



## A. Terms of Reference (TOR)

### 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.

The 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 Damak Municipality has identified the Professional Cook and Professional Computer Hardware and Network Technician as the occupation in high demand. Accordingly, the Damak Municipality 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 Damak 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 2081/082 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 for 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/digital marketing and outreach activities to reach the targeted youth.
- Assure and manage appropriate training venue(s).
- Assign training implementing team including training coordinator, instructors, and database officer.
- Develop a detailed training implementation 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 training commencement.
- 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 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 the 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. On the Job 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 the concerned municipality /ENSSURE-II.
- Follow the provisions set out in the related documents.

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

The training program will be conducted within the geographical area of concern 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 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 staff 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 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/O-TOT and 3 years experience of the trainer or as per the curricula.
<b>Additional Human Resources:</b>		
1	Database Expert	+2 or equivalent with at least 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 at least 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/digital marketing focusing on the target group
- Submit periodic reports to the Palika as per the reporting obligation
- Conduct regular interaction programs with industries and employers to increase employment prospects.
- Ensure effective implementation of both Center-base 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 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 the 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 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 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 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 to monitor 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 monitoring frequencies will occur seven 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. One monitoring**

for venue verification in the pre-training stage will take place. At least two monitoring visits will take place during the institute-based training. Similarly, one monitoring visit will take place during OJT placement verification. Next monitoring visits will take place during OJT placement and another monitoring visit will take place during the skill testing process. Standard templates will be developed to get 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	Training commencement report Batch-wise database report of enrolled trainees Attended sheet of trainees Memo printed from the database system.	40% of direct training cost	Within 15 days of training commencement based on enrolled trainees
Second	Completion of Institute-based training	Training progress report after center-based training completion Detail printed OJT plan from database system Attendance sheet of trainees Memo printed from the database system.	30% of direct training cost	After 7 months or 182 working days from the training commencement (For Prof. Cook, after 141 days), In other training
Third	Completion of skill test after Industry-based training	Training Completion report (including center-based training, and OJT details) Details of skill testing of NSTB/CTEVT Employment plan of graduates Attendance sheet of trainees	20% of direct training cost	After completion of skill test
Last	Skill test result publication with report of skill test result >80% and employment status	Final Report including employment status, Result sheet of skill test	10% of direct training cost	After skill test result publication

The above-mentioned installments 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/Technical Schools must fulfill the following eligibility to be shortlisted.

- a) Firm's registration and updated in the office of the Company Registrar indicating at least three years standing of the firm/s.
- b) VAT registration.
- c) Valid CTEVT affiliation to conduct 1400-1696 hours training in related occupation with letter of renewal.
- d) Tax clearance certificate for the last three fiscal years (2078/079, 2079/080 & 2080/081) or Time extension letter of Inland Revenue Department in case of not taken tax clearance certificate.
- e) Audit report of the last three fiscal years (2078/079, 2079/080 & 2080/081)

- f) At least NRs. 9 million turnovers of last three fiscal years ((2078/079, 2079/080 & 2080/081)) for 20 trainees.
- g) Have evidence of conduction of vocational training programs in L-1, L-2, L-3, 1400-1696 hours or pre/diploma of CTEVT during the last three years. (Verified with experience letter of CTEVT/NSTB)
- 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
<b>Total</b>		<b>100</b>