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**BID DOCUMENTS**

**FOR THE ASSIGNMENT OF TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING (TVET) SECTOR MAPPING IN STATE 1**

**November 2018**

**Enhanced Skills for Sustainable and Rewarding Employment (ENSSURE) Project**

**Council for Technical Education and Vocational Training (CTEVT)**

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## NOTICE OF REQUEST FOR PROPOSAL (RFP)

##  for the assignment of Technical and Vocational Education and Training (TVET) sector mapping in State 1

(First published on 22th November 2018)

**HELVETAS Swiss Intercooperation Nepal is a Swiss organisation actively contributing to the improvement of the living conditions of economically poor and socially discriminated people in Nepal. Enhanced Skills for Sustainable and Rewarding Employment (ENSSURE) is a bilateral initiative of the Government of Nepal (GoN) and the Government of Switzerland. The overall goal of the project is to contribute for** improved living standard of Nepalese workers particularly from disadvantaged groups to benefit from continuous employment.The project is implemented by the Council for Technical Education and Vocational Training (CTEVT) with technical assistance from HELVETAS Swiss Intercooperation Nepal.

New constitution highlights Nepal as a federalised country with competent and well-prepared human resources developed through “scientific, technical, vocational, empirical, employment and people-oriented” education that should make the labour force “competent and professional”. To translate this statement into action, Nepal has already undertaken the impressive preparatory work for the federalisation of TVET sector.

In this context, ENSSURE aims to conduct the study with a focus on the TVET mapping (landscaping) to provide a wider picture of the current situation regarding the demand and supply of TVET including the potentials and the contributions of associated partners/stakeholders in relation to labour market.

Therefore, ENSSURE invites proposals from eligible, experienced/competent and interested consulting firms to carry out the above-mentioned assignment. The selection process will be based on the Consultants’ Qualification Selection (CQS) method. The short-listed firms will be invited for a presentation on the proposed implementation approach and methodologies.

Detail information and proposal documents are available at:

 <https://www.helvetas.org/en/nepal/how-you-can-help/follow-us/public-announcements>

Application procedure: Eligible and qualified organisations are requested to submit their technical and financial proposals (sealed) in the given format to the following address:

**Enhanced Skills for Sustainable and Rewarding Employment (ENSSURE)**

**HELVETAS Swiss Intercooperation Nepal
CTEVT Complex, Sano Thimi, Bhaktapur, Room No: 214,
Tel: 6636073, 6636191**

 Any inquiries other than necessary clarifications on EOI/RFP will not be entertained and any types of solicitation will automatically disqualify the organisation from the selection process.   Helvetas reserves the right to accept or reject any or all proposals without stating any cause.

**The deadline for the submission of proposal is before 5:00 PM, 7 December2018**

ELIGIBILITY CRITERIA

Interested consulting firms are requested to submit their RFP along with the required information and supporting documents listed below. The applications should also include authorised signatures and office seals ensuring the authenticity and correctness of information provided. Please refer to Terms of Reference (TOR) issued by the Project.

To be eligible in the selection process, the consulting firms must submit/ meet the following criteria *Copy of renewed firm, organization or company registration certificate duly certified from notary public*

* *Copy of VAT registration certificate duly certified from notary public*
* *Copy of tax clearance and audit report for the last two fiscal years duly certified from notary public*
* *At least three years of standing of the firm/s*
* *Self-Declaration (As per the attached form)*

## Detailed Guideline for Technical Proposal Submission (2018)

## Technical Proposal Submission Letter

Date: ....................................

The Team Leader,

Enhanced Skills for Sustainable and Rewarding Employment (ENSSURE)

HELVETAS Swiss Intercooperation Nepal

Sanothimi, Bhaktapur

**Subject: Submission of the Technical Proposal**

Dear Sir/Madam,

We, the undersigned, offer to carry out the assignment of conducting **Technical and Vocational Education and Training (TVET) sector mapping in State 1** in accordance with your Request for Proposal dated --------/----/2018 and our Proposal. We are, hereby submitting our technical proposal sealed under a separate envelope. This technical proposal will be valid till ……………..2019.

If negotiations are held during the period of validity of the proposal, we undertake to negotiate based on the proposal. Our proposal is binding upon us and subject to the modifications resulting from contract negotiations. We hereby confirm that our proposal is in accordance with the Standard Forms provided in the Request for Proposal (RFP).

We understand you are not bound to accept any Proposal you receive.

Sincerely Yours,

Authorized Signature:

Name and Title of Signatory:

Name of Consulting Firm:

Address:

Seal of the Consulting Firm:

## Introduction of the Firm

### Information of the Firm

|  |  |
| --- | --- |
| Name of the Firm: |  |
| Address: |  |
| Telephone No.: |  |
| Email: |  |
| Website: |  |
| Type of firm:  |  |
| Date of Registration and registered at: |  |
| VAT No: |  |
| Authorised Person:Name: Designation:Phone:Email: |  |

### Organisational Profile

(Please, give brief introduction of your company with organogram, and provide details of the Board of Directors as per table below:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| SN | Name of BOD | Gender | Position | Qualification | Field of Expertise | Years of Experience |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

### Staff Composition

Please provide details of your regular staff as per table below:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| SN | Name | Position | Qualification | Field of Expertise | Years of Experience |
|  |  |  |  |  |  |
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### Experience relevant to the assignment

List assignments/projects similar/relevant to the assignmentthat the firm has successfully completedduring last 3 years.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| SN | Name of Assignment/Project | Client Name and Address | Detail of the services provided | Start Date | Completion Date | Remarks |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

*Please provide documented evidences of each of the assignments (contract paper or letter from the client, etc.)*

## Implementation Approach and Methodology

*(In this section the Firm should include the following information)*

### Understanding on objectives and expected outcomes of the assignment

### Comments and suggestions on the TOR

### Implementation approach and methodology

### Other innovative ideas related to the assignment

## Information regarding proposed staff for the assignment

*(Provide information on staff proposed for the training under this assignment.)*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **S. N.** | **Proposed Position** | **Name** | **Qualification** | **Field of Experience** | **Years of Experience** |
| 1 | **Lead Researcher** |  |  |  |  |
| 2 | **Research Team Member (TVET)** |  |  |  |  |
| 3 | **Research Team Member (Socio-economic)** |  |  |  |  |
| 4 | **Researchers (for Field Works)** |  |  |  |  |
| 5 | **Other, If Any** |  |  |  |  |

*Note: Recently signed CVs of the staff and Letter of Confirmation for their availability for the proposed service should be attached to be considered for evaluation.*

## Please submit your action plan to complete the Assignment

| SN | Activities | W1 | W2 | W3 | W4 | W5 | W6 | W7 | W8 |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1 |  |  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |  |  |  |
| 6 |  |  |  |  |  |  |  |  |  |
| 7 |  |  |  |  |  |  |  |  |  |
| 8 |  |  |  |  |  |  |  |  |  |

## Estimated input days of the proposed staff

|  |  |  |
| --- | --- | --- |
| **SN** | **Major activities/sub-activities** | **Input days** |
| **Lead Researcher** | **Research Team Member (TVET)** | **Research Team Member (Socio-economic)** | **Researchers (for Field Works)** | **Other, If Any** | **Remarks** |
| 1 |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |  |
| 6. |  |  |  |  |  |  |  |
|   | **TOTAL INPUT DAYS** |  |  |  |  |  |  |

## Time Schedule for Professional Personnel

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of Staff** | **Position** | **Activities/ Responsibility** | **Input Days**  |
| **W1** | **W2** | **W3** | **W4** | **W5** | **W6** | **W7** | **W8** | **Total days** |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
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## Detailed Guideline for Financial Proposal Submission (2018)

## Financial Proposal Submission Letter

Date: ....................................

The Team Leader

Enhanced Skills for Sustainable and Rewarding Employment (ENSSURE)

HELVETAS Swiss Intercooperation Nepal

Sanothimi, Bhaktapur,

**Subject: Submission of the Financial Proposal**

Dear Sir/Madam,

We, the undersigned, offer to carry out the assignment of conducting **Technical and Vocational Education and Training (TVET) sector mapping in State 1** in accordance with your request for proposal dated --------/-------------------/2018 and our Proposal. Our attached Financial Proposal is for the sum of NRs..------------------------(Amount in words-----------------------------------------------------------------------------------------------). This amount is inclusive of all the local taxes and Value Added Tax (VAT). This financial proposal will be valid till ……………../2019.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal.

We understand you are not bound to accept any proposal you receive.

Sincerely Yours,

Authorized Signature:

Name and Title of Signatory:

Name of the Consulting Firm:

Address:

Seal of the Consulting Firm:

## Details of Proposed Budget:

(Please provide details of the budget in given table)

|  |
| --- |
| **Cost breakdown for the assignment of conducting Technical and Vocational Education and Training (TVET) sector mapping in State 1** |
|
| **i) Remuneration of Staff (Office and Field Work)** |
| **SN** | **Position** | **Nos** | **Input Person-days** | **Rate NRs** | **Amount NRs** | **Remarks** |
| 1 | **Lead Researcher** |  |  |   |   |    |
| 2 | **Research Team Member (TVET)** |  |  |  |  |
| 3 | **Research Team Member (Socio-economic)** |  |  |  |  |
| 4 | **Researchers (for Field Works)** |  |  |   |   |
| 5 | **Other, If Any** |  |  |  |  |  |
|   | ***Sub Total*** |  |  |  |  |   |
| **ii) Logistic and administrative cost** |
| 1 |  |  |  |   |   |  |
| 2 |  |  |  |   |   |  |
| 3 |  |  |  |  |  |  |
|  | **Sub Total** |  |  |  |  |  |
|  | **Total (i+ii)** |  |  |  |  |  |
|   | **VAT @ 13% of Total** |  |  |  |  |   |
|   | **GRAND TOTAL (in figure)** |  |  |  |  |   |
| **Grand Total in Words:** |

## SELF-DECLARATION FORM

Date:

……………………………..

………………………….

……………………………..

**Subject**: Declaration confirming anti-corruption and no-political involvement

I, the undersigned, … ………………. representative of …………………………………. (full name of the consulting firm), submitting the proposal in response to your Request for Proposal for "The assignment of conducting **Technical and Vocational Education and Training (TVET) sector mapping in State 1** ", confirm that my organisation is not involved in any kind of corruption and misuse of public funds and has not been punished for an offence relating to the concerned profession or business. Moreover, no contract signing person and proposed staff are in any elected or nominated political position or regular government employees.

Signature with organisation seal:

**TERMS OF REFERENCE**

# BACKGROUND

After the declaration of the new constitution in September 2015, Nepal became a federalised country with three levels of government at the federal, state, and local level. Each of these governments have dedicated roles, rules, processes, and institutions.

New constitution highlights Nepal as a federalised country with competent and well-prepared human resources developed through “scientific, technical, vocational, empirical, employment and people-oriented” education that should make the labour force “competent and professional”. To translate this statement into action, Nepal has already undertaken the impressive preparatory work for the federalisation of TVET sector. The Ministry of Education, Science and Technology (MoEST) as a responsible ministry for TVET sector at federal level has formed a taskforce to bring clarity on the necessary institutions and their restructuring as per the functions already elaborated in the constitution and subsequent unbundling report. The task force is also expected to bring clarity on the legal provision in TVET sector for better governance.

From the constitution unbundling report, it is clear about the tasks and competencies belonging to the federal (MoEST), the state, and local governments. However, allocated functions at different levels of government alone is not adequate for the further development of visions, plans and strategies to translate these into actions. Moreover, many questions remain open when planning the activities, mainly at palikas and at state level.

For instance, conducting a study with a focus on the TVET mapping (landscaping) will provide a wider picture of the current situation regarding the demand and supply of TVET including the potentials and the contributions of associated partners/stakeholders in relation to labour market. The study will be conducted in consultation with State 1 and the local governments there. It is believed that this study will provide a model for TVET landscaping not only for State one but also for other states. This will also set the example for other subsectors.

1. **OBJECTIVES**

The overall objective of this study is to assess and describe the policy environment and the current situation regarding the demand and supply of TVET in the State one. This activity is expected to explain the existing facilities including infrastructures, main actors, intervention areas and practices of the labour market. It is also expected to elaborate the possibilities as well as risks and challenges in relation to TVET and labour market in State one.

***Following are specific objectives:***

1. Carry out prospective and retrospective review of TVET practices with respect to the TVET functions as stated in the unbundling report.
2. Analyse the context of the labour market (demand and promising sectors) in relation to TVET (facts, figures, trends and performances) as well as the labour market and employment rates in view of TVET.

Analyse the roles, contributions as well as strengths and limitations of key actors (the government, private sector, local and international NGOs, etc.) and their existing policies and intervention strategies in relation to TVET and employment.

1. **SCOPE OF THE ASSIGNMENT**

The scope of this study can be elaborated from two aspects:

***Labour market aspects (Demand Side)***

* Deep and focused exploration of 4-5 main sectors and sub sectors in state one and their need in terms of skills and their employment potentials.

***Capacity Assessment aspects (Supply Side)***

* Mapping of all available training institutes of different categories (both private and public)
* Assessment of the capacity of the TVET service providers in terms of facilities/infrastructures, quality of services and post training support for the job placement.

Elaboration of socio-economic profile of State one by industry, by any specific initiatives/projects/government schemes in relation to skills development, employment opportunities etc.

1. **METHODOLOGY**

The methodology to carry out this study includes (but not limited to) both quantitative and qualitative. Few key methods include: document study, interaction with key stakeholders, observation and visit to existing industries (of different size), training institutions, interaction with the trainees, graduates, parents etc.

1. **EXPECTED COMPETENCIES OF THE CONSULTANT/S**
2. **Lead Researcher:**
* Post graduate level qualification in related subjects (business administration, education, economics, development studies, or related subject)
* Proven knowledge of the TVET sector
* Work experience at policy and reforms level in the sector is preferable
* Experience and strong skills in conducting quantitative and qualitative studies/ researches and data analysis
* Demonstrable experience conducting similar studies/ capacity assessments of/for the TVET sector.
* Knowledge about the current federal context of Nepal including the TVET provisions at different level of government.

***(Maximum expected input person days of the position: 30)***

1. **Research Team Member (TVET):**
* Post graduate level qualification in related subjects (business administration, education, economics, development studies, or related subject)
* Proven knowledge of the TVET sector
* Work experience at policy and reforms level in the sector is preferable
* Knowledge about the current federal context of Nepal including the TVET provisions at different level of government.

***(Maximum expected input person days of the position: 15)***

1. **Research Team Member (Socio-economic):**
* Post graduate level qualification in related subjects (business administration, education, economics, development studies, or related subject)
* Proven knowledge of the Socio-economic contexts
* Experience and strong skills in conducting quantitative and qualitative studies/ researches and data analysis
* Knowledge about the current federal context of Nepal including the TVET provisions at different level of government.

***(Maximum expected input person days of the position: 15)***

1. **Researcher/s:**
* Bachelor’s degree qualification in related subjects (business administration, education, economics, development studies, or related subject)
* Experience and strong skills in conducting quantitative and qualitative surveys/ researches/ conducting FGDs/Interviews and data analysis

***(Maximum expected input person days of the position/s: 20)***

1. **TIMEFRAME**

The assignment will take place between December 2018 to February 2019. The number of days for completing the assignment is estimated at 30 days. The following activities and work days are foreseen:

|  |  |  |
| --- | --- | --- |
| **Task** | **No. of days** | **Remarks** |
| Documents study | 3 |  |
| Develop and agree methodology | 1 |  |
| Field work: information collection, data management  | 10 | State one |
| Data analysis and draft report | 7 |  |
| Sharing of preliminary findings and receive feedback  | 2 |  |
| Final report  | 3 |  |
| Travel  | 4 | To and from Kathmandu and Biratnagar  |
| **Total days** | **30 days** |  |

1. **RESPONSIBILITIES OF CLIENT AND CONSULTANT**

The consultant will work in close coordination and collaboration with the ENNSURE for the day to day operation, and other concerned stakeholders.

The project will support to coordinate with relevant stakeholders as required

1. **DELIVERABLES**

The consultant shall submit the draft report to ENSSURE by the end of two months of contract sign date and receive inputs. After the dissemination of the report in State one, the consultant will submit final report to the ENSSURE project to be forwarded to Social Development Ministry of State one and SDC, Nepal.

1. **ESTIMATED BUDGET**

The consulting service provider needs to fill the ANNEX BUDGET form provided in the Request for Proposal (RfP) and specify the amount and detail cost breakdown for the services.