



REQUEST FOR PROPOSAL (RFP)
for the procurement of consulting services

for

**the “Development of five years strategic plan for National Academy for
Vocational Training”**

Contract No: SaMi-CS-F/SQ/05-2024/2025

Issued by: Safer Migration (SaMi)/Programme
Programme Support Unit, Helvetas Nepal
Dhobighat, Lalitpur

Issued on: 01 March 2025

Authorized Signature:

A handwritten signature in blue ink, appearing to be "Rajendra", written over a horizontal line.

Office Stamp:



Table of Contents

Section-1: Letter of Invitation	1
Section-2: Instructions to Consultants and Data Sheet	2
Section-3: Code of Conduct for Contracted Parties	5
Section-4: Technical proposal form (TPF)	10
Section-5: Financial proposal form (FPF)	15
Section-6: Terms of Reference (ToR)	16
Section-7: Conditions of contract and contract forms	21



Section-1: Letter of Invitation

REQUEST FOR PROPOSAL (RFP)

For the Development of Five-Year Strategic Plan (2025-2030) for the National Academy of Vocational Training (NAVt)

Date of publication: 01 March 2025

The Safer Migration (SaMi) Programme Phase IV (2024-2028) is a bilateral initiative of the governments of Nepal and Switzerland designed to support the consolidation of the 12 years of partnership in safer migration, the institutionalization of safer migration related services as well as the strengthening of the capacities of the three levels of government to effectively take over the complete management, financing and quality assurance of all the programme components. Helvetas Nepal provides technical assistance to the programme on behalf of the Swiss Agency for Development and Cooperation (SDC).

SaMi provides technical assistance to NAVt for the institutionalization of skill training for potential migrant workers.

SaMi intends to call for proposals from eligible Consulting Firms as outlined in the Request for Proposal.

1. Request for Proposal (RFP) is made available at: <https://notice.helvetasnepal.org>
2. Interested organizations/firms must fulfill the minimum requirements listed in the RFP.
3. The sealed proposal must be submitted by **14 March 2025 before 5 PM to SaMi/ Helvetas Nepal office.**
4. The pre-proposal meeting (Virtual) will be held on **7 March 2025, Friday at 11 AM.** Interested Consulting firm should confirm their participation at sami.np@helvetas.org to obtain the virtual meeting ID by **6 March 2025 before 4 PM.**
5. The applicant who has submitted (as per the first notice) can modify (withdraw and amend) the proposal. If the already submitted proposal/s is/are not modified and notified by the consultant by closing deadline, the previously submitted proposal/s will be continued for further process.

Acceptance or rejection of proposals and award of the job or cancellation of proposal notice shall remain within the jurisdiction of SaMi/Helvetas Nepal.

Safer Migration (SaMi) Programme
Programme Support Unit, Helvetas Nepal
Dhobighat, Lalitpur, Nepal
G.P.O. Box - 688, Kathmandu, Nepal
Telephone: +977-1-54 21 063, 54 37 148
Email: sami.np@helvetas.org



Section-2: Instructions to Consultants and Data Sheet

2.1 Instructions to Consultants (ITC)

2.1.1 Applicable policy for this procurement	Procurement policy of Helvetas Nepal and bilateral agreement between the Government of Nepal and Donor agency.
2.1.2 Conflict of Interest	The Consultant is required to provide professional, objective, and impartial advice, always holding the Client's interest paramount, strictly avoiding conflicts with other assignments or its own corporate interests and acting without any consideration for future work. 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. Failure to disclose such situations may lead to the disqualification of the Consultant or the termination of the Contract.
2.1.3 Eligibility of Consultant	As mentioned in the Data Sheet
2.1.4 Evaluation criteria	As mentioned in the Data Sheet
2.1.5 Clarification on RFP	The Consultant can contact the address mentioned in the Data Sheet for clarification on clauses of the RFP.
2.1.6 Proposal Evaluation Method	a. Consultant selection method for this assignment shall be mentioned in the Data Sheet . b. Weightage of Technical and Financial proposals is mentioned in the Data Sheet .
2.1.7 Preparation of proposal	a. The proposal (technical and financial) should be prepared as per the Data Sheet . b. The Consultant must attach the legal documents as mentioned in the Data Sheet . c. Proposal (Technical and financial) must comprise the documents mentioned in the Data Sheet . d. Validity of the proposal should be as mentioned in the Data Sheet . e. Conditions applied on the uses of correcting fluid or other erasing materials and contradiction on the rate/cost as mentioned in the Data Sheet .
2.1.8 Submission of Proposal	a. Eligible interested consultants shall send the proposal to the address mentioned in the Data Sheet . b. The method and means of submission shall be in accordance with the Data Sheet .
2.1.9 Taxes	a. All applicable taxes within the territory of Nepal will be the Consultant's liability. b. TDS (tax deduction at source) will be deducted on each payment as per the prevailing rules of the Government of Nepal.
2.1.10 Confidentiality	a. The Consultant shall not disclose the information/data and any materials that belong to the Client without prior approval of the Client.
2.1.11 Insurance	a. The Consultant shall ensure the applicable Insurance of human resources used in the service delivery in accordance with the prevailing rule of the Government of Nepal. In case the Consultant fails to do so, the

	Consultant shall be liable and responsible for indemnifying all kinds of losses related to this.
--	--

2.2 Data Sheet (DS)

ITC clause reference	
2.1.3	Eligibility Criteria: To be eligible for evaluation, a mandatory legal document must be submitted by the Consultant, which is as follows: - Copy of valid firm registration certificate (updated renewal if applicable) - Copy of VAT registration certificate - Copy of tax clearance certificate of Fiscal year 2080/2081.
2.1.4	Evaluation Criteria: - Firm's general experience (overall experience after legal establishment of the firm) – 10 Marks. - Firm's specific experience (similar/relevant to the assignment specified in the ToR) – 10 Marks - Expert's qualification and experience – 60 Marks - Realistic and achievable work plan and methodology corresponding to the ToR proposed by the Consultant – 20 Marks (The key experts or the professionals proposed in the technical proposal cannot be replaced. In case of replacement, prior approval should be sought from SaMi/Helvetas Nepal. SaMi/Helvetas Nepal will evaluate the new proposal based on better/higher qualifications and experiences than that of the existing professional.
2.1.5	Clarifications may be requested through email at sami.np@helvetas.org no later than 10 March 2025. A composite response to the queries will be published the next day through the same platform.
2.1.6	The selection method will be Fixed Budget Selection (FBS). The maximum available budget is NPR. 1,200,000/- Excluding VAT. Weightage of the Technical & Financial proposals: - Technical: 80% - Financial: 20% Financial proposal (FP) evaluation procedure: - Opening of FP - Ensuring arithmetic accuracy - Determine whether the FP aligns with the allocated maximum budget. - Reject the FP corresponding to a technical proposal that exceeds the allocated maximum budget.

	Technical proposal (TP) evaluation procedure: • Opening of the technical proposal • Scoring of technical proposal Contract award: • The highest scorer of the combined evaluation of both TP and FP, considering the specified technical and financial weightage as mentioned above.
2.1.7	a. The proposal should comprise the following: The Technical proposal: (1) Power of Attorney to sign the proposal. (2) TPF-1 (3) TPF-2 (4) TPF-3 (5) TPF-4 (6) TPF-5 (7) TPF-6 The Financial proposal: (1) FPF b. As mentioned above in 2.1.3 c. Proposal must remain valid for 90 calendar days after the proposal's submission deadline. d. The Consultant shall write/type the rates in figures and words clearly. In case of contradiction between words and figures, words shall prevail. While quoting rates, in case of mistakes in rates, the Consultant can simply cross the rates and re-write the rates and bear the initials of authorized signatories.
2.1.8	The Consultant shall seal the technical proposal and financial proposal separately. Hard copies of Sealed proposals must be received at the address below no later than: Date : 14 March 2025, Friday Time : on or before 5 PM Venue : Safer Migration (SaMi) Programme Programme Support Unit, Helvetas Nepal Dhobighat, Lalitpur, Nepal Telephone : +977-1-54 21 063, 54 37 148

Section-3: Code of Conduct for Contracted Parties



Code of Conduct for Contracted Parties Final version February 2020

Scope of this Code of Conduct

HELVETAS Swiss Intercooperation (hereinafter HELVETAS) 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 HELVETAS requests to be respected and adhered to by its employees.

Further, we expect that all individuals and institutions with whom HELVETAS 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 HELVETAS 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.

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

¹ Organisational Strategy HELVETAS Swiss intercooperation

This Code of Conduct is binding, and an integral part of all contractual agreements made between HELVETAS 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.

sensitisation, supervision and training of concerned persons.

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 citizens 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 people, 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 people 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 people 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	Contracted parties, their employees and subcontractors 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. 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. 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.
Safety, Security & Health	Contracted parties undertake to safeguard the personal safety, health and integrity of their employees and refrain from putting others in a dangerous situation. Contracted parties, their employees and subcontractors must respect the physical and mental integrity of their colleagues and others.
Environmental and Social Safeguarding	Contracted parties, their employees and subcontractors are expected to wherever possible support a precautionary approach to

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.

environmental matters and undertake efforts to safeguard natural resources.

Contracted parties must promote good governance principles, namely participation, inclusion, integrity, effectiveness, transparency, rule of law, and accountability.

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.

People 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

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 people 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.

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 people similar to HELVETAS' measures. These sanctions range from requesting apologies, written warnings to dismissal of guilty people. 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.

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:



Section-4: Proposer's Information Form

(The proposer shall fill in the Form. No alterations to its format shall be permitted and no substitutions shall be accepted.)

SN.	Description	Details		Remarks
1	Name of the Consulting Firm			
2	Address	District		
		Municipality/RM		
		Ward No.		
3	Contact Detail	Office Phone No.		
		Email Address		
4	Contact Person	Name		
		Designation		
		Mobile No.		
		Email address		
5	Company/Firm registration	Registration No.		
		Registration Date:		

Section-5: Technical proposal form (TPF)

1. Firm's general experience (Please list out the assignment related to the development of organizational policy/development of plans/institutional strategies for national/international organizations completed till now in recent to old order) – TPF-1

(Please provide a brief background of your firm, not more than 500 words.)

SN.	Name of assignments	Brief description of the assignment with evidence	Completion date(dd/mm/yyyy)	Employer/Client Name
1				
2				
3				
4				
5				

Note:

- a) Evidence must be provided for all the above-mentioned assignments.

2. Firm's specific experience in the TVET sector (Please mention only specific assignments similar to the proposed assignment) – TPF-2

Please list out your specific assignment related to the TVET strategic planning or policy formulation in chronological order – most recent first, at least one)

SN.	Name of assignments	Brief description of the assignment with evidence	Completion date(dd/mm/yyyy)	Employer/Client Name
1				
2				
3				
4				

Note:

- a) Evidence must be provided of all the listed assignments.

3. Specific experience of the Key Expert (Principal Consultant) proposed by the consultant-TPF-3

(Please list the name of the assignment similar to the proposed assignment– most recent first, provide at least one to qualify)

SN.	Name of assignment completed	Brief description of the assignment	Completion date(dd/mm/yyyy)	Employer/Client Name
1				
2				
3				
4				
5				
6				

Note: Please provide the below-listed document of the Principal Consultant:

- Detailed CV (Mentioning academic qualifications, work experiences, and a summary of why a person is ideal for this assignment)
- At least one evidence of developing strategic planning for institutional development of any development sector.

4. Specific experience of the Assistant Consultant proposed by the consultant-TPF-4

(Please list the name of the assignment similar to the proposed assignment– most recent first, provide at least one to qualify)

SN.	Name of assignment completed	Brief description of the assignment	Completion date(dd/mm/yyyy)	Employer/Client Name
1				
2				
3				

Note: Please provide the below-listed document of the Assistant Consultant:

- Detailed CV (Mentioning academic qualifications, work experiences and a summary why a person is ideal for this assignment)
- At least one evidence of contributing/supporting in developing strategic planning for institutional development of any development sector.



5. Format of Curriculum Vitae (CV) for a proposed experts-TPF-5

Curriculum Vitae (CV) for a proposed team member

Strictly use this structure to present the CV of the proposed expert (the CV is to be placed as an annex to the technical proposal). MAXIMUM LENGTH = 3 pages.

1. **Proposed Position of the Key (Principal)/Assistant expert:** _____
2. **Name of Expert** [*Insert full name*]: _____
3. **Contact address:** _____ **Mobile (mandatory):** _____
4. **Date of Birth:** _____ **Citizenship:** _____ **Gender:** _____

5. Education/Academic Qualification

[*Indicate degree obtained, name of college/university/institute, and dates of obtainment*]:

<u>Degree obtained</u>	<u>College/University/Institute</u>	<u>Year of Completion</u>

6. Relevant Employment Record

[*Starting with the present position, list in reverse order every employment held by the expert since graduation, position held, dates of employment, name of employing organization.*]:

<u>Designation (Position held)</u>	<u>Employment date (from/to)</u>	<u>Name of the organization</u>	<u>Major role and responsibilities</u>

7. **A summary of your suitability for the assignment as a Principal/Assistant Consultant (maximum 200 words)**
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

6. Consultant's approach and methodology and work schedule – TPF-6

a) 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 (not exceeding 2000 words). Please do not repeat/copy the ToR.

b) Work plan:

Please briefly describe your work plan based on the scope of work and activities outlined in the ToR in the format below. The proposed work plan should be consistent with the approach and methodology and activities showing your understanding of the ToR.

SN	Activity	Plan		Remarks
		From date	To date	
1				
2				
3				
4				
5				



Section-5: Financial proposal form (FPF)

S.N.	Description of activities	Quantity (x)		Frequency (y)		Rate (z)	Total cost in NPR. (x*y*z)
1	ABC.....						
1.1	Principal consultant fee	1	person	...	day		
1.2	Assistant consultant fee	1	person	...	day		
	Sub-total (1)						
2	DEF.....						
2.1	Principal consultant fee	1	person	...	day		
2.2	Assistant consultant fee	1	person	...	day		
	Sub-total (2)						
	Total (Excluding VAT)						

(In words:.....)

E



Section-6: Terms of Reference (ToR)



Terms of Reference (ToR)

For the Development of the Five-Year Strategic Plan (2025-2030) for the National Academy of Vocational Training (NAVt)

1. Background

The Safer Migration (SaMi) Programme is a bilateral initiative of the governments of Nepal and Switzerland. The program is currently in its fourth phase (2024–2028), and this phase is designed to support the consolidation of the 12 years of partnership in safer migration, the institutionalization of safer migration-related services as well as the strengthening of the capacities of the three levels of government to effectively take over the complete management, financing, and quality assurance of all the program components. Helvetas Nepal provides technical assistance to the program on behalf of the Swiss Agency for Development and Cooperation (SDC). The goal of the SaMi Programme is that migrants and their families are better protected by Nepali institutions and benefit from decent work conditions abroad. There are five main areas of focus: access to quality information and counseling, access to justice services, support for psychosocial services, financial literacy, and skill development.

2. Purpose and Relevancy of the assignment

The Ministry of Labour, Employment, and Social Security (MoLESS) established the National Academy of Vocational Training (NAVt) to develop skilled, competitive, and entrepreneurial human resources that meet the demands of both national and international labor markets, following approval from the cabinet. NAVt is now responsible for conducting and managing training programs for both potential migrant workers and the domestic labor market.

The SaMi Programme, under the skill component, provides technical assistance to NAVt for the increased access and institutionalization of skill training to potential migrant workers. However, NAVt lacks strategic plans, and strategic plans are the guided document for an institution to establish a greater mission, vision, and goal for a defined period.

In this context, the lack of a five-year strategic plan has been identified as a mission link for institutionalization of NAVt. Hence, it is necessary to develop a Five-Year Strategic Plan (2025-2030) for the National Academy of Vocational Training (NAVt). The proposed strategic plan will guide to set broader mission, vision and goal which potentially align NAVt certifications with international standards, enhancing the recognition of Nepali certifications both domestically and abroad.

3. Objectives

The primary objective of this consultancy is to develop a five-year comprehensive strategic plan⁵ 2025-2030 for NAVt.

⁵ Strategic plan ensures institutional strengthening, market-relevant program expansion, and alignment with the National Vocational Qualification Framework (NVQF).

This plan will focus on the following key areas:

3. **1 Institutional Strengthening:** Enhancing governance, operational efficiency, and financial sustainability.
3. **2 Program Expansion:** Developing new vocational training programs that respond to market demands, including for overseas employment.
3. **3 Private Sector Engagement:** Strengthening partnerships with private sector employers through institutional mechanisms (e.g. Sector Skills Committees, Skill Development Units established by Business Association) to ensure demand-driven and workplace-based training.
3. **4 Inclusive Access:** Expanding access to vocational training for marginalized groups, including women, rural populations, returnee/aspiring migrants, and underprivileged youth.
3. **5 Quality Assurance:** Ensuring that all vocational training programs adhere to quality parameters set for the quality training.
3. **6 Coherence:** Ensuring vocational training is aligned to National Vocational Qualification Framework and ensure vocational training is part of larger qualification.

4. Methodology

The development of the Five-Year Strategic Plan (2025-2030) for the National Academy of Vocational Training (NAVt) will be conducted through a participatory and evidence-based approach. The methodology will ensure the inclusion of required key stakeholders and the integration of both national priorities and international best practices. The steps are outlined below:

4.1 Inception Phase:

- **Document Review:** Review existing policies, strategies, and frameworks, such as the National Vocational Qualification Framework (NVQF), previous NAVt reports, and relevant international standards.
- **Stakeholder Mapping:** Identify and categorize stakeholders, including government agencies, private sector employers, training providers, development partners, and potential beneficiaries.
- **Inception Report:** Develop an inception report including the approach, timeline, and consultation framework, ensuring alignment with the outlined objectives and deliverables.

4.2 Situational Analysis:

- **Institutional Assessment:** Conduct a SWOT analysis of NAVt's current institutional capacity, programs, infrastructure, and governance structures.
- **Market Analysis:** Evaluate labor market demands at national and international levels, focusing on sectors with potential for employment and skills recognition.
- **Best Practices Review:** Standardize NAVt's programs against successful vocational training systems globally.

4.3 Stakeholder Engagement:

- **Consultative Workshops and Meetings:** Organize interactive workshops and interviews with government representatives including NAVt board members, private sector stakeholders, and training institutions to collect qualitative and quantitative input.

- **Provincial and Local Consultations:** Conduct workshops outside Kathmandu to incorporate the perspectives of diverse stakeholders, ensuring geographic and demographic inclusivity. Such as provincial ministries, NAVT offices at Itahari and Butwal.

4.4 Strategic Vision Development:

- **Visioning Workshops:** Facilitate workshops with NAVT leadership, MoLESS officials, and other stakeholders to define NAVT's vision, mission, goals, and core values for 2025-2030.
- **Drafting Strategic Pillars:** Outline key focus areas, including institutional strengthening, program expansion, quality assurance, private sector engagement, inclusion and access.

4.5 Validation and Feedback:

- **Feedback Mechanisms:** Share the draft strategic plan with stakeholders through targeted consultations and collect feedback for enhancement.
- **Consensus Building:** Conduct a high-level workshop with ministerial participation to align the plan with national priorities and secure stakeholder buy-in.

4.6 Monitoring and Evaluation Framework:

- **Design M&E System:** Develop a robust framework with performance indicators and reporting mechanisms to track the implementation and outcomes of the strategic plan.
- **Action plan:** Propose initiatives to enhance the monitoring capacity of NAVT and its staff.

4.7 Finalization:

- **Draft Final Plan:** Incorporate all inputs, feedback, and finalize a five-year strategic plan 2025-2030.
- **Endorsement:** Present the final plan to the NAVT board for approval.

5. Scope of Work

The consultant(s) will be responsible for the following tasks:

Research and Analysis:

- Review existing documents and assess NAVT's institutional capacity, programs, and infrastructure.
- Identify best practices from similar vocational training institutions nationally and internationally.

Strategic Consultations/Meetings:

- Organize consultations with key stakeholders (government, private sector especially Sector Skills Committees, development partners) to gather insights and ensure the plan aligns with national and market need.
- Conducting an assessment of existing NAVT programs, infrastructure, and operational systems to identify areas for improvement. As an output strengths, weaknesses, opportunities, and threats (SWOT) analysis report produced.
- Conducting strategic planning workshops with NAVT staff and board members to develop goals, objectives, and action plans.

- Preparation of the key elements of the strategic vision paper: The consultant team together with the NAVT leadership and MoLESS draft the outline with key elements of the strategic plan.
- One high level workshop between MoLESS and MoEST with Ministerial participation will be conducted to build consensus on alignment of NAVT's training and certification with National Vocational Qualification Framework.
- Monitoring and Evaluation Framework: Designing a robust monitoring and evaluation system to track progress and outcomes over the five-year period.
- Stakeholder Consultations Workshop/Meetings: Further consultations with other government agencies as well as provincial, local government as well as private sector employers including recruitment agencies/foreign employers will be conducted to validate the key elements and receive feedback. It will be at least four workshops (two in Kathmandu and two outside Kathmandu).
- Finalization and endorsement of the Strategic Plan: The Strategic Plan of NAVT will be endorsed by NAVT board after finalization by the consultants.

6. Deliverables

- A well-structured strategic plan⁶ that clearly outlines NAVT's core values, vision, mission, goals, objectives, strategies, and actions for 2025-2030.

7. Required human resources

SN	Name	Academic Qualification	Key competencies
1	Principal Consultant	Master's degree in vocational education or institutional development or related discipline	• Minimum three years of experience in a leadership role/position in a vocational educational training institution or regulator. • At least one evidence of developing strategic planning for institutional development of any development sector.
2	Assistant Consultant	Bachelor's degree in vocational education or institutional development or related discipline	• At least five years of experience in the vocational education sector of Nepal. • At least one evidence of contributing/supporting in developing strategic planning for institutional development of any development sector.

⁶ Strategic plan must include Institutional Development Plan Matrix (HR, Tools and Equipment, Infrastructure, and Financial)

8. Timeline

The consultancy is expected to be completed within four months from the date of signing the contract, the actual number of working days has been estimated 60 working days. However, the consulting firm shall propose the actual number of days based on the scope of work with necessary activities and workshops.

9. Reporting

The consultant will report to SaMi's Skills Development Specialists and work in close collaboration with the NAVT leadership and MoLESS officials.

10. Proposed Cost and Terms of Payment

The consulting firm is expected to propose the required number of days and the expected daily fee for completing the assignment, based on the major scope of work outlined above. SaMi/HELVETAS Nepal reserves the right to negotiate and finalize the financial proposal in accordance with its rules and regulations, taking into account the requirements of the tasks to be performed.

Payments will be made in three installments:

- 20% upon submission of the inception report.
- 50% upon submission of the draft strategic plan.
- 30% upon final submission and approval of the strategic plan.

Applicable tax will be deducted at source at the time of bill payment as per the taxation rules and regulations of the Government of Nepal.

11. Copyright

The strategic plan 2025-2030 shall be the property of NAVT. Information collected during the assignment and the developed strategic plan cannot be used without the consent of any party other than SaMi/HELVETAS.



Section-7: Conditions of contract and contract forms

A. Conditions of contract (CoC)

Applicable rule	The procurement manual of Helvetas Nepal and the project bilateral agreement shall govern this procurement of service.
Scope of service	As specified in the ToR
Completion service	The service should be completed by the Consultant within 120 days from the date of contract commencement. Time extension of contract can be extended for a further period according to mutual understanding based on reasonable circumstances. Contract commencement date isand completion.....
Responsibility of parties	The Consultant should act according to the instruction of the Client based on the clauses of this contract. The Consultant should not disclose confidential matters that belong to the Client and misuse the Client's information. The Client regularly monitors the progress of the Consultant's activity.
Copyright & visibility	The final product prepared as part of this assignment shall be the property of the Client. The produced material however may be freely used for non-commercial purposes, with proper acknowledgment of and attribution to the source. The final product shall respect the instruction given by the Client which concerns the use of logos and program referencing.
Payment terms	• First Installment -20% upon submission of the inception report. • Second Installment - 50% upon submission of the draft strategic plan. • Third Installment- 30% upon final submission and approval of the strategic plan.
Resolution dispute	Any disputes arising during the contract execution shall be settled on mutual understanding.
Insurance	The consultant shall ensure the applicable insurance of human resources used in the service delivery in accordance with prevailing rules of the Government of Nepal.
TDS	The applicable Tax Deduction at Source (TDS) shall be according to the prevailing rule of the Government of Nepal.



B. Specimen of Contract Agreement

This CONTRACT (hereinafter called the "Contract") is made on theday of the month of2025 between, on the one hand, SaMi/Helvetas Nepal (hereinafter called the "Client") and, on the other hand, M/s..... (hereinafter called the "Consultant").

WHEREAS

- (1) The Client has requested the Consultant to develop a learning document of the Safer Migration (SaMi) Programme (hereinafter called the "Services");
- (2) The Consultant, 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;
- (3) The following documents attached hereto shall be deemed to form an integral part of this Contract:
 - (a) The conditions of contract
 - (b) The award letter
 - (c) Terms of Reference
 - (d) Profile of Principal and Assistant Consultant
 - (e) Price schedule/financial proposal
 - (f) Helvetas code of conduct
- (4) The mutual rights and obligations of the Client and the Consultant shall be as set forth in the Contract, in particular:
 - (a) The consultant shall carry out the Services in accordance with the provisions of the Contract; and
 - (b) The Client shall make payments to the Consultant in accordance with the provision of the Contract.
- (5) The mutual agreement shall lead to extend further period as per requirement.

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.

On behalf of Consultant

On behalf of Client

Name:

Name:

Designation:

Designation:

Witness:

Witness:

Name:

Name:

Address:

Address:

Self - Declaration Letter template

Date:

The Team Leader,
Safer Migration (SaMi) Programme
Programme Support Unit, Helvetas Nepal
Dhobighat, Lalitpur, Nepal

Subject: Self Declaration Letter

Dear Sir/Madam:

We, as applicant for the RFP, we hereby declare that

1. Board of directors or proprietors are not actively affiliated in any political parties,
2. Key experts proposed in this proposal are not directly or indirectly involved in the roles which may declare the conflict of interest. The proposed key experts shall be made available for implementation,
3. All the information provided in this proposal are true and genuine to the extent of our knowledge. If any discrepancies arises due to above mentioned factors we will abide by any legal cases or disqualification of the proposal or both.

.....

Signature and stamp of Entity

Name of Representative:

Designation:

