

# Standard Request for Proposal

For Implementation of Training with OJT Program  
ON  
Professional Cook (Level 2 with 1696 hrs.)


Procurement of Consulting Services National Competition  
Bidding


**Project:** Enhanced Skills for Sustainable and Rewarding Employment (ENSSURE) Project-II  
**Financing Agency:** Swiss Agency for Development and Cooperation (SDC)

*Issued by:*  
**Banepa Municipality**  
Banepa, Kavrepalanchok  
Nepal

April 2026



  
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Request for Proposal (RFP) for Private Institute

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## Abbreviations

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



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### **Instructions to Bidders for Technical Proposal:**

1. The interested and eligible bidders are requested to submit their proposal in the prescribed format only. Submission of proposals in a different format **may not** be considered for evaluation.
2. The shortlisted bidders shall download the proposal document from the Palika's website: <https://banepamun.gov.np/ne> and submit a printed hard binding copy duly stamped, signed and sealed separately 'Technical Proposal' and 'Financial Proposal' in two envelopes and both the sealed envelopes shall be again sealed in a single envelope. The name of the package proposed should be clearly mentioned in all the envelopes.
3. Any unclear points regarding this proposal's submission process can be discussed at the pre-bid meeting. The clarification from Palika shall be published on Palika's website or will be informed by all the bidders using appropriate means of communication within 5 days of the meeting being held.
4. All copies (every page) of the evidence documents should be duly notarized.
5. The bidders are supposed to submit the documents mentioned as the Mandatory requirements only in the ToR with this proposal.
6. The Bidders are requested to submit the documents in an appropriate order, duly compiled with a perfect hard binding copy. The proposal formats shall be in a serial order from TECH – A to TECH – I, CVs, and other required documents. We strongly advise not to attach unnecessary documents.
7. The Bidders shall be responsible for the consequences of any submitted fraudulent documents.
8. The completed RfP document must be submitted on or before the date and address mentioned in the "**Request for Proposal**".
9. In case the submission falls on public holiday the submission can be made on the next working day. Any RfP Document received after the closing date and time for submission of proposals shall not be considered for evaluation.



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## Technical Proposal - Standard Forms


TECH A.	TECHNICAL PROPOSAL SUBMISSION LETTER.
TECH B.	CONSULTANT'S REFERENCES.
TECH C.	SPECIFIC EXPERIENCE OF THE CONSULTANTS RELATED TO THE ASSIGNMENT
TECH D.	AVAILABLE INFRASTRUCTURE AND EQUIPMENT (SUBJECT TO FIELD VERIFICATION)
TECH E.	DESCRIPTION OF THE METHODOLOGY AND WORK PLAN TO PERFORM THE ASSIGNMENT.
TECH F.	TEAM COMPOSITION AND TASK ASSIGNMENTS.
TECH G.	FORMAT OF CURRICULUM VITAE (CV) FOR PROPOSED PROFESSIONAL STAFF.
TECH H.	ACTIVITY (WORK) SCHEDULE.
TECH I.	PROFESSIONAL PERSONNEL PLAN

### Notes:

1. All pages of the original Technical and Financial Proposal shall be initialed by the same authorized representative of the Consultant who signs the Proposal.
2. All the TECH Forms and other necessary documents should be serially maintained with an appropriate perfect bound copy. Do not attach any unnecessary documents.



  
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**TECH A : TECHNICAL PROPOSAL SUBMISSION LETTER**

Date: .....

Banepa Municipality  
Enhanced Skills for Sustainable and Rewarding Employment(ENSSURE-II)  
Banepa, Kavrepalanchok, Bagmati province

**Subject: Submission of the Technical Proposal**

Dear Sir:

We, the undersigned, offer our services to implement 1696 hours Training with OJT program on Professional Cook in accordance with your Request for Proposal dated ..... and our Proposal. We are hereby submitting our technical proposal sealed under a separate envelope to serve 20 trainees.


Our proposal is binding upon us and subject to the modifications resulting from contract negotiations. We hereby confirm that our proposal is in accordance with the Standard Formats provided in the Request for Proposal (RFP).

We understand you are not bound to accept any Proposal you receive.

Sincerely Yours,

Authorized Signature:  
Name and Title of Signatory:  
Name of Bidder:  
Address:  
Stamp of the Bidder:



  
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**TECH B: BIDDER'S REFERENCES****B1. Background information****B1.1 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		

**B1.2 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 (Related to the proposed training)	Affiliation No.		
		Date of Affiliation		
		Affiliated level and occupation/s		
		Validity Date		
5	VAT/PAN Registration	Registration No.		
		VAT No.		

  
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**B1.3. 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 the Board of Directors</b>		

Please provide information on 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 operation.)*

**B1.4. Financial Information of Training Provider** (Please submit the copy of financial documents in ANNEX)

<b>Description</b>	<b>FY 2079/080</b>	<b>FY 2080/081</b>	<b>FY 2081/082</b>	<b>Total</b>	<b>Remark</b>
Annual turnover (NRs.) (As per the audited financial statement)					
Net profit (NRs.) As per the audited financial statement)					



  
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**B2. Understanding of the objective and expected output/outcome of the assignment.**

**B3. Comments and suggestions on Terms of Reference.**

**B4. Expected output/outcome of the assignment.**

**TECH C: WORKING EXPERIENCES IN TRAINING PROGRAM**

**C1. General working experience in training program (e.g., L-1, L-2, L-3, 1400-1696 hours or pre/diploma etc.) imparted in last three fiscal years (Please provide the information based on the record provided by NSTB only)**

S.N.	Occupations	Program (e.g., L-1, L2, L-3, 1400-1696 Hours, Pre/Diploma etc.)	Number of Trainees Trained	Number of Trainees Passed Skill test or exam	Employment rate (%)	Training Location (Please mention the name of Palika, District and Province)	In which Fiscal Year training was conducted?
1							
2							
3							
4							
5							

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

**C2. Specific training experience in same occupation (e.g., L-1, L-2, L-3, 1400-1696 hours or pre/diploma etc.) imparted in last three fiscal years (Please provide the information based on the record provided by NSTB only)**

S.N.	Occupations	Program (e.g., L-1, L2, L-3, 1400-1696 Hours, Pre/Diploma etc.)	Number of Trainees Trained	Number of Trainees Passed Skill test or exam	Employment rate (%)	Training Location (Please mention the name of Palika, District and Province)	In which Fiscal Year training was conducted?
1							
2							
3							
4							
5							

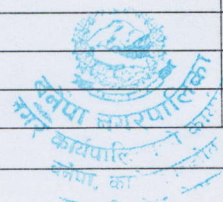
*(Please attach copies of experiences provided by the NSTB only. Do not attach the copy of agreement)*

**TECH D : AVAILABLE INFRASTRUCTURE AND EQUIPMENT**

Availability of Infrastructure: Office Building, Classrooms, Practical Workshop/labs, Library, Hostels for male and female, Toilets for male and female, furniture's, Safety Equipment/Provisions etc.

**D1. Office space and training facilities**

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



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**D2. Safety Equipment**

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

**D3. List of tools, equipment and training materials available**

[Please mention the list of available teaching learning materials for those occupations in which you intend to apply. 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		

**D4. List of industries/companies accepting trainees for industry-based practices (OJT)**

[Please mention the list of industries/companies who have accepted for providing industry-based practices in the proposed occupation. You can add more rows where necessary.]

SN	Name of Company	Number of Trainees accepted	In-company trainer/s confirmed (yes/no)	MOU signed (yes/no)

**TECH E : DESCRIPTION OF THE METHODOLOGY AND WORK PLAN TO PERFORM THE ASSIGNMENT**

(Please mention both institute-based training and industry-based training)

**E1. Preparation methodology**

- Selection of industry and collaboration
- MoU sign with OJT providing industries
- Outreach strategy/social marketing
- Application collection and Orientation to applicants
- Selection of trainees
- Venue Management, Human resources management, Safety Measures/ Emergency Preparedness

**E2. Implementation methodology**

- Training implementation method (institute-based and industry-based)
- Work plan and personnel schedule
- Management of institute-based
- Allocation of trainees and management of industry-based training
- Monitoring and performance evaluation methodology (institute-based and industry-based)

**E3. Post Implementation methodology**

- Skill test preparation and appear in NSTB skill test
- Job placement strategy



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- Communication and reporting mechanism

## TECH F: TEAM COMPOSITION FOR PROPOSED ASSIGNMENT

3F1. Provide information on proposed staff for the program under this assignment.

S. N.	Proposed Position	Name	Qualification	ToT /instructional skills	Years of Experience
<b>Key Experts:</b>					
1	Training Coordinator				
2	Instructor 1				
3	Instructor 2				
4	Instructor 3				
5	Instructor 4				
.....	.....				
.....	.....				
<b>Additional Human Resources:</b>					
1	Database Operator				
2	Placement and Monitoring Officer				

(Please add row as per the requirements)

**Note:**

CVs of the proposed staff, duly signed by the proposed professional staff and the authorized representative of the bidder must be attached for the evaluation. CV must be in the format given below in TECH G.

Please submit copies of the following certificates. If the same expert's CV is submitted by more than one bidder, such a CV will not be evaluated in any bidder's favor.

1. Highest qualification certificate
2. TOT/ instructional skills/managerial skills certificates and
3. Evidence of relevant experiences and similar tasks performed; based on the submitted CV.



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नेपाल सरकारको कार्यालय  
काठमाडौं

**TECH G: FORMATS OF CURRICULUM VITAE (CV) FOR PROPOSED PROFESSIONAL STAFF**

Proposed Position: \_\_\_\_\_

Name of Training Institute: \_\_\_\_\_

Name of Staff: \_\_\_\_\_

Phone /Mobile No. of Staff (Mandatory): \_\_\_\_\_

Date of Birth: \_\_\_\_\_

**Education:**

[Summarize the degrees obtained, college and university and year of education completion of a staff member.]

Qualification	Institute/School/College	Year of Completion

**Employment Record:**

[Starting with present relevant position, list in chronological order every employment held. List all dates and positions held, names of employing organizations and major tasks performed,]

Position and Duration	Employer	Major tasks performed

**Training:**

[Summarize relevant training (TOT or Management and Supervision) 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 myself.

Date: \_\_\_\_\_

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

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

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

Stamp of the bidder provider: \_\_\_\_\_



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TECH H : ACTIVITY (WORK) PLAN

SN	Activity	[1st, 2nd, etc. are months from the start of assignment.]															
		1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th	11th	12th	13th	14th	15th	

Signature: \_\_\_\_\_  
 (Authorized representative)  
 Full Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Cell no : \_\_\_\_\_



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## Financial Proposal - Standard Forms

- FIN A : FINANCIAL PROPOSAL SUBMISSION FORM  
FIN B : SUMMARY OF COSTS  
FIN C : DETAILED BREAKDOWN OF COST



Request for Proposal (RfP) for Private Institute

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**FIN A : FINANCIAL PROPOSAL SUBMISSION LETTER**

Date: .....

Banepa Municipality  
Enhanced Skills for Sustainable and Rewarding Employment(ENSSURE-II)  
Banepa, Kavrepalanchok, Bagmati province

**Subject: Submission of the Financial Proposal**

Dear Sir/Madam,

We, the undersigned, offer our services to implement 1696 hours Training with OJT program on .....  
[Name of Occupation]..... occupation in accordance with your Request for Proposal dated .....  
and our Proposal. Our attached Financial Proposal is for the sum of NRs. .... (Amount in  
words.....). to serve 20 trainees.

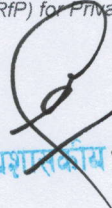
Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract  
negotiations, up to the expiration of the validity period of the Proposal, i.e., ----/----/ 2026.  
We understand you are not bound to accept any proposal you receive.

Sincerely Yours,

Authorized Signature:  
Name and Title of Signatory:  
Name of the Bidder:  
Address:  
Stamp of the bidder:



  
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## FIN B : SUMMARY OF COST FOR 20 TRAINEES

Important Note:

- 1) Skill test fee will be paid by LG as per National Skill Testing Board's rate.

Costs	Amount(s)	Amount in Figure (Mandatory)
Total direct cost for 20 trainees without VAT = A		
Total Value Added Tax (VAT)		
Total direct cost for 20 trainees with VAT = B		
Total indirect cost for 20 trainees =C	610,000.00	
Total Amount of Financial Proposal (Direct cost with VAT and Indirect cost) = D		



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**FIN C: DETAILED BREAKDOWN OF COST**

**Financial Proposal for Training Courses with OJT**

Name of Service Provider:

Address:

Occupation: Professional Cook

Training Duration: 1696 hrs. (10 months)

Proposed number of participants = 20

S.N.	Particulars	Unit	Quantity	Rate (NPR.)	Amount (NPR.)	Remarks
<b>A.</b>	<b>Direct Training Cost</b>					
<b>1</b>	<b>Training Delivery Cost</b>					
1.1	Training Coordinator	Day	188			
1.2	Instructor (Officer Level)	Hour	1120			
1.3	Assistant Instructor	Hour	886.5			
1.4	Teaching Aide/Store Management	Hour	886.5			
					<b>Sub-Total_1</b>	
<b>2</b>	<b>Teaching materials Cost</b>					
2.1	Consumable materials	Trainee	20			
2.2	Non-consumable materials	Trainee	20			
					<b>Sub-Total_2</b>	
<b>3</b>	<b>Training Support Cost</b>					
3.1	Training announcement and selection	LS	1			
3.2	Office management (Monitoring, Utilities, Supplies, Communication, Transportation, Supporting staff etc.) cost	Month	10			
3.3	Agreement/OJT placement/management and/or coordination with industries and associations	LS	1			
					<b>Sub-Total_3</b>	
	<b>Total direct cost for 20 trainees without VAT = A (1+2+3)</b>					
	<b>Total VAT (13%)</b>					
	<b>Total direct cost for 20 trainees with VAT = B</b>					
	<b>Per trainee direct cost (without VAT) = A/20</b>					
	<b>Per trainee direct cost (with VAT) = B/20</b>					
	<b>Total Training Cost Including VAT</b>					
<b>B.</b>	<b>Indirect Cost (Reimbursable / Provisional Cost)</b>					
	<b>Untaxable Provisional / Reimbursable Cost (Non-Biddable)</b>					
1	Transportation allowance for trainees-Trainee Day (20 trainees X 260 days)	Trainee day	5200	100.00	<b>520000.00</b>	
2	Group personal accidental insurance (Min. 7 lakhs/person)	Trainee	20	1,000.00	<b>20,000.00</b>	Group personal accidental



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						insurance (Min. 7 lakhs/person)
<b>Taxable Provisional / Reimbursable Cost (Non-Biddable)</b>						
1.	Material cost for skill test	Trainee	20	3,500.00	<b>70,000.00</b>	
	Total indirect cost for 20 trainees =C				<b>610,000.00</b>	
	Per trainee indirect cost = C/20				<b>30,500.00</b>	
	<b>Total training cost (Direct cost with VAT and Indirect cost: B+C) =</b>					
	<b>D</b>					
	<b>Per trainee cost (Direct cost with VAT and Indirect cost)</b>					

Authorized Signature

Date:

Office Stamp



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**Banepa Municipality**  
**Banepa, Kavrepalanchok**  
**Enhanced Skills for Sustainable and Rewarding Employment (ENSSURE) II Project**  
**Terms of Reference (TOR)**  
for  
**Conducting 1696 hrs. Training with OJT Program**

### 1. Background

Enhanced Skills for Sustainable and Rewarding Employment (ENSSURE) II is a bilateral project of the Government of Nepal (GoN) and the Government of Switzerland. The 4-year-long project commenced on 10 September 2021 and will conclude on 15 July 2025. The goal of the project is to support Nepalese youths, women, and men, to gain social and economic benefits from a federalized TVET system. To the end, the Project has been helping 3 spheres of government to assume their constitutional responsibilities in delivering TVET functions. Likewise, the project has been closely working with industries and their associations to reduce the mismatch in skills in demand and skills in supply, as well as improving the employability of skilled human resources.

Council for Technical Education and Vocational Training (CTEVT) is responsible for implementing the project activities at the federal level, which includes developing/updating the curriculum and developing various guidelines. At the province level, the Ministry of Social Development (MoSD) implements the project activities which include implementing the Dual VET apprenticeship program. Likewise, municipalities are responsible for delivering project activities at the local level which includes implementing training with OJT among other activities. Helvetas Nepal is Technical Assistance (TA) Provider in the project. It is responsible for supporting 3 spheres of government to plan and implement the project activities and ensure their qualities.

Training need assessment (TNA) conducted by Banepa Municipality has identified the **Professional Cook** as an occupation in high demand. Accordingly, the Banepa Municipality is planning to conduct the 1696 hrs training with OJT as listed below:

S.N.	Occupation	Allocated Number
1	Professional Cook	20

The primary target groups of the training are women and youths from disadvantaged groups. The Banepa Municipality invites proposals from interested and qualified Training Institute to deliver the training as per the CTVET-approved curricula.

This ToR is prepared to conduct training for the targeted youth in the fiscal year 2082/083 and it provides guidelines to the aspiring Training Providers (TPs) about the scope, work, working process, deliverables etc.

### 2. Objectives of the Assignment


The main objective of the assignment is to provide quality skill training to the youths (at least 60% from the disadvantaged group of which 55% are women) as per the CTEVT-approved Professional curricula, facilitating their skill test and placement to sustainable and rewarding employment.

### 3. Program Overview

Following is the overview of the program of this assignment.

Beneficiaries	Nepalese youth (16 years and above)
Training Hours	1696 Hrs. (Covering common module and technical module)
Practical V/S Theory	As provisioned in the CTEVT curriculum



  
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Attendance	Minimum 90 percent to qualify for Skill Testing
Curriculum	CTEVT-approved professional course (Level II) in the related occupation
Duration of training/period	260 training days in 10 months training duration
Skill test	The TPs shall have the responsibility to conduct the skill test in the appropriate skill test Center/location
Training delivery Model	Combination of Center-based and industry-based (OJT)

#### 4. Scope of Work

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

##### 4.1 Pre- training stage:

- Submit inception report with detailed activity plan as per the prescribed format training implementation guideline.
- Conduct social marketing and outreach activities.
- Assure and manage appropriate training venue(s).
- Assign training implementing team including training coordinator and instructors.
- Develop a detailed training plan comprising OJT in association with the OJT providers.
- Select the trainees in coordination with different entities including local organizations.
- Manage other required logistics.
- Develop and maintain a code of conduct for the trainees.

##### 4.2 During the training stage:

###### 4.2.1. Centre-based training

- Submit commencement report within 15 days of commencement of training.
- Conduct training programs following the curriculum with 2 trainers for 20 trainees.
- Implement training programs according to the detailed training plan.
- Maintain a conducive environment for training including Occupational Health and Safety
- Provide Transportation allowances to the trainees according to the provisions set out in the contract.
- Conduct and document performance evaluation of individual trainee
- Assist and cooperate with monitoring and supervision activities performed by all stakeholders.
- Prepare a detailed OJT plan in coordination with the In-Company Trainer of the OJT-providing industries.
- Assign OJT Supervisor for regular coordination, monitoring and supervision during the OJT period
- Submit progress reports and center-based training completion reports as per reporting requirements as mentioned in the contract agreement.

###### 4.2.2. Industry-based training (OJT)


- Perform regular training supervision and monitoring activities by the OJT supervisor.
- Conduct and document performance evaluations of individual trainees.
- Assist and cooperate with monitoring and supervision activities performed by all stakeholders.
- Maintain all the training documents including the database.
- Submit progress reports as per reporting requirements as per the contract and training completion report to CTEVT/ENSSURE.

##### 4.3. Post-training stage:

- Coordinate for conducting skill tests immediately after completion of training.
- Facilitate job placement of graduates through linkage with potential employers.
- Submit final report to concerned municipality/ENSSURE-II.



  
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- Follow the provisions set out in the related documents.

### 5. Geographical Coverage:

The training program will be conducted within the geographical area of Banepa Municipality. The Training Providers will implement the training in collaboration with industries/businesses at the local level for industry-based training (OJT).

### 6. Selection of Participants:

The Training Providers will follow the "कार्गयत अभ्यास सहितको तालिम (Training with OJT) व्यावसायिक (Professional) तालिम कार्यक्रम कार्यान्वयन पुस्तिका २०७४ पहिलो संसोधन २०७८". Representative from the industries must be involved in the trainee selection process. Priorities will be given to local applicants for the training program.

### 7. Duration of the Assignment:

The duration of this assignment will be of 15 months after signing the contract. The Training Providers will submit a detailed work plan along with a human resource plan including institute-based training and on-the-job training (industry-based).

### 8. Qualification of Key Experts

Following are the tables for key experts and support staffs necessary to conduct a training.

S. No.	Expert	Number	Minimum Qualification and experience
<b>Key Experts:</b>			
1	Training Coordinator	1(40:1)	Bachelor in any discipline with 3 years of specific experience in a related subject or Diploma in the related technical field with 3 years of specific experience.
2	Trainer/Instructors	2 (20:2)	Short Term Training Level-III/Diploma with TOT in the relevant occupation/subject with three years of specific experience If Level-III/Diploma is not available in an occupation: Level— II, TSLC with TOT and 3 years' experience of the trainer or as per the curricula.
3	OJT Supervisor	1 (20:1)	Short Term Training Level-III/Diploma with TOT in the relevant occupation/subject with three years of specific experience If Level-III/Diploma is not available in an occupation: Level— II, TSLC with TOT and 3 years' experience of the trainer or as per the curricula.
<b>Additional Human Resources:</b>			
1	Database Expert	1	+2 or equivalent with a minimum of 3 months of computer training from a recognized institution and 2 years of specific experience in the related field.
2	Monitoring and placement support officer	1	+2 or equivalent with a minimum of 2 years of specific experience in the related subject.

## 9. Physical infrastructure and Facilities Requirements

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

## 10. Roles, Responsibilities, and Limitations of Different Entities:

### 10.1 Banepa Municipality

- Maintain effective communication with relevant stakeholders.
- Support Training Providers in conducting market assessment/training need assessment.
- Procure the service and award the contract to service providers.
- Conduct monitoring and evaluation-related tasks under the program.
- Provide necessary documents to service providers.

### 10.2 Training Provider

The roles, responsibilities and limitations of Training Providers include the following in addition to the responsibility and job as prescribed in "कार्गयत अभ्याससहितको तालिम (Training with OJT) व्यावसायिक (Professional) तालिम कार्यक्रम कार्यान्वयन पुस्तिका २०७४ (प्रथम संसोधन २०७८)".

- Conduct outreach activities and social marketing focusing on the target group.
- Submit a report to the Banepa Municipality as per the reporting obligation.
- Conduct regular interaction programs with industries and employers to increase prospects of employment.
- Ensure effective implementation of both off-the-job training and on-the-job training.
- Select appropriate industry partners for OJT.
- Ensure safety measures throughout the training course.
- Prepare training plan for center-based and industry-based training (OJT) in consultation with trainers and in-company trainers.
- Conduct performance assessment according to the guidelines.
- Appoint necessary human resources, including Training Coordinators who will liaison with stakeholders.
- Ensure the group personal accidental insurance to trainees covering the whole duration of the training period.
- Provide opportunities to learn new technology wherever possible to increase the employability of trainees.
- Maintain daily attendance records of trainers and trainees and other documents as required.
- Devise an effective internal monitoring mechanism to ensure the quality and effectiveness of training.
- Facilitate and coordinate with related employers for the job placement of trainees
- Follow the curriculum and procedures as approved by CTEVT.
- Coordinate with NSTB for timely skill testing of the trainees.
- Sign MoU with OJT providers for the OJT placement

### 10.3 OJT Providers

- Sign MoUs with Training Institute.
- Ensure safety measures throughout the course.
- Maintain communication with Training Providers and trainees.
- Support Banepa Municipality in monitoring and evaluation.
- Prepare a training plan in consultation with the Training Institute.



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#### 10.4 Project support unit (PSU)/Helvetas Nepal

The PSU /Helvetas will be mainly responsible for providing technical assistance to the municipality to ensure the quality of the training.

- Participate in the joint monitoring of the training at the different stages, provide feedback to the training institutes based on the observation and provide monitoring reports to the municipality with recommendations for further action.
- Support in the training information dissemination and increase in outreach activities in order to increase the participation of disadvantaged groups and women.
- Facilitate linkage between the training providers and the industries for industry-based training.
- Support training providers to develop training progress reports, database operation, and management.
- Support in capacity building of the training providers/industries.

#### 10.5 Trainee

- Attend classes regularly (must maintain at least 90 percent attendance).
- Maintain discipline in the class/institution/industry.
- Co-operate with Banepa Municipality/Training Providers in the information collection for baseline and follow-up surveys.
- Maintain the trainee's learning diary.
- Do and follow all the responsibilities and performance as per the prescribed guidelines.

#### 11. Monitoring Mechanism

The monitoring of the Training with OJT program will be carried out by different levels such as schools, the project, Local Governments, the Ministry of Social Development, and other related institutions. Training Providers will establish a dedicated monitoring unit for the purpose of monitoring project input, output, and outcomes. Training Providers will also monitor the activities during the training and OJT period. The results of monitoring will be used for planning purposes. The monitoring system will be integrated with the project Management Information System. Training Providers will have a system of storing information and will update websites regularly.

A decentralized monitoring team consisting of officials from LGs will be constituted to monitor the activities of professional training. The monitoring team will also consist of representatives from ENSSURE/Helvetas Nepal. The frequencies of monitoring will take place five times or as per the Monitoring Guidelines of Training with OJT. The first visit by the monitoring team will be at the beginning of the program to verify that training institutions and industries have required physical and human resources as prescribed in the curriculum. At least two monitoring visits will take place during the institute-based training. The next monitoring visit will take place during the OJT placement, and another monitoring will take place in the skill testing process. Standard templates will be developed for the purpose of getting information received during the monitoring process. The information collected during monitoring visits will be integrated with the project management information system. Ministry of Social Development will also monitor on a sample basis.

#### 12. Expected Outputs/Outcomes

Unemployed Nepalese youth will receive training on training with the OJT program, as per CTEVT professional curricula, of which:

- 60% of the participants from the disadvantaged group of which 55% should be women
- 90% of the training participants are graduates
- 80% of the graduates are certified by NSTB.
- 80% of the graduates are gainfully employed in a related occupation.



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### 13. Payment Schedule

The funds will be disbursed in 4 instalments as per the schedule below:

Instalment	Deliverables	Supporting documents/evidence	Weightage	Timeline
First	Commencement of Center-based training	Training commencement report Batch-wise database report of enrolled trainees Memo printed from the database system.	40% of direct training cost	After 15 days of training commencement based on enrolled trainees
Second	Institute-based training completed	Training progress report after Center-based training completion OJT plan entry in the prescribed database system Attendance sheet of trainees Memo printed from the database system.	30% of direct training cost	After 7 months or 182 working days from the training commencement
Third	Industry-based training was completed, and graduates participated in skill test	Training Completion report (including Center-based training, and OJT details) Details of skill testing of NSTB/CTEVT Employment plan of graduates	20% of direct training cost	10 months or 260 working days from the training commencement
Last	Report of skill test result >80% and employment status	Final Report including employment status, Result sheet of skill test	10% of direct training cost	After skill test result publication

The above-mentioned instalments will be paid based on the actual trainee record.  
The reimbursable cost will be paid as per the actual basis of the attendance sheet of trainees.

### 14. Eligibility Criteria

To be eligible in the selection process, the Training Institutes must fulfill the following eligibility criteria.

- Firm's registration and updated in the office of the Company Registrar indicating at least three years standing of the firm/s.
- VAT registration.
- Valid CTEVT affiliation to conduct 1696 hours training in a related occupation or Copy of Valid CTEVT affiliation to conduct the pre/diploma in a related occupation.
- Tax clearance certificate for the last three years.
- Net Worth of consulting firm shall be Positive for last fiscal year. Consultant Shall submit Audit report of last three fiscal years.
- At least NRs. 3 million average annual turnovers in the last three years.
- Have evidence of conduction of CTEVT- certified vocational training programs of a minimum of 390 hrs. or Pre-diploma/Diploma or professional training courses of CTEVT during the last three years. (Verified with experience letter of CTEVT/NSTB).



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- h) Self-Declaration made in writing by the training provider/s that it is not disqualified for taking part in the procurement proceedings, that it has no conflict of interest in the proposed procurement proceeding, and that it has not been punished for an offense relating to the concerned profession or business.

**Note: All evidence documents should duly notarized.**

### 15. Technical Proposal Evaluation Criteria

Evaluation of the bidders shall be done based on the QCBS method. The technical proposal will be evaluated under five categories with scores as shown in the table below making a total score of 100 points. The minimum score for proposal/s to be accepted is 60. The proposal/s will be ranked based on the total (technical and financial) score obtained. Thereafter, contract negotiation will be started with the top-ranked bidder. If the negotiation is successful, then a contract for this scope of work will be signed with the bidder. If negotiation with the top-ranked bidder fails, then the second-ranked bidder will be called for negotiation, and so on.

S.N.	Evaluation Criteria	Max. point Allocated
1	Conformity with technical proposal requirements	10
2	Experiences of the Bidder	20
3	Training facilities available	15
4	Program implementation methodology	20
5	Quality of proposed key staff	35
	<b>Total</b>	<b>100</b>



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