

TERMS OF REFERENCE (ToR) for external Training Services Provider

Vocational skill training for the selected youth

FOR

"KHUSEE PROJECT BARA"

Introduction

Aasaman Nepal (ASN) 'A pioneer organization for education and nutrition', is one of the leading Terai-based NGOs led and managed by social activists since its establishment in Dhanusha, Janakpur in 1999. ASN has been engaged in developing and implementing programs aimed at the protection, promotion, and fulfillment of child rights in Nepal. Currently, ASN has been working in 17 districts under 6 Thematic Areas: Education/Child Protection, Women Empowerment, Livelihood/ Natural Resource Management, Disaster Risk Reduction, Health/ Nutrition, and Good Governance.

Project background

The KHUSEE (Knowledge Hub for Uplifting Socio-economically Marginalized Children and Families through Actions in Education and Economic Empowerment) Project, initiated in August 2022, is a collaborative effort between Save the Children and Aasaman Nepal, aimed at uplifting socio-economically marginalized children and families in three municipalities Karaiyamai RM, Devtal RM, and Mahagadhimai Municipality of Bara district, Madhesh Province. By focusing on providing quality education and economic empowerment opportunities, the project aims to enhance educational attainment among children from poor and marginalized families. Key impact education and learning continuity, improving accessibility to quality education and fostering good governance within schools and municipalities.

Target Groups

100 youths and adolescents from selected ultra-poor, vulnerable, out-of-school children and socially excluded families of the project area.

Objectives of the vocational skill Training:

The major objective of the vocational skill training is to empower 100 youths and adolescents from marginalized backgrounds by providing them with practical vocational skills as per CTEVT curricula. Emphasis is placed on encouraging participants to invest in quality education for their children, creating a sustainable cycle of empowerment. By equipping individuals with vocational skills and prioritizing education, the program aims to promote socioeconomic mobility, break barriers to education, and foster lasting community development.

Scope of work

The KHUSEE Project in Bara District has identified the need for vocational training through an enterprise feasibility study and Labor Market Assessment. The training service provider is responsible for delivering vocational training aimed at increasing income among target beneficiaries by equipping them with relevant skills. The training will be conducted in a residential, with groups of 10-15 participants per trade.

The provider will be responsible for all logistics, including trainers' fees, training materials, venue rent, skill testing, and equipment provision. For trades such as light vehicle driving and excavator operation, the provider will also oversee the process of obtaining driving licenses. Additionally, the provider must ensure participant accidental insurance during the training period, safer programming and implement safety and protection measures throughout. The training will cover CTEVT-accredited technical subjects, among other relevant areas.

A: - Residential Training

S.N.	Trade Name	Hours/ Month	Proposed Total Participants	Logistics Details	Remarks
1	Excavator Operator	30 Days	10	As Per Annex-2	
2	Light vehicle driving	30 Days	10	As Per Annex-2	
3	Assistant Plumber	390 Hours	15	As Per Annex-2	
4	Junior Building Electrician	390 Hours	15	As Per Annex-2	
5	Refrigeration and A/C mechanic	390 Hours	10	As Per Annex-2	
6	Motor cycle Mechanic	390 Hours	15	As Per Annex-2	
7	Auto Mobile Mechanic	390 Hours	10	As Per Annex-2	
8	Electric Motor Rewinder	390 Hours	15	As Per Annex-2	
Total			100		

Note: The trade and number of participants may vary based on participants' interests and the feasibility of the ongoing market assessment and demand. The service provider must have fully equipped pre-existing service stations and adequate accommodation facilities for the proposed vocational training. Training venue and accommodation should have gender sensitive and friendly for People with disabilities (PWD).

Training service providers will encourage participants for their best business at present. Adding to curricula service provider should bring the personnel of financial institutions and small and cottage industry offices for orientation on access to finance and business linkages/promotion. The Training service provider is also required to monitor all training events, prepare all required forms, support to development simple business plan, and enter required information into a format finalized in consultation with the ASN Project team.

Methodology

Methodology of Vocational Training

Pre-training

- Orientation on trade, program structure, and expectations.
- Diagnostic assessment of relevant existing knowledge or experience.

Curriculum

- Adherence to CTEVT Level-1 curriculum.
- Clear learning objectives for each module, emphasizing practical skills.

Delivery

- Detailed training plan with schedule, content, and assessment methods.
- Provision of training materials and post-training report.

Assessment

Ongoing assessment including practical demonstrations, quizzes, and peer evaluations. Skill Testing

Completion of CTEVT Level-1 skill test, including mock tests.

Monitoring and Evaluation

- Evaluation of effectiveness through participant feedback, trainer observations, and assessment analysis.

Collaboration

- Close coordination with relevant stakeholders including SCI/ASN.

Time Frame:

The training service provider will commence the training in the 1st week of February 2025 and accomplish the training by the end of April/second week of May 2025.

Roles and Responsibilities:

Aasaman Nepal (ASN):

- ASN will identify and provide the final name list of trainees as per choice of enterprise.
- ASN will closely monitor the learnings of the trainees and provide feedback to the training service provider.
- ASN will provide feedback to the Training Services Provider on the contents and methodologies developed for the training based on the quality required.
- ASN will make timely payments based on an agreement between both parties.
- ASN will provide two ways transportation costs for participants.
- ASN will provide one time cost for skill accreditation in actual basis.

Deliverables from the Training service provider:

- Prepare a detailed plan of action and finalize it in consultation with the ASN team and funding partner Save the Children.
- Develop, share, revise, and finalize training contents (outline) and methodologies and deliver the training with high-level quality standards within the set time frame.
- Trade-wise brief inception report.
- Group-wise training completion report, Instructor information form, participant attendance sheet, individual business plan, and final report in respective format. Training Service Provider should submit this report within 15 days of completion of all training events of each trade.

General Required Expertise of the Training Services Provider

The Training Services Provider is to be appropriated for vocational skill training for targeted beneficiaries with the following qualities and competencies:

- Professional expertise and experience in entrepreneurship training delivery.
- Develop ideas and experience.
- Strong commitment to complete a given task at a fixed period.
- Sound knowledge of participatory methodologies.
- Multidisciplinary skills along with good team playing.
- Sensitivity to the project principles.
- A high standard of professionalism.
- Aware and sensitive against sexual harassment, GBV as well as maintain cultural and linguist sensitivity.

Reporting

The Training Services Provider will work in close coordination with Project Manager/Project Coordinator of Aasaman Nepal.

Consulting fee and financial proposal

The Training Services Provider should propose costs for the whole package of the training including Services Provider remuneration, accommodation, food, training materials, travel fare, hall rent, etc.

Method of Proposal

Aasaman Nepal will procure the services of a Training Services Provider for this assignment and therefore invites applicants to submit proposals. The proposal should include how to achieve the expected outputs mentioned above and the budget which will help Aasaman Nepal's management to decide the best suitable Training Services Provider. All terms and conditions will be included in the Training Services Provider agreement.

Payment modality

SN	Instalment	Condition	Payment %
1	1 st	<ul style="list-style-type: none"> • Training plan, timeline and schedule. • Agreement by both parties. 	20%
2	2 nd	<ul style="list-style-type: none"> • Progress report of all trainings. • Minimum completion of 50% of each training. 	40%
3	3 rd	<ul style="list-style-type: none"> • Completion of all training • Final report submission • Approval of report • Payment Clearance from local suppliers (like stationary, refreshments, travel, and so on.) 	30%
4	4 th	<ul style="list-style-type: none"> • Certification from CTEVT (50% of participant) 	10%

Required Document

- Filled consultancy form.
- The firm must submit a recognized trainer certificate by the government institution.
- Experience in providing vocational training.
- Experience in apprenticeship/ Job placement, and Employment (Self/Waged).
- Methodology and work plan.
- CVs of trainers highlighting their areas of work and experience.
- Copies of firm registration certificate, VAT/PAN registration certificate, Latest tax clearance certificate should have been submitted.

(The assignment is scheduled for a duration of three months, with an expected start date in the first week of February 2025. This agreement will be amended based on the evaluation of the current task, anticipated funding from the donor agency, and alignment with the activities of the Aasaman Nepal project.)

Evaluation Criteria

ASN will evaluate the submitted bid forms and select a service provider to do the above-mentioned tasks. ASN will evaluate the proposal basically in two broader areas as mentioned below based on the given criteria mentioned in the Annex- I Evaluation Criteria.

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|-------------------------------------|-----|
| a. Technical aspect of the proposal | 60% |
| b. Financial aspect of the proposal | 40% |

To Apply:

Interested private firms, that meet the above requirements, should apply by submitting their **Expression of Interest (EOI)** with a Concept Note (Technical and Financial Proposal) in a **closed envelope**. The outlines should include the methodology, similar work experiences, brief technical description and capacity of the team proposed and estimated budget to accomplish the tasks with the subject line "Vocational training" KHUSEE Project to the given notice. The closing date for applications is 26th December 2024. Only short-listed applicants will be contacted for further processing.

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(Note: The firm must adhere to Aasaman Nepal's policies and internal procedures, protocols, and code of conduct with special attention to Child Safeguarding and Protection, Sexual Harassment, and Do No Harm Policies.

Annex-1 Evaluation criteria of the proposal:

The proposal submitted will be evaluated based on the below criteria:

S.N	Assessment Criteria	Indicators/Sub indicators	Maximum Points
1	Understanding of scope of work		5
		Clear articulation in the proposal on the scope of the service	5
		Limited articulation in proposal on scope of the service	3
		Unsatisfactory articulation in proposal on scope of the service	1
2	Content of the proposal/methodology		10
2.1	Methodologies		6
2.1.1	Clear methodology	1. Adequate tools and equipment proposed	2
		2. Less adequate tools and equipment proposed	1
2.1.2	Training conduction strategy and technique		2
		Fully aligned with CTEVT curricula	2
		Partially aligned with CTEVT curricula	1
		Timeline and period of the training	2
		Clear mentioning of 390 hours, 6 hours per day including the weekend for CTEVT curricula and trade-specific	
		Calendar elaborated as per CTEVT	2
		No mention of this process/aspect	1
2.2	Strategy and timeline		4
		Plan for accomplishment (Theoretical/practical session, engagement of small cottage office, pre-test and self-learning testing, and use of digital media) and accomplish task by timeline	4
		Slight deviation from above	2
		No such plan mentioned and uncertainty to accomplish task by timeline	0
3	Company capacity statement (Well functional and equipped service station in the premises/Must have own accommodation facilities)		12
3.1	Diversified trainers with relevant experience of proposed vocational trades (Level 2 and above)		3
3.2	Employer List		2
3.3	Well-equipped service station of proposed vocational training services.		4
3.4	Accommodation with minimum required basic facilities. (Gender and disability friendly)		3
3.1.1	Competencies, sufficiency, and social diversity of project staffs proposed (Instructional personal)		
	Diversified trainers with relevant experience of proposed vocational trades (Level 2 and above)		3
1	Qualification (L2 and above) & Experience (2 years or more)	1. >75-100% proposed instructors meet minimum requirement	3
		2. >50-75% of proposed instructors meet the minimum requirement	2
		3. <50% of proposed instructors meet the minimum requirement	1

3.2	Employer List		2
1	Sector-wise potential employers (i.e., enterprise/company /persons) and contact numbers as described in TOR	1. ≥5 employers' information is listed	2
		2. 1-4 employers' information are listed	1
4	Company firm experience		12
4.1	Training conduction and , Skill test experience		
1	General training conduction experience	1. Training completed average ≥ 200 trainees in 2024	6
		2. Training completed average of 100 - 199 trainees in 2024	4
		3. Training completed less than 100	2
		4. Training completed average <100 trainees	1
2	Skill test experience (L1 or above)	1. Skill test appeared to average ≥ 100 trainees in 2024	6
		2. Skill test appeared to average 50 -99 trainees in 2024	4
		3. Skill test appeared to average <50 trainees	2
5	Quality of proposal		6
5.1	Well organized and fully understanding of ToR		6
5.2	Organized and partially understanding the ToR		3
5.3	Not organized and not understanding the ToR		1
6	Geographical experience		5
	Work experience in proposed districts	1. Skill training conduction experience in Madhesh and other any two additional provinces plus contractual experience with ASN	5
		2. Skill training conduction experience of Madhesh Province Plus contractual work experience of ASN	4
		3. Skill training conduction experience in Madhesh and other any two additional provinces	3
		4. Skill training conduction experience of Madhesh Province	1
7	Presentation		10
Total Points			60

Annex-2: Financial Cost Proximation (To be filled by Training Service Provider)

SN	Task	Unit	Unit rate	Quantity	Times/month	Total amount Rs
1	Tools and minor equipment (renting of tools and equipment)	Event				
2	Cost of trainer (2 trainer)	Trade				
3	Training materials cost (Consumable) including stationaries	Person				
4	Utilities (Water, electricity, internet, communication, first aid box)	Month				
5	Training banner	Trade				
6	Package (Breakfast, Nov-veg lunch-3 times in a week, Hi-tea, Veg Dinner, and Accommodation in twin sharing basis)	Person				
7	Enrolment and Certification form CTEVT L1 as per actual bill	Person				
8	Accidental insurance of trainees	Groups				
9	Additional cost (Licensing for Light Vehicle/Excavator Operators)-Cost will reimbursed from ASN after bills submission	Person				
10	Enrolment and Certification from CTEVT-Cost will reimburse from ASN after bills submission	Person				
	Sub-total of direct cost for training					
11	VAT (13%)					
12	Total cost for training for 1 trade (10-15 participants)					
Cost per participant						

Notes: -

This residential in-house training includes all direct and indirect costs as outlined above. The training service provider will handle all logistics, such as venue setup, provision of resource persons, tools, training materials, stationery, breakfast, non-vegetarian lunch (three times a week), snacks, dinner, accommodation, utilities, first aid supplies, and any other necessary materials for the successful execution of the training.