

Enhanced Skills for Sustainable and Rewarding Employment (ENSSURE) II
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 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, 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 the skilled human resource.

Council for Technical Education and Vocational Training (CTEVT) is responsible for implementing the project activities at federal level, which includes developing/updating curriculum and developing various guidelines. At province level, Ministry of Education and Sports (MoES) implements the project activities which includes implementing Dual VET apprenticeship programme. Likewise, municipalities are responsible for delivering project activities at local level which includes implementing training with OJT among other activities. Helvetas is Technical Assistance Provider (TA) 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 in Mayadevi Rural Municipality has identified the building electrician as the occupation on high demand. Accordingly, the municipality is planning to conduct the 1696 hrs training with OJT on **Professional Building Electrician** for 20 youths in the municipality. The primary target groups of the training are females and youths from disadvantaged groups. **Mayadevi Rural Municipality** invites proposal from interested and qualified Technical Schools/Training Institutes, to deliver the training as per the CTEVT approved curricula.

2. Objectives of the Assignment

The main objective of the assignment is to provide 20 youths, 60% from disadvantaged group of which 55% female, skill training with OJT on **Professional Building Electrician** as per CTEVT approved curricula, facilitate their skill test and placement to gainful employment after the graduation.

3. Scope of Work

The followings are the detailed scope of work of the assignment

Selection of training participants: The training school/training institute shall identify 20 youths for the training. Of the 20 youth, 60% of the youths should belong the disadvantaged groups, of which 55% should be female. The school/institute should follow the criteria outlined in the "कार्गयत अभ्याससहितको तालिम (Training with OJT) व्यावसायिक (Professional) तालिम कार्यक्रम कार्यान्वयन पुस्तिका २०७४ पहिलो संसोधन २०७८ for the selection of participants. The school/institute shall conduct intensive social marketing and outreach

activities to ensure the participation of the female and youth from disadvantaged groups. Likewise, it should involve the representative from industries and the municipality in the trainee selection process. Priority should be given for the participants from the concern municipality.

Delivery of the training: Deliver the training, institute based and industry based, in accordance with the curriculum approved by CTEVT. The training school should follow the training with OJT implementation guidelines approved by CTEVT while implementing the training program.

Facilitate in the skill test : The training institute will facilitate in the skill testing of the training participants including registration for skill test, conducting mock tests

Facilitate in the placement: The training school/institute will also support the training graduates to get gainful employment in the market. It will maintain the employment and income record of the graduates

Reporting : Provide the periodic progress reports ; inception report, institute based training completion report, industry based training completion report and final report, to the municipality in the prescribed formats.

The training will be carried out in the municipality in partnership with the industry.

3.2. Duration of the assignment:

The total duration of the assignment will be 15 months. It will start on(INSERT START DATE) and complete on..... (INSERT END DATE). The training institute/school should submit the detailed work plan and human resource plan including that of industry based training for the training period.

3.3. 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
1	Trainer 1/Trainer 2/ OJT Supervisor	Short Term Training Level—III/Diploma with TOT in the relevant occupation/subject If Level—III/Diploma are not available in an occupation: Level— II, TSLC with TOT and 5 years' experience of trainer.
2	Training Coordinator	Bachelor in any discipline with 3 years of specific experience in related subject or Diploma in related technical field with 3 years of specific experience.
3	Database Expert	+2 or equivalent with minimum 3 months computer training from recognized institution if no academic course is included in minimum qualification
4	Monitoring Officer and placement support officer	+2 or equivalent with minimum 2 years of specific experience in related subject.

4. Physical infrastructure and facilities requirements

The technical school/training institute must have the adequate physical infrastructures and facilities for the training program as stated in curriculum, 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 as stated in curriculum of CTEVT.

5. Roles, Responsibilities of different stakeholders

5.1 Palika/Municipality

- Training contract management
- Quality assurance of the training through regular monitoring and supervision
- Develop appropriate communication and feedback mechanism for timely and effective communication with the training institute/school
- Release payment instalments upon achievement of training milestones
- Provide the necessary printed documents to technical school/training institute and trainees
- Support technical school/training institute in conducting market assessment and in developing proposals.
- Communicate and coordinate with other stakeholders including private sector as required

5.2 Technical School/Training Institute

The roles, responsibilities and limitations of technical school/training institute 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)".

5.2.1 Delivery of training

a. Pre training stage

- Conduct appropriate communication mechanism and do publicity/advertisement to attract necessary target group so that maximum of candidates knows about the program,
- Submit inception report with detailed activities plan in the format prescribed in the training with OJT implementation guideline.
- Assure and manage appropriate training venue(s).
- Assign training implementing team including training coordinator and instructors.
- Develop detailed training plan including the on the job training plan in association with the consortium industries.
- Manage other required logistics.
- Take the responsibility of selecting appropriate industry partners for conducting practical class/training
- Develop and update the code of conduct for the trainees.

b. During training stage:

Centre-based training

- Submit commencement report within 15 days of commencement of training.
- Conduct the training as per the curriculum approved by CTEVT
- Implement training program according to detailed training plan.
- Maintain conducive environment for training including Occupational Health and Safety (OHS).
- Provide tiffin and travel allowances to the trainees according to the provisions set in the contract.

- Conduct and document performance evaluation of individual trainee
- Cooperate with stakeholders during monitoring and supervision of stakeholders
- Prepare detailed OJT plan in coordination with In-Company Trainer of consortium industry.
- Assign OJT Supervisor for regular coordination, monitoring, and supervision during OJT period
- Submit progress reports and center-based training completion report as per reporting requirement as per the contract.

Industry-based training (OJT)

- Perform regular training supervision and monitoring activities.
- Conduct and document performance evaluation of individual trainee.
- Cooperate with stakeholders during monitoring and supervision of the training
- Maintain all the training documents including database.
- Submit progress reports as per reporting requirement as per the contract and training completion report to CTEVT/ENSSURE.

5.2.2 Post-training stage:

- Coordinate for conducting skill test immediately after completion of training.
- Facilitate job placement of graduates through linkage with potential employers.
- Submit final report to concern municipality/ENSSURE-II .
- Follow the provisions set out in the related documents.

Besides the training institute/school will be responsible for the followings

- Submit relevant information requested by Palika.
- Conduct regular interaction program with industries and employers to increase prospects of employment.
- Ensure teaching and learning takes place at both technical school/training institute and industries.
- Ensure safety measures throughout the training course
- Prepare training plan in consultation with trainers and in-company trainers and ensure minimum of 8 hours daily on-the-job practical training at the industries
- Conduct internal assessment according to the existing guidelines/manual
- Appoint coordinator for the program who will liaison with Palika, OJT providers and trainees
- Ensure that trainees do not displace employees
- Provide orientation training to trainees and should ensure the insurance of both trainees and trainers/supervisor while conducting the training
- Deliver the new technology and skill to trainees in order to make them more enthusiastic and intelligent
- Manage and bear the necessary cost for training management, such as materials, trainer's remuneration, electricity, training venue, stationary, drinking water, communication, office management, training management
- Maintain daily attendance of trainers and trainees in accordance with the daily attendance
- Prepare On-the-job training plan with coordination of industries
- The technical school/training institute should provide the progress report in given format and timeline
- Manage proper monitoring and should ensure the quality and effectiveness of training through their internal monitoring team
- Facilitate and coordinate to related/concerned companies/industries for job placement to trainees

- Follow the curriculum and procedures as approved by CTEVT
- Support and facilitate the skill test coordination with NSTB/CTEVT

5.3 OJT Provider/Industry

- Sign contracts/ MoUs with technical school/training institute
- Ensure safety measures throughout the course.
- Maintain communication with technical school/training institute and trainees
- Support Palika in monitoring and evaluation
- Prepare training plan in consultation with the technical school/training institute
- Conduct internal assessment in accordance guidelines/manual
- Ensure the provision of first aid kit, emergency service and grievance handling mechanism

5.4 Project support unit (PSU)/Helvetas

- 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 report to the municipality with recommendation for further action
- Support in the training information dissemination and increase outreach to the Disadvantaged people and females
- Facilitate linkage between the training providers and the industries for work-based training where possible
- Support to develop and update the trainings materials where required
- Support to develop training progress report
- Support in database operation and management
- Support in capacity building of the training providers / industries

5.5 Trainee

- Attend classes regularly (must maintain at least 90 percent attendance)
- Maintain discipline in the class/institution/industry
- Co-operate Palika/technical school/training institute in the information collection for baseline and follow-up surveys
- Maintain trainee's learning diary.
- Do and follow all the responsibility and performance as per the prescribed guideline

6 Expected outcomes

The followings are expected outcomes of the training

- 20 youths, 60% from disadvantaged communities of which 55% are female, received training with OJT (centre based and industry based) as per the CTEVT approved curriculum
- 90% of the training participants graduated
- 80% of the graduates certified by NSTB
- 80% of the graduates gainfully employed

7 Budget and payment schedule

The total budget of the assignment is Rs 1400000.00 (Fourteen lakh only). The detailed breakdown of the cost is included in annex # 1. The fund will be disbursed in 4 instalments as per the schedule below,

Instalment	Deliverables	Supporting documents/evidences	Weightage	Timeline
First (Mobilization)	Signing the contract agreement,	<ul style="list-style-type: none"> Training inception report, Detail training plan Bank guarantee from A category commercial bank 	20% of the contract value	Within 15 days after contract signing.
Second	Institute based training completed	<ul style="list-style-type: none"> Training progress report after centre-based training completion. OJT plan entry in prescribed database system Attendance sheet of trainees, Memo printed from database system. 	40% of the contract value	After 7 months or 182 working days from the training commencement
Third	Work based training completed, graduates participated in skill test	<ul style="list-style-type: none"> Training Completion report (including center-based training, OJT details), skill testing of NSTB/CTEVT, employment plan of graduates 	30% of the contract value	10 months or 260 working days from the training commencement
Fourth	Report of employment status and skill test result >80%	<ul style="list-style-type: none"> Final Report including employment status, Result sheet 	10% of the contract value	After skill test result publication

The above-mentioned instalments will be paid based on the actual trainees attendance record.

8 Eligibility Criteria for Bidder

All technical school/training institute must fulfil the following eligibility criteria to be short listed.

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 PAN/VAT registration certificate.	Yes/ No	
3	Copy of tax clearance report for the last fiscal year	Yes/ No	
4	Copy of audit report for the last fiscal year	Yes/No	

5	Copy of valid CTEVT affiliation certificate to conduct 1400-1696 hours training in related occupation or Copy of Valid CTEVT affiliation to conduct the pre/diploma in related occupation or, Evidence of having conducted ENSSURE project's 1696 hrs. training program in the same occupation	Yes/ No	
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NOTE: Failing to submit any of the above document/s with necessary authentication will result in automatic disqualification for further evaluation process.

9. Criteria for Proposal Assessment

Evaluation of proposals 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 to be accepted is 60. RFP will called with accepted proposal scoring 60 and above.

S.N.	Evaluation Criteria	Max. point Allocated
1	Conformity with technical proposal requirements	10
2	Experiences of the Bidder	15
3	Training facilities available	15
4	Program implementation methodology	20
5	Quality of proposed key staff	40
	Total	100