



Standard Expression of Interest (EOI)

Procurement of Training Provider (For National Consulting Services)

**Issued By:
Secretariat of Foreign Employment Board
Babarmahal, Kathmandu**

29, Paush 2080

Expression of Interest (EOI)

Title of Consulting Services: Skill Development and Entrepreneurship Development Training

Project Name : Skill Development Training Implementation

EOI: FEB-S 2080/081- 3.4

Office Name : Secretariat of Foreign Employment Board

Office Address:*Babarmahal Kathmandu*

Issued on: 29, Paush 2080

**Financing Agency:
Government of Nepal
Ministry of Labour Employment and Social Security
Foreign Employment Board**

Abbreviations

CTEVT	: Council for Technical Education and Vocational Training
CV	: Curriculum Vitae
DO	: Development Partner
EA	: Executive Agency
EOI	: Expression of Interest
GON	: Government of Nepal
MOLESS	: Ministry of Labour Employment and Social Security
NSTB	: National Skill Testing Board
PAN	: Permanent Account Number
PPA	: Public Procurement Act
PPMO	: Public Procurement Monitoring Office
PPR	: Public Procurement Regulation
QCBS	: Quality and Cost Based Selection
TOR	: Terms of Reference
TTP	: Technical Training Provider
VAT	: Value Added Tax
FEB	: Foreign Employment Board

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A. Request for Expression of Interest

Government of Nepal
Ministry of Labour, Employment and Social Security
Secretariat of Foreign Employment Board
Date: 2080/09/29

Name of Project: Skill Development Training Implementation

1. Government of Nepal (GoN), **Ministry of Labour Employment and Social Security Foreign Employment Board** has allocated fund *toward the cost of 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 **Foreign Employment Board Secretariat** lacks necessary human resources and training facilities to implement the training programme. Therefore it is now inviting Expression of Interest (EOI) from eligible consulting firms (“consultant”) to provide the following consulting services.

Tender No. **FEB-S 2080/081- 3.4**

Package	Occupations/ Trade	Number of Trainees	Training Duration (hrs)	Proposed Location (Districts)
FEB-S 3.4.1 2080/081	Plumber Helper	260	160	Dhanusha, Siraha, Mahottari, Jhapa, Morang, Sarlahi, Saptari, Sunsari, Rupandehi, and Rautahat
FEB-S 3.4.2 2080/081	Junior Furniture Maker	240	180	
FEB-S 3.4.3 2080/081	Electrician	240	160	
FEB-S 3.4.4 2080/081	Junior Beautician	260	180	

3. Interested eligible consultants may obtain further information and EOI document free of cost before 14 Magh 2080, 12:00 Noon e-GP system www.bolpatra.gov.np/egp
4. Expressions of interest shall be delivered online through e-GP system www.bolpatra.gov.np/egp on or before 15 Magh 2080, 12:00 Noon.
5. 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.
6. 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.
7. FEB Secretariat will select 3 to 6 consultants for each trade/occupation package based on their ranking.
8. Minimum score to pass the EOI is 60 (sixty) percent.

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.
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 a period of **3 months**. Expected date of commencement of the assignment is after **2.5 months** of the notice publication date.
5. A consultant will be selected in accordance with Quality and Cost Based Selection.
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)*
 - *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 (Form 4(A) & 4(B))*
 - *EOI Form: Qualification of Key Experts (Form 5*
7. 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.
8. 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.
9. 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.
10. Prescribed sequence while submitting additional documents:
 - i) Mandatory Documents
 - ii) Past Experiences
 - iii) Office Setup, classroom and lab photos
 - iv) Tools and equipment lists
 - v) Experts CV and documents

C. Objective of Consultancy Service or Brief TOR

**Terms of Reference (TOR)
For Technical Training Providers
To provide Skill Development Training.**

1. Background

- 1.1 The Foreign Employment Board (FEB) has allocated its funds to provide short-term skill development training for returnee migrants and the families of migrant workers for fiscal year 2080/081. The aim of the program is to equip targeted individuals with skills so that they can either join in wage employment or create their own self-employment through developing enterprises. The Foreign Employment Board is lacking the necessary human resources and training facilities to execute the training programme. The FEB Secretariat is seeking qualified Technical Training Providers (TTPs) to carry out the programme.
- 1.2 FEB intends to provide training to the families of migrant workers who have little or no previous experience in the occupation. In order to accomplish the approved programs, the FEB secretariat wants to make TTPs more responsible to facilitate them in gainful employment opportunities.
- 1.3 In compliance with the PPMO Guidelines, the Technical Training Providers' selection will be based on quality and cost-based selection (QCBS).

2. Scope of Work

- 2.1 The Consulting Service's main aim is to provide quality skill training services to the targeted beneficiaries. The proposed skills training is specifically designed and developed based on the labor market and skills demand in the country.
- 2.2 As planned by FEB, the training package will offer short-term skill training to 1000 migrant returnee and families of migrant workers in fiscal year 2080/081. An additional 15 hours of Financial Literacy or Entrepreneurship Development training will be provided to enhance their entrepreneurship skills. The training should be conducted in accordance with the prescribed curriculum approved by FEB.
- 2.3 The training occupations and geographic coverage for services provided by this program are listed below.

Package	Occupations/ Trade	Number of Trainees	Training Duration (hrs)	Proposed Location (Districts)
FEB-S 3.4.1 2080/081	Plumber Helper	260	160	Dhanusha, Siraha, Mahottari, Jhapa, Morang, Sarlahi, Saptari, Sunsari, Rupandehi, and Rautahat
FEB-S 3.4.2 2080/081	Junior Furniture Maker	240	180	
FEB-S 3.4.3 2080/081	Electrician	240	160	
FEB-S 3.4.4 2080/081	Junior Beautician	260	180	

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- 2.4 After completing the training, TTPs are required to provide a set of tools and equipment support to the trainees, which will be reimbursed by the FEB.
- 2.5 It is the responsibility of TTPs to ensure that the training standards are met in accordance with the curriculum.
- 2.6 The service contract period may vary from occupation to occupation and should be accomplished within the agreed time period.
- 2.7 A reliable internal monitoring and supervision mechanism will be established by the TTPs during the training delivery period. FEB will conduct regular monitoring of training activities.
- 2.8 FEB will conduct the onsite visit of the training center of the EOI submitting firm/company/organization.
- 2.9 A maximum of 300 trainees will be assigned to one Technical Training Provider.
- 2.10 FEB may add or reduce the proposed number of trainees as per the requirement of the training arrangements.
- 2.11 All submitted documents should be notarized.
- 2.12 FEB reserves the right to accept or reject the EOI application without mentioning any reason.

3. Role of FEB

- 3.1 Provide necessary and relevant information to TTPs and trainees.
- 3.2 Publish one time Call for Application for potential trainees in national daily.
- 3.3 Conduct nationwide publicity campaign through different media for vocational skill training.
- 3.4 Ensure the trainee selection process is in accordance with the training manual.
- 3.5 Ensure quality of training through regular monitoring.

4. Role of TTPs

- 4.1 Reach out returnee and aspiring target group in proposed location.
- 4.2 Select candidates according to the training implementation manual.
- 4.3 The trainee selection committee must comprise of trainer of related trade, Employment coordinator, representative of local government and representative of TTPs.
- 4.4 Trainees must be selected based upon economic status, education, experience and interest. Priority will be provided to socially backward, resident of rural districts, poor economic condition.
- 4.5 Trainees must be aged of between 18-40 years
- 4.6 TTPs must have a coordinator dedicated to overall FEB training who will be responsible for timely reporting and database management.
- 4.7 Ensure adequate training facilities are available including separate workstations for each trainee for theory and practical sessions.
- 4.8 Must have insurance for each trainee for workplace injury and health related injury.
- 4.9 Must enter trainees' data and training activities in FEB's Training Management Information System (TMIS) within 7 days of the training start date.
- 4.10 TTPs should have at least one main trainer and one assistant trainer with the required qualification and experience for proposed each group of 20 trainees. The number of participants for a batch is 20.

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4.11 TTPs must provide the necessary physical infrastructure, tools and equipment for training.

5. Key Experts and Support Staffs

5.1 Qualifications for the instructors

S. No.	Key Experts	Minimum Qualification and Experience
1.	Main Trainer	As mentioned in curriculum ¹
2.	Co-trainer/assistant trainer	With the same qualification as the main trainer or as per the curriculum
Support Staff		
1	Training Coordinator	Bachelor's Degree with 3 years of working experience
2	Monitoring Officer	Bachelor's Degree with 3 years of working experience
3	Data-base Operator	10+2 with computer training.

5.2 Academic documents and other supporting documents should be attached with the bio data or curriculum vitae.

5.3 The proposed key staff cannot be replaced once they have been assigned.

6. Monitoring and Reporting

6.1 Registration, enrollment of trainees and submission of the inception report to FEB's Training Management Information System (TMIS) must be completed within 7 days of the commencement of the training.

6.2 Training completion report including trainees' attendance should be submitted to FEB's Training Management Information System (TMIS) within 10 days of completion of assignment.

6.3 TTPs will be responsible for regular monitoring and reporting. The ministry, Local Government, labor offices and Migrant Resources Centre may conduct monitoring during the training.

7 Eligibility and Experience

7.1 It is required that the training organization has been registered with the Office of Company Registrar for at least 7 years and has experience in training implementation.

7.2 The average turnover for the last three fiscal years (2077/078 to 2079/080) should be at least 4.5 million (forty-five lakhs).

7.3 The organization must be affiliated with CTEVT for the proposed occupations.

¹ For training curricula, please visit our website at feb.gov.np

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7.4 The experience will be counted from FY 2073/074 to FY 2079/080. Experience details should be supported by letters from funding agencies.

Experience Details:

SN	Experience Type	Details
1	General Experience	- Experience in conducting training for at least 160 hours in any occupation. - Number of trainees who passed the skilled test certified by NSTB.
2	Specific Experience	Experience in conducting training for proposed trades/occupations with a duration of at least 160 hours.
3	Entrepreneurship /financial Literacy experience	Experience conducting entrepreneurship and financial literacy training.

8 Self- Declaration and Code of Ethics

The self-declaration and commitments letter as per following table shall be signed by an authorized person of the firm and shall be stamped by the company's seal.

1	Declaration of Understanding of TOR
2	Declaration of non-conflict of interest
3	Declaration of not included in suspension or sanction list
4	Commitments for Code of Ethics and for Adherence to Anti-Corruption Policy

9 Deliverables

An approximately 1000 returnee migrants and the family member of migrant workers will receive skill training.

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D. Evaluation of Consultant's EOI Application

Consultant's EOI application which meets the eligibility criteria will be ranked on the basis of the ranking criteria in listed training packages separately.

i) Eligibility & Completeness Test (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 for the occupation, Along with Renewal for 080/081 (Mandatory)	
Value Added Tax (VAT) Registration Certificate (Mandatory)	
Tax Clearance Letter for FY 2079/080 (Mandatory)	
Average annual transaction minimum 45 lakhs (2076/077 to 2078/079) (Mandatory)	
Self-declaration letter indicating the understanding of TOR, no conflict of interest with the procurement process and TOR, and declaration of not being blacklisted or convicted of fraudulent activities or corruption while doing consulting services (Mandatory)	
EOI Form 1: Letter of Application	
EOI Form 2: Applicant's Information Form	
EOI Form 3: Experience (3(A) 3(B) and 3(c))	
EOI Form 4: Capacity (4(A) and 4(B))	
EOI Form 5: Qualification of Key Experts	

Note: In case of a natural person or firm/company/institution which is already declared blacklisted and ineligible by the GoN, any other new or existing firm/company/institution owned partially or fully by such natural person or Owner or board of director of blacklisted firm/company/institution shall not be eligible consultant.

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<u>ii) EOI Evaluation Criteria</u>	<u>Insert Minimum Requirement if Applicable</u>	Max Score	<u>Score [Out of 100%]</u>
A. Qualification			
<i>Qualification of Key Experts</i>	As per TOR	10	30 %
<i>Experience of Key Experts</i>	As per TOR	20	
B. Experience			
<i>General experience of consulting firm within last 7 years.</i>		10	50 %
<i>Specific experience of consulting firm within last 7 years.</i>		30	
<i>Experience in conducting training in the proposed location.</i>		10	
C. Capacity			
<i>Financial Capacity</i>		10	20 %
<i>Infrastructure</i>		5	
<i>equipment related to the proposed assignment</i>		5	

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.

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

1. Letter of Application

Date:

Sir/Madam,

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assignment resulting from our work product under this assignment, our firm, 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 is complete, true and correct in every detail.

Signed:

Name:

For and on behalf of (name of Applicant):

Seal of organization:

Date:

2. Applicant's Information Form

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:

(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: Experience

(Details of assignments undertaken. Each consultant must fill in this form.)

3 (A). General Work Experience

(Details of assignments undertaken.)

S. N.	Trades/ Occupations	Number of Trainees Trained	Number of Skill Test Appeared Trainees	Funding Organization/ client (write full name and address)	Value of contract	Year completed	Training location (Districts)
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.

3(B). Specific Experience

Details of similar assignments (proposed training) 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:
<div style="border: 1px solid black; height: 100px; margin-top: 10px;"></div>	

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: _____

3(C). Geographic Experience

Experience of working in similar geographic region

No	Name of the Project/Skill Training	Location (District)	Execution Year and Duration
1.			
2.			
3.			
4.			

(Please insert more rows as necessary)

Form 4: Capacity

4(A). Financial Capacity

Average Turnover	
Fiscal Year	Amount NRs
FY 2076/077	
FY 2077/078	
FY 2078/079	
Three year's Average	

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

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

Please indicate the availability of infrastructure

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

List of Available Tools, Equipment and Materials required 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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Form 5: Key Experts *(Include details of Key Experts only)*

SN	Name	Position	Highest Qualification	Work Experience (in year)	Specific Work Experience (in year)	Trainer for	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.*

FORMAT OF CURRICULUM VITAE (CV) FOR PROPOSED PROFESSIONAL STAFF

Proposed Position: _____

Name of Consultant: _____

Name of Staff: _____

Profession: _____

Date of Birth: _____

Years with Consultant/Entity: _____ Nationality: _____

Membership in Professional Societies: _____

Detailed Tasks Assigned: _____

Key Qualifications:

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

Education:

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

Employment Record:

[Starting with present position, list in reverse order every employment held. List all positions held by

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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: _____