



RATAULI YUWA CLUB (RYC)

JALESHWAR, MAHOTTARI

Terms of Reference for ME/SIYB TRAINING

1. Background

Ratauli Yuwa Club (RYC) is a non-profit making organization established in 1991 AD in Mahottari District. It aims to promote socio-economic, social justices, environmental and political condition of the local people through rights-based approach, good governance, participatory and democratic process to eliminate social evils, illiteracy, ignorance, poor health, undemocratic norms, immorality, discriminatory practices, and environmental degradation. RYC works in coordination and partnership with governmental, international, and national non-governmental organizations to address the problems to bring positive change for sustainable development in society. Currently RYC has been implementing Sponsorship (Samunnati) Program in Jaleshwar & Pipara Palikas since in partnership with Save the Children to improve the lives of children in Mahottari district through education, health & nutrition, livelihood, and adolescent development since 2017.

2. Objectives

Under the Child Poverty theme of the Sponsorship program, RYC is planning to provide 7 days ME/SIYB training to 30 youths (18-40 age) from the most deprived and marginalized households. The objectives are to enhance their skills on micro-enterprises and encourage them to operate various on/off farm and off-farm enterprises.

3. Scope of Work

The training program should cover the essentials of ME/SIYB. The consultant will be responsible for designing and delivering a training that covers the following topics:

- Identifying Business Opportunities
- Exploration of Innovative Business Ideas.
- Motivating Entrepreneurial mindset.
- Business Plan development
- Resource Assessment/Analysis
- Market Research and Analysis
- Income & Expense Analysis/Management.
- Accounting and Inventory Management

4. Expected Deliverables

- The selected consultant should deliver the training in accordance with the TOR and complete the following tasks: The Consultant shall deliver a 7-day training to 30 youths (18-35 age) from the most deprived and marginalized households.
- The consultant shall conduct the training at Jaleshwar, Mahottari.



5. General Qualification and Experience of the Consultants

The consultant must have two resource persons to facilitate the training, each with following qualifications and experiences:

- Lead Trainer
 - ✓ Completion of Enterprise Development Facilitator Level 3 course
 - ✓ 7-10 years of experience in micro-enterprise/entrepreneurship development
 - Co-Trainer
 - ✓ Completion of Enterprise Development Facilitator Level 2 course
 - ✓ 3-5 Years of experience in micro-enterprise/entrepreneurship development
- Strong training facilitation skills

6. Required Documents:

- Curriculum Vitae
- Academic Certificate
- Experience Letter
- Training Schedule for 7 days.
- Copy of PAN Card
- Copy of Citizenship Certificate
- Bank Details

7. Budget

The consultant shall submit a training fee, including all applicable taxes at the time of submitting the documents. The consultant shall bear all tariffs, duties, and cost for lodging, food, travel, communication & insurance during their co-trainer the execution of the work.

Timeline

- ❖ Contract Sign: 14, April 2025
- ❖ Training Start date: 17, April 2025
- ❖ Training end date: 21, April 2025

8. Payment Schedule:

The payment will be made after completion of training and submission of the final report by the consultant, which must be approved by RYC Livelihood Officer.

9. Bid Assessment:

After the procurement committee evaluates the the documents, RYC will award the contract to the applicant, whose documents provides the best value, considering both technical and financial factors. **Technical-60%**

S.N.	Assessment Criteria	Marks	Description
I	Academic Qualification of Lead Trainer	15	Enterprise Development Facilitator Level 3 course-15 Enterprise Development Facilitator course below level 3-0



II	Academic Qualification of Co-Trainer	5	Enterprise Development Facilitator Level 2 course -5 Enterprise Development Facilitator course below level 2-0
III	Experience of Lead Trainer	15	7 Years or Above-15, (6 to 4 Years)-13.5, Below of 4 years-8
IV	Experience of Co-Trainer	5	3 Years-5, (Below-2)
V	Schedule of Training	10	Outstanding-10, Very Satisfactory-8, Satisfactory-6, Unsatisfactory-4, Bad-2
VI	Location of Lead Trainer	7	Jaleshwar based-7 (Dhanusha/Mahottari) Madhesh Province based-5 Out of Madhesh Province-3
VII	Location of Co-Trainer	3	Jaleshwar based-3 Dhanusha/Mahottari) Madhesh Province based-2 Out of Madhesh Province-1

Financial-40% (Price will be scored at inverse proportion method which means lowest bidder will receive highest score)

10. Submission Process:

Documents meeting the ToR requirements should be submitted via email to procurementryc@gmail.com with the subject "Documents on ME/SIYB Training" by 8, April 2025. Documents received after the specified date and time of the invitation will not be considered. The **Hard copy** of the documents can also be accepted.

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Thank you.