

## Section 3. Terms of Reference

### Conducting Training 1696 hrs. with Level II under Training with OJT Program

#### 1. Background

Enhanced Skills for Sustainable and Rewarding Employment (ENSSURE) II is a bilateral project of the Government of Nepal (GoN) and the Government of Switzerland. The 4 years long project commenced on 10 September 2021 and will conclude on 15 July 2025. The goal of the project is to support Nepalese youths, women, and men, 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 Butwal Sub Metropolitan City has identified the Professional Cook and Professional Computer Hardware and Network Technician as occupation in high demand. Accordingly, the Sub Metropolitan City is planning to conduct the 1696 hrs training with OJT as below table:

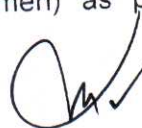
SN	Name of Occupation	Target	Package No.
1.	Professional Cook	20	
2.	Professional Computer hardware and Network Technician	20	

The primary target groups of the training are women and youths from disadvantaged groups. The Butwal Sub Metropolitan City 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 2080/081 and it provides guidelines to the aspiring Training Providers (TPs) about the scope, work, working process, deliverables and etc.

#### 2. Objectives of the Assignment

The main objective of the assignment is to provide quality skill training to the youths (at least 60% from 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
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:

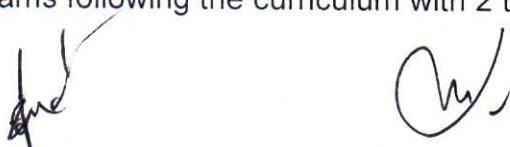
#### 4.1 Pre-training stage:

- Submit inception report with detailed activity plan as per the format prescribed 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 tiffin and travel 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/ENSURE.

#### **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 Sub Metropolitan City/ENSURE-II.
- Follow the provisions set out in the related documents.

### **5. Geographical Coverage:**

The training program will be conducted within the geographical area of Palika. 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 event.

S. No.	Expert	Minimum Qualification and experience
<b>Key Experts:</b>		
1	Training Coordinator	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 1/Trainer 2/ OJT Supervisor	Short Term Training Level-III/Diploma with TOT/O-TOT provided by TITI with three years of specific experience  If Level-III/Diploma is not available in an occupation: Level— II, TSLC with TOT/O-TOT and 3 years experiences of the trainer or as per the curricula.
<b>Additional Human Resources:</b>		
1	Database Expert	+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	+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 Palika

- 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 Palika 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 conducting 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 in order 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 Palika in monitoring and evaluation.
- Prepare a training plan in consultation with the Training Institute.

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

The PSU /Helvetas will be mainly responsible for providing technical assistance to the Palika 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 Palika 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 Palika/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 guideline.

## 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 and corrective measures. The monitoring system will be integrated with the project Management Information System. Training Providers will have a system of storing information and will update websites regularly.

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

## 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 graduated
- 80% of the graduates are certified by NSTB.
- 80% of the graduates are gainfully employed in a related occupation.

## 13. Payment Schedule

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






Installment	Deliverables	Supporting documents/evidence	Weightage	Timeline
First	Commencement of center-based training	<ul style="list-style-type: none"> <li>• Training commencement report</li> <li>• Batch-wise database report of enrolled trainees</li> <li>• Attended sheet of trainees</li> <li>• Memo printed from the database system.</li> </ul>	40% of direct training cost	Within 15 days of training commencement based on enrolled trainees
Second	Completion of Institute-based training	<ul style="list-style-type: none"> <li>• Training progress report after center-based training completion</li> <li>• Detail printed OJT plan from database system</li> <li>• Attendance sheet of trainees</li> <li>• Memo printed from the database system.</li> </ul>	30% of direct training cost	After 7 months or 182 working days from the training commencement
Third	Completion of skill test after Industry-based training	<ul style="list-style-type: none"> <li>• Training Completion report (including center-based training, and OJT details)</li> <li>• Details of skill testing of NSTB/CTEVT</li> <li>• Employment plan of graduates</li> <li>• Attendance sheet of trainees</li> </ul>	20% of direct training cost	10 months or 260 working days from the training commencement
Last	Skill test result publication with report of skill test result >80% and employment status	<ul style="list-style-type: none"> <li>• Final Report including employment status,</li> <li>• Result sheet of skill test</li> </ul>	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/Training Institutes must fulfill the following eligibility to be shortlisted.

- Firm's registration and updated in the office of the Company Registrar indicating at least three years standing of the firm/s.
- VAT registration.
- Valid CTEVT affiliation to conduct 1400-1696 hours training in related occupation with letter of renewal or Valid CTEVT affiliation to conduct the pre/diploma course in related occupation.
- Tax clearance certificate for the last three fiscal years (2077/078, 2078/079 & 2079/080) or Time extension letter of Inland Revenue Department in case of not taken tax clearance certificate.
- Audit report of the last three fiscal year (2077/078, 2078/079 & 2079/080)
- At least NRs. 9 million turnover of last three fiscal years (2077/078, 2078/079 & 2079/080)
- Have evidence of conduction of vocational training programs in L-1, L-2, L-3, 1400-1696 hours or pre/diploma of CTEVT during the last three years. (Verified with experience letter of CTEVT/NSTB)

- 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.

### 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	25
3	Training facilities available	15
4	Program implementation methodology	20
5	Quality of proposed key staff	30
Total		100





# STANDARD PROPOSAL DOCUMENT

## Request for Proposal

for Delivering Vocational Training on Professional Cook and Professional Computer Hardware and Network Technician for Targeted Youths under Training with On-the-Job Training (OJT)

### 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)



Butwal Sub Metropolitan City  
OFFICE OF THE MUNICIPAL EXECUTIVE  
Rupandehi, Lumbini Province, Nepal

Issued on : February 8, 2024

## Contents

Instructions to Bidders for Technical Proposal:	3
Section 1. Technical Proposal – Standard Forms	3
TECH-A : TECHNICAL PROPOSAL SUBMISSION LETTER	5
TECH-B: BIDDER'S REFERENCES	6
TECH-C: WORKING EXPERIENCES IN TRAINING PROGRAM	8
TECH-D: AVAILABLE INFRASTRUCTURE AND EQUIPMENT	9
TECH-E: DESCRIPTION OF THE METHODOLOGY AND WORK PLAN TO PERFORM THE ASSIGNMENT	10
TECH-F: TEAM COMPOSITION AND TASK FOR PROPOSED ASSIGNMENTS	11
TECH-G: FORMAT OF CURRICULUM VITAE (CV) FOR PROPOSED PROFESSIONAL STAFF	12
TECH-H: ACTIVITY (WORK) PLAN	13
TECH-I: PROFESSIONAL PERSONNEL PLAN	14
Section 2. Financial Proposal - Standard Form	15
FIN-A: FINANCIAL PROPOSAL SUBMISSION FORM	16
FIN-B: SUMMARY OF COSTS	17
FIN-C: DETAILED BREAKDOWN OF COST	18
Section 3. Terms of Reference	20
Section 5: Form of Contract	Error! Bookmark not defined.
Form of Contract	Error! Bookmark not defined.
General Condition of Contract	Error! Bookmark not defined.
Special Conditions of Contract	Error! Bookmark not defined.
Appendices	Error! Bookmark not defined.
Fraud and Corruption	Error! Bookmark not defined.





## Instructions to Bidders for Technical Proposal:

1. The eligible bidders are requested to submit their proposal in the prescribed format only.
2. Submission of proposal in a different format may **not** be considered for evaluation.
3. The shortlisted Consultants shall download the proposal document from the website [www.butwalmun.gov.np](http://www.butwalmun.gov.np) or contact office of the municipal and submit a printed copy duly stamped, signed, and sealed. 'Technical Proposal' and 'Financial Proposal' should be sealed separately and both the sealed envelopes shall be again sealed in a single envelope.
4. Technical Proposal is required to make separate for each occupation and should have filled up information separately in the concerned Sections of the Technical Proposal where demanded by the format.
5. The Client shall not be binding for any discrepancy in the submitted proposal by a company from the uploaded version of the proposal document.
6. Any unclear points regarding this proposal submission process can be discussed on the pre-bid meeting. The clarification from office of the municipal shall be published in the website within 5 days of the meeting so held.
7. All copies (every page) of the evidencing documents should be duly notarized.
8. The TESP's are supposed to submit the documents mentioned as the mandatory requirements only in the TOR with this proposal.
9. The Consultants are requested to submit the documents in an appropriate order, duly compiled with a perfect bound 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.
10. The Bidders shall be responsible for the consequences of any submitted fraudulent documents.
11. The completed RfP document must be submitted on or before the date and address mentioned in the "**Request for Proposal**". 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.

## Section 1. Technical Proposal – Standard Forms



FORM	DESCRIPTION
TECH-A	Technical Proposal Submission Letter
TECH-B	Bidder's References
TECH-C	Working Experiences in Training Program
TECH-D	Available Infrastructure and Equipment
TECH-E	Description of the Methodology and Work Plan to Perform the Assignment
TECH-F	Team Composition and Task for Proposed Assignments
TECH-G	Format of Curriculum (CV) for Proposed Professional Staff
TECH-H	Activity (Work) Plan
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.






**TECH-A : TECHNICAL PROPOSAL SUBMISSION LETTER**  
(IN LETTER HEAD OF THE CONSULTANT)

Date: .....

**Butwal Sub Metropolitan City /ENSSURE II**  
Rupandehi, Lumbini Province

**Subject: Submission of the Technical Proposal**

Dear Sir:

We, the undersigned, offer our services to implement 1696 hours Training with OJT program on (Name of occupation) 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:

Email:

Phone No.:

Stamp of the Bidder:

## TECH-B: BIDDER'S REFERENCES

### B1. Background information

#### B1.1 General Information of Bidder

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

		Name	Shared Percentage	Remark
1	Main Shareholders and Their Holding			
2	Head of Organization			
	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.		






**B1.3. Brief Information of the Bidder** (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 Bidder** (Please submit the copy of financial documents in ANNEX)

Description	FY 2077/078	FY 2078/079	FY 2079/080	Total	Remarks
Annual turnover (NRs.) (As per the audited financial statement)					
Net profit (NRs.) As per the audited financial statement)					

**B2. Understanding the objective of the assignment.**

**B3. Comments and Suggestions on the Terms of Reference**

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

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

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

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

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

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

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





4							
5							

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

**C3. Working experience in Professional training courses (1696 hours with Level II) imparted in the last five years.** (Please provide the information based on the record provided by NSTB only)

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

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

## TECH-D: AVAILABLE 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.

**D1. Office space and training facilities**

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

(Please add row as per the requirements)

**D2. Safety Equipment**

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

(Please add row as per the requirements)

**D3. List of tools, equipment and training materials available** (Please mention the list of available teaching learning materials for those occupations in which you are intended 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		

(Please add row as per the requirements)

**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 for OJT	In-company trainer/s confirmed (yes/no)	MOU signed (yes/no)

(Please add row as per the requirements)

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

(Please mention for 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
- Communication and reporting mechanism

**TECH-F: TEAM COMPOSITION AND TASK FOR PROPOSED ASSIGNMENTS**

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

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

## TECH-G: FORMAT OF CURRICULUM VITAE (CV) FOR PROPOSED PROFESSIONAL STAFF

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

Name of Training Institute/Technical School: \_\_\_\_\_

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

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

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

Membership in Professional Societies: \_\_\_\_\_

### 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
Example: (Instructor from 2015 to till date)	XYZ	..... .....

### 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: \_\_\_\_\_






## TECH-H: ACTIVITY (WORK) PLAN

*[1st, 2nd, etc. are months from the start of assignment.]*

SN	Activity															
		1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th	11th	12th	13 <sup>th</sup>	14 <sup>th</sup>	15 <sup>th</sup>

Signature: \_\_\_\_\_

(Authorized representative)

Full Name: \_\_\_\_\_

Title: \_\_\_\_\_

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

Cell no : \_\_\_\_\_




## TECH-I: PROFESSIONAL PERSONNEL PLAN

SN	Name	Position	Responsibility	[1st, 2nd, etc. are months from the start of assignment.]														
				1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th	11th	12th	13 <sup>TH</sup>	14 <sup>th</sup>	15 <sup>th</sup>

Signature: \_\_\_\_\_

(Authorized representative)

Full Name: \_\_\_\_\_

Title: \_\_\_\_\_

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

Cell no : \_\_\_\_\_






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## Section 2. Financial Proposal - Standard Form

FIN A : FINANCIAL PROPOSAL SUBMISSION FORM

FIN B : SUMMARY OF COSTS

FIN C : DETAILED BREAKDOWN OF COST

A handwritten signature in black ink, appearing to be a stylized 'J' or 'K' followed by a vertical stroke.A handwritten signature in black ink, featuring a large, loopy 'C' or 'G' shape followed by a vertical stroke.

## FIN-A: FINANCIAL PROPOSAL SUBMISSION FORM

Date: .....

**Butwal Sub Metropolitan City/ENSSURE II**

Rupandehi, Lumbini 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 ..... 2024 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., ----/----/ 2024.

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:

Email:

Phone No.:

Stamp of the bidder:





## FIN-B: SUMMARY OF COSTS

*Important Note:*

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

Costs	Amount(s)	Amount in Figure (Mandatory)
<b>Total direct cost for 20 trainees without VAT = A</b>		
Total Value Added Tax (VAT)		
<b>Total direct cost for 20 trainees with VAT = B</b>		
Total indirect cost for 20 trainees =C	610.000.00	
<b>Total Amount of Financial Proposal (Direct cost with VAT and Indirect cost) = D</b>		



## FIN-C: DETAILED BREAKDOWN OF COST

Name of Bidder:

Address:

Occupation:

Training Duration: 1696 hrs (10 months)

**Important Note:**

- Proposed number of participants = 20
- Ceiling (Upper limit) of direct cost for training per participants (Excluding VAT):

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	889			
1.4	Teaching Aide/Store Management	Hour	889			
	<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 Cost)</b>					
1	Transportation allowance for trainees- (20 trainees X 260 days)	Trainee day	5200	100.00	520,000.00	
2	Material cost for skill test	Trainee	20	3,500.00	70,000.00	
3	Group personal accidental insurance (Min. 7 lakhs/person)	Trainee	20	1,000.00	20,000.00	
	<b>Total indirect cost for 20 trainees =C</b>				610,000.00	



	Per trainee indirect cost = C/20	30,500.00	
	Total training cost (Direct cost with VAT and Indirect cost: B+C) =		
	D		
	Per trainee cost (Direct cost with VAT and Indirect cost)		

Office Seal

Authorized Signature

Date