



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 Social Development (MoSD) 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 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 Kohalpur Municipality has identified the Professional Cook, LCD/LED TV Repair Technician, and Computer Hardware and Network Technician as the occupation on high demand. Accordingly, the Kohalpur Municipality is planning to conduct the 1696 hrs training with OJT on **Professional Cook for 20 youth, LCD/LED TV Repair Technician for 20 youth, and Computer Hardware and Network Technician for 20 youth** in the municipality. The primary target groups of the training are women and youths from disadvantaged groups. The Kohalpur Municipality invites proposal from interested and qualified Technical Schools 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 2079/080 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 disadvantaged group of which 55% women) as per the CTEVT approved curricula, facilitate their skill test and placement to sustainable and rewarding employment.

3. Program Overview

Following is the overview of the program of this assignment.

Beneficiaries	Youth (Men: 18 to 35 years; Women: 18 to 40 years)
Training Hours	1696 hrs. (Covering common module and technical module)
Practical v/s Theory	As per CTEVT curriculum
Attendance	Minimum 90 percent
Curriculum	Professional course with Level 2 of CTEVT curriculum
Sectors/Trades	Construction/Professional Plumber
Duration of training/period	260 net working days in 10 months training duration
Monitoring mechanism	The TPs will establish a reliable monitoring mechanism during the training period. It will also set a reliable monitoring mechanism in order to confirm the gainfully employment rate.
Skill test	The TPs shall have responsibility to conduct the skill test in the test centers as prescribed by NSTB.

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:

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

4.2 During training stage:

4.2.1. Centre-based training

- i. Submit commencement report within 15 days of commencement of training.
- ii. Conduct training program following the curriculum with 2 trainers for 20 trainees.
- iii. Implement training program according to detailed training plan.
- iv. Maintain conducive environment for training including Occupational Health and Safety (OHS).

- v. Provide tiffin and travel allowances to the trainees according to the provisions set in the contract.
- vi. Conduct and document performance evaluation of individual trainee
- vii. Assist and cooperate for monitoring and supervision activities performed by all stakeholders.
- viii. Prepare detailed OJT plan in coordination with In-Company Trainer of OJT provider.
- ix. Assign OJT Supervisor for regular coordination, monitoring and supervision during OJT period
- x. Submit progress reports and center-based training completion report as per reporting requirement as per the contract.

4.2.2. Industry-based training (OJT)

- i. Perform regular training supervision and monitoring activities by OJT supervisor.
- ii. Conduct and document performance evaluation of individual trainee.
- iii. Assist and cooperate for monitoring and supervision activities performed by all stakeholders.
- iv. Maintain all the training documents including database.
- v. Submit progress reports as per reporting requirement as per the contract and training completion report to CTEVT/ENSSURE.

4.3. Post-training stage:

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

5. Geographical Coverage:

This assignment will cover the area of Palika only for training implementation. The Training Providers will implement this assignment with partnering of industries/business at local level.

6. Selection of Participants:

The Training Providers will follow the "कार्गयत अभ्याससहितको 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:

Duration of this assignment will be of 15 months after signing the contract. The Training Providers will submit detailed work plan along with 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
1	Trainer 1/Trainer 2/ OJT Supervisor	Short Term Training Level-III/Diploma with TOT in the relevant occupation/subject with three years of specific experience If Level-III/Diploma are not available in an occupation: Level— II, TSLC with TOT and 3 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 and 2 years of specific experience in related field.
4	Monitoring and placement support officer	+2 or equivalent with minimum 2 years of specific experience in 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 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.

10. Roles, Responsibilities and Limitations of Different Entities:

10.1 Palika

- i Conduct appropriate communication mechanism so that maximum
- ii Finance the approved cost of training program as per instalment
- iii Support Training Providers in conducting market assessment and in developing proposals.
- iv Assess the proposals and sign contracts/MoUs with Technical School
- v Conduct monitoring and evaluation related tasks under the program
- vi Maintain effective communication with relevant stakeholders
- vii Provide the necessary printed documents to Training Providers and trainees

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)".

- i Conduct appropriate communication mechanism and do publicity/advertisement to attract necessary target group so that maximum of candidates knows about the program,
- ii Submit relevant information requested by Palika.
- iii Conduct regular interaction program with industries and employers to increase prospects of employment.
- iv Ensure teaching and learning takes place at both Training Providers and industries.
- v Take the responsibility of selecting appropriate industry partners for conducting practical class/training
- vi Ensure safety measures throughout the training course
- vii 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
- viii Conduct internal assessment according to the existing guidelines/manual
- ix Appoint coordinator for the program who will liaison with Palika, OJT providers and trainees
- x Ensure that trainees do not displace employees
- xi Provide orientation training to trainees and should ensure the insurance of both trainees and trainers/supervisor while conducting the training

- xii Deliver the new technology and skill to trainees in order to make them more enthusiastic and intelligent
- xiii 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
- xiv Maintain daily attendance of trainers and trainees in accordance with the daily attendance
- xv Prepare On-the-job training plan with coordination of industries
- xvi The Training Providers should provide the progress report in given format and timeline
- xvii Manage proper monitoring and should ensure the quality and effectiveness of training through their internal monitoring team
- xviii Facilitate and coordinate to related/concerned companies/industries for job placement to trainees
- xix Follow the curriculum and procedures as approved by CTEVT
- xx Support and facilitate the skill test coordination with NSTB/CTEVT

10.3 OJT Provider/Industry

- i Sign contracts/ MoUs with Technical School
- ii Ensure safety measures throughout the course.
- iii Maintain communication with Training Providers and trainees
- iv Support Palika in monitoring and evaluation
- v Prepare training plan in consultation with the Technical School
- vi Conduct internal assessment in accordance guidelines/manual
- vii Ensure the provision of first aid kit, emergency service and grievance handling mechanism

10.4 Project support unit (PSU)/Helvetas

- i. The PSU /Helvetas will be mainly responsible for providing technical assistance to the municipality to ensure the quality of the training
- ii. 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
- iii. Support in the training information dissemination and increase outreach to the Disadvantaged people and females
- iv. Facilitate linkage between the training providers and the industries for work-based training where possible
- v. Support to develop and update the trainings materials where required
- vi. Support to develop training progress report
- vii. Support in database operation and management
- viii. Support in capacity building of the training providers / industries

10.5 Trainee

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

11. Monitoring Mechanism

The monitoring of Training with OJT will be rigorously monitored by different levels such as from School, project, Local Governments, 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 official from LGs will be constituted to monitor the activities of professional training. The monitoring team will also consist of representative 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 in 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 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 sample basis.

12. Expected Outcomes

- i 20 youths, 60% from disadvantaged communities of which 55% women, received training with OJT (centre based and industry based) as per the CTEVT approved curriculum
- ii 90% of the training participants graduated
- iii 80% of the graduates certified by NSTB
- iv 80% of the graduates gainfully employed in related occupation

13. Payment Schedule

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

Instalment	Deliverables	Supporting documents/evidence	Weightage	Timeline
First	Signing the contract agreement	<ul style="list-style-type: none"> • Training inception report, with detail training plan • Batch wise database report of enrolled trainees • Memo printed from database system. 	20% of direct training cost	Withing 15 days of training commencement based on enrolled trainees
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 direct training cost	After 7 months or 182 working days from the training commencement
Third	Work based training completed and graduates participated in skill test	<ul style="list-style-type: none"> • Training Completion report (including center-based training, OJT details) • Details of skill testing of NSTB/CTEVT • Employment plan of graduates 	30% of direct training cost	10 months or 260 working days from the training commencement
Last	Report of skill test result >80% and employment status	<ul style="list-style-type: none"> • Final Report including employment status, • Result sheet of skill test 	10% of direct training cost	After skill test result publication

The above-mentioned instalments of direct training cost will be paid based on the actual trainee record.

The reimbursable cost will be paid as per the actual basis of attendance sheet of trainees.

14. Eligibility Criteria

To be eligible in the selection process, the Technical Schools/Training Institutes must fulfil the following eligibility to be short listed.

- a. Copy of firm’s renewal, organization or company registration certificate indicating at least three years standing of the firm/s;
- b. Copy of VAT registration.
- c. Copy of Valid CTEVT affiliation 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
- d. Copy of tax clearance certificate for the last fiscal year
- e. Copy of audit report for the last three fiscal year
- f. Have at least three years working experiences in CTEVT- certified vocational training programs of minimum 390 hrs. or Pre-diploma/Diploma of CTEVT course or one year working experience in professional training of CTEVT.

15. Proposal Evaluation Criteria

The assessment of proposals will be carried out by a group of professionals based on the criteria detailed below:

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	35
6	Palika Level's Bidder	5
	Total	100

- a. The minimum technical score required to pass is: 60
- b. Technical and Financial proposal shall be evaluated according to QCBS (Technical 80% and Financial 20%) method. The obtained score of out of 100 shall be converted into 80% after evaluation of technical proposal.
- c. **Physical Infrastructure Evaluation:** The set up of physical infrastructure should be in the Institute premises. The physical verification of proposed venues will be carried out by a group of professionals/experts including the representative of CTEVT based on the curricula and will also be verified the proposed Key Expert in proposal during the procurement process. Infrastructure of the organization in proposed occupations will be evaluated for those who pass the technical proposal. Those who do not meet the physical infrastructure as mentioned in the RFP will be rejected.
- d. Successfully verified infrastructure proposal shall be integral part of award decision.