

Terms of Reference (TOR)
for
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 Telecom 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 2081/082 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.

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|-----------------------------|--|
| 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 Telecom 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. |

4.Scope of Work

Based on the "कार्यगत अभ्याससहितको तालिम (Training with OJT) व्यावसायिक (Professional) तालिम कार्यक्रम कार्यान्वयन पुस्तिका २०७४ (पहिलो संशोधन 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 Telecom 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 संशोधन 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 are 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 2 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. | 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.

4. Monitoring Mechanism

The monitoring of the Training with OJT program will be carried out by different levels such as the Training Provider, the project, Local Government, 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.

5. Expected Outputs/Outcomes

Unemployed Nepalese youths 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.

6. 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 Attendance 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 | After 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.

7. Eligibility Criteria

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

- a. Firm, institute or company registration and updated in the official governmental body indicating at least three years standing of the firm, institute or company.
- b. VAT registration.
- c. 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.
- d. Tax clearance certificate for the last three fiscal years (2078/079, 2079/080 & 2080/081) or Time extension letter of Inland Revenue Department in case of not taken tax clearance certificate.
- e. Audit report for the last three fiscal years (2078/079, 2079/080 & 2080/081).
- f. At least NRs. 3.1 million average annual turnovers in last three years (2078/079, 2079/080 & 2080/081) for each occupation.
- g. 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, L-2 training funded by ENSSURE Phase II will only be considered as professional training)

- 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 offence relating to the concerned profession or business.

8. EOI Evaluation Criteria

The assessment of EOI 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 | Experience 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.