



मिति २०८२/१०१२ क गत
 शिक्षालय एडमिसन
 प्रक्रिया त

बागमती प्रदेश सरकार
 युवा तथा खेलकुद मन्त्रालय
 प्रदेश युवा परिषद्
 हेटौंडा, मकवानपुर



आशयपत्र पेश गर्ने सम्बन्धी सूचना

(प्रथम पटक प्रकाशित मिति: २०८२।१०।२६)

प्रस्तुत विषयमा यस प्रदेश युवा परिषद् बागमतीको स्वीकृत वार्षिक कार्यक्रम अनुसार प्रदेश भित्रका युवाहरूलाई सीपमूलक तालिम कार्यक्रम (EOI No. PYC-VST-CS-2082/083-1) संचालन गर्ने प्रयोजनार्थ इच्छुक योग्य तालिम प्रदायक संस्थाहरूको संक्षिप्त सूची तयार गर्नका लागि विद्युतीय माध्यमबाट आशयपत्र पेश गर्ने सम्बन्धी विस्तृत सूचना प्रदेश युवा परिषद्को वेबसाईट pyc.bagamati.gov.np र सार्वजनिक खरिद अनुगमन कार्यालयको वेबसाईट e-GP System www.bolpatra.gov.np/egp मा प्रकाशित गरिएको छ । थप जानकारीका लागि प्रदेश युवा परिषद्को कार्यालय वा फोन नं ०५७-५२०२०६, ९८५५०९९२०७ मा सम्पर्क गर्न सकिनेछ ।

कार्यालय प्रमुख



EXPRESSION OF INTEREST (EOI)

Title of Consulting Service: Skill-based training for youth within the Bagamati Province (Fiscal Year 2082/083)

Method of Consulting Service: National

Project Name : Skill-based training for youth within the Bagamati Province (Fiscal Year 2082/083)

EOI : PYC-VST-CS-2082/083-1

Office Name: Province Youth Council, Bagamati

Office Address: Hetauda, Makawanpur Makwanpur

Funding agency : Government Budget



Acronym	Full Form
ToR	Terms of Reference
PYC	Province Youth Council
TTPs	Technical Training Providers
CTEVT	Council for Technical Education and Vocational Training
NSTB	National Skill Testing Board
EOI	Expression of Interest
VST	Vocational Skill Training
QCBS	Quality and Cost-Based Selection
MOYS	Ministry of Youth and Sports
VAT	Value Added Tax
PAN	Permanent Account Number
TOT	Training of Trainers
FY	Fiscal Year
NRs.	Nepalese Rupees
SN	Serial Number



Table of Contents

Section I.	A. Request for Expression of Interest	4
Section II.	B. Instructions for submission of Expression of Interest	6
Section III.	C. Objective of Consultancy Services or Brief TOR	8
Section IV.	D. Evaluation of Consultant's EOI Application	13
Section V.	E. EOI Forms and Formats	16

		4
		6
		8
		13
		16



A. Request for Expression of Interest

Request for Expression of Interest

Government of Nepal (GoN)



Name of Employer: Province Youth Council, Bagamati

Date: 09-02-2026 06:00

Name of Project: Skill-based training for youth within the Bagamati Province (Fiscal Year 2082/083)

1. Government of Nepal (GoN) has allocated fund toward the cost of Skill-based training for youth within the Bagamati Province (Fiscal Year 2082/083) and intend to apply portion of this fund to eligible payments under the Contract for which this Expression of Interest is invited for National consulting service
2. The Province Youth Council, Bagamati now invites Expression of Interest (EOI) from eligible consulting firms ("consultant") to provide the following consulting services: The Bagamati Province Government has allocated funds to the Province Youth Council (PYC), Bagamati. These funds are specifically designated for the implementation of the "Short-Term Vocational Skill Training for Youths in Bagamati Province" project. The initiative is designed to address the need for marketable skills among the youth population, providing them with professional training that adheres to the standards set by the Council for Technical Education and Vocational Training (CTEVT). By engaging competent National consulting firms and Technical Training Providers (TTPs), the Council seeks to bridge the gap between unemployment and industrial demand within the province. The strategic intent of this assignment extends beyond basic instruction to include formal recognition of the skills acquired by the participants. This is achieved by preparing trainees for rigorous skill testing conducted by the National Skill Testing Board (NSTB), which ensures that the training meets recognized national benchmarks. For the fiscal year 2082/083, the program has set a target to train approximately 260 individuals. The project is structured to be intensive and efficient, with an expected commencement in April 2026 and a total implementation duration of three months. Targeting the most vulnerable segments of the population, the project focuses on youths aged between 18 and 40 who are permanent residents of Bagamati Province. The selection process is meticulously designed to prioritize applicants based on their economic status, educational background, and demonstrated interest, with a specific focus on those from socially backward regions and rural districts. By focusing on sectors such as Hospitality, Agriculture, Service, Garment, and Construction, the program aims to foster self-employment and professional growth in key economic areas.
3. Interested eligible consultants may obtain further information and EOI document free of cost at the address Province Youth Council, Bagamati, Province Youth Council, Bagamati Hetauda, Makawanpur Makawanpur Bagmati Province Nepal during office hours on or before 24-02-2026 12:00 or visit e-GP system www.bolpatra.gov.np/egp or visit the client's website <https://pyc.bagamati.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 on or before 24-02-2026 12:00
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 40.0 %, Experience 50.0 %, 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 60



B. Instructions for Submission of Expression of Interest

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 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/ 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 3 Months. Expected date of commencement of the assignment is 12-04-2026.
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 by electronically only 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

1. Objective of Consultancy Services or Brief TOR



Government of Bagmati Province
Ministry of Youth and Sports
Province Youth Council, Bagamati
Hetauda, Makwanpur

TERMS OF REFERENCE (ToR)

Skill-based training for youth within the Bagamati Province
(Fiscal Year 2082/083)
(EOI Number: PYC-VST-CS-2082/083-1)

1. Background

1.1 Introduction The Government of Bagamati Province has allocated funds to the Province Youth Council (PYC), Bagamati. These funds are specifically designated for the implementation of the "Short-Term Vocational Skill Training for Youths in Bagamati Province" project. The initiative is designed to address the need for marketable skills among the youth population, providing them with professional training that adheres to the standards set by the Council for Technical Education and Vocational Training (CTEVT). By engaging competent National consulting firms and Technical Training Providers (TTPs), the Council seeks to bridge the gap between unemployment and industrial demand within the province.

The strategic intent of this assignment extends beyond basic instruction to include formal recognition of the skills acquired by the participants. This is achieved by preparing trainees for rigorous skill testing conducted by the National Skill Testing Board (NSTB), which ensures that the training meets recognized national benchmarks. For the fiscal year 2082/083, the program has set a target to train approximately 260 individuals. The project is structured to be intensive and efficient, with an expected commencement in April 2026 and a total implementation duration of three months.

Targeting the most vulnerable segments of the population, the project focuses on youths aged between 18 and 40 who are permanent residents of Bagamati Province. The selection process is meticulously designed to prioritize applicants based on their economic status, educational background, and demonstrated interest, with a specific focus on those from socially backward regions and rural districts. By focusing on sectors such as Hospitality, Service, Garment, and Construction, the program aims to foster self-employment and professional growth in key economic areas.

1.2 Objectives The primary objective is to provide vocational skill development training to the youths of Bagamati Province, preparing them for certification by the NSTB. The PYC plans to conduct training for **260 trainees** during the fiscal year 2082/083.

1.3 Assignment Schedule

- **Commencement Date:** Scheduled to begin in April 2026.
- **Duration:** The assignment will span 3 months.

2. Scope of Work

The selected Technical Training Providers (TTPs) shall be responsible for the following activities:

1. Training Implementation and Methodology

- **Selection Method:** TTPs will be selected using the Quality and Cost-Based Selection (QCBS) method in accordance with the Public Procurement Act, Regulations and Vocational Skill Training Program conduction Directives, 2080 "सीपमूलक तालिम कार्यक्रम सञ्चालन कार्यविधि, २०८०" of Government of Bagmati Province.
- **Curriculum Adherence:** All training must follow the curriculum prescribed by the Council for Technical Education and Vocational Training (CTEVT) or as prescribed by PYC.
- **Training Duration:** Programs must be conducted for either 160 or 390 hours as dictated by the specific trade curriculum.
- **Execution Locations:** TTPs must conduct training programs in the specific packages at locations assigned by the Province Youth Council (PYC).

2. Trainee Selection and Management

- **Target Group:** Youths aged between 18–40 years who are residents of Bagmati Province.
- **Selection Criteria:** Trainees must be selected based on economic status, education, experience, and interest.
- **Priority Groups:** Priority must be given to applicants with lower economic status, those from socially backward backgrounds, and residents of rural districts.
- **Social Marketing:** TTPs are responsible for coordinating with local levels and stakeholders for proper social marketing and selection.

3. Skill Testing and Certification

- **NSTB Coordination:** TTPs must prepare trainees for skill testing by the National Skill Testing Board (NSTB) for 390 hours training.
- **Testing Requirement:** Skill testing is mandatory for the 390-hour training programs.

4. Technical Resources and Staffing

- **Facilities:** TTPs must provide adequate training facilities, including workstations equipped with proper tools and equipment for practical sessions.
- **Key Personnel:** Each training event (20 trainees per event) must be staffed with one Main Trainer (NSTB Level 2 + TOT) and one Co-Trainer (NSTB Level 1 + TOT).
- **Management Team:** The project must include a dedicated Training Coordinator, Monitoring Officer, and Database Officer.

5. Monitoring and Reporting

- **Internal Monitoring:** TTPs must establish a reliable internal monitoring and supervision mechanism throughout the agreement period.
- **Data Submission:** All training-related data must be provided to the PYC in the prescribed format.
- **External Oversight:** TTPs must facilitate monitoring visits from the PYC, Ministry of Youth and Sports, the Office of the Chief Minister and concerned local levels.

3. Package Details and Sectors

TTPs are allowed to compete in a maximum of **2 sectors** and train a maximum of **100 trainees** in total. Only three to six consultants will be selected for RFP stage in each packages.

Package Number	Sector	Trade/Occupation	Trainees	Training duration	Skill Test
VST-1.1	Service	Beautician	40	390 Hours	Yes
		Montessori	40	390 Hours	Yes
VST-1.2	Hospitality and Tourism	Barista	60	160 Hours	No
		General Cook	40	160 Hours	No
VST 1.3	Garment and Textile	Tailoring	40	390 Hours	Yes
VST 1.4	Construction	Electrician	40	160 Hours	No

4. Eligibility Criteria

4.1 Mandatory Documents:

- Company Registration with at least 7 years of standing.
- VAT/PAN Registration document.
- CTEVT Affiliation in proposed occupation & Renewal for FY 2082/83.
- Tax Clearance Certificate for recent three fiscal years (up to 2081/82).
- Average Annual Turnover of at least NRs. 5 million over the last 3 years.
- Experience in training **5,000 trainees** in the last 7 fiscal years.
- All documents submitted must be notarized and clear to read.
- Self Declaration Letter and code of ethics: TTPs must submit self-declaration and commitment letter containing following declaration and shall be signed by authorized personnel of the firm and shall be stamped by the company's seal.

1	Declaration of clear 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

5. Human Resources Requirements

TTPs must provide the following key experts:

Position	Minimum Qualification	Experience	Remarks
Main Trainer	NSTB Level 2 + TOT or equivalent	5 years	One for each 20 trainees proposed
Co-Trainer	NSTB Level 1 + TOT or equivalent	5 years	One for each 20 trainees proposed
Training Coordinator	Bachelor's Degree	3 years in relevant sector	One for overall assignment
Monitoring Officer	Bachelor's Degree	3 years in relevant sector	One for overall assignment
Database Officer	10+2 with Computer Training	3 years in relevant sector	One for overall assignment

6. Experience of TTPs

- Experience of the TTPs will be counted from FY 2075/076 to FY 2081/082. Experience details must be sustained by letters from funding agencies/donors.

- Only experience letters will be counted as work experience. Contracts, Work orders, running work certificates, bills, etc. will not be considered as experience letters:

SN	Experience Type	Details
1	General Experience	Experience of conducting 160 hours or more training in any occupation and skill test experience from NSTB
2	Specific Experience	Experience of conducting 160 hours or more training in proposed sector and skill test experience from NSTB
3	Geographical Experience	Experience of training conduction in districts of Bagamati Province

7. Deliverables

1. **Training Implementation Plan:** A comprehensive plan detailing the methodology, curriculum, and schedule for conducting the vocational skill training programs in the selected sectors. Submission of the training implementation plan is must prior to the commencement of training.
2. **Training Sessions and Attendance Records:** TTPs must conduct vocational training sessions as per the assigned packages and sectors. TTPs must maintain and submit detailed attendance records of all trainees throughout the training period.
3. **Skill Testing and Certification Preparation:** TTPs must prepare trainees for skill testing by the National Skill Testing Board (NSTB) for 390 hours. A skill test report must be submitted along with the skill test preparation activities and skill testing record.
4. **Final Training Report:** A comprehensive final report upon completion of the training program, including the outcomes of the training, the success rate of trainees in skill testing, and feedback from trainees and trainers. The report should also include an assessment of trainees' readiness for employment or self-employment in their respective sectors.

8. Evaluation Criteria

EOI applications will be ranked based on:

- **Qualification:** 30.0%
- **Experience:** 60.0%
- **Capacity:** 10.0%
- **Minimum Pass Score:** 60 points.





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	
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	EOI Form 6: Information on Proposed Sectors	
10	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.	
11	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 and Experience of Main Trainer	NSTB Level 2 + TOT or equivalent and 5 years of specific experience
2	Qualification and Experience of Co-Trainer	NSTB Level 1 + TOT or equivalent and 5 years of specific experience
3	Qualification and Experience of Training Coordinator	Bachelor's Degree and experience of 3 years in relevant sector
4	Qualification and Experience of Monitoring Officer	Bachelor's Degree and experience of 3 years in relevant sector
5	Qualification and Experience of Database Officer	10+2 or higher with computer training and three years of experience

Score: 40.0

B. Experience

Sl. No.	Criteria	Minimum Requirement
1	General Experience of consulting firm	Experience of conducting 160 hours or more training in any occupation and skill test experience from NSTB
2	Specific experience of consulting firm within last 7 years.	Experience of conducting 160 hours or more training in proposed sector and skill test experience from NSTB
3	Similar Geographical experience of consulting firm	Experience of training conduction in districts of Bagamati Province

Score: 50.0



C. Capacity

Sl. No.	Criteria	Minimum Requirement
1	Financial Capacity.	Average Annual Turnover of at least NRs. 5 million over the last 3 years.
2	Infrastructure/equipment related to the proposed assignment.	Adequate tools, equipment available

Score: 10.0

Minimum score to pass the EOI is: 60

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

A handwritten signature or scribble in black ink, consisting of several connected, fluid strokes.



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):



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.)

A handwritten signature in black ink, consisting of a series of loops and a long horizontal stroke extending to the right.



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.						



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.			

A handwritten signature or scribble in black ink, located at the bottom right of the page.



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.		

A handwritten signature or scribble in black ink, consisting of several connected loops and a long horizontal stroke.

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)

[Handwritten signature]

Experience: _____

Nationality: _____

Standard EOI Document



6. Information on Proposed Sectors

(Provide details on the Sectors the TTP is proposing.)

SN	Proposed Packages	Occupations	Number of trainees

(Please insert more rows as necessary)

Signed:

Name of Authorized Representative:

Name of Firm:

Stamp:

A handwritten signature in black ink, consisting of several loops and a long horizontal stroke extending to the right.