

Terms of Reference (ToR) for Conducting Non-Residential Vocational Training on Non – Hospitality Training

The service provider agrees to Delivery of vocational skill training with non-residential, on the job training and job placement to young girls and Women under the project " Protection from Risk and Assisting Young girls and women in Accessing Social Services" PRAYASS-II Project in the occupations of non-hospitality sector.

1. Background:

Right4Children (R4C) is a Pokhara-based NGO dedicated in improving the lives and living standards of disadvantaged children, youth and their families. Established in January 2013, R4C's actions are oriented towards assisting such children and young people, through the programs and services that they feel right for them, in making their hopes and dreams come true. R4C is implementing a 5 years of long project PRAYASS-II (Protection from Risk and Assisting Young Girls and Women in Accessing Support Services) project is being implemented in Pokhara Valley which is focused on the protection and support of girls and young women working in the Adult Entertainment Sector (AES) in Pokhara, as well as those at risk of entering the sector, aiming to reduce abuse risks and improve opportunities for alternative livelihoods.

2. Objective of the assignment:

Right4Children would like to enter into a contractual partnership with private technical and vocational skill training providing institutes with non-residential facility in order to provide quality skill trainings, on the jobs and job placement to young girls and women with focus on below given market led occupation for non-residential Training.

S. N	Occupation	Total Targeted Number of Beneficiaries	Remarks
1	Advance Beautician	15	Nonresidential
2	Advance Tailoring	5	
	Total	20	

Note:

- Applicants can apply for both or one occupation.
- Applicants are requested not to include skill test cost.

3. Scope of Work

- The primary activities to be conducted are skill development training for above mentioned trade leading to OJT placement and Job Placement.
- The training provider is expected to provide quality training hall during the period of the Training.
- The training provider will provide on the job trainings to the selected girls and women as per agreed timeline.
- The training provider will provide certificate to the beneficiaries after successful completion of the trainings. The design of the certificate will be finalized with the mutual agreement with Right4Children.
- The training provider will regularly update as per required by Right4Children.
- The training provider shall provide training completion report as per the template provided by R4C (including Photos).

4. Method/Process

The training provider will work in close collaboration with Right4Children. The detailed training implementation plan as outlined in the scope will be developed in consultation with R4C.

5. Outputs/Deliverables

The following deliverables are expected from the consultant in due process of the assignment:

- Deliver skill training to 20 young women in the occupational fields of non-hospitality, as listed above in section-2 with minimum 670 credit hours in line with CTEVT curriculum.
- Total 20 selected young women/beneficiaries will complete training in selected occupations of non-hospitality sector.
- Placement of OJT for all skill training participants in the relevant occupation for days as required by the Trades.
- Job placement of at least 80% of trained beneficiaries in the market in decent work environment.
- Training completion report with pictures in the provided template by R4C.
- Maintain profiles of graduates in excel sheet and their employment status.

6. Timeframe and Estimated working days

- The time frame for this contract is from mid-September 2026 to December 2027.
- The organization may engage the same training partner for future training programs and increase the number of participants based on satisfactory performance if required.

7. Qualifications and experience of the Training Provider

The interested private sector training provider are requested to read this term of reference (TOR) carefully and submit the **sealed Quotation** with a clear Capacity statement not limiting to the following outline or the scope (Page limit- 6-10 pages):

- Brief description of organization profile with Interest, motivation and rational for implementing this assignment.
- Earlier experience and achievements on vocational trainings delivery with job placements and employment rate, etc. during the last two years.
- A brief outline on OJT placement and employment/job placement modality and strategy. Specifically, approaches and methodologies to be taken to ensure less dropout and 80% job placement after the training completion.
- Strategies to engage stakeholders and other actors for OJT placement and decent job placement.
- At least 2 years of experience in related field with qualified, skilled and certified trainers.
- Training Provider should be registered in VAT and should have affiliation of related trade with concern body (CTEVT).
- Monitoring and evaluation plan/framework (How the Training Partner is going to monitor the Project/Training activities)

The interested training provider is required to submit the copy of following documents along with sealed Quotation.

- Copy of CVs of involved Lead Trainers (at least 2 CVs in each occupation) with consent and agreement by trainers
- Company Certificate of registration
- Company Renewal Certificate
- Copy of certificate of affiliation with CTEVT for proposed skill training/trades
- Copy of VAT Registration certificate
- Copy of Latest Tax clearance certificate.
- Proven and demonstrated track record of providing quality skill training, on the job training and job placement in related Vocational Training.
- Proof of eligibility to work in district of interest
- Filled EOI Template as per R4C format.
- Child Protection, Safe Guarding, Gender Inclusion Policies (Preferred)

8. Ethical and Safeguarding Children and Young People Policy

Right4Children believes that violence against children and young people is prevalent throughout the world and in all societies. Violence against children and young women includes all forms of violence such as physical, sexual, abuse, psychological/emotional, neglect or negligent treatment. In addition, children and

young people may be vulnerable and at risk due to reasons of gender, sexual orientation, ethnic origin, disability and age or illness. Right 4 Children is fully committed to ending violence against children and acknowledge that we have a duty to promote the safeguarding of children particularly those with whom we work or are in contact.

R4C's Child Protection Policy prioritizes the protection of children and young women who come into contact with employees, volunteers, partner organizations, and individuals working on behalf of the R4C, including consultants. In this respect, the consultant should include statements in the proposal on how s/he will ensure ethics and safeguarding of children and young people during the commencement of the assignment and during the field work. The consultant should also specify other ethical protocols to be followed during the due course of the evaluation/study/research. The consultant is strongly recommended to take written consent of the respondents, young women, girls and/or children's guardian before taking photographs/interview and ask if their photographs, verbatim or case stories could be used in report for public dissemination. Such consent must be documented and submitted to Plan International Nepal/R4C along with the final report.

The consultant will be responsible to take ethical approval from the concern authorities which need to take ethical approval before data collection.

9. Submission of Proposal

The Offeror shall prepare both the **“Technical”** and **“Financial”** Proposal as mentioned in the template. In the cover letter of proposal, the offeror must have to mention **“Non-Residential ”** as per the proposed Trades and submit both the **“Technical “and “Financial”** Proposal in separate envelop by **5:00 PM of August 26, 2026, at R4C office**. Please Submit financial and technical Proposals.

1. Sealing and marking of proposals

The offeror shall seal the Proposal in one outer and two inner envelopes, as detailed below.

(a) The outer envelope shall be addressed to:

Right 4 Children

Annapurna Marga,

Ratnachok, Pokhara 7

Nepal

and marked with the name and the type of Trade.

(For example, **"Non - residential training" Delivery of non-residential vocational skill training, on the job training and job placement to young women under the project "Protecting from Risk and Assisting Young Girls and Women in Assessing Social Services (PRAYASS-II) Project.**

(b) The 2 inner envelopes shall indicate the name and address of the Offeror and should be clearly marked with **“Technical Proposal”** and **“Financial Proposal”**. In summary, there will be one separate sealed envelope for the Technical Proposal (including filled EOI Template) and one separate sealed envelope for the Financial Proposal.

(c) Please Submit Non-residential financial and technical Proposals.

(d) Soft Copy Submission

The Offeror shall also submit soft copies of both the Technical Proposal and Financial Proposal, including all required supporting documents, upon request by Right 4 Children (R4C).

10. Selection Criteria

Criteria	Weighting %
Clear Understanding of TOR & Proposed training approach	15%
Organization profile & relevant experience	15%
Experience Working with Vulnerable Young Women and Girls, and Promoting Female Leadership and Gender Inclusion	15%

Technical expertise and assessment of capacity statement (proposed trainers)	15%
Technical review and assessment of capacity statement (infrastructure e.g. Classroom, Equipment, compound, building, training environment etc.)	20%
Past performance and success rate (OJT completion, employment placement)	20%
Grand Total	100%

11. Supervision

Project Manager or Vocational Training and Business Development officer of PRAYASS-II Project will be responsible for Partnership Management (guidance, supervision and monitoring) of all the activities executed by the Training provider.

12. Cost and Payment

Requested estimated budget with detail breakdown of cost items as per major proposed activity for skill training including management cost (if relevant): It is suggested to specify the cost sharing and cost contribution if any from interested service providers. It is suggested that the training provider bids per unit cost for training and accommodation, so that we can calculate the total amount easily.

Payment will be conducted with two installments. The first installment will be made after signing the contract, training provider will receive the **40%** of the total cost and the second installment will be with **30%** of total amount and the third installment will be made with **30%** of total amount will be released after the completion of OJT with required report and verification for quality control by the project team. Training events will be closely monitored by R4C staffs, only after satisfactory of training implementation and recommendation by staffs remaining installments will be released. Additionally, project will deduct the fund, if dropouts is found or unsuccessful of OJT and job placements as per TOR.

Consultancy Validity Check List:

Applied For:

Name of Company/Firm:.....

Bid Submission Date:

S.No.	Required document	Yes/No
1.	Scope of work	
2.	Method/Process	
3.	Outputs/ deliverables	
4.	Timeframe and estimated working days	
5	Copy of certificate of affiliation with the CTEVT for proposed skill training/trades and renewal of the affiliated trades.	
6.	Name List, CV, Qualification, Certificate and experience of the consultant/ team/Staff	
7.	Ethical and child protection statements (Child Protection, Safe Guarding, Gender Inclusion Policies (Preferred).	
8.	Proof of eligibility to work in district of interest.	
9.	Proposal signed and stamped	

10.	Separate sealed envelope for the Technical Proposal and separate sealed envelope for the Financial Proposal	
11.	Proven and demonstrated track record of providing quality skill training, hostel/accommodation, on the job training and job placement in hospitality sector.	
12.	Firm/company registration with renewal is attached	
13.	Registration with income tax office (VAT) is attached	
14.	Tax Clearance for latest FY is attached	
15.	Conflict of Interest Document	
16.	EOI template filled as per provided Format	
17.	Clear description of Residential Facilities for Residential Training in EOI Template	

Note: Document received without having mentioned above documents (which is mentioned in the Template as well) will be considered as disqualified. Furthermore, individual bidding consultant must be VAT registered and must submit registration document. Consultant without VAT registered/Tax Exempted organization will not be entertained. Right4Children reserves all rights to make decision and/or cancel the assignment without any information.