

**Alternative Energy Promotion Centre (AEPC)  
Renewable Energy for Rural Livelihood (RERL)**

**REQUEST FOR PROPOSAL FOR CONSULTING SERVICES**

**Title of Consulting Services**

**Training on Enterprise Creation and Development in Simrutu Khola Mini Hydro  
Power Project Catchment Area in Rukum**

**Project Name** : Renewable Energy for Rural Livelihood (RERL)

**Office Name** : Alternative Energy Promotion Centre (AEPC)

**Office Address** : Khumaltar Height, Lalitpur, Nepal

**Financing Agency:** RERL

**Date of RFP Re-Issue: 25 May 2018**

**Deadline for Submission of RFP: 31 May 2018**

**Date.....**

Dear Sir/Madam

**Subject: Training on Enterprise Creation and Development in Simrutu Khola Mini Hydro Power Project  
Catchment Area in Rukum**

Please study the evaluation criteria and provide the relevant information

To enable you to submit a proposal, attached are:

- i. Instruction to Offeror .....Annex I
- ii. General Terms and Conditions of the Contract .....Annex II
- iii. Proposal Submission Form .....Annex III
- iv. Financial Proposal Submission Form.....Annex IV
- v. Terms of Reference (TOR).....Annex V

Your offer comprising of both a technical proposal and a financial proposal, in a separate sealed envelopes, should reach the following address no later than **31 May 2018**

The National Programme Manager  
Renewable Energy for Rural Livelihood (RERL)  
Khumaltar Height, Lalitpur, Nepal  
Phone: 01 5539390, 5539391, Fax: 01 5542397  
Website: <http://www.aepc.gov.np/rerl/>  
Email: [info.rerl@aepc.gov.np](mailto:info.rerl@aepc.gov.np)

If you required additional information, we are ready to provide information, but any delay in providing such information will not be considered a reason for extending the submission date of your proposal.

Yours sincerely,

Mr. Satish Gautam  
National Programme Manager(NPM)

## **A. Introduction**

### **1. General**

The purpose of this RFP is to invite technical and financial proposals from the potential consulting firms who have skill, knowledge and expertise for " **Training on Enterprise Creation and Development in Simrutu Khola Mini Hydro Power Project Catchment Area in Rukum**".

### **2. Cost of Proposal**

The offeror shall bear all costs incurred during submitting the proposal. The offeror shall bear all costs associated with the preparation and submission of the proposal. RERL will in no case be responsible or liable for those costs, regardless, of the conduct or outcome of the evaluation of this proposal.

## **B. Solicitation Documents**

### **3. Contents of solicitation documents**

Proposals must offer services for total requirement. The Offeror is expected to examine all corresponding instructions; forms, terms and specifications contained in the solicitation Documents. Failure to comply with these documents will be at the offeror's risk and may affect the evaluation of the Proposal.

### **4. Clarification of solicitation documents**

The offerors requiring any clarification of the Solicitation Documents can forward their queries in the following email address

Email: [subas.kunwar@aepec.gov.np](mailto:subas.kunwar@aepec.gov.np)

### **5. Amendment of solicitation documents**

At any time prior to the deadline for submission of proposals, the RERL may, for any reason, whether at its own initiative or in response to a clarification requested by a shortlisted Offeror, modify the Solicitation Documents by amendment.

All offerors that have received the Solicitation Documents will be notified in writing of all amendments to the Solicitation Documents. In order to afford prospective Offerors reasonable time in which to take the amendments into account in preparing their offers, RERL will notify in time.

## **C. Preparation of Proposals**

### **6. Applying for providing services**

The Offerors need to read the RFP including the ToR and prepare proposal accordingly. The proposal must address all the requirements of the proposal including required documents.

### **7. Language of the proposal**

The proposal prepared by the Offeror and all correspondence and documents relating to the proposal exchanged by the Offeror and the RERL shall be written in the English language.

### **8. Documents comprising the proposal**

The proposal shall comprise the following **mandatory documents**:

- a. Proposal submission form
- b. Organizational Profile/Brochure—describing the nature of business, field of experience, licenses, certification and accreditations
- c. Valid registration and renewal certificate
- d. VAT certificate
- e. Tax Clearance Certificate of 2073/74
- f. Track records of Human resource- with list of similar services relevant to objective and scope of works included in this RFP.
- g. CVs of proposed human resources signed by concern individual
- h. The proposal must provide clear methodology to meet the activities proposed for completing this task

### **9. Proposal form**

The Offeror shall structure the operational and technical part of its proposal as follows:

#### **A. Institutional capacity**

The Offeror will describe its institutional capacity in brief including year of incorporation, facility and equipment, organizational structure, human resources, completed major study in similar field and financial position.

#### **B. In case of Joint Venture, Consortium or Association**

- If the Proposer is a group of legal entities that will form or have formed a joint venture, consortium or association at the time of the submission of the Proposal, they shall confirm in their Proposal that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the joint venture jointly and severally, and this shall be duly evidenced by a duly notarized Agreement among the legal entities, which shall be submitted along with the Proposal; and (ii) if they are awarded the contract, the contract shall be entered into, by and between RERL and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture.

- After the Proposal has been submitted to RERL, the lead entity identified to represent the joint venture shall not be altered without the prior written consent of RERL. Furthermore, neither the lead entity nor the member entities of the joint venture can:
  - a) Submit another proposal, either in its own capacity; nor
  - b) As a lead entity or a member entity for another joint venture submitting another Proposal.
- The description of the organization of the joint venture/consortium/association must clearly define the expected role of each of the entity in the joint venture in delivering the requirements of the RFP, both in the Proposal and the Joint Venture Agreement. All entities that comprise the joint venture shall be subject to the eligibility and qualification assessment by RERL.
- Where a joint venture is presenting its track record and experience in a similar undertaking as those required in the RFP, it should present such information in the following manner:
  - a) Those that were undertaken together by the joint venture; and
  - b) Those that were undertaken by the individual entities of the joint venture expected to be involved in the performance of the services defined in the RFP.
- Previous contracts completed by individual experts working privately but who are permanently or were temporarily associated with any of the member firms cannot be claimed as the experience of the joint venture or those of its members, but should only be claimed by the individual experts themselves in their presentation of their individual credentials.
- If a joint venture's Proposal is determined by RERL as the most responsive Proposal that offers the best value for money, RERL shall award the contract to the joint venture, in the name of its designated lead entity. The lead entity shall sign the contract for and on behalf of all other member entities.

They can be described in following headings:

**i. Management plan**

This section should provide corporate orientation to include the year and state/country of incorporation and brief description of the Offeror's present activities related to program/project evaluation sector. It should focus on services related to the proposal.

This section should also describe the organization unit(s) that will become responsible for the contract, and the general management approach towards a project of this kind. The Offeror should comment on its experience conducting similar programs and identify the person(s) representing the Offeror in any future dealing with the RERL.

**ii. Resource plan**

This should fully explain the Offeror's resources in terms of personnel and facilities necessary for the performance of this requirement. It should describe the Offeror's current capabilities/facilities and any plans for their expansion.

**i. Proposed methodology**

This section should demonstrate the Offeror's responsiveness to the specification by identifying the specific components proposed, addressing, the requirements, as specified, point by point, providing a detailed description of the essential performance characteristics proposed warranty; and demonstrating how the proposed methodology meets or exceeds the specifications. **This section should explain clearly how the required information as mentioned in the scope of work in the attached ToR will be conducted.**

Pricing information shall be separated and only contained in the appropriate Price Schedules.

It is mandatory that the Offeror's Proposal numbering system corresponds with the numbering system used in the body of this RFP. All the references to descriptive material and brochures should be included in the appropriate response paragraph, though material/documents themselves may be provided as annexes to the Proposal/response.

Information which the Offeror considers proprietary, if any, should be clearly marked "proprietary" next to the relevant part of the text and it will then be treated as such accordingly.

**ii. Summary Sheet**

The Offeror is required to prepare a summary sheet (Table 1) with information related to design of mini/small hydropower projects.

Table 1 Summary sheet

SN	Name of the program/project	Contract agency	Duration	Amount of contract

**iii. Qualification of the Service Provider**

As per attached ToR

**iv. Human Resource Requirement**

As per the attached ToR

**10. Proposal prices**

The Offeror shall indicate on an appropriate Price Schedules, the price of a service it proposes to supply under the contract. The VAT should be included in the offer, if applicable. The tax will be deducted at source as per prevailing tax rule of the government.

**11. Proposal currencies**

All prices shall be quoted in the Nepalese Rupees (NRs)

**12. Period of validity of proposals**

Proposals shall remain valid for One Hundred And twenty (120) days after the date of the Proposal submission prescribed by the RERL, pursuant to the deadline clause. A Proposal valid for a shorter period may be rejected by RERL on the grounds that it is non-responsive.

In exceptional circumstances, the RERL may solicit the Offeror's consent to an extension of the period of validity. The request and the responses there to shall be made in writing. An Offeror granting the request will not be required or permitted to modify its proposal.

**13. Format and signing of Proposals**

The Offeror shall prepare the Proposal. The Proposal shall be in typed or written in indelible ink and shall be signed by the Offeror or a person or persons duly authorized to bind the Offeror to the contract. The latter authorization shall be indicated by written power-of-attorney accompanying the proposal.

The Proposal shall contain no interlineation, erasures, or overwriting except, as necessary to correct errors made by the Offeror, in which case such corrections shall be initialed by the person of persons signing the proposal.

**14. Estimated Completion Date**

The desired delivery date for completion of this task is **3 months** from signing of contract.

**15. Payment**

The RERL shall make payments to the Contractor/Offeror after acceptance by the RERL of the invoices submitted by the Contractor/Offeror. The payments will be made in installment basis based on deliverables.

The payments shall be made in two parts as shown below

(i)	30% of the total cost upon signing the contract	Upon signing contract
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(ii)	70% of the total cost after completion and submission of the assignment report	Approval from concerned Authority
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#### D. Submission of Proposals

##### 16. Sealing and marking of Proposals

The Offeror shall seal (lahachhap) the proposal in one outer and two inner envelopes, as detailed below.

- (i) The outer envelope shall be

Addressed to:

The National Project Manager  
Renewable Energy for Rural Livelihood (RERL)  
Khumaltar Height, Lalitpur, Nepal  
Phone: 01 5539390, 5539391, Fax: 01 5542397  
Website: <http://www.aepc.gov.np/rerl/>  
Email: [info.rerl@aepc.gov.np](mailto:info.rerl@aepc.gov.np)

And,

Marked with:

**" Training on Enterprise Creation and Development in Simrutu Khola Mini Hydro Power Project Catchment Area in Rukum"**

- (ii) Both inner envelopes shall indicate the name and address of the Offeror. The first inner envelope shall contain the information specified in clause 8 (Proposal Form) above. The second inner envelope shall include the price schedule and price schedule of individual Offeror duly identified as such.

**NOTE**, if the inner envelopes are not sealed and marked as per the instructions in this clause, the RERL will not assume responsibility for the Proposal's misplacement or premature opening.

##### 17. Deadline for the submission of Proposals

Proposals must be received by the RERL at the address specified under clause *Sealing and Marking of Proposals* no later than **17:00 hrs, 31 May 2018.**

RERL may, at its own discretion extend this deadline for the submission of Proposals by amending the solicitation documents in accordance with clause *Amendments of Solicitation Documents*, in which case all right and obligations of the RERL and Offerors previously subject to the deadline will thereafter be subject to the deadline as extended.



## **18. Late Proposals**

Any Proposals received by RERL after the deadline for the submission of Proposals, pursuant to clause *Deadline for the submission of Proposals*, will be rejected.

## **19. Modification and withdrawal of the Proposals**

The Offeror may withdraw its proposal after the Proposal's submission, provided that written notice of the withdrawal is received by the RERL prior to the deadline prescribed for the submission of the Proposals.

The Offeror's withdrawal notice shall be prepared, sealed, marked, and dispatched in accordance with the provisions of the Clause Deadline for Submission of Proposals. The withdrawal notice may also be sent by telex or fax but followed by a signed confirmation copy.

No proposal may be modified subsequent to the deadline for the submission of the Proposals.

No Proposal may be withdrawn in the interval between the deadline for submission of proposals and the expiration of the period of the Proposal validity specified by the Offeror on the Proposals Submission Form.

## **E. Opening and evaluation of the Proposals**

### **20. Opening of proposals**

The RERL will open the Proposals in the presence of AEPC and UNDP representatives at RERL office.

### **21. Clarification of the proposals**

To assist in the evaluation and comparison of Proposals, the Purchaser may at its discretion, ask the Offeror for clarification of its Proposal. The request for clarification and the response shall be written form and no change in price or substance of the Proposals shall be sought, offered or permitted.

### **22. Preliminary examination**

The Procurer will examine the Proposals to determine whether they are complete, whether any computational errors have been made, whether the documents have been properly signed, and whether the Proposals are generally in order.

Arithmetical errors will be rectified on the following basis: If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price errors, its proposal will be rejected. If there is a discrepancy between the words and figures the amount in words will prevail.

Prior to the detailed evaluation, the Procurer will determine the substantial responsiveness of each Proposal to the request for Proposals (RFP). For the purposes of these clauses, a substantially

responsive Proposal is one which confirms to all the terms and conditions of RFP without material deviations. The producer's determination of a proposal's responsiveness is based on the contents of the proposal itself without recourse to extrinsic evidence.

**23. Evaluation and comparison**

**Method of Selection: Quality Cost Based Selection**

**Total Score (100%) = Technical Evaluation (70%) + Financial Evaluation (30%)**

**Maximum Total Score = 1000**

The Financial Proposal carries a total score of 300 points. The points for the financial proposal will be allocated as per the following formula:

$$\frac{\text{Lowest Bid Offered}^*}{\text{Bid of the Firm/Offeror}} \times 300$$

\* "Lowest Bid Offered" refers to the lowest aggregate price offered by proposers scoring at least 70% points in Technical Evaluation.

The Contract will be awarded to the (agency/Organization/Firm) Offeror scoring the highest combined scores (Technical and Financial).

**Technical evaluation** criteria will be as follows: **Pass marks for technical evaluation shall be 70%**

Summary of technical proposal evaluation form	Score weight	Point obtainable
Expertise of the firm submitting proposal	40%	400
Methodology, its appropriateness to the ToR, condition and timeliness of the implementation plan	20%	200
Qualification and experience of personnel	40%	400
Total		1000

**Form 1: Criteria for evaluation of expertise of the firm**

SN	Criteria	Obtainable points	Company/Firm				
			A	B	C	D	E
1	General experience of firm	50					
1.1	Experience less or equal to 3 year	30					
1.2	Experience more than 3 year	50					
2	Experience of firms on Renewable Energy	350					

	<b>Sub-total</b>	<b>400</b>					
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**Form 2 Criteria for evaluation of approach, methodology and appropriateness**

SN	Criteria	Obtainable points	Company/Firm				
			A	B	C	D	E
1	Approach and methodology	100					
2	Innovative Approach for the task	50					
3	Timeline plan	50					
	<b>Sub-total</b>	<b>200</b>					

**Form 3. Criteria for evaluation of proposed human resources**

	Resource	Criteria	Obtainable points	Company				
				A	B	C	D	E
1	Lead -Trainer - 1	As in ToR	<b>300</b>					
2	Co-Trainer – 1	As in ToR	<b>100</b>					
		<b>Subtotal</b>	<b>400</b>					

**B. Award of contract**

**24. Award criteria, award of contract**

The RERL reserves the right to accept the proposal or reject all proposals at any time prior to award of the contract, without thereby any liability to the affected Offeror or any obligation to inform the affected Offeror or Offerors of the grounds for the Purchaser's action prior to the expiration of the period of proposal validity, the RERL will award the contract to the qualified Offeror whose proposal after being evaluated is considered to be the most responsive to the needs of the organization and activity concerned.

**25. Purchaser's right to vary requirements**

The purchaser reserves the right at the time of award of the contract to vary the quantity of services and goods specified in the RFP without any change in price or other terms and conditions.

**26. Signing of the conditions**

After the evaluation of the proposals, **a selected Offeror will be asked to enter into contract.** Within 15 days of the receipt of the contract, the successful Offeror shall sign and date the contract and return it to the purchaser.

## General Terms and Conditions of the Contract

### 1. Independent Relationship

Nothing contained in the contract shall be construed as establishing or creating between Government and the Organization the relationship of a master and a servant or principal and agent, it being understood that the Organization is an independent person vis-à-vis Government.

### 2. Organization /Expert/Consultant's General Responsibilities

- The organization shall carry out services under this contract with due diligence and efficiency and in conformity with the highest standards of professionals and ethical competence and integrity.
- The Organization shall act at all times so as to protect, and not be in conflict with the interests of Government.
- The organization shall be responsible for the professional and technical services provided by him/her in the implementation of this contract.

### 3. Workmen's compensation and other insurance

The organization shall make his/her own arrangements regarding insurance for the medical expenses and for an accident, death and permanent disability for the period of this contract. All costs involved will be borne by the Organization.

### 4. Source of Instruction

The organization shall neither seek nor accept instructions from any authority other than RERL's authorized agent in connection with the performance of services under this contract.

### 5. Prohibition on conflicting activities

The Organization shall ensure that he/she will not directly/indirectly engage in any activity that would conflict with those of RERL in respect of this evaluation.

### 6. Officials no to benefit

The Organization warrants that no RERL has been or will be admitted by him/her to any direct/indirect benefit arising from this contract or award thereof.

### 7. Assignment

The Organization shall not assign, transfer, pledge or make other disposition of this contract or any other parts thereof rights, claims or obligations under this contract, without prior written approval of RERL.

### 8. Records, Accounts, Information and Audit

- The organization shall maintain accurate and systematic records and accounts in respect of the services to be performed under this contract.
- The Organization shall furnish, compile or make available at all times to RERL any records or information, oral or written, which RERL may reasonably request for in respect of the services to be performed under this contract.

- The Organization shall allow RERL or its authorized agents to inspect and audit all such records or information upon reasonable notice.

### **9. Language**

Unless otherwise specified in this contract, English language shall be used by the Organization in all written communications to RERL with respect to the services rendered and with respect to all documents procured or prepared pertaining to such services.

### **10. Equipment of property**

Equipment or property furnished to the organization with funds supplied or reimbursed by the RERL or its agent shall be the property of the RERL and such equipment shall be returned to the duly authorized official of RERL upon completion of the services, conclusion of this contract or upon completion of the services, conclusion of this contract or upon termination thereof or when no longer required by the Organization. Such equipment or property when returned to RERL shall be in the same conditions as when delivered to the Organization, subject to the normal wear and tear. The organization shall in any event, be liable to RERL for the loss of or damage to such equipment or property through his/her fault or negligence.

### **11. Confidential Nature of Documents**

All maps, drawings, photographs, mosaics and plans.

### **12. Amendments**

The terms and conditions of this contract may be amended only in writing signed by both parties to this contract or their duly authorized representatives.

### **13. Obligation to Inform RERL of change in condition**

The organization shall promptly and fully notify RERL in writing of any conditions, which interferes, or threatens to interfere, with successful carrying out of the services under this contract. Such notice shall not however relieve the Organization of his/her obligations to continue to provide services under this contract. Upon receipt of such notice, RERL shall take such action as in its sole discretion it considers to be appropriate or necessary under the circumstances.

### **14. Taxation**

The Organization shall be liable for any tax levied on the remuneration and allowances paid as per this contract. Income tax on the remuneration and allowances paid to the organization will be deducted at source.

**Proposal Submission Form (Company Letter Head)**

The National Programme Manager  
Renewable Energy for Rural Livelihood (RERL)  
Khumaltar Height, Lalitpur, Nepal  
Phone: 01 5539390, 5539391, Fax: 01 5542397  
Website: <http://www.aepc.gov.np/rerl/>  
Email: [rerl@aepc.gov.np](mailto:rerl@aepc.gov.np)

Dear Sir,

Having examined the Solicitation Documents, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to provide services to conduct evaluation of the " **Training on Enterprise Creation and Development in Simrutu Khola Mini Hydro Power Project Catchment Area in Rukum**" for the sum as may be ascertained in accordance with the Price Schedule attached herewith and made part of this proposal.

We undertake, if our proposal is accepted, commence and complete delivery of all services specified in the contract within the time frame stipulated.

We agree to abide by this Proposal for a period of 120 days from the date fixed for opening of Proposals in the invitation for proposal, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

We understand that you are not bound to accept any proposal –whole or part –you may receive.

Dated this day/Month of year

Signature  
Name  
Position  
Stamp

Duly authorized to sign Proposal for and on behalf of

**Financial Proposal Submission Form**  
**PRICE SCHEDULE**

The Consulting Firm/Contractor is asked to prepare the Price Schedule alongwith the cost breakdown (as provided in this annex IV below) in separate envelop. All prices/rates quoted must be inclusive of all taxes. The Price Schedule must provide a detailed cost breakdown. Provide separate figure for each functional grouping or category. The format shown on the following pages should be used in preparing the Price Schedule. The format includes specific expenditures, which may or may not be required or applicable but are indicated to serve as the examples. Therefore, it should be considered as broad guidelines for Price Schedule (s).

**Cost Breakdown by Cost Component**

**Financial Proposal**

**Conducting Training on Enterprise Creation and Development in Simrutu Khola Mini Hydro Power Project  
Catchment Area in Rukum**

S.N.	Particulars	Unit	Quantity	Rate	Total Amount(NRs)
<b>1.0</b>	<b>Human Resource Cost</b>				
	Lead -Trainer - 1	LS	1		
	Co-Trainer-1	LS	1		
		LS	1		
<b>2.0</b>	<b>Travel</b>				
	Field Visit	LS	1		
	Local Travel	LS	1		
<b>3.0</b>	<b>Report preparation</b>				
	Report preparation and Printing	Nos	1		
<b>4.0</b>	<b>Logistic cost</b>	LS	1		
<b>5.0</b>	<b>Base cost (1+2+3+4)</b>				
<b>6.0</b>	<b>VAT (13 % of base cost)</b>				
				<b>Grand Total (5+6)</b>	

Total in words.....

### Terms of Reference For Training on Enterprise Creation and Development in Simrutu Khola Mini Hydro Power Project Catchment Area in Rukum

#### 1. Introduction

The UNDP-GEF RERL project will enhance the realization of renewable energy benefits targeted by the NRREP with the removal of the current barriers that hinder private sector financing of, and investment on, larger scale rural-based hydropower projects and enhanced system will also be designed to operate at optimal load factors through the facilitation and enabling of more productive end uses of the electricity that these systems will produce.

The project will also put strong emphasis on productive applications of renewable energy with supporting establishment/upgrading Micro Small & Medium sized Enterprises (MSMEs) and provision of employment in rural areas.

#### 2. Background

Simrutu Mini-hydro power plant is situated in Rugha VDC of Rukum district which has designed to produce electricity of 200 kw from the support of AEPC/RERL/SASEC. At present, there has been formed cooperative as an institutional set up for the overall management of the project.

It is found that Micro, Small and Medium sized Enterprises (MSMEs) in Nepal are not developed through strategies. The entrepreneurs' choices are mostly intuitive than informed. Generally, there are many pertaining factors crucial for the establishment of an enterprise. One of the key driving forces required to run an enterprise is developed entrepreneurship skill among the potential entrepreneurs. Entrepreneurship development of the target groups is taken as a prior necessity to establish and upgrade rural enterprises/business. Also, it is found that most of entrepreneurs do not readily or spontaneously respond to potential business opportunities. As a result, large number of businesses becomes failure. The root cause of this problem is inadequacy of entrepreneurial or managerial capabilities. Absence of enterprise management is one of the vital constraints to run a business smoothly.

Similarly, to increase the load factor of the micro hydro power plant through promoting productive energy uses can play the significant role for increase employment opportunities and income in rural areas and ultimately support for the sustainability of the system.

In this backdrop, AEPC/RERL intends to seek consulting firm to provide technical support services to conduct enterprise development training and establishment of MSMEs in mini-hydro power project catchment areas in Rukum district.

#### 3. Objectives of the Assignment

The main objective of the assignment is to deliver the enterprise development training and to support establishment of the MSMEs in the catchment area of Mini Hydro Power Project Catchment area.

#### 4. Scope of Work



The Consultant will undertake, but not limited to, the following activities in order to complete the task.

- ❖ The consultant shall be responsible for design appropriate training course to provide training to potential entrepreneurs.
- ❖ Identify the potential entrepreneurs and conduct 3 days training in each event
- ❖ The consulting firm will be responsible to establish at least 10 MSMEs in the catchment area
- ❖ Facilitate to prepare business proposal and other relevant document for the subsidy process as per the AEPC/ PEU subsidy policy and delivery mechanism
- ❖ The training event will be at least 5 cluster areas separately in the field level and arrange training independently
- ❖ There will be at least 175 potential entrepreneurs will be trained for enterprise development
- ❖ Women entrepreneurs will be given priority for the establishment of enterprises
- ❖ Prepare the training report and submit to RERL

### **5. Inputs from AEPC/NRREP**

The following inputs will be made available for completing the assignment:

- ❖ Budget to carry out the assignment,
- ❖ Inputs to assist the consultant in different stages of the assignment from AEPC/RERL.

### **6. Human Resource Requirement**

The proposed team should comprise of following experts having proven track record of conducting rural enterprise creation training based on SIYB package.

#### **6.1 Lead -Trainer - 1**

The Lead Trainer should have extensive knowledge and skill to conduct SIYB training. S/he should have at least Bachelor's Degree in Management, Economics, Development Studies or other relevant field. S/he should have at least 10 years' experience on delivering MSME promotion training for different organizations. Knowledge and experiences in productive energy use is highly appreciated.

#### **6.2 Co-Trainer – 1**

The Co-trainer should have extensive knowledge and skill to deliver the SIYB ToT package and at least 3 years experiences on delivering entrepreneurship training especially on SIYB package.

S/he should have at least Intermediate level in any subject or certified 1 level of CTEVT course.

### **7. Timing and budget**

The duration of this task shall be 3 months from the date of signing of the contract agreement with AEPC/RERL.