



Terms of Reference (TOR)

Conducting Level II with 1696 hrs, under Training with OJT Program

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, 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 the skilled human resource.

Council for Technical Education and Vocational Training (CTEVT) is responsible for implementing the project activities at federal level, which includes developing/updating curriculum and developing various guidelines. At province level, Ministry of Social Development (MoSD) implements the project activities which includes implementing Dual VET apprenticeship programme. Likewise, municipalities are responsible for delivering project activities at 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 Ghorahi Sub-metropolitan City has identified the Professional Cook and Professional Computer Hardware and Network Technician as the occupations on high demand. Accordingly, the Ghorahi Sub-metropolitan City is planning to conduct the 1696 hrs training with OJT on Professional Cook and Professional Computer Hardware and Network Technician for 20/20 youths in the sub-metropolitan city. The primary target groups of the training are women and youths from disadvantaged groups. The sub-metropolitan city invites Expression of Interest (EOI) from interested and qualified Training Providers (TPs) to deliver the training as per the CTEVT 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 of work, eligible criteria, competencies of TPs 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 disadvantaged group of which 55% women) as per the CTEVT approved curricula, facilitate their skill test and placement to sustainable and rewarding employment.

3. Program Overview

Following is the overview of the program of this assignment.

Beneficiaries	Nepalese Youth (16 years and not exceeding 40 years)
Training Hours	1696 hrs. (Covering common module and technical module)
Practical v/s Theory	As per CTEVT curriculum
Attendance	Minimum 90 percent
Curriculum	CTEVT approved Professional course with Level 2 in related occupation
Sectors/Trades	Professional Cook/Professional Computer Hardware and Network Technician
Duration of training/period	260 net working days in 10 months training duration
Training delivery model	Combination of center-based and industry-based (OJT)



Skill test	The TPs shall have responsibility to conduct the skill test in the test centers as prescribed by NSTB.
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4.Scope of Work

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

4.1 Occupation:

Based on the Training Need Assessment (TNA) conducted by Ghorahi Sub-metropolitan City and consultation with stakeholders, following occupations were selected as most needed and marketable. The below table shows the allotted number of trainees under this EOI.

S.N.	Occupation	Allocated Number
1	Professional Cook	20
2.	Professional Computer Hardware and Network Technician	20

4.2 Geographical Coverage:

This assignment will cover the area of Palika only for training implementation. The Training Providers will implement this assignment with partnering of industries/business at local level.

4.3 Selection of Participants:

The Training Providers will follow the "कार्यगत अभ्याससहितको तालिम (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.

4.4 Duration of the Assignment:

Duration of this assignment will start from the date of signing the contract and remain until 30 days after the date of result publication of skill test. The Training Providers will submit detailed work plan along with human resource plan including institute-based training and on-the-job training (industry-based).

4.5 Training delivery modality

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

4.5.2 On-the job training: The TPs are required to manage on the job training (OJT) facilities into the consortium industries. So, agreement of consortium Industries with sufficient OJT opportunities for the trainees is must. During OJT, continuous guidance and supervision of the trainees from the experienced worker/trainers will be required. TPs will require submitting daily OJT plan in RfP.

4.6 Career counselling and business skills session:

The TPs will facilitate the training sessions on career counselling as per the curriculum and provided guidelines. The TP will facilitate and coordinate with Palika and ENSSURE/Helvetas Nepal to conduct business skills sessions at appropriate time during the training period.

4.7 Assessment of trainees' performance and record keeping:

The TPs are responsible for conducting assessment of tasks and keeping the records as per OJT implementation guidelines.

4.8 Facilitation for Skills testing:

The TPs are responsible to facilitate skill testing of all the trainees ensuring at least 80% trainees succeed in the test administered by the NSTB.

4.9 Job placement:

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

4.10 Team Composition:

Following are the tables for key experts and support staffs necessary to conduct a training event which it must be managed by TPs.

S. No.	Expert	Minimum Qualification	Major Roles
1	Training Coordinator	Bachelor in any discipline with 3 years of specific experience in related subject or Diploma in related technical field with 3 years of specific experience.	Overall management of the training program and training team, coordination with ENSSURE and other related stakeholders.
2	Trainer 1/Trainer 2/ OJT Supervisor	Short Term Training Level-III/Diploma with TOT/O-TOT in the relevant occupation/subject with three years of specific experience If Level-III/Diploma are not available in an occupation: Level— II, TSLC with TOT/O-TOT and 3 years' experience of trainer.	Overall management and conduct the training delivery and OJT including documentations, and other related tasks.
3	Monitoring and placement support staff	+2 or equivalent with minimum 2 years of specific experience in related subject.	Lead role in assurance of quality of training effectively providing technical support.
4	Database Operator	+2 or equivalent with minimum 3 months computer training from recognized institution and 2 years of specific experience in related field.	Operate and update the database of project timely

4.11 Physical infrastructure and Facilities Requirements

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

5. 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 and corrective measures. 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.

6. 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.
- 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.

7. Payment Schedule

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

Instalments	Deliverables	Supporting documents/evidence	Weightage	Timeline
First	Commencement of centre-based training	Training commencement report Batch-wise database report of enrolled trainees Attended sheet of trainees Memo printed from the database system Bank Guarantee	40% of direct training cost	After 15 days of training commencement based on enrolled trainees

Second	Completion of Institute-based training	Training progress report after centre-based training completion Detail printed OJT plan from 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	Completion of skill test after Industry-based training	Training Completion report (including center-based training, and OJT details) Details of skill testing of NSTB/CTEVT Employment plan of graduates Attendance sheet of trainees	20% of direct training cost	10 months or 260 working days from the training commencement
Last	Skill test result publication with 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.

8. Eligibility Criteria

To be eligible in the selection process, the Technical Schools/Training Institutes must fulfil the following eligibility to be short listed.

- Firm's registration and updated in the office of the Company Registrar indicating at least three years standing of the firm/s
- VAT registration
- Valid CTEVT affiliation to conduct 1400-1696 hours training in related occupation with the letter of renewal or Valid CTEVT affiliation to conduct the pre/diploma course in related occupation
- Tax clearance certificate for the last three fiscal years (2077/078, 2078/079 & 2079/080) or Time extension letter of Inland Revenue Department in case of not taken tax clearance certificate.
- Audit report for the last three fiscal years (2077/078, 2078/079 & 2079/080)
- At least NRs. 6.3 million average annual turnovers in last three years (2077/078, 2078/079 & 2079/080)
- Have evidence of conduction of vocational training programs in L-1, L-2, L-3, 1400-1696 hours or pre/diploma of CTEVT during the last three years. (Verified with experience letter of CTEVT/NSTB)
- 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 offence relating to the concerned profession or business

9.EOI Evaluation Criteria

The assessment of proposals will be carried out by a group of professionals based on the criteria detailed below:

S.N.	Evaluation Criteria	Max. point Allocated
1	Qualification of human resources (35%)	35
2	Experiences of institute (50%)	50
3	Capacity of institute (15%)	15
	Total	100

The minimum score required to pass is: 60.

EOI will be assessed based on Qualification (35%), Experience (50%) and Capacity (15%) of the Training Providers and Key Personnel. Based on evaluation of EOI, only short-listed firms will be invited to submit Technical and Financial Proposal through Request of Proposal (RfP). The RfP selection process will follow Quality and Cost Based Selection (QCBS) (80% Technical and 20% Financial) and will be in accordance with the Public Procurement Act 2063 and its amendments and Public Procurement Regulations, 2064 and its amendments.

Rishiram K.C.
Chief Administrative Officer



Expression of Interest (EOI) Document

for

Conducting Training with OJT

on

Professional Cook/Professional Computer Hardware and Network Technician (Level II with 1696 hrs)

Procurement of Consulting Services

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

Issued By:

Ghorahi Sub Metropolitan City, Ghorahi, Dang

Phone: 082-563235

Email: info@ghorahimun.gov.np, ghorahieducation@gmail.com

Website: www.ghorahimun.gov.np

Issued on: 2080 Mangsir 10 (27 November 2023)

Financing Agency: Swiss Agency for Development and Cooperation (SDC)


Rishiram K.C.
Chief Administrative Officer



Rishiram K.C.
Chief Administrative Officer

Abbreviations

CV	-	Curriculum Vitae
CTEVT	-	Council for Technical Education and Vocational Training
DO	-	Development Partner
EA	-	Executive Agency
ENSSURE	-	Enhanced Skills for Sustainable and Rewarding Employment
EOI	-	Expression of Interest
GON	-	Government of Nepal
OJT	-	On-the-job Training
NSTB	-	National Skill Testing Board
PAN	-	Permanent Account Number
PPA	-	Public Procurement Act
PPR	-	Public Procurement Regulation
RfP	-	Request for Proposal
TNA	-	Training Need Assessment
TOR	-	Terms of Reference
TOT	-	Training of Trainers
TSLC	-	Technical School Leaving Certificate
VAT	-	Value Added Tax
TPs	-	Training Providers



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Rishiram K.C.
Chief Administrative Officer



Ghorahi Sub- Metropolitan City
Office the Municipal Executive
**Enhanced Skills for Sustainable and Rewarding Employment
(ENSSURE) Project Phase-II**
Ghorahi, Dang

Request for Expression of Interest (EOI)
for Short-listing of Training Providers (TPs)

Date of First Publication: 2080/08/11

Financing Agency: Swiss Agency for Development and Cooperation (SDC)

Enhanced Skills for Sustainable and Rewarding Employment (ENSSURE)-II is a bilateral initiative of the Government of Nepal (GoN) and the Government of Switzerland implemented by 3 tiers of government at Federal, Provincial and Local level with technical assistance from **Helvetas Nepal**. The overall goal of the project is to contribute to the improved living standard of Nepalese workers, particularly from disadvantaged groups, to benefit from continuous employment.

1. Ghorahi Sub- Metropolitan City now invites Expression of Interest (EOI) from interested eligible Consultant or TPs to **train 20/20 participants in Professional Cook and Professional Computer Hardware and Network Technician under Training with OJT in FY 2080/081** as mentioned in the Terms of Reference (TOR).
2. The training should be based on the minimum standards outlined in the CTEVT approved curriculum and National Occupational Skill Standards (NOSS) of the National Skills Testing Board (NSTB).
3. Interested eligible Consultant or TPs may obtain EOI document from Social Development Division of Ghorahi Sub-metropolitan City or website of municipality <https://www.ghorahimun.gov.np> or visit e-GP system www.bolpatra.gov.np/egp.
4. The training events must be conducted in the venue/s having adequate training facilities for the proposed occupation/s. Conducting trainings in temporary (Mobile based) settings are not allowed and it should be conducted in the suitable location of Sub- Metropolitan City, Dang.
5. Documents of the experience and other evidence copies of certificates shall be duly notarized.
6. Expressions of interest shall be delivered online through e-GP system www.bolpatra.gov.np/egp or can submit the hardcopy at Sub-metropolitan city on or before 2080/08/25 at 12.00 pm.
7. If the last date of Obtaining and Submission falls on a government holiday, then the next working day shall be considered as the last date.
8. Submitted Expressions of interest (EOI) will be opened in the presence of consultant or TPs representatives who choose to attend on 2080/08/26, 2:00 PM at the office of Ghorahi Sub-Metropolitan City.
9. EOI will be assessed based on Qualification (35%), Experience (50%) and Capacity (15%) of the Training Providers and Key Personnel. Based on evaluation of EOI, only short-listed firms will be invited to submit Technical and Financial Proposal through Request of Proposal (RFP).
10. Minimum score to pass the EOI is 60 points.
11. Sub- Metropolitan City reserves the right to shortlist or not shortlist any or all the applicant(s) without assigning any reason whatsoever.
12. Interested applicant may obtain further information from the address given below.
Ghorahi Sub Metropolitan City, Office of the Municipal Executive
Social Development Division, Ghorahi, Dang
Phone Number: 082-563235

Chief Administrative Officer

Rishiram K.C.
Chief Administrative Officer



B. Instructions for submission of Expression of Interest

1. Expression of Interest may be submitted by a sole firm. Sub-contracting, Joint Venture, and franchising shall not be allowed.
2. Interested consultants must provide information indicating that they are qualified to perform the training as described in TOR & Evaluation Section.
3. This expression of interest is open to all eligible *consulting firm or Training Provider*.
4. A Consultant will be selected in accordance with the Quality and Cost Based Selection (QCBS) method.
5. Expression of Interest should contain following information:
 - (i) A covering letter addressed to the representative of the client on the official letter head of company duly signed by authorized signatory.
 - (ii) Applicants shall provide the following information in the respective formats given in the EOI document:
 - *EOI Form: EoI Submission Letter (Form 1)*
 - *EOI Form: EoI Format to Training Provider (Form 2)*
 - *EOI Form: Format of Curriculum Vitae (CV) for Proposed Professional Staff (Form 3)*
6. The EOI documents must be submitted in one sealed envelope for each training package containing separate envelopes.
7. Applicants may submit additional information with their application but shortlisting will be based on the evaluation of information requested and included in the formats provided in the EOI document.
8. The Expression of Interest (EOI) document must be duly completed and submitted electronically only using the forms and instructions provided by the system.

OR

The Expression of Interest (EOI) document must be duly completed and submitted in sealed envelope and should be clearly marked as EOI Application for Short-listing for "Conducting Training with OJT Professional Cook/Professional Computer Hardware and Network Technician (Level II with 1696 hrs.). The Envelope should also clearly indicate the *name and address of the Applicant*. Alternatively, applicants can submit their EOI application by hand to *Ghorahi Sub- Metropolitan City, Office of the Municipal Executive, Ghorahi, Dang*.

9. The completed EOI document must be submitted on or before the date and address mentioned in the "Request for Expression of Interest". In case the submission falls on public holiday the submission can be made on the next working day. Any EOI Document received after the closing time for submission of proposals shall not be considered for evaluation.


Rishiram K.C.
Chief Administrative Officer



Form 1. EOI Submission Letter

Date:

The Ghorahi Sub Metropolitan City,
Enhanced Skills for Sustainable and Rewarding Employment (ENSSURE) Project Phase-II
Ghorahi, Dang

Subject: Submission of the Expression of Interest (EOI)

Dear Sir,

We, the undersigned, are interested to provide the consulting service for conducting training courses as per the CTEVT approved curriculum (1696 hours including on the job training) on Professional Cook for 20 trainees and on Professional Computer Hardware and Network Technician 20 trainees in accordance with your EOI notice dated 2080 Mangsir 11 (27 November 2023). 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:


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Chief Administrative Officer



Form 2 : EOI Format to Training Provider

Interested private TPs 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 Sub Metropolitan City.

Sub Metropolitan City reserves the rights to reject any or all EOIs with or without furnishing any reasons to the firms concerned. The procurement of the services under the announcement will be subjected to the Government of Nepal's Public Procurement Act 2063 and its amendments and Regulations 2064 and its amendments.

Important Notes

- ❖ Detailed information of the TP and Consortium Industry/ies is required.
- ❖ Sub-contracting, Joint Venture, and franchising shall not be allowed.
- ❖ All 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 rows. Write "NA" If information is not applicable.
- ❖ One TP can apply for one or both occupation(s).
- ❖ Conducting trainings in temporary (Mobile based) settings are not allowed but approved and authentic branch office of TPs will be considered as a training venue.

Eligibility Assessment Criteria for Bidder

To be eligible in the bidding process, the training provider along with its consortium must meet the following criteria. Please submit the eligibility assessment documents separately according to the following order.

S.N.	Particulars	The Documents to be Attached	Attached? (Yes or No)
1	EOI Form 1 (Letter of Application)	Original letter in the letter head of the TPs	
2	EOI documents (EOI form 2-3)	Original report with signed and stamp of institution	
2	Firm's registration and updated in the office of the Company Registrar indicating at least three years standing of the firm/s	Notary certified copy of company registration	
3	VAT registration	Notary certified copy of VAT registration.	
4	Valid CTEVT affiliation to conduct 1400-1696 hours training in related occupation with letter of renewal or Valid CTEVT affiliation to conduct the pre/diploma course in related occupation	Notary certified copy of CTEVT affiliation and renewal letter	
5	Tax clearance certificate for the last three fiscal years (2077/078, 2078/079 & 2079/080) or Time extension letter of Inland Revenue Department in case of not taken tax clearance certificate	Notary certified copy of tax clearance certificates of FY (2077/078, 2078/079 & 2079/080)	
6	Audit report of the last three fiscal year		


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	(2077/078, 2078/079 & 2079/080)		
7	At least NRs. 6.3 million turnover of last three fiscal years (2077/078, 2078/079 & 2079/080)		
8	Have evidence of conduction of vocational training programs in L-1, L-2, L-3, 1400-1696 hours or pre/diploma of CTEVT during the last three years. (Verified with experience letter of CTEVT/NSTB)	Notary certified copy of Experience letter of Funding Agencies and NSTB showing participation in Skill Test	
9	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 offence relating to the concerned profession or business	Original declaration letter in the letter head of the TPs	

A. General Information of Training Provider (TP)

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

B. Legal Information

1	Main Shareholders and Their Holding	Name	Shared Percentage	Remark
2	Head of Organization			
	Name			
	Home Address			
	Mobile			

[Signature]
Rishiram K.C.
 Chief Administrative Officer

	Email Address			
3	Company Registration Status	Registration Number		
		Registered Date		
4	CTEVT Affiliation	Affiliation No.		
		Date of Affiliation		
		Affiliated level and occupation/s		
		Validity Date		
5	VAT/PAN Registration	Registration No.		
		VAT No.		

C. Brief Information of the Organization (Please provide brief information of the organization including vision, mission, goal, areas of expertise, geographical experiences and organizational charts (Maximum 2 pages)).

Introduction			
Vision			
Mission			
Goal			
Areas of Expertise	Trade	Occupation	
Main Geographical Regions of Experience			
Organizational Chart including the full name of the Board of Directors			

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

Information	Branch 1	Branch 2
District		
Municipality/RM		
Ward Number		
Office Telephone No.		
Contact Person's Name		
Contact Person's Designation		


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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 TP

Provide information on proposed staff for the program under this assignment.

S. N.	Proposed Position	Name	Qualification	ToT /instructional skills	Years of Experience	Contact No.
Key Experts:						
1	Training Coordinator					
2	Instructor 1					
3	Instructor 2					
....					
Additional Human Resources:						
4	Database Operator					
5	Placement and Monitoring Officer					

(Please add row as per the requirements)

Note:

CVs and testimonials (notarized) of the proposed staff must be attached for the evaluation. CV must be in the format given below in Form 3.

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.

E. Working Experience of TP

E.1 : Working experience of training program in relevant occupations (e.g., L-1, L-2, L-3, 1400-1696 hours & pre/diploma etc.) imparted in last five years. (Please provide the information based on the record provided by NSTB only)

[Signature]
Rishiram K.C.
 Chief Administrative Officer



S.N.	Name of Occupations	Program (e.g., L-1, L2, L-3, 1400-1696 Hours, Pre/Diploma etc.)	Number of Trainees Trained	Number of Trainees Passed in Skill test or exam	Training location	Funding Organization/client (write full name and address)	In which Fiscal Year training was conducted?
1							
2							
3							
4							
5							

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

E.2 : Working experience in Professional training courses (1696 hours with Level II) imparted in last five years. (Please provide the information based on the record provided by NSTB only)

S.N.	Name of Occupations	Program (e.g., L-1, L2, L-3, 1400-1696 Hours, Pre/Diploma etc.)	Number of Trainees Trained	Number of Trainees Passed in Skill test or exam	Training location	Funding Organization/client (write full name and address)	In which Fiscal Year training was conducted?
1							
2							
3							
4							
5							

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

F. Infrastructure and Equipment: Availability of Office Building, Classrooms, Practical Workshops, Lab, Library, Hostels for male and female, Toilets for man and woman, furniture etc.

F.1. Office Space and Training Facilities (Training Provider)

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 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		

[Signature]
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4			9	
5			10	

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

Description	FY 2077/078	FY 2078/079	FY 2079/080	Total	Remark
Annual turnover (Rs.) (According to audit report)					
Net profit (Rs.) (According to audit report)					

H. Training programs you intend to deliver under This EOI

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

Name of Occupation	Proposed Location	Proposed Number

Declaration

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

Official Seal

Name:

.....

Signature:

Designation:

Date:

Form 3: Format of Curriculum Vitae (CV) for Proposed Professional Staff

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
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Chief Administrative Officer



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Employment Record:

[Starting with present position, list 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: _____

Rishiram K.C.
Chief Administrative Officer

Ghorahi Sub- Metropolitan City

कार्यक्रमको नाम: कार्यगत अभ्यास सहितको तालिम (Training with OJT) तह: दुई (१६९६ घण्टा)

EOI Assessment Criteria

S.N.	Criteria	Max. point
1	Qualification of Key Expert	35
1.1	Training Coordinator (There should be one training coordinator for up to 100 trainees in each occupation.)	15
1.1.1	Academic qualification	5
1.1.1.1	Bachelor's degree in any discipline or Diploma in related technical field	5
1.1.1.2	No Bachelor's degree or Diploma level	0
1.1.2	Relevant work experience	10
1.1.2.1	More than 3 Years work experiences in related field	10
1.1.2.2	2-3 years of experience	5
1.1.2.3	less than 2 Years work experiences in related field	0
1.2	Instructor 1	10
1.2.1	Academic qualification	3
1.2.1.1	Minimum Level III/Diploma in the relevant occupation	3
1.2.1.2	No minimum Level III/Diploma in the relevant occupation	0
1.2.2	Professional Courses	3
1.2.2.1	ToT/O-ToT instructional skills in relevant field	3
1.2.2.2	No ToT/O-ToT instructional skills in relevant field	0
1.2.3	Prior experience of providing training in related field	4
1.2.3.1	More than 3 Years of experiences in providing training in related field	4
1.2.3.2	1-3 years of experience in providing trainings in related field	3
1.2.3.3	less than 1 Years work experience in related field	0
1.3	Instructor 2	10
1.3.1	Academic qualification	3
1.3.1.1	Minimum Level III/Diploma in the relevant occupation	3
1.3.1.2	No minimum Level III/Diploma in the relevant occupation	0
1.3.2	Professional Courses	3
1.3.2.1	ToT/O-ToT instructional skills in relevant field	3
1.3.2.2	No ToT/O-ToT instructional skills in relevant field	0
1.3.3	Prior experience of providing training in related field	4
1.3.3.1	More than 3 Years of experiences in providing training in related field	4
1.3.3.2	1-3 years of experience in providing trainings in related field	2
1.3.3.3	less than 1 Years work experience in related field	0
2	Experience of Institute	50
2.1	Experience in providing training in the relevant occupation (L-1, L-2, L-3, 1400-1696 hours & pre/diploma)	15
2.1.1	Training provided in the relevant occupation to more than 500 beneficiaries in the last 5 years	15
2.1.2	Training provided in the relevant occupation to 300 to 499 beneficiaries in last 5 years	10
2.1.3	Training provided in the relevant occupation up to 299 beneficiaries in last 5 years	5
2.2	Working experience of Institute in Professional training course (1696 hrs. with Level II)	15
2.2.1	Training provided in the Professional training course to more than 300 beneficiaries in the last 5 years	15
2.2.2	Training provided in the Professional training course to 101 to 299 beneficiaries in last 5 years	10
2.2.3	Training provided in the Professional training course up to 100 beneficiaries in last 5 years	5
2.3	Geographic experience of Institute	10
2.3.1	Trainings (L-1, L-2, L-3, 1400-1696 hours & pre/diploma) conducted in Dang district	10
2.3.2	Trainings (L-1, L-2, L-3, 1400-1696 hours & pre/diploma) conducted in Lumbini Province	7
2.3.3	Trainings (L-1, L-2, L-3, 1400-1696 hours & pre/diploma) conducted in beyond th Lumbini Province	4
2.4	Information provided in the prescribed format	5
2.4.1	Complete information provided in the prescribed format	5
2.4.2	Partial information provided in the prescribed format	3
2.4.3	Partial information provided but not in prescribed format	0
2.5	Established location of Institute as per registration certificate	5
2.5.1	Established in Dang district	5
2.5.2	Established in Lumbini Province	3
2.5.3	Established in beyond the Lumbini Province	1
3	Capacity of Institute	15
3.1	Availability of infrastructures for proposed no. of trainees in training venue	5
3.1.1	Adequate infrastructures available for proposed no. of trainees (As per curriculum)	5
3.1.2	Manageable infrastructures available for proposed no. of trainees (As per curriculum)	3
3.1.3	Inadequate infrastructure available for proposed no. of trainees (As per curriculum)	0
3.2	Availability of tools and equipment for proposed no. of trainees	5
3.2.1	Complete set of tools and equipment available for proposed no. of trainees	5
3.2.2	Manageable tools and equipment available for proposed no. of trainees	3
3.2.3	Inadequate tools and equipment for proposed no. of trainees	0
3.3	Financial status of Institute	2.5
3.3.1	Financial health is positive as per the audit report	2.5
3.3.2	Financial health is negative as per the audit report	0
3.4	Annual turnover of Institute in 3 Fiscal Year	2.5
3.4.1	More than 6.3 million annual turnover of 3 fiscal year	2.5
3.4.2	Less than 6.3 million annual turnover of 3 fiscal year	0
Total		100

Rishiram K.C.