

Government of Nepal
Ministry of Labour, Employment and Social Security
Prime Minister Employment Program

First Date of Publication: 11 July 2021

Name of Project: Youth Employment Transformation Initiative Project

1. The **MOLESS** invites Expression of Interest (EOI) from eligible consulting firms ("consultant") to provide consulting services "**Development of Vocational and Life Skills training modules**".
2. Interested eligible consultants may obtain further information and EOI document free of cost at the address **MOLESS, PMEP, YETI Project, Singhadurwar, Kathmandu** during office hours on or before 25 July 2021, 5:00pm or visit e-GP system www.bolpatra.gov.np/egp or visit the client's website <https://pmp.gov.np/notice>.
3. Expressions of interest shall be delivered online through e-GP system www.bolpatra.gov.np/egp or manually to the address **MoLESS, PMEP, YETI Project, Singhadurwar, Kathmandu** on or before 25 July 2021, 5:00 pm.
4. *The Consultant Will be Selected as per World Bank Procurement Regulations for IPF Borrowers, Revised November 2020.*

Ministry of Labour, Employment and Social Security
Prime Minister Employment Program, YETI Project, Singhadurwar, Kathmandu
Phone: +9771-4200477

EXPRESSION OF INTEREST (EOI)

**Title of Consulting Service: NP-MOLESS-235010-
CS-CQS_DEVOFTRAININGCUR**

Method of Consulting Service: National

Project Name : Development of Vocational and Life Skills training modules.

EOI : NP-CQS-WB-1

Office Name: Ministry of Labour, Employment and Social Security

Office Address: Singhadurbar, Kathmandu Kathmandu Kathmandu

Funding agency : Loan

Loan/Credit/Grant number : IDA-P160696

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
VAT	-	Value Added Tax

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A. Request for Expression of Interest

Request for Expression of Interest

Government of Nepal (GoN)

Name of Employer: Ministry of Labour, Employment and Social Security

Date: 11-07-2021 00:00

Name of Project: Development of Vocational and Life Skills training modules.

Name of the Donor Agency: Loan

Donor Loan/Credit/Grant No: IDA-P160696

1. Government of Nepal (GoN) has received a Loan from Single Envelope Procedure toward the cost of Development of Vocational and Life Skills training modules. and intends to apply a portion of this loan/credit/grant to eligible payments under the Contract for which this Expression of Interest is invited for National consulting service
2. The Ministry of Labour, Employment and Social Security now invites Expression of Interest (EOI) from eligible consulting firms (“consultant”) to provide the following consulting services: This procurement process will follow Consultant Qualification Section Process of World Bank.
3. Interested eligible consultants may obtain further information and EOI document free of cost at the address Ministry of Labour, Employment and Social Security, Ministry of Labour Employment and Social Security Youth Employment Transformation Initiative Project Singhadurbar, Kathmandu during office hours on or before 25-07-2021 17:00 or visit e-GP system www.bolpatra.gov.np/egp or visit the client’s website <https://pmep.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 Ministry of Labour, Employment and Social Security Singhadurbar, Kathmandu on or before 25-07-2021 17:00
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 50.0 %, Experience 40.0 %, and Capacity 10.0 % 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 70

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 50 days. Expected date of commencement of the assignment is 01-09-2021.
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 Development of Vocational and Life Skills training modules. .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

Terms of Reference

Development of Vocational and Life Skills training modules

I. 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 (PWPs) 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.

The project, over a five-year period, will support three components. Component 1 will strengthen the employment promotion systems and services aimed at increasing employability and facilitation of labor market insertion of Nepalese youth (female, job seekers, and/or the unemployed). Component 2 will improve labor market outcomes of the vulnerable unemployed through efficient delivery of temporary employment programs with a "plus" component. Both Components 1 and 2 will formulate their activities and objectives aligned to the GoN's PMEP. Component 3 will support the implementation of the project and its management, capacity building, and M&E. The project will be implemented across the country.

Given the above background, the project has planned to provide short term employment oriented skills training to 59,500 beneficiaries over the three Fiscal Year from 2078/079-2080/81.

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 trainings are 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 centrally procured firm(s).

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. The existing modules need to be reviewed and customized to be provided alongside cash for work.

In the first stage, the curriculum and modules will be developed in the following trades:

1. Road repair and maintenance
2. Masonry (brick and stone masonry)
3. Plumbing
4. Electrical repairs
5. Carpentry

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. These sessions will also address gender issues through delivery of specific sessions on women's empowerment and gender, including modules on reproductive health and family planning. The target group is largely unskilled beneficiaries of cash for work in PMEP. The sessions will be delivered at the local level by centrally procured firm(s).

Various agencies, projects and programs have been delivering life skills courses in Nepal. This includes Adolescent Girls Employment Initiative (AGEI) project implemented by Helvetas, Safer Migration (SaMi) Project, ENSSURE, Earthquake Housing Reconstruction Project, etc.

II. Objective and Scope of Work

a. Life skills

The objective of this assignment is to conduct a review of the existing life skills training modules to develop customized curriculum for life skills training to be delivered to PMEP beneficiaries. The consulting firm will assign **one consultant** to prepare the module of **Life Skills Training**. In customizing the modules, the consultant(s) should do the following:

- Conduct a mapping of life skills trainings offered in Nepal by public, private and non-governmental agencies. The mapping should cover objectives, target group, geographic coverage, topics covered, number of hours/days per topic, etc.
- Review the existing modules to assess quality, adequacy and relevance to the PMEP beneficiaries, and identify if any relevant topics are currently not available and need to be developed.
- Consult with relevant stakeholders including CTEVT, Helvetas, Vocational and Skill Development Training Academy (VSDTA) etc.

Specifically,

- To identify the soft skills needs relevant to the PMEP beneficiaries
- To define optimum number of training days, not exceeding ten days, for the module
- To produce detailed modules ready for training delivery in coordination with the skills training providers like VSDTA, CTEVT and Private Service Providers TTPs as needed.

In addition, the consultant should,

- Conduct a mapping of training providers (public and private) offering different types of life skills trainings in Nepal to gather information on training provider's areas of expertise, types of life skills trainings provided, including length of the training, number of people trained, geographical coverage, quality of the trainings, and an assessment of their ability to deliver diverse life skills training.

b. Trade related skills

The objective of this assignment is to design customized skills training modules for provision in

combination with temporary employment, based on existing modules. The consulting firm will assign **Five consultant to prepare, customize and develop the module of Trade related Skills Training** in each trade separately for all five trades.

In customizing and developing the modules, the consultant(s) should do the following:

- Review existing short-term training modules in these five trades
- Consult with relevant stakeholders including CTEVT and Vocational, Skill Development Training Center, and some training providers.
- Consult with selected municipalities to ensure the modules align with the available public works and local market needs

Specifically,

- To identify core skills in each curriculum (including detailed lesson plan) that need to be delivered.
- To define optimum number of training days, not exceeding 40 days, to impart the theoretical and practical core skills in each module.
- To recommend the split of days between off-site and on-site (on-the job) including a few days of on-site support; and recommend the optimum timing/sequencing of delivery vis-à-vis cash for workdays.
- To Identify which modules would provide complementary skills and therefore could be provided in combination, for example, 25 days of road maintenance+ 15 days of masonry.
- To Produce detailed modules ready for training delivery including list of material required for training
- To compile a list of registered training providers in the 5 trades recommend how to manage them.
- Define minimum standards for the potential training venue also workout on the probability of usages of materials and venue.
- To develop terms of Reference for selection of training providers

To draft criteria for selection of the LGs for the first phase of the training including number of trainees, types of cash for work projects available, venue, and LG interest.

III. Assignment Duration

Total 50 days will be assigned to complete all tasks. The days will be allotted as per follow:

- 24 days for curriculum and module development for all 6 modules.
- 16 days for development of implementation related outputs
- 10 days for module approval process

III. Major Outputs and Final Deliverables of the Assignments:

With the objectives and scope of work, the firm will deliver the following major outputs:

A. Curriculum

1. Developed and Customized curriculum of 6 (5+1) skills and modules for PMEP beneficiaries- (in Nepali language)
2. Developed training manual (training delivery methodology, role of LGs, role of training providers, participant selection criteria) - (in Nepali language)

B. Implementation planning:

1. Mapping of skills training providers in 6 trades by province and should include types of skills trainings provided including length of training, number of people trained by training providers, geographical coverage, capacity of training providers in diverse training areas.
2. Draft of TOR for the Training providers' to deliver all six modules including selection

criteria and requirements.

3. Draft of Training schedule and plan to cover all 59,500 beneficiaries over the project period
4. Draft of Training Monitoring plan.

IV. Qualifications and eligibility of Consulting Firm:

The selection of the Consultant(s) will be based on the evaluation of the following qualifications.

- The consulting firms must have at least 3 years of experiences conducting TVET skills training in Nepal and should have worked in designing, customizing and developing short term skill training and life skills training curriculum.
- The firm requires at least NPR 4 million Average Annual Turnover of Best of 3 Fiscal Year Of Last 7 Fiscal Years
- The consulting firm must have at least 5 (Five) full time employees.
- The consulting firm must have registered in VAT and should have latest tax clearance up to FY 2076/77
- The consulting firm with the experience working with government agencies will get an added advantage.
- The consulting firm should assign the consultants with Master's degree or equivalent, and a minimum of 10 years of relevant professional experience, or equivalent combination of education and experience with experiences conducting training in Vo Skills in relevant trades and life skills training. Experience in design, customize and developed training module/curriculum in the related trades will be an added advantage.
- demonstrated ability to lead policy dialogue at senior levels of government across agencies will be an added advantage.
- Excellent written, communication and presentation skills in English and Nepali.

V. Tentative Timeline for development of both Life Skills and Vocational Skills Training curriculum and module:

Activities Description	Estimated Timeline
Commencement of the service	1 st of August, 2021
Draft modules for initial feedback	On 20 th day of commencement of service
Final modules	On 28 th day of commencement of service
Final drafts all outputs	On 40 th day of commencement of service
Feedback to the draft outputs by PMU	Within 3 days of Draft Final Report
The modules will be presented in Vocational and Skills Development Training Academy (VSDTA) by the consultant for approval process which will be facilitated by PMU. Final modules will be submitted and curriculum will be endorsed	7 Days

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	Corporate Registration	
2	Tax Clearance/Tax Return Submission of FY 2076/77	
3	VAT/PAN Registration	
4	EOI Form 1: Letter of Application	
5	EOI Form 2: Applicant's Information Form	
6	EOI Form 3: Experience (3(A) and 3(B))	
7	EOI Form 4: Capacity	
8	EOI Form 5: Qualification of Key Experts	
9	In case of a natural person or firm/institution/company which is already declared blacklisted and ineligible by the GoN, any other new or existing firm/institution/company owned partially or fully by such Natural person or Owner or Board of director of blacklisted firm/institution/company; shall not be eligible consultant.	
10	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 shall not be eligible to participate in procurement process till the concerned Court has not issued the decision of clearance against the Corruption Charges.	

ii) EOI Evaluation Criteria

A. Qualification

Sl. No.	Criteria	Minimum Requirement
1	Qualification of Key Experts	Master's degree or equivalent in relevant field like civil engineering, electrical engineering, Masters degree in technical trades or relevant field gets or Bachelor's degree and 10 years of relevant professional experience in trade related field
2	Experience of Key Experts	- Demonstrated track record and experiences conducting training in related trades -Experience in designing, customizing and developing training module/curriculum in the related trades

Score: 50.0

B. Experience

Sl. No.	Criteria	Minimum Requirement
1	General Experience of consulting firm	At least 5 years- Experience of the firm in capacity building or training, or any consulting assignments in any trade or Experiences in labour and employment in Nepal
2	Specific experience of consulting firm within last 7 years. In case of person, specific experience of the person within last 4 years.	At least three years-The consulting firms experiences conducting TVET skills training in Nepal and have worked in designing, customizing and developing short term skill training and life skills training curriculum
3	Similar Geographical experience of consulting firm	Working experiences in the number of districts
4	Human Resource Experience and Capacity	At least 5 qualified full time staff

Score: 40.0

C. Capacity

Sl. No.	Criteria	Minimum Requirement
1	Financial Capacity.[Average turnover required shall not exceed 150% of cost estimate]	4 Million Nepali Rupees

Score: 10.0

Minimum score to pass the EOI is: 70

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.¹
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

¹ 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.)

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

Firm's Name: _____

² 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)

No	Name of the Project	Location (Country/ Region)	Execution Year and Duration
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)

Annual Turnover	
Year	Amount Currency

- **Average Annual Turnover**

--

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

Standard EOI Document

4(B). Infrastructure/equipment related to the proposed assignment³

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

³ 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)

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

(Please insert more rows as necessary)

Request for Expression of Interest

Government of Nepal
Ministry of Labour, Employment and Social Security
Prime Minister Employment Program
(First date of publication Date: 10 July 2021)

Name of Project: Youth Employment Transformation Initiative

Name of the Donor Agency: The World Bank

Donor Loan/Credit/Grant No: **P160696**

1. Government of Nepal (GoN) has *received a credit from IDA toward the cost of Youth Employment Transformation Initiative* and intends to apply a portion of this *credit* to eligible payments under the Contract for which this Expression of Interest is invited for **Development of Vocational and Life Skills training modules.**
2. The *MOLESS* now invites Expression of Interest (EOI) from eligible consulting firms (“consultant”) to provide the following consulting services: **Development of Vocational and Life Skills training modules..**
3. Interested eligible consultants may obtain further information and EOI document free of cost at the address *MOLESS, PMEP, YETI Project, Singhadurwar, Kathmandu* during office hours on or before 22 July 2021, 5:00pm or visit e-GP system www.bolpatra.gov.np/egp or visit the client’s website <https://pmep.gov.np/notice>.
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 or manually to the address *MoLESS, PMEP, YETI Project, Singhadurwar, Kathmandu* on or before 24 July 2021, 5:00 pm
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 **Consultant Qualifications Selection Method as per World Bank Procurement Regulations Revised November 2020.**
8. Minimum score to pass the EOI is 70.

B. Instructions for submission of Expression of Interest

1. Expression of Interest are invited from the consulting firm legally registered in government of Nepal.
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 who has performed related services as per terms of reference.
4. The assignment has been scheduled for a period of **50 days**. Expected date of commencement of the assignment is **1st August 2021**.
5. A Consultant will be selected in accordance with the **Consultant Qualification Selection** method as per the World Bank Procurement Regulations for IPF Borrowers, Revised November 2020.
6. 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)*
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8. 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 **Development of Vocational and Life Skills training modules**. The Envelope should also clearly indicate the **Name and Address of the Applicant**. Alternatively, Expressions of interest shall be delivered online through e-GP system www.bolpatra.gov.np/eqp
9. 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.

Terms of Reference

Development of Vocational and Life Skills training modules

I. 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 (PWPs) 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.

The project, over a five-year period, will support three components. Component 1 will strengthen the employment promotion systems and services aimed at increasing employability and facilitation of labor market insertion of Nepalese youth (female, job seekers, and/or the unemployed). Component 2 will improve labor market outcomes of the vulnerable unemployed through efficient delivery of temporary employment programs with a "plus" component. Both Components 1 and 2 will formulate their activities and objectives aligned to the GoN's PMEP. Component 3 will support the implementation of the project and its management, capacity building, and M&E. The project will be implemented across the country.

Given the above background, the project has planned to provide short term employment oriented skills training to 59,500 beneficiaries over the three Fiscal Year from 2078/079-2080/81.

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 trainings are 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 centrally procured firm(s).

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. The existing modules need to be reviewed and customized to be provided alongside cash for work.

In the first stage, the curriculum and modules will be developed in the following trades:

1. Road repair and maintenance
2. Masonry (brick and stone masonry)
3. Plumbing
4. Electrical repairs
5. Carpentry

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. These sessions will also address gender issues through delivery of specific sessions on women's empowerment and gender, including modules on reproductive health and family planning. The target group is largely unskilled beneficiaries of cash for work in PMEP. The sessions will be delivered at the local level by centrally procured firm(s).

Various agencies, projects and programs have been delivering life skills courses in Nepal. This includes Adolescent Girls Employment Initiative (AGEI) project implemented by Helvetas, Safer Migration (SaMi) Project, ENSSURE, Earthquake Housing Reconstruction Project, etc.

II. Objective and Scope of Work

a. Life skills

The objective of this assignment is to conduct a review of the existing life skills training modules to develop customized curriculum for life skills training to be delivered to PMEP beneficiaries. The consulting firm will assign **one consultant** to prepare the module of **Life Skills Training**. In customizing the modules, the consultant(s) should do the following:

- Conduct a mapping of life skills trainings offered in Nepal by public, private and non-governmental agencies. The mapping should cover objectives, target group, geographic coverage, topics covered, number of hours/days per topic, etc.
- Review the existing modules to assess quality, adequacy and relevance to the PMEP beneficiaries, and identify if any relevant topics are currently not available and need to be developed.
- Consult with relevant stakeholders including CTEVT, Helvetas, Vocational and Skill Development Training Academy (VSDTA) etc.

Specifically,

- To identify the soft skills needs relevant to the PMEP beneficiaries
- To define optimum number of training days, not exceeding ten days, for the module
- To produce detailed modules ready for training delivery in coordination with the skills training providers like VSDTA, CTEVT and Private Service Providers TTPs as needed.

In addition, the consultant should,

- Conduct a mapping of training providers (public and private) offering different types of life skills trainings in Nepal to gather information on training provider's areas of expertise, types of life skills trainings provided, including length of the training, number of people trained, geographical coverage, quality of the trainings, and an assessment of their ability to deliver diverse life skills training.

b. Trade related skills

The objective of this assignment is to design customized skills training modules for provision in

combination with temporary employment, based on existing modules. The consulting firm will assign **Five consultant to prepare, customize and develop the module of Trade related Skills Training** in each trade separately for all five trades.

In customizing and developing the modules, the consultant(s) should do the following:

- Review existing short-term training modules in these five trades
- Consult with relevant stakeholders including CTEVT and Vocational, Skill Development Training Center, and some training providers.
- Consult with selected municipalities to ensure the modules align with the available public works and local market needs

Specifically,

- To identify core skills in each curriculum (including detailed lesson plan) that need to be delivered.
- To define optimum number of training days, not exceeding 40 days, to impart the theoretical and practical core skills in each module.
- To recommend the split of days between off-site and on-site (on-the job) including a few days of on-site support; and recommend the optimum timing/sequencing of delivery vis-à-vis cash for workdays.
- To Identify which modules would provide complementary skills and therefore could be provided in combination, for example, 25 days of road maintenance+ 15 days of masonry.
- To Produce detailed modules ready for training delivery including list of material required for training
- To compile a list of registered training providers in the 5 trades recommend how to manage them.
- Define minimum standards for the potential training venue also workout on the probability of usages of materials and venue.
- To develop terms of Reference for selection of training providers

To draft criteria for selection of the LGs for the first phase of the training including number of trainees, types of cash for work projects available, venue, and LG interest.

III. Assignment Duration

Total 50 days will be assigned to complete all tasks. The days will be allotted as per follow:

- 24 days for curriculum and module development for all 6 modules.
- 16 days for development of implementation related outputs
- 10 days for module approval process

III. Major Outputs and Final Deliverables of the Assignments:

With the objectives and scope of work, the firm will deliver the following major outputs:

A. Curriculum

1. Developed and Customized curriculum of 6 (5+1) skills and modules for PMEP beneficiaries- (in Nepali language)
2. Developed training manual (training delivery methodology, role of LGs, role of training providers, participant selection criteria) - (in Nepali language)

B. Implementation planning:

1. Mapping of skills training providers in 6 trades by province and should include types of skills trainings provided including length of training, number of people trained by training providers, geographical coverage, capacity of training providers in diverse training areas.
2. Draft of TOR for the Training providers' to deliver all six modules including selection

criteria and requirements.

3. Draft of Training schedule and plan to cover all 59,500 beneficiaries over the project period
4. Draft of Training Monitoring plan.

IV. Qualifications and eligibility of Consulting Firm:

The selection of the Consultant(s) will be based on the evaluation of the following qualifications.

- The consulting firms must have at least 3 years of experiences conducting TVET skills training in Nepal and should have worked in designing, customizing and developing short term skill training and life skills training curriculum.
- The firm requires at least NPR 4 million Average Annual Turnover of Best of 3 Fiscal Year Of Last 7 Fiscal Years
- The consulting firm must have at least 5 (Five) full time employees.
- The consulting firm must have registered in VAT and should have latest tax clearance up to FY 2076/77
- The consulting firm with the experience working with government agencies will get an added advantage.
- The consulting firm should assign the consultants with Master's degree or equivalent, and a minimum of 10 years of relevant professional experience, or equivalent combination of education and experience with experiences conducting training in Vo Skills in relevant trades and life skills training. Experience in design, customize and developed training module/curriculum in the related trades will be an added advantage.
- demonstrated ability to lead policy dialogue at senior levels of government across agencies will be an added advantage.
- Excellent written, communication and presentation skills in English and Nepali.

V. Tentative Timeline for development of both Life Skills and Vocational Skills Training curriculum and module:

Activities Description	Estimated Timeline
Commencement of the service	1 st of August, 2021
Draft modules for initial feedback	On 20 th day of commencement of service
Final modules	On 28 th day of commencement of service
Final drafts all outputs	On 40 th day of commencement of service
Feedback to the draft outputs by PMU	Within 3 days of Draft Final Report
The modules will be presented in Vocational and Skills Development Training Academy (VSDTA) by the consultant for approval process which will be facilitated by PMU. Final modules will be submitted and curriculum will be endorsed	7 Days