

Annex-1: Terms of Reference

Training Provider for the Vocational and Life Skills Training

Name of Local Level: Jayaprithvi Municipality, Chainpur Bajhang

Name of the Trades: A.) Masonry (brick and stone masonry),
B.) Plumbing
And along with Life Skills Training

I. Background

Prime Minister's Employment program (PMEP) is Government of Nepal's flagship program with envisions guaranteeing minimum employment of 100 days of work to the registered unemployed in labor-intensive public works programs (PWP) or provide a subsistence wage in the absence of work, to eligible households. Youth Employment Transformation initiative (YETI) project support PMEP to improve the employment support service and labor market outcomes of youth.

The YETI project will aim to address gaps in the labor supply-side interventions and complement ongoing initiatives on the labor demand side. On the supply side, the project will aim to address the lack of a systematic approach to the provision and management of employment promotion service and systems to support job seekers. On the demand side, the project will aim to generate short-term temporary employment opportunities for the most vulnerable, which can improve their short and medium-term productivity. The focus on youth will address risks of fragility and conflict.

The Project Development Objective (PDO) is to improve employment services and labor market outcomes, especially for youth. Improved labor market outcomes for youth refer to increased earning/improved livelihoods for the individual beneficiaries of the project.

YETI aims to supplement temporary employment through cash for work with up to 40 days of on-the-job training and up to 10 days of the life-skills training in an effort to introduce elements of productive inclusion in PMEP. The training is expected to increase skills and employability of the beneficiaries, to help them to become less vulnerable to shocks and reduce their reliance on public works.

The skills training is intended to help temporary employment beneficiaries acquire skills that are relevant to the work they are doing. The target group is largely unskilled beneficiaries of PMEP. The sessions will be delivered at the local level, by locally procured firm(s). Trainees will continue to receive wages from the PMEP during the duration of training.

Various agencies across the government, projects and programs have been delivering skills training in Nepal for a long time. In the government two agencies, council for Technical Education and Vocational Training (CTEVT) under Ministry of Education, Science and technology and Vocational and Skill Development Training Center under Ministry of Labor, Employment and social Security, have curriculums for training provisions. Typically, short-term skills training modules are three months long (390 hours) and combine theoretical and practical aspects. For YETI, MoLESS has prepared shorter training modules and curriculum in five identified trades as mentioned below and jayaprithvi Municipality has selected followings two trade:
A.) Masonry (brick and stone masonry)
B.) Plumbing

One additional module of life Skills Training has been envisioned to enhance entrepreneurship and self employment initiatives of the ministry to support the trained cash for work beneficiaries who want to find employable opportunities. The life Skills sessions will cover a range of topics and are expected to promote goal setting, decision making, self-esteem among beneficiaries and financial literacy to promote some behavioral changes and help them engage in more productive and sustainable activities.

Training Service Provider is a professional firm with knowledge and experience in the areas of skill based vocational training and life skills training.

II. Objectives of the assignment

The main objective of the assignment is to deliver vocational skills in two trades and life skills training using the approved curriculum for the YETI cash for work beneficiaries alongside cash for work to improve their skills.

III. Scope of Work

1. Prepare the training schedule and plan with appropriate approach and methodology in collaboration with the relevant local level. The plan should define training event by trade, location, number of trainees in each group not exceeding 25 trainees per training event.
2. Provide 40 days of vocational training and 10 days of Life Skills training in the trades selected for the Jayaprithvi Municipality to 40 YETI beneficiaries of the local level as per the curriculum provided below;

S.N	Trade	Link of curriculum
1	Masonry (brick and stone masonry)	www.pmep.gov.np/publication/syllabus
2	Plumbing	
3	Life skill Training	

3. Provide relevant hard copies of learning materials, including training materials, as defined in the curriculum
4. Monitor participant's attendance during training
5. Provide training completion certification in the related trades for participants,
6. Consult and coordinate with the employment service center (ESC) at the Jayaprithvi Municipality for implementation support,
7. Prepare training completion report with acknowledgement of completion by the relevant Jayaprithvi Municipality,

a. Training Approach

The training to YETI beneficiaries from Jayaprithvi Municipality will be delivered through total of estimated 2 events, in a groups of 20-25 (Maximum) trainees.

Each training session will be for a total of 50 days (40 days of each trade and 10 days of life skills).

Details on numbers of training session and group of trainers

1	Number of trainees at Jayaprithvi Municipality	40
2	Number of trainees per training event	Maximum 25
3	Number of training events at Jayaprithvi Municipality	2

The training shall be delivered using a method that includes slides, illustrative materials and engineering instruments to demonstrate use of appropriate tools. The illustrative materials used for training should be relevant to the training purposes. The training should also comply with social and environmental safeguard provision of the project.

iv. Assignment Duration

The assignment to be completed within 2.5 months from the contract effective date.

v. Major Outputs and Deliverable of the Assignment:

1. **Inception report:** Covering final work plan training approach, trade wise training plan, no of participants, venues and logistics support required within 10 days of contract effective date.
2. **Mid-Term Report:** Training progress report of Jayaprithvi Municipality with the information on participants, trades participated, within 45 days of contract effective date.
3. **Final report:** Within one weeks of completion of all training, the service provider shall submit the training completion report with.
 - a. Consolidated report covering the number participants trained in each trade, learning from the training program, training analytic report covering number of beneficiaries, age group, gender, cast and ethnicity , trade areas covered by beneficiaries,

- b. Recommendation on the potential areas of improvement ,
- c. A final report in Nepali or English language.

vi. Support to be provided by Jayaprithvi Municipality

- a. List of trainees and coordination, service provider must coordinate with Jayaprithvi Municipality and facilitate to ensure trainees participation.
- b. Jayaprithvi Municipality shall provide 50 days of wages during the training period for all beneficiaries.
- c. Training curriculum for all trades.

vii. Eligibility, Qualifications and technical Qualification criteria and selection of service provider:

- A. The targeted service providers are the firms having demonstrated experience in conducting managing, supervising and implementing short term market – oriented skills training with the following eligibility and qualification requirements,
 - 1. The service provider should have registered in the office of the company register or small or cottage office or in local level.
 - 2. PAN and VAT registration with latest tax clearance of FY 2080/081 or date extension for tax clearance if it is under clearance process.
 - 3. The service provider should be affiliated and renewed with CTEVT as short -term training provider.
 - 4. Should have at least 3 year of proven track record of experience of conducting vocational training program of minimum 390 hours of duration in relevant at least in one trade proposed.
 - 5. Should have at least NPR 2 million annual turnover in the best 3 of the last 7 fiscal years.

B. HR Requirement and Qualification:

Following are the tables for key experts and support staffs necessary to conduct a training event.

S.N	Key Expert	Minimum qualification
1	Main trainer	Short term training level- II/TSLC with TOT (general/instructor/occupational) from TITI in the relevant occupation/subject. 1. In the trades/occupations like road repair and maintenance ,carpentry, masonry(brick and stone masonry),plumbing and electrical repair, if no level- II is available in academic program, level-I with TOT (General/instructor/occupational) from TITI and one year experience will be taken as minimum qualification).
2	Co – trainer	Short term training level-I or TSLC in the relevant Occupation/ subject.
3	Main trainer or life skills (unless either of the above are qualified to deliver life skills as well)	+2 or equivalent, at least 5 year of general work experience, has received TOT for life skills and conducted at least two life skills sessions.
Support staff (non- key human resources)		
4	Training coordinator	+2 or equivalent
5	Monitoring officer	+2 or equivalent

C. Selection of service providers:

The selection of service provider will be based on the project operations manual accepted by MoLESS and World Bank.

A firm which meets eligibility, qualification and minimum technical competence will be scored. The highest score firm will be selected and awarded the contract. The firm will be scored applying following criteria.

1	Number of year of experience of firm in any vocational skills training(Per Year 2 Marks)	10
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2	Experience in relevant trades(Per year 5 marks in both trade)	25
3	Experience and registration in the same district if yes gets full marks, If no gets no marks	5
4	Background of both trade, Approach, methodology, work plan and responding to terms of reference (Background: 5Marks, Approach:5Marks, Methodology:5Marks,Work Plan:5 Marks)	20
5	Cost of the proposal/financial proposal	40
	Total	100

A public notice shall be published giving the minimum of 15 days of public notice by Jayaprithvi Municipality. If at least 3 qualified proposal are not received at first call, second notice to be published by giving at least 7 days of notice. Sufficient competition will be ensured from at least 3 qualified firms. If there is only one quotation received during the first call, Jayaprithvi Municipality shall re-advertise second time. If only one proposal submitted or no any proposal received in the second call, even a single proposal shall be accepted if met eligibility and qualification criteria. Jayaprithvi Municipality can approach to the market for direct contracting in the absence of single qualified proposal even after second call.

Sample Templates for Proposal

- (A) General Work Experience
- (B) Specific Experience
- (C) Financial Capacity
- (D) Key Trainers

Annex-2 General and Specific Work Experience

(A). General work experience

(Details of assignment undertaken by firm or member of a JV)

S.N	Name of assignment	location	Value of contract	Year completed	client	Description of work carried out
1						
2						
3						
4						
5						

(Note: supporting document for general experience should be submitted for the above)

(B) Specific experience

Detail of similar assignments undertaken in the previous seven years

(in case of joint venture of two or more firms to be filled separately for each constituent member)

Firm's Name _____

S.N	Name of assignment	location	Value of contract	Year completed	client	Description of work carried out
1						
2						
3						
4						

5						
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(Note: supporting document for specific experience should be submitted against the above information.)

Annex-3 Financial and HR Capacity of Firm

(c). Finance capacity

(In case of joint venture of two or more firms to be filled separately for each constitute member)

Annual turnover	
Year	Turnover
FY	
FY	
FY	
FY	
FY	
FY	

Average Annual Turnover of Best of 3 Fiscal Year Of last 7 fiscal years

(Note: supporting documents for average turnover should be submitted against the above information such as tax clearance certificates of the previous 3 fiscal years)

(D) Key trainers (include details of key trainer only)

(In case of joint venture of two or more firms to be filled separately for each constituent member)

S.N	Name	Position	Highest Qualification	Work experience (in year)	Specific work Experience (in year)	Notification
1						
2						
3						
4						
5						

(Please insert more rows as necessary)