



**Standard Expression of Interest
(EOI) for Shortlisting of Consultants
and Consulting Services**

**Procurement of Training Provider
(For National Consulting Services)**

**Issued By:
Bagamati Province Government
Ministry of Social Development
Province Youth Council
Hetauda, Makwanpur**

16, Magh 2080



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Abbreviations

CV	: Curriculum Vitae
DO	: Development Partner
DYC	: District Youth Committee
EA	: Executive Agency
EOI	: Expression of Interest
FEB	: Foreign Employment Board
GON	: Government of Nepal
MOSD	: Ministry of Social Development
NSTB	: National Skill Testing Board
PAN	: Permanent Account Number
PPA	: Public Procurement Act
PYC	: Province Youth Council
PPR	: Public Procurement Regulation
TOR	: Terms of Reference
TTP	: Technical Training Provider
VAT	: Value Added Tax
VSDTA	: Vocational and Skill Development Training Academy
CTEVT	: Council for Technical Education and Vocational Training



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1. Instructions for submission of Expression of Interest

1. 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*).
2. This expression of interest is open to all eligible *company/ organization*.
3. Separate EOI document should be submitted for each sector proposed.
4. The assignment has been scheduled for a period of *3 months*. Expected date of commencement of the assignment is *Second Week of Chaitra 2080*.
5. A Consultant will be selected in accordance with the *QCBS* method.
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)*
 - *EOI Form: Key Experts List (form 5)*
7. 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.
8. The Expression of Interest (EOI) document must be duly completed and submitted *by hand in sealed envelope*.
9. The sealed envelope shall be clearly marked as "EOI Application for Short-listing for the *Skill Development Training*". The Envelope shall also clearly indicate the *name and address of the Applicant*.
10. The completed EOI document must be submitted on or before the date and address mentioned in the **Notice published by PYC**. 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.



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2. Objective of Consultancy Services or Brief TOR

Background

2.1 Through the Province Youth Council (PYC), the Ministry of Social Development of the Bagmati Province Government plans to offer skill development programs to underprivileged youth in the fiscal year 2080–081. The program's objective is to provide young people with the necessary skills so that they can either find jobs or start their own businesses by developing their own enterprises, either individually or in groups. Due to a paucity of personnel and facilities to deliver this training as well as a geographical restriction that prevents it from being conducted outside of the MOSD-approved training facilities in Bagmati Province, PYC is contracting these programs to be administered in other places through qualified TTPs. PYC has planned to impart vocational training to at least 3500 youths in the fiscal year 2080/081.

Sectors:

- a) Construction Sector
- b) Agricultural Sector
- c) Hotel Management and Tourism Sector
- d) Service Sector
- e) Tailoring and Garment Sector
- f) Information and Technology Sector
- g) Others Sector

PYC will finalize the training occupation and number of trainees sector and occupation wise along with training districts during the RFP stage.

- 2.2 PYC sought to conduct training programs through qualified Technical Training Providers to carry out the task with the highest possible quality.
- 2.3 In compliance with the PPMO Guidelines, the Technical Training Providers will be chosen using quality and cost-based selection (QCBS). The Technical Evaluation will have 80% weightage and financial evaluation will have 20% weightage.
- 2.4 These TORs offer guidance to aspirant TTPs regarding the range of tasks and outputs.
- 2.5 The assignment will be implemented in line to the Skill Training Program Operating Procedure, 2080 drafted and implemented by Ministry of Social Development, Bagmati Province.

3. Scope of Work

- 3.1 The primary goal of this assignment is to offer young people in Bagmati Province high-quality skill development training that adheres to the CTEVT/VSDTA/FEB approved standard curriculum.
- 3.2 TTPs will be in charge of providing training services in the sectors that have already been chosen at the training sites that PYC has designated.
- 3.3 TTPs must conduct skill test from National Skill Testing Board in select occupations.
- 3.4 The training periods will vary as per the curriculum (a detailed list of curricula along with trainee numbers will be published during RFP stage), with a standard theoretical 20% and practical 80% ratio.
- 3.5 The training venue and any other conditions specified by the curriculum must be fulfilled.
- 3.6 TTPs are required to set up internal oversight and monitoring systems while implementing training.
- 2.6 The training activities have to be finished by Ashad's second week in 2081.



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Minimum eligibility criteria for selection of TTPs

The TTPs must fulfill the following eligibility criteria to be shortlisted for the EOI.

SN	Description	Criteria	Remarks
1	Registration	Registered in Office of company Registrar with 7 years of standing and renewed for current fiscal year	
2	VAT registration	Registered for Value Added Tax (VAT) at Inland Revenue Department	
3	Affiliation	Affiliated in Council for Technical Education and Vocational Training (CTEVT) and renewed for fiscal year 2080/081	
4	Average Annual Turnover	Average Annual Turnover of last three fiscal years (2077/078, 2078/079 and 2079/080) at least NRs. 5 million	
5	Experience	Experience of conducting vocational skill training	

The minimum eligibility criteria for the technical training providers will be as per the Skill Training Program Operating Procedure, 2080 by Ministry of Social Development, Bagmati Province.

- .. A business, firm, or organization or a joint venture can submit EOI.
- 3.2 The associated training organization must possess training implementation experience and be registered with the Office of the Company Registrar for a minimum of seven years. Experience will only be considered between FY 2073/074 and FY 2079/080.
- 3.3 Every document that is submitted needs to be notarized.
- 3.4 Training locations will be as prescribed by the District Youth Committees (as per the demand of local levels).
- 3.5 The District Youth Committee will designate the training sites (in accordance with local level demands). PYC may conduct the onsite visit of the training center of the EOI submitting firm/company/organization.
- 3.6 PYC retains the right, with or without a justification, to accept or reject the EOI application.
- 3.7 In order to be selected in the proposed sector, the firm needs to be affiliated to CTEVT.
- 3.8 In terms of physical infrastructure, the organization should have an office building with a map of its location, a classroom with a capacity of 10 m², a workshop with a capacity of 30 m² for one group of trainees, and the tools, equipment, and training materials needed for the training.
- 3.9 For every proposed group of 20 trainees, the training provider should have a minimum of one main trainer and one assistant trainer with the necessary credentials and expertise. During the EOI stage, only 10 trainers' cv and academic documents should be proposed.
- 3.10 A curriculum vitae or biodata should be supplied, together with academic records and other supporting documentation (if from foreign educational institutions, these should be equivalent to those from the Nepali government) and other supporting documentation.

Qualifications for the instructors will be as follows:

S. No.	Position	Minimum Qualification
1.	Main Trainer*	Diploma in Relevant occupation or training/experience or Level II in relevant trade with TOT
2.	Co-trainer*	Level I in relevant trade

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

3.11 TTPs must propose qualified support staffs as mentioned below:

S. No.	Support staffs	Minimum Qualification
1	Training Coordinator	Bachelor's or Equivalent
2	Monitoring Officer	Bachelor's or Equivalent
3	District Coordinator	Bachelor's or Equivalent

3.12 While counting the experience of TTPs, experiences within last seven years fiscal year 2073/074 to 2079/080 will be taken into consideration. (Company, organization, or firm). In the case of the Joint Venture, it will be as per the prevailing public Procurement Act.

3.13 Experience Details:

SN	Experience Type	Details
1	General Experience	- Experience of conducting training in any occupation in at least 160 hours for occupations - Number of trainees skilled test passed certified by NSTB
2	Specific Experience	Experience of conducting training in occupations proposed

Experience details should be sustained by letters from funding agencies, along with letters from NSTB.

3.14 The TTP should maintain the daily attendance of the trainers and trainees.

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

3. 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 sectors 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)	Yes/No
Copy of certificate of Council for Technical Education and Vocational Training (CTEVT) affiliation, Along with Renewal for 080/081 (Mandatory)	Yes/No
Value Added Tax (VAT) Registration Certificate (Mandatory)	Yes/No
Tax Clearance Certificate for FY 2079/080 (Mandatory)	Yes/No
Average annual transaction minimum 50 lakhs (2077/078 to 2079/080) (Mandatory)	Yes/No
Self-declaration letter indicating the understanding of TOR, no conflict of interest with the procurement process and TOR, and declaration of not being blacklisted or convicted of fraudulent activities or corruption while doing consulting business (Mandatory)	Yes/No
EOI Form I: Letter of Application	Yes/No



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i) Eligibility & Completeness Test (EOI will be rejected if required documents mentioned in this section are not submitted)	Compliance
EOI Form 2: Applicant's Information Form	Yes/No
EOI Form 3: Capacity	Yes/No
EOI Form 4: Experience (4(A) and 4(B) 4(B))	Yes/No
EOI Form 5: Qualification of Key Experts	Yes/No

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

ii) EOI Evaluation Criteria	Insert Minimum Requirement if Applicable	Score [Out of 100%]
A. Qualification		60%
B. Experience		25%
C. Capacity		15%

Note: In case, a corruption case is being filed to Court against the Natural Person or Board of Directors of the firm/institution/company or any partner of JV, such Natural Person or Board of Director of the firm/institution/company or any partner of JV, such firm's or JV EoI shall be excluded from the evaluation, if public entity receives instruction from Government of Nepal.



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4. 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



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1. Letter of Application

(Letterhead paper of the Applicant or partner responsible for a joint venture, including full postal address, telephone no., fax and email address)

Date:

To,

Full Name of Client: _____

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 notarized 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.
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 business



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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, 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):



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2. Applicant's Information Form

(In case of joint venture of two or more firms to be filled separately for each constituent member)

1. Name of Firm/Company:
2. Type of Constitution (*Partnership/ Pvt. Ltd/Public Ltd/ Public Sector/ NGO*):
3. Date of Registration / Commencement of Business (*Please specify*):
4. Country of Registration:
5. Registered Office/Place of Business (including CTEVT affiliation):
6. Telephone No; Fax No; E-Mail Address:
7. Tax Clearance Certificate year or time extension year:
8. Name of Authorized Contact Person / Designation/ Address/Telephone:
9. Consultant's Organization (including Organogram):
10. Total number of staff:
11. Number of regular professional staff:
12. CTEVT affiliation number and Renewal Date:

(Provide Company Profile with description of the background and organization of the Consultant and, if applicable, for each joint venture partner for this assignment.)




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3. Experience

3(A). General Work Experience

(Details of assignments undertaken. Each consultant or member of a JV must fill in this form.)
Experience will be counted from fiscal year 2073/074 to fiscal year 2079/080.

S. N.	Name of assignment	Location	Value of Contract	Year Completed	Client	Description of work carried out
1.						
2.						
3.						
4.						
5.						
6.						
7.						



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3(B). Specific Experience

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

Experience will be counted from fiscal year 2073/074 to fiscal year 2079/080.

SN	Assignment Name	Name of Occupation	Number of Trainees Trained	Number of Trainees Passing Skill Test	Locations where training was conducted	Funding Organization/ Client (write full name and Address)	In which Fiscal Year training was conducted?

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.			



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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 of Last 3 Fiscal Year

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

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

4(B).1. Office Space and Training Facilities

S.N.	Particular	Description	Unit (Number)	Size	Remark

4(B).2. Safety Equipment


S.N.	Particular	Description	Unit (Number)	Size	Remark

4(B).3. List of tools, equipment and Training materials available

SN	Description	Quantity (No., Pieces, etc.)	SN	Description	Quantity (No., Pieces, etc.)



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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)

Note:

- TTP are requested to provide academic documents and CV for 10 key experts only. Other human resources should only be listed. The evaluation will be done for first 10 key experts only.
- To be assured, the Evaluation committee may ask necessary documents of proposed human resource before evaluation of EoI such as education certificate, experience documents as per need. The evaluation committee will assess and verify the above-said information of proposed human resources by using different sources of verification.
- The Evaluation Team may ask the original copy (at least scanned copy of original document) of substantiated document (Experience letter, testimonials, TOT certificate) during evaluation process as per need for ensuring human resource capacity.




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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 the degree of responsibility held by staff member on relevant previous assignments and give dates and locations. Use about half a page.]

Education:

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

Employment Record:

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



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