

Terms of Reference (TOR)

For

Three-Month Auto and Motorbike Maintenance Training

Project Area:

**Gaumaul Rural Municipality and Khaptad Chhededaha Rural
Municipality of the Bajura District**

Implemented By

Human Resources Center (HRC)

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Context and Project summary

The Human Resource Center (HRC), in partnership with TDH and BMZ Germany is implementing the *Educational Justice and Equal Opportunities for Children* project in Bajura district. The project has been implementing from 1st December 2024 to 31st May 2028 in 6 wards of Gaumul and 7 wards of Khaptad Chhededaha Rural Municipality. The primary goal of the project is to ensure equal access to education and opportunities for children, and young people from remote communities in Bajura. The objective of the project is to strengthen socio-economic development opportunities for children, young people, and parents, ensuring they benefit from improved access to quality education and enhanced livelihoods. The project aims to support children, youth, women, and farmers based on their needs, contributing to Sustainable Development Goal (SDG) 4: *Ensuring inclusive and equitable quality education and promoting lifelong learning opportunities for all.*

The project presents a valuable opportunity to empower youth, especially those who are drop out from the schools, by equipping them with employable skills. Recognizing the potential of young people to contribute meaningfully to their families and communities, the project has planned to implement Three Month Auto and motorcycle maintenance training for 12 youths in 2025. This training will provide practical, hands-on skills that enhance their prospects for employment or entrepreneurship. By supporting participants to either start their own businesses or secure skilled jobs, the initiative aims to foster self-reliance among youth and contribute to the sustainable economic growth of the community.

Objectives Of Training Provider's Services:

The main objective of this consultancy service is to deliver CTEVT-certified motor cycle maintenance training to selected youths from the project area, equipping them with market-relevant technical skills that enable them to either gain employment or initiate their own enterprises.

Training list

S.N	Item	Detail specification	Unit	No. of Participants	Duration
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1	Three-Month Auto and Motorbike Maintenance Training	390 hrs training as per CTEVT standard curriculum	person	12	3 month (390 Hrs)
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Methodology For Training Providers Service

1. Focus on more practical sessions.
2. Conduct pre and post evaluation
3. Training will be participated by maximum 12 trainees.
4. Deliver training in a culturally sensitive environment (i.e. local context specific)
5. Respond to participants' needs in a creative and flexible manner.
6. The training will be conducted in a way that provides participants with enhanced opportunities for hands-on, practical learning.

Scope of the consultancy service

1. The training provider will be responsible for the logistics, food and accommodation arrangement or it will be as per an agreement.
2. The training provider will complete the mentioned training with in 90 working days.
3. The training venue will be in the Far western province or neighboring province as far as practicable based on the nature of work.
4. Training provider need to closely monitor the progress of the participants and share to HRC
5. Training provider will develop link participants with income generation activities, which help the beneficiaries to utilize the attended training for their income generation in future.
6. Training provider will incorporate the feedbacks and comments as far as possible and submit the final report after completion of each training having the signed list of attendees.
7. Training provider will be responsible for managing all the materials required for practical sessions sufficient for participants. HRC will only provide stationery to the trainees.
8. Training providers will follow the organizations safe guarding and child protection policy/ guideline and other rule and regulations of HRC-Bajura
9. Training providers will be responsible for taking care of participants during training period.
10. If the training provider selects a venue outside the Far Western Province, the service provider will be responsible for covering the transportation costs of the trainees beyond the province. HRC will only cover the cost of one round trip within the Far Western Province.

Structure of Curriculum for Auto and Motorbike Maintenance Training

Module/Sub-module	Nature	Time Weight (Hours)			Score Weight (Marks)		
		Th.	Pr.	Total	Th.	Pr.	Total
1.Auto/ Motor cycle service and beginner mechanic	Theory + Practical	15	80	95	15	60	75
1.Serving	Theory + Practical	3	32	35			
2. Chesis	Theory + Practical	4	16	20			
3. Suspension system	Theory + Practical	2	8	10			
4. Break and contral	Theory + Practical	2	8	10			
5. Fuel supply system	Theory + Practical	4	16	20			
Motor cycle Electrical mechanic	Theory + Practical	10	70	80	15	60	75
General wiring	Theory + Practical	2	10	12			
Lighting and signaling system	Theory + Practical	3	20	23			
Charging and starting system	Theory + Practical	3	24	27			
Ignition system	Theory + Practical	2	16	18			
Auto/motor cycle engine mechanic	Theory + Practical	20	80	100	15	60	75
Engine fundamental	Theory + Practical	10	50	60			
Close and gear system	Theory + Practical	5	20	25			
Cooling and Lubrication system	Theory + Practical	5	10	15			
Auto, motorcycle driving	Theory + Practical	5	20	25	5	10	15

2. General Module	Theory + Practical	28	62	90	10	50	60
Total		78	312	390	60	240	300

Deliverables:

The following deliverables are expected from service providers after the end of the training.

1. Training Completion report with attendance sheet of trainees.
2. Training schedule with the theory and practical session day and hour.
3. Pre, mid and Post evaluation sheet of each individual participant.
4. Photographs and Video clips of each training.
5. Training Implementation plan and guideline.
6. Training certificate (affiliated from CTEVT)

Training providers Service Timeline

The Junior Fabricator Training is expected to be completed within one month from the start date, tentatively scheduled from 28 October 2025 to 27 January 2026, or as mutually agreed upon in the contract. The training completion report must be submitted within seven days following the conclusion of the training.

Training provider's team abilities

The training provider should be a qualified and experienced professional with strong technical expertise in auto/motorcycle maintenance training. He should have practical experience in delivering auto/motorcycle maintenance training and a solid understanding of the auto/motorcycle business. In addition to technical skills, the provider should be capable of mentoring trainees on business start-up processes, market linkages, and entrepreneurship. His ability to guide youth toward self-employment or job readiness will be essential for the success of the training program.

Training providers Qualifications

1. Must be affiliated with and certified by a recognized training institute, with proven experience in delivering similar technical training programs.
2. Only individuals or institutions affiliated with CTEVT are eligible to apply.

3. Should have a minimum of two years of experience in conducting training in relevant sector.
4. The applicant must submit an updated CV along with copies of academic certificates and relevant training credentials as annexes to the proposal.

Required documents and certificates and quotation

1. Firm/institution/training center registration certification.
2. Copy of firm renew certification
3. Copy of VAT/PAN registration certificate.
4. Copy of TAX clearance certificate
5. Copy of previous experience related documents.
6. Documents of Facilitator: updated cv, educational documents, training documents, skill test documents etc.)

Training provider Selection process

The selection of the training provider will follow a transparent and competitive process as outlined below:

1. The HRC/Procurement Committee will initiate the process for selecting the service provider.
2. A public notice will be issued by HRC-Bajura inviting eligible applicants.
3. Quotations will be collected and formally opened in accordance with procurement guidelines.
4. Submitted quotations will be evaluated and analyzed, with recommendations made for the final selection.
5. The Procurement Committee will make the final decision regarding the selection of the service provider.
6. A formal contract will be signed with the selected service provider to commence service delivery.

Proposal Evaluation Criteria

Technical proposal 60%		
S.N.	Evaluation criteria	Total marks
1.	Methodology & Approach	25
2.	Training Content & Materials	10
3.	Work Plan & Schedule	5

4.	Staffing & Expertise/qualification	5
5.	Local/District level bidder	5
6.	Training experience	5
7.	Job placement records	5
Financial proposal 40%		

Quotation format Technical Proposal

(The detailed Technical Proposal Format is provided as an Annex to this TOR.)

1. staffing and expertise/qualification
2. Training experiences.
3. Methodology
4. Training content and Material
5. Job placement records.
6. Work plan/schedule

Quotation format Financial Proposal

S · N ·	Name of the item	Unit	Quantity	Month	Rate per month	Total amount	Remarks
1	Food (snacks, lunch, dinner) and accommodation	person	12	3			
2	Training fee including all required material	Person	12	3			

(Note: If participants are required to travel outside the Far-Western Province, or if the selected vendor is based outside the Far-Western Province, HRC will only cover the participants' round-trip travel expenses within the Far-Western Province. Any additional travel allowances for journeys beyond the Far-Western Province must be borne by the vendor.)

Payment terms and conditions:

Installment	Date	Percentage	Outputs/Deliverable
First	After assign on agreement and after 15 days of training start	20%	Agreement paper, Participants' attendance sheet, Participants evaluation sheet/report
Second	After the 60 days training completion.	20%	Participants' attendance sheet, Participants evaluation sheet/report
Final	After completion of the training	60%	Training completion report, Participants evaluation sheet/report, photographs, video clips.
	Total	100%	

Process of submitting the quotation.

1. Hard copies of the sealed quotation should be submitted to the office.
2. The vendor is required to request the quotation form and proposal formate no later then 2082/06/28.
3. Vendors are required to obtain the formal Quotation Form and TOR from the HRC office. For vendors located outside the HRC office area, the Quotation Form may also be provided via email upon request. To request the form, vendors may contact us at: hrc.procurement81@gmail.com. All vendors are required to submit their completed quotation form and supporting documents either in hard copy to the HRC office or electronically.
4. Filled quotation and proposal should be submitted to HRC office no later than 2082/06/30.
5. The service provider must prepare the financial proposal using HRC's official format, ensuring that HRC's official stamp is included. Similarly, the technical proposal must be developed in line with HRC's prescribed technical proposal framework.

The End!