

## Terms of Reference (TOR)

### Account/cashier & Sales Representative

Delivery of vocational skill training, on the job training and job placement to young women and youth with disability under the project “Promoting Young Women in Employment (PYWE) in Pokhara, Kaski”

#### Background

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Plan International is an international development and humanitarian organization that advances children’s right and equality for girls. We strive for a just world, working together with children, young people, our supporters and partners. Plan International has been working in Nepal since 1978, helping marginalized children, their families and communities. Through partner NGOs, community based organizations and government agencies, Plan International Nepal reaches over 21 districts with a strategic focus on Elimination of early, child and forced marriage in Nepal: Education, Skills and opportunities for youth employment and entrepreneurship, protection, ECD and parenting education, Girls Agency and Sexual and Reproductive health and rights.

#### About the project

Nepal has a population of 29 million among which 53.5% are female. 20.7 million Population of the working age among which the unemployment rate is 11.4%. Of the total unemployed population, 511,000 are males and 397,000 are females. The unemployment rate is highest among young people aged 15-24 and 25-34 years. The average wage of a man is NPR 17,809 per month while it is NPR 13,630 per month for a woman. This shows that a male worker earns NPR 5,834 per month (30%) more compared to a female worker.<sup>1</sup> As per the exchange rate while writing the concept note the average wage of a man is \$ 157.5 per month while it is \$120.5 per month for a woman. This shows that a male worker earns NPR 51,578.57 per month (30%) more compared to a female worker.

Economic opportunities in the rural area are limited, land holding is not adequate to provide fulltime employment and agriculture is not profitable. There is high tendency among youths to leave the villages and enter into urban area. Therefore, Nepal is experiencing high rate of urbanization. Nepal is one of the ten least urbanized countries in the world. However, the country’s rate of urbanization is one of the highest in South Asia<sup>2</sup>.

Young women from the periphery of Pokhara and adjoining districts such as Myagdi, Parbat and Baglung migrate to Pokhara in search of better work opportunities. Pokhara is a major tourist destination in Nepal with employment opportunities in various sector including Tourism. A major challenge for youth to tap into existing wage employment opportunities are their lack of adequate vocational and soft skills, practical experience, and at times attitude and behavior. In short, youth are not “work ready”.

With this context, Plan International Nepal is implementing a project **“Promoting Young Women in Employment (PYWE) in Pokhara of Kaski district”** as per agreement with SWC/Government of Nepal. The project duration is 3 years (starting from March 2020) and the overall goal of the project is “Increased decent wage employment for young women in Pokhara”. The Specific outcomes of the project are a) Young women have increased skill on marketable sector b) Employers in Pokhara offer decent wage employment opportunities c) Improved gender sensitive and gender responsive enabling environment and d) Improved

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<sup>1</sup> [https://cbs.gov.np/wp-content/uploads/2019/05/Nepal-Labour-Force-Survey-2017\\_18-Report.pdf](https://cbs.gov.np/wp-content/uploads/2019/05/Nepal-Labour-Force-Survey-2017_18-Report.pdf)

<sup>2</sup> Asian Development Bank (2010). Overview of gender equality and social inclusion in Nepal, Philippines: Asian Development Bank <<https://www.adb.org/sites/default/files/institutional-document/32237/cga-nep-2010.pdf>>

functioning of local labor market .The main target group of the project are vulnerable, socially and economically disadvantaged young women (aged 18-24) and youth with disability.

### Purpose of the assignment

Plan International Nepal is seeking to form a contractual partnership with a private technical and vocational skill providing institute in order to provide quality skill trainings, On the job trainings and job placement to adolescent and young women with focus on below given market led occupation which is identified through detail market assessment (table 1).

S.N	Occupation	Targeted Number of Beneficiaries
1	Account/cashier	60 (Including 20 people with physical disability )
2	Sales and Marketing representatives	60

**Note:** Applicants are requested to apply for one or both occupations.

### 3. Scope of work

The primary activities to be conducted are delivery of skill development training for Account/Cashier and Sales and Marketing Representative's occupations' leading to OJT Placement and Job placement. Apart from that other scope of works are adaptation of curricula /Occupational Skill standard (OSS) –Level 1 of Council for Technical Education and Vocational Training (CTEVT), if the OSS /Curricula is not designed by CTEVT, Plan Technical team will review the course offered in specific occupations such as Sales and Marketing representative and Account/Cashier. During the Skill training, life skill training(including protection content) , basic language class , basic computer class of specific hours are also planned to be provided to selected training participants (young women) , the training provider is expected to provide training hall facilities for these courses as well. However the such soft skill courses will be implemented by Partner NGO of Plan International Nepal including recruitment and management of separate Trainers/facilitators and curriculum Similarly, after the completion of the OJT, skill test (level 1) will also be conducted through National Skill Test Board (NTSB) of CTEVT (for relevant occupations) and the training provider is expected to provide training hall and support in overall skill test management to partner NGO. The selected training provider should participate in workshops focused on orientation and engagement with private sector employers organized by partner NGO. Additionally facilitate the occupation wise curriculum revision workshop which will be led by partner NGO.

### 4. Methodology

The training provider will work in close collaboration with partner NGO of Plan International Nepal based in Pokhara which is Right4children.The detail training implementation plan will be developed in consultation with R4C. The beneficiaries' collection will be done by R4C. However, the team of panel member representing R4C and training provider will undertake the final selection of the beneficiaries following selection criteria as mentioned above. Any requirement of contextual and additional criteria of selection can be mutually agreed with Plan International Nepal. Responsible staff of Plan International will also participate in the selection process as per availability and provide strategic suggestions. Broadly, the panel must follow the selection criteria which are as follow:

- ✚ Young women between the age 18-24 years
- ✚ Priority will be given to socially backward and disadvantaged caste and ethnicity group
- ✚ Economically poor such as daily wage laborers,
- ✚ Migrant young women living in poor situation/slum areas in Pokhara
- ✚ Priority to single mother, domestic /gender based violence survivor, conflict/natural disaster survivor, early, forced and child marriage survivor, trafficking survivors
- ✚ Has not participated in similar training program before
- ✚ Priority to those who are not pursuing education anymore ( school/college dropout)

- ✚ The minimum education for Account/Cashier is completion of 8th standard as requirement set by CTEVT
- ✚ The minimum education levels for Sales representative will be consulted and agreed upon by Plan International, Right4Children and training provider consulting employer representative since CTEVT OSS/curriculum is not available for these occupations.
- ✚ For youth with specific disability, they will be trained in Account/Cashier occupations only.

After, the beneficiary selection in consensus with R4C, the training provider will enroll participants in the said training program. The skill trainings will be implemented including OJT following the CTEVT curriculum and standards. The skill test will be conducted for all participants and then leading to job placements. A memorandum of understanding (MoU) will be signed between Plan International Nepal, Partner NGO and the selected technical training providing institution outlining the clear roles and responsibilities of each party with regard to delivery of this assignment.

## 5. Outputs/Deliverables

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

- Deliver skill training to 60 young women (including 20 disabled women) in the occupation of Account/cashier with minimum 390 credit hours over a period of 3 months, since CTEVT curriculum is not available for this trade, Plan International will review the standard curriculum and finalize it in consultation of partner NGO and Training provider. Attendance rate of each beneficiary in training should be 80%.
- Deliver the skill training to 60 young women in the occupation of Sales and Marketing Representatives with total of 390 credit hours over a period of 3 months, since CTEVT curriculum is not available for this trade, Plan International will review the standard curriculum and finalize it in consultation of partner NGO and Training provider. Attendance rate of each beneficiary in training should be 80%.
- Placement of OJT for 120 skill training participants in the relevant occupation for at least 1 month ( 8 hrs per day and 5 work days per week ) as per CTEVT curriculum and standards.
- After skill training and OJT, ensure the job placement/employment of at least 80% of participants with income verifications report stating minimum monthly income NPR 13,450/-
- Manage and undertake skill test of all participants by NSTB/CTEVT ensuring 80% success rate.

## 6. Timeframe

The time frame for this contract is from October 2020 to January 2022.

S.no	Quarter	Months	Number of events
1	First quarter	October 2020 - January, 2021	1 Training event
2	Second quarter	Feb -May, 2021	2 Training events
3	Third quarter	June-September 2021	2 Training events
4	Fourth quarter	October 2020–January 2022	1 Training event

## 7. Qualifications, experiences and requirements of consulting firm

The interested private sector training provider are requested to read this term of reference (TOR) carefully and submit the expression of interest (EOI) with a clear Capacity Statement not limiting to the following outline or the scope (Page limit – 5 to 7 pages):

- Brief description of organization profile with Interest, motivation and rationale for implementing this assignment.
- Earlier experience and achievements on vocational trainings delivery with job placements and employment rate, skill test success rate etc. during the last two years.
- 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.

- Strategies to engage stakeholders and other actors for OJT placement and decent job placement.
- Monitoring and evaluation plan/framework and skill training quality assurance

***The interested training provider is required to submit the copy of following documents along with EOI***

- Copy of CVs of involved Lead Trainers (at least 2 CVs in each occupation ) with consent and agreement by trainers
- Copy of certificate of affiliation with the CTEVT for proposed skill training/trades
- Copy of VAT Registration certificate
- Copy of Latest Tax clearance certificate.

## **8. Ethical and Safeguarding Children and Young People Policy:**

Child protection is a term used to describe the responsibilities and activities undertaken to prevent or to stop children and young people being abused or ill-treated. It is Plan's duty and responsibility to reduce the risks of abuse to the children and young people who we have contact with and keep them safe from harm. Plan's Global Policy on Safeguarding Children and Young People (SCYP) - "Say Yes to keeping children and young people safe and protected" mandates this task and a non- negotiable and strict compliance issue.

Plan International Nepal is committed its overriding framework to protect children who come into contact with Plan International employees, volunteers, partner organizations and individuals, including consultants, who are working on behalf of Plan International. The consultant should include statements in the proposal on how he or she will ensure ethics and child protection 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. The consultant is expected to take consent of the respondents and/or children's guardian before taking photographs and ask if their photographs, verbatim or case stories could be used in report and for public dissemination. Such consent must be documented and submitted to Plan International Nepal along with the final report.

## **9. Submission of Proposal:**

The Offeror shall prepare and submit both the **"Technical"** and **"Financial"** Proposal. In the cover letter of proposal the offeror must have to mention **"Account/cashier & Sales Representative"**.

### **Deadline for submission of proposals**

We are aware about the current lock down scenario, hence the proposal can be accepted through Plan International Nepal email address at [nepal.procurement@plan-international.org](mailto:nepal.procurement@plan-international.org), however if the lockdown is lifted sealed proposals should be sent in hard copy and has to be deposited in tender box at Plan International office.

**Plan International Nepal,  
Nepal Country Office  
Lalitpur-3, Maitri Marga, Bakhundole, Lalitpur, Nepal  
Phone: 01-5535580**

An Offeror having any queries regarding the RFP Document or Scope of Work can send an e-mail to [nepal.procurement@plan-international.org](mailto:nepal.procurement@plan-international.org). Answers to questions of the Offeror will be sent by email.

## 10. Selection Criteria

Criteria	Weighting %
Clear Understanding of TOR and proposed program intervention reflected (methodology and strategy of training delivery )	20%
Technical review and assessment of capacity statement(expertise, experience , proposed trainers, infrastructure, training delivery strategy and approach, etc.	20%
Experience of working with vulnerable young women	20%
Related experience on skill training and OJT , skill test success rate	10%
Related experience and previous track record of job placement or skill training leading to employment	10 %
Female leadership	10%
Ethical and Child Protection Statements	10%
<b>Grand Total</b>	<b>100%</b>

## 11. Supervision

Project Coordinator of Plan International Nepal will be responsible for 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, OJT (transportation and snack cost for beneficiaries) 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 (including mid-day tiffin and transportation cost for training participants), so that we can calculate the total amount easily. Below planned installments will be released in the mentioned time.

S.no	Quarter	Months	Number of events	Installments
1	First quarter	October 2020 - January, 2021	1 event	1 <sup>st</sup> installment
2	Second quarter	Feb -May, 2021	2 events	2 <sup>nd</sup> installment
3	Third quarter	June-September 2021	2 events	3 <sup>rd</sup> installment
4	Fourth quarter	October 2021–January 2022	1 event	4 <sup>th</sup> installment

There are total of 4 installments. Further, each installment is breakdown in the two section and detail is presented below.

Percentage of installment	When
40 % of the installment	After completion of beneficiaries' selection and before training starts
60 % of the installment (OJT cost included)	After completion of training

After the signing the contract, training provider will receive the 40% of 1<sup>st</sup> installment as an advance and starts the training and remaining 60 % including cost of OJT will be made further after the completion of training. Same procedure will be repeated for each event/ installment. Training events will be closely monitored by Plan and R4C staffs, only after satisfactory of training implementation and recommendation by Plan Staff 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.

RFP Information		
RFP Reference:		
Organization Information		
Name of the organization:		
VAT/ PAN registration number:		
HAS A TAX CLEARANCE CERTIFICATE BEEN SUBMITTED? :	YES/NO	
Contact person's name:		
Contact details:	Telephone:	
	Cellphone	
	Address:	
	Email:	
	Other:	
Additional Contact Information:		
SIGNATURE AND COMPANY STAMP		
DATE:		

### Consultancy Validity Check List:

Applied For: .....

Name of Company/Firm:.....Bid Submission Date: .....

SN	Required document	Yes/No
1.	Scope of work	
2.	Methodology	
3.	Outputs/ deliverables	
4.	Timeframe and estimated working days	
5.	Qualification and experience of the consultant/ team	
6.	Ethical and child protection statements	
7.	Proposal signed and stamped	
8.	Separate sealed envelope for the Technical Proposal and separate sealed envelope for the Financial Proposal	
9.	Firm/company registration with renewal is attached	
10.	Registration with income tax office (VAT) is attached	
11.	Tax Clearance for latest FY 2075/076 is attached	

**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.**