

Terms of Reference (TOR)

for

Conducting 1696 hrs. Dual-VET Training Program

1. Background

Enhanced Skills for Sustainable and Rewarding Employment (ENSSURE) -II is a bilateral initiative of the Government of Nepal (GoN) and the Government of Switzerland implemented by 3 tiers of government at Federal, Provincial and Local level with technical assistance from **Helvetas Nepal**. The overall goal of the project is to contribute for improved living standard of Nepalese workers particularly from disadvantaged groups to benefit from continuous employment.

The project addresses the issues of unemployment, underemployment and unfair pay facing the Nepalese labour market resulting from the mismatch in skills demanded by the industries and that which the workers possess through different training modalities such as apprenticeship and training with robust on the job training for the new job entrants. Institutionalization of workplace-based learning - such as apprenticeship and formal OJT in TVET system is one of the major objectives of ENSSURE project.

ENSSURE-II covers the 33 Municipalities of province 1, 3 and 5. **Shivraj Municipality** is one to lead the implementation of Training with OJT component. In this connection, **Shivraj Municipality** is going to implement 1696 hrs. dual-VET professional training program of Level 2 for 20 youths in **Building Electrician and Light Vehicle Mechanic** occupation.

In this connection, Shivraj Municipality invites proposals from interested and competent Training Institutes/Technical Schools/Industries having training facilities with adequate physical infrastructures and human resources for managing institute-based training (Off-the-Job Training) and industry-based training or industrial practices (On-the-Job-Training) to implement the dual-VET training program on the above-mentioned occupation/s.

2. Objectives of the Assignment

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

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

3. Scope of Work

In line with the above stated objectives, the training institute/technical school will be responsible to provide institute/school-based training (off-the job training) and facilitate the partner companies (OJT providing industries) to run the industry-based training (on-the-job training). The training institute/technical school will also facilitate and assist training graduates for getting into the employment in the related occupations. The scope this assignment will be as explained below:

3.1 Occupations:

Based on the training need discussion conducted by Shivraj Municipality project and consultation with stakeholders through the workshops, the following occupations have been selected as the most demanded and appropriate for the implementation of Training with OJT program in Shivraj Municipality. The table below shows the occupation wise allotted number of trainees under this assignment.

S.N.	Occupation	Training to be conducted in	Allotted no. of trainee
1	Building Electrician	Shivraj Municipality and its periphery	10
2	Light Vehicle Mechanic	Shivraj Municipality and its periphery	10

3.2 Geographical coverage: Since training with OJT program needs industries/ working place to complete the OJT as recommended by its curriculum. Major urban and semi-urban centres the, having more industries and market size, is recommended to cover under this assignment. Like

- In main market of Shivraj and its periphery

3.3 Selection of participants: The training institute/technical school will follow the “Training Program Implementation Guidelines”. The guidelines can be collected from the Shivraj Municipality, and representative from the industries must be involved in the selection process.

3.4 Duration of the assignment: Duration of this assignment will be of 15 months after signing the contract. The training institute/technical school will submit detailed work plan along with human resource plan with for both off-the-job (institution based) training and list agreed companies/industries for on-the-job training (industry based).

3.5 Quality of instructions:

3.5.1 Institute-based training: The training institute/technical schools are required to manage well-qualified and highly experienced instructor/s and practical instructor/s (demonstrator/s) to conduct classroom instruction along with laboratory practice during institute-based training, which includes skill demonstration, illustrated talk, guided practice, independent practice etc. They also required managing modern training facilities as envisioned by the curricula as far as practicable.

3.5.2 Industry-based training (OJT): The training institute/technical schools are responsible to identify and select appropriate/suitable industries and required to facilitate them for effective OJT (industry-based training) of the trainees through proper coordination with top management/HR Manager/Supervisor of the respective industry. So, commitment of the industries to provide enough industrial practice opportunities for the trainee is must. During industry-based training, continuous guidance, and supervision of the trainees from the experienced Supervisor/In-company-trainer will be required. The Supervisor/In-company trainer is also the responsible person to carry out performance assessment of trainee/s during the industry practice. Applicants are expected to submit the list of industries along with their technical proposal in order to secure the space for OJT.

3.6 Entrepreneurship Development and Life skills sessions: The training institute/technical school will be responsible to facilitate the training sessions on entrepreneurship development and life skills including career guidance based on the curriculum and teaching/learning materials provided by the project. The training institute/technical school will facilitate and coordinate with ENSSURE to conduct such training sessions at appropriate time during the training period.

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

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

3.9 Job placement: The Service Providers are responsible to assist the graduates through adequate post training supports ensuring at least 80% employment in the related occupations.

4. Required competency of the training institute/technical schools

The training institute/technical schools are required to have the following minimum physical facilities and human resources to carry out the services.

4.1 Physical facilities requirements: The training institute/technical school must have the adequate training facilities, such as well-equipped classrooms, practical labs, instructor's preparation room, rest rooms, library, extra-curricular facilities and adequate tools, equipment and training materials, safety equipment/provisions. The facilities and materials will be as per the curriculum, which is subject to verify during the selection process.

4.2 Team composition: A team of professionals from technical schools to deliver institute-based training and at least one in-company trainer/OJT supervisor from partnering companies to facilitate and guide the trainees during the industry-based training, will be required for the effective implementation of the program. The followings are the required key professionals with their minimum competencies (qualification and experiences) and major responsibilities.

4.2.1 Title/number: Training coordinator – One person

Qualifications and Experiences: Minimum bachelor's degree with minimum 3 years of work experience on coordinating and implementing various academic or professional courses. Experience working with private sectors/industries for OJT and job placement of the graduates. Proven skills on communication/networking with multi-stakeholders.

Total time input: Full time

Responsibilities:

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

4.2.2. Title/number: Instructor/s

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

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

Responsibilities:

- Develop daily lesson plan, deliver training sessions according to the set guidelines and criteria:
- Conduct theory and practical classes according to the curricula.
- Use learner cantered teaching methodologies for effective training delivery
- Assess continuously the performance of the trainees' and maintain the records;
- Assist training coordinator in Planning and managing training program

- Arrange site visit, study visit, OJT etc.;
- Supervise trainees' performance and provide necessary feedback for their improvement
- Orient trainees for NSTB skill test procedure;
- Manage/Maintain, trainers' log book, trainees' attendance, and other training related documents
- Arrange/manage extra coaching for weak trainees (if necessary);

4.2.4. Title/number: In-company trainer

In company Trainer/s should be from the consortium industries having adequate work experiences on the related occupations who will be capacitated in the OJT management and instructional skills by the project if needed. Bidder should provide the name, qualification and work experience of the proposed In-company trainer/s in the RfP.

5. Eligibility Criteria for Bidder

To be eligible for further evaluation process of Request of Proposal, the training institute/technical schools must meet the following criteria:

S. N.	Eligibility Criteria	Compliance	Remark
1	Copy of firm's renewal, organization or company registration certificate indicating at least three years standing of the firm/s;	Yes/ No	
2	Copy of VAT registration certificate.	Yes/ No	
3	Copy of tax clearance and audit report for the last two fiscal years.	Yes/ No	
4	Copy of valid CTEVT affiliation certificate to conduct training in related occupation/sector.	Yes/ No	
5	Self-Declaration made in writing by the Training Institutes/Technical Schools that it is not disqualified for taking part in the procurement proceedings, that it has no conflict of interest in the proposed procurement proceeding and that it has not been punished for an offence relating to the concerned profession or business	Yes/ No	
6	List of industries Including the name of In company trainers with demanded number of trainees for OJT.	Yes/ No	
7	Letter from concern industry association/Chamber of commerce/professional association indicating their support and cooperation in the program implementation and placement of the graduates.	Yes/ No	

NOTE: Failing to submit any of the above document/s with necessary authentication will result in automatic disqualification for further evaluation process.

6. Criteria for Technical Proposal Assessment

Evaluation of technical proposal shall be done 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 weightage of the technical proposal score will be 80% and that of financial will be 20%. The proposal/s will be ranked based on aggregated (score of technical and financial proposal) scores obtained. Then contract negotiation will be started with the top ranked bidder. If negotiation is failed, then second ranked service providers 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	10
3	Training facilities available	20
4	Program implementation methodology	15
5	Quality of proposed key staff	25
6	Financial Proposal	20