

## Terms of Reference

### Training Provider for the Vocational and Life Skills training at LLs

Name of Local Level: Chhathar Jorpati Rural Municipality  
Number of Trades: 2  
Name of the Trades: Road Repair and Maintenance -1, Masonry -1

#### 1. Background

Prime Minister's Employment Program (PMEP) is Government of Nepal's flagship program which envisions guaranteeing minimum employment of 100 days of work to the registered unemployed in labor-intensive public works programs (PWP) or provide a subsistence wage in the absence of work, to eligible households. Youth Employment Transformation Initiative (YETI) project supports PMEP to improve the employment support services and labor market outcomes of the youth.

The YETI project will aim to address gaps in the labor supply-side interventions and complement ongoing initiatives on the labor demand side. On the supply side, the project will aim to address the lack of a systematic approach to the provision and management of employment promotion services and systems to support job seekers. On the demand side, the project will aim to generate short-term temporary employment opportunities for the most vulnerable, which can improve their short- and medium-term productivity. The focus on youth will address risks of fragility and conflict.

The Project Development Objective (PDO) is to improve employment services and labor market outcomes, especially for youth. Improved labor market outcomes for youth refer to increased earnings/improved livelihoods for the individual beneficiaries of the project.

YETI aims to supplement temporary employment through cash for work with up to 40 days of on-the-job training and up to 10 days of life-skills training in an effort to introduce elements of productive inclusion in PMEP. The training is expected to increase skills and employability of the beneficiaries, to help them to become less vulnerable to shocks and reduce their reliance on public works.

The skills training is intended to help temporary employment beneficiaries acquire skills that are relevant to the work they are doing. The target group is largely unskilled beneficiaries of PMEP. The sessions will be delivered at the local level, by locally procured firm(s). Trainees will continue to receive wages from the PMEP during the duration of training.

Various agencies across the government, projects and programs have been delivering skills training in Nepal for a long time. In the government two agencies, Council for Technical Education and Vocational Training (CTEVT) under Ministry of Education, Science and Technology and Vocational and Skill Development Training Center under Ministry of Labor, Employment and Social Security, have curriculums for training provision. Typically, short-term skills training modules are three months long (390 hours) and combine theoretical and practical aspects. For YETI, MOLESS has prepared shorter training modules and curriculum in five identified trades as mentioned below:

#### 1. Road repair and maintenance

#### 2. Masonry

One additional module of Life Skills Training has been envisioned to enhance entrepreneurship and self-employment initiatives of the ministry to support the trained cash for work beneficiaries who want to find employable opportunities. The life skills sessions will cover a range of topics and are expected to promote goal setting, decision making, self-esteem among beneficiaries and financial literacy to promote some behavioral changes and help them engage in more productive and sustainable activities.

Training Service Provider is a professional firm with knowledge and experience in the areas of skill based vocational training and life skills training.



## II. Objectives of the assignment

The main objective of the assignment is to deliver vocational skills in five trades and life skills training using the approved curriculum for the YETI cash for work beneficiaries alongside cash for work to improve their skills.

## III. Scope of Work

1. Prepare the training schedule and plan with appropriate approach and methodology in collaboration with the relevant LL. The plan should define training event by trade, location, number of trainees in each group not exceeding 25 trainees per training event.
2. Provide 40 days of vocational training and 10 days of Life Skills training in the trades selected for the LL to 40 YETI beneficiaries of the LL as per the curriculum provided below;

S. N.	Trade	link for curriculum
1	Road repair and maintenance	<a href="https://pmep.gov.np/uploads/syllabus/1724738210-Road-Repair-and-Maintenacne-.pdf">https://pmep.gov.np/uploads/syllabus/1724738210-Road-Repair-and-Maintenacne-.pdf</a>
2	Masonry	<a href="https://pmep.gov.np/uploads/syllabus/1672996299-house.pdf">https://pmep.gov.np/uploads/syllabus/1672996299-house.pdf</a>

3. Provide relevant hard copies of learning materials, including training materials, as defined in the curriculum,
4. Monitor participants attendance during training,
5. Provide training completion certification in the related trades for participants,
6. Consult and coordinate with the employment service center (ESC) at the local level for implementation support,
7. Prepare training completion report with acknowledgement of completion by the relevant LLs,

### a. Training Approach

The training to YETI beneficiaries from Local Level will be delivered through total of estimated 2 events, in groups of 20-25 (Maximum) trainees.

Each training session will be for a total of 50 days (40 days of each trade and 10 days of life skills).

### Details on numbers of trainings session and group of trainers

1	Number of trainees per LL	40
2	Number of trainees per training event	Maximum 25.
3	Number of training events per LL	2

The training shall be delivered using a method that includes slides, illustrative materials and engineering instruments to demonstrate use of appropriate tools. The illustrative materials used for training should be relevant to the training purposes. The training should also comply with social and environmental safeguard provisions of the project.

## IV. Assignment Duration

The assignment to be completed within 4 months from the contract effective date.

## V. Major Outputs and Deliverables of the Assignments:

1. **Inception Report:** Covering final work plan and training approach, trade wise training plan, no of participants, venues and logistics support required within 10 days of contract effective date.
2. **Mid-Term Report:** Training progress report of LL with the information on Participants, trades participated, within 45 days of contract effective date.
3. **Final Report:** Within one weeks of completion of all training, the service provider shall submit the Training completion report with
  - a. Consolidated Report covering the number of participants trained in each trade, learning from the training program, Training Analytic Report covering number of beneficiaries, age group, gender, cast and ethnicity, trade areas covered by beneficiaries,
  - b. Recommendation on the potential areas of improvement,
  - c. A Final Report in Nepali or English Language.

## VI. Support to be provided by LL

- a. List of trainees and coordination, Service provider must coordinate with LLs and facilitate to ensure trainees participation.
- b. LL shall provide 50 days of wages during the training period for all beneficiaries.
- c. Training curriculum for all trades.



## VII. Eligibility, Qualifications and Technical Qualifying Criteria and Selection of Service Provider:

- A. The targeted service providers are the firms having demonstrated experience in conducting, managing, supervising and implementing short term market-oriented skills training with the following eligibility and qualification requirements,
1. The service providers should have registered in the office of the company registrar or Small or Cottage Office or in Local Level.
  2. PAN and VAT Registration with Latest Tax Clearance of FY 2080/81 or Date Extension for tax clearance if it is under clearance process.
  3. The service provider should be affiliated and renewed with CTEVT as short-term training
  4. Should have at least 3 years of proven track record of experience of conducting vocational training program of minimum 390 hours of duration in relevant at least in One trade proposed.
  5. Should have at least NPR 2 million annual turnover in the best 3 of the last 7 fiscal years.

### B HR Requirement and Qualification:

Following are the tables for key experts and support staffs necessary to conduct a training event.

S. N.	Key Experts	Minimum Qualification
1	Main Trainer	Short Term Training Level-II/TSLC with ToT (General/Instructor/Occupational) from TITI in the relevant occupation/subject. 1. In the trades/occupations like Road Repair and Maintenance, Carpentry, Masonry (brick and stone masonry), Plumbing and Electrical Repairs, if no Level-II is available in academic program, Level-I with ToT (General/Instructor/Occupational) from TITI and one year experience will be taken as minimum qualification).
2	Co-trainer	Short Term Training Level-I or TSLC in the relevant occupation/subject.
3	Main Trainer or life skills (unless either of the above are qualified to deliver life skills as well)	+2 or equivalent, at least 5 years of general work experience, has received TOT for life skills and conducted at least two life skills sessions.
<b>Support Staff (Non-Key Human Resource)</b>		
3	Training Coordinator	+2 or equivalent
4	Monitoring Officer	+2 or equivalent

### C. Selection of Service Providers:

The selection of service provider will be based on the Project Operations Manual accepted by MOLESS and World Bank.

A firm which meets eligibility, qualification and minimum technical competence will be scored. The highest scorer firm will be selected and awarded the contract. The firm will be scored applying the following criteria.

S.N.	Criteria	Score
1	Number of years of experience of Firm in any vocational skills training	10
2	Experience in relevant trades (1. Masonry (brick and stone masonry); 2. Plumbing; 3. Electrical repairs; 4. Carpentry)	25
3	Experience or registration in the same district	5
4	Approach, Methodology, work plan and responding to Terms of Reference	20
5	Cost of the Proposal/Financial Proposal	40
	<b>Total</b>	<b>100</b>

A public notice shall be published giving the minimum of 15 days of public notice by LLs. If at least 3 qualified proposals are not received at first call, second notice to be published by giving at least 7 days of notice. Sufficient competition will be ensured from at least 3 qualified firms. If there is only one quotation received during the first

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call, LL shall re-advertise second time. If only one proposal submitted or no any proposal received in the second call, even a single proposal shall be accepted if met eligibility and qualification criteria. LL can approach to the market for direct contracting in the absence of single qualified proposal even after second call.

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