

RIGHT4CHILDREN (R4C)

CALL FOR EXPRESSION OF INTEREST (EOI)

Selection of Qualified Trainers/Consultants – PRAYASS Project

Training Areas: Computer Skills | English Language | Life Skills

1. Background

Right4Children (R4C) is a non-governmental organization based in Pokhara, Nepal. It was established in January 2013 with the aim of improving the lives and living conditions of disadvantaged children, youth, and their families through different development programs.

R4C is implementing the three-year project “Protection from Risk and Assisting Young Girls and Women in Accessing Social Services – II (PRAYASS)” in the Pokhara Valley in partnership with Kadoorie Charitable Foundation (Hong Kong), Enjolita Foundation, C4CN, and CWS Hong Kong.

2. Purpose of this EOI

Right4Children invites Expressions of Interest from qualified, trained, and experienced individual trainers/consultants for the delivery of soft-skill and employability-support training under the PRAYASS II Project.

Applicants may apply for one or more of the following assignments. Applicants should clearly state in their EOI the training area(s) for which they are applying:

- Qualified Trainer/Consultant – Computer Skills
- Qualified Trainer/Consultant – English Language Proficiency
- Qualified Trainer/Consultant – Life Skills

3. Project and Assignment Information

Particular	Details
Project	Protection from Risk and Assisting Young Girls and Women in Accessing Social Services – II (PRAYASS)
Location	Pokhara City, Nepal / different training locations as assigned by R4C
Assignment period	As per the relevant ToR; project implementation period begins September 2026
Target beneficiaries	Trainees enrolled in vocational training programs
Application	Applicants may apply for one or more training areas

4. Scope of Assignments

4.1 Computer Skills Trainer/Consultant

The assignment is intended to strengthen basic computer and internet skills for trainees. Key responsibilities include:

- Conduct a baseline assessment of existing computer skills.
- Design and deliver 26 credit hours intensive computer training sessions for each batch, generally in groups of approximately 20 participants.

- Develop training content and materials suited to learners' levels and needs.
- Provide individual support, mentoring, and guidance during training.
- Ensure proper use and availability of computers during sessions.
- Conduct ongoing learning assessments and post-training assessment.
- Prepare and submit a comprehensive final training report.

Key deliverables: detailed work plan; structured computer skills curriculum; list of required training materials/resources; final training report.

4.2 English Language Trainer/Consultant

The assignment is intended to improve participants' English language skills for communication and workplace use, particularly in tourism and service-related sectors.

- Conduct a basic assessment of English proficiency.
- Design and deliver 26 Credit Hours intensive English training sessions for each batch, generally in groups of approximately 20 participants.
- Prepare training plans, lesson plans, presentations, schedules, and learning materials.
- Provide individual support and mentorship as needed.
- Conduct pre- and post-training assessments.
- Prepare and submit a final training report after each training cycle, including results and recommendations.

Key deliverables: detailed work plan; structured English skills curriculum; list of required training materials/resources; final training report.

4.3 Life Skills Trainer/Consultant

The assignment is intended to strengthen participants' confidence, decision-making, problem-solving, coping mechanisms, and personal and workplace competencies.

- Conduct a preliminary assessment of existing life skills.
- Design and deliver a 26 Credit hours structured life skills training program for each batch.
- Conduct interactive group sessions, preferably in groups of approximately 20 participants.
- Develop context-appropriate training content.
- Provide individual mentoring and one-to-one support.
- Use practical demonstrations, motivational sessions, real-life examples, and practical tips.
- Conduct pre- and post-training assessments and evaluate training effectiveness.
- Prepare and submit a comprehensive final training report.

Key deliverables: detailed work plan; structured life skills curriculum; list of required training materials/resources; final training report.

5. Minimum Qualification and Experience

Applicants should demonstrate relevant academic/professional qualifications, training experience, and practical experience corresponding to the assignment(s) applied for. Applications should include evidence supporting the qualifications and experience claimed.

For assignment-specific requirements, applicants should refer to the relevant Terms of Reference and clearly demonstrate their suitability in the CV, experience certificates, and proposed approach.

6. Documents Required

1. Completed Expression of Interest/application.

2. Updated Curriculum Vitae (CV).
3. Copy of academic certificates.
4. Copy of relevant experience certificates.
5. Technical/proposed approach and brief work plan for the assignment(s) applied for.
6. Financial proposal indicating the applicant's expected fee for the assignment(s).
7. Duly filled and signed Conflict of Interest form (mandatory).
8. Any other supporting documents relevant to the assignment.

7. Submission Procedure

Interested and eligible applicants are requested to prepare a complete EOI package and submit a HARD COPY in a SEALED ENVELOPE to the Right4Children Head Office.

Submission address:

Right4Children (R4C)
Janapriya Marga, Ratnachowk, Ward No. 7
Pokhara, Kaski, Nepal

Monday – Friday (9:00 A.M. – 5:30 P.M.)

Email: info@right4children.org
Phone: 061-455176

The sealed envelope should clearly mention the applicant's name and the training area(s) applied for (Computer Skills / English Language / Life Skills).

8. Deadline for Submission

Deadline: 23 September 2026

Applications must be physically submitted at the Right4Children Head Office no later than the above deadline. Late applications will not be accepted. Incomplete applications may be rejected.

9. Evaluation and Selection Method

Applications will be evaluated on the basis of the submitted documents and the applicant's demonstrated technical capacity and suitability for the assignment(s) applied for. The technical evaluation will carry 100 points. Applicants who meet the minimum technical qualifying score may proceed to the next stage of evaluation in accordance with R4C's applicable procurement procedures.

10. Technical Evaluation Score Sheet – 100 Points

Evaluation Criteria	Description	Maximum Score	Score Awarded
1. Academic/Professional Qualification	Relevance and level of academic/professional qualifications to the assignment.	15	
2. Relevant Professional Experience	Overall relevant experience in training, facilitation, consultancy, or related work.	25	
3. Specific Experience in Applied Training Area	Demonstrated experience specifically in computer	25	

	skills, English language, or life skills, as applicable.		
4. Understanding of ToR & Proposed Approach	Understanding of objectives, target group, context, scope, and proposed approach.	15	
5. Training Methodology / Work Plan	Practicality and appropriateness of methodology, session planning, assessment, and delivery approach.	10	
6. Experience with Youth/Women/Vulnerable Groups	Relevant experience working with the project's target groups or comparable groups.	5	
7. Safeguarding / Child Protection Understanding	Demonstrated awareness of safeguarding principles and safe training practice.	5	
TOTAL		100	

Recommended technical qualifying threshold: 70/100. R4C may apply its approved procurement procedures and may modify the threshold if required by the applicable procurement policy.

11. Technical Evaluation Guidance for Evaluators

Evaluators should award points based only on evidence contained in the submitted application and supporting documents.

- Qualification: assess relevance and level of qualification for the applied training area.
- Experience: consider duration, relevance, number/type of assignments, and evidence provided.
- Specific training experience: give greater consideration to directly relevant assignments.
- Approach: assess whether the proposed methodology responds to the ToR and target group.
- Work plan: assess whether proposed activities, sequencing, assessment, and reporting are realistic.
- Target-group experience: consider documented work with young people, women, disadvantaged groups, or comparable beneficiaries.
- Safeguarding: assess the applicant's stated understanding and practical application of safeguarding principles.

12. Financial Proposal

Applicants should submit a clear financial proposal stating the proposed professional fee/rate and any other relevant costs. The financial proposal should be clearly separated from the technical proposal where practical.

The proposed fee should indicate the basis of charging (e.g., per session, per day, per training cycle, or other applicable basis) and should identify whether applicable taxes or other costs are included.

13. General Conditions

- Applicants may apply for one or more of the three training areas, but must demonstrate relevant capacity for each area applied for.
- R4C may request clarification or additional supporting evidence during the evaluation process.
- Submission of an EOI does not create an obligation on R4C to award an assignment.
- Right4Children reserves the right to accept or reject any application without providing a reason.
- R4C reserves the right to cancel or modify the assignment process at any stage if necessary.
- All activities must align with the objectives and safeguarding principles of the PRAYASS Project.

14. Reference to Detailed Terms of Reference

The detailed Terms of Reference for Computer Skills, English Language Proficiency, and Life Skills form part of this EOI and should be read carefully by applicants. Applicants should tailor their technical approach and supporting evidence to the specific assignment(s) for which they apply.

15. Applicant Declaration

I/We certify that the information and documents submitted with this EOI are true and complete to the best of my/our knowledge. I/We understand that any false or misleading information may result in disqualification.

Applicant/Consultant Name	
Training Area(s) Applied For	
Signature	
Date	
Contact Number / Email	

ANNEX 1: TECHNICAL EVALUATION SHEET

PRAYASS Project – Selection of Trainer/Consultant

Applicant Name				
Training Area				
Evaluator Name				
Date of Evaluation				
Application/Reference No.				
Criteria	Max.	Evidence/Remarks	Score	Evaluator Initial
1. Academic/Professional Qualification	15			
2. Relevant Professional Experience	25			
3. Specific Experience in Applied Training Area	25			
4. Understanding of ToR & Proposed Approach	15			
5. Training Methodology / Work Plan	10			
6. Experience with Youth/Women/Vulnerable Groups	5			
7. Safeguarding / Child Protection Understanding	5			
TOTAL TECHNICAL SCORE	100			

Technical qualifying score: 70/100 (recommended).

Evaluator's Overall Remarks:

Evaluator Signature: _____ Date: _____

ANNEX 2: FINANCIAL PROPOSAL – FORMAT

Applicants may use the following format or an equivalent clear format.

Training Area	Basis of Fee	Rate/Fee	Other Costs	Applicable	Total
Computer Skills					
English Language					
Life Skills					

Applicant Name: _____

Signature: _____

Date: _____

ANNEX 3: CONFLICT OF INTEREST DECLARATION

I declare that I have disclosed any actual, potential, or perceived conflict of interest that may affect my independence or impartiality in relation to this assignment. I agree to immediately disclose any conflict that may arise during the selection or assignment period.

Applicant Name	
Any Conflict of Interest? (Yes/No)	
Details, if applicable	
Signature and Date	