

1. Details of Expression of Interest (EoI)

Notice for Expression of Interest (EoI)

from Technical Training Institutes/Companies to 'Conduct Business Oriented Vocational Skill Training' in Kailali, Bardiya, Nawalparasi-West, Gorkha and Saptari districts of Nepal.

The 'Youth and Women Entrepreneurship Development Project' is designed to improve economic competitiveness of youth and women and establish micro enterprises through building technical capacities on on-farm and off-farm skill/trades, customized technical training and support. The project aims to increase unemployed, interested, committed and dedicated youth's access to skill development opportunities, economic resources, financial services, business network and market linkage covering approx. 1,200 youths in Kailali, Bardiya, Nawalparasi-West, Gorkha and Saptari, which will be implemented by National Environment and Equity Development Society (NEEDS) Nepal, Dalit Feminist Upliftment Organization (DAFUO), SAHAMATI and Koshi Victim's Society (KVS). The training need is being assessed through rapid market/need assessment, discussion, consultation with community, local government and other stakeholders.

Detailed Description/Requirements:

The Expression of Interest (EoI) is to conduct vocational skills training to selected youth and women on various trades being identified through Rapid Market/Needs Assessment. Interested technical training institutes/companies having expertise on delivering vocational training are requested to submit their EOI.

- i. Although, exact trades/trainings will be finalized after the recommendation of Rapid Market/Need Assessment. The project invites EoI from for conducting training in Saptakoshi Municipality and Kanchanrup Municipality of Saptari District by KVS; Pratappur Rural Municipality and Susta Rural Municipality of Nawalparasi West District and Palungtar Municipality and Shahid Lakhani Rural Municipality of Gorkha District by SAHAMATI. Likewise, Godawari Municipality and Chure Rural Municipality of Kailali districts by NEEDS Nepal and Madhuwan and Gulariya Municipality of Bardiya district of Nepal by DAFUO as per the prescribed curriculum and related soft skill or customized advanced curriculum. The tentative trade wise occupations (but not limited to) for now are as below-

SN	Trade (Level -1) & (Level-2)/ advanced customized	Assessed and prioritized occupations through need assessment
1.	Agriculture/Livestock	Off Season Vegetable Producer, Livestock Technician, Junior Fishery Technician, Nursery and Garden Technician, Fruit Processor, Banana Farming Technician etc. (The exact trades will be finalized after the RMA).
2.	Engineering (Civil Computer, Electronics/ Electrical, Mechanical)	Mason, Plumber, Furniture Maker, Building Electrician, Motorcycle Mechanics, Tile and marble Fitter, Mobile Phone Repair Technician, Junior Auto Mechanic, Baker, Stone layer Mason, Refrigerator and A/C Mechanic, Electrical Appliances Repairer etc. (The exact trades will be finalized after the RMA).

3.	Tourism/ Hospitality (Cooking/ Baking)	Sweet and Snacks Maker, Indian/Thai/Chinese Cook, Fast food Cook, General Cook, Homestay management. (The exact trades will be finalized after the RMA).
4.	Handicrafts	Indigenous handicrafts Maker, Doll Cushion Maker, Bamboo Furniture Maker, Woolen Hand Knitter, Woolen Machine Knitter. (The exact trades will be finalized after the RMA).
5.	Miscellaneous	Assistant Beautician, Tailor, Hand Embroider, Shoe Maker, Assistant Studio Photographer, Assistant Barber (The exact trades will be finalized after the RMA).
6	Advanced Customized	Advanced Customized training on any of the above occupations (please mention days/hours)

- ii. One training provider/institute/company can propose training program in all or either of any trade group listed as above and the training program must be conducted in appropriate venues only. Sub- contracting and joint ventures are not allowed.
- iii. All the training events must be conducted in the proposed location in the districts (District wise occupation and number proposed in the EoI may be revised by the office before agreement signing) having adequate training facilities for the proposed occupation in case of mobile training, temporary setting, the service provider will have to get venue approval before to conduct the training.
- iv. The trainings are expected to commence from **April, 2023 and complete before August, 2023.**
- v. The selection process follows quality and cost-based selection and will be in accordance with the organizational procurement policy.

Minimum Criteria of the applicant Training Institutes/Companies:

- Affiliated with CTEVT to conduct vocational training/ customized training on proposed trades/occupations.
- More than 5 years of proven vocational training providing experiences with government/NGOs/Private Sectors/Firms/companies on on-farm and off-farm trades and occupations.
- Have in-house strong technical capacity to facilitate the training.
- Have valid legal documents (company registration certificate, renewal, PAN/VAT certificate, Tax clearance, audit report of last 2 years).
- Self-declaration made in writing by the training institutes/companies that it is not disqualified for taking part in the procurement process. That it has no conflict of interest in the proposed procurement and that it has not been punished for on offence relating to concerned profession or business.
- Eligible to work in proposed district.

Desirable

- Expertise and experience working with NGOs on building technical vocational skills in On-farm and Off-farm sectors and proven experience of supporting in establishment of enterprises.
- Experience on business counselling, motivation, business registration, access to finance and marketing focusing to youth and women.

Documents to be submitted:

- A cover letter stating the expression of interest.
- Duly filled Prescribed Format of EoI Submission
- Supporting documents mentioned below.
 - Registration certification from government/CTEVT with updated renewal from relevant authority.
 - Copy of organization constitution, by-laws, guidelines, policies
 - PAN Certificate and VAT certificate (if applicable).
 - Updated Audit Report.
 - Annual Report (latest).
 - Two references from current or previous partner/clients.

The duly filled Prescribed Format of EoI Submission, letter of interest and the above-mentioned supporting documents should be submitted online to procurement@sahamati.org with compulsory CC to- dafunepal@gmail.com, ydeonarayan@gmail.com, needsmnr2008@gmail.com, HChudali@lwr.org and SShah@lwr.org no later than COB 24th March 2023 with subject line: “EoI for Vocational Training”.

Please Note: EoI will be assessed based on the qualification, experiences, and capacity of technical training institutes/company, only shortlisted applicants will be invited to submit technical and financial proposal through a request of proposal (RFP) to conduct the identified training from Rapid Market/Need Assessment. The organizations reserve the right to accept or reject any or all application without giving any reason whatsoever. Any institutes/companies attempt to influence by any means during the selection process will lead for disqualification. We strictly discourage to entertain the telephonic inquiries as well.

2. Prescribed Format of EoI Submission

Interested Technical Training Institutes/Technical Training Providers/Companies are requested to submit their EoI along with the required information and supporting document listed below.

A. Detailed Information of Technical Training Institutes (TTI)/Technical Training Providers (TTP)/companies/Firms

S.N.	Particular	Detail	Remark
1	Name of the TTI /TTP/Companies/Firm		
2	Address	Main Office: Branch Office (If exists):	
3	Contact Detail	Phone: Email:	
4	Contact Person	Name: Designation: Phone/Mobile No: Email address:	
5	Company registration status	Registration No: Date: Valid till:	
6	Institute/Company Type		
7	CTEVT Affiliation	Affiliation No: Date of Affiliation: Affiliation Level and occupation's: Valid till:	
8	Other Affiliations		

9	VAT/PAN Registration		
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B. Brief Information of the Organization

Please provide brief information of the company/institute including, vision, mission, goal, areas of expertise, geographical experiences and Organizational Charts (in the given format as below. maximum 1 page).

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

C. Please provide information of the legally established branch offices or approval received from local level for conducting training services (if any).

Information	Branch 1	Branch 2
Districts		
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.)

D. Human Resource Strength of Training Provider.

List of proposed key staffs/ Instructor to be involved in vocational training.

S.N.	Name	Proposed position	Qualification	Area of expertise	Experience years	Contact No.
1						
2						
3						
4						
5						

E. Training Experience

Training experience of Technical Training Institutes/ Training Providers in Related occupation only (390 hours)/ Any advanced/customized training curriculum last one fiscal years (2077/078).

- a. Furnish the details of training you provided to your clients (NGOs, company, farm, group). *(For Example- Conducted XXX training to XXX number of participants of XXX company/NGOs in Districts).*
- b. Provide the Details of the occupation/training you've provided in below format.

S.N.	Occupation	Number of Trainees agreed (enrolled)	Number of Trainees completed the training	Number of trainees passed Skill test	Number of graduates Employed/ started enterprises	Funding Org /client	Locations where training was conducted
1							
2							
3							
4							
5							

F. Infrastructure and Facilities

Infrastructure and Training Facilities available the Training with the Training Provider: Office Building, Classrooms, practical Workshops, Library, Store, Hostels for male/ female, Toilets for male and female, furniture, computer, printer, multimedia etc.

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

G. Financial Information of Training Provider

Description	FY 2076/077 and FY 2077/078		Total	Remark
Annual turnover (Rs.) (According to audit report)				
Net profit (Rs.) (According to audit report)				

H. Training programs you intend to deliver under this EoI.

Please be realistic while purposing the trades/occupations including capacity.

Name of trades	Name of the occupations	Capacity (persons)

I. Methodological Experience:

Please describe the ideas, how you intend to execute this training based on our EoI and your previous experiences (Half page maximum).

Declaration

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

Official seal:

Name:	Signature:
Designation:	Date:

