

# Pre-Bid Meeting

## Workplace Based Technical Skills Development and Life Skills Training



Ministry of Labour, Employment and Social Security

Prime Minister Employment Program

Youth Employment Transformation Initiative Project

6 July 2023

# Background:

Youth Employment Transformation Initiative (YETI) project “Supports PMEP to improve the employment support services and labor market outcomes of the youth”.

## Project Key Components:

1. Strengthen the **employment promotion systems and services**
2. Improve labor market outcomes of the vulnerable unemployed through efficient delivery of **temporary employment programs** with a “plus” component.
3. Project implementation and its management, capacity building, and M&E.
4. Contingent Emergency Response Component (CERC)

# Background:

## Sub-Component 2.2: Improving the employability of Temporary Employment beneficiaries.

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 ( **Named - Workplace Based Technical Skill Development and Life Skills Training**) is one of the activities under YETI Project procurement.

**Project Target: Employment Oriented Skills Training to 59,500 beneficiaries** over the three Fiscal Year from 2078/079-2080/81, in Public Work Program but .....

**Next F/Y 2080/81: 21000.00 Beneficiaries:** Nepalese youth (female, job seekers, and/or the unemployed)-Beneficiaries who are registered in Local Levels(LLs) for **Cash for Works.(735 LLs Unemployed List, 726 Running Project)**

# Crucial Information on RFP

## Workplace Based Technical Skills Development and Life Skills Training

Issue Date: 27 June 2023 ([www.pmep.gov.np](http://www.pmep.gov.np))

Pre-Bid Meeting: 6 July 2023 at 12:00 noon

Clarifications (Written or Verbal): Till 16 July 2023

Last Proposal Submission Date: 26 July 2023 by 5 P.M.

# Crucial Information on RFP

## Proposal Preparation and Submission Instruction to Consultants (E. Data Sheet)

- ✓ Separate Technical and Financial proposal – To be **sealed Separately** and Enclosed in a outer envelop,
- ✓ Pages of the original Technical and Financial Proposal **shall be initialed** by the same authorized representative of the Consultant who signs the Proposal.

Outer Envelop to be noted with:

**Cluster No:**

**Name of the Trades:**

# Crucial Information on RFP

## (E. Data Sheet)

### Contents of The **Technical** Proposal

10.1	<p><b>The Proposal shall comprise the following:</b></p> <p><b><u>For FULL TECHNICAL PROPOSAL (FTP):</u></b> <b>1<sup>st</sup> Inner Envelope with the Technical Proposal:</b></p> <ol style="list-style-type: none"><li>(1) Power of Attorney to sign the Proposal</li><li>(2) TECH-1</li><li>(3) TECH-2</li><li>(4) TECH-3</li><li>(5) TECH-4</li><li>(6) TECH-5</li><li>(7) TECH-6</li><li>(8) TECH-7</li></ol> <p>( In addition to the documents mentioned Tech-1-6), the following documents are mandatory to submit:</p> <ul style="list-style-type: none"><li>• PAN and VAT Registration with Latest Tax Clearance of FY 2078/79 <i>(Only to be provided by those service providers who have only provided tax submission report of FY 2078/79 but no tax clearance)</i></li><li>• <i>Experience letter or contract to support experience information related to TECH -2B)</i></li></ul>
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# Crucial Information on RFP

(E. Data Sheet)

## Contents of The **Financial** Proposal

- ✓ FIN-1: FINANCIAL PROPOSAL SUBMISSION FORM
- ✓ FIN-2: SUMMARY OF COSTS (1) REMUNERATION AND (2) REIMBURSABLE
- ✓ FIN-3: BREAKDOWN OF REMUNERATION FOR AN EVENT AND CLUSTER
- ✓ FIN-4: BREAKDOWN OF REIMBURSABLE FOR EVENT AND CLUSTER

# Crucial Information on RFP

(E. Data Sheet)

## Contents of The **Technical** Proposal

Technical Proposal format: Full Technical Proposal

- ✓ Only **one proposal per cluster** accepted: either in firms' name or as a part of JV in another proposal
- ✓ Participation of key experts and non key experts in more than one proposal is **accepted**.
- ✓ Proposal Submission: Manual, electronic proposal **shall not** be accepted.
- ✓ Copies of Proposal: **One** Technical and one financial (Original)

# Crucial Information on RFP

## (E. Data Sheet)

Datasheet: 17.7 and 17.9- Important Notes

- ✓ The consultants can submit the proposals for maximum of **five clusters** and can be **selected in maximum for 2 clusters**.
- ✓ Proposals with **no indication of the clusters and trade information will be non-responsive and will be removed from evaluation**.
- For each cluster, separate technical and financial proposals should be submitted.
- ✓ Consultants are **not allowed to bid for partial package** but for a whole clusters and trades specified in Annex 1 of TOR.

# Crucial Information on RFP

## (E. Data Sheet)

### Datasheet: 21.1 –Evaluation Criteria

	<u>Points</u>
(i) <b>Specific experience of the Consultant (as a firm) relevant to the Assignment:</b>	10
(ii) <b>Adequacy and quality of the proposed methodology, and <u>work plan</u> in responding to the Terms of Reference (TORs):</b>	35
(iii) <b><u>Key Experts' qualifications and competence for the Assignment:</u></b>	
a) <i>Position K-1: Main Trainer</i>	8.33
b) <i>Position K-2: Main Trainer</i>	8.33
a) <i>Position K-3: Main Trainer</i>	8.33
b) <i>Position K-4: Main Trainer</i>	8.33
a) <i>Position K-5: Main Trainer</i>	8.33
b) <i>Position K-6: Main Trainer</i>	8.33
<u>or</u>	
<i>(if Main Trainer is not a life skill trainer)  </i>	
c) <i>Life Skills Trainer K7</i>	5
<b>Total points for criterion (iii):</b>	55
Total weight:	100%
<b>Total points for the <u>Four</u> criteria:</b>	<b>100</b>

# Crucial Information on RFP

(E. Data Sheet)

## Datasheet: 21.1 –Evaluation Criteria-

### Work plan, Approach and Methodology Specific

- The Client will assess whether the **proposed methodology** and **work plan** is **clear, responds to the TORs, and is realistic** and implementable.
- The **methodology** should include **method of training delivery, plan for managing logistics, safety provisions** and a clear approach to liaising with the **LLs**.
- The **work plan** should include a timeline and overall **team composition** of technical and non-technical staff that is **balanced** and has an appropriate skills mix;

# Crucial Information on RFP

(E. Data Sheet)

## Work plan and Experts:

- ✓ **Estimated number of trainers/event: 1 Main Trainer and 1 Co-Trainers.**
- ✓ **If main trainer and Co-trainers are not life skills trainer, 2 additional trainers for an event**
- ✓ **List of all key experts should be submitted for a cluster (whole events) along with the CVs.**
- ✓ **For evaluation purpose, only 6 CVs of Main Trainer/and a life skills trainer shall be evaluated which comes in sequence of CVs.**
- ✓ **Depending upon the time gap, a trainer can continue for maximum 3 events for the same or different trade depending upon the relevant experience.**
- ✓ **While evaluating the proposal, adequate time allocated for experts proposed in work plan template are analyzed within maximum time period of 180 days (6 months).**

# Crucial Information on RFP

## (E. Data Sheet)

Work plan Template:

Cluster 1			M1				M2				M3				M4				M5				M6			
Local Level	Group	Trade	w1	w2	w3	w4																				
LL1	G1	Roads																								
LL1	G1	Life skills																								
LL1	G2	Roads																								
LL1	G2	Life skills																								
LL2	G1	Roads																								
LL2	G1	Life skills																								
LL2	G2	Masonry																								
LL2	G2	Life skills																								
LL3	G1	Roads																								
LL3	G1	Life skills																								
LL3	G2	Masonry																								
LL3	G2	Life skills																								
LL4	G1	Roads																								
LL4	G1	Life skills																								
LL4	G2	Plumbing																								
LL4	G2	Life skills																								
LL5	G1	Carpentry																								
LL5	G1	Life skills																								
LL5	G2	Electrical																								
LL5	G2	Life skills																								
LL6	G1	Roads																								
LL6	G1	Life skills																								
LL6	G2	Plumbing																								
LL6	G2	Life skills																								
LL7	G1	Plumbing																								
LL7	G1	Life skills																								
LL7	G2	Electrical																								
LL7	G2	Life skills																								
LL8	G1	Roads																								
LL8	G1	Life skills																								
LL8	G2	Masonry																								
LL8	G2	Life skills																								

  

No. of main trainers by trade			
Trade Name	# of main trainers	# of co-trainer	
Roads			
masonry			
Plumbing			
Electrical			
Carpentry			
Life skills			
<b>No of admin staff</b>			

# Crucial Information on RFP

## (E. Data Sheet)

### Evaluation Sequence:

- ✓ Clusters of Sudurpashim Pradesh
- ✓ Clusters of Karnali Pradesh
- ✓ Clusters of Gandaki Pradesh
- ✓ Cluster of Lumbini Pradesh
- ✓ Clusters of Madhesh Pradesh
- Clusters of Koshi Pradesh
- ✓ Clusters of Bagmati Pradesh

***Unless any technical reasons or circumstances arise, the sequence of evaluation and award will be as mentioned above***

# Crucial Information on RFP

## Contents of The **Technical** Proposal

Required for FTP or STP (v)		FORM	DESCRIPTION	Page Limit
FTP	STP			
v	v	TECH-1	Technical Proposal Submission Form.	2
	"v" if applicable	TECH-1 Attachment	If the Proposal is submitted by a joint venture, attach a letter of intent or a copy of an existing agreement.	2
	"v" if applicable	Power of Attorney	No pre-set format/form. In the case of a Joint Venture, several are required: a power of attorney for the authorized representative of each JV member, and a power of attorney for the representative of the lead member to represent all JV members	1
v		TECH-2	Consultant's Organization and Experience.	
v		TECH-2A	A. Consultant's Organization	5
v		TECH-2B	B. Consultant's Experience	2 (List Only Similar Training Assignments contracted), supporting documents (Such an employment letter or certification, successful performance letter, contract showing the specific experience for the claim etc. should be needed which is not counted for page limit).
v		TECH-3	Comments or Suggestions on the Terms of Reference and on Counterpart Staff and Facilities to be provided by the Client.	2
v		TECH-3A	A. On the Terms of Reference	1
v		TECH-3B	B. On the Counterpart Staff and Facilities	1
v	v	TECH-4	Description of the Approach, Methodology, and Work Plan for Performing the Assignment	8
v	v	TECH-5	Work Schedule and Planning for Deliverables	2
v	v	TECH-6	Team Composition, Key Experts Inputs, and attached Curriculum Vitae (CV)	(Maximum 3 pages of Each CV, Please only include similar assignment conducted)
v	v	TECH-7	Code of Conduct for Experts Form	2
v	v	TECH-8	Sexual Exploitation and Abuse (SEA) and/or Sexual Harassment (SH) Performance Declaration	1

**Important Note:** The proposal pages beyond the specified page limit shall not be evaluated, i.e. pages within the page limit only shall be considered for evaluation.

Q&A ?

Thank you for Your Presence !  
Namaste



**The information(Q&A) will be uploaded in website: [pmep.gov.np](http://pmep.gov.np)**