

Request for Proposal

for the procurement of consulting services

Vocational Skills Training for Potential Migrant Workers

Contract No: SaMi/01/2021-2022

Issued by:



Safer Migration Project (SaMi)
Programme Support Unit (PSU)
Lalitpur-3, Dhobighat, Lalitpur

August 2021

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Section-1: Letter of Invitation



Government of Nepal
Ministry of Labour, Employment and Social Security



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INVITATION FOR BIDS

FOR THE SELECTION OF TRAINING MANAGEMENT INSTITUTES FOR THE IMPLEMENTATION OF VOCATIONAL SKILLS TRAINING FOR POTENTIAL MIGRANT WORKERS

Date of first publication: August 18, 2021

The Safer Migration Project (SaMi) is a bilateral initiative of the Governments of Nepal and Switzerland led by the Ministry of Labour, Employment and Social Security and implemented by participating 156 local governments in 39 districts. Helvetas Nepal is providing technical assistance to the project.

SaMi launches this call for bids for the selection of **Training Management Institutes (TMIs) to implement skill training for the potential migrant workers**. Therefore, bids are invited from the interested TMIs for the provision of vocational skills trainings to aspiring migrant workers as a part of SaMi phase III.

1. A complete set of RFP is made available at:
<https://www.helvetas.org/en/nepal/who-we-are/follow-us/public-announcements>
2. Bidding institutions must fulfil the minimum requirements listed in the **Instructions to Consultants (ITC)** section as well as in **Terms of Reference (ToR)** to be eligible for bidding.
3. Bids must be submitted latest by **08 September 2021 before 5 PM to SaMi / Helvetas Nepal office** in accordance with **ITC section**.
4. **Pre-bid meeting (Virtual) will be held on 27 August 2021 at 2 PM. Interested consultants should confirm their participation at sami.np@helvetas.org to obtain the virtual meeting ID latest by 26 August 2021 before 4 PM.**

Acceptance or rejection of bid documents and award of the job or cancellation of bid notice shall remain within the jurisdiction of SaMi/Helvetas Nepal. This procurement process shall be according to SaMi/Helvetas Nepal procurement guidelines

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SaMi
Safer Migration Project

Section-2: Instructions to Consultants and Data Sheet

2.1 General Provision

<p>2.1.1 Definitions</p>	<ul style="list-style-type: none"> (a). "Applicable Guidelines" means the policies, guidelines, manuals of the client governing the selection and Contract award process/decision. (b). "Applicable Law" means the laws and any other instruments having the force of law in the territory of Nepal as they may be issued and in force from time to time by the government. (c). "Client" means the SaMi/Helvetas Nepal that signs the Contract for the Services with the selected Consultant. (d). "Consultant" means a legally established professional consulting firm or an entity that may provide or provides the Services to the Client under the Contract. (e). "Contract" means a legally binding written agreement signed between the Client and the Consultant and includes all the attached documents listed in its General Conditions of Contract (GCC), the Special Conditions of Contract (SCC), and the annexes. (f). "Data Sheet" means an integral part of the Instructions to Consultants (ITC) under Section-2 that is used to reflect specific assignment conditions to supplement, but not to over-write, the provisions of the ITC. (g). "Day" means a calendar day. (h). "Key Expert(s)" means an individual professional whose skills, qualifications, knowledge and experience are critical to the performance of the Services under the Contract and whose CV is taken into account in the technical evaluation of the Consultant's proposal. (i). "ITC" (this Section 2 of the RFP) means the Instructions to Consultants that provides the interested and eligible Consultants with all information needed to prepare their Proposals. (j). "Proposal" means the Technical Proposal and the Financial Proposal of the Consultant. (k). "RFP" means the Request for Proposals prepared by the Client for the selection of consultants. (l). "Services" means the work to be performed by the Consultant pursuant to the Contract. (m). "ToRs" (this Section 3 of the RFP) means the Terms of Reference that explain the objectives, scope of work, activities, and tasks to be performed, respective responsibilities of the Client and the Consultant, and expected results and deliverables of the assignment.
<p>2.1.2 Introduction</p>	<p>The Client named in the Data Sheet intends to select Consultant from eligible and interested firms/TMIs. The Consultant can be selected for more than one occupation subject to consultant's competency.</p>

2.1.3 Conflict of Interest	<p>The Consultant is required to provide professional, objective, and impartial advice, always holding the Client's interest's paramount, strictly avoiding conflicts with other assignments or its own corporate interests and acting without any consideration for future work.</p> <p>The Consultant has an obligation to disclose to the Client any situation of actual or potential conflict that impacts its capacity to serve the best interest of its client. In the following situation it is declare as conflict of interest.</p> <ol style="list-style-type: none"> If board member of the consultant is engaging in more than one bidder/proposer under for this selection process. If board member of the consultant is currently punished as criminal by law of Nepal. If consultant has close business or family relationship with a professional staff of the client.
2.1.4 Eligibility criteria	<ol style="list-style-type: none"> Consultants have to mandatorily submit the following documents in same order with the bid document: <ol style="list-style-type: none"> Authorization letter to represent the company for this RFP (<i>Format given in Section 8</i>) Registration Certificate/ and renewal if applicable VAT Certificate Tax clearance certificate of 2075/076, 2076/77 Audit Report of 2075/076, 2076/77 (minimum annual turnover of NPR 1 million) Letter of self-declaration by board of directors of non-involvement in proven corruption cases and neutrality from the political parties/affiliation (<i>Format given in Section 8</i>) Proof of existing infrastructures/workspace for practical, tool & equipment list (i.e., classroom, hostel facility etc.) (<i>Format given in Section 4, TPF 5</i>). Minimum infrastructure must be fulfilled by consultants during physical verification otherwise bid shall be rejected. Include maximum 10 photographs of the infrastructure and tool/equipment. <i>Failure to submit the mandatory documents listed above shall be disqualified.</i> Consultant must not be blacklist by Government of Nepal

2.2 Preparation of proposal

2.2.1 General consideration	<p>The consultant required to study, understand all the contents of this RFP to prepare the proposal accordingly.</p> <p>The Consultants shall write/type rates in figures and words clearly. In case of contradiction between words and figure, words shall prevail.</p> <p>While quoting rates, Consultants will not be allowed to use correcting fluid or other erasing materials; neither Consultants will be allowed to overwrite the quoted rates. It</p>
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	<p>may result into rejection of the bid document. In case of mistakes in rates, the Consultants is to simply cross the rates and shall re-write the rates and bear the initials of authorized signatories.</p> <p>Bids received after expiry of submission date shall not be considered as valid.</p>
2.2.2 Cost of preparation of proposal	<p>(a) All the expenses incurred in preparing and submitting the bids/proposal shall be Consultants' responsibilities.</p> <p>(b) Client is floating RFP document free of cost.</p>
2.2.3 Language	<p>(a) The language of proposal shall be written in English and also correspondence/documents relating to this proposal should be in English unless restricted by the local law.</p> <p>(b) Bid amount shall be quoted in Nepalese Rupees and payment shall be made in Nepalese Rupees.</p>
2.2.4 Proposal comprises	The proposal should comprise the documents, forms, certificates listed in the Data Sheet.
2.2.5 One proposal per consultant	The Consultant shall submit only one Proposal in its own name only. If a Consultant submits or participates in more than one proposal, all such proposals shall be disqualified and rejected.
2.2.6 Validity of proposal	Bid shall remain valid for a period of 120 days after opening of the bids
2.2.7 Clarification and RFP amendment	Consultants will obtain clarification about RFP Document by emailing to sami.np@helvetas.org latest by 31 August 2021 will publish composite queries and responses on Helvetas website where notice was published.

2.3 Submission, Opening and Evaluation

2.3.1 Signing, Sealing, marking and submission of the proposal	<p>(a) Only authorized representative of the Consultant shall sign each page of the proposal (both technical and financial). Put official stamp on each pages alongside of the authorized signature.</p> <p>(b) The Consultant shall seal the technical proposal and financial proposal separately.</p> <p>(c) The Consultant write (mark) it's name address and client's address (as per data sheet) clearly on the envelope. Marked clearly both envelopes as "Technical" and "Financial". Both technical and financial envelops should be packed in a single envelop with their contact details.</p> <p>(d) The consultant should submit the hard copy proposal to the client's address outlined in the data sheet.</p>
2.3.2 Confidentiality	<p>(a) Any information concerning with award decision will be confidential.</p> <p>(b) The consultant should not disclose the client's private information without client's consent.</p>

2.3.3 Opening of technical proposal	The technical proposal shall be opened in the presence of consultant who choose to attend at the place, date and time outlined in the data sheet.
2.3.4 Evaluation of Technical proposal	(a) The evaluation of technical proposal shall be conducted according to the "2.3.9 Technical evaluation criteria". (b) The Consultants, who passes technical proposal shall be informed of the date, time and place of opening of financial proposals.
2.3.5 Opening of Financial Proposal	Financial proposals of only those Consultants, whose technical proposal passes the minimum score, shall be opened.
2.3.6 Evaluation of Financial Proposal	Financial proposal open according to above is evaluation as below "2.3.10 Financial evaluation criteria".
2.3.7 Evaluation method	(a) Technical and financial proposal shall be evaluated according to the QCBS (technical - 90%, financial - 10%) method. (b) Successfully verified infrastructure proposal shall be integral part of award decision.
2.3.8 Modification of proposal	The modification/withdrawal of the proposal shall be as per indicated in Data Sheet.

2.3.9 Technical Evaluation Criteria

Assessment of Proposals: The assessment of proposals will be carried out by a group of professionals based on the criteria detailed below and will also include physical verification of the proposed training venues, tools, equipment and instructors.

Proposal Evaluation Criteria	Max. score
A. Technical proposal Score	90
1. Description of methodology and workplan in response to terms of reference a. Technical Approach and Methodology b. Outreach and Enrollment c. Foreign Employment Linkage d. Work Plan e. Opportunity, Challenges and Risks	35
2. Experience of the organization in proposed occupation	20
3. Profile of Key Experts (Instructors) <i>(The proposed key experts shall be present during the training implementation. If by unavoidable circumstances the mentioned key experts could not be present, the substitute expert should be equivalent to previous or more. SaMi/Helvetas Nepal will decide the substitution based on the further evaluation of its profile. Contract shall be terminated upon failure of suitable substitution and performance bank guarantee shall also be forfeited. If key experts' CV is submitted by more than one bidder, the client will verify with the key experts. Bidder who submitted the CV without the consent of the key experts will be disqualified in the particular occupation.)</i>	35

Instructors' qualification requirement details

<i>Instructors</i>	<i>Technical Qualification Required</i>	<i>Training of Trainers (preferably from Training Institute for Technical Instruction) or other organization</i>	<i>Years of training experience</i>
<i>Lead Instructor</i>	<i>CTEVT L2 or equivalent / returnee having L2 equivalent certification *In the occupations where L2 course is not available, L1 shall be applicable *Occupations where CTEVT/NSTB certification is not available, international certification shall be applicable</i>	<i>Preferred</i>	<i>3 years and above</i>
<i>Assistant Instructor</i>	<i>Returnee or CTEVT L1 or equivalent *Occupations where CTEVT/NSTB certification is not available, international certification shall be applicable</i>	<i>Preferred</i>	<i>2 years and above</i>

**Among the two instructors one must be a returnee.*

Physical Infrastructure Evaluation: The physical infrastructure should be in the urban settings with proper road access. Consultant can apply for more than one districts if they have the required physical infrastructure facilities. Infrastructure of the organization in proposed occupations will be evaluated for those who pass the technical proposal. Those who do not meet the physical infrastructure as mentioned in the RFP will be rejected.

2.3.10 Financial evaluation criteria - Resources required to implement the project:

- **Budget:** Please make a budget proposal displaying the needed financial resources to execute the said project. Kindly note that this budget will only be indicative. Negotiations will be done if necessary. The budget shall be submitted using the template budget sheet.
- A narrative description of the budget shall be attached. The selected organization will have to finalize its budget following an in-depth discussion with SaMi/Helvetas Nepal.
- **Timeline:** As stated above, please present an annual budget proposal, covering the following period: 01 November 2021 to 15 July 2022. Please be specific with every planned activity and provide the cost estimation of every activity as detailed as possible.

Evaluation Criteria	Max. Score
Financial proposal/Submitted budget	10
<p>A. Cost efficiency – competitive financial offer per trainees (the lowest bidder will be awarded 10 marks and accordingly to the other bidders)</p> <p>The overall amount (excl. VAT) proposed by the consultant will be evaluated using the following formula:</p> $score = \frac{P_{min} \times max.points}{P}$ <p>P = Price of the proposal to be assessed</p>	10

P_{\min} = Price of the lowest proposal	
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2.4 Negotiation and Award

2.4.1. Negotiations	<p>The negotiations will be held at the date and address proposed by client with the Consultant's representative(s) who must have written power of attorney to negotiate and sign a Contract on behalf of the Consultant.</p> <p>The Client shall prepare minutes of negotiations that are signed by the Client and the Consultant's authorized representative.</p> <p>The date, time and address for the negotiations will be advised in writing by the client. The notification period shall be at least 3 days.</p>
2.4.2 Availability of Key Experts	<p>The invited Consultant shall confirm the availability of all Key Experts included in the Proposal as a pre-requisite to the negotiations, or, if applicable, a replacement in accordance with Clause 2.3.9 of the ITC. Failure to confirm the Key Experts' availability may result in the rejection of the Consultant's Proposal and the Client proceeding to negotiate the Contract with the next-ranked Consultant.</p> <p>Notwithstanding the above, the substitution of Key Experts at the negotiations may be considered if due solely to circumstances outside the reasonable control of and not foreseeable by the Consultant, including but not limited to death or medical incapacity. In such case, the Consultant shall offer a substitute Key Expert within the period of time specified in the letter of invitation to negotiate the Contract, who shall have equivalent or better qualifications and experience than the original candidate.</p>
2.4.3 Technical negotiations	<p>The negotiations include discussions of the Terms of Reference (ToRs), the proposed methodology, the Client's inputs, the special conditions of the Contract. These discussions shall not substantially alter the original scope of services under the ToR or the terms of the contract, lest the quality of the final product, its price, or the relevance of the initial evaluation be affected.</p>
2.4.4 Financial negotiations	<p>Occupation wise total cost negotiations will take place to confirm its cost vs quality factors.</p>
2.4.5 Award of Contract	<p>Pursuant to clauses of the ITC and complying all the technical criteria; the top scorer in the combined evaluation.</p>
2.4.6 Performance guarantee	<p>The consultant shall furnish the performance guarantee while signing the contract. The performance guarantee shall be as per Data Sheet.</p>
2.4.7 Price adjustment	<p>Price adjustment will be applicable as described in data sheet.</p>
2.4.8 Contract duration	<p>The contract duration will be in accordance with data sheet. Renewal of contract will be based on performance evaluation of consultant and requirement of client.</p>

2.5 Data Sheet

A. General	
ITC ref#	
2.5.1	Name of the Client: SaMi/ Helvetas Nepal, Method of selection: QCBS
2.5.2	A pre-bid meeting will take place on the following date: 27 Aug 2021 at 2 PM, Friday. Interested consultants should confirm their participation at sami.np@helvetas.org to obtain the virtual meeting ID latest by 26 August 2021 before 4 PM.
B. Preparation of Proposals	
2.5.3	The Proposal shall comprise the following: 1st Envelope with the Technical Proposal: <ol style="list-style-type: none"> (1) Power of Attorney to sign the Proposal (2) TPF-1 (3) TPF-2 (4) TPF-3 (5) TPF-4 (6) TPF-5 2nd Envelope with the Financial Proposal: <ol style="list-style-type: none"> (1) FPF-1 (2) FPF-2
2.5.4	Proposals must remain valid for <i>120 days</i> calendar days after the proposal submission deadline.
2.5.5	Clarifications may be requested no later than 31 August 2021 The contact information for requesting clarifications is: E-mail: sami.np@helvetas.org
2.5.6	A price adjustment provision including remuneration: Not applicable
C. Submission, Opening and Evaluation	
2.5.7	The Consultant must submit: (a) Technical Proposal: one (1) original and one (1) copy (b) Financial Proposal: one (1) original.
2.5.8	The Proposals must be received at the address below no later than: Date: 08 September 2021 Time: 5 PM

	<p>The Proposal submission address is: SaMi/Helvetas Nepal Dbobighat-3, Lalitpur Email: sami.np@helvetas.org Tel: 01- 54 21 063, 54 37 148</p>
2.5.9	<p>An online option of the opening of the Technical Proposals is offered: No</p> <p>The opening shall take place at: Date: 09 September 2021, Thursday Time: 10 AM</p>
2.5.10	<p>Payment modality: Payment shall be made in two installments.</p> <p>a) First installment: Payment of 80% training cost, 100% food/accommodation and 100% management cost shall be paid after the successful completion of skill test on submission of evidence/report.</p> <p>b) Second installment: Payment of 20% training cost, and 100% employment facilitation cost shall be paid after the employment linkage of the trainees on submission of foreign employment evidence/report.</p>
2.5.11	<p>Contract period: from November 2021 to 15 July 2022</p>
<p>D. Negotiations and Award</p>	
2.5.12	<p>Expected date and address for contract negotiations: Consultant will be informed by the Client.</p>
2.5.13	<p>Expected date for the commencement of the Services: Date: 8 November 2021</p>
2.5.14	<p>Performance guarantee shall be in the following:</p> <ul style="list-style-type: none"> • The consultant should furnish the performance guarantee in a form of bank guarantee from A-class commercial bank approved by Nepal Rastra Bank. • The amount of performance guarantee is 5% of the total contract price.
2.5.15	<p>Modification of proposal is as follows: Once proposal is submitted there will be no modification and withdrawal.</p>

Section-3: Terms of References (ToR)

TERMS OF REFERENCE (TOR)
FOR
TRAINING MANAGEMENT INSTITUTES (TMIs)
TO
Provide Vocational Skills Training to Potential Migrant Workers

1. Background

The Safer Migration (SaMi) Project

The Safer Migration (SaMi) project is a bilateral initiative of the Governments of Nepal (GoN) and Switzerland. Its goal is to ensure that migrants and their families are better protected by concerned Nepali institutions and benefit from decent work conditions abroad. Since its inception in 2011, SaMi aims to increase economic benefits from foreign employment to migrants and their families while mitigating the social costs of migration. It does so by improving access to information, justice, vocational skills, financial literacy and psychosocial counselling for migrant workers and their families. SaMi is currently being implemented under the leadership of the Ministry of Labour, Employment and Social Security (MoLESS) and 156 local governments (LGs) of 39 districts, with Helvetas Nepal providing technical assistance.

Skilling of Potential Migrant Workers

SaMi's vocational skilling component aims to impart skills training to the prospective migrants who have little or no prior experience in the occupation. It provides them with one-month (equivalent to 208 hours) residential training, with the focus on developing their practical skills. The proposed vocational training enables prospective migrants being hired as helpers to semi-skilled and skilled workers rather than general laborer, giving them a better chance of career progression¹.

SaMi has collaborated with 10 training management institutes (TMIs) located in Kathmandu, Dhanusha and Jhapa are conducting skills trainings for SaMi. The TMIs were selected based on a number of criteria, such as good infrastructure with sufficient tools, equipment and material; availability of a separate work station for each trainee, and clean residence for trainees. Vocational skill trainings are currently conducted in six occupations: masonry, shuttering carpentry, scaffolding, industrial electrician, plumbing and garment machine operator. In addition to technical skills related to specific occupations, trainees also learn occupational health & safety and life-skills, such as understanding the culture of the destination country, basic communication skills, managing finances and maintaining relationship with family over long distance. After the completion of training, trainees undergo an end of training test, which is conducted by the certified assessors of the National Skill Testing Board (NSTB) and receive certificates.

Changing Context

Due to the changed context amidst COVID-19, the demand and the requirement of the skills training to the migrant workers have been changed. Hence, SaMi is planning to provide

¹ A number of tracer studies conducted by SaMi has shown that migrants who have successfully completed the skills training tend to earn on average 20-25% more than unskilled workers and are also more likely to be hired as semi-skilled or skilled workers in their second, third or fourth migration cycle.

vocational training to migrant workers in new occupations in new industries and sectors where demand for workers will remain high. As in the past, the training will be provided to those potential migrant workers with little or no prior experience in the occupation as well as low level of formal education including English language communication skills.

Shift in demand of occupations overseas

In the present context, the demand for the construction worker is in decreasing trend attributed by the economic depression, reduction in construction projects in GCC mainly due to the completion of construction work in the GCC especially in UAE and Qatar for the World Cup 2022 and Expo 2020 respectively. However, there are other industries where demand for workers has been increasing. These sectors include Oil and Gas, mechanical, facilities management, hospitality, etc. Although, GCC and Malaysia have been the major labour migration destination with 86.42 per cent of all Nepali labour migrants going there for work (MoLESS report, 2018), new destinations are emerging in Eastern Europe (eg. Poland, Romania), Middle East (eg. Jordan, Israel) among others (eg. Seychelles, Japan, etc). Preliminary market analysis suggests that demand for workers could increase for the following occupations: TIG & MIG welders, aluminum fabricator, air-conditioning and refrigeration technician, abrasive blasters, spray painters, steel fabricators, pipe fitters, cleaners, kitchen helpers, etc.

Shift in the interest of the migrants

Although the market demand plays vital role in the employment generation, the interest and disinterest of the workers in various occupations cannot be ignored. Youths are more attracted towards jobs that are performed indoors, or occupations that are uncommon in Nepal.

Increasing number of women migrants

Number of Nepalese women looking migrate abroad for work has increased over the years. However, it has been a challenge to identify potential occupation that are safe and appealing for woman migrant. There are occupations in service sectors including in hospitality management, facility management and health care that have the potential to become suitable for female migrant workers.

Hence, it has become imperative to address the market demand and interest of the migrant workers together by introducing new viable occupations for the skills training to the potential migrant workers.

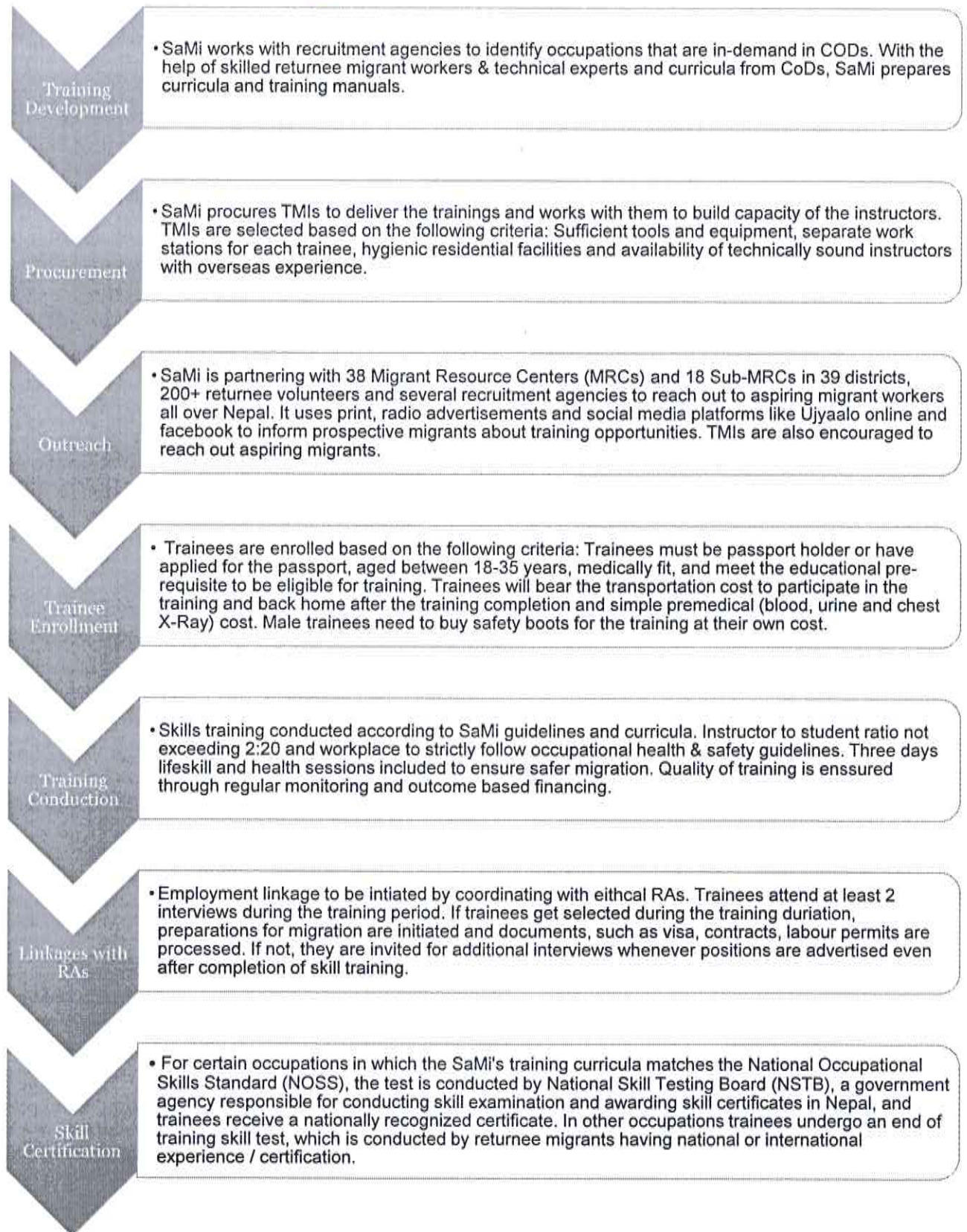
2. Scope, target and implementation modality

Overview

SaMi is planning to organize center-based residential Vocational Skills Training for approximately **2,500 potential migrants from all over Nepal** in the FY 2021/22. SaMi will cover the costs for the training, food and accommodation including independent skill assessment.

The proposed skills trainings are specifically designed and developed based on labour market and skills demand in the major destination countries. Curricula are developed in consultation with returnee migrant workers with several years of work experience abroad in same occupation, skills development experts and employers/companies based in destination countries. The training lasts a total of **30 days** and includes modules on occupational skills in specific occupations as well as life/soft skills and health to best prepare migrants to adapt to the living conditions of the destination countries. At the end of the training, skills tests are conducted to verify the competencies and knowledge acquired by the trainees and ensure training quality. There are two modalities for end of training assessment. Occupations in which National Skill Testing Board (NSTB) has relevant standards and testing mechanism, skill assessment and certification is conducted by National Skill Testing Board (NSTB). Else, independent assessors hired by SaMi will conduct assessment and trainees receive certificates awarded by SaMi.

Implementation Modality



Training Occupations and Geographic Coverage

The occupations and districts in which services are to be provided by this support will be:

Sectors	Occupations	Proposed Training Implementing Districts
Hospitality	Kitchen Helper, Housekeeping / Cleaner	Jhapa, Sunsari, Dhanusha, Kathmandu, Lalitpur, Bhaktapur, Kaski, Rupandehi, Banke, Dang
Construction	Pipe Fitter, Abrasive Blasting cum Spray Painting, Block Mason, Steel Fixture (Bar Bender)	
Mechanical	Welding (TIG/MIG), Aluminum Fabricator	
Electrical	Industrial Electrician	
Others	Garment Machine Operator	Kathmandu valley only

**Housekeeping/Cleaner & Garment Machine Operator occupations are for potential women migrants only. Rest of the occupations are for aspiring men migrants.*

3. Role of the TMIs and SaMi

This call for proposal is launched to select the TMIs that will perform the roles described below.

Activities to be performed	Role of TMIs	Role of SaMi
Outreach	<ul style="list-style-type: none"> TMIs shall use its network to reach out aspiring migrants in non-SaMi districts and municipalities. TMIs shall coordinate with RAs to disseminate the skills training information. 	<ul style="list-style-type: none"> SaMi will mobilize the Migrant Resource Centers in 39 districts², 200+ returnee volunteers, financial literacy facilitators to reach out to aspiring migrant workers. SaMi will use print media, radio advertisements and social media platforms like Ujyaalo online and Facebook to inform prospective migrants about training opportunities all over Nepal. SaMi will provide training information to NAFEA for wider reach and referral of the migrants in their contact.
Training Enrollment	<ul style="list-style-type: none"> TMIs in presence of SaMi Monitoring Officer will select the candidates for the training according to the training criteria. Trainees must be passport holder or have applied for the passport, aged between 18-35 years, medically fit, and meet the 	<ul style="list-style-type: none"> SaMi will refer the list of interested migrants to TMIs according to their training schedule. SaMi monitoring officer will be involved in the trainee selection process

² SaMi implementing districts:

Province 1 : Panchthar, Ilam, Sunsari, Khotang, Bhojpur, Morang, Udayapur, Jhapa
 Province 2 : Rautahat, Bara, Parsa, Mahottari, Siraha, Saptari, Dhanusha, Sarlahi
 Province Bagmati : Makwanpur, Chitwan, Kavrepalanchowk, Sindhuli, Ramechhap, Sindhupalchowk, Nuwakot, Dhading
 Province Gandaki : Gorkha, Tanahun, Baglung, Kaski, Nawalparasi East, Syanja
 Province Lumbini : Kapilvastu, Rupandehi, Banke, Gulmi, Nawalparasi West, Dang, Rolpa
 Province Karnali : Salyan
 Province Sudurpaschim : Kailali

Activities to be performed	Role of TMIs	Role of SaMi
	<p>educational pre-requisite to be eligible for training.</p> <ul style="list-style-type: none"> • Trainees will bear the transportation cost to participate in the training and back home after the training completion and simple premedical (blood, urine and chest X-Ray) cost. Construction trainees need to buy safety boots for the training at their own cost. 	
<p>Training Conduction</p>	<ul style="list-style-type: none"> • The entire training shall take place within the premises of the training center. • TMIs must have adequate facilities including separate workstations for each participant for the practical training, classrooms for theory, sufficient tools, equipment, materials related to the proposed occupation, hygienic residential facility with clean beds, kitchen/mess, toilets/bathrooms. • Trainings must be conducted for 30 days - 8 hours every day. • TMIs must have technically sound instructors as per the Instructors' qualification detail given in the table below. Instructor to student ratio cannot exceed 1:12 and workplace strictly needs to follow occupational health & safety guidelines. If a training course has 20 participants, one lead instructor and one assistant instructor must be assigned. One of the instructors must be a returnee. Instructors must apply the curricula provided by SaMi. • A batch of training shall comprise a minimum of 5 participants to a maximum 20 participants. • TMIs must appoint an experienced life skill counselors to provide 3 days life skill and health sessions. Counselors to student ratio must not exceed 1:12. • TMIs must have a coordinator dedicated to SaMi trainings who will 	<ul style="list-style-type: none"> • SaMi will decide on the maximum number of occupations for which trainings to be conducted depending on the availability of the adequate infrastructure of the TMIs. • Number of trainees will be allotted based on the availability of the infrastructure and performance of TMIs. • If the performance of the partner is not satisfactory, SaMi will have the right to reduce the number of trainee allocation or halt the training.

Activities to be performed	Role of TMIs	Role of SaMi
	<p>be responsible for timely reporting and database management. He/she will also coordinate the enrollment of participants, the planning of trainings, be responsible to verify and report on the quality of the training.</p> <ul style="list-style-type: none"> • TMIs must be willing to invest in upgrading their physical facilities, tools and materials for providing quality trainings. 	
Foreign Employment Linkage	<ul style="list-style-type: none"> • TMIs must coordinate with RAs for foreign employment linkage and regularly assess the demand of jobs in the training related occupations. 	<ul style="list-style-type: none"> • SaMi will coordinate with Nepal Association of Foreign Employment Agencies (NAFEA) for timely employment linkage.
Skill Certification	<ul style="list-style-type: none"> • TMIs will coordinate with NSTB to ensure timely skills test in the occupations decided by SaMi. • TMIs will promptly enroll participants in NSTB's online database for the skill test. 	<ul style="list-style-type: none"> • SaMi will coordinate and collaborate with NSTB to ensure timely skills test. • SaMi will refer the assessors for the skill test in those occupations in which skills standard does not match with NOSS
Monitoring	<ul style="list-style-type: none"> • TMI management and coordinator must conduct regular monitoring to ensure adequate tools, equipment and materials are provided, quality training delivery of the instructors', ensure regularity, hygienic food and accommodation services. 	<ul style="list-style-type: none"> • SaMi will ensure quality of training through regular monitoring and outcome-based financing.
Identification of new occupations in demand and development of curricula	<ul style="list-style-type: none"> • TMIs shall assess the new occupations in demand overseas and share with SaMi. 	<ul style="list-style-type: none"> • SaMi will work with RAs to identify occupations that are in-demand in CoDs. • SaMi will develop curricula/training manuals with the help of skilled returnee migrant workers, technical experts and available curricula from CoDs.
Reporting and financial claims	<ul style="list-style-type: none"> • TMIs must enter the training and trainees' data in SaMi's online database within 3 days of training start date. • TMIs must submit a training completion report after the completion of each training program, along with the necessary 	<ul style="list-style-type: none"> • SaMi will ensure regular payment upon submission of the required documents by TMIs

Activities to be performed	Role of TMIs	Role of SaMi
	annexes and formats given by SaMi, including financial claims.	

4. **Deliverables:** Approximately 1,200 potential migrants will be trained in the above occupations. The target may increase or decrease as per the budget availability.

Section-4: Technical Proposal Form (TPF)

Please follow the below structure and answer all questions (Recommended font and size: Arial, 11 pt)

TPF-1: Occupation proposal form

i. General Information (Information of your organization including organogram – Maximum 2 pages)

Name of the Institution:

Training Venue address:

Registration No.:

Registration Date:

Authorized representative of the institution and contact details:

Email:

Contact no.

Proposed Training Information

S.N.	Proposed Occupation/s	Availability of CTEVT affiliation until 077/78 (Y/N)	Proposed Number of trainees		
			Men	Women	Remarks

Above proposals must be reflected in financial proposal

Board of Directors of organization (please fill below table):

SN	Name	Designation	Contact no.	Responsibilities

Add rows if necessary. Do not change or format the table.

Organogram of the organization (include position & names):

ii. **Technical details**

1. **Description of methodology and workplan in response to terms of reference (Max. 4 pages)**

a. **Technical Approach and Methodology:** Please explain your understanding of the objectives of the assignment as outlined in the Terms of Reference (ToR), the technical approach, and the methodology you would adopt for implementing the tasks to deliver the expected output(s), and the degree of detail of such output. Please do not repeat/copy the ToR in here.

b. **Outreach and enrollment:** Please explain your strategy for advertising, motivation and enrolling trainees

c. **Linking Trainees to Foreign Employment:** Describe your strategy to link the trainees to foreign employment during and after the training (maximum 0.5 page) (describe how you will identify the demand for workers, link the trainees with potential recruiters, facilitate interviews and on-the job testing). Please also provide evidence if there is any collaboration with recruitment agencies.

d. **Opportunity, Challenges and Risks:** Where do you see opportunities, challenges and potential risks in this assignment and how do you plan to deal with them?

TPF-2: Work plan proposal form

Work Plan: Please outline the plan for the implementation of the main activities/tasks of the assignment, targets to be achieved per month, employment linkage, and tentative delivery dates of the reports in the below table. The proposed work plan should be consistent with TPF-1, showing your understanding of the ToR and ability to translate them into a feasible working plan.

SN	Activities	Nov, 2021	Dec, 2021	Jan, 2022	Feb, 2022	Mar, 2022	Apr, 2022	May, 2022	Jun, 2022	15 Jul, 2022

**Add rows according to your requirement*

TPF-3: Consultant's relevant experience proposal form

Experience in skills training provision: (Maximum 1 page – table included)

Please detail your experience in vocational skills trainings in the following table:

List out organization’s relevant experiences of recent two years (recent first)

Project Name	Year implemented	Occupations	Duration of Course (hours /month)	Curriculum used (CTEVT or other-give name)	Total trainees	Funding Agency	Remarks

**Add rows if necessary. Do not change or format the table.*

Annexes:

- 1. Contract Agreements and Work certificates from clients to support the work experience mentioned in the above table (minimum two years' work experience and latest maximum 3 evidence documents)*
- 2. Include CTEVT affiliation certificate valid (up to 077/078) for the occupations (Mason/Block Mason, Steel Fixture/Bar Bender, Welding, Industrial Electrician, Garment and Aluminum Fabricator). For Housekeeping/Cleaner, Pipe Fitter, Kitchen Helper, Abrasive Blasting cum Spray Painting CTEVT affiliation is not required.*

Format of CV to be included as follows:

Description of the key experts (instructors and training coordinator) to be mobilized for the mandate (Note: The CV of personnel should have annexes with relevant training certificates and work experience letters.)

Curriculum Vitae (CV) for Proposed Personnel (Human Resource)

Strictly use this structure to present the CV of the proposed experts (CVs are to be placed as annexes to the technical proposal). MAXIMUM LENGTH = 3 pages.

Please be selective in the information provided and highlight the information and experiences that are particularly relevant for the assignment. Avoid copy-pasting former job descriptions.

1. **Proposed Position of the key expert:** _____
2. **Name of Expert [Insert full name]:** _____
3. **Contact address:** _____ **Mobile (mandatory):** _____
4. **Date of Birth:** _____ **Citizenship:** _____ **Gender:** _____
5. **Education/Academic Qualification [Indicate college/university and other specialized education of expert, giving names of institutions, degrees obtained, and dates of obtainment]:**

6. **Relevant Trainings [Indicate relevant training received. Indicate the name of the institute, name of the training, certification obtained and the dates of obtainment]:**

7. **Relevant Employment Record [Starting with present position, list in reverse order every employment held by expert since graduation, giving for each employment (see format here below): dates of employment, name of employing organization, positions held.]:**

 From [Year]: _____ to [Year]: _____
 Employer: _____
 Positions held: _____
 Tasks Assigned: _____

8. Certification:

- I, the undersigned, certify to the best of my knowledge and belief that
- (i) This CV correctly describes my qualifications and my experience
 - (ii) I am committed to undertake the assignment within the validity of Proposal.
 - (iii) I have not submitted my CV to other bidders except for this organization.

I understand that any willful misstatement described herein may lead to my disqualification or dismissal, if engaged.

 [Signature of expert] Date: _____
Day/Month/Year

11. Annex: Certificates - Academic, Training, ToT and relevant Work Experience



TFP - 5: Infrastructure proposal form

DESCRIPTION OF AVAILABLE INFRASTRUCTURE

Please follow the below structure and answer all questions (Recommended font and size: Arial,11 pt)

- A. Available infrastructure:** please describe and detail the premises, workshop and working stations, major tools and equipment, hostel and canteen/mess and sanitation facilities, that are available for the provision of the proposed trainings and numbers. The occupation wise requirements are included in **Section 7**.

SN	Criteria	Physical Facilities and available number of Tools and Equipment	No. available for 20 participants	Status (on rent, owned or outsourcing)
General infrastructure for all occupations				
	Classroom	Description of classrooms (Number, area of each classroom, sitting arrangement, ventilation, fan, light, availability of teaching learning materials i.e. whiteboard, display of occupation related information, etc.) <i>[please write below]</i>		
	Hostel	No. of room, area of each room, no. of bed in each room, types of bed i.e. single or bunkbed, fan, mosquito protection, ventilation, light. <i>[please write below]</i>		
	Canteen	Description of kitchen and dining: area, ventilation light, sitting arrangement, safe drinking water, hand washing facilities. <i>[please write below]</i>		

	Sanitation facilities	No. of toilets and bathrooms (1:10 ratio) and urinal, hand washing facilities, availability of hand sanitizer chemical <i>[please write below]</i>		
	COVID related safety	As per ministry of health and population guidelines. <i>[please write below]</i>		
	Occupation wise infrastructure for practical			
1.	Occupation 1	a. Mention the workshop area and working arrangement: <i>[please write below]</i>		
		b. Tools and equipment storage system: <i>[please write below]</i>		
		c. List of tools and equipment's for occupation.....1 I. II. III.		
		d. List of PPE for each occupation I. II. III. Add as per requirement		
2	Occupation 2	a. Mention the workshop area and working arrangement: <i>[please write below]</i>		
		b. Tools and equipment storage system <i>[please write below]</i>		
		c. List of tools and equipment's for occupation.....2 I. II.		

		<p>d. List of PPE for occupation</p> <p>I.</p> <p>II.</p> <p>III.</p> <p>Add as per requirement</p>		
3	Occupation			

Add rows if necessary. Do not change or format the table.

Photos of existing infrastructures (classroom, workshop, hostel, canteen, tools and equipment (Photographs max 10)



Section-5: Financial Proposal Form (FPF)

Fill the following format (Recommended font and size: Arial, 11 pt)

A. Details of Training Management Institution:

- 1.1 Name of the Institution:
- 1.2 Address:
- 1.3 Name of the representative of the institution and contact number:

FPF-1: Details break-down of Financial Proposal:

(Please provide details of the budget in line with the format proposed below / this format serves as a basis. It can be adapted to the specificities of the consultants' strategy and applied in an excel sheet). Use below table separately for each proposed occupation.

SN	Description	Mention occupation name and corresponding cost for one event with 20 participants	
		Proposed Occupation Name:	Cost in words
		Cost in figure	Cost in words
1	Tools and Equipment costs (e.g. machines, etc.) <i>(Attention: only depreciation costs are covered)</i>		
2	Remuneration of Key Experts		
	<i>Lead Instructor (100%)</i>		
	<i>Assistant Instructor (100%)</i>		
	<i>Training coordinator (Partial basis about 50%)</i>		
3	Consumable training materials (hands out, stationary, occupational training materials for practical sessions – lump sum)		
4	Physical infrastructure (Rental cost only) and facilities (electricity, water, communication, etc – lump sum)		
5	Food and accommodation		

6	Other Cost – pls specify		
7	Total Cost (exclusive of VAT)		
8	Cost per participant (exclusive VAT)		

Note:

1. Proposed remuneration of instructors must be paid to concerned as per financial proposal.
2. SaMi will provide Employment Facilitation Cost if a trainee is linked to foreign employment as per its norms.
3. Lifeskill / health session and skill test cost will be provided by SaMi separately and need not include above.

FPF-2: Summary of Financial proposal

(Please provide the summary of the budget for the proposed occupations in line with the above detail budget table in the format below).

SN	Proposed Occupation/s	Proposed Target number	Cost per trainee in figure (excl. VAT)	Cost per trainee in words	Total Cost in figure (excl. VAT)	Total Cost in words

(Add rows as required)



Section-6: Format of Contract Agreement

(a) Contract Agreement

Contract No:

Agreement

**For the implementation of Vocational Skill Training to the
Potential Migrant Workers Component of SaMi phase III**

Between

Safer Migration (SaMi) Project/HELNETAS Nepal

(Herein after referred to as SaMi/Helvetas Nepal)

GPO Box 688, Dhobighat, Lalitpur, Nepal

Telephone: 977 1 5421063, 5437148

And

XXXX

(herein after referred as TMI)

XXXX, Nepal

Tel.: +977 XXXX Email: XXXX

(Project duration: XXXX)



Form of Contract

This CONTRACT (hereinafter called the "Contract") is made the day of the month of November 2021 between, on the one hand, M/s SaMi/Helvetas Nepal (hereinafter called the "Client") and, on the other hand, _____ Pvt. Ltd. (hereinafter called the "TMI").

WHEREAS

- (a) the Client has requested the TMI to provide certain consulting services as defined in this Contract (hereinafter called the "Services");
- (b) the TMI, having represented to the Client that it has the required professional skills, expertise, and technical resources, has agreed to provide the Services on the terms and conditions set forth in this Contract.

NOW THEREFORE the parties hereto hereby agree as follows:

- 1. The following documents attached hereto shall be deemed to form an integral part of this Contract:
 - (a) General Conditions of Contract (GCC)
 - (b) Special Conditions of Contract (SCC)
 - (c) Payment Schedule
 - (d) Annexes:
 - Annex A: Terms of Reference
 - Annex B: Breakdown of Contract Price (*Shall be included at the time of contract*)
 - Annex C: Performance Guarantee (*Shall be included at the time of contract*)
 - Annex D: Minutes of Negotiation Meetings (*Shall be included at the time of contract*)
 - Annex E: Code of conduct of Helvetas Nepal

In the event of any inconsistency between the documents, the following order of precedence shall prevail: the Special Conditions of Contract; the General Conditions of Contract and Annexes.

Any reference to this Contract shall include, where the context permits, a reference to its annexes.

- 2. The mutual rights and obligations of the Client and the TMI shall be as set forth in the Contract, in particular:
 - (a) the TMI shall carry out the Services in accordance with the provisions of the Contract; and
 - (b) the Client shall make payments to the TMI in accordance with the provisions of the Contract.

IN WITNESS WHEREOF, the Parties hereto have caused this Contract to be signed in their respective names as of the day and year first above written.

For and on behalf of SaMi/Helvetas Nepal [Name of Client]

Ms. Sita Ghimire, Team Leader _____
[Authorized Representative of the Client – name, title and signature]

For and on behalf of [Name of TMI]

.....
[Authorized Representative of the TMI – name and signature]

A. General Conditions of Contract (GCC)

I. GENERAL CONDITIONS

1	Contracting parties: Helvteas Nepal, represented through the Safer Migration Project , hereinafter called "SaMi/Helvetas Nepal" and contractual body corporate, hereinafter called TMI shall commit themselves to comply with the following conditions of General Conditions of Contract:
2	The provisions of this GCC are supplement to the Agreement (Contract) and the provisions of GCC conflicting with the Agreement (Contract) shall be void to the extent of such conflicts.
3	Contractual parties shall be bound solely by conditions set down in writing. Until such time, either party may withdraw from negotiations without financial consequences. Each party shall meet the expenses it has itself incurred.
4	SaMi/Helvetas Nepal alone shall be entitled and responsible for issuing or amending instructions to and entering into any kind of commitment with the TMI, especially with regard to the contract's duration and results.
5	The TMI shall, in principle, perform the assignment her/him/itself and shall not subcontract the assignment, partly or fully
6	The TMI shall be personally liable for ensuring the faithful and quality performance of the tasks and duties entrusted to her/him/it. (S)He/It declares that (s)he/it is well experienced in the field of activities described in the contract. (S)He/It promises to execute the contract carefully, thoroughly and professionally as a specialist in the subject matter and to make optimum use of the financial and technical means available. (S)He/It declares that (s)he/it is aware of the law applicable in the country (countries) where the assignment is to be performed. The TMI takes no actions which might favor any third party.
7	The TMI shall clearly demonstrate that (s)he/it is working-for and on behalf of SaMi/Helvetas Nepal.
8	Part-time contribution of the TMI team is allowed. However, the TMI team members shall not perform other tasks or side-line occupations that would go against the objectives of the assignment performed for SaMi/Helvetas Nepal.
9	SaMi/Helvetas Nepal shall be entitled at any time to check or seek information about any part of the assignment. The right to check or seek information may be delegated by SaMi/Helvetas Nepal to third parties. Such rights in no way change the duty of the TMI to perform the assignment in accordance with the contract.
10	The TMI shall immediately inform SaMi/Helvetas Nepal by the best possible means and ways of any event which could have a negative influence on or endanger the performance of the assignment.
11	The TMI shall recruit the key experts proposed in the bid. Replacement of proposed personnel will not be allowed. However, in unavoidable circumstances, the TMI shall propose higher or equally competent personnel for replacement. The TMI shall seek the acceptance from SaMi/Helvetas Nepal, prior to replacement. In case, SaMi/Helvetas Nepal is not satisfied with the performances of the proposed personnel, it may ask the TMI to replace such personnel and the TMI shall abide to this request. In such a case, the new recruited personnel must have the competencies mentioned in the ToR and be accepted by SaMi/Helvetas Nepal.
12	SDC is a signatory of the Basic Operating Guidelines (BOGs). This commitment extends to all SDC funded projects in Nepal. The TMI will therefore abide by and participate in the promotion of these guidelines in its activities and communications. The TMI will also share information it has about any violations of the BOGs with SaMi/Helvetas Nepal. Such information can be shared anonymously and will be treated with utmost confidentiality. Adherence to and promotion of the BOGs is considered an integral part of project performance.
13	The contract shall be subject to Nepalese Law. The provisions of the specific contract shall take precedence over those of this GCC.

II. TARGET TO BE DELIVERED

TMI will carry out vocational skills training on Occupations: _____ for potential migrant workers in close coordination with SaMi/Helvetas Nepal.

S.N	Activities	Target group	Target
1	In collaboration with SaMi/Helvetas Nepal, select participants for the free-of-cost skills training	Potential migrants falling in the criteria of the SaMi target group	Regular
2	Provide free-of-cost residential training to poor/very poor men who have decided to go for foreign employment in ----- Occupations	First Priority: Poor/very poor potential migrants from SaMi program districts Second Priority: Potential migrants from other than SaMi project districts	Occupations: Target Number:
3	Facilitate skills testing from National Skills Testing Board (NSTB) and certification process of trainees for ----- Occupations	Trainees	Target Number:
4	Facilitation of skills testing and certification process of trainees by modality prescribed SaMi of ----- Occupations	Trainees	Target Number:
5	Establish collaboration with reliable recruitment agencies and link trainees to foreign employment opportunities without any charge to the participants	Trained graduates	60% of the trained graduates

* The allocated number in occupations can be changed according to the demand but it should not cross the total number.

- a. **Target Group:** All participants in the training are potential migrants or returnees who migrated as labour previously and aspire to go to foreign employment. TMI shall seek to enroll the participants coming from the poorest categories of the populations. Priority must be given to potential migrants from socially disadvantaged groups and SaMi project implementation districts.
- b. **Participant's district of origin:** Priority participants under this contract must be from the SaMi/Helvetas Nepal project districts. However, participants from other districts could be also incorporated into the training events if there are not enough numbers of participants from project districts to meet the target under this contract.
- c. **Participant's age group:** All participants should be between 18-35 years of age and either already obtained the passport or applied for obtaining passport are eligible. **18 years should be considered as 18 years completed.**
- d. **Participant's pre-medical check-up cost:** Skills trainings will be provided to only those potential migrants who are medically fit to go for foreign employment. The cost for conducting such pre-medical check-up (Blood test, Urine test, Chest X-Ray) will have to be borne by the training participant themselves.
- e. **Participant's travel cost to and from the training venue:** Travel cost of participants from their respective districts to the training venue and return shall be borne by the participants themselves.

III. SERVICES TO BE DELIVERED

a. Services to be delivered by the TMI

TMI complies with the training requirements provided by SaMi/Helvetas Nepal as well as occupational safety and health standards as prescribed by SaMi/Helvetas Nepal.

i. Training Venue Requirements

- The training premises (training hall and workshops for practical training) need to be big enough (as mentioned in the standard) to freely accommodate the allocated number of trainees and to ensure a good learning environment.
- The training premises need to be well ventilated, provide enough natural and/or artificial lighting, protected from rain, wind, direct sunlight and external noise to ensure an appropriate learning environment.
- Ensure individual workstation according to the requirement of the occupation and adequate tools, equipment and materials.
- The TMI must ensure unrestricted access of the trainees to proper and clean sanitary systems (e.g. toilets and urinals).

ii. Residential Services

- Ensure that trainings are provided on a residential basis.
- Ensure the minimum standards on food, accommodation, and hygiene. The training participants must be provided with adequate and hygienic food and drinking water.
- The food package should include tea in morning, a lunch, tea & snacks in the afternoon and a dinner in the evening.
- Accommodation should be comfortable, hygienic (clean beds and rooms) with proper ventilation and adequate sanitation facilities (trainees to toilets/bathroom ratio – 10:1).

iii. Training implementation

- Prepares logistical arrangements for the training events.
- Prepare quarterly work plans for the execution of the project/activities and get it approved by SaMi/Helvetas Nepal
- Duration of the training is 30 days. TMI shall ensure that each trainee receives up to 8 hours training (7 hours of practical session and 1-hour theory) each day. Theory sessions should not be more than an hour a day.
- Maximum number of participants per batch/event shall be 20. A training event must begin immediately (within a week) once there are a minimum of 5 participants. Additional participants can be included in the ongoing training within the 3 first days of the program and provide a “bridging” course to bring the newcomers up to the same level.
- There must be at least 1 instructor for 12 participants. Groups above 12 participants need to accompany by at least 2 instructors. If there is need of 2 instructors, one of the instructors shall be a returnee migrant with experience working in the same sector/occupation while in foreign employment. Ensure training curricula/manual provided by SaMi in both theory and practical classrooms.
- Make a list of the materials that are necessary for the work (both consumable and non-consumable) and display it in the classrooms so that the trainees are aware about them.
- Before the training event starts, provide complete orientation to all trainees on the SaMi and training center rules, available facilities, safety measures, and precautions to be taken in case of calamities.
- Maintain the hard copy of fully filled-up trainees' application forms along with supporting documents like copy of passport/receipt of passport application, citizenship for those occupations in which NSTB skill test will be conducted, photograph, medical test report. TMI shall need to share with SaMi/Helvetas Nepal whenever required.
- Mentors and counsels training participants during training.
- Ensures that all the trainees appear and undergo the skills certification test successfully.
- Arranges “Life skill & Health” counseling sessions for all training events.
- Ensures regular monitoring and quality (technical and management) control of the ongoing trainings. Develop minimum standard and a checklist to regularly monitor the quality of the training, food and accommodation facility.

- Make effort to teach basic Hindi and English languages through different means particularly i.e. encouraging communication in Hindi with peers and instructors during training period.
 - Ensure good coordination with SaMi/Helvetas Nepal and project implementation partners at national and district levels
 - Support SaMi/Helvetas Nepal team or its representative on programme monitoring & review as well as monitoring/review of financial documents/books of accounts.
- iv. Occupational Health and Safety**
- Ensure enough clean drinking water to the trainees during the whole training period.
 - Ensure that First Aid kits with sufficient basic medicines are in place before starting the training events and that they are accessible in case of emergency. **No expired medicines be kept in the First Aid kit.**
 - **Ensure a minimum occupational health and safety standard** during the training period considering the risk involved in the respective occupations (e.g. use of apron/Hi-Viz jacket, mask, protective shields on machinery, gloves, goggles, ear plug, safety boot, etc.). It is up to the TMI to appropriately assess health and safety risks that may occur during training and to ensure appropriate prevention and/ or insurance coverage.
 - Exit points and assembly area in case of fire, earthquake or other (natural) calamities must be clearly marked and shown to all trainees.
 - Fire extinguisher must be available in the venue.
 - Ensure availability of Covid-19 related safety as per Ministry of Health and Population guideline.
- v. Employment Linkage**
- Ensure that trainees are well informed about foreign employment rules of the GoN.
 - Link graduates to gainful employment abroad and the world of work. In so doing, no graduate can be forced to join a particular company or recruitment agency.
 - Ensure trainees get the opportunity to face the interview/trade test for foreign employment after 15 days of training start. If the trainees do not get selected during the training, the TMI shall continue to follow-up and inform about the opportunities for the interview till six months unless the trainee shows lack of interest to go.
 - Foreign employment linkages must be purely voluntary wherein trainees are free to make decisions whether to appear in trade test or not; or to go for employment or not. The final choice of the recruitment agency and of the company shall be the one of the graduated trainees.
 - TMI will link the graduate to foreign employment and provide the event-wise employment report of the graduates 6-8 months after training completion.
- vi. Data Entry and Reporting**
- Enter the detail of each training events in SaMi database within 3.5 days of training start date.
 - Submit event-wise training completion report according to the given format within 15 days of training completion along with claim and invoice.
 - Employment verification report to be submitted by 6-8 months after training completion. The report shall contain any two documents: the contract agreement with the employer at the destination country, labour permit, visa, air ticket.
 - Execute any additional task requested by and mutually agreed with SaMi/Helvetas Nepal.
- vii. Human Resource Management**
- Maintain a copy of CVs and the contract of the instructors.
 - Provide name lists of the staff involved in SaMi/Helvetas Nepal project implementation.
 - Should there be any changes in the Director, Project Focal Person and Instructors for SaMi/Helvetas Nepal supported activities, TMI shall immediately inform SaMi/Helvetas Nepal.
 - Consult with SaMi/Helvetas Nepal while arranging/hiring and managing staff for the purpose of this agreement.
 - Orient their staff about the project goals, objectives, expected outputs, budget and activities

- Prevent sexual harassment at work, ensure conducive environment in which both men and women can work together without fear and intimidation.
- viii. **Financial Management**
- Maintains books of accounts and necessary financial evidence as per standard financial norms
 - Carries out audits as per rules and regulations introduced by the Government of Nepal and shares the annual Financial Audit Report, of its overall income and expenditures, tax clearance certificate, organizational registration renewal certificate with SaMi/Helvetas Nepal.
 - Submit an audited report, tax clearance certificate, organizational registration renewal certificate issued by concerned authorities to continue the contracts with SaMi/Helvetas Nepal.

b. Services to be delivered by SaMi/Helvetas Nepal

SaMi/Helvetas Nepal will deliver following services:

- Orientation on project concept, approaches, working modalities including technical and financial reporting.
- Provide clear and comprehensive description of all services to be delivered by the TMI.
- Provide the agreed resources as per the contractual budget for the effective implementation of SaMi/Helvetas Nepal project activities
- Participate in the TMI activities for exchange, sharing and learning.
- Ensure the monitoring of the graduates by directly contacting or by contacting his/her family member. This follow-up will be carried out by SaMi/Helvetas Nepal directly or by a third party assigned by SaMi/Helvetas Nepal.
- Support to increase outreach of the training programs through public announcements and various PR activities if felt necessary
- Provide training curricula/manual, monitoring guidelines before the training conduction.
- Timely payment of approved financial claims of the TMI.
- Support in developing understanding and clarity on Basic Operating Guidelines and other relevant policies applied by SaMi/Helvetas Nepal, mainly; the Work Force Diversity Policy, Gender Equality, Social Inclusion and Poverty Orientation Policy, Sexual Harassment and Mobbing Policy, Policy against Untouchability and Code of Conduct against Corruption, the SDC code of conduct for contractual partner.
- SaMi/Helvetas Nepal reserves the **right to monitor minimum standards** at any time before and during the training process particularly the training delivery including adherence to the curricula, OP/OSS, tools, equipment and consumables, training environment, instructor's capacity, results of training by verifying the outputs (i.e. competency of the graduates and the skills test results) and outcomes (quality of the training, employment and income). If TMI is found not to comply partially or fully with the above minimum standards, SaMi/Helvetas Nepal will request the TMI to take corrective actions within a specified time period. If compliance is not met within a given time period, SaMi/Helvetas Nepal may immediately cancel the training event and/or in serious cases stop the collaboration.
- Further, SaMi/Helvetas Nepal also reserves the **right to deploy third-party monitors** at any time during the contracting period besides regular monitoring to verify the inputs, outputs and outcomes reported to SaMi/Helvetas Nepal by TMI.

IV. CONTRACT REVIEW AND AMENDMENT

Review

- SaMi/HELVEATS Nepal shall review the progress of the agreed activities in three months of signing of this contract and based on the results, take decision on further continuation of the agreed activities in the present contract period. Contract extension for next year will be based on the availability of the program and on the satisfactory performance of TMI. If the TMI is unable to achieve 80% of the output (except for the unforeseen conditions), the contract shall not be renewed, and bank guarantee will be forfeited.

Amendments

- This contract can be amended at any time through mutual understanding with a written note signed by both parties. The modification/amendment will be an integral part of this agreement.

V. CONFIDENTIALITY

- All documents relating to the project which are not publicly available (for instance through the website and Helvetas Nepal publications) or any other documents, information or data entrusted to or produced by the TMI in connection with the assignment shall be confidential and may neither be used by the TMI for her/his/its own personal purpose nor made accessible to third parties alien to the assignment without the consent of SaMi/Helvetas Nepal.
- Should SaMi/Helvetas Nepal allow the TMI in writing (upon the letter's request) to refer to the assignment for the purpose of advertising, canvassing, introduction or other promotional endeavors, the TMI shall undertake to mention SaMi/Helvetas Nepal in connection with such references and offer an accurate and true description of the task performed.
- The TMI shall require the written consent of SaMi/Helvetas Nepal before making any statements or comments about the assignment and its results through the mass media (press, radio, TV, films).
- These provisions set forth in this chapter shall remain valid even after the completion of the assignment.

VI. ACCOUNTING AND AUDITING

- Only the expenses that have been contractually agreed and can be substantiated by the TMI will be eligible for payment.
- All the financial transactions between SaMi/Helvetas Nepal and the TMI will be in Nepalese Currency.
- The final payment by SaMi/Helvetas Nepal shall be due when the final report is duly submitted and approved by and SaMi/Helvetas Nepal.
- SaMi/Helvetas Nepal reserves the rights to hold the payment partially or fully if the standard of outputs is not met, and if any discrepancy is noted between the information provided by TMI and that collected during the monitoring by SaMi/Helvetas Nepal or the monitoring resource organization/individual assigned by SaMi/Helvetas Nepal.
- The contractually agreed deadlines are firmly set. If the assignment is not completed on the set date and without proper justification, SaMi/Helvetas Nepal can withhold part of the payment or forfeit the performance security according to the liquidated damage clause of special condition of contract.

VII. COMMON REGULATIONS

1. Information

- Apart from the regular official reporting, SaMi/Helvetas Nepal and TMI considers important to keep regular contact for exchange, sharing information, discussing on the problems and sharing of ideas and experiences. In addition, an institutional interactive meeting will be held between SaMi/Helvetas Nepal and TMI if necessary, involving other key stakeholders (e.g. government) to discuss and formalize the learning from the project.

2. Evaluation of SaMi/Helvetas Nepal supported activities

- SaMi/Helvetas Nepal shall undertake any study, review meeting, participatory assessment and evaluation of the SaMi/Helvetas Nepal supported activities in consultation with TMI, as deemed necessary.

3. Copyright

- The content and copyright of any reports or other materials - graphic, software or otherwise – which needs to be produced/published by TMI under this agreement, will be discussed and agreed upon by both parties before printing/publishing.

4. Political Engagement

- Staff supported by project are not involved in any political parties except as general members.
- Board members are not holding any position in any structure of political parties.
- Ensure that it will not do any activity in support of any political party as an institution.
- Ensure that the fund and other resources provided by the project shall not be used in favor of or against any political party.

5. Termination/suspension

- In the event of unsatisfactory performance and/or a serious default by one of the contracting parties towards any commitment or obligation under this agreement, the other party may terminate this agreement with written notice in advance as described in SCC.

VIII. Authorized Representative and focal person of contracting parties

The representative and focal person on behalf of Client and consultant shall be as per SCC.

IX. Commencement of the services and expiry of agreement: As per the SCC

X. Force Majeure

If the performance of this Agreement by either party is hindered, prevented or frustrated by any reasons/event beyond the control of either party, there shall be liberty to either party to declare force majeure making the Agreement partially or fully void without any obligations to anything already executed. Law of God, pandemic situation, war, changes in GoN policies and any unforeseen situation are considered as force majeure.

B. Special Conditions of Contract (SCC)

GCC reference number	Amendments of, and Supplements to, Clauses in the General Conditions of Contract
I-(1)	Client : SaMi/Helvetas Nepal _____ Attention : _____ Contact No. : _____ E-mail (where permitted): _____ Consultant : _____ Attention : _____ Contact No. : _____ E-mail (where permitted) : _____
VIII	For the Client: [name, title] _____ For the Consultant: [name, title] _____
VII (5)	The notice of termination shall be at least 30 days in advance.
IX	Commencement of the services will be done withing one week of signing of agreement. Date: November 2021
IX	Contract will be expired on 15 July 2022; the total time period shall be 7 months and 15 days.
III (a-iv)	Insurance Coverage against the risk Client remains liable for the accidental insurance of human resources and insurance of physical facilities, tools and equipment of the training center as per its own policy.
X	Force Majeure As mentioned in GCC
VI	Liquidated damage The liquidated damage is: 0.05%per day. The maximum number of liquidated damages is: 10 % of the sum stated in the Agreement.
Contract price	NPR _____ [insert amount and currency for each currency] [indicate: inclusive or exclusive] of Value Added Tax (VAT).
Payment schedule	As mentioned in “disbursement procedure” of payment schedule

C. Payment Schedule

Payment will be made in following schedule

1. Budget, disbursement procedure and invoicing

a. Budget

For the implementation of activities mentioned ToR, SaMi/Helvetas Nepal will contribute NPR (In words,only) **excluding VAT**. The detail breakdown of the activity wise budget is attached as **Annex B** of this agreement.

b. Disbursement Procedure

The costs budgeted @ NPR (total amount.....XXXXX) (NPR amount in word.....) per participant for..... occupation. Cost for occupations shall be paid in two installments as follows:

First Installment: Paid only of those participants as of below who have successfully completed the training financed by SaMi/Helvetas Nepal.

For (Occupation Name.....):

SN	Description	Total Cost	% Payable	Amount Payable
1	Training Cost	XXXX	80	XXXX
2	Food & Accommodation (30 days @/day)	XXXX	100	XXXX
3	Management Cost	XXXX	100	
4	Placement cost	XXXX	0	
5.	Material cost for L1 skill test (In case conducted by NSTB)	XXXX	100	XXXX
	Total per person	XXXX		XXXX

***Counseling cost** per event for all occupations with 12 participants – NPR XXXX (one counselor); For more than 12 participants – NPR 18,000 (two counselors) will be paid 100%.

***Assessor cost** for the skill test facilitated by SaMi per event for occupation with 12 participants – NPR 3,500 (one assessor); For more than 12 participants – NPR XXXX (two assessors) will be paid 100%.

Second Installment: Paid only of those skills training graduates who are placed at foreign employment within 6-8 months after completion of the training. For those training events whose timeline for employment exceed this fiscal year shall be paid after 6 months in the next fiscal year i.e., 2022/23 upon receiving the employment report. TMI will verify their employment and income status and submit employment verification report (either two documents - Labour permit/visa/airticket/ contract agreement) with the payment request as following.

For (Occupation Name).....

SN	Description	Total Cost	% Payable	Amount Payable
1	Training Cost	XXXX	20	XXXX
2	Placement cost	XXXX	100	XXXX
	Total per person			XXXX

c. Invoice

The payments shall be made after the submission of the invoice and other relevant documents and its verification by SaMi/Helvetas Nepal.

VAT invoice is mandatory. Taxes on payments to TMI will be deducted as per prevailing tax regulation of Government of Nepal.

2. *Conditions for Payment*

TMI shall submit training completion report within 15 days of training completion along with claim and invoice.

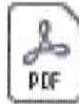
Employment verification report to be submitted by 6-8 months of training completion. The employment verification report shall contain any two documents: the contract agreement with the employer at the destination country, labour permit, visa, air ticket, claim and invoice.

3. *Other Conditions for Payment/Non-Payment*

- i. **Employed in Domestic Market:** TMI is encouraged to link the graduates for on-the-job training in the domestic market prior to going abroad. However, TMI shall not be eligible to claim final installment.
- ii. **Non-payment of Placement Cost:** After the completion of training, the trainees who decide not to go for foreign employment even after receiving visa, the placement cost of such trainees shall not be paid. But the TMI shall be eligible for claiming 20% training. However, for such claims the copy of visa/labour permit must be submitted with the claims.
- iii. **Payment of trainees from MRCs:** In relation to the trainees from SaMi project districts coming for skills training holding receipt of passport application only, SaMi will release the final installment of 20% training cost after 6 months of completion of training if the trainees do not come in contact with the TMI to apply for foreign employment. In such case, a letter stating the trainees' inaccessibility is required from MRC.
- iv. **Trainees not employed:** If the trainees are not employed until 6-8 months except to certain conditions mentioned above, those will be considered as dropouts. In case of such dropouts, SaMi/Helvetas Nepal will not pay the final installment.
- v. **Skill test cost:** If the trainees fail to appear in the L1 (NSTB) skill test conducted within 3 days of training completion, the skill test amount of NPR 2,190/- will be deducted from the training cost and material cost will not be provided.
- vi. **Material cost:** Material cost for the skill test will be paid only if the NSTB conducts skill test at TMI venue.
- vii. **Transportation and food/accommodation cost:** If NSTB does not conduct skill test within 3 days of training completion, transportation cost shall be paid to the trainees to attend the skill test along with 1.5days of food and accommodation cost. If NSTB conducts skill test within 3 days, food/accommodation cost for additional days' stay shall be paid.
- viii. **SaMi's certification test:** Trainees who do not succeed in SaMi's certification test shall be considered as drop out and no payment shall be made by SaMi/Helvetas Nepal for such trainees. However, TMI shall train them again and make them appear in another skill certification test. If the trainees succeed to get certificates, then training and food & accommodation cost of such trainees shall be paid by SaMi/Helvetas Nepal.
- ix. **Incomplete training:** If the training must be stopped in between due to unforeseen situation, payment (training, food/accommodation, management) for the number of days training conducted shall be made.
- x. **Employment payment for incomplete training:** If the trainees could not complete the training due to unforeseen situation but got employed overseas, second installment payment for employed trainees shall be made to only those who completed 21days training.

Section-7: List of basic tools and equipment

As per attached (annex -1)



List of basic tools
and equipments.pdf



Section-8: Forms and formats templates

(i) Authorization letter to represent the company for this RFP

I, the undersigned, in my capacity of (position in Firm for e.g. Executive Director)
..... (Firm's/organization's name)
authorize Mr/Ms (name of the authorized person) working in the
capacity of (position of the authorized person) to represent the
company for this RFP. S/he will be the focal person of communication and responsible for
program implementation. Timely communication will be made to the client if the authorized person
is changed.

Yours faithfully,

Signature

Signature of the authorized person

Name:

Designation:

Firm's name:

Seal:

****In case the owner is the authorized person, s/he will authorize her/himself.***



(ii) Letter of self-declaration by board members of non-involvement in proven corruption cases in the last 10 years and neutrality from the political parties/affiliation

I, the undersigned, in my capacity of (position in Firm for e.g. Executive Director)
..... (Firm's/organization's name)
declare that our Firm has not been convicted of any offence concerning its professional conduct
nor has been the subject of any judgment which has the force of judicata for fraud, corruption,
involvement in a criminal activity, money laundering or any other illegal activity. The directors/firm
does not have any affiliation with the political parties and are neutral.

..... (Firm's/Organization's name) has
always fulfilled obligations relating to the payment of social security contributions and the payment
of taxes in accordance with the legal provisions of the country in which it is established or with
those of the country where it has so far performed.
(Firm's name) has never been a subject to any administrative penalty by any of its client.

In principle, (Firm's/Organization's name) does not accept to be
involved in corruption, any form of irregularities and neutral from the political parties/affiliations.
Our approach is to always prevent corruption by appropriate means and keep vigilant of any form
of irregularities and misconduct.

With full confidence in our strictly pursued policy of non-involvement in any form of corruption and
irregularity, I hereby solemnly confirm that we are absolutely immune of involvement in any
proven corruption case and there has been no change in our situation during the last 10 years.

Yours faithfully,

Signature

Name:

Designation:

Firm's name:

Seal:



(iii) Performance Security

Bank's letter head

Date: [insert date]

Beneficiary: **SaMi/Helvetas Nepal**
Dhobighat-3, Lalitpur

Date:

Performance Guarantee No.:

We have been informed that . . . name of the consultant.
(hereinafter called "the Consultant") has entered into Contract No. reference
number of the contract. dated with you, for the
execution of name of contract and brief description of goods
and related services. (hereinafter called "the Contract").

Furthermore, we understand that, according to the conditions of the Contract, a performance
guarantee is required.

At the request of the consultant, we name of the
bank. hereby irrevocably undertake to pay you any sum
or sums not exceeding in total an amount of name of the currency and
amount in words (.
amount in figures) such sum being payable in the types and
proportions of currencies in which the Contract Price is payable, upon receipt by us of your first
demand in writing accompanied by a written statement stating that the consultant is in breach of
its obligation(s) under the Contract, without your needing to prove or to show grounds for your
demand or the sum specified therein.

This guarantee shall expire, no later than the day of ,
and any demand for payment under it must be received by us at this office on or before that date.

.....
Signature(s) and seal of bank (where appropriate)

Trade: Mason (Block)
(individual practice)

संख्या	आधारभूत आवश्यक औजार र उपकरणहरू (Basic required tools and equipments)	परिमाण २० जना सहभागिहरूको लागि (Qty for 20 participants)	कैफियत (Remarks)
1	Workshop with PCC	1	Minimum standard - 130 sqm (2.5m*2.5m work area for 1 participant + mortar mixing area), no storage area included)
2	Electric Mortar Mixture	2 nos	
3	Wheelbarrow	6 nos	
4	Spirit Level 2 Ft.	20 pcs	
5	Alumunium straight edge	20 pcs	
6	Shovel	10 pcs	
7	Right angle	20 pcs	
8	Measuring Tape (5 M)	20 pcs	
9	Plastic hammer	20 pcs	
10	Steel hammer	6pcs	
11	Block bluster	20 pcs	
12	Plum-bob	20 pcs	
13	Level pipe 5 M	5 pcs	
14	Hawk	20 pcs	
15	Penscriber	20 pcs	
16	Trowel	20 pcs	
17	Rusha	20 pcs	
18	Spot board (3ft x2ft)	20 pcs	
19	Grinding machine 6"	2 pcs	
20	Chalk line	6pcs	
21	Hand brush (Big and Small)	20pcs	
22	Heavy duty electric extention reel cord	2	
23	Steel plate	20 pcs	
24	Adze	10 pcs	
25	Back saw	10 pcs	
26	Brick Bolster	20 pcs	
27	Brick Hammer	20 pcs	
28	Bucket	20 pcs	
29	Bullder's square	20 pcs	
30	Chisel 10"	20 pcs	
31	Claw hammer	20 pcs	
32	Crowbar	5 pcs	
33	Float	20 pcs	
34	Folding rule	10 pcs	
35	Line and Pins	20 nos	
36	Line holder	20 nos	
37	Mallet	20 pcs	
38	Mortar pan	20 nos	
39	Paw	20 nos	
40	Garden Pipe	2 Roll	
41	Pointing key	20 nos	
42	Pointing trowel	20 nos	
43	Spade	10 nos	
44	Straight edge	20 nos	
45	Water drum	1 nos	

46	Wire brush	20 nos	
47	Wire mesh	5 nos	
48	Wooden Trowel (Ruksa)	20 pcs	
व्यक्तिगत सुरक्षात्मक उपकरणहरू (Personal Protective Equipment)			
1	Helmets	20 nos	
2	Safety Goggles	20 nos	
3	Ear Plug	20 nos	
4	Gloves	20 nos	
5	Mask	20 nos	
6	Safety Boot with Steel Toe	20 nos	Different size (to be bought by trainees - compulsory)
7	Hi-Visibility Jacket	20 nos	Small,medium,large
8	Hi-Visibility Jacket for instructors	2 nos	Small,medium,large
9	White color helmet for instructor	2 nos	
10	Safety harness	5 nos	

Trade: Steel Fixture/ Bar Bender
(for making ring individual practice, for others - 2 persons)

संख्या	आधारभूत आवश्यक औजार र उपकरण	परिमाण २० जना सहभागिहरूको लागि (Qty for 20 participants)	कैफियत (Remarks)
1	Workshop with RCC	1	Minimum standard - 90 sqm(without store) col - 2x2, ring - 1x1, 12 m rod
2	Block board	2 nos	3/4"x4'x8'
3	Hattha (Die)	20 nos	8, 10, 12, 16, 19mm
4	Egyptian die	10	Demo only
5	Wood for making die	5 nos	5"x5"x5'
6	Pick	2 nos	
7	Steel shearing machine	1 set	
8	Mannual Steel bending machine	1 set	
9	Hand drill machine	2 set	
10	Binding hook (Nipex)	20 nos	
11	Hacksaw	10 nos	
12	Hammer	20 nos (altogether)	2kg/1kg /.5kg
13	Iron cutting chisel	5 nos	different size (one for each group)
14	Wire cutter	20nos	
15	Grinding wheel	5 nos	8"
16	Grinding machine	2 set	
17	Working table	5 nos	3' x 6'
18	Measuring tape	20 nos	5/10 m
19	Mason thread	20 nos	
20	Plumb bob	20 nos	
21	Wire brush	20 nos	
22	Pipe level	5 nos	5 meter)
23	Try square	20 nos	8", 12"
24	Spirit level) "	20 nos	12" & 18" - (10 each)
25	GI Pipe- 1/2 "	6 meter	as per need
26	GI Pipe- 1"	6 meter	as per need
27	Steel hammer	20pcs	
28	Base Back square	10 pcs	
व्यक्तिगत सुरक्षात्मक उपकरणहरू (Personal Protective Equipment)			
1	Helmets	20 nos	
2	Safety Goggles	20 nos	
3	Ear Plug	20 nos	
4	Gloves	20 nos	
5	Mask	20 nos	
6	Safety Boot with Steel Toe	20 nos	Different size (to be bought by trainees - compulsory)
7	Hi-Visibility Jacket	20 nos	Small,medium,large
8	Hi-Visibility Jacket for instructors	2 nos	Small,medium,large
9	White color helmet for instructor	2 nos	
10	Safety harness	5 nos	

**Trade: Pipe Fitter
(individual practice)**

संख्या	आधारभूत आवश्यक औजार र उपकरणहरू (Basic required tools and equipments)	परिमाण २० जना सहभागिहरूको लागि (Qty for 20 participants)	कैफियत (Remarks)
1	Workshop with PCC	1	Minimum standard - 80 sqm(without store) 2m*2m each person
TRAINEE'S TOOLKIT			
1	Rule Steel 300 mm both in inch and mm	20 Nos	
2	Rule Wooden 4 fold, 600 mm	20 Nos	
3	Hacksaw Frame adjustable for 250 to 300 mm	20 Nos	
4	Scriber 200 mm	20 Nos	
5	Centre punch 100 mm	20 Nos	
6	Chisel Cold, flat 20 mm	20 Nos	
7	Hammer ball pein 800 grams	20 Nos	
8	Hammer ball pein 50 grams	20 Nos	
9	File flat rough 300 mm	20 Nos	
10	Level spirit wooden 300 mm	20 Nos	
11	Plumb bob 50 grams	20 Nos	
12	Trowel C-125-I S: 6013	20 Nos	
13	Adjustible wrench 200 & 350 mm	20 Nos	
14	Screw Driver 250 mm	20 Nos	
15	Wooden Mallet small I S: 2022	20 Nos	
16	Cutting pliers 200mm I S : 3650	20 Nos	
17	Steel tape (5m)	20 Nos	
TOOLS & INSTRUMENTS			
1	Marking Table 900X600X900mm high	1 no.	
2	Hand Vice, Jaw 50 mm	20 nos.	
3	File Flat (different types)	20 nos.	
4	Chisel (different types)	20 nos.	
5	Tap and Die set	1 set each	
6	Screw Pitch gauge to cover above threads	1 set	
7	Saw Plumber 300mm	20 nos.	
8	Adjustible Spanner up to 50mm	20 nos.	
9	Stove melting solder	10 no.	
10	Cutter ,Pipe, wheel type 6mm to 25mm	10 no.	
11	Oil stone 150X50X25mm	10 nos.	
12	Soldering Iron , Copper , Bit , Fire heated , Hatched , Straight , 500 grams	4 nos.	
13	Snip Straight 250mm	2 nos.	
14	Snip bend 250mm	2 nos.	
15	Try square 200mm	20 nos.	
16	Caliper (different types)	5 nos.	
17	Saw (different types)	20 nos.	
18	Mallet Medium	20 nos.	
19	Gas Welding set with oxygen acetylene cylinder	10 no	
20	Brush Steel Wire 150X 50 mm	20 no	
21	Welding table 1200X 750 mm with fire bricks top and stand	10 no.	

22	Pliers combination, 200 mm	20 nos.	
23	Blow lamp 500 milliliter	10 nos.	
24	Washer cutter	5 no.	
25	Scribing gauge	20 no.	
26	D. E. Spanners 7X8, 10X11, 13X1. 7, 19X2.2, 24X27 IS:2028	2 sets.	
27	Branch Gimlets	2 nos.	
28	Bending Spring	1 set.	
29	Plumbers Ladle	2 nos.	
30	Tool caulking set of 5	2 nos.	
31	Plumbers' metal melting pot 10 kg	1 no.	
32	Pipe vice to grip up to 77 mm is -2587	20 nos.	
33	Chain :pipe wrench	2 sets.	
34	Adjustable spanner	2 nos.	
35	Anvil 50 or 63 kg	1 no.	
36	Pipe bender, manually operated	1 no.	
37	Leg vice, 75mm jaw on Stand	1 no.	
38	Hand drill 6mm capacity with drill chuck (Electric)	10 no.	
39	Drill Twist (straight shank) 3mm to 6mm	10 set	
40	Portable forge ,450mmwith hand blower	1 no.	
41	Flat smithy tong	20 nos.	
42	working bench 2400x1200x750mm with 4 voice 125 mm jaws	10 nos.	
43	Copper pipe deburring tools	5 set	O & G
44	Pipe bending fixtures	2 sets.	O & G
45	flaring set	5 set	O & G
46	Chain pipe vice	5 set	O & G
47	Rachet copper cutter	2 sets.	O & G
48	Drain cleaning spiral	2 sets.	O & G
49	Crowbar	10 nos.	O & G
50	Shovel	10 nos.	O & G
51	c clamp	20 nos	O & G
52	Spanner (different types)	20 pcs	O & G
53	Hammer (different types)	20 pcs	O & G
54	Different types of blades (HCS, HSS and Bi-metal)	20 pcs	O & G
55	Die stock	10 nos.	O & G
56	Set of acetylene welding equipment	2 sets.	
57	Electric arc welding machine	5 set	
58	Spot welding machine	2 sets.	
59	U gauge manometer	5 nos.	
60	Paraffin blow lamp	5 nos.	
61	Ladder	5 nos.	
62	Gas pliers	10 nos.	
63	Marking Knife	20 nos	
64	Centre punch	20 nos	

GENERAL MACHINERY INSTALLATIONS

1	Hammering drilling machine	1 no.	
2	Electric PPR pipe welding machine	1 no.	
3	Electric pump, 1 HP	1 no.	

4	D.E. pedestal grinder with two wheels 175mm rough and smooth	1 no.	
5	Hydraulic pressure machine for testing leakage in GI pipe fittings etc.	1 no.	
6	Bench drilling machine with chuck and key upto 15mm capacity	1 no.	
7	Pipe bender(Hydraulic type)	1 no.	
व्यक्तिगत सुरक्षात्मक उपकरणहरू (Personal Protective Equipment)			
1	Helmets	20 Nos	
2	Safety Goggles	20 Nos	
3	Ear Plug	20 Nos	
4	Leather Gloves	20 Nos	
5	Mask	20 Nos	
6	Safety Boot with Steel Toe	20 Nos	Different size (to be bought by trainees - compulsory)
7	Hi-Visibility Jacket	20 Nos	Small,medium,large
8	Hi-Visibility Jacket for instructors	2 Nos	Small,medium,large
9	White color helmet for instructor	2 Nos	
10	Fire Extinguishers (Class A,B,C,D and K)	2 Nos	
11	First Aid Kit (with all contents)	2 Nos	
12	Fire Buckets with stand	1 no.	

**Trade: Industrial Electrician
(individual practice)**

संख्या	आधारभूत आवश्यक औजार र उपकरणहरू (Basic required tools and equipments)	परिमाण २० जना सहभागीहरूको लागि (Qty for 20 participants)	कैफियत (Remarks)
1	Workshop with PCC	1	Minimum standard - 70 sqm(without store) 2m*1.75m each person
2	Tools Box with padlock key	20 pcs	GI Sheet - 10"x12"x16")
3	Plywood wiring Board	20 pcs	Size: 4'x4'
4	Steel Scale	20 pcs	Size : 1 m
5	Flat file (fine)	10 pcs	10"
6	Round file	10 pcs	10"
7	Measuring Tape	20 pcs	3 meter
8	Ball pin Hammer	10 pcs	200gm
9	Mason Hammer	10 pcs	1Kg
10	Concrete Chisel	10 pcs	8" or 10"
11	Hacksaw Frame	20 pcs	1'
12	Screw Driver	20 pcs	(-) No. 2
13	Screw Driver	20 pcs	(-) No.3
14	Screw Driver	20 pcs	(+) No.2
15	Flat nose Plier	20 pcs	6"
16	Side cutting Plier	20 pcs	6"
17	Combination Plier	20 pcs	6"
18	Wire Stripper	20 pcs	6"
19	Phase Tester	20 pcs	4"
20	Cable Knife	4 pcs	4"
21	Electrical Hand Drill Machine (Hamring)	4 pcs	1600 W
22	Electrical hand grinder	4 pcs	4" blade size
23	Metal Drill Bit	1 set	
24	Concrete Drill Bit	5 set	φ 6.5 mm
25	Clamp on Meter	4 pcs	Digital
26	Multimeter	4 pcs	Analog
27	Multimeter	4 pcs	Digital
28	GI Pipe cutter (Cutting wheel)	1 set	for demo
29	GI die set	1 set	for demo
30	Pipe vice/chain vice	1 set	for demo
31	Pipe wrench	1 set	for demo
32	Pipe bending machine	1 set	for demo
33	Aluminium Ladder	1 pcs	
34	Cable Tray set	2 pcs	1ft x 6ft
35	Spirit level	10 pcs	1'
36	Wire puller	2 nos	for demo
37	Bending spring	2 nos	Size : 19mm & 25 mm
38	SWG/Micrometer	2 nos	one each for demo
39	Crimping Tool	2 nos	Size : up to 25mm
40	Fire extinguisher	1 nos	
41	RCCB/RCBO (Material)	2 nos	Size : 16A-40A
42	Earth Tester	1 nos	
43	Cable duct narrow slot wiring type (Material)	2 nos	
44	Three phase electricity connection	1	

45	Three phase electricity control pannel	1	
व्यक्तिगत सुरक्षात्मक उपकरणहरू (Personal Protective Equipment)			
1	Helmets	20 nos	
2	Safety Goggles	20 nos	
3	Gloves	20 nos	
4	Safety Belt (Full body types)	1 nos	for demo
5	Safety Boot with Steel Toe	20 nos	Different size (to be bought by trainees - compulsory)
6	Hi-Visibility Jacket	20 nos	Small,medium,large
7	Hi-Visibility Jacket for instructors	2 nos	Small,medium,large
8	White color helmet for instructor	2 nos	

**Trade: Abrasive/ Sand Blasting and Spray Painting
(individual practice)**

संख्या	आधारभूत आवश्यक औजार र उपकरणहरू (Basic required tools and equipments)	परिमाण २० जना सहभागिहरूको लागि (Qty for 20 participants)	Unit Type	कैफियत (Remarks)
1	Workshop with PCC	1		Minimum standard - 100 sqm
Sand Blasting				
1	Salt Testing kit	2	Set	
2	Surface profile guage	2	Set	
3	Press tape	20	Nos	
4	Abrasive metering valves (different types)	few		as per requirement
5	Surface profile compactors	1	Set	
6	Portable grit/sand blaster	2	Set	
7	Grit/sandblasting cabinet	2	Set	
8	Dustfree/dustless grit/ sandblast machine	2	Set	
9	Automatic grit/sandblast equipment	1	Set	
10	Pressure/suction feed grit/sandblaster	1	Set	
11	Wet/liquid grit/sandblaster	1	Set	
12	High pressure abrasive grit/sandblaster	2	Set	
13	Cylindrical shot blaster	1	Set	
14	Hook type shot blaster	1	Set	
15	Sandblast hose/couplings	20	set	
16	Blasting Gun (Different types)	20	Nos	
17	Regulator	10	Nos	
18	Blast light	20	Nos	
19	Carbon monoxide/ Gas Detector	1	set	
20	Mobile Air Compressor	2	Nos	
21	Sandblast nozzles/ nozzle holder	40/40	Nos	
22	Oxygen Set/ filter/ respirator	2	Set	
Spray Painter				
1	Spray gun (Various types)	2	Nos	1/4 inch air inlet
2	Surface Grinding Machines	3	pieces	Minimum 2 each of AG4 grinder, flexible shaft grinding machine
3	HVLP air gun	2	Nos	Removable stainless steel spray head
4	Air compressor	2	Nos	0-70 psi
5	Stirrer	2	Nos	Stainless steel stirrer, 0-5,000 rpm
6	Mixer	2	Nos	1,200 to 1,600 W
7	Coating thickness gauge (coat meter test equipment)	2	Nos	1.5 to 200 mm
8	Number Punch	2	sets	
9	Scrap Box	2	boxes	
10	Generator Set	1	pieces	Must be Able to take load of all machines at a time
11	Lever dial for work offset setting	3	pieces	
12	Scratch test equipment	2	Nos	Standard specification
13	Tool storage drawer	3	pieces	
14	First aid kit	1	pieces	
15	Shade test equipment	2	Nos	Standard specification
16	Calibrated weights	1	pieces	
17	Dead weight tester	1	pieces	
18	Measuring tape	3	pieces	
19	Manual Lifter	1	pieces	

20	Clamps	4	pieces	
21	Angle plate	3	Nos	(LxBxH in mm) -1000x900x1200
22	Vee block	3	Nos	Size: 55X50X60 Clamping capacity - 5-35 mm
23	Trays	10	Nos	
24	Specialized jigs	10	Nos	
व्यक्तिगत सुरक्षात्मक उपकरणहरू (Personal Protective Equipment)				
1	Helmets	20	Nos	
2	Safety Goggles	20	Nos	
3	Ear Plug	20	Nos	
4	Leather Gloves	20	Nos	
5	Mask	20	Nos	
6	Safety Boot with Steel Toe	20	Nos	Different size (to be bought by trainees - compulsory)
7	Hi-Visibility Jacket	20	Nos	Small,medium,large
8	Hi-Visibility Jacket for Instructors	2	Nos	Small,medium,large
9	White color helmet for instructor	2	Nos	
10	Leather Apron	20	Nos	
11	Welding Screen (Helmet type)	20	Nos	
12	Hand Screen welding	20	Nos	
13	Fire Extinguishers (Class A,B,C,D and K)	4	Nos	
14	First Aid Kit (with all contents)	2	Set	
15	Blasting hood	20	Nos	

**Trade: Kitchen Helper/ General Cook
(individual practice)**

संख्या	आधारभूत आवश्यक औजार र उपकरणहरू (Basic required tools and equipments)	परिमाण २० जना सहभागिहरूको लागि (Qty for 20 participants)	कैफियत (Remarks)
1	Workshop - Kitchen set-up	1	Minimum standard 70 sqm (Each person 3sqm , 20*3=60 sqm and 10 sqm extra area for washing)
2	Storage room	1	adequate space for storage
2	Duster	5	
3	Wiper	5	
4	Sponge	5	
5	Liquid Soap/Detergent	1 litre	
6	Green Pad	10	
7	Steel Wool	10	
8	Sanitizer	1 litre	
9	Liquid Hand Soap	1	
10	Towel	12	
11	Dryer	5	
12	Paper Towel	3 pkts	
13	Big Bowl	10	
14	Chiller	2	
15	Microwave	2	
16	Microwave friendly utensils	5 set	
17	Tongue	5	
18	Grill pan	5	
19	Basting brush	5	
20	Griller	5	
21	Fry pan	5	
22	Deep fryer	2	
23	Hot case	5	
24	Thermometer	2	
25	Gas range	5	
26	Knives	5 set	
27	Peeler	5	
28	Chopper	5	
29	Scooper	5	
30	Soup bowl	12	
31	Roasting pot	5	
32	Lifting knife	5	
33	Aluminum foil	2 roll	
34	Butter paper	2 roll	
35	Oven gloves	5 set	

36	Oven tray	2	
37	Stock pot	5	
38	Steamer	5	
व्यक्तिगत सुरक्षात्मक उपकरणहरू (Personal Protective Equipment)			
39	Chef Cap	22	
40	Apron	22	
41	Gloves	22	
42	safety boot	22 pairs	
43	Safety mask	22	

Trade: Welder
(individual practice)

संख्या	आधारभूत आवश्यक औजार र उपकरणहरू (Basic required tools and equipments)	परिमाण २० जना सहभागीहरूको लागि (Qty for 20 participants)	कैफियत (Remarks)
1	Workshop with PCC	1	80 sqm (no store included) (4sqm*20person)
Bench work			
2	Work bench table	10 nos	
3	Bench vice	20 nos	
4	Flat file	20 nos	
5	Square file	20 nos	
6	Triangular file	20 nos	
7	Round file	20 nos	
8	Hacksaw frame	20 nos	
9	Center punch	20 nos	
10	Marking scriber	20 nos	
11	Steel ruler	20 nos	
12	Hammer	20 nos	
13	Drill bit	5 set	
14	Tool box with full tool set	20 nos	
15	Back square	20 nos	
Arc Welding			
1	Wire brush	12 nos	
2	Chipping hammer	10 nos	
3	Hand shield machine	10 nos	
4	Welding machine	10 nos	
5	Pedestal Grinding machine	1 nos	
6	Welding table	10 nos	
7	Hand grinding machine	5 nos	
TIG (Tungsten Inert Gas) Welding			
1	TIG welding machine	1 set	
2	Argon gas	1 cyl	
3	Argon regulator	1 nos	
4	Hose (pipe)	3 meter	
5	Tungsten electrode	5 nos	φ 2.4
6	Slide wrench	1 nos	12"
7	Welding table	1 nos	
MIG (metal inert gas) Welding			
1	MIG welding machine	1 set	
2	CO ₂ Gas	1 cyl	
3	CO ₂ Regulator	1 nos	
4	Hose (pipe)	3 meter	
5	MIG wire	1 nos spool	φ ०.8
6	Welding table	1 nos	
7	Side cutter	1 nos	

8	Flow meter	1 nos	
9	Anti spatter spray	1 nos	
Gas Cutting			
1	Flashback arrestor	1 nos	
2	Cutting torch	1 nos	
3	Oxygen gas	1 Cyl.	
4	Oxygen regulator	1 nos	
5	Acetylene regulator	1 nos	
6	Acetylene generator / cylinder	1 nos	
7	Welding table	1 nos	
8	Hose (pipe)	10 meter	
व्यक्तिगत सुरक्षात्मक उपकरणहरू (Personal Protective Equipment)			
1	Leather gloves	20 nos	
2	Welding helmet	1	for demo
3	Leather apron	20 nos	
4	leather footslip & hand slip	1 pair	for demo
5	1 Automatic helmet for demo	1	for demo
6	Mask	20 nos	
7	Ear Plug	25 nos	
8	Safety helmet	20 nos	
9	Safety goggles (white)	20 nos	
10	Safety Boot with Steel Toe	20 set	Different size (to be bought by trainees - compulsory)
11	Welding Face Shield	20 nos	
12	White color helmet for Instructor	2 nos	

**House keeping/Cleaner
(individual practice)**

संख्या	आधारभूत आवश्यक औजार र उपकरणहरू (Basic required tools and equipments)	परिमाण २० जना सहभागीहरूको लागि (Qty for 20 participants)	कैफियत (Remarks)
1	Workshop - Bedroom -2, bathroom, office set	Model rooms	Clean and spacious minimum standard 2 Bedrooms, 1 office room (16sqm)*3 Toilet normal - (3.25sqm) With tub - (9.5sqm)
2	Store room	1 nos	Adequate space to store tools ,equipment and materials
Bed Content			
1	Double Bed	1 nos	57"*78"
2	Twin Bed	1 set	37"*78"
4	Bed Mattress according to bed sizes	3 nos	for 1 double bed ; 1 set for twin bed
5	Bed Sheet (white)	20 nos	5 double and 15 single size
6	Blanket	3 nos	1 double and 2 single size
7	Pillow and pillow case	8 nos	4 each
8	Bed Cover/ Night Spread	3 nos	1 double and 2 single size
9	Runner	1 set	Stock - bedsheets, blanket, pillow, pillow cover
10	Mattress protector	3 nos	
Night Table			
11	Ashtray with Match Box	2 nos	
12	City telephone directory	2 nos	
13	Telephone Set	2 nos	
14	Note pad with pencil /pen	2 nos	
15	Night Table	2 nos	
16	Writing Table	2 nos	
On Top			
17	Service Directory	2 nos	
18	Room Service Menu	2 nos	
Inside Drawer			
19	Writing pad	2 nos	
20	Envelope	4 nos	
21	Post Card	4 nos	
22	Pen/Pencil	4 nos	
23	Guest Comment Card	2 nos	
24	Candle with Holder	2 nos	
Dressing Table (On Tab)			
25	Thermos	2 nos	
26	Water boiler with tea cup	1 set	1 set for each room
27	Sewing kits	2 nos	1 double and 1 single size

28	Glasses	4 nos	
29	Lounge Chair - 4 and Table - 2	6 nos	
30	Magazines)	2 set	
31	Closet/Wardrobe	2 set	
32	Hangers	6 nos	
33	Laundry List	2 nos	
34	Laundry Bag	4 nos	
35	Extra Pillow	2 nos	
36	Extra Blanket	2 nos	
37	Shoe Mitt	4 nos	
38	Safety Deposit Box	2 nos	
39	Slippers	4 set	
40	Mirror	2 nos	
41	luggage rack	2 nos	
42	Water bottle	4 nos	4 Double room and 2 twin room
Bathroom			
43	Bath Towel	4 nos	
44	Face Towel	4 nos	
45	Hand Towel	4 nos	
46	Mirror Side / Wash Basin	2 nos	
47	Shower Curtain	2 nos	
48	Ashtray with Match Box	2 nos	
49	Candle with Holder	2 nos	
50	Glasses	4 nos	
51	Hair Dryer	2 nos	
52	Dust Bin	4 nos	
53	Shower Cap	4 nos	
54	Bath Mat	2 nos	
55	Shampoo, conditioner	8 set	
56	Sanitary bags	2 nos	1 for each room
57	Tray	2 nos	
Entrance Door Knob			
58	Do Not Distrub Card	2 nos	
59	Breakfast Order Card	2 nos	
60	Please Clean My Room Card	2 nos	
61	Please Collect My Laundry Card	2 nos	
Office set-up			
62	Office Table	1 nos	
63	Chair	2 nos	
64	File rack	1 nos	
65	Phone set	2 nos	1 for room and 1 for bathroom
66	Flower vase	1 nos	
67	Computer, printer	1 nos	Optional
Cleaning Work			
68	Floor Master Key	2 nos	
69	Trolley with full equipments - above mentioned towel set, bedsheet, pillow cover and linen hamper	2 nos	

70	Harpic, colin, brasso, floor duster, glass duster, scrubber, dis-infectant (dettol, room spray) , carpet brush dust pan, toilet paper, disposal bag, tissue paper , grouting brush, toilet bowl brush , KD box , waste bag	2 set each	
71	Vacuum cleaner	2	
72	Iron/board	2	
73	Apron, gloves	20	
74	Mop trolley , waiper	1 nos each	



**Trade: Aluminum Fabricator
(individual practice)**

संख्या	आधारभूत आवश्यक औजार र उपकरणहरू (Basic required tools and equipments) work in pair	परिमाण २० जना सहभागिहरूको लागि (Qty for 20 participants)	कैफियत (Remarks)
1	Workshop with PCC	1	80sqm (no store included)
2	Measuring tape	20 pcs	
3	Try square	10 pcs	
4	Haxo frame	10 pcs	
5	Haxo blade	20 pcs	As per need
6	Flat file	10 pcs	
7	Round File Bench vice	10 pcs	
8	(-) Screw driver	10 pcs	
9	(+) Screw driver	10 pcs	
10	Rivet gun	10 pcs	
11	Silicon gun	5 pcs	
12	Hand drill machine (clockwise & anticlock wise, with battery charger)	5 pcs	
13	Punching machine	1 pcs	
14	Circular saw machine	1pcs	
15	Combination plier	10 pcs	
16	Bevel protractor	5 pcs	
17	Spirit level	5 pcs	
18	Plumb bob	10 pcs	
19	Water level	2 pcs	
20	Jigsaw	2 pcs	
21	Board cutter	2 pcs	
22	Spanner set	4 set	
23	Toolkit box	10 pcs	
24	Glass cutter	2 pcs	
25	Gasket fixing roller for fly-mesh	2 pcs	
26	Ramo (concrete chisel)	2 pcs	demo
27	Router machine & bits	1 pcs	
28	Brush	1 pcs	for cleaning
29	Hand Grinder	1 pcs	
30	Bench grinder	1 pcs	optional
31	Marble cutter	1 pcs	demo
32	Hand drill machine for concrete	2 pcs	
33	Work bench	2 pcs	4ft*8ft
34	Glass catcher	2 pcs	
35	Drill bits for concrete		As per need
36	Aluminum cutting machine	2 pcs	
37	Mallet	20 pcs	
38	Allen key set	5 set	

39	C clamp (4", 6", 8")	10 pcs	
40	Extension cord (5-10 Amp)	5 pcs	
41	Screw driver bit (minus, plus)	10 set	
42	Screw driver bit driver machine	10 set	
व्यक्तिगत सुरक्षात्मक उपकरणहरू (Personal Protective Equipment)			
1	Helmets	20 nos	
2	Safety Goggles	20 nos	
3	Ear Plug	20 nos	
4	Gloves	20 nos	
5	Mask	20 nos	
6	Safety Boot with Steel Toe	20 nos	Different size (to be bought by trainees - compulsory)
7	Hi-Visibility Jacket	20 nos	Small,medium,large
8	Hi-Visibility Jacket for instructors	2 nos	Small,medium,large
9	White color helmet for instructor	2 nos	
10	Safety harness	5 nos	

**Trade: Garment Machine Operator
(individual practice)**

संख्या	आधारभूत आवश्यक औजार र उपकरणहरू (Basic required tools and equipments)	परिमाण २० जना सहभागिहरूको लागि (Qty for 20 participants)	कैफियत (Remarks)
1	Workshop with PCC	1	Minimum standard 70 square meter (3.5sqm for each trainees)
2	Electrician Iron	2 pcs	
3	Iron table	2 pcs	
4	Cutting table	1 pcs	40 sq.ft (10*4 ft)
5	5 thread Overlock	2 pcs	
6	Single needle Juki Machine	20 pcs	
7	Double needle Juki Machine	1 pcs	Demo
8	Flat lock Machine	1 pcs	Demo
9	Scissor Big	2 pcs	
10	Bobbin	60 pcs	
11	Bobbin Case	20 pcs	
12	Needle of different types	10 packet	Single Needle DB×1 and Overlock DC×1 (as per the requirement of the feeddog)
13	Ruler	4 pcs	
14	Thread Cutter	22 pcs	
व्यक्तिगत सुरक्षात्मक उपकरणहरू (Personal Protective Equipment)			
15	Apron	20 pcs	
16	Head Cap	20 pcs	
17	Mask	20 pcs	



Code of Conduct for Contracted Parties

Final version February 2020

1. Scope of this Code of Conduct

HELNETAS Swiss Intercooperation (hereinafter HELNETAS) is a civil society organisation for development and humanitarian response. We strive to empower people, so they can determine the course of their lives in dignity and security, using environmental resources in a sustainable manner. Our work is guided by the following values¹:

- Our engagement is based on solidarity and partnership.
- We work towards achieving human rights and upholding the principle of self-determined development.
- We are committed to social equity and strive for equal opportunities for men and women regardless of age, origin, language, religion, culture, mental and physical capacity, sexual orientation, or political convictions.
- Our collaboration with our partners is based on mutual respect for cultural values and principles
- We stand for development that balances economic viability, environmental appropriateness and social benefits.

The organisational values are the basis for the attitude, behaviour and high standards that HELNETAS requests to be respected and adhered to by its employees.

Further, we expect that all individuals and institutions with whom HELNETAS engages, respect these values and act in accordance with them, as well as with national and international laws. This applies both to professional contexts and to private matters that have an influence on the professional domain.

This Code of Conduct outlines the attitude and the behaviour that HELNETAS expects from consultants, services providers of goods and services, implementation partners, system partners and assisted organisations – in the following called **contracted parties** – that are responsible for implementing projects, project components and/or recipients of contributions, etc. in Switzerland as well as abroad.

This Code of Conduct is binding, and an integral part of all contractual agreements made between HELNETAS and its contracted parties. In signing their contract, contracted parties take on the commitment to observe the Code of Conduct, to ensure adherence by their personnel and their subcontractors, and to behave accordingly. Any action violating the Code of Conduct may entail an enquiry and the imposition of measures relating to non-compliance with contractual obligations, or of other measures.

Contracted parties are expected to ensure that their employees and any person working for them adhere to this Code of Conduct by putting in place adequate policies and regulations and through sensitisation, supervision and training of concerned persons.

¹ Organisational Strategy HELNETAS Swiss intercooperation

2. The Components of the Code of Conduct

Loyalty and confidentiality and civic duty

The actions of contracted parties in the frame of the collaboration with HELVETAS must be consistent with the goals, the values and principles of HELVETAS as expressed in its mission statement and organisational strategy. Contracted parties are expected to regularly reflect upon own actions and behaviour and those of subcontractors.

Contracted parties, their employees and subcontractors commit to abide by the national laws, as citizen or resident of a specific country or as a short-term visitor.

Use of competences, means and assets

Contracted parties, their employees and subcontractors contribute with their competences and capacities to the objectives of the collaboration. They commit to make use of available means and assets effectively and efficiently, according to legal stipulations, internal regulations, contractual agreements and in conformity with project goals.

Culturally sensitive behaviour

Contracted parties, their employees and subcontractors are aware that even as private persons, they are subject to public interest. They must consider this in behaviour and statements.

Contracted parties, their employees and subcontractors must respect local norms and conventions in contacts with authorities, partners and local people. They must respect the customs and culture of the country of cooperation in appearance and manner of dress, behaviour and communication. They must respect the customs and culture of the country, avoiding indecent or offensive behaviour, insulting or accusing statements, or spreading rumours.

Inter-personal relations and professional conduct

Contracted parties, their employees and subcontractors must have respectful, fair and equitable relations with all persons irrespective of their age, origin, language, religion, culture, social position, physical ability or sexual orientation.

They are aware of their privileged and often powerful status vis-à-vis other actors and must refrain from abusing any hierarchical, material, or social position in any way.

They never request any service or favour from primary stakeholders or other persons of concern in return for support or protection. They never engage in any exploitative relationships – sexual, emotional, financial or employment-related – with primary stakeholders or other persons of concern.

They must refrain from any form of disrespectful social interaction and abstain from anything that could be interpreted as degrading or putting others down.

Protection of children and youth	Contracted parties, their employees and subcontractors commit to protect the rights and integrity of children and youth and must refrain from all forms of abuse towards them in accordance with the universal Convention on the Rights of the Child. ²
Mobbing and sexual harassment	Contracted parties, their employees and subcontractors abstain from mobbing ³ , sexual or sexist harassment ⁴ of colleagues, partners or any other person.
Conflict of Interest and duty of disclosure	Contracted parties, their employees and subcontractors are aware that professional interests can conflict with organisational or personal interests. Therefore, they must make own interests transparent and avoid any behaviour which could be perceived as biased in favour own interests.
Fraud and corruption and accepting gifts or other benefits	<p>Contracted parties, their employees and subcontractors are must be honest in all professional activities, avoiding and countering any kind of corruption. They abstain from abusing financial, material and intellectual assets to which they have access in relation with the HELVETAS mandate for personal gains or for third parties.</p> <p>They do not accept gifts, invitations or other favours that may afford them or third parties an unfair material or immaterial advantage, or that may compromise their integrity, freedom of action, or impartial judgement.</p> <p>Contracted parties must inform HELVETAS if confronted with corrupt practices or unethical promises by collaborators, partners organization, consultants, officials or others. The applicable reporting mechanisms are specified in chapter 3 of this Code of Conduct.</p>
Safety, Security & Health	<p>Contracted parties undertake to safeguard the personal safety, health and integrity of their employees and refrain from putting others in a dangerous situation.</p> <p>Contracted parties, their employees and subcontractors must respect the physical and mental integrity of their colleagues and others.</p>
Environmental and Social Safeguarding	<p>Contracted parties, their employees and subcontractors are expected to wherever possible support a precautionary approach to environmental matters and undertake efforts to safeguard natural resources.</p> <p>Contracted parties must promote good governance principles, namely participation, inclusion, integrity, effectiveness, transparency, rule of law, and accountability.</p>

² <https://www.ohchr.org/en/professionalinterest/pages/crc.aspx>

³ **Mobbing** means to pick on, pester or exclude a person or a group systematically at work in verbal or non-verbal attacks which affect the physical or mental health as well as the self-esteem of the person(s) concerned

⁴ **Sexual or sexist harassment** is an action with sexual reference or undertones unwelcome to the person addressed. Sexual or sexist harassment can be expressed in the following ways: suggestive remarks; remarks about physical advantages or weaknesses or about sexual orientation; sexist talk and jokes in any form of verbal, written or non-verbal communication; sharing suggestive material over email or social media; ambiguous invitations; making bodily advances; making advances together with promises or threats of advantages or disadvantages at work.

Contracted parties, their employees and subcontractors must ensure that their professional actions and their motivations are understood and transparent.

Public appearances and use of non-public information

Contracted parties handle all information received in relation with the contract with the necessary discretion, never using it to the detriment of HELVETAS or beneficiaries including after termination of the contract.

Persons working for contracted parties should not provide aforesaid information to the media, policy makers and donors or the public, without an explicit assignment to do so.

In public communication they must provide explicit reference to the sources of the information/experiences.

They must refrain from making accusations, provocative statements or spreading rumours. They give due consideration to their cooperation with HELVETAS and to its interests in their communications, particularly via the internet or social media

3. Reporting mechanism of a violation of the Code of Conduct and Whistleblowing

Any person working for a contracted party of HELVETAS who feels under pressure to act in a way that runs counter to this Code of Conduct, or who witnesses violations of the same, must inform either the management of the contracted party and/or HELVETAS. The contracted party is obliged to share the reported cases and action taken with HELVETAS.

The whistleblowing policy (e.g. whistle-blower protection) of HELVETAS applies to all employees worldwide and to persons working for contracted parties. All concerns will be treated confidentially, and every effort will be made not to reveal the identity of the whistle-blower. The policy is publicly available on HELVETAS' website and the specified contacts are accessible for anyone.

4. Consequences of a violation of this Code of Conduct

In case of breach of this Code of Conduct by contracted parties, their employees and subcontractors, HELVETAS expects them to sanction misbehaving persons similar to HELVETAS' measures. These sanctions range from requesting apologies, written warnings to dismissal of guilty persons. In serious cases or if no appropriate sanctions are taken, HELVETAS reserves the right to end the collaboration, ask for compensation of financial losses or to pursue legal action.

5. Final Remarks

HELVETAS encourages its contracted parties to create their institutional codes of conducts and related policies and regulations, including internal reporting procedures that enable their employees and subcontractors, as well as third parties, to promote professional, respectful, inclusive and secure working conditions; and safely report instances of wrongdoing to the management or to an independent body.

HELVETAS is committed to mutual transparency and learning on any aspect of this Code of Conduct. HELVETAS is therefore available for consultation in cases of doubt or questions relating to the Code of Conduct.

This Code of Conduct is issued in French, English and Spanish. In case of any doubts, the English version prevails.

Read and agreed

Name of the contracted party:

Name of signatory of contracted party:.....

Place and date

Signature: