



Standard Expression of Interest (EOI) Document for Shortlisting of Consulting Services

Procurement of Training Provider (For National Consulting Services)

Issued By:
Secretariat of Foreign Employment Board
Babarmahal, Kathmandu

February 1, 2024 (18 Magha 2080)

Expression of Interest (EOI)

**Title of Consulting Services: Skill Development Training for Youth
from the Families of Migrant Workers**

**Method of Consulting Service
[National]**

Project Name : Programme for empowering the families of Migrant Workers

EOI: FEB-S 9.1/2080-81

Office Name : Secretariat of Foreign Employment Board

Office Address: Babarmahal Kathmandu

Issued on: February 1, 2024 (18, Magha 2080)

Financing Agency:
Government of Nepal
Ministry of Labour Employment and Social Security
Foreign Employment Board

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Abbreviations

CV	-	Curriculum Vitae
DO	-	Development Partner
EA	-	Executive Agency
EOI	-	Expression of Interest
GON	-	Government of Nepal
PAN	-	Permanent Account Number
PPA	-	Public Procurement Act
PPR	-	Public Procurement Regulation
TOR	-	Terms of Reference
VAT	-	Value Added Tax
MOLESS	-	Ministry of Labour Employment and Social Security
NSTB	-	National Skill Testing Board
TTP	-	Technical Training Provider
FEB	-	Foreign Employment Board
QCBS	-	Quality and Cost Based Selection
PPMO	-	Public Procurement Monitoring Office
CTEVT	-	Council for Technical Education and Vocational Training

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A. Request for Expression of Interest

Government of Nepal
Ministry of Labour, Employment and Social Security
Secretariat of Foreign Employment Board

Date: 2024/02/01 (2080/10/18)

Name of Project: **Programme for empowering the families of Migrant Workers**

Name of the Donor Agency [if applicable]: NA

Donor Loan/Credit/Grant No [if applicable]: NA

1. Government of Nepal, Ministry of Labour, Employment and Social Security, Foreign Employment Board has allocated fund toward the cost of **the Programme for empowering the families of Migrant Workers** and intends to apply a portion of this fund to eligible payments under the Contract for which this Expression of Interest is invited for **National consulting service**.
2. The Secretariat of Foreign Employment Board now invites Expression of Interest (EOI) from eligible consulting firms (“consultant”) to provide the following consulting services:
Consulting services aim to provide short-term skill development training for youth from marginalized community who dropped out of school and could not complete 10th class. This programme is expected to benefit the families of migrant workers. The purpose of the program is to equip targeted individuals with skills so that they can either join in wage employment or create their own self-employment through developing enterprises. The training package will offer short-term skill training to 500 trainees and the training should be conducted in accordance with the prescribed curriculum approved by FEB. More information on training package, geographical coverage, and trades can be found in the Terms of References (TOR).
3. Interested eligible consultants may obtain further information and EOI document free of cost before **16 February 2024 (03 Phalgun 2080) at 12:00 Noon** or visit e-GP system www.bolpatra.gov.np/egp or visit the client’s website
4. Consultants may associate with other consultants to enhance their qualifications.
5. Expressions of interest shall be delivered online through e-GP system www.bolpatra.gov.np/egp / on or before **16 February 2024 at 12:00 Noon**.
6. In case the last date of obtaining and submission of the EOI documents happens to be a holiday, the next working day will be deemed as the due date but the time will be the same as stipulated.
7. EOI will be assessed based on **Qualification 30%, Experience 50%, and Capacity 20%** of consulting firm and key personnel. Based on evaluation of EOI, only shortlisted firms will be invited to submit technical and financial proposal through a request for proposal.
8. Minimum score to pass the EOI is **60%**.

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B. Instructions for submission of Expression of Interest

1. Expression of Interest may be submitted by a sole firm or a joint venture of consulting firms and the maximum number of partners in JV shall be limited to three.
2. 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*).
3. This expression of interest is open to all eligible ***firm/ company/ organization***.¹
4. The assignment has been scheduled for a period of **3 months**. Expected date of commencement of the assignment is 2.5 months of notice publication date.
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 Capacity (Form 4(A) and 4(B))*
 - *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 through e-GP system ***only using the forms and instructions provided by the system.***
9. The completed EOI document must be submitted on or before the date and address mentioned in the ***“Request for Expression of Interest.”*** 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.

¹ Client should delete as appropriate.

C. Objective of Consultancy Services or Brief TOR

Terms of Reference (TOR) For Technical Training Providers To provide Skill Development Training.

1. Background

- 1.1 The Foreign Employment Board (FEB) has allocated its funds to provide short-term skill development training for youth from marginalized community who dropped out of school and could not complete 10th class . This programme is expected to benefit the families of migrant workers. The aim of the program is to equip targeted individuals with skills so that they can either join in wage employment or create their own self-employment through developing enterprises. The Foreign Employment Board is lacking the necessary human resources and training facilities to execute the training programme. The FEB Secretariat is seeking qualified Technical Training Providers (TTPs) to carry out the programme.
- 1.2 FEB intends to provide training to the families of migrant workers who have little or no previous experience in the occupation. In order to accomplish the approved programs, the FEB secretariat wants to make TTPs more responsible to facilitate them in gainful employment opportunities
- 1.3 In compliance with the PPMO Guidelines, the Technical Training Providers' selection will be based on quality and cost-based selection (QCBS).

2. Scope of Work

- 2.1 The Consulting Service's main aim is to provide quality skill training services to the targeted beneficiaries. The proposed skills training is specifically designed and developed based on the labor market and skills demand in the country.
- 2.2 As planned by FEB, the training package will offer short-term skill training to 500 trainees for fiscal year 2080/081. The training should be conducted in accordance with the prescribed curriculum approved by FEB.
- 2.3 The training occupations and geographic coverage for services provided by this program are listed below.

Tender No: FEB-S 9.1/2080-81

Package	Occupations / Trade	Number of Trainees	Training Duration (hrs)	Proposed Location (Districts)
FEB-S 9.1.1/2080-81	House Painter	180	160	Dhanusha, Siraha, Mahottari, Jhapa, Morang, Sarlahi, Saptari, Sunsari, Rupandehi, and Rautahat
FEB-S 9.1.2/2080-81	Kitchen Helper	180	160	
FEB-S 9.1.3/2080-81	Assistant Tile Marble	140	180	

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- 2.4 It is the responsibility of TTPs to ensure that the training standards are met in accordance with the curriculum.
- 2.5 The service contract period may vary from occupation to occupation and should be accomplished within the agreed time period.
- 2.6 A reliable internal monitoring and supervision mechanism will be established by the TTPs during the training delivery period. FEB will conduct regular monitoring of training activities.
- 2.7 FEB will conduct the onsite visit of the training center of the EOI submitting firm/company/organization.
- 2.8 A maximum of 300 trainees will be assigned to one Technical Training Provider.
- 2.9 FEB may add or reduce the proposed number of trainees as per the requirement of the training arrangements.
- 2.10 All submitted documents should be notarized.
- 2.11 FEB reserves the right to accept or reject the EOI application without mentioning any reason.

3. Role of FEB: The FEB

- 3.1 Will provide necessary and relevant information to TTPs and trainees.
- 3.2 Will publish one time Call for Application for potential trainees in the national daily.
- 3.3 Will ensure the trainee selection process is in accordance with the training manual.
- 3.4 Will ensure quality of training through regular monitoring.

4. Role of TTPs: The TTP

- 4.1 Should inspire the target group through their outreach in proposed location.
- 4.2 Should select candidates according to the training implementation manual.
- 4.3 Must have a coordinator dedicated to overall FEB training who will be responsible for timely reporting and database management.
- 4.4 Should ensure adequate training facilities are available including separate workstations for each trainee for theory and practical sessions.
- 4.5 Must have insurance for each trainee for workplace injury and health related injury.
- 4.6 Must enter trainees' data and training activities in FEB's Training Management information System (TMIS) within 7 days of the training start date.
- 4.7 The trainee selection committee must comprise of trainer of related trade, Employment coordinator, representative of local government and representative of TTPs.
- 4.8 Must have at least one main trainer and one assistant trainer with the required qualification and experience for proposed each group of 20 trainees. The number of participants for a batch is 20.
- 4.9 Trainees must be selected based upon economic status, experience, and interest. Priority will be provided to socially backward, resident of rural districts, poor economic condition.
- 4.10 Must provide the necessary physical infrastructure, tools and equipment for training.
- 4.11 Trainees must be aged of between 18-40 years

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5. Key Experts and Support Staffs

5.1 Qualifications for the instructors

S. No.	Key Experts	Minimum Qualification
1.	Main Trainer	As mentioned in curriculum
2.	Co-trainer	As mentioned in curriculum
Support Staff		
1	Training Coordinator	Bachelor's Degree with 3 years of working experience
2	Monitoring Officer	Bachelor's Degree with 3 years of working experience
3	Data-base Operator	10+2 with computer training.

5.2 Academic documents and other supporting documents should be attached with the bio data or curriculum vitae.

5.3 The proposed key staff cannot be replaced once they have been assigned.

6. Monitoring and Reporting

6.1 Registration, enrollment of trainees and submission of the inception report to FEB's Training Management Information System (TMIS) must be completed within 7 days of the commencement of the training.

6.2 Training completion report including trainees' attendance should be submitted to FEB's Training Management Information System (TMIS) within 10 days of completion of assignment.

6.3 TTPs will be responsible for regular monitoring and reporting. The Ministry, Local Government, Labor Office, and Migrant Resources Centre may conduct monitoring during the training.

7 Eligibility and Experience

7.1 It is required that the training organization has been registered with the Office of Company Registrar for at least 7 years and has experience in training implementation.

7.2 The average turnover for the last three fiscal years (2077/078 to 2079/080) should be at least 4.5 million (forty-five lakhs).

7.3 The organization must be affiliated with CTEVT for the proposed occupations.

7.4 The experience will be counted from FY 2073/074 to FY 2079/080. Experience details should be supported by letters from funding agencies.

Experience Details:

SN	Experience Type	Details
1	General Experience	- Experience in conducting training for at least 160 hours in any occupation. - Number of trainees who passed the skilled test certified by NSTB.
2	Specific Experience	Experience in conducting training for proposed trades/occupations with a duration of at least 160 hours.

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8 Self- Declaration and Code of Ethics

The self-declaration and commitments letter as per following table shall be signed by an authorized person of the firm and shall be stamped by the company's seal.

1	Declaration of Understanding of TOR
2	Declaration of non-conflict of interest
3	Declaration of not included in suspension or sanction list
4	Commitments for Code of Ethics and for Adherence to Anti-Corruption Policy

9 Deliverables

An approximately 500 family members of migrant worker will receive skill training.

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D. 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 packages 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)	
Copy of certificate of Council for Technical Education and Vocational Training (CTEVT) affiliation for the occupation, Along with Renewal for 080/081 (Mandatory)	
Value Added Tax (VAT) Registration Certificate (Mandatory)	
Tax Clearance Letter for FY 2079/080 (Mandatory)	
Average annual transaction minimum 4.5 million (45 lakhs) in the last 3 years (2077/078 to 2079/080) (Mandatory)	
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 services (Mandatory)	
In case of a natural person or firm/institution/company which is already declared blacklisted and ineligible by the GoN, any other new or existing firm/institution/company owned partially or fully by such Natural person or Owner or Board of director of blacklisted firm/institution/company; shall not be eligible consultant	
EOI Form 1: Letter of Application	
EOI Form 2: Applicant’s Information Form	
EOI Form 3: Experience (3(A) 3(B) and 3(c))	
EOI Form 4: Capacity (4(A) and 4(B))	
EOI Form 5: Qualification of Key Experts	

ii) EOI Evaluation Criteria	<u>Insert Minimum Requirement if Applicable</u>	Max Score	<u>Score [Out of 100%]</u>
A. Qualification			
<i>Qualification of Key Experts</i>	As per TOR	10	30 %
<i>Experience of Key Experts</i>	As per TOR	20	
B. Experience			
<i>General experience of consulting firm within last 7 years.</i>		10	50 %
<i>Specific experience of consulting firm within last 7 years.</i>		30	
<i>Experience in conducting training in the proposed location.</i>		10	
C. Capacity			
<i>Financial Capacity</i>		10	20 %
<i>Infrastructure</i>		5	

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<i>Equipments related to the proposed assignment</i>		5	
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Note: In Case, a corruption case is being filed to Court against the Natural Person or Board of Director 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.

E. 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: Foreign Employment Board Secretariat

Full Address of Client: Babar Mahal , Kathmandu

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 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.²
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

² Applications by joint ventures should provide on a separate sheet, relevant information for each party to the Application.

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been punished for an offense relating to the concerned profession or business 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, JV member or sub-consultant, 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. Name of Authorized Contact Person / Designation/ Address/Telephone:
8. Name of Authorized Local Agent /Address/Telephone:
9. Consultant's Organization:
10. Total number of staff:
11. Number of regular professional staff:

(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.)

S.N	Trades/ Occupations	Number of Trainees Trained	Number of Trainees appeared and passed in Skill Test	Funding Organization/c lient (write full name and address)	Value of contr act	Year completed	Training location (Districts)
1							
2							
3							
4							
5							
Total							

- All the submitted letters/certificates etc. for this EOI should be notarized.
- The original copies of substantiated documents must be available while requested by Evaluation Team in evaluation process.
- Add rows as needed.

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3(B). Specific Experience

Details of similar assignments undertaken in the previous seven years

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

Assignment name: (Training trades)	Approx. value of the contract (in current NRs; US\$ or Euro) ³ :
Country: Location within country:	Duration of assignment (months):
Name of Client:	Total No. of person-months of the assignment:
Address:	Approx. value of the services provided by your firm under the contract (in current NRs; US\$ or Euro):
Start date (month/year): Completion date (month/year):	No. of professional person-months provided by the joint venture partners or the Sub-Consultants:
Name of joint venture partner or sub-Consultants, if any:	Narrative description of Project:
Description of actual services provided in the assignment: Note: Provide highlight on similar services provided by the consultant as required by the EOI assignment.	

Firm's Name: _____

³ Consultant should state value in the currency as mentioned in the contract

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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)

<i>No</i>	<i>Name of the Project (Training /Trades)</i>	<i>Location (Province/District)</i>	<i>Execution Year and Duration</i>
1.			
2.			
3.			
4.			
5.			
6.			
7.			

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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)

Average Turnover	
Fiscal Year	Amount NRs
FY 2077/078	
FY 2078/079	
FY 2079/080	
Three year's Average	

- **Average Annual Turnover of 3 Fiscal Year**

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

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4(B). Infrastructure/equipment related to the proposed assignment⁴

SN	Description	Infrastructure/equipment Required		Requirements Description
		Unit	Size	Remarks
1	Office and Training Building			
2	Classrooms			
3	Lab/Workshop			
4	Store			
5	Office Rooms			
6	Toilet (Male, Female)			

List of Available Tools, Equipment and Materials required for proposed each occupation:

SN	Description	Specification	Unit	Number	Remarks
1					
2					
3					

Infrastructure /equipment are subject to verification.

(Please insert more rows as necessary)

⁴ Delete this table if infrastructure/equipment for the proposed assignment is not required.

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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)	Trainer for	Nationality
1							
2							
3							
4							
5							

(Please insert more rows as necessary)

Note:

- To be assured, Evaluation committee may ask necessary documents of proposed human resource before evaluation of EoI such as education certificate, experience documents as per need. Evaluation committee will assess and verify the above said information of proposed human resources by using different sources of verification.*
- 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.*

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

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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 member 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: _____