

Call for Expression of Interest (EOI) for Conducting 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 Accessing Social Services (PRAYASS-II)Project.

EOI Template

1. General Information of Training Provider:

Name of Training Provider			Remarks
Address	Province		
	District		
	Municipality		
	Ward no.		
Contact Detail	Office phone no		
	Email		
1 st Contact Person	Name		
	Mobile no		
	Email		
2 nd Contact Person	Name		
	Mobile no		
	Email		

2. Legal Information:

1	Share Holders	Name	Home Address	Mobile	Email
2	Head Of Organization	Name	Home Address	Mobile	Email
3	Company Registration Status	Registration no	Registered Date	Registered district / office	
4	CTEVT Affiliation	Affiliation No	Date of Affiliation	Affiliated level	Validity Date

	Affiliated Trades				
5	VAT/PAN Registration	Registration No	VAT No.		

3. If applicable, please provide information of the legally established branch offices.

Information	Branch 1	Branch 2	Branch 3
Districts			
Municipalities			
Word no			
Office Telephone no.			
Contact's Person's name			
Contact Person's Designation			
Contact Person's Mobile no			
Email			

Please add more in this table if you have more than 3 branches in operations

4. Training and employment programs you intend to deliver under this EOI

Please be realistic while purposing the number of sectors/occupations and trainees

Sr	Proposed Sectors	Proposed Occupations	Proposed no of Trainees	Total credit Hours	Total days/Months	Remarks

5. Governance and Social inclusion

	Total	Men	Women	Dalit	Janajati	Others
Number of general members						
Number of board members						
Number of staffs						

6. Organizational Profile/structure & decision making

Introduction <i>Brief description of organization profile with Interest, motivation and rational for implementing this assignment.</i>		
Vision		
Mission		
Goal		
Areas of Expertise	Trades	Occupation
Geographical Experience		
Organizational Chart including the full name of Board of Directors		

7. Training Modality. (How the Training activities are going to be conducted, It's timeframe and estimated working days etc.)

8. Areas of expertise (highlight the major areas of your work and expertise areas, previous experiences) (Max 1 page)

A brief outline on skill training delivery, 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.

9. Experience in related areas of work (write overall summary here, full list should be given in Annex) (1-2 Pages)

Earlier experience and achievements on vocational trainings delivery with boarding facility, job placements and employment rate, skill test success rate etc. during the last two years.

- i) Non-Residential Vocational Training
- ii) Leadership and capacity building of young women and marginalized group.
- iii) Do you prefer your own structure for training or rented? **Attachments / certificates** (Please attach the documents in Annex)
 - Name list and copy of CVs of involved Lead Trainers (at least 2 CVs in each occupation) with consent and agreement by trainers.
 - Certificate of company registration
 - Renewal Certificate of company.
 - Copy of certificate of affiliation with the CTEVT for proposed skill training/trades and renewal of the affiliated trades.
 - Copy of VAT Registration certificate.
 - Copy of Latest Tax clearance (2081/2082) certificate.
 - Proven and demonstrated track record of providing quality skill training, hostel/accommodation, on the job training and job placement in hospitality sector.
 - Proof of eligibility to work in district of interest.
 - Child Protection, Safeguarding, Gender Inclusion Policies (Preferred).

10. Project/Training implementation Plan (Time frame, schedules, Process etc) (1-2 Pages)

Please mention overall implementation plan (Training schedule, Meal schedule, Course division, total credit hours, process etc.). How does the programs/Trainings provide opportunities for beneficiaries? What would be your strategic plan of implementation and management if your institute is located out of Pokhara? Strategies to engage stakeholders and other actors for OJT placement and decent job placement.

11. Training Management, Monitoring and Evaluation Mechanism (Max half page)

Monitoring and evaluation plan/framework and skill training quality assurance. How, by whom, and at what intervals should the project be monitored/evaluated? How would you monitor the activities and ensure the quality of the Project/Training?

12. Financial management and administration system (max half page)

13. Safety and Security (Max half Page)

How do you ensure the safety and security of the beneficiaries during the period of non-Residential training.

14. Beneficiaries Selection Process (Max half Page)

How will you proceed for selecting the required and targeted beneficiaries for the related trades?

15. Potential Risks

Mention the potential risks during the Project/Training Implementation and how do you mitigate the risks?

Risks	Level of Risks (High, Medium, Low)	Mitigation Plan

16. Infrastructure and Equipment Availability of Infrastructure: Office Building, Classrooms, Practical Workshops, Library room, Hostels for men and women, Toilets for men and women, furniture's, etc.

17. Office Space and Training Facilities

Sn.	Particular	Description	Unit (Number)	size	Remarks

18. List of tools, equipment and training materials available with Training Provider.

Please mention the list of teaching learning materials for those sectors/occupations in which you are intended to apply in this EOI. You can add more rows where necessary.

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

19. Training Experience only in related sectors/occupations (at least 390 hours) imparted in last two fiscal years.

S. No.	Name Of the Trades/Occupation	Number of Trained Trainees	M	F	Age (eg 20-24)	Number of Trainees passing Skill test	Funding Organization/client (write full name and address)	Number of Trainees employed	In which Fiscal Year training was conducted? Locations where training was conducted?
1									
2									
Do you provide permission to R4C to review the necessary documents if needed to ensure the data as mentioned above?								YES	NO

20. Human Resource Strength of the Training and Employment Service Provider

Please list of proposed key Staffs to be involved in proposed training; Please attach CVs and the experience letter from respective agencies, donor or program/projects in Annex.

S. No.	Name	Qualification	Total years of experience	Relevant experience					
				Duration			Proposed Position	Expertise areas	Contact no.
				From (Date)	To (Date)	Total months			

ANNEXES:

Annex 1: Please provide all the documents asked above in annex along with ethical and child protection statements (Policies such as Child protection, Safe guarding etc.)

Annex 2: Training Provider Validity Check List

S.N	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, Safeguarding, 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 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.

Declaration:

We hereby declare that all the information provided above is correct.

Official Seal

Signature:

Name:

Designation:

Date: