPs are required to manage well-qualified and highly experienced instructor's to conduct classroom instruction, which includes skill demonstration, illustrated talk, guided practice, independent practice. They also required managing modern training facilities as far as practicable.

3.5 Career guidance and business skills session: The TPs will facilitate the training session on career guidance in accordance with the orientation session provided by the office. The TP will facilitate and co-ordinate with province office to conduct business skills sessions at appropriate time during the training period.

3.6 Assessment of trainee's performance and record keeping: The TPs are responsible for keeping the records of all training related activities including at least weekly performance evaluation of the trainees.

3.7 Facilitation for skill testing: The TPs are responsible to facilitate skill testing of all the trainees ensuring at least 90% trainees succeed in test administered by the NSTB.

3.8 Job placement: The TPs are responsible to assist the graduates through adequate post training supports ensuring maximum self/employment in the related occupations.

4. Required competency of the bidder

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

4.1. Physical facilities requirements: The training provider must have or managed the adequate physical facilities which including well-equipped classrooms, practical lab, trainer's preparation rooms, rest rooms, library, extra-curricular facilities and adequate tools, equipment and training materials. The facilities and materials will be as per the curriculum, which is subject to verification during the selection process.

4.2 Team composition and their qualifications: There must be 20:2 Instructors to conduct classroom-base trainings in the training venue as well as supervise/monitor the performance of the trainees while on the job. Followings are the core competencies of the team.

4.2.1 Title/Number: Office Chief

Qualifications and experiences: Minimum qualification Diploma. Minimum 5 years of working experience in co-ordination, developing training plan, training implementation, training monitoring and evaluation, training data analysis etc. Experiences of OHS and HR planning in industrial sector of Nepal will be preferable.

Total time input: Full time

Responsibilities:

- Overall management of the training program and training team co-ordination with CTEVT Province-5 office and other related stakeholders.
- Prepare training implementation plan and make sure 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 ensures effective monitoring of the training program.
- Collaborate with strategic partners to facilitate job placement for the training graduates.
- Co-ordinate and plan of skill testing.
- Maintain records of necessary training related documents that include the roster of the potential employers too.
- Supervise monitoring and evaluating program.
- Ensure the quality of the training.
- Develop success story, lesson learned and implement corrective measures etc.
- Co-ordinate with province office for all training related activities.

4.2.2 Title/Number: Instructors

Qualifications and experiences: Minimum Diploma or skill Test Level-3 passed or equivalent in related occupation for level-2 and minimum TSLC or skill Test Level-2 passed or equivalent in related occupation for level-1 or as per curriculum. Minimum 2 years of work experience in conduction of training in related occupation with **TOT (out of two instructors one instructor must have TOT)** certificate of instructor or instructional skills training from the recognised institute.

Total time input: 3 months (2 persons per 20 trainees)

Responsibilities:

- Develop daily lesson plan, deliver training session according to the set guidelines and criteria.
- Conduct theory and practical classes according to the curricula.
- Use learner counteracted teaching methodologies for effective training delivery.
- Assess continuously the performance of the trainees and maintain the records.
- Assist training manager in planning and managing training program.
- Arrange site visit study visits and exposures etc.
- Supervise trainee's performance and provide necessary feedback for their improvement.
- Orient trainees for NSTB skill test procedure.
- Manage / maintain lesson plan, trainer's log book, trainee's attendance and other training related documents.
- Arrange/manage extra coaching for needy trainees (if necessary).

Section 5: Eligibility Criteria for Bidder

To be eligible for submitting EOI, the training provider along with its consortium must meet the following criteria.

S.N.	Eligibility Criteria	Compliance	Remark
1.	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 and that it has not been punished for on offence relating to concerned profession or business.	Yes / No	Pass / Fail
2.	Copy of renewed organization or company registration certificate duly certified from notary public.	Yes / No	Pass / Fail
3.	At least one years of standing of the firms	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 one fiscal years duly certified from notary public.	Yes /No	Pass / Fail
6.	Copy of valid CTEVT affiliation certificate to conduct training on proposed occupations.	Yes / No	Pass / Fail
7.	At least NRs. 5 lakhs annual turnovers in last one years.	Yes / No	Pass / Fail
8	Eligible Bidder should be currently working in Province-5.	Yes / No	Pass / Fail

Section 7: EOI Evaluation Criteria

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

A	Qualification
A.1	Qualification of Office Chief.
A.2	Experience of Office Chief.
A.3	Relevant training of Office Chief.
A.4	Qualification of Main Instructors.
A.5	Experience of Main Instructors.
A.6	Relevant Training of Main Instructors.
A.7	Qualification of Assistant Instructors.
A.8	Experience of Assistant Instructors.
A.9	Relevant Training of Assistant Instructors.
A.10	TOT of Main Instructors
A.11	TOT of Assistant Instructors
B	Experiences (TTP)
B.1	Relevant training Experience
B.2	Skill Training Experience
B.3	Placement Experiences
B.4	Methodological Experience of the Bidder
C	Capacity
C.1	Vision, Mission and Goal
C.2	Management and Organizational Structure/ Profile
C.3	Inclusion in the organization
C.4	Annual Turnover
C.5	Cash Flow of the organization
C.6	Infrastructure and facilities