

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 250 km.

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 (2024-2030), draft Country Partnership Framework (CPF 2025 -2030), and the Environment and Social Framework (ESF), this project will also 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 initiative targets providing various training programs related to transport, construction, road related and other livelihood skills identified through Training Needs Assessments (TNA). These programs will benefit a total of 500 women from both the KDP and NNM project areas, with the goal of securing suitable employment opportunities for at least 50 participants. This Terms of Reference (ToR) specifically pertains to contracting services for transport, construction and road related and other livelihood trainings and employment services for the KDP road section. The

objective is to ensure that the training provided is relevant and effective in equipping women with the necessary skills to secure employment or improve their livelihoods.

2. Objective

The main objective of the Training and Employment Service Provider (TESP) to provide and manage transport, construction, - road related and other identified livelihood trainings to 250 women of the KDP 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

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

3. Short-term transport, construction, road related and other livelihood related trainings identified from TNA

The project aims to enhance the employability and economic empowerment of women along the KDP road section through short-term vocational training programs, leading to sustainable employment opportunities. The TESP will provide various short-term vocational trainings, including but not limited to transport, construction, road related and other livelihood related skills identified through the TNA. These trainings will be recognized by the Council for Technical Education and Vocational Training (CTEVT) and will target 250 women beneficiaries from the KDP road areas. The TESP will also be responsible for facilitating the securing of employment for at least 25 of the trained beneficiaries. The types of trainings offered will include those listed below, as well as additional programs identified based on the outcomes of the TNA conducted by the TESP.

The following is an overview of the key elements of the training programs:

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, construction related and other identified from TNA - Stone/Brick Masonry - Plumbing/Plastering and pointing - House Wiring/Electrician - Carpentry/Welding, etc. - Other road related and other livelihood trainings such as , barista, motorbike repair workshop, hospitality, off-seasonal vegetables, livestock etc. (as per the training needs assessment)
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 CTEVT/National Skill Testing Board (NSTB).
Employment	The TESP will facilitate suitable employment for at least 25 selected trainees in which 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 an 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 KDP 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 KDP corridor 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 10 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 KDP 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 no more than 20 trainees 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-consulting¹ (if required) who can provide the skills training as needed for the identified trainees
- c) Carry out effective implementation of the 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 (5 hrs per day) excluding lunch and tea/snacks time and, which is expected to be undertaken in a total of 78 days (78 working days, 12 days off-days and 1 day skill test). There shall be one off day (preferably Saturday in a week) for trainees.
- e) Upon completion of the trainings, ensure that the trainees take the skill tests of the trainings which must meet the standards of CTEVT/NSTB.
- f) The passing percentage of trainees shall be at least 80% out of total trainees in each batch.
- g) 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
- 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, 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

¹ The sub-consultant shall be proposed by the service provider and shall be valid only after the approval of Client.

- 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

Table 3: Specific Deliverables per Activity

Main Activity	Sub activity	Time line (T is commencement date)	Deliverables
Inception Report	Inception report with Detailed Work Plan	<ul style="list-style-type: none"> • T+1 month 	<ul style="list-style-type: none"> • Inception report
Training Need Assessment	a) Provide orientation/information to the communities along the KDP 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"> • T+2.5 month 	<ul style="list-style-type: none"> • Orientation report
	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"> • T+3.5 month for the first and after completion of each training session 	<ul style="list-style-type: none"> • Develop selection criteria of the trainees in coordination with DCID, SRCTIP and local government agencies • Consultation reports
	c) Carry out training need assessment survey (TNAS) from the identified trainees	<ul style="list-style-type: none"> • T+4.5 month 	<ul style="list-style-type: none"> • Final TNA report
	d) Conduct a half yearly validation of potential trainees	<ul style="list-style-type: none"> • T+6month and thereafter every six month 	<ul style="list-style-type: none"> • Validation Brief
	e) Consultations with identified trainees to finalize the types of trainings	<ul style="list-style-type: none"> • T+5 month 	<ul style="list-style-type: none"> • Information PowerPoint/presentation on types of trainings available • Consultation reports
Delivery of 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	<ul style="list-style-type: none"> • T+6 month 	<ul style="list-style-type: none"> • Training curriculum • Training plan
	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"> • T+6.5 month 	<ul style="list-style-type: none"> • procurement (subconsulting) of trainers and training centers (if necessary, along with subsequent approval from the Client

	c) Conduct effective implementation of the trainings	<ul style="list-style-type: none"> • T+18.5 month 	<ul style="list-style-type: none"> • Training reports shall be submitted after completion of each training session.
	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"> • After completion of each training session 	<ul style="list-style-type: none"> • Certified trainees
	e) Identify trainees for job placement	<ul style="list-style-type: none"> • Parallel activity with completion of each session of training 	<ul style="list-style-type: none"> • Selection Criteria
Job Placement	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"> • Parallel activity with completion of each session of training 	<ul style="list-style-type: none"> • Mapping of potential transport, construction related and other identified from TNA agencies/employers
	b) Facilitate appropriate employment at least for 6 months for the select trainees	Parallel activity with completion of each session of training	Placement report
Final Completion Report		<ul style="list-style-type: none"> • T+22 month 	
Other Reports			<ul style="list-style-type: none"> • Bi-Monthly progress reports • Activity wise reports indicated above
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.			

4.3 Trainee Selection

The trainees are 250 select women from KDP 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.
	Age: 16-45 years
	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 qualifications/experiences required to be demonstrated by the firm should include as follow:

- i) Should have **at least 5 years** of general experience
- ii) Should have **at least 7 numbers of trade affiliations** from CTEVT for **short term training**, with **at least 3 numbers of trade affiliations in transport/ construction related field** (including renewal for current fiscal year 2081/82).
- iii) Should have conducted and successfully completed **at least two similar training contracts/projects, to at least 100 trainees in each training contract/project** based on curriculum of CTEVT short vocational training program during last 7 years. The service provider shall furnish Training Completion Certificate, as evidence, provided by the respective clients.
- iv) Should have **full-time professional staffs**.

26 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
Key Experts	
Training Coordinator	18
Training Need Assessment (TNA) Expert	3

Placement and Counselling Expert	5
Total Key Experts	26
Non-Key Experts	
Main Trainer	48
Assistant Trainer	48
Social Mobilizer (3 nos)	9
Total Non-Key Experts	105
<i>Note: List of key professionals and estimated person month is for reference only. The 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>Team Leader (Training Coordinator) (1 No.)</p> <p>Qualifications:</p> <p>Bachelor’s Degree in any stream, preferable Master Degree</p> <p>Experience:</p> <p>General:</p> <ul style="list-style-type: none"> • Experience in years: At least 7 years of general work experience. <p>Specific:</p> <ul style="list-style-type: none"> • Experience in managing training design/training implementation/training need assessment for minimum 3 years or 3 Training contracts • Experience in conducting technical skill-based trainings in minimum 3 different projects as team leader/training coordinator. <p>Key Responsibilities:</p> <p>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>Training Need Assessment Expert (1No.)</p> <p>Qualifications:</p> <p>Bachelor’s Degree or equivalent from recognized university preferable Master Degree</p> <p>Experience:</p>

	<p>General: 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 Contracts.</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>Placement and Counselling Expert (1 No.)</p> <p>Qualifications:</p> <ul style="list-style-type: none"> • Should have at least Bachelor’s degree preferably master degree <p>Experience:</p> <ul style="list-style-type: none"> • At least 1 year or 1 contract of providing counselling services (information on potential employers, assisting trainees in preparing for job placement) • Experience in securing jobs for fresh trainees in at least one project/contract or 1 year. • Knowledge of English, Nepali and local language. <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>Main Trainer</p> <p>Qualifications:</p> <ul style="list-style-type: none"> • Should have at least a qualification of TSLC or NSTB skill level 2 in related training <p>Experience:</p> <ul style="list-style-type: none"> • 5 years of work experience in training field • 3 to 5 days TOT training from reputed institute/organization • 3 years’ experience as a Lead/Main trainer • Should have conducted at least 3 similar training programs
5	<p>Social Mobilizer</p> <p>Qualifications:</p> <ul style="list-style-type: none"> • Should have at least a qualification of intermediate/Plus two level. <p>Experience:</p> <ul style="list-style-type: none"> • 3 years of work experience in the field of social development sector as social mobilizer or related position.

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

The training service provider shall commence the work from the date of commencement and last for 22 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:

- a. The professional team should comprise an optimal mix of staff having required experience. The Service Provider should avail all key and non-key technical, administrative and support staff as well as all logistical support to complete the assignment.
- b. The Service Provider shall arrange the necessary air transportation, land transportation including necessary vehicles for all type of surveys and works to deliver their services, effectively.
- c. The Service Provider is responsible for insurance obligations for its experts, other staffs and trainees as per legal requirements in Nepal.
- d. The Service Provider shall provide differently abled friendly infrastructure with fully ventilated training hall, hygienic toilet with proper facilities.
- e. The Service Provider shall provide Instruction materials for theoretical & practical session, stationaries and other consumable training materials for training programs including the training material for practical session as required, rental of computers and training materials required all complete.
- f. The Service Provider is responsible to provide following meals during every training day and test day at suitable timing to trainees:
 - i) **Lunch** or equivalent heavy snacks and
 - ii) **Light snacks** (*Biscuit & tea or equivalent*)

All the **inputs and associated costs** for the mentioned above are to be estimated and included in the Service Provider's Technical and Financial Proposal.

The **Provisional Sum** amount is also provisioned in the contract which the Service Provider will use for:

- i. Payment of daily compensation and travel allowance to each trainee at the rates of NPR 200.00 (two hundred) per training day. The allowance shall be paid weekly. **(To be claimed under PS item)**
- ii. For the test day if trainees requires to travel and stay outside the home then trainees’ expense (travel and outside stay) will be reimbursed on actual basis. **(To be claimed under PS item)**
- iii. Supply and distribute necessary basic tools related to skill training to each trainee after completing skill test, **after the approval from client. (To be claimed under PS item)**
- iv. Establishment of Child Care Facility, if required, after the approval from client. **(To be claimed under PS item)**

The Service 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 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 Provisional Sum (PS) amount will be made based on the actual cost incurred.

Table 7: Payment schedule

S.N.	Payment	Remarks
1	10% of Contract Amount excluding Provisional Sum	Upon submission and approval of the inception report and TNA report
2	15% of Contract Amount excluding Provisional Sum	Upon completion of trainings and testing of 60 trainees.
3	15% of Contract Amount excluding Provisional Sum	Upon completion of training and testing of next 60 trainee.
4	15% of Contract Amount excluding Provisional Sum	Upon completion of training and testing of next 60 trainee
5	15% of Contract Amount excluding Provisional Sum	Upon completion of trainings and testing of next 70 trainee
6	25% of Contract Amount excluding Provisional Sum	Upon achieving test result having pass percent of at least 80% of total trainees
7	5% of Contract Amount excluding Provisional Sum	Upon employment of 25 select trainee participants and submission of final report.
8	Expense under Provisional Sum	Every month (if expense occurred)

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.