




# THE KATHMANDU POST

WITHOUT FEAR OR FAVOUR

Nepal's largest selling English daily  
Printed simultaneously in Kathmandu, Dharan, Biratnagar and Nepalgunj

104-1000 746 2021 | 8 pages | Rs 5  
Tuesday, December 27, 2022 | 12:09:2079  26.5 C -7.5 C



**Government of Nepal  
Ministry of Physical Infrastructure and Transport  
Department of Roads  
Development Cooperation Implementation Division  
Strategic Road Connectivity and Trade Improvement Project (SRCTIP)  
Jwagal, Lalitpur**

**Request for Expression of Interest (REOI)**

**Notice No.: SRCTIP/03/079-80**

**Date of First Publication: 27<sup>th</sup> December, 2022**

It is notified that Strategic Road Connectivity and Trade Improvement Project requests all the eligible consultants to submit expression of interest in providing the following services:

S.N.	Contract Identification No.	Service
1	SRCTIP-DOR-TESP-CS-QCBS-30	Consultancy Services of Training and Employment Service Providers (TESP)

Interested consultants may obtain Terms of Reference (TOR) for the mentioned assignment title and further detail relevant information from <https://dor.gov.np/home/notices>.

Expression of Interest must be delivered in written form to the given address (in Person or by email) by 10th January 2023.

**Project Director**

# STRATEGIC ROAD CONNECTIVITY AND TRADE IMPROVEMENT PROJECT

## Terms of Reference - Training and Employment Service Provider (TESP)

### 1. Background

The Government of Nepal (GoN) is implementing the Nepal Strategic Road Connectivity and Trade Improvement Project (the Project), with financial support from the World Bank. The project is implemented through a Project Coordination Unit (PCU) established in the Development Cooperation Implementation Division (DCID), Department of Roads (DoR), under the Ministry of Physical Infrastructure and Transport (MoPIT). The development objective of the project is to improve the efficiency and safety of select transport infrastructure, improve the efficiency of cross-border trade, and strengthen capacity for strategic road network management in Nepal. The project has four key components: **Component 1: Trade Facilitation:** (a) in augmentation of infrastructure facilities and equipment at major border crossing points; (b) improvements in SPS management, to reduce the time taken for testing and hassles related to agricultural trade; and (c) knowledge and capacity building support for improving capacity for managing the trade. **Component 2: Regional Road Connectivity:** (a) Improvement of the existing Nagdhunga-Naubise-Mugling (NNM) Road to two lanes, with one meter paved shoulders;(b) Upgrading of the Kamala-Dhalkebar-Pathlaiya Road (KDP) Road from two lanes to four lanes; (c) A Safe corridor demonstration program (SCDP) with support for road safety improvement initiatives including enforcement and post-crash response, covering a length of about 250km. **Component 3: Institutional Strengthening:** The objective of this component is to improve the capacity for management of the strategic road network in Nepal, with a focus on road safety, road asset management, training and periodic maintenance, as well as support for training of local women in finding skilled employment and livelihoods. **Component 4: Contingency Emergency Response:** Following an adverse natural event that causes a major natural disaster, the respective governments may request the Bank to re-allocate project funds to support response and reconstruction.

In responding to the World Bank Gender Strategy (2016-2023), Country Partnership Framework (CPF 2019 -2023), and the Environment and Social Framework (ESF), this project will support the promotion of gender equality and women's economic empowerment and narrow gender gaps through skill-based trainings and placement support for local women. The project targets to provide different transport, construction related/ other identified from TNA trainings to a total of 500 women beneficiaries from both KDP and NNM project areas, with a target of securing suitable employment or livelihoods opportunities for 50 participants. This ToR is specifically for

contracting transport, construction related/ other identified from TNA training and employment services for the NNM road section.

## 2. Objective

The main objective of the Training and Employment Service Provider (TESP) to provide and manage transport, construction related/ other identified from TNA skill-based trainings to 250 women of the NNM road areas and facilitate provision of job placement for at least 25 participants. This ToR is prepared to conduct training and secure employment for the targeted women in the service duration and it provides direction to the potential TESP about the scope, working process, deliverables etc.

**Table 1 - Target numbers**

	Training and employment	Target Number
		Total
1	Transport, construction related/ other identified from TNA skills/Skills determined from TNA	250
2	Job placements	25

## 3. Short-term transport, construction related/ other identified from TNA skill-based training and employment

The project targets to provide different short-term vocational trainings, **which are transport, construction related/ other identified from TNA but not limited to it and shall incorporate the outcome of TNA**, recognized by Council for Technical Education and Vocational Training (CTEVT) to 250 women beneficiaries from the NNM road areas. The TESP will also be responsible for facilitating in securing employment to at least 25 of the select trained beneficiaries. The duration of most of the short-term skills-based trainings is 390 hours as per CTEVT curriculum. **The types of trainings are listed below but will also include those identified based on the outcome of the training needs assessment conducted by the TESP.** The following is an overview of the key elements of the trainings.

**Table 2: Training and Employment overview**

Beneficiaries	250 Women
Maximum trainee per training	As per CTEVT

Duration of training/period	390 hrs. Training Hours
Practical v/s Theory	As per CTEVT curriculum
Attendance	Minimum 90 percent
Curriculum	CTEVT curriculum for short term training
Types of trainings	Transport, <b>construction</b> related and other identified from TNA <ul style="list-style-type: none"> <li>- Stone/Brick Masonry</li> <li>- Plumbing</li> <li>- House Wiring</li> <li>- Plastering and Pointing</li> <li>- Others (as per the training needs assessment)</li> </ul>
Monitoring mechanism	The TESP will establish a reliable monitoring framework for both trainings and employment achieved
Skill test	The TESP will conduct skill test in the test centers as prescribed by CTNET/National Skill Testing Board (NSTB).
Employment	The TESP will facilitate suitable employment for 25 select trainees in they are trained

#### **4. Training and Employment Service Providers (TESP)**

##### **4.1 Definition of TESP**

Training and Employment Service Provider (TESP) is a public or a private professional firm or company regulated by and affiliated with CTEVT that provides or facilitates training programs to trainees of varied needs. The TESP has sound knowledge and experience in the areas of skill based vocational training including assessing the training needs and engagement, CTEVT certified vocational training implementation, training of trainers, job placement etc.

##### **4.2 Scope of Work**

The TESP will promote skill-based trainings and employment opportunities to local project women along the NNM road and support the project in responding to the commitment of gender parity in needed work through:

##### **Training Need Assessment and Selection of Trainees**

- a) Provide orientation/information to the communities of the project areas along the NNM corridor on the project and its provisions on various transport, construction related and other identified from TNA skills training offers available for women
- b) Conduct Orientation program in at least 5 different places of the corridor.
- c) Develop selection criteria of the trainees
- d) Conduct consultations with target women groups to identify 250 women (in three phases) from the NNM road project areas who are in need and capable of receiving skills training for employment opportunities
- e) Carry out training need assessment survey (TNAS) from the identified trainees.
- f) Conduct a half-yearly validation of potential trainees in 7 days in the subsequent training sessions
- g) Finalize the types of trainings through consultations with identified trainees
- h) Consult and receive consent from parents/guardians of prospective trainees.

### **Trainings**

- a) Prepare skills training details based on the training modules recognized by CTEVT. This will include the curriculum, timeline, duration, number of events (orientation, counseling, trainings), modality of training delivery, tests, costs and reporting. There shall be at least 20 trainers in each session and training shall be conducted by at least one lead trainer and one assistant trainer.
- b) Identify trainers and specific local training centers through sub-contracting<sup>1</sup> (if required) who can provide the skills training as needed for the identified trainees
- c) Carry out effective implementation of the **residential** trainings with minimum standards outlined in the Occupational Skill Standard (OSS)/Occupational Profiles (OP) of the National Skills Testing Board (NSTB).
- d) Training period will be 390 hrs (7 hrs per day) excluding lunch and tea/snacks time and, which is expected to be undertaken in a total of 66 days (56 working days, 9 days off-days and 1 day skill test). There shall be one off day (preferably Saturday in a week) for trainees.
- i) Upon completion of the trainings, ensure that the trainees take the skill tests of the trainings which must meet the standards of CTEVT/NSTB.
- j) The pass percentage of trainees shall be at least 80% out of trainees in each batch.
- k) The service provider should adopt zero tolerance approach to GBV and discrimination against all trainees.

### **Job Placement**

- a) Prepare selection criteria to identify trainees for job placement
- b) Conduct mapping of potential agencies/employers
- c) Provide counseling sessions for the select trainees to support them for job placement in collaboration with different relevant agencies/employers

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<sup>1</sup> The sub-contractor shall be proposed by the service provider and shall be valid only after the approval of Client.

- d) Facilitate appropriate employment for the select trainees for at least 6 (six) months.

### **Other Activities**

- a) Develop a strategy that includes provisions of accessible training venues, gender friendly toilets and accommodation, safety, child care support etc. to encourage and promote effective participation of 250 women in the trainings
- b) Work closely with Project Gender Specialist to achieve all targets outlined in this scope of work
- c) Maintain the quality of the trainings and oversee training effectiveness through regular monitoring and conduct tracer study
- d) All the steps for achieving deliverables listed above should be carried out in coordination with the DCID

### **Facility to the Trainees**

- a) Provide fully ventilated, hygienic room to trainees at sharing basis with standard and hygienic toilet with proper washing facility. The service provider shall be responsible for ensuring safety and security of each trainee. Provide appropriate space, facilities and infrastructure particularly for pregnant woman and woman with disability.
- b) Ensure differently-abled friendly infrastructure.
- c) Provide breakfast, lunch, day-time snack and dinner to the trainees during training days, off-days and skill test day.
- d) For residential training - provide travel allowance to each trainee in accordance with contract (Activity Price Schedule) for travel to-and-fro from training center for joining training, completion of training, appearing for test.
- e) Provide daily compensation allowance to each trainee at the rates provided in the Contract per training day during training period. The allowance shall be paid fortnightly.
- f) Establish Child Care Facility, if required, after the approval from client.



**Table 3: Specific Deliverables per Activity**

Main Activity	Sub activity	Time line (T is commencement date)	Deliverables
<b>Inception Report</b>	Inception report with Detailed Work Plan	<ul style="list-style-type: none"> <li>• T+1 month</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
<b>Training Need Assessment</b>	a) Provide orientation/information to the communities along the NNM corridor on the project and its provisions on various skills training offers, mainly transport, construction related, available for women	<ul style="list-style-type: none"> <li>• T+2 month</li> </ul>	<ul style="list-style-type: none"> <li>• Orientation report</li> </ul>
	b) Conduct consultations with target women groups to identify 250 women (in three phases) from the Project areas who are in need and capable of receiving skill training for employment opportunities.	<ul style="list-style-type: none"> <li>• T+3 month for the first and after completion of each training session</li> </ul>	<ul style="list-style-type: none"> <li>• Develop selection criteria of the trainees in coordination with DCID, SRCTIP and local government agencies</li> <li>• Consultation reports</li> </ul>
	c) Carry out training need assessment survey (TNAS) from the identified trainees	<ul style="list-style-type: none"> <li>• T+4 month</li> </ul>	<ul style="list-style-type: none"> <li>• Final TNA report</li> </ul>
	d) Conduct a half yearly validation of potential trainees	<ul style="list-style-type: none"> <li>• T+6month and thereafter every six month</li> </ul>	<ul style="list-style-type: none"> <li>• Validation Brief</li> </ul>
	e) Consultations with identified trainees to finalize the types of trainings	<ul style="list-style-type: none"> <li>• T+4.5 month</li> </ul>	<ul style="list-style-type: none"> <li>• Information PowerPoint/presentation on types of trainings available</li> <li>• Consultation reports</li> </ul>
<b>Delivery of Trainings</b>	a) Prepare skills training details based on the training modules recognized by CTEVT. This will include the curriculum, timeline, duration, number of events (orientation, counseling, trainings), modality of training delivery, tests, costs and reporting	<ul style="list-style-type: none"> <li>• T+5.5 month</li> </ul>	<ul style="list-style-type: none"> <li>• Training curriculum</li> <li>• Training plan</li> </ul>
	b) Identify trainers and specific local training centers (if required) who can provide the skills training as needed for the identified trainees.	<ul style="list-style-type: none"> <li>• T+5.5 month</li> </ul>	<ul style="list-style-type: none"> <li>• procurement (subcontract) of trainers and training centers (if necessary, along with subsequent approval from the Client</li> </ul>



	c) Conduct effective implementation of the trainings	<ul style="list-style-type: none"> <li>• T+16m</li> </ul>	<ul style="list-style-type: none"> <li>• Training reports shall be submitted after completion of each training session.</li> </ul>
	d) Upon completion of the trainings, ensure that the trainees take the skill tests of the trainings which must meet the standards of the CTEVT/NSTB. If trainees are unable to pass the exams, set provision for taking the exam for the second time	<ul style="list-style-type: none"> <li>• After completion of each training session</li> </ul>	<ul style="list-style-type: none"> <li>• Certified trainees</li> </ul>
	e) Identify trainees for job placement	<ul style="list-style-type: none"> <li>• Parallel activity with completion of each session of training</li> </ul>	<ul style="list-style-type: none"> <li>• Selection Criteria</li> </ul>
<b>Job Placement</b>	a) Provide counseling sessions for the select trainees to support them for job placement in collaboration with different relevant agencies/employers	<ul style="list-style-type: none"> <li>• Parallel activity with completion of each session of training</li> </ul>	<ul style="list-style-type: none"> <li>• Mapping of potential transport, construction related and other identified from TNA agencies/employers</li> </ul>
	b) Facilitate appropriate employment at least for 6 months for the select trainees	Parallel activity with completion of each session of training	Placement report
<b>Final Completion Report</b>		<ul style="list-style-type: none"> <li>• T+18 month</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
<b>Other Reports</b>			<ul style="list-style-type: none"> <li>• Bi-Monthly progress reports</li> <li>• Activity wise reports indicated above</li> </ul>
<p>The Inception Report, TNA Report, Selection Criteria of trainees, Selection criteria of select trainees for job placement and Final Completion Report shall be submitted in draft following the presentation and final report shall be submitted after incorporating the comments and suggestions from the Client. The report of each deliverables shall be submitted in 3 copies.</p>			

### 4.3 Trainee Selection

The trainees are 250 select women from NNM Project areas who are in need and capable of receiving skills training for employment opportunities. First priority should be given to Project Affected Families (PAF) and families along the road corridor, second to indirectly affected communities i.e. women from IPs communities, Dalits and other vulnerable groups from nearby the project area. The potential trainees should fulfill the following criteria

**Table 4: Trainee selection criteria and process**

General Criteria	Eligibility criteria for trainees: Any interested women in the project area having following qualification and age limit can apply for the short-term training
	Education: Basic reading, writing and numeracy skills.
	TESP will select trainees based on eligibility criteria and priority groups
	Call for the application of trainees and make selection of trainees in accordance

### 5 Firm Requirement and Team Composition

The experience required to be demonstrated by the firm should include as a minimum that he has executed following:

- i) Should have at least 5 years of general experience
- ii) Should have conducted and successfully completed at least **two similar trainings, to at least 60 trainees in each training** of CTEVT certified short vocational training program each of minimum 390 hrs. during last 5 years. The service provider shall furnish Training Completion Certificate, as evidence, provided by the respective clients.

*Preferable:*

- a) Has successfully completed residential training.
- b) Has in house hostel facility.

The service provider shall furnish the evidence of the same.

25 person-months of key expert input is estimated to carry out the assignment. Service Providers are advised to assess their requirements and propose their own staff composition and input, and any needed support staff for efficient performance as per TOR.

Position	Total Person Months
<b>Key Experts</b>	
Training Coordinator	18
Training Need Assessment (TNA) Expert	2

Placement and Counselling Expert	5
<b>Total Key Experts</b>	<b>25</b>
<b>Non-Key Experts</b>	
Main Trainer	33
Assistant Trainer	33
Social Mobilizer (2 nos)	5
<b>Total Non-Key Experts</b>	<b>71</b>
<i>Note: List of key professionals and estimated person month is for reference only. The Servicer Provider/Service Provider is responsible to review the required services and may propose own requirements for the key professional and other support staff required to complete the proposed services in a satisfactory manner. Financial proposal should include all the direct and indirect costs necessary to execute the services as elaborated in these TOR.</i>	

**Table 6: Team Members**

Key Experts:	
1.	<p><b>Team Leader (Training Coordinator) (1 No.)</b></p> <p>Qualifications: Bachelor's Degree in any stream, in education preferable and a certified Trainer</p> <p>Experience: General:</p> <ul style="list-style-type: none"> <li>• Experience in years: At least 7 years of general work experience.</li> </ul> <p>Specific:</p> <ul style="list-style-type: none"> <li>• Experience in managing training design/training implementation/training need assessment for minimum 3 years</li> <li>• Experience in conducting technical skill-based trainings in minimum 3 different projects as team leader/training coordinator.</li> </ul> <p>Key Responsibilities: The Training Coordinator will provide overall supervision, coordination, facilitation, consolidation along with technical support for conducting need assessment and implementing of all training and placement activities specified in this scope of work. The coordinator will be the focal person to communicate and liaise with the Client. She/he will also be responsible for consolidating and coordinating preparation of all training and placement reports within the scope and periodically as instructed.</p>
2.	<p><b>Training Need Assessment Expert (1No.)</b></p> <p>Qualifications: Bachelor's Degree or equivalent from recognized university</p> <p>Experience: General:</p>

	<p>Experience in years: at least 5 years of work experience</p> <p>Specific:</p> <p>Should have done training need assessment of at least 2 training programs.</p> <p>Key Responsibilities:</p> <p>The TNA expert will conduct the Training Need Assessment for determining the specific trainings under the scope of this service.</p>
3.	<p><b>Placement and Counselling Expert (1 No.)</b></p> <p>Qualifications:</p> <ul style="list-style-type: none"> <li>• Should have at least Bachelor’s degree</li> </ul> <p>Experience:</p> <ul style="list-style-type: none"> <li>• At least 1year of providing counselling services (information on potential employers, assisting trainees in preparing for job placement)</li> <li>• At least 1-year experience in securing jobs for fresh trainees</li> <li>• Knowledge of English, Nepali and local language.</li> </ul> <p>Key Responsibilities:</p> <p>Placement and counselling Expert will support the trainees to prepare for job placement and find suitable employment for them</p>
Non-Key Expert	
4.	<p><b>Main Trainer</b></p> <p>Qualifications:</p> <ul style="list-style-type: none"> <li>• Should have at least a qualification of TSLC or NSTB skill level 2 in related training</li> </ul> <p>Experience:</p> <ul style="list-style-type: none"> <li>• 5 years of work experience in training field</li> <li>• 3 to 5 days TOT training from reputed institute/organization</li> <li>• 3 years’ experience as a Lead/Main trainer</li> <li>• Should have conducted at least 3 similar training programs</li> </ul>
5	<p><b>Social Mobilizer</b></p> <p>Qualifications:</p> <ul style="list-style-type: none"> <li>• Should have at least a qualification of intermediate/Plus two level.</li> </ul> <p>Experience:</p> <ul style="list-style-type: none"> <li>• 3 years of work experience in the field of social development sector as social mobilizer or related position.</li> </ul>
6	<b>Assistant Trainer</b>

	<p>Qualifications:</p> <ul style="list-style-type: none"> <li>• Should have at least a qualification of NSTB skill level 2 in related training</li> </ul> <p>Experience:</p> <ul style="list-style-type: none"> <li>• 3 years of work experience in training field</li> </ul>

**7. Duration of service**

The training service provider shall commence the work from the date of commencement and last for 18 months. The Service Provider shall furnish the time sheet of the proposed manpower in Activity Schedule. The TESP will undertake Need Assessment Survey and then manage delivery of trainings, conduct skill test and create opportunity for employment of the trained graduates as per the cycle wise plan submitted in the RFP, which should be in accordance with the project’s target women trained in different transport, construction related and other identified from TNA skills.

**8. GENERAL OBLIGATIONS**

**8.1 The Service Provider’s Obligations**

The professional team should comprise an optimal mix of staff having required experience. The Servicer Provider should avail all key and non-key technical, administrative and support staff as well as all logistical support to complete the assignment. The Servicer Provider may also propose additional home-based technical backstopping. All inputs are considered to be estimated and included in the Technical and Financial Proposals.

The Servicer Provider is responsible to provide living and working spaces, transportation and insurance obligations for its experts, other staffs and trainees as per legal requirements in Nepal. The Service Providers shall also arrange accommodation, travel necessary for its staffs.

The Servicer Provider shall arrange the necessary air transportation, land transportation including necessary vehicles for all type of surveys and works to deliver their services, effectively.

The Servicer Provider shall cover the costs of training sessions including the rental of computers and license fee of software and training materials required.

The Servicer Provider will coordinate and work closely with the Gender Specialist of SRCTIP.

**9. Payment**

The final amount of reimbursement to the training provider will depend on final results delivered. Payment will be made to the TESP in installments as written below in accordance of the deliverables mentioned in this ToR. The payment of PS amount will be made based on the actual cost to the service provider of performing the work or supplying the item.

**Table 7: Payment schedule**

Year	Payment	Remarks
1	5%	Upon submission and approval of the inception report and TNA report
2	20%	Upon completion of trainings and testing of 60 trainee with passing percent of at least 80% out of total trainees in the batch.
3	20%	Upon completion of trainings and testing of next 60 trainee with passing percent at least 80% out of total trainees in the batch.
4	20%	Upon completion of trainings and testing of next 60 trainee with passing percent at least 80% out of total trainees in the batch.
5	25%	Upon completion of trainings and testing of next 70 trainee with pass percent at least 80% out of total trainees in the batch.
6	10%	Upon employment of 25 select trainee participants and submission of final report.

## 10. TAX

The service provider shall be fully responsible for all taxes imposed by Government of Nepal. The service provider must be registered in VAT. The service provider will be responsible for the costs of the premium of any insurance plan including accidental insurance he/she takes up.

**11. The contract type shall be “Lump Sum Based Form of Contract”,** in which Payment will be based on the deliverables delivered. The Servicer Provider requires to submit reports or other deliverables due for which the payment has been requested.

## 12. Reporting

TESP will report directly to DCID.