

Procurement Notice

(Date of first publication: 29 August 2025)

Enhanced Skills for Sustainable and Rewarding Employment (ENSSURE), a bilateral initiative of the Governments of Nepal and Switzerland, supports Nepalese youths, women, and men in gaining social and economic benefits from a federalized TVET system. Ultimately, the project has been supporting three spheres of government in delivering TVET functions as per their constitutional mandate. The project is being implemented by the Council for Technical Education and Vocational Training (CTEVT) at the federal level, by the Ministry of Social Development at the provincial level, and by municipalities within these provinces at the local level with technical support from Helvetas Nepal.

This Request for Proposals (RFP) has been addressed to all the eligible institutions/consulting firms.

Reference no.	ENSSURE/CS/NCB/01-082/083	ENSSURE/CS/ICS/02-082/083
Project/Agency:	ENSSURE/Helvetas Nepal	ENSSURE/Helvetas Nepal
Purpose:	Occupational Safety and Health (OSH) Training and OSH Manual Preparation Support in seven provinces"	Communications and Knowledge Management Specialist-Consultant
Deadline for bid submission:	15 September 2025, 2:00 PM Nepali Time	15 September 2025, 11:00 AM Nepali Time
Weblink:	https://notice.helvetasnepal.org	
Who can apply:	National eligible institutions/ consulting firms	Individual consultant
How to apply:	Sealed proposals must be submitted by hand (hardcopy) as instructed in the RFP.	Sealed proposals must be submitted by hand(hardcopy) as instructed in the TOR.
Pre-bid meeting date and location:	10 September 2025, 11 AM at PSU, CTEVT Complex, Bhaktapur	

ENSSURE/Helvetas Nepal reserves the right to accept or reject wholly or partly or all proposals without assigning any reasons whatsoever.

ENSSURE/Helvetas Nepal, Project Support Unit (PSU), CTEVT Complex, Bhaktapur, Nepal
Telephone No.: 01-6636073, 01-6636191, E-mail Address: enssure.np@helvetas.org



REQUEST FOR PROPOSAL (RFP)

FOR

"Occupational Safety and Health (OSH) Training and OSH Manual Preparation Support in seven provinces"

(ENSSURE/CS/NCB/01-082/083)

Issued by

Enhanced Skills for Sustainable and Rewarding Employment (ENSSURE)

Project Support Unit, CTEVT Complex

Sanothimi, Bhaktapur

Issued on: 29 August 2025

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REQUEST FOR PROPOSAL (RFP)

for

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Enhanced Skills for Sustainable and Rewarding Employment (ENSSURE), a bilateral initiative of the Governments of Nepal and Switzerland, supports Nepalese youths, women, and men in gaining social and economic benefits from a federalized TVET system. Ultimately, the project has been supporting three spheres of government in delivering TVET functions as per their constitutional mandate. The project is being implemented by the Council for Technical Education and Vocational Training (CTEVT) at the federal level, by the Ministry of Social Development at the provincial level, and by municipalities within these provinces at the local level with technical support from Helvetas Nepal.

This Request for Proposals (RFP) has been addressed to all the eligible institutions/consulting firms. Interested and qualified consulting firms can *download* documents from <https://notice.helvetasnepal.org> without any fees.

A firm will be selected under Quality and Cost-Based Selection (QCBS) and procedures described in this RFP. A pre-bid meeting will be organized at ENSSURE PSU, CTEVT Complex, Bhaktapur, at 11 AM on 10 September 2025.

Sealed proposals must be submitted by hand(**hardcopy**) at ENSSURE/Helvetas Nepal, PSU CTEVT Complex, Bhaktapur, Room no. 214, on or before 2 PM on 15 September 2025. Proposals received after this deadline will not be accepted.

ENSSURE/Helvetas Nepal reserves the right to accept or reject wholly or partly or all proposals without assigning any reasons whatsoever.

ENSSURE/Helvetas Nepal, Project Support Unit (PSU), CTEVT Complex, Bhaktapur, Nepal

Telephone No.: 01-6636073, 01-6636191, E-mail Address: enssure.np@helvetas.org

Section I: Letter of Invitation

Dear eligible institutions/consulting firms/bidders,

1. ENSSURE/Helvetas Nepal is referred to as "**Client**" hereafter in the Request for Proposal (RFP).
2. The Client invites proposals to provide the following consulting services (hereinafter called "Services"): "**Occupational Safety and Health (OSH) Training and OSH Manual Preparation Support in seven provinces.**" More details on the Services are provided in the Terms of Reference (TOR).
3. The institutions shall be selected and engaged based on the required experience and qualifications specified in the TOR and the Institution/Consulting Firm's Financial Proposal, which is described in the RFP.
4. The RFP includes the following documents:
 - Section I - Letter of Invitation
 - Section II - Instructions to Institutions/firm and Data Sheet
 - Section III- Helvetas Anticorruption Policy
 - Section IV -Technical Proposal - Standard Forms
 - Section V - Financial Proposal - Standard Forms
 - Section VI -Terms of Reference
 - Section VII- Standard Forms of Contract
 - Section VIII- General Conditions of Contract
5. Your proposal must remain valid for **45** days, effective from the date of the proposal opening date.
6. The sealed envelopes containing the technical and financial proposals shall be placed into one outer envelope and sealed. The outer envelope shall bear the submission address, RFP reference number, the name of the assignment, the Institution/Firm's name, and address. The deadline for submission by 2 PM on 15 September 2025.

Yours sincerely,

Team Leader
ENSSURE/Helvetas Nepal

Section II: Instructions to Institutions/Consulting firm/Bidder (ITB) and Data Sheet

A. Instructions to Institutions/consulting firms/bidder (ITB)

1	Applicable policy of this procurement	a.	Procurement policy of Helvetas Nepal and the bilateral agreement between the Government of Nepal and the Donor agency.
2	Conflict of Interest	a.	<p>The Institution 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.</p> <p>The Institution 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 Institutions or the termination of the Contract.</p>
2.1	JV proposal	a.	A Joint Venture (JV) proposal may be applicable as described in the Data Sheet .
3	Eligibility of Institutions/ consulting firms	a.	<p>Legal aspect</p> <ul style="list-style-type: none"> • Registered as per the prevailing rule of the Government of Nepal • Not blacklisted by Helvetas Nepal and the Government of Nepal • Details are referred to the Data Sheet
4	Evaluation criteria	a.	<p>Eligibility criteria: as mentioned above (3) and in Data Sheet</p> <p>Evaluation criteria: mentioned in the Data Sheet</p>
5.	Clarification on RFP	a.	The Institution/Firm can contact the address mentioned in the Data Sheet for clarification on clauses of the RFP
6.	Proposal evaluation method	a.	The Institution/Firm selection method for this assignment shall be mentioned in the Data Sheet .
		b.	Those Proposals that exceed the budget indicated in the Data Sheet shall be rejected.

			The Client will select the Consultant that submitted the highest-ranked Technical Proposal that does not exceed the budget indicated in the RFP and invite such Consultant to negotiate the Contract.
7.	Technical Proposal Format and Contents	a.	The proposals (technical and financial) should be prepared as per Data sheet .
		b.	The Institution/Firm must attach the legal documents as mentioned in the Data Sheet (4. eligibility criteria).
		c.	Proposals (Technical and financial) comprise the documents mentioned in the Data Sheet .
		d.	Validity of proposal: All the proposals are valid for the period mentioned in the Data sheet .
		e.	The consulting firm/institution must propose one lead consultant and will propose alternative Key Experts for the co-lead consultant only. CV must be submitted for each Key Expert position. However, the lead consultant and the proposed first co-lead consultant's CVs will be reviewed for evaluation purposes.
8.	Submission of proposal	a.	The interested and eligible Institution/Firm shall send the proposal in the address mentioned in Data Sheet .
		b.	The method (means of submission) shall be in accordance with the Data Sheet .
8.1	Proposal Opening	a	The proposal opening in the address mentioned in the Data Sheet .
8.2	Evaluation of Technical Proposal		The Client's evaluation committee shall evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference and the RFP, applying the evaluation criteria, sub-criteria, and point system specified in the Data Sheet . Each responsive Proposal will be given a technical score. A Proposal shall be rejected at this stage if it does not respond to important aspects of the RFP or if it fails to achieve the minimum technical score indicated in the Data Sheet .
9.	Taxes	a.	All applicable taxes within the territory of Nepal are the Institution/Firm's liability.
		b.	TDS shall be deducted on each payment as per the prevailing rule of the Government of Nepal

10.	Confidentiality	a.	The Institution/Firm shall not disclose the information/data and any matter belonging to the client without the approval of the client.
11.	Insurance	a.	The Institution/Firm shall ensure the applicable insurance of manpower used in the service delivery in accordance with the prevailing rule of the Government of Nepal. In the case of failure to ensure of applicable insurance, the Institution/Firm shall be liable and responsible for indemnifying all kinds of losses related to this.
12.	Experts' inputs	a.	The estimated Key Experts' time input (expressed in person-months) is in the Data Sheet . This estimate is indicative.

B. Data Sheet (DS)

A. General	
ITI clause reference	
ITB 2.1	JV proposal: Not applicable for this contract.
ITB 3	<p>Eligibility Criteria: Mandatory legal documents must be submitted by the Institution/Firm/organization along with a technical proposal as follows:</p> <ul style="list-style-type: none"> • Copy of a valid and updated registration certificate of the firm/company/organization • A copy of the VAT registration certificate. • Copy of tax clearance certificate for FY 2080/081 • Self-Declaration (Regarding not being blacklisted, not ineligible to participate in the contract, and has not been punished for the business offense, and all the data and information provided in the sealed proposal/bid are true).
ITB 4	<p>Evaluation criteria:</p> <p>A. Specific experience of Institution/Firm/Organization: 20 Points</p> <ul style="list-style-type: none"> i. At least 5 years of specific experience in providing OHS training and developing OHS manuals ii. At least 5 relevant OHS training sessions conducted in industries. <p>B. Understanding of TOR and Methodology: 20 points</p> <ul style="list-style-type: none"> i. Understanding of the assignment – objectives, scope, and outcomes ii. Methodology: Detailed strategy and innovative and systemic interventions through training on OHS and developing its manual within the stipulated timeline <p>C. Competency of proposed Key Experts: 60 Points</p> <ul style="list-style-type: none"> i. Academic qualifications and proven experience of Key experts in the last 10 years since 2015. <p>The bidder should also provide evidence of the experience certificate</p>

<p>ITB 5</p>	<p>Clarifications may be requested by 2 PM on 9 September 2025. The contact information for requesting clarifications is email: enssure.np@helvetas.org</p> <p>Clarification of all queries shall be published on https://notice.helvetasnepal.org by 5 PM on 10 September 2025.</p>
<p>ITB 6</p>	<p>Proposal evaluation method: Quality and Cost Based Selection (QCBS)</p> <p>The weightage of the technical and financial ratios would be 70 and 30, respectively.</p>
<p>ITB 7</p>	<p>Preparation of proposal: <i>A complete set of technical and financial proposals along with a detailed working methodology, and work plan responding to the TOR and RFP instructions. Legal documents, eligibility documents, and proven experience certificates must be enclosed along with the technical proposal.</i></p> <p>Technical and financial proposals must be in separate envelopes and must be enclosed in an outer envelope with a clear name and address of the submitting firm/institute/organization, with the subject heading.</p> <p><i>Any financial information(proposal)/disclosed in the technical proposal will be rejected.</i></p>

<p>ITB 7 (c)</p>	<p>The Proposal shall comprise the following:</p> <p>1st Envelope with the Technical Proposal:</p> <ol style="list-style-type: none"> (1) TECH-1 Technical proposal submission form (2) TECH-2 Firm's organization information (3) TECH-3 Firm's Specific Experience (4) TECH-4 Composition of Key Experts (5) TECH-5 Time schedule of key experts' engagement. (6) TECH-6 Activity of work plan to complete this task. <p>2nd Envelope with the Financial Proposal:</p> <ol style="list-style-type: none"> (1) FIN-1 Financial proposal form (2) FIN-2 Detail breakdown of Cost. <p>(An integrated set of proposals comprising above 7 and 7(c) documents and other requirements as per TOR and RFP)</p> <p>Legal and eligibility meeting documents specified in ITB 4 must be submitted along with the Technical Proposal.</p>
<p>ITB 7(d)</p>	<p>Proposals must remain valid for 45 calendar days with effective from the technical proposal opening date.</p>
<p>ITB 8</p>	<p>Submission of proposal: Interested institutions/firms/organizations must drop a complete set (binding) of proposals in hard copies by hand at the given address. Any proposal received after the given timeline and date will be rejected.</p> <p>Method of submission: by hand</p> <p>Date and Time: 2 PM, 15 September 2025.</p> <p>Address for submission: ENSSURE/Helvetas Nepal PSU CTEVT Complex, Bhaktapur Room Number: 214 Telephone No: 01-6636073, 01-6636191</p>
<p>ITB 8.1</p>	<p>The submitted proposals will open on 3 PM, 15 September 2025 at ENSSURE/Helvetas Nepal PSU CTEVT Complex, Bhaktapur Room Number: 214 Telephone No: 01-6636073, 01-6636191</p>



ITB 8.2	Minimum Pass marks of Technical Proposal: The Institution/Firm must score 70 points out of a total of 100 points /marks in the technical proposal by fulfilling all the individual requirements/parameters.
ITB 12	The professional cumulative inputs of experts for these 10 events, 2 days of training in the seven provinces, with a completion report, are 108 days .

Section III: Helvetas Anticorruption Policy

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 organization 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 Institution/Firms, 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.

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.

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.

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

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

Mobbing and sexual harassment

Contracted parties, their employees and subcontractors abstain from mobbing³, sexual or sexist harassment⁴ 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 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.

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, Institution/Firm s, 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.

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 and Social Safeguarding

Contracted parties, their employees and subcontractors must respect the physical and mental integrity of their colleagues and others.

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.

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.

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

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 whistleblower. 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 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.

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 IV: Technical Proposal and Standard Form (TECH 1)

Date:

The Team Leader

Enhanced Skills for Sustainable and Rewarding Employment (ENSSURE)

Project Support Unit, Helvetas Nepal

Sanothimi, Bhaktapur

Tel: 01-6636073

Subject: Submission of the Technical Proposal

Dear Sir,

We, the undersigned, offer to provide partnership services for “**Occupational Safety and Health (OSH) Training and OSH Manual Preparation Support in seven provinces**” in accordance with your Request for Proposal published on **29 August 2025** and our Proposal. We are hereby submitting our technical proposal sealed under a separate envelope to the consulting service as per TOR.

We hereby declare that:

- (a) All the information and statements made in this Proposal are true, and we accept that any misinterpretation or misrepresentation contained in this Proposal may lead to our disqualification by the Client and/or may be blacklisted by the ENSSURE/Helvetas Nepal.
- (b) Our Proposal shall be valid and remain binding upon us for the period of time specified in the Data Sheet.
- (c) We have no conflict of interest in accordance, and we have not been punished for an offense relating to the concerned profession or business.
- (d) We meet the eligibility requirements as stated in ITI and RFP.
- (e) We undertake to negotiate a Contract on the basis of the proposed Key Experts. We accept that the substitution of Key Experts without prior approval of the client may lead to the termination of Contract negotiations.
- (f) If negotiations are held during the period of validity of the proposal, we undertake to negotiate based on the proposal. Our Proposal is binding upon us and subject to any modifications resulting from the Contract negotiations.

- (g) In competing for (and, if the award is made to us, in executing) the Contract, we undertake to observe the laws against fraud and corruption, including bribery, in force in the country of the Client.
- (h) We hereby confirm that our proposal is in accordance with the Standard Formats provided in the Request for Proposal (RFP).

We understand you are not bound to accept any Proposal you receive.

Sincerely Yours,

Authorized Signature:

Name and Title of Signatory:

Name of the Institutions:

Address:

Office Stamp

TECH 2: Organization's Organization and Experience

(A brief description of the organization and an outline of the recent experience of the organization that is most relevant to the assignment)

S.N.	Description		Remark
1	Name of the Consulting Firm/Institute/org		
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 Office	Registration Number	
		Registration Date	

TECH 3: Institutions/Firm's specific experience relevant to proposed assignment.

SN	Name of Assignment	Major Outputs/Products	Contract Amount	Funding Organization/client (write full name and address)	In which Fiscal Year was the assignment conducted?
1					
2					
3					
4					

TECH 4: Composition of proposed Key Experts for this assignment.

SN	Proposed Position	Name	Academic Qualification	Assignment related training	Specific Years of Experience
1	Lead Consultant				
2	Co-lead consultant-1				
3	Co-lead consultant-2				
4					

Note: 1: Institution/Firm/Organization must submit evidence of their experiences that they claimed in the Technical Proposals.

Note 2: CVs of the proposed key experts must be duly signed by the proposed professional staff and the authorized representative of the bidder and must be attached in sequence in the proposal. The CV must be in the format given below in Annex 1.

The bidder must submit copies of the following certificates from Key experts

- 1. Highest qualification certificate**
- 2. Training certificates and**
- 3. Evidence of relevant experiences and similar tasks performed, based on the submitted CV.**

TECH 5: Time Schedule of Key Experts

Name	Position	Responsibility/Deliverables	Months (in the form of a Bar Chart)						Remark
			1	2	3	4	5	6	

TECH 6: Organization/Firm's Activity Work Plan

SN	Activities	1st, 2nd, etc. are weeks from the start of the assignment						Remark
		1st	2nd	3rd	4th	5th	6th	
1								
2								
3								
4								
5								

Signature: _____

(Authorized representative)

Full Name: _____

Title: _____

Address: _____

Cell no: _____

Note: Number of rows and columns can be added in table format while preparing the proposal to fulfill the requirement and follow the evaluation criteria of ITB 4 while preparing the technical proposal.)



Section V: Financial Proposal and Standard Form (FIN 1)

Date:

The Team Leader
Enhanced Skills for Sustainable and Rewarding Employment (ENSSURE)
Project Support Unit, Helvetas Nepal
Sanothimi, Bhaktapur

Subject: Submission of the Financial Proposal

Dear Sir/Madam,

We, the undersigned, offer our services for **“Occupational Safety and Health (OSH) Training and OSH Manual Preparation Support in seven provinces”** in accordance with your Request for Proposal published on 29 August 2025 and our Proposal. Our attached Financial Proposal is for the sum of NPR..... (Amount in words-----
.....)

.....) whereas ENSSURE must bear NPR....., to avail ourselves of our consulting service as per the ToR and RFP. Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to the expiration of the validity period of the Proposal.

We understand you are not bound to accept any proposal you receive.

Sincerely Yours,

Authorized Signature:
Name and Title of Signatory:
Name of the Institution/Firm:
Address:
Office Stamp:



A. Detail Breakdown of Cost (FIN 2)

Financial breakdown cost

SN	Description and required number	Unit	Quantity	Rate	Total budget	Remarks
A Remuneration of experts						
1	Lead consultant (1)	Event/training	10			
2	Co-lead consultant (1)	Event/training	10			
B Accommodation and Logistics						
3	Transportation and logistics	LS	10			
C Miscellaneous document preparation, printing/binding						
4	Training Materials of documentation and printing, and binding	LS	10			
				Sub-total		
				VAT (13%)		
				Total Cost with VAT		

Total financial cost in words:

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Section VI: Terms of Reference (TOR)

1. Introduction

Enhanced Skills for Sustainable and Rewarding Employment (ENSSURE)- Phase II is a bilateral project between the Government of Nepal and the Government of Switzerland. The first phase of the project, which started on 20th January 2016 and concluded on 15th July 2022. The second phase of the project is being concurrently implemented from 10th September 2021 to 15th July 2026. The ENSSURE II is implemented by the Council for Technical Education and Vocational Training (CTEVT) at the federal level and the Ministry of Social Development (MoSD) or the ministry responsible for education in all seven provinces. Helvetas Nepal provides Technical Assistance to all three tiers of the government and assures the quality of the program.

The dual VET apprenticeship, Training with OJT, Career guidance, and Skills Upgrading Training (SUT) for existing workers are major components of the project. The project components are implemented in close collaboration with industries and industry associations.

1.1 Context

Apprentices are placed in over 1000 industries—ranging from micro to large—in different sectors like manufacturing, automobiles, hotel, and construction across all seven provinces. Since both dual VET apprenticeship and Skill Upgrading Training (SUT) are linked with industries and their workers. Therefore, it is important to strengthen their capacity in OSH. Eventually, it will help make workplaces safe, improve productivity, and meet legal requirements as well.

To support this, the ENSSURE project will conduct a two-day OSH training in 10 different industrial areas of the country in coordination with Business and Industry Associations and big business houses. The project will support to develop their own OSH manuals that follow national rules and international standards.

2. Objectives

The main objective of this initiative is to enhance the Occupational Safety and Health (OSH) capacity of industries, thereby promoting a safer and more secure working environment for both existing employees and apprentices within industry.

3. Scope of Work

The consultant will be expected to do the following:

- I. Design the training programme in consultation with the business and industry association, big business houses, and ENSSURE.
- II. The content of training will not be limited to principles and importance of OSH, identifying and mitigating workplace hazards, life-saving rules, Electrical Safety, Lockout Tagout (LOTO), Chemical Safety, OSH provisions in labour laws, and compliance standards of OSH.
- III. Manual preparation support that includes review of existing OSH manual or policy of the industry, incorporation of industry-specific safety protocols, compliance with OSH-related laws of Nepal, and alignment with international OSH standards.
- IV. Prepare training materials such as presentations and handouts.
- V. Conduct a two-day training in 10 different places.
- VI. Use interactive and engaging methods like group work.
- VII. Assess each participant's learning.
- VIII. Write and submit an event-wise report that includes a summary of the training, outcomes, attendance, pictures, and suggestions for improving future training.

4. Roles and Responsibilities of

- **ENSSURE:** Coordinate with the consultant, industry association, and industry, and provide technical assistance to associations and make payment to the consultant.
- **Industry association and industry:** Invitation and selection of participants from the industry, and recommendations to ENSSURE and coordination with the consultant.
- **Consultant:** Design and deliver the OHS training program; Develop the OSH Manual and prepare reports and coordination with ENSSURE and industry association.

5. Deliverables

The consultant is expected to deliver:

- Inception report of proposed assignment covering the methodology of training and movement schedule.
- Design and develop detailed training content and training materials.
- Conduct Two-day OSH Training in 10 different locations at the seven provincial levels
- Providing technical inputs to develop and review OSH manuals for 100 industries that participate in Training.
- Completion report of each event summarizing training activities and participant feedback.

6. Date and Location

The two-day training session will take place in 10 different locations of seven provinces, either in the province HQ of Nepal or near the industrial corridor of those provinces. The training is expected within the contract period. However, the expected date to deliver training is effective from 1 October 2025 and 30 May 2026. The consultant will be notified of the exact date and venue 10 days in advance.

7. Required Qualifications and Experience of team composition

The **lead consultant** should possess the following:

- Minimum of a master's degree in engineering, Management, social science, or the relevant field.
- Successfully completed or provided at least five OSH training courses in the last 10 years since 2015.
- Prepared at least five OSH manuals for industry or companies in the last 10 years, since 2015.
- Strong facilitation, coordination, and communication skills.

The **co-lead consultant** should possess the following:

- Minimum of a bachelor's degree in engineering, Management, social science, or the relevant field.
- Successfully completed or provided at least 3 OSH trainings in the last 10 years since 2015.
- Prepared at least three OSH manuals for industry or companies in the last 10 years, since 2015.
- Strong facilitation and communication skills.

8. Payment Terms

The consultants shall be paid in accordance with the contractual agreement and after completion of the training material development, training delivery, training report, and preparation of the OSH manual for each event separately.

Section VII: Standard Forms of Contract

This CONTRACT (hereinafter called the "Contract") is made the day of the month of 2025 between, on the one hand, ENSSURE/Helvetas Nepal (hereinafter called the "Client") and, on the other hand, M/s (hereinafter called the "Institution/Firm").

WHEREAS

- (1) The Client has requested the Institution/Firm to **Occupational Safety and Health (OSH) Training and OSH Manual Preparation Support in seven provinces** as defined in this Contract (hereinafter called the "Services")
- (2) The Institution/Firm, 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 award letter (LOA)
 - (b) Contract Form
 - (c) The general conditions of the contract
 - (c) Terms of Reference (TOR)
 - (d) List of Key Experts
 - (e) Financial Proposal
 - (f) Helvetas Anticorruption Policy
 - (g) Negotiation meeting minutes
4. The mutual rights and obligations of the Client and the Institutions/firm shall be as set forth in the Contract, in particular:
 - (a) the Institutions/firm shall carry out the Services in accordance with the provisions of the Contract; and
 - (b) the Client shall make payments to the Institutions/firm in accordance with the provisions of the Contract.

5. The duration of the contract will be primarily from to The mutual agreement shall lead to extend further period as per requirement and valid reasons.

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 the Institute/firm

On behalf of the Client

Name:

Name:

Designation:

Designation:

Section VIII: General Conditions of Contract

<p>1. Services</p>	<p>a. The Institutions/ consulting firm shall perform the services specified in "Terms of Reference and Scope of Services," which is made an integral part of this Contract ("the Services").</p> <p>b. The Institutions/ consulting firm shall provide the personnel listed in "Composition of Key Experts" to perform the Services. Institution/Firm shall not replace the Key experts without the Client's written approval.</p> <p>c. The Institutions/consulting firm shall submit to the Client the reports in the form and within the time periods.</p>
<p>2. Term</p>	<p>The Institutions/firm shall perform the Services that may commencing from/around 1 October 2025 and continue to 15 July 2026, or any other period as may be subsequently agreed by the parties in writing the contract. The contract will be effective immediately once signed by both parties.</p>
<p>3. Payment</p>	<p>A. For Services rendered in the agreement, the Client shall pay the Institution/Firm an amount not to exceed [insert amount]. This amount has been established based on the understanding that it includes all of the Institution/Firm's costs and profits as well as any tax obligation that may be imposed on the Institution/Firm. Tax Deduction at Source (TDS) is applicable according to the prevailing rule of the Government of Nepal.</p> <p>B. Schedule of Payments against completion of event</p> <p>1st installment (15% of the contract amount) of the contract amount will be released after successful reporting of the inception report and acceptance by the client after 20 days of contract signing.</p> <p>The remaining payment of the contract amount will be released after successful completion of each training event and submission of the invoice, and completion report highlighting achievements of expected deliverables of the</p>

	<p>period, with clear demonstration of evidence, including databases, pictures, or videos where possible and applicable.</p> <p>(If 10 events of training are not conducted, then the total contract amount will be divided by conducted events, and payment will be calculated on a per-pro rata basis.)</p> <p>C. Payment Conditions</p> <p>Payment shall be made in Nepali Rupees, no later than 10 days following submission by the Institution/Firm of invoices in duplicate to the coordinator.</p>
<p>4. Project Administration</p>	<p>A. Coordinator.</p> <p>The Client designates Mr/Ms. as the Client's Coordinator; the coordinator will be responsible for the coordination of activities under this Contract, for acceptance and approval of the reports and other deliverables by the Client, and for receiving and approving invoices for payment.</p> <p>B. Reports.</p> <p>The reports listed in "Institute/ consulting Firm's Reporting Obligations" shall be submitted in the course of the assignment in the TOR or will constitute the basis for the payments to be made.</p>
<p>5. Performance Standards</p>	<p>The Institution/ consulting Firm undertakes to perform the Services with the highest standards of professional and ethical competence and integrity. The Institution/Firm shall promptly replace any employees assigned under this Contract that the Client considers unsatisfactory.</p>
<p>6. Confidentiality</p>	<p>The Institution/consulting Firm shall not, during the term of this Contract and within two years after its expiration, disclose any proprietary or confidential information relating to the Services, this Contract or the Client's business or operations without the prior written consent of the Client.</p>

<p>7. Ownership of Material</p>	<p>Any studies reports or other material, graphics, software or otherwise, prepared by the Institution/Firm for the Client under the Contract shall belong to and remain the property of the Client. The Institution/Firm may retain a copy of such documents and software. Further, restrict to use or modify this information without prior approval from the client.</p>
<p>8. Institution/Firm Not to be Engaged in Certain Activities</p>	<p>The Institution/Firm agrees that, during the term of this Contract and after its termination, the Institution/Firm and any entity affiliated with the Institution/Firm , shall be disqualified from providing goods, works or services (other than the Services and any continuation thereof) for any project resulting from or closely related to the Services.</p>
<p>9. Responsibility</p>	<p>The Institution/Firm shall be responsible for fulfilling his obligations as per the requirement of the Contract Agreement, RFP documents.</p> <ul style="list-style-type: none"> a. Institution/Firm should act according to the instruction of client based on the clauses of this contract. b. Institution/Firm should not disclose confidential matters that belong to client and misuse the client's information. c. Institution/Firm should strictly follow the copyright and patent right policy of the client. d. Client regularly monitors the progress of Institution/Firm s' activity for assignment.
<p>10. Insurance</p>	<p>The Institution/Firm will be responsible for taking out any appropriate insurance coverage for their staff and other activities.</p> <p>Institutions/Firms/organizations must provide Professional liability insurance, with a minimum coverage of contract amount. The client will not pay or reimburse the insurance policy amount.</p>
<p>11. Assignment</p>	<p>The Institution/Firm shall not assign this Contract or subcontract any portion of it without the Client's prior written consent.</p>

12. Governing Contract and Language	The contract shall be governed by the procurement manual of Helvetas Nepal, and the project bilateral agreement and the language of the Contract shall be English.
13. Dispute Resolution	Any dispute that arises during the contract execution shall be settled on mutual understanding. Disputes arising out of the Contract, which cannot be amicably settled between the parties, shall be referred to adjudication.
14. Liquidated Damage	The liquidated damage is 0.05% per day. The maximum amount of liquidated damages is: 10% of the sum stated in the contract agreement.
15. Termination and expiration of contract	<p>This Contract may be terminated on mutual understanding. The client may terminate the contract if there is no progress on assignment from the Institution/Firm side within 1.5 months of signing the contract.</p> <p>Unless terminated earlier, this contract shall expire at the end of such time after the Effective Date or such other time period as the Parties may agree in writing.</p>
16. Modification or variation	Any modification or variation of the terms and conditions of this Contract, including any modification or variation of the scope of the Services, may only be made by written agreement between the Parties. However, each Party shall give due consideration to any proposals for modification or variation made by the other Party.

Annex 1: FORMAT OF CURRICULUM VITAE (CV) FOR PROPOSED KEY EXPERTS

Proposed Position: _____

Name of Institute: _____

Name of Staff: _____

Phone /Mobile No. of Staff: _____

Date of Birth: _____

Education:

[Summarize the degrees obtained, college and university and year of education completion of a staff member.]

Qualification	Institute/School/College	Year of Completion

Employment Record:

[Starting with the present relevant position, list in chronological order every employment held. List all dates and positions held, names of employing organizations, and major tasks performed,]

Position and Duration	Employer	Major tasks performed

Training:

[Summarize relevant training successfully completed by staff members, giving names of training institution and duration.]

Training	Institute	Duration and Date

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe my qualifications, my experience, and myself.

Date:

_____ *[Signature of staff member and authorized representative of the Institution/Firm]*
_____ *[Day/Month/Year]*

Full name of staff member: _____

Full name of authorized representative: _____

Stamp of the Institution/Firm: _____



MSD