Terms of Reference

for

Professional Training Program

(Level - 2 with OJT)

2076/77

Government of Nepal

Ministry of Education, Science and Technology

Enhanced Vocational Education and Training II (EVENT II) Project

Buddhanagar, Kathmandu

2019 September
Terms of References for Professional Training (Level - 2 with OJT)

1. Background
The Government of Nepal (GoN) has received financial support from the World Bank to meet the costs of the Enhanced Vocational Education and Training Project-Second (EVENT-II). The aim of the project is to expand the supply of skilled and employable labor by increasing access to quality training programs, and by strengthening the technical and vocational education and training system in Nepal. As per the proposed agreement between the GoN and the WB, the project implementation period embarked on 2074-2079 B.S. (July 2017 to October 2022). The project focuses on increasing access to technical and vocational education and training (TVET) programs for the disadvantaged youths, especially those who are poor and living in remote regions, females, Dalits, marginalized Janajatis and people with disability, through training and other inclusive processes. One of the key activities of the project is the provision of short-term vocational skills training and job placement to poor youth and youth from disadvantaged communities and regions lagging.

EVENT - II has targeted to train 1,500 youths in Professional Training (Level - 2 with On-the-Job Training - OJT) during the project period. 500 youths will be trained under this programme during FY 2076-77. Work-based training guidelines, which contains information on Professional Training, have been prepared which will guide the implementation of the program.

The work-based learning enables youth to learn specific skills in the interested trade while working. It is one of the mechanisms to bridge the worlds of pre-employment and work. Professional Training (Level - 2 training with OJT) is one of such initiatives for transitioning youth to the labour market. The duration of the training is 1,696 hours. The amount of time to be spent in training institute and industries will be as prescribed in the curriculum. It is hoped to minimize the skills mismatches as the youth will learn the information demanded by employers. Students will be preparing themselves in the areas for which someone is already working. The training will be conducted and managed by Training and Employment Service Providers (TESPs) in association with suitable industry partners. TESPs participating in the program may include private companies and technical institutions like CTEVT constituent schools, TECS, partnership schools, private schools etc which are affiliated and renewed with CTEVT.

CTEVT currently has curricula for eight trades for the professional training: Professional Plumber, Professional Building Electrician, Professional Motorcycle Mechanic, Professional Welder, Professional Cook, Professional Mason, Professional Light Vehicle Mechanic and Professional Aluminium Fabricator. The eligibility criteria for beneficiaries to enrol into the program will be determined by the curriculum. The beneficiaries will be aged between 18 and 40 years. These TORs guide the potential TESPsfors the purpose.
2. **Roles and Responsibilities**

There is crucial role mainly of the following four parties to make the programme successful:

**TESPs**

The roles and responsibilities of TESPs include the following:

(i) Conduct appropriate communication mechanism so that maximum number of candidates know about the program,

(ii) Identify relevant industry partners in their vicinity for placing students in OJT,

(iii) Submit relevant information requested by EVENT PS,

(iv) Conduct regular interaction programme with industries and employers to increase prospects of employment,

(v) Ensure teaching and learning takes place at both TESPs and industries,

(vi) Ensure safety measures are taken throughout the course of study,

(vii) Prepare training plan in consultation with industries,

(viii) Conduct internal assessment according to the existing guidelines,

(ix) Appoint co-ordinator for the program who will liaison with EVENT PS, OJT provider and trainee,

(x) Ensure that trainees do not displace employees, and

(xi) Support EVENT PS or firm hired for conducting baseline and follow-up surveys.

**OJT employers**

(i) Sign contracts/MoUs with TESPs and trainees,

(ii) Ensure safety measures are taken throughout the course of study,

(iii) Maintain communication with TESPs and trainees,

(iv) Support EVENT PS in monitoring and evaluation,

(v) Prepare training plan in consultation with the training institution,

(vi) Make provision of group accidental insurance of trainees,

(vii) Conduct internal assessment in accordance with the existing guidelines, and

(viii) Provision of first aid kit, emergency service and grievance redressal mechanism.

**EVENT PS**

(i) Conduct appropriate communication mechanism so that maximum number of schools/TESPs can apply,

(ii) Finance the approved cost of training programme,

(iii) Support TESPs in conducting market assessment and in developing proposals,

(iv) Sign contracts/MoUs with TESPs,

(v) Conduct monitoring and evaluation related tasks under the program, and

(vi) Maintain effective communication with relevant stakeholders.

**Trainees**

i. Attend classes regularly (maintain at least 80 percent attendance rate),

ii. Maintain discipline, and

iii. Co-operate with EVENT PS (or hired firm) in the information collection for baseline and follow-up surveys.
3. **Eligibility criteria of the TESP**s:
   a. Run at least two related occupations/trades in which curriculum has been developed by CTEVT for professional training by CTEVT
   b. Have legal standing as follows:
      (i) For private companies—duly registered at the Office of the Company Registrar, and
      (ii) VAT registration and tax clearance certificates for FYs 2072/73 to 2074/75 or for 2073/74 to 2075/76,
      For technical institutions — valid incorporation documents along with renewal for FY 2076-77 by CTEVT,
   c. Affiliated with CTEVT along with the updated renewal for FY 2076-77,
   d. Disclosure of statements of accounts and audit reports for the last three years (FYs 2072/73 to 2074/75 or 2073/74 to 2075/76):
      i. Audited financial statements and audit report, and
      ii. Should have resolved 100% of the audit arrears with figures and 50% of the no. of audit objections with principle issues.
   e. Experience:
      i. Five years’ experience of conducting short-term training level 1(390) hours graduating at least 200 students,
      ii. One year of experience of conducting level - 2 or TSCL/Diploma in the relevant training graduating at least 40 students
      iii. Minimum enrollment: At least 20 students (each training event),
      iv. Gainful employment of at least 60 percent in short-term training courses in the relevant trade,
   f. Agree to provide base-line data and other necessary information like TESP accounts, students, teachers and staffs etc. to EVENT-II PS,
   g. Average annual turnover of Rs. 5 million in the last three fiscal years- FY 2072/73 to 2074/75 or for 2073/74 to 2075/76,
   h. Having their own lab for conducting practical classes for each of the occupations/trades for which EOI is submitted.

4. **Submission of Proposals**: The shortlisted TESPswill prepare and submit both technical and financial proposals. The technical proposal should clearly outline how TESP are closely working with industries to meet the objective of the program.

**Rapid Market Appraisal (RMA)**: RMA will be integral part of the technical proposal. TESP will be required to conduct RMA. Primary as well as secondary data will be used by TESP to conduct RMA. The RMA report for each TESP needs to be validated by the respective Local Governments. TESP can use combination of tools from the following for the purpose of collecting primary data for writing RMA report.

(i) Survey questionnaire
(ii) Semi-structured interviews
(iii) Focused Group Discussions
(iv) Direct observation
Selection Criteria: The proposals shall be evaluated on a pre-determined criterion. The TESPs securing at least 60% marks shall be taken as technically passed. To ensure quality of the training, the number of trainees to be trained per TESP cannot be higher than 60.

5. Signing of Contract
EVENT PS will conduct field verification of selected TESPs before signing MoUs with them. PS will verify the information provided in the technical proposal. The final decision on selection of TESPs will be made after the completion of verification process. The PS will prepare the final list of TESPs. The agreement will be signed between the PS and the selected TESPs.

6. Payment
The TESPs shall be paid as per the following schedule:

<table>
<thead>
<tr>
<th>Payment Stage</th>
<th>Payment Amount</th>
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<tbody>
<tr>
<td>Signing of the contract</td>
<td>20% of the contract value</td>
</tr>
<tr>
<td>Placement in OJT</td>
<td>40% of the contract value</td>
</tr>
<tr>
<td>Completion of OJT</td>
<td>40% of the contract value</td>
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7. Management of the Trainings
TESPs need to ensure adequacy of both physical and human resources for conducting the training. Under physical infrastructures, TESPs should ensure there are separate theory and practical classrooms. The practical lab should have enough equipment for engaging trainees. Classroom needs to have good ventilation and light. Similarly, there should be provision for water and separate toilet for boys and girls. In terms of human resources, the ratio of trainees to instructors should be 1:10. The TESPs should prepare a training plan stating objective, goals and expected learning outcomes. TESPs will also conduct some of the lessons in the industrial setting in association with industrial partners. A log book will be maintained for all practical classes. In terms of non-teaching staffs, TESPs will appoint one their staffs as co-ordinator of the program.

The training program will be jointly managed by a TESP and a suitable industry partner. The training in the industry will be conducted by in-company trainer. TESPswill teach theory and competency aspect of the curriculum. Industries will teach the curriculum in workplace setting under the supervision of an experienced trade professional. The division of teaching learning process will (i) 80% workplace based and (ii) 20 % classroom based.

Trainees will spend first six months with TESPswhere they will acquire knowledge about the training, they are enrolled in. After six months, trainees will spend four days in a month in institutions and remaining days with industries and employers. It will be up to the institutions and industries for making arrangement of learning at both institutions and industries/employers if beneficiaries spend four days a month in the institutions. Trainees will spend final week in institutions to prepare for the skills test to be conducted by NSTB.

TESPs will establish and student support and guidance unit for the purpose of helping graduates get jobs. TESPs will appoint a person to impart career counselling and support students in job placement services. A mechanism will also be set up to take feedback from various stakeholders. This will help in enhancing quality of training. TESPswill also teach additional information to meet labour market needs.
TESPs will ensure that more than 90 percent of youth appear in the skills test conducted by NSTB. It is hoped that 90 percent of those appearing in the test pass it. The program aims to employ maximum number of trainee graduates. TESPs will conduct tracer study to determine the employability and earning of graduates.

8. **Monitoring, evaluation and research**

The Professional Training program will be rigorously evaluated for assessments of impacts on outcomes interest such as employment and earnings across groups that receive and those who do not receive the training under the program. The group of youth who do not benefit from the program will act as a comparison group. The base-line survey for the professional training evaluation will be conducted before the applicants know whether they will be benefiting from the program or not. A follow-up survey will take place after 1.5 years. Both treatment and comparison groups will be surveyed during baseline and follow up surveys. More than one treatment group can be created based on the variations in implementation of the program for them. Detailed sampling design, assignment into treatment and comparison groups, base-line, end-line and labor market questionnaires, and data collection and analysis strategies will be developed separately under Impact Evaluation Guidelines.

TESPs will establish a dedicated monitoring unit for the purpose of monitoring project input, output and outcomes. TESPs will also monitor activities during the OJT period. The results of monitoring will be used for planning purposes. The monitoring system will be integrated with the project Management Information System. TESPs will have a system of storing information and will update websites regularly. TESPswill regularly publish annual reports.

A decentralized monitoring team consisting of official from LGs/EDCUs and CTEVT will be constituted to monitor activities of professional training. The monitoring team will also consist of representative from Helvetas/ENSURE. The monitoring will take place four times. The first visit by the monitoring team will be in the beginning of the program to verify that training institutions and industries have required physical and human resources as prescribed in the curriculum. At least two monitoring visits will take place when the program is going on. The next monitoring visit will take place after completion of the training. Standard templates will be developed for the purpose of getting information received during the monitoring process. The information collected during monitoring visits will be integrated with the project management information system. EVENT PS will also monitor on sample basis. EVENT PS will also constitute a team to monitor activities under professional training.

9. **Compliance with the Environmental and Social Safeguards**

TESPs need to meet occupational health and safety standards. The institutions will have to use the environmental and social checklists to screen their proposal for potential ESMF-related concerns. If any such concern gets triggered through screening, then the institutions will have to submit an Environmental Management Plan (EMP) for environment related concerns triggered, and a vulnerable community development plan (VCDP) if social concerns get triggered and submit these plans to the PS. It is expected that the institutions will follow through with these plans which will be assessed for compliance by the monitoring team.