Expression of Interest (EOI)

Title of Consulting Services

*Procurement of Curriculum Development Specialist (Individual Consultant)*

Method of Consulting Service

*National*

**Project Name** : SAKCHYAMTA Project

**EOI**: [SAKCHYAMTA: CA/2017/386809]-08

**Office Name** : SAKCHYAMTA Project, CTEVT

**Office Address**: Sanothimi, Bhaktapur, Nepal

**Issued on**: September 2018

Financing Agency: Government Budget / Grant from EU [CA/2017/386809]
### Abbreviations

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Description</th>
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<tr>
<td>CV</td>
<td>Curriculum Vitae</td>
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<td>DO</td>
<td>Development Partner</td>
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<td>EA</td>
<td>Executive Agency</td>
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<tr>
<td>EOI</td>
<td>Expression of Interest</td>
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<td>GON</td>
<td>Government of Nepal</td>
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<td>PAN</td>
<td>Permanent Account Number</td>
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<td>PPA</td>
<td>Public Procurement Act</td>
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<td>PPR</td>
<td>Public Procurement Regulation</td>
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<td>TOR</td>
<td>Terms of Reference</td>
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<td>VAT</td>
<td>Value Added Tax</td>
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</table>
A. Request for Expression of Interest .................................................................4
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C. Objective of Consultancy Services or Brief TOR .......................................6
D. Evaluation of Consultant’s EOI Application ..............................................10
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A. Request for Expression of Interest

Council for Technical Education and Vocational Training
SAKCHYAMTA Project
Project Implementation Unit

Re - Publication Date: 20th September 2018
First Date of Publication: 28th and 30th August 2018

Name of the Donor Agency: European Union
Grant No: CA/2017/386809

1. The Council for Technical Education and Vocational Training (CTEVT) has received grant assistance from the European Union toward the cost of Sakchyamta Project and intends to apply a portion of this grant to eligible payments under the Contract for which this Expression of Interest is re-invited for consulting services of individual consultant as follows:

<table>
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<tr>
<th>S.N.</th>
<th>Name of Consulting Service</th>
<th>Contract ID</th>
<th>Duration of Service</th>
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<tr>
<td>1</td>
<td>Curriculum Development Specialist (National)</td>
<td>[SAKCHYAMTA: CA/2017/386809]-08</td>
<td>365 Person days of Intermittent Input</td>
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2. The CTEVT now re-invites Expression of Interest (EOI) from eligible individual consultants (“consultant”) to provide the following consulting services as mentioned in TOR.

3. Interested eligible consultants may obtain further information and EOI document free of cost at the address mentioned below during office hours on or before 4th October 2018 or visit e-GP system www.bolpatra.gov.np/ or visit the client’s website www.ctevt.org.np.

4. Consultants who have submitted their EOI against the first notice have to submit their EOI again.

5. Expressions of interest shall be delivered online through e-GP system www.bolpatra.gov.np/ on or before 5th October 2018, 12.00 hours local time.

6. In case the last date of obtaining and submission of the EOI documents happens to be a holiday, the next working day will be deemed as the due date but the time will be the same as stipulated.

7. EOI will be assessed based on Qualification [20%] and Experience [80%] of the consultant. Based on evaluation of EOI, only shortlisted consultants will be invited to submit technical and financial proposal through a request for proposal.

8. Minimum score to pass the EOI is 70.

For further information please contact:
The Project Coordinator
SAKCHYAMTA Project
Project Implementation Unit, CTEVT Sanothimi, Bhaktapur, Nepal
Telephone No. 977-1-6630408, 9851115744
Website: www.ctevt.org.np
Email: eutvetpp@gmail.com
B. Instructions for submission of Expression of Interest

1. Expression of Interest may be submitted by a sole individual.

2. Interested consultants must provide information indicating that they are qualified to perform the services (descriptions, organization and employee and of the firm or company, description of assignments of similar nature completed in the last 4 years and their location, experience in similar conditions, general qualifications and the key personnel to be involved in the proposed assignment).

3. This expression of interest is open to all eligible consulting person.

4. In case, the applicant is individual consultant, details of similar assignment experience, their location in the previous 4 years and bio data shall be considered for evaluation.

5. The assignment has been scheduled for a period of 365 intermittent period. Expected date of commencement of the assignment is November 2018.

6. A Consultant will be selected in accordance with the QBS method.

7. Expression of Interest should contain following information:
   (i) A covering letter addressed to the representative of the client
   (ii) Applicants shall provide the following information in the respective formats given in the EOI document:
       - **EOI Form: Letter of Application** (Form 1)
       - **EOI Form: Applicant’s Information** (Form 2)
       - **EOI Form: Work Experience Details** (Form 3(A), 3(B), 3(C) and 3 (D))

8. Applicants may submit additional information with their application but shortlisting will be based on the evaluation of information requested and included in the formats provided in the EOI document.

9. The Expression of Interest (EOI) document must be duly completed and submitted their EOI application through e-GP system by using the forms and instructions provided by the system.

10. The completed EOI document must be submitted on or before the date and address mentioned in the “Request for Expression of Interest”. In case the submission falls on public holiday the submission can be made on the next working day. Any EOI Document received after the closing time for submission of proposals shall not be considered for evaluation.
C. Objective of Consultancy Services or Brief TOR

Council for Technical Education and Vocational Training
SAKCHYAMTA Project
Project Implementation Unit

TERMS OF REFERENCE

POSITION: CURRICULUM DEVELOPMENT SPECIALIST

Background:
The project action is related to the scaling up Technical and Vocational Education and Training (TVET) provision and implementation that include quality assurance standards in TVET sector; research and studies curriculum and instructional material development for the delivery of quality TVET programs in the country. Similarly, support for upgrading better equipped workshop and labs in the pilot TVET centers will provide opportunities for better practical training to the trainees particularly in agriculture, tourism and construction sector.
The provision of e-learning, in providing TVET service, will be an approach in reaching the outreach, study of labour market signaling and the assessment of highly demand driven occupation will provide insightful information on demand and supply situation of the actual world-of-work. The coordination and collaboration among TVET local stakeholders along with business and industrial private sector will support for enhancing public private partnership in all level of TVET development areas. In general, SAKCHYAMTA project will support for improving the quality of TVET in a comprehensive way.
The project action consists of the following four major components:

1. Capacity development in TVET system
2. Employers involvement in standardizing and developing market based curricula and training materials
3. Relevancy of TVET program through improving quality standards and monitoring and evaluation system
4. Coordination and collaboration with federal, provincial and local TVET Stakeholders

The above actions will be done on pilot basis and scaled up in accordance with the availability of resources. Hence, SAKCHYAMTA intends to hire a Curriculum Development Consultant to provide supports in implementing the above interlinking actions focusing under the result area-2 of the project which is related to standardizing and developing market based curricula and training materials

Objectives of the Assignment:
The overall objective of the assignment is to provide technical assistance to the SAKCHYAMTA project to support CTEVT enhancing its curriculum development capacity.

Specific objective of this assignment include in close collaboration with business and industry associations (BIAs) and relevant stakeholders, supporting CTEVT in establishing a complete cycle of curriculum development and implementation. It will include identification of highly demanded trades in agriculture, construction and tourism; development of NOSS and curriculum and the TLMs. The consultant will also support validation and piloting of curriculum through the proposed Center of Excellence.

This consultancy input will also support CTEVT in the process of developing methodology of provision and implementation in the development of occupation standards, competency-based curriculums and pertinent modules, analysis of relevant data and preparation of a report outlining the project activities, rationalization of plan and activities, organization of provincial
training workshops for instructors/teachers and school managers focused on curricula preparation of training materials, preparation of a detailed technical specification of the equipment for adequate practical training based on the requirements of the curricula.

**Scope of work**

Under the overall supervision of the SACHYAMTA project, the consultant will work with Curriculum Working Committee, Research and Information Division, Curriculum Development Division, National Skill Standard Board to design, develop and execute the work plan/activities by aligning with NVQF/ Skills levels to prepare 30 competency standards and related curriculum and Training Learning Materials (TLMs) and assessment system. Reviewing all documentation related to the assignment and analyzing the existing TVET curriculum development process including competency standards and curriculum, the specific tasks of TVET specialist includes;

1. The consultant will support in the implementation of all the activities under the Result-2 which is focused, by aligning with NVQF/ NSTB, in the development of:
   - Fifteen new or revised competency standards, curriculum, TLM and assessment system and support instructors’ capacity development process.
   - Revise fifteen existing vocational training curricula but also including NOSS and TLM
   - Development of competence based training and assessment system (CBT&A);
   - Support implementation of the curricula through Center of Excellence (TVET Training Schools)

During the process the consultant will:
   - Develop demand tools to prioritise market based occupations
   - Support in conducting studies to identify demand driven occupations in agriculture, tourism and construction sectors,
   - Develop manual for the development of competency standards, training and assessment standards
   - Review current templates for competence based modular curricula
   - Develop credit systems for modular curricula.
   - Involve Business and Industry sector to Validate curricula/NOSS Support in establishing TVET e-learning framework & training and instructional materials
   - Facilitate skills upgradation of trainers relevant to curricula development and implementation
   - Support piloting of new alternative approach/methodology in the curriculum development based on international best practice,
   - Support in developing of e-learning materials for occupations in Agriculture, Tourism and Construction sectors.
   - Support in conducting the capacity development activities/workshop/seminars for federal, provincial and local level stakeholders in TVET curriculum process.
   - Support provincial/local level TVET centers, governance and communities in building partnerships in developing curriculum development working with private sector.
   - Provide technical support to contribute towards the preparation and implementation of SAKCHYAMTA project's work plan in the curriculum development sector.
   - Visit to the project implementing places to observe the progresses and give feedback to PIU
   - Support in delivering the activities in a timely fashion, and with a high standard, by providing quality assured knowledge transfer thereby contributing to building capacity for CTEVT curricula developers.
   - Support to prepare semi and annual progress reports.
Deliverables
The consultant will be required to provide the following outputs during the execution of the assignment:

- Inception Report, prepare Implementation Plan with schedule of work, milestones and key performance indicators within 15 days of signing of contract.
- Manual for development of competency standards and competency based curricula and TLM.
- Manual for alternative curriculum development approaches.
- Occupation standards and curricula (15- market demanded occupations and 15-existing prioritize occupation) including 15 TLM.
- Report on alternative methods of curriculum development.
- Produce reports outlining assessment of current CoE needs analysis and detailed technical supports to procure equipment for the implementation of the identified occupation.

Duration
The duration of this assignment will be intermittent 365 working days spread over the project period until December 2021 after signing the contract.

Reporting Requirements:
The Curriculum Development Specialist will report to the project coordinator after each assignment in close consultation with counterparts including TVET Specialist and other relevant experts of the project Implementation Unit.

Counterpart Arrangements
The Curriculum Development Specialist shall be working with SAKCHYAMTA-PIU and reporting to the project coordinator on output basis. He/She shall have good coordination and communication with CTEVT, TVET stakeholders, private sectors/business and industry/employers’ associations and donor community for implementing related activities. The specialist will be provided office space along with other required logistics support as approved by the project coordinator.

Payment
The SAKCHYAMTA-PIU shall pay to Curriculum Development specialist as per contract signed between SAKCHYAMTA and the specialist.

Minimum Qualification Requirement:
- Master degree’s in in Education, Economics, Technical Vocational Education and Training (TVET) or any related field with minimum 12 years of general experience and minimum 2 years of experience in field of occupational standards, curriculum and Training Learning Material (TLM) development and related field.
- Experience of at least 7 years working in the TVET related projects or programs, preferably financed by external agencies.

Additional Technical Competence Preferred
- Proven experience in DACUM and standards development.
- Experience in the TVET research and studies, labor market study and training need assessment.
- Experience in managing and delivering trainings in TVET institutes.
- Working experiences with, development partners especially in developing and evaluating VET curricula, teaching/learning materials for VET as well as training curriculum for educational personnel in the domain of VET.
- Excellent communication and report writing skills in both oral and written Nepali and English.
Standard EOI Document

- Ability to use standard computer packages (MS Office, Word, Excel, Power point)
- Excellent level of teamwork and team building capacity
- Networking, communication skills, self-responsibility, understanding to address the issues of poverty, employability, gender equality and social inclusion;

Selection of the Expert:
The consultant will be selected in accordance with the procedures set out in the Guidelines: Selection and Employment of Consultants by Public Procurement Act-2063
D. Evaluation of Consultant’s EOI Application

Consultant’s EOI application which meets the eligibility criteria will be ranked on the basis of the Ranking Criteria.

<table>
<thead>
<tr>
<th>i) Eligibility &amp; Completeness Test</th>
<th>Compliance</th>
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<tbody>
<tr>
<td>A) Application by Individual Consultant</td>
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<td>PAN Registration</td>
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<td>B) Application by Consulting Firm (on behalf of Individual Consultant)</td>
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<td>Copy of Registration of the company/firm</td>
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<td>VAT/PAN Registration (for National consulting firm only)</td>
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<tr>
<td>Tax Clearance/Tax Return Submission/Letter of Time Extension for Tax Return Submission (2073/74) (for National consulting firm only)</td>
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<tr>
<td>EOI Form 1: Letter of Application</td>
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<td>EOI Form 2: Applicant’s Information Form</td>
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<td>EOI Form 3: Experience (3(A), 3(B), 3(C) and 3(D))</td>
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<th>ii) EOI Evaluation Criteria</th>
<th>Minimum Requirement</th>
<th>Score [Out of 100%]</th>
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<tr>
<td><strong>A. Qualification</strong></td>
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<tr>
<td>Qualification of Consultant</td>
<td>Masters degree in education, economics, TVET or related field</td>
<td>20%</td>
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<td><strong>B. Experience</strong></td>
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<td>General Experience</td>
<td>12 years</td>
<td>60%</td>
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<td>Specific experience of the person within last 4 years.</td>
<td>2 year of experience in field of occupational standards, curriculum and Training Learning Material (TLM) development and related field.</td>
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<td>Similar Field / Sector experience of the consultant</td>
<td>7 years working in the TVET related projects or programs, preferably financed by external agencies</td>
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<td><strong>C. Additional competence preferred</strong></td>
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<td>20%</td>
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<tr>
<td>Proven experience in DACUM and standards development</td>
<td>Atleast 1 project</td>
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<td>Experience in the TVET research and studies, labor market study and training need assessment</td>
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<td>Working experiences with, development partners especially in developing and evaluating VET curricula, teaching/learning materials for VET as well as training curriculum for educational personnel in the domain of VET</td>
<td>Atleast 1 project</td>
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**D. Capacity**

| Financial Capacity | Not applicable |
| Infrastructure/equipment related to the proposed assignment | Not Applicable |
E. EOI Forms & Formats

Form 1. Letter of Application

Form 2. Applicant's information

Form 3. Experience *(General, Specific and Additional Competence)*
1. Letter of Application

(Letterhead paper of the Applicant or partner responsible for a joint venture, including full postal address, telephone no., fax and email address)

Date: ..........................

To,
Full Name of Client: __________________________
Full Address of Client: ________________________
Telephone No.: ______________________________
Fax No.: ____________________________________
Email Address: ________________________________

Sir/Madam,

1. Being duly authorized to represent and act on behalf of (hereinafter "the Applicant"), and having reviewed and fully understood all the short-listing information provided, the undersigned hereby apply to be short-listed by Sakchyamta Project, CTEVT as Consultant for Curriculum Development Specialist.

2. Attached to this letter are photocopies of original documents defining:
   a) the Applicant's legal status;
   b) the principal place of business;

3. Sakchyamta Project, CTEVT and its authorized representatives are hereby authorized to verify the statements, documents, and information submitted in connection with this application. This Letter of Application will also serve as authorization to any individual or authorized representative of any institution referred to in the supporting information, to provide such information deemed necessary and requested by yourselves to verify statements and information provided in this application, or with regard to the resources, experience, and competence of the Applicant.

4. Sakchyamta Project, CTEVT and its authorized representatives are authorized to contact any of the signatories to this letter for any further information.¹

5. All further communication concerning this Application should be addressed to the following person,

   [Person]
   [Company]
   [Address]
   [Phone, Fax, Email]

6. We declare that, we have no conflict of interest in the proposed procurement proceedings and we have not been punished for an offense relating to the concerned profession or

¹ Applications by joint ventures should provide on a separate sheet, relevant information for each party to the Application.
business and our Company/firm has not been declared ineligible.

7. We further confirm that, if any of our experts is engaged to prepare the TOR for any ensuing assignment resulting from our work product under this assignment, our firm, JV member or sub-consultant, and the expert(s) will be disqualified from short-listing and participation in the assignment.

8. The undersigned declares that the statements made and the information provided in the duly completed application are complete, true and correct in every detail.

Signed :

Name :

For and on behalf of (name of Applicant or partner of a joint venture):
2. Applicant’s Information Form

1. Name of Individual Consultant:

2. Education/Degree of Individual Consultant:

3. Years of General Experience of Individual Consultant:

4. Years of Experience in TVET of Individual Consultant:

5. Type of Constitution (Partnership/ Pvt. Ltd/Public Ltd/ Public Sector/ NGO):

6. Date of Registration/Commencement of Business (Please specify):

7. Country of Registration:

8. Registered Office/Place of Business:

9. Telephone No; Fax No; E-Mail Address:

10. Name of Authorized Contact Person/Designation/Address/Telephone:

11. Name of Authorized Local Agent/Address/Telephone:

12. Consultant’s Organization:

13. Total number of staff:

14. Number of regular professional staff:

(Please attach DETAILED CURRICULUM VITAE with detailed information as required in the TOR)
3. Experience

3(A). General Work Experience of Individual Consultant for Curriculum Development Specialist

*(Details of assignments undertaken by the INDIVIDUAL Consultant) (Work Experience of Consulting Firm will not be evaluated)*

<table>
<thead>
<tr>
<th>S. N.</th>
<th>Name of assignment</th>
<th>Location</th>
<th>Value of Contract</th>
<th>Year Completed</th>
<th>Client</th>
<th>Description of work carried out</th>
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3(B). Specific Experience of Individual Consultant for Curriculum Development Specialist

*(Details of Specific experience of the INDIVIDUAL consultant) ("Work Experience of Consulting Firm will not be evaluated)*

**Specific Experience means assignments in the field of occupational standards, curriculum development and Training Learning Material (TLM) development and related field**

<table>
<thead>
<tr>
<th>Assignment name:</th>
<th>Approx. value of the contract (in current NRs; US$ or Euro)*2:</th>
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<tbody>
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<td>Country:</td>
<td>Duration of assignment (months):</td>
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<td>Name of Client:</td>
<td>Total No. of person-months of the assignment:</td>
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<td>Address:</td>
<td>Approx. value of the services provided by your firm under the contract (in current NRs; US$ or Euro):</td>
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<td>Start date (month/year):</td>
<td>No. of professional person-months provided by the joint venture partners or the Sub-Consultants:</td>
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<td>Completion date (month/year):</td>
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<td>Name of joint venture partner or sub-Consultants, if any:</td>
<td>Narrative description of Project:</td>
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</table>

Description of actual services provided in the assignment:

**Note:** Provide highlight on similar services provided by the consultant as required by the EOI assignment.

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* Consultant should state value in the currency as mentioned in the contract
3(C). General work experience in TVET related projects or programs of the INDIVIDUAL Consultant for Curriculum Development Specialist

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<tr>
<th>S. N.</th>
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3(D). Additional competence preferred of the INDIVIDUAL Consultant for Curriculum Development Specialist

Experience of additional technical competence as mentioned in TOR

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INSTRUCTION FOR REGISTRATION to [www.bolpatra.gov.np](http://www.bolpatra.gov.np) and submission of Expression of Interest (EOI)

1. Go to [www.bolpatra.gov.np](http://www.bolpatra.gov.np) and press on bidder in the Login Box

2. Press on Register Now

3. First fill in the Organization Details
### For Individual Consultant

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
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<tbody>
<tr>
<td>Organization Name</td>
<td>Name of Consultant</td>
</tr>
<tr>
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<td>Date of Birth</td>
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<td>Form of Organization</td>
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<td>Citizenship Certificate Number</td>
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<tr>
<td>Address</td>
<td>Personal Address</td>
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### For Organization

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<tr>
<td>Address</td>
<td>Organization Address</td>
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Standard EOI Document
4. Next Fill in the Document Details

For Individual Consultant

**Registration Certificate**: Upload Citizen Certificate in PDF format (should be less than 5MB in size)

**Tax Registration Certificate (PAN, VAT)**: Upload Individual PAN Card in PDF Format (should be less than 5MB in size)
**Standard EOI Document**

**Tax Clearance Certificate:** Upload a blank document in PDF format mentioning NOT APPLICABLE (should be less than 5MB in size)

**Power of Attorney:** Upload a blank document in PDF format mentioning NOT APPLICABLE (should be less than 5MB in size)

**Stamp:** Upload a blank document in PDF format mentioning NOT APPLICABLE (should be less than 5MB in size)

**Signature:** Upload a scanned copy of your signature in PDF format (should be less than 5MB in size)

**For Organization**

**Registration Certificate:** Upload Organization/ Business Registration Certificate in PDF format (should be less than 5MB in size)

**Tax Registration Certificate (PAN, VAT):** Upload VAT/ PAN certificate in PDF Format (should be less than 5MB in size)

**Tax Clearance Certificate:** Upload Tax Clearance Certificate upto 2073/74 in PDF format (should be less than 5MB in size)

**Power of Attorney:** Upload Tax power of attorney letter in PDF format (should be less than 5MB in size)

**Stamp:** Upload a scanned copy of the organization stamp in PDF format (should be less than 5MB in size)

**Signature:** Upload a scanned copy of the official representative of the organization in PDF format (should be less than 5MB in size)
5. **Next Fill in the Account Details**

Fill in the name, designation, contact no., Email, Username (minimum 6 character long), Password ([Password must be minimum 6 character long and contain at least one Number, Letter and Special Symbol{#, @, $}]; secret question and answer and 'tick' on “I have read, understood and agree to the terms and conditions mentioned here” and PRESS REGISTER
6. After some time, you should get an email in your registered email address confirming your registration in the GEPSON system. Please activate your account by following the link in the email. Activate my Account

https://mail.google.com/mail/u/0/#search/bolpatra/FMfcpxmZVXPXqJljJrmqQrCkqwijDhp
7. After your account is Activated, please sign in in the Login Page using your username and Password and as bidder
8. After Login, in search opportunities, select Consultancy Service under Procurement Category and Search.

You will see all the bid opportunities in the Bid Title. For bidding, please press under “Action” for respective bid title.
9. **Next press Yes for Joint Venture or No for Individual submission**
10. Submit the bidder’s Authorize Representative Information

Bidder's Authorized Representative Information

- Name
- Telephone Number
- Fax Number
- Email Address:
- Address

Save
11. Next, please upload the relevant document as mentioned. When the document is uploaded successfully, a tick appears in the STATUS box.
Standard EOI Document

1. Bid Submission Form: Upload the Signed Form in PDF format as per the EOI document.
2. Declaration: Upload a blank document in PDF format mentioning NOT APPLICABLE
3. Payment: Upload a blank document in PDF format mentioning NOT APPLICABLE
4. Additional Documents: The following screen appears

Please Upload all the relevant documents for submitting the EOI one by one in PDF format.

Minimum Document Required:
1. Detailed Curriculum Vitae
2. EOI documents as per the format.

Addition Documents: As per your requirements like Certificates Recognitions etc.
12. After all documents are uploaded and all the status box are ticked, you can check if all the documents have been uploaded correctly by pressing the Download Report.
13. If everything is as per required, please press Submit for completing the application.