

EXPRESSION OF INTEREST (EOI)

**Title of Consulting Service: CTEVT/ENSSURE-PW-
3**

Method of Consulting Service: National

**Project Name : Conducting Training Course with OJT - CTEVT/ENSSURE-
PW-3 - Professional Welder**

EOI : CTEVT/ENSSURE-PW-3

Office Name: Enhanced Skills for Sustainable and Rewarding Employment

Office Address: sanothimi 17 madhyapur Bhaktapur Bhaktapur

Funding agency : Grant

Loan/Credit/Grant number : 7F-09104.01.02

Acronyms

CTEVT	Council for Technical Education and Vocational Training
ENSSURE	Enhanced Skills for Sustainable and Rewarding Employment
EOI	Expression of Interest
HR	Human Resources
NSTB	National Skill Testing Board
OHS	Occupational Health and Safety
OJT	On the Job Training
PAN	Personal Account Number
QCBS	Quality and Cost Based Selection
RfP	Request for Proposal
TNA	Training Need Assessment
TOR	Terms of Reference
ToT	Training of Trainers
TP	Training Provider
VAT	Value Added Tax
RM	Rural Municipality

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A. Request for Expression of Interest

Request for Expression of Interest

Government of Nepal (GoN)

Name of Employer: Enhanced Skills for Sustainable and Rewarding Employment

Date: 05-11-2018 13:00

Name of Project: Conducting Training Course with OJT - CTEVT/ENSSURE-PW-3 - Professional Welder

Name of the Donor Agency: Grant

Donor Loan/Credit/Grant No: 7F-09104.01.02

1. Government of Nepal (GoN) has received a Grant from Single Envelope Procedure toward the cost of Conducting Training Course with OJT - CTEVT/ENSSURE-PW-3 - Professional Welder and intends to apply a portion of this loan/credit/grant to eligible payments under the Contract for which this Expression of Interest is invited for National consulting service
2. The Enhanced Skills for Sustainable and Rewarding Employment now invites Expression of Interest (EOI) from eligible consulting firms ("consultant") to provide the following consulting services: The ENSSURE is a project of the Government of Nepal, financially supported by the Government of Switzerland. It is implemented under Council for Technical Education and Vocational Training (CTEVT) with technical assistance from HELVETAS Swiss Intercooperation. The objective of the project is to improve the living standard of Nepalese workers, particularly women and people from disadvantaged groups through continuous employment.
3. Interested eligible consultants may obtain further information and EOI document free of cost at the address Enhanced Skills for Sustainable and Rewarding Employment, Enhanced Skills for Sustainable and Rewarding Employment sanothimi 17 madhyapur Bhaktapur, Bhaktapur Nepal during office hours on or before 05-11-2018 13:00 or visit e-GP system www.bolpatra.gov.np/egp or visit the client's website [Client Website]
4. Consultants may associate with other consultants to enhance their qualifications.
5. Expressions of interest shall be delivered online through e-GP system www.bolpatra.gov.np/egp NA on or before 04-12-2018 12:00
6. In case the last date of obtaining and submission of the EOI documents happens to be a holiday, the next working day will be deemed as the due date but the time will be the same as stipulated.
7. EOI will be assessed based on Qualification 30.0 %, Experience 50.0 %, and Capacity 20.0 % of consulting firm and key personnel. Based on evaluation of EOI, only shortlisted firms will be invited to submit technical and financial proposal through a request for proposal.
8. Minimum score to pass the EOI is 60

B. Instructions for Submission of Expression of

Instructions for Submission of Expression of Interest

1. Expression of Interest may be submitted by a sole firm or a joint venture of consulting firms.
2. Interested consultants must provide information indicating that they are qualified to perform the services (descriptions, organization and employee and of the firm or company, description of assignments of similar nature completed in the last 7 years and their location, experience in similar conditions, general qualifications and the key personnel to be involved in the proposed assignment).
3. This expression of interest is open to all eligible Training providers.
4. In case, the applicant is individual consultant, details of similar assignment experience, their location in the previous 4 years and audited balance sheet and bio data shall be considered for evaluation.
5. The assignment has been scheduled for a period of 10 months . Expected date of commencement of the assignment is One months after contract.
6. A Consultant will be selected in accordance with the National method.
7. Expression of Interest should contain following information:
 - (i) A covering letter addressed to the representative of the client on the official letter head of company duly signed by authorized signatory.
 - (ii) Applicants shall provide the following information in the respective formats given in the EOI document:
 - EOI Form: Letter of Application (Form 1)
 - EOI Form: Applicant’s Information (Form 2)
 - EOI Form: Work Experience Details (Form 3(A), 3(B) & 3(C))
 - EOI Form: Capacity Details (Form 4)
 - EOI Form: Key Experts List (form 5).
8. Applicants may submit additional information with their application but shortlisting will be based on the evaluation of information requested and included in the formats provided in the EOI document.
9. The Expression of Interest (EOI) document must be duly completed and submitted in sealed envelope and should be clearly marked as “EOI Application for Short-listing for the Conducting Training Course with OJT - CTEVT/ENSSURE-PW-3 - Professional Welder.The Envelope should also clearly indicate the name and address of the Applicant. Alternatively, applicants can submit their EOI application through e-GP system by using the forms and instructions provided by the system.
10. The completed EOI document must be submitted on or before the date and address mentioned in the “Request for Expression of Interest”. In case the submission falls on public holiday the submission can be made on the next working day. Any EOI Document received after the closing time for submission of proposals shall not be considered for evaluation.

C. Objective of Consultancy Services or Brief TOR

Section 5: Terms of Reference

Terms of Reference (TOR) for Conducting Training Courses with OJT

1. Background

The Enhanced Skills for sustainable and Rewarding Employment (ENSSURE) project is established under a bilateral agreement between the Government of Nepal and the Government of Switzerland with the **goal to assist Nepalese workers particularly from disadvantaged groups to benefit from continuous employment and an improved standard of living**. The Council for Technical Education and Vocational Training (CTEVT) implements it with the technical assistance from HELVETAS Swiss Inter cooperation Nepal. The project works with partner companies, industry associations, training providers (TPs) and National Skill Testing Board (NSTB) diligently with aims of enhancing the living standard and employability of workers through skills development training. The project offers three different types of trainings: apprenticeship, training courses (NSTB standards Level 2 and above) and further training to existing workers (in-service training). The primary target groups are the Nepalese youth especially from the Disadvantaged Group.

The ENSSURE plans to provide Training courses with OJT of Level 2 to 5800 youth within the first phase of the project (2016 to 2019). This TOR is prepared for procuring the services from the training providers to provide training courses of 1696 hours according to the CTEVT curriculum. In this regard, competent training providers having adequate facilities for managing training and able to coordinate with concerned industries for On the Job Training (OJT) are requested to submit their proposals in consortium with the industries for managing OJT to the trainees in the related occupation. The occupational sectors are hospitality, construction, Electrical, mechanical and automobile.

2. Objectives of the Assignment

The main objective of the assignment is to deliver quality skill training for the targeted beneficiaries following the CTEVT curricula; 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 TPs will be responsible to provide skills training (both off-the job and on-the-job) in close coordination with the consortium industries and with concerned association/local chambers and with ENSSURE. The TPs will also facilitate and assist training graduates for getting into the employment in the related occupations. Followings are the scope of work:

3.1 Occupations:

Based on the Training Need Assessment (TNA) conducted by ENSSURE project and consultation with stakeholders through the workshops and interviews, following occupations were selected as most needed and marketable. The table below shows the occupation wise allotted number of trainees under this EOI.

Sn	Package code	Occupation	Allotted Nos. for State 1	Allotted Nos. for State 2	Allotted Nos. for State 3	Allotted Nos. for State Gandaki	Allotted Nos. for State 5	Allotted Nos. for State Kamali	Allotted Nos. for State SudurPashchi	Total Nos. of Trainees
1	CTEVT/ENSSURE-PC-3	Professional Cook	80	40	120	80	40	40	40	440
2	CTEVT/ENSSURE-PBE-3	Professional Building Electrician	120	80	80	80	80	40	40	520
3	CTEVT/ENSSURE-PP-3	Professional Plumber	80	40	80	40	80	40	40	400
4	CTEVT/ENSSURE-PM-3	Professional Mason	40	40	-	-	-	40	80	200
5	CTEVT/ENSSURE-PW-3	Professional Welder	40	-	80	-	-	-	-	120
6	CTEVT/ENSSURE-PMM-3	Professional Motorcycle Mechanic	40	80	40	40	40	40	40	320
7	CTEVT/ENSSURE-PLV-3	Professional Light vehicle service mechanic	-	-	40	40	40	-	40	160
8	CTEVT/ENSSURE-PAF-3	Professional Aluminium Fabricator	-	-	80	40	-	-	-	120

3.2 **Geographical coverage:** In this year, the following geographical areas will be covered and the training services for this assignment will be delivered in major urban and semi-urban centres as follows:

- Biratnagar, Itahari and Dharan and Jhapa area
- Janakpur, Rajbiraj and Lahan Area
- Kathmandu, Lalitpur, Bhaktapur, Banepa and Dhulikhela area
- Pokhara and Damauli area
- Bharatpur, Narayangadh, Heuda, Birgunj area
- Butwal, Bhairahawa area
- Dang and Nepalgunj Area
- Surkhet and Jumla Area
- Dhangadhi and Mahendranagar Area

NB: One TP in consortium with industry/ies shall submit proposal for maximum two occupations.

3.3 **Selection of participants:** The TPs will follow the "Training Implementation Guidelines" for participants' selection. The guideline can be collected from the ENSSURE project office.

3.4 **Duration of the assignment:** Duration of this assignment will be of 12 months after signing the contract. TP will submit detailed work plan along with human resource plan with proposed/identified venue for both off the job (institution based) and on the job training (industry based) in RfP.

3.5 Quality of instructions:

3.5.1 Classroom instructions: The TPs are required to manage well-qualified and highly experienced instructor/s to conduct classroom instruction, which includes skill demonstration, illustrated talk, guided practice, independent practice. They also required managing modern training facilities as far as practicable.

3.5.2 On-the job training: The TPs are required to manage on the job training facilities into the consortium industries. So, agreement of consortium Industries with sufficient OJT opportunities for the trainees is must. During on the job training, continuous guidance and supervision of the trainees from the experienced worker/trainers will be required. TPs will require submitting daily OJT plan in RfP.

3.6 Career counselling and business skills session: The TPs will facilitate the training sessions on career counselling as per the “Career Counselling Guidelines” provided by the project. The TP will facilitate and coordinate with ENSSURE to conduct business skills sessions at appropriate time during the training period.

3.7 Assessment of trainees’ performance and record keeping: The TPs 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 TPs are responsible to facilitate skill testing of all the trainees ensuring at least 90% trainees succeed in the test administered by the NSTB.

3.9 Job placement: The TPs 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 bidder

The training providers are required to have following minimum physical facilities and human resources to carry out the services.

4.1 Physical facilities requirements: The training provider must have the adequate physical facilities, which includes well-equipped classrooms, practical lab, trainer’s preparation rooms, rest rooms, library, extra-curricular facilities and adequate tools, equipment and training materials. The facilities and materials will be as per the curriculum, which is subject to verification during the selection process.

4.2 Team composition and their qualifications: There must be 20:2 Instructors to conduct classroom-based trainings in the training venue as well as supervise/monitor the performance of the trainees while on-the job including one training coordinator for overall management. Followings are the core competencies of the team.

4.2.1 Title/number: Training Manager

Qualifications and experiences: Minimum qualification bachelor’s degree. Minimum 3 years of work experience in coordination, developing training plan, training implementation, training monitoring and evaluation, OJT management, training data analysis etc. Experiences of OHS and HR planning in industrial sector of Nepal will be preferable.

Total time input: Full time

Responsibilities:

- Overall management of the training program 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 Skills 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 classroom 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: Instructors/OJT supervisors

Qualifications and experiences: Minimum Diploma or Skill Test Level-3 passed or equivalent in related occupation or as per curriculum. Minimum 2 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 (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 centered teaching methodologies for effective training delivery
- Assess continuously the performance of the trainee's and maintain the records;
- Assist training manager in Planning and managing training program
- Arrange site visit, study visit, OJT etc.;
- Supervise trainee's performance and provide necessary feedback for their improvement
- Orient trainees for NSTB skill test procedure;
- Manage/Maintain, trainers' log book, trainee's attendance, and other training related documents
- Arrange/manage extra coaching for needy trainees (if necessary);

Note: OJT supervisor/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 OJT supervisors in the EOI and in the RfP.

D. Evaluation of Consultant's EOI Application

Evaluation of Consultant's EOI Application

Consultant's EOI application which meets the eligibility criteria will be ranked on the basis of the Ranking Criteria.

i) Eligibility & Completeness Test

Sl. No.	Criteria Title	Compliance
1	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 offence relating to the concerned profession or business (TP Only)	
2	Copy of renewed firm, organization or company registration certificate duly certified from notary public (Applicable to both TP and consortium)	
3	At least three years of standing of the firm/s (Applicable to TP)	
4	Copy of VAT registration certificate duly certified from notary public (Applicable to TP)	
5	Copy of tax clearance and audit report for the last two fiscal years duly certified from notary public (Applicable to TP)	
6	Copy of CTEVT affiliation certificate to conduct training on proposed occupations (Applicable to TP)	
7	Copy of MOU with division of roles and responsibilities between consortium partners and TP.	
8	At least NRs. 2 million average annual turnovers in last two years (Applicable to TP)	
9	Letter from concern industry association/ Chamber of commerce/professional association indicating their support and cooperation in the training implementation and placement of the graduates	

ii) EOI Evaluation Criteria

A. Qualification

Sl. No.	Criteria	Minimum Requirement
1	Qualification of Training Manager	Bachelor
2	Experience of Training Manager	3 years experience in the relevant field
3	Relevant Training of Training Manager	Relevant Training
4	Qualification of Instructor	Diploma or equivalent or as per curricula
5	Experience of Instructor	2 years experience in the relevant field
6	Relevant Training of Instructor	Relevant Training

Score: 30.0

B. Experience

Sl. No.	Criteria	Minimum Requirement
1	Relevant training and Skill Testing Experience (more than and equal to 390 hrs.)	Relevant training Experience (last five years)
2	Skill Testing Experiences (at least Level-1)	Skill Testing (last Five years)
3	Placement Experiences	Placement Experiences (last Five years)

Score: 50.0

C. Capacity

Sl. No.	Criteria	Minimum Requirement
1	Vision, Mission and Goal	Vision, Mission and Goal
2	Organizational Structure/Profile (TP and Consortium)	Organizational Structure
3	Inclusion in the organization	Inclusion in the organization
4	Annual Turnover	2 millions (2 year)
5	Cash Flow of the organization	Profit of last years , 0.5 Million
6	Infrastructure and Facilities	Infrastructure and Facilities
7	Information Regarding Consortium Industries	Information Regarding Consortium Industries

Score: 20.0

Minimum score to pass the EOI is: 60

E. EOI Forms & Formats

E. EOI Forms & Formats

Form 1. Letter of Application

Form 2. Applicant's information

Form 3. Experience (*General, Specific and Geographical*)

Form 4. Capacity

Form 5. Qualification of Key Experts

Standard EOI Document

1. Letter of Application

(Letterhead paper of the Applicant or partner responsible for a joint venture, including full postal address, telephone no., fax and email address)

Date:

To,

Full Name of Client: _____

Full Address of Client: _____

Telephone No.: _____

Fax No.: _____

Email Address: _____

Sir/Madam,

1. Being duly authorized to represent and act on behalf of (hereinafter "the Applicant"), and having reviewed and fully understood all the short-listing information provided, the undersigned hereby apply to be short-listed by **[Insert name of Client]** as Consultant for **[Insert brief description of Work/Services]**.
2. Attached to this letter are photocopies of original documents defining:
 - a) the Applicant's legal status;
 - b) the principal place of business;
3. **[Insert name of Client]** and its authorized representatives are hereby authorized to verify the statements, documents, and information submitted in connection with this application. This Letter of Application will also serve as authorization to any individual or authorized representative of any institution referred to in the supporting information, to provide such information deemed necessary and requested by yourselves to verify statements and information provided in this application, or with regard to the resources, experience, and competence of the Applicant.
4. **[Insert name of Client]** and its authorized representatives are authorized to contact any of the signatories to this letter for any further information.¹
5. All further communication concerning this Application should be addressed to the following person,

[Person]

[Company]

[Address]

[Phone, Fax, Email]
6. We declare that, we have no conflict of interest in the proposed procurement proceedings and we have not been punished for an offense relating to the concerned profession or

¹ Applications by joint ventures should provide on a separate sheet, relevant information for each party to the Application.

Standard EOI Document

business and our Company/firm has not been declared ineligible.

7. We further confirm that, if any of our experts is engaged to prepare the TOR for any ensuing assignment resulting from our work product under this assignment, our firm, JV member or sub-consultant, and the expert(s) will be disqualified from short-listing and participation in the assignment.
8. The undersigned declares that the statements made and the information provided in the duly completed application are complete, true and correct in every detail.

Signed :

Name :

For and on behalf of (name of Applicant or partner of a joint venture):

Standard EOI Document

2. Applicant's Information Form

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

1. Name of Firm/Company:
2. Type of Constitution (*Partnership/ Pvt. Ltd/Public Ltd/ Public Sector/ NGO*)
3. Date of Registration / Commencement of Business (*Please specify*):
4. Country of Registration:
5. Registered Office/Place of Business:
6. Telephone No; Fax No; E-Mail Address
7. Name of Authorized Contact Person / Designation/ Address/Telephone:
8. Name of Authorized Local Agent /Address/Telephone:
9. Consultant's Organization:
10. Total number of staff:
11. Number of regular professional staff:

(Provide Company Profile with description of the background and organization of the Consultant and, if applicable, for each joint venture partner for this assignment.)

Standard EOI Document

3. Experience

3(A). General Work Experience

(Details of assignments undertaken. Each consultant or member of a JV must fill in this form.)

S. N.	Name of assignment	Location	Value of Contract	Year Completed	Client	Description of work carried out
1.						
2.						
3.						
4.						
5.						
6.						
7.						

Standard EOI Document

3(B). Specific Experience

Details 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)

Assignment name:	Approx. value of the contract (in current NRs; US\$ or Euro) ² :
Country: Location within country:	Duration of assignment (months):
Name of Client:	Total No. of person-months of the assignment:
Address:	Approx. value of the services provided by your firm under the contract (in current NRs; US\$ or Euro):
Start date (month/year): Completion date (month/year):	No. of professional person-months provided by the joint venture partners or the Sub-Consultants:
Name of joint venture partner or sub-Consultants, if any:	Narrative description of Project:
Description of actual services provided in the assignment: Note: Provide highlight on similar services provided by the consultant as required by the EOI assignment.	

Firm's Name: _____

² Consultant should state value in the currency as mentioned in the contract

Standard EOI Document

3(C). Geographic Experience

Experience of working in similar geographic region or country

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

No	Name of the Project	Location (Country/ Region)	Execution Year and Duration
1.			
2.			
3.			
4.			
5.			
6.			
7.			

Standard EOI Document

4. Capacity

4(A). Financial Capacity

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

Annual Turnover	
Year	Amount Currency

- **Average Annual Turnover**

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(Note: Supporting documents for Average Turnover should be submitted for the above.)

Standard EOI Document

4(B). Infrastructure/equipment related to the proposed assignment³

No	Infrastructure/equipment Required	Requirements Description
1.		
2.		
3.		
4.		
5.		

³ Delete this table if infrastructure/equipment for the proposed assignment is not required.

Standard EOI Document

5. Key Experts *(Include details of Key Experts only)*

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

SN	Name	Position	Highest Qualification	Work Experience (in year)	Specific Work Experience (in year)	Nationality
1						
2						
3						
4						
5						

(Please insert more rows as necessary)

A. General Information of Training Provider (TP)

S.N.	Description		Remark
1	Name of the TP/Institute		
2	Address	District	
		Municipality/RM	
		Ward No.	
3	Contact Detail	Office Phone No.	
		Email Address	
4	Contact Person	Name	
		Designation	
		Mobile No.	
		Email address	

B. Legal Information

1	Main Shareholders and Their Holding	Name	Shared Percentage	Remark
2	Head of Organization			
	Name			
	Home Address			
	Mobile			
	Email Address			
3	Company Registration Status	Registration Number		
		Registered Date		
4	CTEVT Affiliation	Affiliation No.		
		Date of Affiliation		
		Affiliated level and occupation/s		
		Validity Date		
5	VAT/PAN Registration	Registration No.		
		VAT No.		

C. Brief Information of the Organization(Please provide brief information of the organization including, vision, mission, goal, areas of expertise, geographical experiences and Organizational Charts (Maximum 2 pages).

Introduction		
Vision		
Mission		
Goal		
Areas of Expertise	Trade	Occupation
Main Geographical Regions of Experience		
Organizational Chart including the full name of Board of Directors		

C.1, Please provide information of the legally established branch offices,If applicable.

Information	Branch 1	Branch 2
District		
Municipality/RM		
Ward Number		
Office Telephone No.		
Contact Person's Name		
Contact Person's Designation		
Contact Person's Mobile Number		
Email		

(Please add more in this table if you have more than 2 branches in operations.)

C.2 Information of the Consortium Industry/ies.

(Please provide the organogram/s of the consortium industries too)

Information	Industry-1	Industry-2
Name of the Industry		
Address		
Main Purpose of the Industry		

Main Business		
Branch Offices (if any)		
Registration Detail		
VAT No.		
Date of VAT Registration		
Name of the Owner/Contact Person		
Mobile No:		
Email		

(Please add more in this table if you have agreement with more consortium industries.)

D. Human Resource Strength of the Training Provider.

Minimum qualification for Instructor/ OJT supervisor must be Diploma or Skill Test Level-3 Pass in related occupation or as per curriculum.

List of proposed key Staffs to be involved in proposed training including OJT

SN	Name	Proposed position	Qualification	Experience yrs.	Contact No
1					
2					
3					

(Please provide the list including Training Manager, trainers and OJT supervisors and attach CVs and testimonials (notarized) of the Key staffs in Annex)

E. Experiences of the Training Provider and Consortium industries.

E.1 Training Experience of TP in Related occupations only (at least 390 hours) imparted in last three fiscal years (2014/015 to 2017/018)

S.N.	Occupations	Number of Trainees agreed	Number of Trainees completed the training	Number of Trainees passing Skill test	Number of graduates Employed	Funding Organization/client (write full name and address)	Locations where training was conducted	In which Fiscal Year training was conducted?
1								
2								
3								
4								
5								

Please attach the notarized copy of evidences in Annex.

E.2 Experience of the Consortium industries (Provide brief Information of the all Consortium Industries).

F. Infrastructure and Equipment

Availability of Infrastructure: Office Building, Classrooms, Practical Workshops, Lab, Library, Hostels for male and female, Toilets for male and female, furniture's, etc.

F.1. Office Space and Training Facilities (Training Provider)

S.N.	Particular	Description	Unit (Number)	Size	Remark
1					
2					
3					
4					
5					

F.2. List of tools, equipment and training materials available with Training Provider.

[Please mention the list of teaching learning materials for those occupations in which you are intended to apply in this EOI. You can add more rows where necessary.]

SN	Description	Quantity (No. Pieces, etc.)	SN	Description	Quantity (No. Pieces, etc.)
1			6		
2			7		
3			8		
4			9		
5			10		

G. Financial Information of Training Provider (Please submit the notarized copy of financial documents in ANNEX)

Description	FY 2073/074	FY 2074/075	Total	Remark
Annual turnover (Rs.) (According to audit report)				
Net profit (Rs.) (According to audit report)				

H. Intended Services Under this EOI

Please propose your services according to the information given below:

S.N.	Information	Remark
1	Training shall be conducted only in the proposed urban areas within one State.	I. Biratnagar, Itahari and Dharan and Jhapa II. Janakpur, Rajbiraj and Lahan Area III. Kathmandu, Lalitpur, Bhaktapur, Banepa, Dhulikhel IV. Pokhara, and Damauli area V. Bharatpur, Narayangadh, Heauda, and Birgunj area VI. Butwal, and Bhairahawa VII. Dang and Nepalgunj Area

		/III. Dhangadhi and Mahendranagar Area IX. Surkhet, Jumla
2	Occupations and target number to be trained under this EOI	Professional Cook (440), Professional Building Electrician (520), Professional Plumber (400), Professional Mason (200), Professional Welder (120), Professional Motorcycle Mechanic (320), Professional Light Vehicle Mechanic (160) and Professional Aluminum Fabricator (120)
3	Name of State proposed	
4	Maximum number of Occupations that can be proposed	2 (Two)
5	Maximum Number to be proposed in one occupation	80 (Eighty)
6	Minimum Number to be proposed in one occupation	40 (Forty)

H.1. Training programs you intend to deliver under This EOI

[Please be realistic while purposing the number of trainees and occupations.]

Name of the Proposed State	Name of the Occupations		Proposed Number of trainees
	1		
	2		
Total			

Declaration

We hereby declare that all the information provided above is correct.

Official Seal

Name:

Signature:

Designation:

Date:

Section 4: Format of Curriculum Vitae (CV) for Proposed Professional Staff

Proposed Position: _____

Name of Training Provider: _____

Name of Staff: _____

Phone /Mobile No. of Staff _____

Date of Birth: _____

Years with TP: _____ Nationality: _____

Membership in Professional Societies: _____

Education:

[Summarize college/university and other specialized education of staff member, giving names of schools, dates attended, and degrees obtained.]

Qualification	Institute/School/College	Year of Completion

Employment Record:

[Starting with present position, list every employment held. List all positions held by staff member, giving dates, names of employing organizations, titles of positions held, and locations of assignments.]

Duration and Position	Employer	Major tasks Performed

Training:

[Summarize relevant training successfully completed by staff member, giving names of training institution and duration.]

Training	Institute	Duration and Date

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe my qualifications, my experience, and me.

_____ Date: _____
[Signature of staff member and authorized representative of the consultant] Day/Month/Year]

Full name of staff member: _____

Full name of authorized representative: _____

Seal of the Training provider: _____