

# **EXPRESSION OF INTEREST (EOI)**

**Title of Consulting Service: Conducting Different Vocational Training**

**Method of Consulting Service: National**

**Project Name : Conducting Different Vocational Training**

**EOI : EOI/1/2079/80**

**Office Name: Vocational &Skill Development Training Academy,Butwal**

**Office Address: Rupandehi,Butwal Butwal Sub-Metropolitian City Rupandehi**

**Funding agency : Government Budget**

## Abbreviations

CV	: Curriculum Vitae
DO	: Development Partner
EA	: Executive Agency
EOI	: Expression of Interest
GON	: Government of Nepal
PAN	: Permanent Account Number
PPA	: Public Procurement Act
PPR	: Public Procurement Regulation
TOR	: Terms of Reference
TTP	: Technical Training Provider
VAT	: Value Added Tax
VSDTA	: Vocational and Skill Development Training Academy <b>Butwal</b>
CTEVT	: Council for Technical Education and Vocational Training

## **Table of Contents**

Section I.	A. Request for Expression of Interest	4
Section II.	B. Instructions for submission of Expression of Interest	6
Section III.	C. Objective of Consultancy Services or Brief TOR	8
Section IV.	D. Evaluation of Consultant's EOI Application	14
Section V.	E. EOI Forms and Formats	17

## **A. Request for Expression of Interest**

# Request for Expression of Interest

## Government of Nepal (GoN)

Name of Employer: Vocational &Skill Development Training Academy,Butwal

Date: 23-10-2022 06:00

Name of Project: Conducting Different Vocational Training

1. Government of Nepal (GoN) has allocated fund toward the cost of Conducting Different Vocational Training and intend to apply portion of this fund to eligible payments under the Contract for which this Expression of Interest is invited for National consulting service
2. The Vocational &Skill Development Training Academy,Butwal now invites Expression of Interest (EOI) from eligible consulting firms (“consultant”) to provide the following consulting services: Conducting different vocational training services as per the request for proposal document and terms of reference.
3. Interested eligible consultants may obtain further information and EOI document free of cost at the address Vocational &Skill Development Training Academy,Butwal,Vocational &Skill Development Training Academy,Butwal  
Rupandehi,Butwal  
Butwal Sub-Metropolitan City, Rupandehi  
Lumbini Province  
Nepal during office hours on or before 07-11-2022 12:00 or visit e-GP system [www.bolpatra.gov.np/egp](http://www.bolpatra.gov.np/egp) or visit the client’s website [www.vstbutwal.gov.np](http://www.vstbutwal.gov.np)
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](http://www.bolpatra.gov.np/egp) Only electronic method for submission of EOI is available. on or before 07-11-2022 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 consulting firm/person/ company/ organization.
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 4 to 6 months as per conditions. Expected date of commencement of the assignment is 26 March 2023.
6. A Consultant will be selected in accordance with the QCBS 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 Different Vocational Training. 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**



## **B. Terms of Reference (TOR)**

### **1. Background**

- 1.1 Government of Nepal has its plan to provide skills training to needy people in the fiscal year 2079-080 through Vocational and Skill Development Training Academy under Ministry of labor, Employment and Social Security. The aim of the program is to equip people with skills so that trained people either join in employment or create their own self-employment through enterprise development on an individual or group of people basis.
- 1.2 VSDTA has plan to deliver vocational various training to the trainees within the fiscal year 2079-080. Trainees number will be increased or decreased based on available resources.
- 1.3 In order to accomplish the approved programs, VSDTA aims to conduct training programs through Technical Training Provider Companies/ Firms and wants to make TTPs more responsible to facilitate trained youths in gainful employment opportunities.
- 1.4 The Technical Training Providers will be selected based on quality and cost-based selection (QCBS) in accordance with the PPMO Guidelines.
- 1.5 These TORs provide guidelines to aspire TTPs about the scope of work and deliverables.

### **2. Scope of Work**

- 2.1 The main objective of the Consulting Service is to deliver quality skill training services for the targeted beneficiaries following the approved curricula.
- 2.2 The TTPs are responsible to conduct training programs in following trades/occupations at different locations as assigned by VSDTA.
- 2.3 The training period should be minimum 160 hours and maximum 730 hours that includes entrepreneurship Development training as specified by prescribed curriculum.
- 2.4 The TTPs will establish a reliable internal monitoring and supervision mechanism during training delivery period. VSDTA will conduct regular monitoring of training activities.
- 2.5 The trainings being provided by TTPs need to assure the standards as provisioned by curriculum.
- 2.6 The service contract period may vary from occupation to occupations and should accomplish within the agreed time period.

2.7 The average turnover of the last three fiscal years should be minimum fifty lakhs Nepalese rupees (NRs 50 lakhs) (VSDTA can verify form IRD)

## Conditions

- 2.8 The related training organization should have been registered in the Govt. Office and have minimum 7 years' of training implementation experience.
- 2.9 A company/firm/organization can submit EOI in maximum five packages for 200 trainees only.
- 2.10 All submitted documents should be notarized.
- 2.11 VSDTA reserves the right to accept or reject the EOI application with or without mentioning any reason.
- 2.12 VSDTA may conduct the onsite visit of the training center of the EOI submitting firm/company/organization.
- 2.13 TTPs must additionally conduct 15 hours (3 days) of entrepreneurship training to the same trainees.
- 2.14 For entrepreneurship development training, a trainer should be arranged for every 20 trainees and trainer training Certificate (TOT of entrepreneurship) should be submitted.
- 2.15 The organization must be affiliated from CTEVT for the proposed occupations.
- 2.16 The organization should have the necessary physical infrastructure (office building with location map, Class room -10 m<sup>2</sup>, and workshop - 30 m<sup>2</sup> for one group of trainees and required tools, equipment and training materials for the training). The tools and equipment list, photos of store, training facilities and office space should be submitted along with EOI.
- 2.17 The training organization should have at least one main trainer and one assistant trainer with required qualification and experience for proposed each group of 20 trainees.
- Bio-data and academic documents and other supporting documents should be attached with the bio data or curriculum vitae.

Qualifications for the instructors will be as follows:

S. No.	Key Experts	Minimum Qualification
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1.	Main Trainer	Bachelor in related subject with TOT, Diploma in related subject and 5 years of experience with TOT Skill Level-III and 5 years of experience with TOT(from any government entity)
2.	Co-trainer	Short Term Training Level-II or TSLC in the relevant occupation with TOT
3	*Trainer for Entrepreneurship training	TOT in entrepreneurship (from any government entity)

\*Note: If Main trainer herself\himself has ToT in entrepreneurship, TTPs can propose same person as both Main trainer and entrepreneurship trainer. If, Main trainer doesn't have entrepreneurship ToT, TTPs must purpose separate person as entrepreneurship trainer.

2.18 TTPs must propose qualified support staffs as mentioned below :

S. No.	Support Staffs	Minimum Qualification
<b>Support Staff</b>		
1	Training Coordinator	Bachelors or Equivalent
2	Monitoring Officer	Bachelors or Equivalent
3	District Coordinator	Bachelors or Equivalent

2.19 While counting the experience of TTPs , experiences within last seven years ( fiscal year 2072\073 to 2078\079) will be taken into consideration ( company , organization, or firm).

In case of the Joint Venture, it will be as per the prevailing public Procurement Act.

Experience Details:

SN	Experience Type	Details
1	General Experience	- Experience of conducting training in any occupation for at least 160 Hours. - Number of trainees skilled test passed certified by NSTB
2	Specific Experience	Experience of conducting training in occupations proposed
3	Entrepreneurship	Experience of conducting entrepreneurship training

	training	
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Experience details should be sustained by letters from funding agencies, along with letter from NSTB.

2.20 The TTP should maintain manual attendance of the trainers and trainees twice a day.

2.21 VSDTA may add or reduce the proposed number of trainees as per the requirement of the training arrangements.

2.22 VSDTA will select a minimum of 3 (three) to a maximum of 6 (six) consultants in each packages from the organizations who have passed the minimum score (i.e. 60 number) based on ranking.

## **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	Copy of Registration of the company/firm (Mandatory)	
2	Copy of certificate of Council for Technical Education and Vocational Training (CTEVT) affiliation Along with Renewal (Mandatory)	
3	Value Added Tax (VAT) (Mandatory)	
4	Proof of last 7 years' experience in the similar nature of Work (maximum seven years) (Mandatory)	
5	Tax Clearance Letter for last three fiscal years (2075/076 to 2077/078) and time extension letter if applicable (Mandatory)	
6	Last average 3 years transaction minimum 50 lakhs (Mandatory)	
7	Self-declaration letter indicating the understanding of TOR, no conflict of interest with the procurement process and TOR, and declaration of not being blacklisted or convicted of fraudulent activities or corruption while doing consulting business (Mandatory)	
8	EOI Form 1: Letter of Application	
9	EOI Form 2: Applicant's Information Form	
10	EOI Form 3: Capacity	
11	EOI Form 4: Experience (4(A) and 4(B) 4(C))	
12	EOI Form 5: Qualification of Key Experts	

## ii) EOI Evaluation Criteria

### A. Qualification

Sl. No.	Criteria	Minimum Requirement
1	Qualification of Key Experts	Bachelor in related subject or Diploma in related subject+ 5 yrs experience or Skill Level III+ 5 yrs experience
2	Experience of Key Experts	TOT

Score: 30.0

### B. Experience

Sl. No.	Criteria	Minimum Requirement
1	Working Experience in related field	Experience of Conducting training
2	Working Experience in related field	Experience of Conducting Entrepreneurship Training

Score: 50.0

### C. Capacity

Sl. No.	Criteria	Minimum Requirement
1	General Capacity	Training Hall as per Norms
2	General Capacity	Practical room as per Norms
3	General Capacity	Office management and staffing as mentioned

Sl. No.	Criteria	Minimum Requirement
4	General Capacity	Average Turn over of training

**Score: 20.0**

**Minimum score to pass the EOI is: 60**

Note : If the corruption case is being filed to Court against the Natural Person or Board of Director of the firm/institution /company or any partner of JV, such Natural Person or Board of Director of the firm/institution /company or any partner of JV such consultant's proposal shall be excluded during the evaluation.



## **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.<sup>1</sup>
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

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<sup>1</sup> 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.)*

<b>S. N.</b>	<b>Name of assignment</b>	<b>Location</b>	<b>Value of Contract</b>	<b>Year Completed</b>	<b>Client</b>	<b>Description of work carried out</b>
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) <sup>2</sup> :
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:  <b>Note: Provide highlight on similar services provided by the consultant as required by the EOI assignment.</b>	

Firm's Name: \_\_\_\_\_

<sup>2</sup> 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)*

<b>No</b>	<b>Name of the Project</b>	<b>Location (Country/ Region)</b>	<b>Execution Year and Duration</b>
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)*

<b>Annual Turnover</b>	
<b>Year</b>	<b>Amount Currency</b>

- **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 assignment<sup>3</sup>**

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

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<sup>3</sup> 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)*

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

(Please insert more rows as necessary)



# **Standard Expression of Interest (EOI)**

## **Procurement of Training Provider (For National Consulting Services)**

**Issued By:  
Vocational and Skill Development Training Academy  
Butwal, Rupandehi**

**06 Kartik 2079**

# **Expression of Interest (EOI)**

## **Title of Consulting Services: Vocational & Skill Development Training Implementation**

**Project Name : Vocational Training Implementation**

**EOI:** VSDTA/NCS/EOI/01/2079/80

**Office Name** : *Vocational and Skill Development Training Academy, MoLESS, GoN*

**Office Address:** *Butwal, Rupandehi*

**Issued on:** *06/07/2079*

**Financing Agency: Government of Nepal**

## **Abbreviations**

CV	: Curriculum Vitae
DO	: Development Partner
EA	: Executive Agency
EOI	: Expression of Interest
GON	: Government of Nepal
PAN	: Permanent Account Number
PPA	: Public Procurement Act
PPR	: Public Procurement Regulation
TOR	: Terms of Reference
TTP	: Technical Training Provider
VAT	: Value Added Tax
VSDTA	: Vocational and Skill Development Training Academy <b>Butwal</b>
CTEVT	: Council for Technical Education and Vocational Training

## **Contents**

<b>A. Request for Expression of Interest.....</b>	<b>5</b>
<b>B. Instructions for submission of Expression of Interest .....</b>	<b>7</b>
<b>C. Terms of Reference.....</b>	<b>8</b>
<b>D. Evaluation of Consultant’s EOI Application .....</b>	<b>13</b>
Form 1: Letter of Application.....	16
Form 2: Applicant’s Information Form .....	18
Form 3: Key Experts (Include details of Key Experts only) .....	19
Form 4 : Experience .....	20
Form 5: Capacity .....	23

**Standard EOI Document**

**A. Request for Expression of Interest**

Government of Nepal  
 Ministry of Labour, Employment and Social Security  
 Vocational and Skill Development Training Academy, Butwal

Date 06/07/ 2079

Name of Project: Vocational & Skill Development Training Implementation

1. Government of Nepal (GoN) has allocated fund **toward the cost of Vocational Skills Training** and intends to apply a portion of this **fund** to eligible payments under the Contract for which this Expression of Interest is invited for **National Consulting Services**.
2. The **Vocational and Skill Development Training Academy, Ministry of Labour, Employment and Social security, GoN**, now invites Expression of Interest (EOI) from eligible consulting firms ("consultant") to provide the following consulting services: to deliver quality skill training services for the targeted beneficiaries following the approved curricula in the following occupations. The training should assure the standards as provisioned by curriculum.

Occupations:

Tender No. 01 / VSDTA/2079/80

S.N	Name of Trainings	Training Period(hrs)	Enterperinureship Training(hrs)	S.N	Name of Trainings	Training Period(hrs)	Enterperinureship Training(hrs)
1	Electrical Wiring (Basic)	390	15	15	Motorcycle Maintenance ( Basic)	730	15
2	Electrical Wiring(Advance)	225	15	16	Waiter/Waitress(Basic)	390	15
3	Tailoring(Basic)	390	15	17	Hair Cutting( Basic)	390	15
4	Tailoring(Advance)	225	15	18	Computer Repair and Maintenance ( Basic)	390	15
5	House Keeping(Basic)	160	15	19	Fashion Designing ( Basic)	460	15
6	Cook(Food & beverage Services-Basic)	390	15	20	Tile and Marble Fixing ( Basic)	390	15
7	Plumbing(Basic)	390	15	21	Cook ( Advance)	160	15
8	Carpenter(Basic)	390	15	22	Electric Motor Rewinding ( Basic)	390	15
9	Mason(Basic)	390	15	23	Industrial Wiring ( Basic)	390	15
10	Electronic/Mobile /AC Freeze Maintenance(Basic)	390	15	24	Small Lodge Management ( Basic)	390	15
11	Montessori(Basic)	390	15	25	Assistant Massage Therapist ( Basic)	420	15
12	Security Guard(Basic)	160	15	26	Dental Chair Assistant ( Basic)	390	15
13	Care Giver(Basic)	390	15	27	Shoes Making ( Basic)	390	15



### Standard EOI Document

14	Accounting Application Operator(Basic)	160	15	28	Aluminium Fabricator ( Basic)	180	15
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**Note: Entrepreneurship Development training (EDP) of 15 hrs (curriculum prescribed by VSDTA) must be additionally integrated with prescribed duration of occupation\trade.**

- Interested eligible consultants may download EOI document from VSDTA website i.e [www.vstbutwal.gov.np](http://www.vstbutwal.gov.np) and National eGP portal [www.bolpatra.gov.np/egp](http://www.bolpatra.gov.np/egp) and shall be submitted on or before 21/07/2079 (7 Nov, 2022) 12:00 Noon electronically.
- Consultants may associate with other consultants to enhance their qualifications.
- EOI will be assessed based on **Qualification 30 %, Experience 50 % and Capacity 20 %** 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.
- Minimum score to pass the EOI is 60 (sixty) percent.
- VSDTA will select a minimum of 3 (three) to a maximum of 6 (six) consultants per occupational package based on the ranking method.

## Standard EOI Document

### B. 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 and the maximum number of partners in JV shall be limited to three. JV between any two or organizations should be sustained by JV agreement stating the share ratio and all JV members should fulfill the eligibility criteria.
2. Interested TTPS 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 consulting firm/company/organization.
4. The assignment has been scheduled for until the Jestha 2080. Expected date of EOI evaluation and publication of short list will be within 2.5 months after the deadline (if everything remain constant).
5. 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:
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6. Applicants may submit additional information with their application, but short listing will be based on the evaluation of information requested and included in the formats provided in the EOI document.
7. The Expression of Interest (EOI) document must be duly completed and submitted through e-GP system by using the forms and instructions provided by the system.
8. The completed EOI document must be submitted on or before the date and address mentioned in the **"Request for Expression of Interest"**. Any EOI Document received after the closing time for submission of proposals shall not be considered for evaluation.
9. Prescribed sequence while submitting additional documents:
  - i) Mandatory Documents
  - ii) Past Experiences
  - iii) Office Setup, classroom and lab photos
  - iv) Tools and equipment lists
  - v) Experts CV and documents

## **C. Terms of Reference (TOR)**

### **1. Background**

- 1.1 Government of Nepal has its plan to provide skills training to needy people in the fiscal year 2079-080 through Vocational and Skill Development Training Academy under Ministry of labor, Employment and Social Security. The aim of the program is to equip people with skills so that trained people either join in employment or create their own self-employment through enterprise development on an individual or group of people basis.
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## ***Standard EOI Document***

- 2.6 The service contract period may vary from occupation to occupations and should accomplish within the agreed time period.
- 2.7 The average turnover of the last three fiscal years should be minimum fifty lakhs Nepalese rupees (NRs 50 lakhs) (VSDTA can verify form IRD)

## **Standard EOI Document**

### **Conditions**

- 2.8 The related training organization should have been registered in the Govt. Office and have minimum 7 years' of training implementation experience.
- 2.9 A company/firm/organization can submit EOI in maximum five packages for 200 trainees only.
- 2.10 All submitted documents should be notarized.
- 2.11 VSDTA reserves the right to accept or reject the EOI application with or without mentioning any reason.
- 2.12 VSDTA may conduct the onsite visit of the training center of the EOI submitting firm/company/organization.
- 2.13 TTPs must additionally conduct 15 hours (3 days) of entrepreneurship training to the same trainees.
- 2.14 For entrepreneurship development training, a trainer should be arranged for every 20 trainees and trainer training Certificate (TOT of entrepreneurship) should be submitted.
- 2.15 The organization must be affiliated from CTEVT for the proposed occupations.
- 2.16 The organization should have the necessary physical infrastructure (office building with location map, Class room -10 m<sup>2</sup>, and workshop - 30 m<sup>2</sup> for one group of trainees and required tools, equipment and training materials for the training). The tools and equipment list, photos of store, training facilities and office space should be submitted along with EOI.
- 2.17 The training organization should have at least one main trainer and one assistant trainer with required qualification and experience for proposed each group of 20 trainees.

Bio-data and academic documents and other supporting documents should be attached with the bio data or curriculum vitae.

Qualifications for the instructors will be as follows:

S. No.	Key Experts	Minimum Qualification
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**Standard EOI Document**

1.	Main Trainer	Bachelor in related subject with TOT, Diploma in related subject and 5 years of experience with TOT  Skill Level-III and 5 years of experience with TOT(from any government entity)
2.	Co-trainer	Short Term Training Level-II or TSLC in the relevant occupation with TOT
3	*Trainer for Entrepreneurship training	TOT in entrepreneurship (from any government entity)

\*Note: If Main trainer herself\himself has ToT in entrepreneurship, TTPs can propose same person as both Main trainer and entrepreneurship trainer. If, Main trainer doesn't have entrepreneurship ToT, TTPs must purpose separate person as entrepreneurship trainer.

2.18 TTPs must propose qualified support staffs as mentioned below :

S. No.	Support Staffs	Minimum Qualification
<b>Support Staff</b>		
1	Training Coordinator	Bachelors or Equivalent
2	Monitoring Officer	Bachelors or Equivalent
3	District Coordinator	Bachelors or Equivalent

2.19 While counting the experience of TTPs , experiences within last seven years ( fiscal year 2072\073 to 2078\079) will be taken into consideration ( company , organization, or firm). In case of the Joint Venture, it will be as per the prevailing public Procurement Act.

Experience Details:

SN	Experience Type	Details
1	General Experience	- Experience of conducting training in any occupation for at least 160 Hours. - Number of trainees skilled test passed certified by NSTB
2	Specific Experience	Experience of conducting training in occupations proposed
3	Entrepreneurship	Experience of conducting entrepreneurship training

**Standard EOI Document**

	training	
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Experience details should be sustained by letters from funding agencies, along with letter from NSTB.

- 2.20 The TTP should maintain manual attendance of the trainers and trainees twice a day.
- 2.21 VSDTA may add or reduce the proposed number of trainees as per the requirement of the training arrangements.
- 2.22 VSDTA will select a minimum of 3 (three) to a maximum of 6 (six) consultants in each packages from the organizations who have passed the minimum score (i.e. 60 number) based on ranking.

**Standard EOI Document**

**D. 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 in listed training packages separately.

<b>i) Eligibility &amp; Completeness Test</b> (EOI will be rejected if required documents mentioned in this section are not submitted)	<b>Compliance</b>
Copy of Registration of the company/firm (Mandatory)	
Copy of certificate of Council for Technical Education and Vocational Training (CTEVT) affiliation Along with Renewal (Mandatory)	
Value Added Tax (VAT) (Mandatory)	
Proof of last 7 years' experience in the similar nature of Work (maximum seven years) (Mandatory)	
Tax Clearance Letter for last three fiscal years (2075/076 to 2077/078)and time extension letter if applicable (Mandatory)	
Last average 3 years transaction minimum 50 lakhs (Mandatory)	
Self-declaration letter indicating the understanding of TOR, no conflict of interest with the procurement process and TOR, and declaration of not being blacklisted or convicted of fraudulent activities or corruption while doing consulting business (Mandatory)	
EOI Form 1: Letter of Application	
EOI Form 2: Applicant’s Information Form	
EOI Form 3: Capacity	
EOI Form 4: Experience (4(A) and 4(B) 4(C))	
EOI Form 5: Qualification of Key Experts	

**(Note: All the joint venturing firm should be eligible individually to bid as a joint venture. Joint venturing firms will have to submit JV agreement. Lead firm must have at least 40% share ratio. Without mandatory documents in EOI application, consultant EOI evaluation will not be consider.**

<b><u>ii) EOI Evaluation Criteria</u></b>	<b><u>Insert Minimum Requirement if Applicable</u></b>	<b><u>Score [Out of 100]</u></b>
<b>A. Qualification</b>		
<i>Qualification of Key Experts</i>		<b>30</b> (1. Bachelor in related subject- 20, TOT-10 2. Diploma in related subject+ 5 yrs experience- 20, TOT- 10 3. Skill Level III+ 5 yrs experience- 20, TOT- 10)
<b>B. Experience</b>		
Working Experience in related field		<b>50</b> (1. Experience of Conducting



**Standard EOI Document**

		<p>training for average 100 or above per year for 7 yrs- 45, 80 to 100- 40, 60 to 80- 35, 40 to 60 – 30 and 20 to 40 – 25</p> <p><u>2.</u> Experience of Conducting Entrepreneurship Training - 5</p>
<b>C. Capacity</b>		
<p>General Capacity</p>		<p><b>20</b> (1.Training Hall as per Norms- 5                  2.Practical room as per Norms – 5                  3.Office management and staffing as mentioned -5                  4.Training turnover of 50 lakhs NPR and more- 5, 40 to below 50 lakhs- 4, 30 to below 40 lakhs- 3, 20 to below 30 lakhs- 2 and 10 to 20 lakhs- 1)</p>

Note: In case, a corruption case is being filed to Court against the Natural Person or Board of Directors of the firm/institution/company or any partner of JV, such Natural Person or Board of Director of the firm/institution/company or any partner of JV, such firm's or JV EoI shall be excluded from the evaluation, if public entity receives instruction from Government of Nepal.

## ***Standard EOI Document***

EOI Forms & Formats

Form 1. Letter of Application

Form 2. Applicant's information

Form 3. Qualification of Key Experts

Form 4. Experience

Form 5. Capacity

**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: **Vocational and Skill Development Training Academy**

Full Address of Client: **Butwal, Rupandehi**

Telephone No.: 071-540138

Email Address: shipbutwal @gmail.com

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 for following training to be short-listed by Vocational and Skill Development Training Academy as Consultant to deliver quality skill training services for the targeted beneficiaries following the approved curriculum in the trades.

**Proposed Training Occupations, and number**

SN	Proposed Occupation	Proposed Number	Remarks
1			

2. Attached to this letter are photocopies of original documents defining:
  - a) the Applicant's legal status;
  - b) the principal place of business;
3. Vocational and Skill Development Training Academy 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. Vocational and Skill Development Training Academy and its authorized representatives are authorized to contact any of the signatories to this letter for any further information.<sup>1</sup>

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

**Standard EOI Document**

5. 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 business and our Company/firm has not been declared ineligible.
6. 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.
7. The undersigned declares that the statements made and the information provided in the duly completed application is complete, true and correct in every detail.

**Signed:**

**Name:**

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

**Seal of organization:**

**Date:**

**Note :**All further communication concerning this Application should be addressed to the following person,

Mr. Suman Pantha, Section Officer  
Vocational & Skill Development Training Academy  
**Butwal, Rupandehi**  
Telephone: 071 - 540138 Email: shipbutwal@gmail.com

**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 (including CTEVT affiliation):
6. Telephone No; Fax No; E-Mail Address:
7. Tax Clearance Certificate year or time extension year:
8. Name of Authorized Contact Person / Designation/ Address/Telephone:
9. Consultant's Organization (including Organogram):
10. Total number of staff:
11. Number of regular professional staff:
12. CTEVT affiliation number and Renewal Date:

*(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**

**Form 3: 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)*

<b>SN</b>	<b>Name</b>	<b>Position</b>	<b>Highest Qualification</b>	<b>Work Experience (in year)</b>	<b>Nationality</b>
1					
2					
3					
4					
5					

*Note:*

- To be assured, Evaluation committee may ask necessary documents of proposed human resource before evaluation of EoI such as education certificate, experience documents as per need. Evaluation committee will assess and verify the above said information of proposed human resources by using different sources of verification.*
- Evaluation Team may ask the original copy (at least scanned copy of original document) of substantiated document (Experience letter, testimonials, TOT certificate) during evaluation process as per need for ensuring human resource capacity.*

**Standard EOI Document**

**Form 4 : Experience**

**4 (A). General Work Experience**

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

S.N.	Sector/Occupation	Number of Trainees Trained	Number of Skill Test Appeared Trainees	Funding Organization/client (write full name and address)	Training location (Districts)
1	2	3	4	5	6
1					
2					
3					
4					
5					
Total					

- **All the submitted letters/certificates etc. for this EoI should be notarized.**
- The original copies of substantiated documents must be available while requested by Evaluation Team in evaluation process.
- Add rows as needed.

**4(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: Training name:	Approx. value of the contract (in current NRs)
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):

**Standard EOI Document**

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:  <b>Note: Provide highlight on similar services provided by the consultant as required by the EOI assignment.</b>	

Firm's Name: \_\_\_\_\_



**Standard EOI Document**

**4(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)*

<i>No</i>	<i>Name of the Project</i>	<i>Location (District)</i>	<i>Execution Year and Duration</i>
<i>1.</i>			
<i>2.</i>			
<i>3.</i>			
<i>4.</i>			
<i>5.</i>			
<i>6.</i>			
<i>7.</i>			

(Please insert more rows as necessary)

**Form 5: Capacity**

**5(A). Financial Capacity**

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

<b>Average Turnover</b>	
<b>Fiscal Year</b>	<b>Amount NRs</b>
<b>FY 2076/77</b>	
<b>FY 2077/78</b>	
<b>FY 2078/079</b>	
<b>Three year's Average</b>	

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

**Standard EOI Document**

**5(B). Infrastructure/equipment related to the proposed assignment<sup>2</sup>**

Please indicate the availability of infrastructure in the company's head office.

SN	Description	Infrastructure/equipment Required		Requirements Description
		Unit	Size	Remarks
1	Office and Training Building			
2	Class Rooms			
3	Lab/Workshop			
4	Store			
5	Office Rooms			
6	Toilet			
		Male		
		Female		

SN	Description	Specification	Unit	Number	Remarks
1					
2					
3					

List of Available Tools, Equipment and Materials required for proposed each occupation:

- infrastructure/equipment are subject to verification.

(Please insert more rows as necessary)

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<sup>2</sup> Delete this table if infrastructure/equipment for the proposed assignment is not required.

**Standard EOI Document**

**FORMAT OF CURRICULUM VITAE (CV) FOR PROPOSED PROFESSIONAL STAFF**

Proposed Position: \_\_\_\_\_

Name of Consultant: \_\_\_\_\_

Name of Staff: \_\_\_\_\_

Profession: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Years with Consultant/Entity: \_\_\_\_\_ Nationality: \_\_\_\_\_

Membership in Professional Societies: \_\_\_\_\_

\_\_\_\_\_

Detailed Tasks Assigned: \_\_\_\_\_

\_\_\_\_\_

**Key Qualifications:**

*[Give an outline of staff member's experience and training most pertinent to tasks on assignment. Describe degree of responsibility held by staff member on relevant previous assignments and give dates and locations. Use about half a page.]*

\_\_\_\_\_

**Education:**

*[Summarize college/university and other specialized education of staff member, giving names of schools, dates attended, and degrees obtained. Use about one quarter of a page]*

\_\_\_\_\_

**Employment Record:**

*[Starting with present position, list in reverse order every employment held. List all positions held by staff member since graduation, giving dates, names of employing organizations, titles of positions held, and locations of assignments. For experience in last ten years, also give types of activities performed and client references, where appropriate. Use about two pages.]*

\_\_\_\_\_

**Languages:**

*[For each language indicate proficiency: excellent, good, fair, or poor in speaking, reading, and writing.]* \_\_\_\_\_

**Certification:**

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

\_\_\_\_\_

*[Signature of staff member and authorized representative of the consultant]      Day/Month/Year*

Full name of staff member: \_\_\_\_\_

Full name of authorized representative: \_\_\_\_\_