



Standard Expression of Interest (EOI)

Procurement of Training Provider (For National Consulting Services)

**Issued By:
Vocational Training Center (VTC),
Itahari, Sunsari**

Expression of Interest (EOI)

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

Project Name : **Vocational Training Implementation**
EOI: **VTC/081/082-(1-14)**
Office Name: *Vocational Training Center (VTC), Itahari*
Office Address: *Itahari, Sunsari*
Issued on: **17/08/2081**

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
VTC	: Vocational Training Center
FEB	: Foreign Employment Board
NAVVT	: National Academy of Vocational Training
CTEVT	: Council for Technical Education and Vocational Training

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A. Request for Expression of Interest

Government of Nepal
Ministry of Labour, Employment and Social Security
National Academy of Vocational Training
Vocational Training Center, Itahari

Date: **17/08/2081**

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 Training Center, Itahari, Sunsari**, lacking physical infrastructures and human resources to achieve the target numbers, 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:

Package	Occupations/Trade	Number of Trainees	Training Duration (hrs)	Average Turnover (in Thousands)	Curriculum used by
VTC-CS-BEB-081/082-1	Building Electrician (Basic)	100	390	2500	NAVT
VTC -CS-BSG-081/082-2	Basic Security Guard	60	160	1100	NAVT
VTC -CS-COO-081/082-3	Cook	60	160	1100	FEB
VTC -CS-BNB-081/082-4	Beautician (Basic)	60	390	1500	NAVT
VTC -CS-MOM-081/082-5	Motorcycle Mechanics	100	390	2500	CTEVT
VTC -CS-PLB-081/082-6	Plumbing (Basic)	100	390	2500	NAVT
VTC -CS-CSB-081/082-7	Cutting & Stitching (Basic)	80	390	2000	NAVT
VTC -CS-BTR-081/082-8	BarTender	60	320	1300	CTEVT
VTC -CS-MOR-081/082-9	Mobile Repair	80	225	1600	NAVT
VTC -CS-WWS-081/082-10	Waiter/Waitress	100	166	1500	FEB
VTC -CS-BAA-081/082-11	Barista	80	160	1300	CTEVT
VTC CS-COH-081/082-12	Computer Hardware	60	390	1500	CTEVT
VTC -CS-BAK-081/082-13	Baker	140	160	2400	NAVT
VTC -FAD-081/082-14	Fashion Designer	100	390	2500	CTEVT

3. Interested eligible consultants may download EOI document from VTC's website i.e www.vtcitahari.gov.np before 00/00/2081 or visit e-GP system www.bolpatra.gov.np/egp
4. The last date of submission is 02/09/2081 .
5. Consultants may associate with other consultants to enhance their qualifications.
6. Expressions of interest shall be delivered online through e-GP system www.bolpatra.gov.np/egp on or In case the last date of obtaining and submission of the EOI document 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 % , 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.
8. Minimum score to pass the EOI is 60 (sixty) percent. The consulting firm should score minimum mark of 60 % in all three category i.e. Qualification, Experience and Capacity.
9. VTC will select a minimum of 3 (three) to a maximum of 6 (six) consultants per occupational package based on the ranking method.
10. Curriculum will be as use NAVT, FEB and CTEVT prescribed by VTC.

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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 end of Jestha, 2082. The expected date of commencement of the assignment is after 3 months of the notice publication date.
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:
 - *EOI Form: Letter of Application (Form 1)*
 - *EOI Form: Applicant's Information (Form 2)*
 - *EOI Form: Key Experts List (form 3).*
 - *EOI Form: Work Experience Details (Form 4(A) &4(B))*
 - *EOI Form: Capacity Details (Form 5 (Form 5(A) & 5(B))*
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

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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 2081/082 through Vocational Training Center, Itahari under National Academy of Vocational Training and Ministry of Labour, 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. VTC, lacking human resources and facilities to impart this training and geographical constraint to conduct training outside the training facilities of the academy, is contracting these training programs to eligible TTPs to be implemented to different locations.

Occupations:

Package	Occupations/Trade	Number of Trainees	Training Duration (hrs)	Average Turnover (in Thousands)	Curriculum used by
VTC-CS-BEB-081/082-1	Building Electrician (Basic)	100	390	2500	NAVIT
VTC -CS-BSG-081/082-2	Basic Security Guard	60	160	1100	NAVIT
VTC -CS-COO-081/082-3	Cook	60	160	1100	FEB
VTC -CS-BNB-081/082-4	Beautician (Basic)	60	390	1500	NAVIT
VTC -CS-MOM-081/082-5	Motorcycle Mechanics	100	390	2500	CTEVT
VTC -CS-PLB-081/082-6	Plumbing (Basic)	100	390	2500	NAVIT
VTC -CS-CSB-081/082-7	Cutting & Stitching (Basic)	80	390	2000	NAVIT
VTC -CS-BTR-081/082-8	BarTender	60	320	1300	CTEVT
VTC -CS-MOR-081/082-9	Mobile Repair	80	225	1600	NAVIT
VTC -CS-WWS-081/082-10	Waiter/Waitress	100	166	1500	FEB
VTC -CS-BAA-081/082-11	Barista	80	160	1300	CTEVT
VTC CS-COH-081/082-12	Computer Hardware	60	390	1500	CTEVT
VTC -CS-BAK-081/082-13	Baker	140	160	2400	NAVIT
VTC -FAD-081/082-14	Fashion Designer	100	390	2500	CTEVT

1.2 VTC has plan to deliver advance and basic vocational training to at least 1200 trainees within the fiscal year 2081/082. Trainees number will be increased or decreased based on available resources.

1.3 In order to accomplish the approved programs, VTC 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 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 VTC.

2.3 The training period should be specified by the prescribed curriculum.

2.4 The TTPs will establish a reliable internal monitoring and supervision mechanism during the training delivery period. VTC will conduct regular monitoring of training activities.

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- 2.5 The training being provided by TTPs need to assure the standards as provisioned by curriculum.
- 2.6 The service contract period may vary from occupation to occupation and should be accomplished within the agreed time period.
- 2.7 The Average Annual Turnover of the best three fiscal years of last seven years should be compiled with above mentioned turnover. (VTC, Itahari can verify from IRD)

3. Conditions

- 3.1 The related training organization should have been registered in the Office of Company Registrar for at least 7 years and have training implementation experience. Experience will be counted from FY 2074/075 to FY 2080/081 only.
- 3.2 A company/firm/organization can submit EOI in maximum 3 (three) packages for maximum 200 (two hundred) trainees only.
- 3.3 All submitted documents should be notarized. Notarization date must be after EOI publication date.
- 3.4 Training locations will be as prescribed by VTC, Itahari.
- 3.5 VTC reserves the right to accept or reject the EOI application with or without mentioning any reason.
- 3.6 VTC may conduct the onsite visit of the training center of the EOI submitting firm/company/organization.
- 3.7 The organization must be affiliated with CTEVT for the proposed occupations. Training event experience will be counted from the date of CTEVT affiliation for the proposed occupation only.
- 3.8 **The organization should declare that it has (of its own or rental) the necessary physical infrastructure for the proposed occupation (office building with location map, at least Classroom -10m², workshop – 30m² for one group of trainees and required tools, equipment and training materials for the training). The tools and equipment lists, photos of stores, training facilities and office space should be submitted along with EOI.**
- 3.9 The training organization should have at least one main trainer and one assistant trainer with the required qualification and experience for proposed each group of 20 trainees.
- 3.10 Biodata and academic documents (if from Foreign Educational Institutions; should be Equivalent to Nepal Government) and other supporting documents should be attached with the bio data or curriculum vitae. The CV of concerned person can be

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verified by VTC. The CV should be cleared sign by the person with latest contact number.

Qualifications for the instructors will be as follows:

S. No.	Position	Minimum Qualification according to Vocational and skill Training Directive, 2077
1.	Main Trainer*	<ul style="list-style-type: none"> • Bachelor's degree with TOT or • PCL/Diploma in related trade and TOT with 5 years' experience or • Level/ III,with five years' experience. (TOT should be valid from any government entity)
2.	Co-trainer*	<ul style="list-style-type: none"> • PCL/Diploma in related trade with TOT or • Level III or • TSLC or level -2 with three years' experience or • TSLC or Level-2 with TOT. (TOT should be valid from any government entity)

* For each training event proposed by TTPs, the trainer and trainee ratio should be 2:20. TTP should offer trainers for all training events proposed. If qualified trainers' number and proposed quota mismatches, the final training quota for the TTP will be decided on the basis of qualified trainers.

3.11 TTPs must propose qualified support staffs as mentioned below:

S. No.	support staffs	Minimum Qualification
1	Training coordinator	Bachelor's or Equivalent with minimum 3 years of experience

3.12 While counting the experience of TTPs, experiences within last seven fiscal years 2074/75 to 2080/081 will be taken into consideration. (Company, organization, or firm).

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

3.13 Experience Details:

SN	Experience Type	Details
1	General Experience	- Experience of conducting training for at least 160 hours in any occupation
2	Specific Experience	- Experience of conducting training for at least 160 hours in applied occupations proposed in the VTC, Itahari
3	Geographical Experience	- Number of trainee conducted in Koshi Province, Siraha and Saptari district in Fiscal Year (074/75 to 080/81) of specific trade.

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- Experience details should be sustained by letters from funding agencies. Experience document can be verify by VTC with the consult agencies.
- In the case of the Joint Venture, it will be as per the prevailing public Procurement Act.

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

3.15 VTC may add or reduce the proposed number of trainees as per the requirement of the training arrangements.

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

B. 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.

<u>i) Eligibility & Completeness Test</u> (EOI will be rejected if required documents mentioned in this section are not submitted)	Compliance
Copy of Registration of the company/firm in Office of Company Registrar with 7 years of registration (Mandatory)	
Copy of certificate of Council for Technical Education and Vocational Training (CTEVT) affiliation, Along with Renewal for 081/082 (Mandatory)	
Value Added Tax (VAT) Registration Certificate (Mandatory)	
Tax Clearance Letter for FY 2080/081 or extension letter (Mandatory)	
Average Annual Turnover as mentioned in trade (Best of 3 Fiscal Year of Last 7 Fiscal Years)	
Separate 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)	
EOI Form 5: Qualification of Key Experts	

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

<u>ii) EOI Evaluation Criteria</u>	<u>Insert Minimum Requirement if</u>	<u>Score [Out of 100%]</u>
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	<u>Applicable</u>	
A. Qualification		
<i>Qualification of Key Experts</i>		30 %
<i>Experience of Key Experts</i>		
B. Experience		
<i>General experience of consulting firm within last 7 years.</i>		50 %
<i>Specific experience of consulting firm within last 7 years.</i>		
Number of trainee conducted in Koshi Province, Siraha and Saptari district in within FY 074/75 to 080/81		
C. Capacity		
<i>Financial Capacity</i>		20 %
<i>Infrastructure</i>		
<i>equipment related to the proposed assignment</i>		

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.

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EOI Forms & Formats

Form 1. Letter of Application

Form 2. Applicant's information

Form 3. Qualification of Key Experts

Form 4. Experience (General and Specific)

Form 5. Capacity

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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 Training Center**

Full Address of Client: **Itahari, Sunsari**

Telephone No.: **025581016, 025582016**

Fax No.:

Email Address: **vsdtaitahari@yahoo.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 Training center 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 Package	Proposed Occupation	Proposed Number	Remarks
1				
2				

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 Training Center, Itahari 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 Training Center and its authorized representatives are authorized to contact any of the signatories to this letter for any further information.¹
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

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

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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,

Training Section
Vocational Training Center, Itahari, Sunsari
Telephone: 025581016 Email: vsdtaitahari@yahoo.com

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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.)

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Form 3: Key Experts *(Include details of Key Experts only)*

SN	Name	Position	Highest Qualification	Work Experience (in year)	Nationality
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.*

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Form 4: Experience

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

4 (A). General Work Experience

(Details of assignments undertaken.)

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

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):
Start date (month/year): Completion date (month/year):	No. of professional person-months provided by the joint venture partners or the Sub-Consultants:

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Name of joint venture partner or sub-Consultants, if any:	Narrative description of Project:
Description of actual services provided in the assignment: Note: Provide highlight on similar services provided by the consultant as required by the EOI assignment.	

Firm's Name: _____

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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)

Average Turnover	
Fiscal Year	Amount NRs
Three year's Average	

Average Annual Turnover of Best of three Fiscal Year within Last 7 Fiscal Years (2074/75 to 2080/081)

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

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5(B). Infrastructure/equipment related to the proposed assignment²

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

SN	Description	Infrastructure/equipment Required		Requirements Description
		Unit	Size	Remarks
1	Office Building			
2	Classrooms			
3	Lab/Workshop			
4	Store			
5	Office Rooms			
6	Toilet for male, female			
7	Changing room for male and female			
8	Canteen/Refreshment room			

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

SN	Description	Specification	Unit	Number	Remarks
1					
2					
3					

- infrastructure/equipment are subject to verification.

(Please insert more rows as necessary)

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

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FORMAT OF CURRICULUM VITAE (CV) FOR PROPOSED PROFESSIONAL STAFF

Proposed Position: _____

Name of Consultant: _____

Name of Staff: _____

Contact (Mobile number): _____

Email: _____

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: _____