

# **EXPRESSION OF INTEREST (EOI)**

**Title of Consulting Service: PM-3-4/076**

**Method of Consulting Service: National**

**Project Name : CONDUCTING TRAINING WITH ON-THE JOB-TRAINING  
(OJT) for Professional Mason (PM-3-4/076)**

**EOI : PM-3-4/076**

**Office Name: Enhanced Skills for Sustainable and Rewarding Employment**

**Office Address: sanothimi 17 madhyapur Bhaktapur Bhaktapur**

**Funding agency : Grant**

**Loan/Credit/Grant number : 7F-09104.01.02**



## **Acronyms**

CTEVT	Council for Technical Education and Vocational Training
ENSSURE	Enhanced Skills for Sustainable and Rewarding Employment
EOI	Expression of Interest
HR	Human Resources
NSTB	National Skill Testing Board
OHS	Occupational Health and Safety
OJT	On the Job Training
PAN	Personal Account Number
QCBS	Quality and Cost Based Selection
RfP	Request for Proposal
TNA	Training Need Assessment
TOR	Terms of Reference
ToT	Training of Trainers
TP	Training Provider
VAT	Value Added Tax
RM	Rural Municipality
SP	Service Provider

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## **A. Request for Expression of Interest**

# Request for Expression of Interest

## Government of Nepal (GoN)

Name of Employer: Enhanced Skills for Sustainable and Rewarding Employment

Date: 09-02-2020 01:00

Name of Project: CONDUCTING TRAINING WITH ON-THE JOB-TRAINING (OJT) for Professional Mason (PM-3-4/076)

Name of the Donor Agency: Grant

Donor Loan/Credit/Grant No: 7F-09104.01.02

1. Government of Nepal (GoN) has received a Grant from Single Envelope Procedure toward the cost of CONDUCTING TRAINING WITH ON-THE JOB-TRAINING (OJT) for Professional Mason (PM-3-4/076) and intends to apply a portion of this loan/credit/grant to eligible payments under the Contract for which this Expression of Interest is invited for National consulting service
2. The Enhanced Skills for Sustainable and Rewarding Employment now invites Expression of Interest (EOI) from eligible consulting firms ("consultant") to provide the following consulting services: CONDUCTING TRAINING WITH ON-THE JOB-TRAINING (OJT) for Professional Mason (PM-3-4/076)
3. Interested eligible consultants may obtain further information and EOI document free of cost at the address Enhanced Skills for Sustainable and Rewarding Employment, Enhanced Skills for Sustainable and Rewarding Employment sanothimi 17 madhyapur Bhaktapur, Bhaktapur Nepal during office hours on or before 01-03-2020 12:59 or visit e-GP system [www.bolpatra.gov.np/egp](http://www.bolpatra.gov.np/egp) or visit the client's website [ctevt.org.np](http://ctevt.org.np)
4. Consultants may associate with other consultants to enhance their qualifications.
5. Expressions of interest shall be delivered online through e-GP system [www.bolpatra.gov.np/egp](http://www.bolpatra.gov.np/egp) NA on or before 01-03-2020 12:59
6. In case the last date of obtaining and submission of the EOI documents happens to be a holiday, the next working day will be deemed as the due date but the time will be the same as stipulated.
7. EOI will be assessed based on Qualification 35.0 %, Experience 50.0 %, and Capacity 15.0 % of consulting firm and key personnel. Based on evaluation of EOI, only shortlisted firms will be invited to submit technical and financial proposal through a request for proposal.
8. Minimum score to pass the EOI is 60

## **B. Instructions for Submission of Expression of**

# Instructions for Submission of Expression of Interest

1. Expression of Interest may be submitted by a sole firm or a joint venture of consulting firms.
2. Interested consultants must provide information indicating that they are qualified to perform the services (descriptions, organization and employee and of the firm or company, description of assignments of similar nature completed in the last 7 years and their location, experience in similar conditions, general qualifications and the key personnel to be involved in the proposed assignment).
3. This expression of interest is open to all eligible consulting firm/person/ company/ organization.
4. In case, the applicant is individual consultant, details of similar assignment experience, their location in the previous 4 years and audited balance sheet and bio data shall be considered for evaluation.
5. The assignment has been scheduled for a period of 11 months. Expected date of commencement of the assignment is 29-03-2020.
6. A Consultant will be selected in accordance with the QCBS method.
7. 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: Letter of Application (Form 1)
    - EOI Form: Applicant's Information (Form 2)
    - EOI Form: Work Experience Details (Form 3(A), 3(B) & 3(C))
    - EOI Form: Capacity Details (Form 4)
    - EOI Form: Key Experts List (form 5).
8. 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.
9. 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 the CONDUCTING TRAINING WITH ON-THE JOB-TRAINING (OJT) for Professional Mason (PM-3-4/076).The Envelope should also clearly indicate the name and address of the Applicant. Alternatively, applicants can submit their EOI application through e-GP system by using the forms and instructions provided by the system.
10. 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.



## **C. Objective of Consultancy Services or Brief TOR**

## Terms of Reference (TOR) for Conducting Training with OJT

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### 1. Background

The Enhanced Skills for sustainable and Rewarding Employment (ENSSURE) project is established under a bilateral agreement between the Government of Nepal and the Government of Switzerland with the **goal to assist Nepalese workers particularly from disadvantaged groups to benefit from continuous employment and an improved standard of living**. The Council for Technical Education and Vocational Training (CTEVT) implements it with the technical assistance from HELVETAS Swiss Inter cooperation Nepal. The project works with partner companies, industry associations, training providers (TPs) and National Skill Testing Board (NSTB) diligently with aims of enhancing the living standard and employability of workers through skills development training. The project offers three different types of trainings: apprenticeship, training courses (NSTB Level 2) and further training to existing workers (in-service training). The primary target groups are the Nepali youth especially from the Disadvantaged Group.

The ENSSURE plans to provide Training with OJT of Level 2 to 6800 youth within the first phase of the project (2016 to 2019, extended up to June 2021). This TOR is prepared for procuring the services from the training providers to provide training courses of 1696 hours as per the CTEVT curricula. In this regard, competent training providers having adequate facilities for managing training and able to coordinate with concerned industries for On the Job Training (OJT) are requested to submit their proposals in consortium with the industries for managing OJT to the trainees in the related occupations. The occupational sectors are hospitality, construction, Electrical, mechanical and automobile.

### 2. Objectives of the Assignment

The main objective of the assignment is to deliver quality skill training for the targeted beneficiaries following the CTEVT curricula; managing their skill testing and placing them for sustainable and rewarding employment in the trained occupations. Other objectives are to:

- Ensure that the targeted beneficiaries have participated in training
- Ensure the quality of training as per the developed quality indicators/criteria this includes quality delivery by the instructors, coaching by the supervisors/mentors in the industries
- Confirm that trainees receive adequate practical (in-house practice and OJT) experiences as per the curricula and agreed criteria.
- Confirm that theory and practical sessions are well balanced during the classroom-based instruction following the defined criteria by CTEVT (20% theory and 80% practical)
- Ensure the maximum participation (pass rate is minimum target 90%) of trainees in the skill testing
- Ensure that graduates are facilitated to be employed in the competitive job market

### 3. Scope of Work

In line with the above stated objectives, the TPs will be responsible to provide skills training (both off-the job and on-the-job) in close coordination with the consortium industries and with concerned association/local chambers and with ENSSURE. The TPs will also facilitate and assist training graduates for getting into the employment in the related occupations. Followings are the scope of work:

### 3.1 Occupations:

Based on the Training Need Assessment (TNA) conducted by ENSSURE project and consultation with stakeholders through the workshops and interviews, following occupations were selected as most needed and marketable. The table below shows the Package no. and occupation wise allotted number of trainees under this EOI.

S.N.	Package no.	Occupation	Allocated Number
1	PMM-1-4/076	Professional Motorcycle Mechanic	80
2	PMM-2-4/076	Professional Motorcycle Mechanic	80
3	PMM-3-4/076	Professional Motorcycle Mechanic	80
4	PLVM-1-4/076	Professional Light Vehicle Service Mechanic	80
5	PW-1-4/076	Professional Welder	80
6	PBE-1-4/076	Professional Building Electrician	80
7	PBE-2-4/076	Professional Building Electrician	80
8	PBE-3-4/076	Professional Building Electrician	80
9	PBE-4-4/076	Professional Building Electrician	80
10	PBE-5-4/076	Professional Building Electrician	80
11	PM-1-4/076	Professional Mason	80
12	PM-2-4/076	Professional Mason	80
13	PM-3-4/076	Professional Mason	80
14	PM-4-4/076	Professional Mason	80
15	PAF-1-4/076	Professional Aluminum Fabricator	80
16	PP-1-4/076	Professional Plumber	80
17	PP-2-4/076	Professional Plumber	80
18	PP-3-4/076	Professional Plumber	80
19	PP-4-4/076	Professional Plumber	80
20	PC-1-4/076	Professional Cook	80
21	PC-2-4/076	Professional Cook	80
22	PC-3-4/076	Professional Cook	80
23	PC-4-4/076	Professional Cook	80
24	PC-5-4/076	Professional Cook	80
25	PC-6-4/076	Professional Cook	80

3.2 **Geographical coverage:** The following geographical areas will be covered and the training services for this assignment will be delivered in major urban and semi-urban centres as follows:

- Biratnagar, Itahari, Dharan, Udaypur, Damak, and Birtamod
- Janakpur, Rajbiraj Lahan and Birgunj
- Kathmandu, Lalitpur, Bhaktapur, Banepa, Dhulikhel, Hetauda and Bharatpur
- Nawalparasi (Kawasoti), Pokhara, and Damauli
- Butwal, Bhairahawa, Palpa, Kapilvastu, Dang and Nepalgunj
- Surkhet, Jumla and Salyan
- Dhangadhi and Mahendranagar

NB: *One TP can apply maximum of two occupations, but cannot apply more than one package of same occupation.* Training Providers must submit separate EOI documents for each package applied.

**3.3 Selection of participants:** The TPs will follow the “Training Implementation Guidelines” for participants’ selection. The guideline can be collected from the ENSSURE project office.

**3.4 Duration of the assignment:** Duration of this assignment will be of **15 (Fifteen)** months after signing the contract. TP will submit detailed work plan along with human resource plan with proposed/identified venue for both off the job (institution based) and on the job training (industry based) in RfP.

**3.5 Quality of instructions:**

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

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

**3.6 Career counselling and business skills session:** The TPs will facilitate the training sessions on career counselling as per the “Career Counselling Guidelines” provided by the project. The TP will facilitate and coordinate with ENSSURE to conduct business skills sessions at appropriate time during the training period.

**3.7 Assessment of trainees’ performance and record keeping:** The TPs are responsible for keeping the records of all training related activities including daily/weekly performance evaluation of the trainees.

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

**3.9 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. Required competency of the bidder**

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

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

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

**4.2.1 Title/number: Training Manager**

**Qualifications and experiences:** Minimum qualification bachelor’s degree. Minimum 3 years of work experience in coordination, developing training plan, training implementation, training monitoring and evaluation, OJT management, training data analysis etc. Experiences of OHS and HR planning in industrial sector of Nepal will be preferable.

**Total time input:** Full time

**Responsibilities:**

- Overall management of the training program and training team, coordination with ENSSURE and other related stakeholders;
- Prepare training/OJT implementation plan and make sure the effective implementation
- Conduct regular visit to training/OJT sites during the training period;
- Submit training reports and other documents as per agreement;
- Develop strategy, approach and methodology ensure effective monitoring of the training program
- Collaborate with strategic partners to facilitate job placement for the training graduates
- Coordinate and plan of Skills Testing
- Maintain records of necessary training related documents that includes the roster of the potential employers too
- Supervise, monitoring and evaluating the training program
- Ensure the quality of the training (both classroom-based and on-the- job training)
- Develop success story, lesson learned and implement corrective measures etc.
- Coordinate with ENSSURE for all training related activities.

#### **4.2.2. Title/number: Instructors/OJT supervisors**

**Qualifications and experiences:** Minimum Diploma or Skill Test Level-3 passed or equivalent in related occupation or as per curriculum. Minimum 2 years of work experience in conduction of training in related occupation with TOT or instructional skills training from the recognised institute.

**Total time input:** 10 months – Full Time (2 persons per 20 trainees)

#### **Responsibilities:**

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

Note: OJT supervisor/s should be from the consortium industries having adequate work experiences on the related occupations who will be capacitated in the OJT management and instructional skills by the project if needed. Bidder should provide the name, qualification and work experience of the proposed OJT supervisors in the EOI and in the RfP.

## **D. Evaluation of Consultant's EOI Application**

# Evaluation of Consultant's EOI Application

Consultant's EOI application which meets the eligibility criteria will be ranked on the basis of the Ranking Criteria.

## i) Eligibility & Completeness Test

Sl. No.	Criteria Title	Compliance
1	Self-Declaration made in writing by the training provider/s that it is not disqualified for taking part in the procurement proceedings, that it has no conflict of interest in the proposed procurement proceeding and that it has not been punished for an offence relating to the concerned profession or business (Applicable to TP only)	
2	Copy of renewed firm, organization or company registration certificate duly certified from notary public (Applicable to TP only)	
3	At least three years of standing of the firm/s (Applicable to TP only)	
4	Copy of VAT registration certificate duly certified from notary public (Applicable to TP only)	
5	Copy of tax clearance and audit report for the last two fiscal years duly certified from notary public (Applicable to TP only)	
6	Copy of CTEVT affiliation certificate to conduct training on proposed occupations (Applicable to TP only)	
7	Copy of MOU with division of roles and responsibilities between consortium partners and TP.	
8	At least NRs. 2 million average annual turnovers in last two years (Applicable to TP only)	
9	Letter from respective Local Government or concern industry association/ Chamber of commerce/professional association indicating their support and cooperation in the training implementation and placement of the graduates	

## ii) EOI Evaluation Criteria

### A. Qualification

Sl. No.	Criteria	Minimum Requirement
1	Qualification of Training Manager	Manager is bachelor's degree holder in any field
2	Experience of Training Manager	3 years experience in the relevant field
3	Relevant Trainings of Training Manager	Relevant Trainings (MS, Monitoring & Supervision, Database, HR, OHS from recognized Institute)
4	Qualification of Instructor	Two Instructors for a group with diploma or equivalent in relevant trade or as per curriculum
5	Experience of Instructor	2 years experience in the relevant field
6	Relevant Trainings of Instructor	Relevant Trainings (TOT or IS from the recognized Institute)

**Score: 35.0**

### B. Experience

Sl. No.	Criteria	Minimum Requirement
1	General Experience within last 7 years (more than and equal to 390 hrs. training in any occupation)	Less than 500 trainees trained in any occupation
2	Skill Testing Experiences within last 7 years (more than and equal to 390 hrs. training in any occupation)	Less than 500 trainees trained in any occupation
3	Training Experience in proposed occupation (more than and equal to 390 hrs.)	1 to 500 trainees skill tested in proposed occupation
4	Skill Testing Experiences in proposed occupation within last 7 years (at least Level-1)	1 to 500 trainees skill tested in proposed occupation

Sl. No.	Criteria	Minimum Requirement
5	Placement Experiences in Proposed Occupation within last 7 years	1 to 55% Placement
6	Geographical Experience (more than and equal to 390 hrs. training in any occupation)	Less than 500 trainees trained in any occupation proposed province/districts

**Score: 50.0**

#### **C. Capacity**

Sl. No.	Criteria	Minimum Requirement
1	Vision, Mission and Goal	Vision, mission and goal of the organization not clear/not relevant to assignment or not mentioned
2	Organizational Structure/Profile (TP and Consortium)	Organogram is not clear and not relevant to the assignment
3	Inclusion in the organization	Gender & Social Inclusion only in Proposed Team
4	Annual Turnover	Average Annual Turnover of last two years, at least 2 millions
5	Cash Flow of the organisation	Profit of last two years, 0.5 to 1 million
6	Infrastructure and Facilities	Moderate infrastructure and training facilities according to the curriculum
7	Information Regarding Consortium Industries	Information of Consortium submitted

**Score: 15.0**

**Minimum score to pass the EOI is: 60**

Note : In Case, a corruption case is being filed to Court against the Natural Person or Board of Director of the firm/institution /company or any partner of JV, such Natural Person or Board of Director of the firm/institution /company or any partner of JV such firm's or JV EoI shall be excluded from the evaluation, if public entity receives instruction from Government of Nepal.



## **E. EOI Forms & Formats**

## **E. EOI Forms & Formats**

Form 1. Letter of Application

Form 2. Applicant's information

Form 3. Experience (*General, Specific and Geographical*)

Form 4. Capacity

Form 5. Qualification of Key Experts

## Standard EOI Document

### 1. Letter of Application

(Letterhead paper of the Applicant or partner responsible for a joint venture, including full postal address, telephone no., fax and email address)

Date: .....

To,

Full Name of Client: \_\_\_\_\_

Full Address of Client: \_\_\_\_\_

Telephone No.: \_\_\_\_\_

Fax No.: \_\_\_\_\_

Email Address: \_\_\_\_\_

Sir/Madam,

1. Being duly authorized to represent and act on behalf of (hereinafter "the Applicant"), and having reviewed and fully understood all the short-listing information provided, the undersigned hereby apply to be short-listed by **[Insert name of Client]** as Consultant for **[Insert brief description of Work/Services]**.
2. Attached to this letter are photocopies of original documents defining:
  - a) the Applicant's legal status;
  - b) the principal place of business;
3. **[Insert name of Client]** and its authorized representatives are hereby authorized to verify the statements, documents, and information submitted in connection with this application. This Letter of Application will also serve as authorization to any individual or authorized representative of any institution referred to in the supporting information, to provide such information deemed necessary and requested by yourselves to verify statements and information provided in this application, or with regard to the resources, experience, and competence of the Applicant.
4. **[Insert name of Client]** and its authorized representatives are authorized to contact any of the signatories to this letter for any further information.<sup>1</sup>
5. All further communication concerning this Application should be addressed to the following person,  
  
[Person]  
  
[Company]  
  
[Address]  
  
[Phone, Fax, Email]
6. We declare that, we have no conflict of interest in the proposed procurement proceedings and we have not been punished for an offense relating to the concerned profession or

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<sup>1</sup> Applications by joint ventures should provide on a separate sheet, relevant information for each party to the Application.

***Standard EOI Document***

business and our Company/firm has not been declared ineligible.

7. We further confirm that, if any of our experts is engaged to prepare the TOR for any ensuing assignment resulting from our work product under this assignment, our firm, JV member or sub-consultant, and the expert(s) will be disqualified from short-listing and participation in the assignment.
8. The undersigned declares that the statements made and the information provided in the duly completed application are complete, true and correct in every detail.

**Signed** :

**Name** :

**For and on behalf of (name of Applicant or partner of a joint venture):**

**Standard EOI Document**

**2. Applicant's Information Form**

*(In case of joint venture of two or more firms to be filled separately for each constituent member)*

1. Name of Firm/Company:
2. Type of Constitution (*Partnership/ Pvt. Ltd/Public Ltd/ Public Sector/ NGO*)
3. Date of Registration / Commencement of Business (*Please specify*):
4. Country of Registration:
5. Registered Office/Place of Business:
6. Telephone No; Fax No; E-Mail Address
7. Name of Authorized Contact Person / Designation/ Address/Telephone:
8. Name of Authorized Local Agent /Address/Telephone:
9. Consultant's Organization:
10. Total number of staff:
11. Number of regular professional staff:

*(Provide Company Profile with description of the background and organization of the Consultant and, if applicable, for each joint venture partner for this assignment.)*

**Standard EOI Document**

**3. Experience**

**3(A). General Work Experience**

*(Details of assignments undertaken. Each consultant or member of a JV must fill in this form.)*

<b>S. N.</b>	<b>Name of assignment</b>	<b>Location</b>	<b>Value of Contract</b>	<b>Year Completed</b>	<b>Client</b>	<b>Description of work carried out</b>
1.						
2.						
3.						
4.						
5.						
6.						
7.						

**Standard EOI Document**

**3(B). Specific Experience**

**Details of similar assignments undertaken in the previous seven years**

*(In case of joint venture of two or more firms to be filled separately for each constituent member)*

Assignment name:	Approx. value of the contract (in current NRs; US\$ or Euro) <sup>2</sup> :
Country:  Location within country:	Duration of assignment (months):
Name of Client:	Total No. of person-months of the assignment:
Address:	Approx. value of the services provided by your firm under the contract (in current NRs; US\$ or Euro):
Start date (month/year):  Completion date (month/year):	No. of professional person-months provided by the joint venture partners or the Sub-Consultants:
Name of joint venture partner or sub-Consultants, if any:	Narrative description of Project:
Description of actual services provided in the assignment:  <b>Note: Provide highlight on similar services provided by the consultant as required by the EOI assignment.</b>	

Firm's Name: \_\_\_\_\_

<sup>2</sup> Consultant should state value in the currency as mentioned in the contract

**Standard EOI Document**

**3(C). Geographic Experience**

**Experience of working in similar geographic region or country**

*(In case of joint venture of two or more firms to be filled separately for each constituent member)*

<b>No</b>	<b><i>Name of the Project</i></b>	<b><i>Location (Country/ Region)</i></b>	<b><i>Execution Year and Duration</i></b>
<b>1.</b>			
<b>2.</b>			
<b>3.</b>			
<b>4.</b>			
<b>5.</b>			
<b>6.</b>			
<b>7.</b>			



**Standard EOI Document**

**4. Capacity**

**4(A). Financial Capacity**

*(In case of joint venture of two or more firms to be filled separately for each constituent member)*

Annual Turnover	
Year	Amount Currency

- Average Annual Turnover

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*(Note: Supporting documents for Average Turnover should be submitted for the above.)*

**Standard EOI Document**

**4(B). Infrastructure/equipment related to the proposed assignment<sup>3</sup>**

<b>No</b>	<b>Infrastructure/equipment Required</b>	<b>Requirements Description</b>
<b>1.</b>		
<b>2.</b>		
<b>3.</b>		
<b>4.</b>		
<b>5.</b>		

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<sup>3</sup> Delete this table if infrastructure/equipment for the proposed assignment is not required.

**Standard EOI Document**

**5. Key Experts** *(Include details of Key Experts only)*

*(In case of joint venture of two or more firms to be filled separately for each constituent member)*

<b>SN</b>	<b>Name</b>	<b>Position</b>	<b>Highest Qualification</b>	<b>Work Experience (in year)</b>	<b>Specific Work Experience (in year)</b>	<b>Nationality</b>
1						
2						
3						
4						
5						

(Please insert more rows as necessary)



# EXPRESSION OF INTEREST (EOI)

for

**Conducting Training Course with OJT**

on

**Professional Cook, Professional Building Electrician, Professional Plumber,  
Professional Mason, Professional Welder, Professional Motorcycle Mechanic,  
Professional Light Vehicle Service Mechanic and Professional Aluminium  
Fabricator**

**NATIONAL COMPETITIVE BIDDING (NCB)**

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

**EOI Number:** 04

**Office Name:** Council for Technical Education and Vocational Training (CTEVT)

**Office address:** Sanothimi, Bhaktapur, Nepal

Phone: 01-6636073/6636191

Email: [ctevtenssurepiu@gmail.com](mailto:ctevtenssurepiu@gmail.com)

**Issued on:** 9<sup>th</sup> February 2020 (2076 Magh26)

**Financing Agency:** Swiss Agency for Development and Cooperation,

**Credit Proposal No.:** 7F-09104.01.02

**Contract No.:** 81039444

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## Definition of Terms

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

- Consortium:** The partner industries, which have agreed with the training providers to provide on the job training facilities to the trainees in its industry.
- Trainees:** Selected participants from the pre-defined targeted beneficiaries.
- Industries:** Companies, which agreed with the training providers to facilities on the job training in their industry.
- Occupation:** The title applied to a specified list of duties and responsibilities performed by a person for the usual purpose of earning and living.
- Terms of Reference:** Terms of reference are the instructions given to the bidders regarding the statement of the background, objectives, purpose of a program, project, or proposal.
- Technical Proposal:** A proposal submitted by the bidders with all the technical details for implementation of the proposed assignments.
- Financial Proposal:** A proposal submitted by the bidder with all the financial details of cost required for execution of the proposed assignment as per the technical proposal.
- Pre-proposal meeting:** A meeting organized for the bidders to clarify on the request of proposal.

## Section 1. NOTICE FOR EXPRESSION OF INTEREST(EOI)

Council for Technical Education and Vocational Training (CTEVT)  
**Enhanced Skills for Sustainable and Rewarding Employment (ENSSURE)**

Sanothimi, Bhaktapur, Phone: 01-6636073/6636191

### **NOTICE FOR EXPRESSION OF INTEREST(EOI) FOR CONDUCTING TRAINING WITH ON-THE JOB-TRAINING (OJT)**

**Published on February 9, 2020(2076/10/26)**

Financing Agency: Swiss Agency for Development and Cooperation

Contract No: 81039444

Credit Proposal No: 7F-09104.01.02

1. ENSSURE is a project of the Government of Nepal, supported by the Government of Switzerland, implemented by Council for Technical Education and Vocational Training (CTEVT) with technical assistance from HELVETAS Swiss Intercooperation Nepal. The objective of the project is to improve the living standard of Nepali workers, particularly women and men from disadvantaged groups through continuous employment.
2. The main objective of this assignment is to deliver quality skills training for the targeted beneficiaries, following the CTEVT curricula of 1696 hrs which includes adequate on-the-job training.
3. After completing the training, the participants will appear in skill testing Level-2 ensuring certification of at least 90% of the trainees and the Training Providers also assist them for employment so that at least 80% of the graduates have sustainable and rewarding employment in trained occupations.
4. The project invites EOI from eligible, experienced, and competent private training provider/s in consortium with industries for conducting training including OJT and related soft skills. The package and occupation-wise allocation for the assignment is given below.

S.N.	Package no.	Occupation	Allocated Number
1	PMM-1-4/076	Professional Motorcycle Mechanic	80
2	PMM-2-4/076	Professional Motorcycle Mechanic	80
3	PMM-3-4/076	Professional Motorcycle Mechanic	80
4	PLVM-1-4/076	Professional Light Vehicle Service Mechanic	80
5	PW-1-4/076	Professional Welder	80
6	PBE-1-4/076	Professional Building Electrician	80
7	PBE-2-4/076	Professional Building Electrician	80
8	PBE-3-4/076	Professional Building Electrician	80
9	PBE-4-4/076	Professional Building Electrician	80
10	PBE-5-4/076	Professional Building Electrician	80
11	PM-1-4/076	Professional Mason	80
12	PM-2-4/076	Professional Mason	80
13	PM-3-4/076	Professional Mason	80
14	PM-4-4/076	Professional Mason	80
15	PAF-1-4/076	Professional Aluminum Fabricator	80
16	PP-1-4/076	Professional Plumber	80
17	PP-2-4/076	Professional Plumber	80
18	PP-3-4/076	Professional Plumber	80
19	PP-4-4/076	Professional Plumber	80
20	PC-1-4/076	Professional Cook	80
21	PC-2-4/076	Professional Cook	80
22	PC-3-4/076	Professional Cook	80
23	PC-4-4/076	Professional Cook	80

24	PC-5-4/076	Professional Cook	80
25	PC-6-4/076	Professional Cook	80

5. Training Providers are eligible to apply maximum of two occupations, but cannot apply in more than one package of same occupation. Training Providers must submit separate EOI documents for each package applied. Joint ventures and Sub-contracting are not allowed.
6. 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.
7. The training provider must be affiliated with CTEVT for conducting training on related occupation.
8. The trainings are expected to commence from May 2020.
9. The training provider with its consortium industries shall submit duly filled EOI format according to the issued Terms of Reference (TOR) through e-bidding process. EOI format can be downloaded from e-GP system [www.bolpatra.gov.np/egp](http://www.bolpatra.gov.np/egp) or visit the website [www.enssure.org.np](http://www.enssure.org.np) and [www.ctevt.org.np](http://www.ctevt.org.np). (hard copy are not allowed)
10. 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 2073 and Public Procurement Regulations, 2064 and its amendments.
11. Minimum score to pass the EOI is 60 points.
12. Documents of the experience and other evidence copies of certificates shall be duly notarized.
13. Complete EOI documents shall be delivered online through e-GP system [www.bolpatra.gov.np/egp](http://www.bolpatra.gov.np/egp) on or before 12:00 hours local time of **1 March 2020 (2076/11/18)**. In case of the last day of submission of EOI falls on public holiday, then the next working day shall be considered as the last date.
14. ENSSURE reserves all rights to reject any or all EOIs with or without furnishing any reasons to the firms concerned.

#### **Project Manager**

#### **Enhanced Skills for Sustainable and Rewarding Employment (ENSSURE)**

**Sanothimi, Bhaktapur, Phone: 016632230, 01-6635428**

**Email: [ctevtenssurepiu@gmail.com](mailto:ctevtenssurepiu@gmail.com)**

**Note:The interested training providers are requested to contact ENSSURE Project Office, Sanothimi, Bhaktapur for any queries and /or regarding the e-bidding process.**



## Section 2. EOI Submission Letter

Date: .....

The Project Manager  
Enhanced Skills for Sustainable and Rewarding Employment (ENSSURE)  
Sanothimi, Bhaktapur

### **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 *(Insert Occupation)* in accordance with your EOI notice dated *(insert date)*. 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:

### Section 3: 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 the Project.

*ENSSURE 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 Training Provider can apply maximum of two occupations, but cannot apply more than one package of same occupation. Training Providers must submit separate EOI documents for each package applied.

#### 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.	Eligibility Criteria	Compliance	Remark
1	<i>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 (Applicable to TP only)</i>	Yes/ No	Pass/Fail
2	<i>Copy of renewed firm, organization or company registration certificate duly certified from notary public (Applicable to TP only)</i>	Yes/ No	Pass/Fail
3	<i>At least three years of standing of the firm/s (Applicable to TP only)</i>	Yes/ No	Pass/Fail
4	<i>Copy of VAT registration certificate duly certified from notary public (Applicable to TP only)</i>	Yes/ No	Pass/Fail
5	<i>Copy of tax clearance and audit report for the last two fiscal years duly certified from notary public (Applicable to TP only)</i>	Yes/ No	Pass/Fail
6	<i>Copy of CTEVT affiliation certificate to conduct training on proposed occupations (Applicable to TP only)</i>	Yes/ No	Pass/Fail
7	<i>Copy of MOU with division of roles and responsibilities between consortium partners and TP.</i>	Yes/ No	Pass/Fail
8	<i>At least NRs. 2 million average annual turnovers in last two years (Applicable to TP only)</i>	Yes/ No	Pass/Fail
9	<i>Letter from respective Local Government or concern industry association/ Chamber of commerce/professional association indicating their support and cooperation in the training implementation and placement of the graduates</i>	Yes/ No	Pass/Fail

**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	<b>Head of Organization</b>			
	Name			
	Home Address			
	Mobile			
	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).

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

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

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

*(Please add more in this table if you have more than 2 branches in operations.)*

**C.2 Information of the Consortium Industry/ies.**

*(Please provide the organogram/s of the consortium industries too)*

<b>Information</b>	<b>Industry-1</b>	<b>Industry-2</b>
Name of the Industry		
Address		
Main Purpose of the Industry		

Main Business		
Branch Offices (if any)		
Registration Detail		
VAT No.		
Date of VAT Registration		
Name of the Owner/Contact Person		
Mobile No:		
Email		

*(Please add more in this table if you have agreement with more consortium industries.)*

#### **D. Human Resource Strength of the Training Provider**

Minimum qualification for Instructor/ OJT supervisor must be Diploma or Skill Test Level-3 Pass in related occupation or as per curriculum.

**List of proposed key Staffs to be involved in proposed training including OJT**

SN	Name	Proposed position	Qualification	Experience yrs.	Contact No
1					
2					
3					

*(Please provide the list including Training Manager, trainers and OJT supervisors and attach CVs and testimonials (notarized) of the Key staffs in Annex)*

#### **E.A. General Work Experience**

General training experience within last 7 years (more than and equal to 390 hrs. in any occupation) .

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

***Please attach the notarized copy of evidences in Annex.***

## E.B. Specific Experience

Training Experience in proposed occupation within last 7 years (more than and equal to 390 hrs.) (2069/070, 2070/071, 2071/072, 2072/073, 2073/074, 2074/075 and 2075/076)

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

*Please attach the notarized copy of evidences in Annex.*

## E.C. Geographic Experience

Training conducted in proposed province/districts within last 7 years (more than and equal to 390 hrs. training in any occupation)

S.N.	Occupations/Level	Number of Trainees completed the training	Funding Organization/client (write full name and address)	Province/Districts where training was conducted	In which Fiscal Year training was conducted?
1					
2					
3					
4					
5					

*Please attach the notarized copy of evidences in Annex.*

## E.D. Experience of the Consortium industries (Provide brief Information of the all Consortium Industries).

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## F. Infrastructure and Equipment

**Availability of Infrastructure:** 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		
4			9		
5			10		

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

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

## H. Intended Services Under this EOI

Please propose your services according to the information given below:

S.N.	Information	Remark
1	Training shall be conducted only in the proposed urban areas within one State.	I. Biratnagar, Itahari, Dharan, Udaypur, Damak, and Birtamod II. Janakpur, Rajbiraj Lahan and Birgunj III. Kathmandu, Lalitpur, Bhaktapur, Banepa, Dhulikhel, Hetauda and Bharatpur IV. Nawalparasi (Kawasoti), Pokhara, and Damauli V. Butwal, Bhairahawa, Palpa, Kapilvastu, Dang and Nepalgunj VI. Surkhet, Jumla and Salyan VII. Dhangadhi and Mahendranagar
2	Occupations and number of	Professional Cook (480), Professional Building Electrician

	trainees to be trained under this EOI	(400), Professional Plumber (320), Professional Mason (320), Professional Welder (80), Professional Motorcycle Mechanic (240), Professional Light Vehicle Mechanic (80) and Professional Aluminum Fabricator (80)
3	Name of State proposed	
4	Maximum number of Occupations that can be proposed	2 (Two)
5	Number of Package to be proposed in one occupation	1(One)
6	Number to be proposed in one occupation	80 (Eighty)

### H.1. Training programs you intend to deliver under This EOI

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

Proposed Package number	Name of the Occupation		Proposed Number of trainees
	1		80 (Eighty)

### Declaration

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

Official Seal

Name:

Signature: .....

Designation:

Date:



#### Section 4: 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

##### 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.

\_\_\_\_\_  
*[Signature of staff member and authorized representative of the consultant]* Date: \_\_\_\_\_  
Day/Month/Year]

Full name of staff member: \_\_\_\_\_

Full name of authorized representative: \_\_\_\_\_

Seal of the Training provider: \_\_\_\_\_

## **Section 5: Terms of Reference**

**Attached**

## Section 6: Eligibility Criteria for Bidder

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

S. N.	Eligibility Criteria	Compliance	Remark
1	Self-Declaration made in writing by the training provider/s that it is not disqualified for taking part in the procurement proceedings, that it has no conflict of interest in the proposed procurement proceeding and that it has not been punished for an offence relating to the concerned profession or business (Applicable to TP only)	Yes/ No	Pass/Fail
2	Copy of renewed firm, organization or company registration certificate duly certified from notary public (Applicable to TP only)	Yes/ No	Pass/Fail
3	At least three years of standing of the firm/s (Applicable to TP only)	Yes/ No	Pass/Fail
4	Copy of VAT registration certificate duly certified from notary public (Applicable to TP only)	Yes/ No	Pass/Fail
5	Copy of tax clearance and audit report for the last two fiscal years duly certified from notary public (Applicable to TP only)	Yes/ No	Pass/Fail
6	Copy of CTEVT affiliation certificate to conduct training on proposed occupations (Applicable to TP only)	Yes/ No	Pass/Fail
7	Copy of MOU with division of roles and responsibilities between consortium partners and TP.	Yes/ No	Pass/Fail
8	At least NRs. 2 million average annual turnovers in last two years (Applicable to TP only)	Yes/ No	Pass/Fail
9	Letter from respective Local Government or concern industry association/ Chamber of commerce/professional association indicating their support and cooperation in the training implementation and placement of the graduates	Yes/ No	Pass/Fail

## Section 7: EOI Evaluation Criteria

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

<b>A</b>	<b>Qualification (35%)</b>
A.1	Qualification of training manager
A.2	Experience of training manager
A.3	Relevant trainings of training manager
A.4	Qualification of instructor
A.5	Experience of instructor
A.6	Relevant trainings of instructor
<b>B</b>	<b>Experiences (50%)</b>
<b>B.1</b>	<b>General experience within last 7 years</b>
B.1.1	General training experience (more than and equal to 390 hrs. in any occupation)
B.1.2	Skill testing experiences (more than and equal to 390 hrs. training in any occupation)
<b>B.2</b>	<b>Specific experience within last 7 years</b>
B.2.1	Training experience in proposed occupation (more than and equal to 390 hrs.)
B.2.2	Skill Testing experiences in proposed occupation (at least Level-1)
B.2.3	Placement experiences in proposed occupation
<b>B.3</b>	<b>Geographical experience in proposed province/districts within last 7 years (more than and equal to 390 hrs. training in any occupation)</b>
<b>C</b>	<b>Capacity (15%)</b>
C.1	Vision, Mission and Goal
C.2	Organizational Structure/Profile (TP and Consortium)
C.3	Inclusion in the organization

C.4	Annual Turnover
C.5	Cash Flow of the organization
C.6	Infrastructure and Facilities
C.7	Information Regarding Consortium Industries