

Organizational Profile

TRACE Private Limited

A leading Training & Employment Service Provider



Organizational details

| | | |
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| 1 | Name of organization | Training and Consultancy Center for Employment and Enterprising (TRACE) Private Limited |
| 2 | Address of registered office | Office of the Company Registrar Reg. Date : 2065/10/26 (2009/02/03) |
| 3 | Contact details | |
| 4 | Name of contact person | Mr. ChhatraBahadur Bam |
| 5 | Designation | Managing Director |
| 6 | Head office | Dhangadi MP-8, Shivanagr, Kailali Phone: 091-527371, 9858422903 |
| 7 | Branch office | Kathmandu MP-34, Sankhamul 01-4783641,9858422903 |
| 8 | Fax | 091-520861 |
| | Email | tracenepal@gmail.com ; chhatra.trace@gmail.com |
| 9 | Registration details (number | Registration No : 60290/065/066 |
| 10 | Income tax registration/ PAN no. details | Inland Revenue Office. Dhangadhi, Kailali VAT :303564942 |

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| 11 | Affiliation | <p>CTEVT affiliation certificate</p> <ul style="list-style-type: none"> • 27 Trade affiliation CTEVT <ol style="list-style-type: none"> 1. Aluminium Fabricator 2. Welder 3. General Carpenter 4. Tailor Master 5. Furniture Maker 6. Hand Embroider 7. Telecom Technicians 8. Assistant Plumber 9. Motor Cycle Mechanics 10. Security Guard 11. Plasterer 12. Community Livestock Assistant 13. Mason 14. Poultry Farm worker 15. General Cook 16. Montessori an 17. Mobile Phone R/M 18. Mushroom Grower 19. Computer Hardware Technician 20. Building Electrician 21. FM Radio technical ass 22. Light vehicle driver 23. Stainless steel Fabricator 24. Receptionist com cashier 25. Psychosocial Counsellor 26. Fashion Designer 27. Entrepreneurship Development Facilitator <p>Certification of availability of training Curricula from DUDBC</p> |
| 11 | Number of staffs | <ul style="list-style-type: none"> • Regulars 24 • Contact base 256 Skills Trainer |

Organizational work profile

Training and Consultancy Center for Employment and Enterprising (TRACE) Pvt. Ltd established in 2008 under the company registration act of Nepal and has been actively involving in providing the skills training for unemployed youth of Nepal and link them in employment since its establishment. Up to now TRACE has supported around 10,000 people for their training and 95% of them are at employment. It has extended its services more than 18 districts. Apart from the skills training, the main expertise of TRACE are labor market assessment, training modeling, technical assistance for the development of curricula and manuals, conduction of 'Training of Trainers (TOT)' as well as post-training support to the individual graduates like coaching, counseling, consultancy, facilitation for the financial services for the gainful employment or the entrepreneurship. TRACE has developed 6 training manuals (Mason, Plasterer, Constriction Carpentry, Furniture Maker, Dress Maker and *Khoto* Collators) with the support of CTEVT. Moreover it has strong work experience on business skills training (Business motivation, Business plan development) with the use of innovative ideas. TRACE has also a good experience of modeling and conducting the Trainings for Trainers and has conducted Training of Trainers (TOT) for 200 internal as well as external instructors and trainers. The TRACE has sufficient human resources to carry out their activity which includes 24 regular staffs, 256 skillful trainers in more than 24 trades and occupations.

Recently, the TRACE with its own initiation had accomplished a relief support to Earth Quake (EQ) affected households (1000 HHs) of Sindhupalchok District with a composite package of food, clothes and tarpaulins. Moreover, it has also initiated re-construction related initiatives in Rasuwa and Gorkha Districts with the support of ADRA Japan, CORDAID/Paribartan, OM Nepal World Jewish Relief and CSRC. HELVETAS Swiss Intercooperation Nepal, its continuous donor, has also partnering TRACE for the implementation of its 'Skills for Reconstruction/EF-SR' program which is anticipated to be ended in January 2018.

As ongoing program portfolios, TRACE has been conducting short-term skill based training with six different funding organizations as follows;

| Clients | Services in brief |
|--|---|
| Enhance Vocational Education and Training Project (EVENT), Ministry of Education, Government of Nepal | <p>The main objective of the EVENT Project is to expand the supply of skilled and employable workforce by increasing access to quality training programs and by strengthening the technical and vocational training system in Nepal.</p> <p>TRACE started working with EVENT Project since December 2013. TRACE is implementing training events for approximately 660 trainees in Far-west and Mid-west region of Nepal. TRACE is also implementing Voucher Based Skills Training to 500 youth in Kathmandu Valley. It has also been selected for the next round of procurement for 2015.</p> |
| Employment Fund Secretariat, HELVETAS Swiss Intercooperation Nepal | <p>Employment Fund was established and operated since 2008. EF is financed by SDC, UK-Aid (Department for International Development DFID) and the World Bank and implemented by HELVETS Swiss Intercooperation Nepal.</p> |

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|---|---|
| | TRACE is continuously working as one of the leading Training & Employment Service Provider of Employment Fund to undertake mobile based skill training events in the Far-West and mid-west region since 2009. It has also been undertaking a program “Micro-enterprising for Job Creation’ and ‘Skills training for Youth with Special needs including very Poor” in construction and service sector in Kailali and Kanchanpur Districts. |
| Adventist Development and Relief Agency (ADRA) Japan | The skills training especially on ‘Mason’ to contribute for the reconstruction has been conducted by the TRACE. The total 85 rural people has been trained and mobilized for the reconstruction in Gorkha District. |
| CORDAID/Paribartan | A short term income generating courses for 180 people has been conducted by the TRACE in Rauswa during 2015. |
| OM Nepal | OM Nepal, a NGO, has also entrusted TRACE to conduct the 2 batches of trainings on Building Electrician and Plumber in Gorkha District during first quarter of 2015 |
| World Jewish Relief and CSRC | The final contract has been done with World Jewish Relief and CSRC (a NGO) to conduct the skills training for 300 youth on earthquake resilience construction technology including post disaster livelihood recovery initiatives. |
| Save the Children Nepal | TRACE has been implementing livelihood and vocational skills training for 120 persons in Midwest region of Nepal with the support of Save the Children. The program has been implementing now a days. |
| Nepal Red Cross Society¹ | The Company has signed the contract with Nepal Red Cross Society (NRCS) to conduct the 7 days mason training as prescribed by the DUDBC, Government of Nepal for 14 earthquake affected districts ² targeting 6500 affected household members. Till this period the training for 4440 has been successfully completed. The preliminary result after training is also encouraging. |

Moreover, TRACE also has successful work experience with Community Support Program (CSP-II)/CARE Nepal, Western Terai Landscape Complex Project (WTLCP) and Elam Plus/Helvetas in the training, enterprising and employment sector for more than 5 Districts.

The list of the training that TRACE has Conduct are presented in the Table below. Training session was delivered as per the standard Curricula by prescribed CTEVT. All programs are targeted to the unemployed youth of aged 16-45 years, women, socially and economically poor and disadvantaged group of people. The target venues are we are determined by pre market assessment of the particular geography.

¹ Nepal Red Cross Society has facilitated this program with the direct support from Norwegian, Belgium, German, , American, Swiss, British, Danish, Korean, Luxemburg, Japan Red Cross and IFRC

² Gorkha, Dhadhing, Nuwakot, Rasuwa, Sindhupalchok, Dolakha, Makawanpur, Ramechhap, Okhaldunga, Sindhuli, Kavrepalanchok, Kathmandu, Lalitpur and Bhaktapur.

Objectives of the organization

- Provide skill training as per labour market demand and provide coaching, counselling and consultancy (CCC) services for self-employment going youths.
- Provide entrepreneurial training, coaching, counselling and consultancy to the unemployed youths and micro entrepreneurs as per market demand.
- Provide training to produce market demanded products, support to marketing and sales of the products.
- Provide enterprising and employment creation services as demanded by companies I/NGOs, and GOs.

Major Clients of the Company

| | |
|----|--|
| 1 | Employment Fund /Helvetas Swiss Intercooperation Nepal (EFS) |
| 2 | Enhanced Vocational Education & Training (EVENT)Project |
| 3 | Bio Energy Project / HELVETAS Swiss Inter cooperation Nepal |
| 3 | CORDAID/Paribartan |
| 4 | World Jewish Relief and CSRC |
| 5 | Ministry of Labor and Employment /Vocational & Skill Development Training Centre |
| 6 | Nepal Red Cross Society Earthquake Recovery Operation |
| 7 | Oxfam in Nepal |
| 8 | Action Aid |
| 9 | Save the Children |
| 10 | Lutheran World Relief (LWR) |
| 11 | ADRA Japan |
| 12 | Norwegian Red Cross |
| 13 | Mercy Corps |

| | |
|----|--|
| 14 | Skill Development Project(SDP)/ Asian Development Bank (ADB) |
| 15 | SABAL/US AID |



Major Service areas of the organization

| Service areas | Major Activities |
|---|---|
| A. Skills Training and Employment | <ul style="list-style-type: none"> • Skills development training and employment linkages • Adaptation of training curricula prescribed by CTEVT (Level 1,2,3 and elementary level) • Life Skill Trainings • Rapid Market Appraisal |
| B. Entrepreneurship Training and Services | <ul style="list-style-type: none"> • Business Motivation • Business Skill Training • Potential Area Survey • Financial Literacy • TOPE/TOSE/TOEE • Entrepreneurship trainings IEDI,ILO and Elam Model • Business Development Services to Create Local Employment through promotion of charcoal enterprises • Agro Based Enterprising training |
| C. Disaster Risk Reduction (DRR) and Reconstruction Skills Training | <ul style="list-style-type: none"> • DRR planning • District Disaster Assessment • Reconstruction skills training (construction trades) • Earthquake resilience TOT for trainers |
| D. Trainers Capacity development and Training of Trainers (TOT) | <ul style="list-style-type: none"> • Capacity building training to the trainers • TOT on earth quake resilience technology • On site coaching and mentoring |
| E. Innovation and piloting | Development of new occupation, curricula and manual |

Experience on mason training

| | | Year | Trained | Funded by |
|----|---|------------------|-------------|---|
| 13 | Number of mason training conducted (3 month) | 2008 | 80 | EFS |
| | | 2009 | 124 | EFS |
| | | 2010 | 190 | EFS |
| | | 2011 | 200 | EFS |
| | | 2012 | 212 | EFS,EVENT |
| | | 2013 | 174 | EFS,EVENT |
| | | 2014 | 188 | EFS,EVENT |
| | | 2015 | 477 | ADRA,EFS,Eco Nepal and EVENT |
| | Number of training conducted in earthquake resistant technology and DRR (7 days) | 2015 | 912 | 5 different Development partners (ADRA, CARE, LWR,etc) |
| | | 2016-2017 | 4440 | With support of NRCS (14 international Red cross) |
| | 50 Days mason training work in DRR | 2017 | 400 | EF-SR/ Helvetas |
| | 7 day/50 Days mason training work in DRR | 2017 | 1430 | MANAK (by Oxfam) in Sindhupalchoke |
| | 50 days mason training/ 7 day building electrician training | 2017 | 120 | JanahitGramin (Sindhupalchoke) |
| | 7 days (mason, electrician, carpentry and block making) | 2017 | 150 | Graminmahila (Sindhupalchoke) |
| | 50 days mason OJT | 2017 | 720 | Norwegian Red Cross Sindhupalchoke (Running) |
| | Constriction Carpentry earthquake resistant technology | 2017 | 660 | With support of NRCS (12 international Red cross) |
| | Number of training conducted in earthquake resistant technology and DRR (7 days) | 2017 | 1080 | With support of NRCS (12 international Red cross) |

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|--|---|-----------|------|------------------------------------|
| | Vocational Skill Training 8 Trade (Jv Partner) | 2016-2018 | 2700 | ADP/CTEVT Skill Deployment Project |
| | Livelihood (Skill Training) (Jv Partner) | 2016-2017 | 1200 | SABAL/USAID |
| | 50 days mason OJT (Jv Partner) | 2017-2018 | 2070 | NEST/USAID |

Experience in other Trade

Table 1: List of training events, Districts and Trained number of people

| SN | Training Name | Training District | Training Duration | Training Funded By | Total Fund of Training | Trained Graduates | | | Total |
|----|---------------------------|---|-------------------|--------------------|--|-------------------|---------|---------|-------|
| | | | | | | 2012/13 | 2013/14 | 2014/15 | |
| 1 | Arc Welder | Kailali | 390 hrs | EF/HELV ETAS | Total contracted budget with EF was NPR 61.5 Million | 20 | | 40 | 60 |
| 2 | Furniture Maker | Kailali, Kanchanpur, Baitadi, Darchula, Baghang, Doti, Achham | 390 hrs | EF/HELV ETAS | | 44 | 279 | 105 | 428 |
| 3 | Junior Poultry Technician | Kailali and kanchanpur | 390 hrs | EF/HELV ETAS | | 62 | 128 | 5 | 195 |
| 4 | Khoto Collector | Doti and dadeldura, Baitadi | 390 hrs | EF/HELV ETAS | | 62 | | | 62 |
| 5 | Plasterer | Kailali and kanchanpur | 390 hrs | EF/HELV ETAS | | 174 | | | 174 |
| 6 | Tailoring & Dress Maker | Kailali, Kanchanpur, Baitadi, Darchula, Baghang, Doti, Achham | 390 hrs | EF/HELV ETAS | | 66 | 323 | 220 | 609 |
| 7 | Jeep Car Driving | Kailali | 390 hrs | EF/HELV ETAS | | 44 | | | 44 |
| 8 | Building Painter | Kailali and kanchanpur | 390 hrs | EF/HELV ETAS | | | 42 | | 42 |

| SN | Training Name | Training District | Training Duration | Training Funded By | Total Fund of Training | Trained Graduates | | | Total |
|----|----------------------------------|---------------------------------|-------------------|--------------------|------------------------------|-------------------|-------------|------------|-------------|
| | | | | | | 2012/13 | 2013/14 | 2014/15 | |
| 9 | Bricklayer Mason | Kailali and kanchanpur | 390 hrs | EF/HELV ETAS | | | 208 | 5 | 213 |
| 10 | Junior Plumber | Kailali and kanchanpur | 390 hrs | EF/HELV ETAS | | | 51 | | 51 |
| 11 | Shuttering Carpentry | Kailali and kanchanpur | 390 hrs | EF/HELV ETAS | | | 44 | | 44 |
| 12 | Tailoring & Dress Maker L-2 | Kailali and kanchanpur | 460 hrs | EF/HELV ETAS | | | 18 | 120 | 138 |
| 13 | Mobile Phone R/M | Kailali and kanchanpur | 390 hrs | EF/HELV ETAS | | | 34 | 40 | 74 |
| 14 | Hospitality | Kailali and kanchanpur | 390 hrs | EF/HELV ETAS | | | 43 | | 43 |
| 15 | Hospitality L-2 | Kailali and kanchanpur | 460 hrs | EF/HELV ETAS | | | | 20 | 20 |
| 16 | Electrical and Electronic Sector | Baghanga,Bitadi and Darchula | 390 hrs | EF/HELV ETAS | | | 20 | | 20 |
| 17 | Elec.Motor Rewinding | Kailali and kanchanpur | 390 hrs | EF/HELV ETAS | | | 22 | | 22 |
| 18 | Furniture Maker L-2 | Kailali and kanchanpur | 460 hrs | EF/HELV ETAS | | | | 80 | 80 |
| 19 | Mobile Phone R/M L-2 | Kailali | 460 hrs | EF/HELV ETAS | | | | 20 | 20 |
| 20 | Building Electrician | Kailali and kanchanpur | 390 hrs | EF/HELV ETAS | | | | 40 | 40 |
| | Sub Total | | | | | 472 | 1212 | 695 | 2379 |
| 21 | Dress Maker | Kathamandu,Lalitapur, bhaktapur | 390 hrs | EVENT/M OE | Total contracted budget with | | 200 | | 200 |

| SN | Training Name | Training District | Training Duration | Training Funded By | Total Fund of Training | Trained Graduates | | | Total |
|----|---------------------------|--|-------------------|--------------------|----------------------------|-------------------|---------|---------|-------|
| | | | | | | 2012/13 | 2013/14 | 2014/15 | |
| 22 | Furniture Maker | Lalitpur ,kailali,kanchan pur and bardhiya | 460 hrs | EVENT/M OE | EVENT was NPR 28.5 Million | | 220 | | 220 |
| 23 | Bricklayer Mason | Lalitpur ,kailali,kanchan pur and bardhiya | 390 hrs | EVENT/M OE | | | 80 | | 80 |
| 24 | Bricklayer Mason | Kathamandu,L alitapur, bhaktapurkailali ,kanchanpur and bardhiya | 390 hrs | EVENT/M OE | | | | 277 | 277 |
| 25 | Mushroom Grower | Kathamandu,L alitapur, bhaktapur | 390 hrs | EVENT/M OE | | | | 52 | 52 |
| 26 | Hand Embroidery | Kathamandu,L alitapur, bhaktapur | 390 hrs | EVENT/M OE | | | | 26 | 26 |
| 27 | Dress Maker | Kathamandu,L alitapur, bhaktapur | 390 hrs | EVENT/M OE | | | | 186 | 186 |
| 28 | Brick Layer Mason | Rasuwa, Dhadhing, Nuwakot | 390 hrs | EVENT/M OE | | | | 260 | 260 |
| 29 | Plasterer, Mason, Poultry | Kailali, Kanchanpur | 390 hrs | EVENT/M OE | | | | 200 | 200 |
| 30 | Mason, Tailoring, Masroom | Kathamandu,L alitapur, bhaktapur | 390 hrs | EVENT/M OE | | | | 200 | 200 |

| SN | Training Name | Training District | Training Duration | Training Funded By | Total Fund of Training | Trained Graduates | | | Total |
|----|------------------------------|-------------------|-------------------|--------------------|------------------------|-------------------|-------------|-------------|-------------|
| | | | | | | 2012/13 | 2013/14 | 2014/15 | |
| 30 | Commercial Vegetable product | Rasuwa | 24 hrs | Cord-Aid | | | | 180 | 180 |
| 31 | Plumber | Rasuwa | 96 hrs | OM Nepal | | | | 12 | 12 |
| 31 | Building Electrician | Rasuwa | 96 hrs | OM Nepal | | | | 12 | 12 |
| | Sub Total | | | | | | 500 | 1405 | 1905 |
| | Grand Total | | | | NPR 93 Million | 472 | 1712 | 2100 | 4284 |

Table2: Skills training programs conducted by TRACE focusing the reconstruction skills after Earthquake in Nepal

| Sn. | Training Name | Training Districts | Durations | Funded by | Trained graduates | Remarks |
|-----|----------------------|--------------------|-----------|------------------------------|-------------------|-------------------------------|
| 1 | Mason and carpentry | Sindhuplachok | 50 days | EF/HELVETAS | 90 | Training is being implemented |
| 2 | Mason | Gorkha | 45 Days | Good Neighbors International | 30 | Training completed |
| 3 | Mason | Gorkha (Jaubari) | 7Days | LWR | 120 | Training completed |
| 4 | Earthquake Resistant | Gorkha | 7 Days | ECO- Nepal | 110 | Training completed |

| Sn. | Training Name | Training Districts | Durations | Funded by | Trained graduates | Remarks |
|-----|---|--|--------------------|---|-------------------|---|
| | Building Construction Training | | | | | |
| 5 | DRR Training | Rasuwa | 16 hours | World Jewis Relief/CSRC | 397 | Training completed |
| 6 | Earthquake Resistant Building Construction Training | Rasuwa | 40 hours | ADRA –Japan | 85 | Training completed |
| 7 | Stone layer Mason | Achham and Bajhang | 50 days | RRN | 40 | Training is being implemented |
| 8 | Mason and carpentry | Ramechhap | 50 days | EF/HELVETAS | 70 | Training is being implemented |
| 9 | Earthquake Resistant Building Construction Training | Gorkha, Sindhupalchok, Nuwakot, Kavrepalanchowk, Dhadhing, Ramechhap, Rasuwa, Okhaldhunga, Dolakha, Sindhuli, Khotang, Kathmandu, Lalitpur and Bhaktapur | 7 Days | Nepal Red Cross Society Earthquake Recovery Operation | 4500 | Almost 95% of the training is over and due to the Dashain Festival it is stepped. |
| 10 | Earthquake resistance building and carpentry training | Sindhupalchoke district | 7 days and 65 days | CSRC Kathmandu | 230 | Training completed |

| Sn. | Training Name | Training Districts | Durations | Funded by | Trained graduates | Remarks |
|-----|---|--------------------|---------------|---|-------------------|--------------------|
| 11 | Construction carpentry and building electrician training | Sindhupalchoke | 7 and 50 days | GraminMahilaSamudhiyak Kendra, Sindhupalchoke | 156 | Training completed |
| 12 | 50 days mason Training work | | Sindupanchowk | Norwegian Red Cross | 60 | Training completed |
| 13 | 50 days mason and 7 days construction carpentry training work | | Okhaldhunga | EF-SR Helvetas | 470 | Training completed |
| 14 | 50 days mason and 7 days construction | | Nuwakot | NEST/USAID | 2080 | Training completed |
| 15 | Constriction Carpentry | | 10 District | NRCS | 660 | Training completed |

| S.No. | Training occupation | Training Duration | Trained No. | Training District | Support Agency | Remarks |
|-------|---------------------|-------------------|-------------|-------------------|-------------------------|---------|
| 1 | Stone Layer Mason | 40 Hrs. | 85 | Rasuwa | ADRA Japan | |
| 2 | DRR training | 16 Hrs. | 397 | Rasuwa | World Jewis Relief/CSRC | |

| | | | | | | |
|----|---|----------|------|--|----------------------------|---------------------------------|
| 3 | Stone Layer Mason | 7 days | 110 | Gorkha (dhawa, bhaggwa, makaisingh and tanglinchoke VDCs) | ECO- Nepal | Completed |
| 4 | Stone Layer Mason | 5 days | 120 | Gorkha (jaubari) | LWR | Completed |
| 5 | Stone Layer Mason and Carpentry | 320 Hrs. | 100 | Sindhupalchok | EF/HELVETAS | First round training just over |
| 6 | Mason | 50 days | 40 | Bajhang and Achham | Rural Reconstruction Nepal | Just complete |
| 7 | Stone Layer Mason, carpentry | 320 Hrs. | 70 | Ramechhap | EF/HELVETAS | Second round, Training going on |
| 8 | Earthquake Resistant Building Construction Mason Training | 7 days | 4440 | 14 earthquake affected districts | Nepal Red Cross Society | completed |
| 9 | Stone layer mason | 50 days | 440 | Okhaldhunga | HELVETAS-EF | Just complete |
| 10 | Stone layer mason | 50 days | 50 | Gorkha | WHR | Complete |

Training experience in related occupation (Min. 390 hr of last 3 year's)

| S.N | Occupation | No. of Trainees passing Skill test | No. of Trained Graduates | Funding Organization/ Client (write full name and Address) | Location where training was Conducted | In which Fiscal year training was Conducted? | Contract Value in NRs. |
|-----|---|------------------------------------|--------------------------|--|---------------------------------------|--|------------------------|
| 1 | Earthquake Resistant Building Construction Mason Training | NA | 4440 | Nepal Red Cross Society | 14 Earthquake District | 2016/017 | 69,201,995.52 |
| 2 | Earthquake Resistant Building Construction Mason Training | NA | 66 | CSRC | Sindhupalchok | 2017 | 1,985,352.00 |
| 3 | Building Electrician | Result waiting | 55 | Rural Women Creative Forum | Sindhupalchok | 2017 | 2,042,272.00 |
| 4 | Carpentry | | 60 | | | | |
| 5 | Earthquake Resistant Building Construction Mason Training | | 60 | | | | |
| 6 | 42 day Stone layer Mason | | 80 | | | | |
| 7 | Building Electrician | | 40 | Janahit Gramin Sewa Samiti | Sindhupalchok | 2017 | 1,461,768.00 |
| 8 | Carpentry | | 60 | | | | |
| 9 | 50 day Stone layer Mason | | 60 | | | | |

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|----|---------------------------|----------------|-----|---|---|----------|---------------|
| 10 | Building Electrician | | 40 | Mahila Atma Nibharat Kendra | Sindhupalchok | 2017 | 365,442.00 |
| 11 | 50 day Stone layer Mason | | 80 | | | | |
| 12 | Carpentry | | 80 | | | | |
| 13 | Building Electrician | | 80 | | | | |
| 16 | 50 day Stone layer Mason | Process | 50 | Employment Fund /Helvetas | Sindhupalchok | 2016 | 3,593,450.00 |
| 17 | Carpentry | | 20 | | | | |
| 18 | 50 day Stone layer Mason | | 400 | | | | |
| 19 | Carpentry | Result waiting | 70 | | | 2015 | 5,122,350.00 |
| | 50 day Stone layer Mason | | 59 | | | | |
| | Carpentry | | 25 | | | | |
| 20 | Bricklayer Mason | 89% | 80 | Enhanced Vocational Education and Training Project(EVENT) | Doti , Kailali, Kanchanpur | 2013/014 | 15,870,360.00 |
| | Furniture maker | | 220 | | | | |
| | Dress Maker | | 200 | | | | |
| 21 | Bricklayer Mason | 91% | 100 | Enhanced Vocational Education and Training Project(EVENT) | Bardiya , Kailali, Kanchanpur | 2014/015 | 2,406,300.00 |
| 22 | Brick Layer Mason | 75 | 9 | Enhanced Vocational Education and Training Project(EVENT) | Lalitpur, Bhaktapur and KTM | 2015/016 | 5,315,746.00 |
| | Dress Makers | | 186 | | | | |
| | Hand Embroidery | | 26 | | | | |
| | Mushroom grower | | 52 | | | | |
| 23 | Plasterer | 92% | 80 | Enhanced Vocational Education and Training Project(EVENT) | Kailali and Kanchanpur | 2015/016 | 29,91,336.00 |
| | Junior Poultry Technician | | 125 | | | | |
| 24 | Bamboo Product Maker | 47% | 43 | Employment Fund /Helvetas | Dadeldhura,Doti,Kail ali and Kanchanpur | 2011/012 | 20,256,163.00 |
| | Furniture Maker | 95% | 43 | | | | |

| | | | | | | | |
|----|--------------------------------|------|-----|------------------------------|--|------|---------------|
| | Khoto Collector | 99% | 80 | | | | |
| | Plasterer | 99% | 88 | | | | |
| | Tailoring | 95% | 65 | | | | |
| 25 | Arc welder | 90% | 20 | Employment Fund /Helvetas | Dadeldhura, Doti, Kailali and Kanchanpur | 2012 | |
| | Furniture Maker | 86% | 44 | | | | |
| | Junior Technical Poultry | 100% | 62 | | | | |
| | Khoto Collector | 79% | 62 | | | | |
| | Plasterer | 91% | 174 | | | | |
| | Tailoring | 100% | 66 | | | | |
| | CBL Mason | 80% | 17 | | | | |
| | Tailoring L2 | 94% | 18 | | | | |
| | Mobile Phone R/M | 75% | 16 | | | | |
| | Tailoring | 68% | 19 | | | | |
| 26 | Building Painter | 98% | 42 | Employment Fund /Helvetas | Kailali and Kanchanpur | 2013 | 20,570,767.00 |
| | CBL Mason | 94% | 106 | | | | |
| | Furniture Maker | 96% | 59 | | | | |
| | Junior plumber | 85% | 51 | | | | |
| | Poultry | 82% | 128 | | | | |
| | Shuttering Carpentry | 100% | 44 | | | | |
| | Dress Maker | 77% | 87 | | | | |
| | CBL Mason | 82% | 22 | | | | |
| | Electrical Motor Rewinder | 95% | 22 | | | | |
| | Mobile Phone R/M | 94% | 16 | | | | |
| | Sweet and Snakes' Masker | 91% | 22 | | | | |
| | Electrical and Electronics –L2 | 100% | 20 | | | | |
| | Hospital Group-L2 | 79% | 20 | | | | |
| 27 | Aluminum Fabricator | 100% | 20 | Employment Fund /Helvetas | Kailali and Kanchanpur | 2014 | 37,335,380.00 |
| | ARC welder | 85% | 40 | | | | |
| | Building Electrician | 84% | 43 | | | | |
| | CBL Mason | 50% | 20 | | | | |
| | Constriction Carpenter | 40% | 20 | | | | |

| | | | | | | | |
|----|---|----------------|--------|-------------------------|--|------|----------------|
| | Furniture Maker | 85% | 138 | | | | |
| | Mobile phone R/M | 98% | 41 | | | | |
| | Dress Maker | 85% | 282 | | | | |
| | Contraction Trade Group – Level-2 | 61% | 77 | | | | |
| | Electrical and Electronics Group- Level-2 | 90% | 20 | | | | |
| | Hospitality Trades group-L2 | 100% | 22 | | | | |
| | Tailoring and Garments Group- Level-2 | 63% | 130 | | | | |
| 28 | Earthquake Resistant Building Construction Mason Training | NA | 990 | Nepal Red Cross Society | Okhaldunga , Kavre, Ramechhap,Sinduli,Sindhupanchowk, KTM, Bhaktapur and Lalitapur | 2017 | 15,984,511.00 |
| 29 | On-The-Job -Training in 50 days Masson | NA | 12 | Norwegian Red Cross | Sindhupalchok | 2017 | 536,588.00 |
| 30 | On-The-Job -Training in 50 days Masson | NA | 64 | Norwegian Red Cross | Sindhupalchok | 2017 | 2,800,140.00 |
| 31 | On-The-Job -Training in 50 days Masson | Result waiting | 50 | WHR | Gorkha | 2017 | 1335095.00 |
| 32 | Plumber | NA | 30 | Budhi ganga hydropower | Achham | 2016 | 879987.00 |
| | Building Electrician | | | | | | |
| 33 | Tailoring Building Electrician Mobile R/M | 91% | 120 | Everest Club | Dilekha | 2016 | 180,8220.00 |
| | | | | VDSEF | Kalikot | | |
| | | | | DDS | Salyan | | |
| | | | | Rukmaile Bikash Samagha | Rukum | | |
| | Total | | 10,478 | | | | 208,871,886.52 |

Strength of the TRACE (resources)

1. Transportation

| <u>Sno</u> | <u>Name</u> | <u>condition</u> | <u>NO</u> | <u>Remarks</u> | |
|------------|--------------------------|------------------|-----------|----------------|--|
| 1 | Mahendra Scorpio 4 wheel | Brand New | 1 | Own | |
| 2 | Bajaj pulsar bike | New | 2 | Own | |
| 3 | Honda Bike | Ok | 3 | Own | |
| 4 | Mahendra bolero | OK | 2 | Lease | |

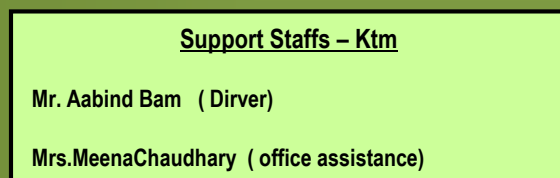
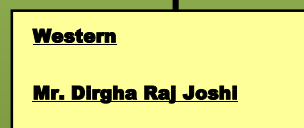
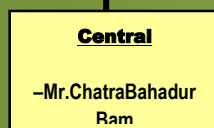
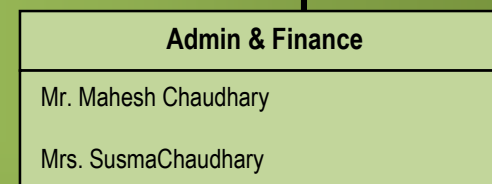
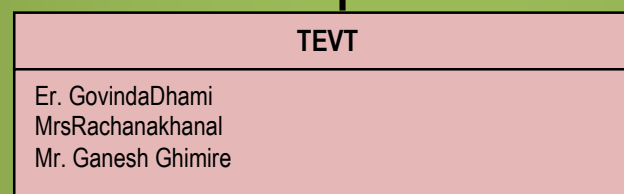
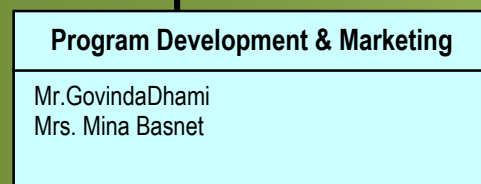
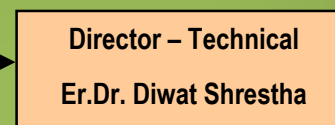
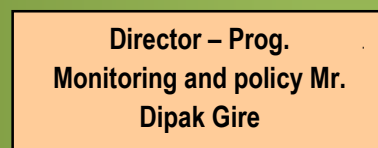
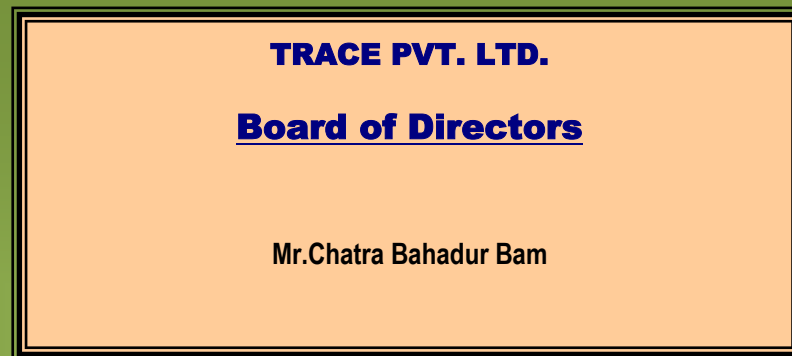
2. Training Equipment's

| <u>Sno</u> | <u>Name</u> | <u>condition</u> | <u>NO</u> | <u>Remarks</u> | |
|------------|---|------------------|-----------------------------|----------------|--|
| 1 | Generator | Brand New | 14 | Own | |
| 2 | Projector | Brand New | 14 | Own | |
| 3 | Laptops | New and old | 12 | Own | |
| 4 | Other minor equipment's | OK | 15 Set. | Own | |
| 5 | Office equipment's/ Furniture fixtures | Ok | Around Nrs. 20,00,000.00 | Own | |

3. Property/Office

| <u>Sno</u> | <u>Name</u> | <u>Location</u> | <u>Area</u> | <u>Remarks</u> | |
|------------|---------------|-----------------|-------------|----------------|--|
| 1 | Head office | Dhangadhi | 5000sqft | Own | |
| 2 | Training site | Sukkhad | 3000sqft | Own | |
| 3 | Training site | Masuriya | 7000sqft | Own | |
| 4 | Branch office | Kathmandu | 2000sqft. | rent | |

Company Structure and manpower Strength



Full-time: 27 Staff including 6 Directors

For contract: Name and Detail of Focal person of each region:-

| Description | Head Quarter (Kathmandu) | Eastern Region | Western Region | Mid-western Region | Far western Region |
|--------------|--|--|--|--|-----------------------|
| Name | ChhatraB ahadur Bam | Er. SantoshThapa | Tank Parsad Upadhya | Man BahadurBogati | Rabindrabakhariya |
| Digitation | Managing Director of the company | Cluster coordinator | Program coordinator of TRACE | Cluster coordinator | Cluster coordinator |
| Contract no. | 9858422903 | 9849714418 | 091-527371 | 9843619647 | 9868529832 |
| Email | tracenepal@gmail.com atra.trace@gmail.com | thapagmd@gmail.com | tracenepal@gamil.com | Manbdr.bogati@gmail.com | |

Detail of The Staff

a. Core staff (inside the office)

| SN | Name | Designation | Roles/Responsibilities | Qualification & Experience | |
|----|----------------------|---------------------------------------|--|---|-----------------------------------|
| | | | | Academic Qualification | Experience in related field (yrs) |
| 1 | Chhatra Bahadur Bam | Managing Directors | Overall manage management and Responsible parson. Responsible for all the training management, reporting requirement, training planning and delivery, quality assurance, networking with all stakeholders, financial management and human resource management. | M.Ed | 15 Years |
| 2 | Dr. Diwat Sharestha | TEVT | Management of the training in field Level and logistics management of all level | PHD Civil Engineering | 35 Years |
| 3 | Chakra Bam | Branch Manager | Branch Overall manage management and Responsible parson. | MA | 6 years |
| 4 | Meena Basnet | Counseling and Job Placement officer | Deliver training CC , JP and skill Plus package | B.ed | 8 Years |
| 5 | Mahesh Chaudhary | Accountant | Mange the all over Accountant and Logistic Management | BBS | 6 Years |
| 6 | Er. Dirgha Raj Joshi | Program Coordinator/Technical Officer | Training monitoring and Reporting PM, Technical Supervision | Master in Sociology and environment science/ Diploma in Civil engraining | 8 Years |

| SN | Name | Designation | Roles/Responsibilities | Qualification & Experience | |
|-----|---------------------|---------------------------------------|--|----------------------------|-----------------------------------|
| | | | | Academic Qualification | Experience in related field (yrs) |
| 7 | Er. SanthoshThapa | Technical Officer | Technical Supervision and Monitoring | BE Civil | 3 Years |
| 8 | Mr. ganeshghimire | Technical officer | Electrician and mason expert | L2 and L3 | 10 years |
| 9 | Mr. JalanDhakal | Technical officer | Monitoring officer | Diploma in Engineering | 5 years |
| 10 | ErAmritShrestha | Technical officer | Technical Supervision and Monitoring | BE Civil | 4 years |
| 11. | RachanaKhanal | Training Coordinator | Training monitoring and Reporting PM | B.ed | 2 Years |
| 12 | SusmaChaudhary | Data Base Officer | Maintain all the database of the program in computer and disseminate it for the concern authority, office management and record keeping. | I.A | 3 Years |
| 13 | Rohit B.K | Marketing Officer | Mange the overall market | MA | 2 Years |
| 14 | Uddhav Sharma rijal | Officer of western development region | Training coordinator | MA | 6 years |
| 15 | Shusila Deuba | Officer of western development region | Training coordinator | MA | 5 years |

| SN | Name | Designation | Roles/Responsibilities | Qualification & Experience | |
|----|----------------------|---------------------------------------|------------------------------|----------------------------|-----------------------------------|
| | | | | Academic Qualification | Experience in related field (yrs) |
| 16 | Mr. Givinda Dhami | Officer of Eastern development region | Training coordinator | BE Civil | 2 years |
| 17 | Mrrabindra Bakhariya | Far western region coordinator | Training coordinator/officer | BA | 5 years |
| 18 | Mr. Aabind bam | Driver | Driver | | |
| 19 | Ms. MeenaChaudhary | Office assistance | | | |

b. Occupational Base Staff's

| SN | Name | Title/Post | Qualification | Experience at CS | Remarks |
|----|-----------------------|--------------|---------------------------------------|------------------|---------|
| 1 | Buddhi Sagar Thapa | Lead Trainer | Me Civil | 8 years | |
| 2 | DipakKhanal | Lead Trainer | ME Civil | 7 Years | |
| 3 | Dr Er. DiwatShrestha | Lead Trainer | PHD Civil Engineering | 20 years | |
| 4 | JyotimaniBhattra | Lead Trainer | ME Stricture | 7 year | |
| 5 | BlmalaDhami | Lead Trainer | MSC Structural | 5 years | |
| 6 | Mahesh Chitrakar | Lead Trainer | ME construction management | 25 years | |
| 7 | MaheshwarRegmi | Lead Trainer | ME Rural Development | 12 years | |
| 8 | Manoj Kumar Bist | Lead Trainer | M.Tech Structural | 12 years | |
| 9 | NabinKishorGaihare | Lead Trainer | MSC in Communication engineering | 15 year | |
| 10 | Sagar Krishna Joshi | Lead Trainer | MSC in Civil engineering | 30 year | |
| 11 | Upendra Man Shakya | Lead Trainer | MSC mechanical engineer | 37 year | |
| 12 | Phanendra Mani Kattel | Lead Trainer | ME Civil | 10 years | |
| 13 | Rupak raj Baniya | Lead Trainer | ME Electrical engineering | 10 years | |
| 14 | PrakashBaral | Lead trainer | MSc engineering construction | 12 year | |
| 15 | Narkantsapkota | Lead trainer | ME Transportation | 15 year | |
| 16 | BinodPrakashPandit | Lead Trainer | MSC in Disaster risk Management | 6 year | |
| 17 | BalParajuli | Lead trainer | ME Civil | 12 year | |
| 18 | Hem raj Rana | Lead trainer | MSC in Climate change and development | 6 years | |

| SN | Name | Title/Post | Qualification | Experience at CS | Remarks |
|----|----------------------|--------------|--------------------------------|------------------|------------------------------------|
| 19 | Ramesh Bastola | Lead Trainer | MSC in Construction management | 8 year | |
| 20 | KeshavPokhreal | Lead trainer | ME civil | 8 year | |
| 21 | Amrit Kumar Shrestha | Co-Trainer | BE Civil Engineering | 2 years | 7 day mason trainer of TRACE |
| 22 | AswaniKuamrYadav | Sub Trainer | BE Civil Engineering | 3 years | 7 day mason trainer of TRACE |
| 23 | BikalKhanal | Sub Trainer | BE Civil Engineering | 2 years | 7 day mason trainer of TRACE |
| 24 | Eros Bist | Sub Trainer | BE Civil Engineering | 2 years | 7 day mason trainer of TRACE |
| 25 | Hari Prasad Awasthi | Sub Trainer | BE Civil Engineering | 2 year | Mason Trainer |
| 26 | Keshav Raj Joshi | Sub Trainer | BE Civil Engineering | 6 year | Mason Trainer |
| 27 | Arjun Kumar Budha | Sub Trainer | BE Civil Engineering | 2 year | 7 day mason trainer of TRACE |
| 28 | Mahesh Pandey | Sub Trainer | BE Civil Engineering | 2 year | Mason Trainer |
| 29 | Milan gotame | Sub Trainer | BE Civil Engineering | 3 years | Mason Trainer |
| 30 | NishaTandulkar | Sub Trainer | BE Civil Engineering | 15 year | Mason Trainer |
| 31 | Nitu Sharma | Sub Trainer | BE Civil Engineering | 1 year | Mason Trainer |
| 32 | PrasantaDevkota | Sub Trainer | BE Civil Engineering | 1 year | Mason Trainer |

| SN | Name | Title/Post | Qualification | Experience at CS | Remarks |
|----|------------------|-------------|----------------------|------------------|------------------------------------|
| 33 | RabindraGodwar | Sub Trainer | BE Civil Engineering | 2 year | Mason Trainer |
| 34 | RijuAdhikari | Sub Trainer | BE Civil Engineering | 2 year | Mason Trainer |
| 35 | SantoshThapa | Sub Trainer | BE Civil Engineering | 2 year | 7 day mason trainer of TRACE |
| 36 | SudarshanNeupane | Sub Trainer | BE Civil Engineering | 2 year | Mason Trainer |
| 37 | SusmitaKhanal | Sub Trainer | BE Civil Engineering | 3 year | Mason Trainer |
| 38 | Tilak Pant | Sub Trainer | BE Civil Engineering | 1 year | Mason Trainer |
| 39 | UttamDhungel | Sub Trainer | BE Civil Engineering | 5 year | 7 day mason trainer of TRACE |
| 40 | UjwalShrestha | Sub Trainer | BE Civil Engineering | 3 year | Mason Trainer |

Carpentry Sector

| | | | | | | | | | |
|----|-----------------------|---|--|---|--|---------|---------|---|------|
| 1 | SunitaChudhary | F | | ✓ | | Kailali | L-1 TOT | 3 | TITI |
| 2 | Meena Devi Chaudhary | F | | ✓ | | Kailali | L-1 TOT | 2 | TITI |
| 3 | SagataRanmChaudhary | M | | ✓ | | Kailali | L-2 TOT | 6 | TITI |
| 4 | RamratiKumarichudhary | F | | ✓ | | Kailali | L-1 TOT | 6 | TITI |
| 5 | Manoj Ran | M | | ✓ | | Kailali | L-2 TOT | 7 | TITI |
| 6 | PuranbdrChudhary | M | | ✓ | | Kailali | L-2 TOT | 8 | TITI |
| 7 | Kushi Ram Tharu | M | | ✓ | | Kailali | L-2 TOT | 5 | TITI |
| 8 | Rama Rana | M | | ✓ | | Kailali | L-2 TOT | 6 | TITI |
| 9 | Bhagi Ram Chaudhry | M | | ✓ | | Kailali | L-2 TOT | 4 | TITI |
| 10 | Raj Kumar Chudhary | M | | ✓ | | Kailali | L-2 TOT | 6 | TITI |

Trainer

| Diploma Holders | | | | | | | | | |
|-------------------|-------------------------|---|--|---|---|-----------|---------------|----|--|
| 1 | MohanmanByanjankar | M | | ✓ | | Kathmandu | Diploma (TOT) | 30 | |
| 2 | YogendraBalayer | M | | | ✓ | Doti | Diploma (TOT) | 2 | |
| 3 | Krishna Singh thagunna | M | | | ✓ | Darhulla | Diploma (TOT) | 3 | |
| 4 | Sankalpapakfle | M | | | ✓ | Palpa | Diploma (TOT) | 5 | |
| 5 | DipakbahadurBohara | M | | | ✓ | Bajhang | Diploma (TOT) | 4 | |
| 6 | Rabin Bahadur Singh | M | | | ✓ | Kailali | Diploma (TOT) | 2 | |
| 7 | Ram Kumar Thing | M | | | ✓ | Rasuwa | Diploma (TOT) | 2 | |
| Ast. Sub Engineer | | | | | | | | | |
| 1. | SamikshayaKarki | F | | | ✓ | Dolkha | TSLC (TOT) | 4 | |
| 2 | SushilaShyatal | F | | | ✓ | Banke | TSLC (TOT) | 6 | |
| 3 | Ganesh Kafle | M | | | ✓ | Dolkha | TSLC (TOT) | 2 | |
| 4 | Kedar Prasad Chaulagain | M | | | ✓ | Dolkha | TSLC (TOT) | 3 | |
| 5 | NakulRawat | M | | | ✓ | Dolkha | TSLC (TOT) | 3 | |
| 6 | RajanKhadka | M | | | ✓ | Kathmandu | TSLC (TOT) | 1 | |
| 7 | SailendraBhattra | M | | | ✓ | Ramachhep | TSLC (TOT) | 8 | |
| 8 | LokBahadurDahal | M | | | ✓ | Dolkha | TSLC (TOT) | 7 | |

| Trained Mason: | | | | | | | | | |
|-----------------------|------------------------|---|---|---|---|---------|----------------|---|-------|
| 1 | RaghubirChaudhary | M | | ✓ | | Kailali | L2 EQ | 5 | |
| 2 | Deep BahadurBudhathoki | M | | ✓ | | Kailali | Skilled Mason | 6 | |
| 3 | ManishaChauhdary | | | ✓ | | Kailali | L2/TOT | 5 | |
| 4 | RuplalDangaura | M | | ✓ | | Kailali | L1/TOT | 7 | |
| 5 | Anshu Ram Chaudhary | M | | ✓ | | Kailali | TOT | 8 | |
| 6 | Sunil Chaudhary | M | | ✓ | | Kailali | Mason Training | 3 | |
| 7 | GyanBahadurChaudhary | M | | ✓ | | Kailali | Mason Training | 9 | |
| 8 | Sita ram Tharu | M | | ✓ | | Bardiya | L2/ToT | 6 | |
| 9 | Saku Ram Chaudhary | M | | ✓ | | Bardiya | L2/TOT | 7 | |
| 10 | PrakashBhandari | M | | ✓ | ✓ | Dailekh | L2/TOT | 4 | |
| 11 | MaiyaChaudhary | F | | ✓ | ✓ | Banke | L1 | 5 | |
| 12 | Nam Raj Gire | M | | ✓ | | Nuwakot | EQ Mason | 3 | DUDBC |
| 13 | DilbdrSunar | M | ✓ | | | Nuwakot | EQ Mason | 4 | UDBC |
| 14 | BhojaBdrThapamagar | M | | ✓ | | Nuwakot | EQ Mason | 5 | UDBC |
| 15 | DilliparsadGajurel | M | | ✓ | | Nuwakot | EQ Mason | 6 | UDBC |
| 16 | DevDattaBhattrari | M | | | ✓ | Nuwakot | EQ Mason | 7 | UDBC |
| 17 | Rajan Nepal | M | | | ✓ | Nuwakot | EQ Mason | 3 | UDBC |
| 18 | Ram Kumar Gire | M | | | ✓ | Nuwakot | EQ Mason | 3 | UDBC |
| 19 | KedarGire | M | | | ✓ | Nuwakot | EQ Mason | 4 | UDBC |

Financial strength:

| Particular | Amount (in NRS) |
|--------------------------------------|------------------------------|
| Paid up capital | 8,00,000.00 |
| Total assets | 1,46,57,564.00 |
| Available working capital | 1,37,53,989.00 |
| Annual turnover of last year 074/075 | <u>6,27,17,601.00</u> |

Our latest Project's

| <i>Project name and country</i> | <i>Name of employer and contact person</i> | <i>Type of Services provided and year of completion</i> | <i>Value of contract (in NRS)</i> |
|---|--|---|------------------------------------|
| 7 day Mason training in EQ resistance building construction | NRCS (with 12 diff. partners) Mr. Dipak Babu Giri | Mason training/ 2016-2017 | 60 Million (100% completed) |
| Skill Development Project 13 th phase | CTEVT/SDP | Training in different 5 trade include Mason – 2018 | 120 Million (just started) |
| 3 month OJT | HELVETAS/EF | Mason and Carpentry | 22 Million |
| 3 month OJT | EVENT | Mason and Carpentry | 10-12 Million |
| 3 month OJT | Un Women/WHC | Mason | 1.5 Million |
| Livelihood (JV) | SABL/USAID | Vocational Skill Training | 30 Million |
| Livelihood | Save the children | Vocational Training | 2 million |
| Mason Training (JV) | NEST/USAID | On the job training | 50 million |
| Advance Tailoring | Foreign Employment Promotion Board | Vocational Skill Training | 1.5 Million |
| 7 day Mason training in EQ resistance building construction | NRCS (with 12 diff. partners) Mr. Dipak Babu Giri | Mason training/ 2016-2017 | 18 million |
| 5 day Carpentry training in EQ resistance building construction | NRCS (with 12 diff. partners) Mr. Dipak Babu Giri | Carpentry Training 2017 | 14Million |

***For Your Reference, Name, contract and organizations of our
Major client's: (present clients)***

| <u>S.N</u> | <u>Name of reference</u> | <u>Position</u> | <u>Organization</u> | <u>Contract no</u> | <u>Email id</u> |
|-------------------|---------------------------------|------------------------|--|---------------------------|--|
| 1.0 | Er. DipakBabu Giri | Shelter Coordinator | NRCS/ Earthquake Recovery operation (ERO) | 9851097469 | dipakbabugiri@gmail.com |
| 2.0 | Er. Hamid Mumtaz | Country Director | Norwegian Red Cross | 9823148974 | HamidMumtaz@redcross.org.nr |
| 3.0 | LaxmanChhetry | Canadian Delegates | IFRC | 9851221991 | Laxman.CHHETRY@ifrc.org |
| 4.0 | Bhanu Pandit | Program Coordinator | EF/Helvetas | 9851048677 | bhanupandit@hotmail.com |

Acceptance

I, Mr. Chhatra Bahadur Bam, Managing Director of TRACE Pvt. Ltd. hereby certify that the above information is wholly true. I also agree to the general terms and conditions of the organization purchasing as presented to us in the Request for Quotations. And if there is any conflict between us and the organization, we are ready to accept the decision done by the organization.

With thanks ,

Signature:

Date:

Name: Mr. Chhatra Bahadur Bam

Designation: Managing Director