

Terms of Reference for Conducting Training of Trainers for women Technology Promoter

1. Introduction

The Renewable Energy for Resilient Agri-Food Systems (RERAS) project is a joint initiative by the United Nations Development Programme (UNDP) and other responsible development partners. The project focuses on bolstering agricultural productivity and food security in select districts of the Karnali and Sudurpashchim provinces in Nepal through the integration of renewable energy solutions. The RERAS project specifically targets enhancing agricultural output and ensuring food and nutrition security in the municipalities of Bajura, Jumla, Sindhuli and Mugu.

2. Background

RERL gives high priority to raise awareness for the productive, safe and sustainable use of energy and promote women as 'technology promoters' in the field of electric cooking, ICT technologies, food/agro-processing and other productive end uses, electricity safety, etc. Recently, RERL carried out a training for potential women leaders on different aspects of Energy and GESI Linkages and identified potential 'women technology promoters'. As these women are expected to provide services in their respective MHP catchment areas, they will be given a training of trainers (ToT) so that they are able to convey their messages to other rural women and men clearly and in an interesting way.

In this context, RERL seeks consulting service from a qualified firm to conduct training of trainers (ToT) for potential women 'Technology Promoters' to enhance their capacities to work as resource person to provide training and orientation to members of their communities on e-cooking, electricity hazard and safety, etc. or start their own businesses to provide services to the people.

3. The objective of the assignment

The main objective of ToT is to develop women technology promoters at the local level, who then after provide training and orientation to members of their communities on e-cooking, electricity hazard and safety, etc. or start their own businesses to provide services to the people. The primary objective of this training program is to equip women with the necessary skills, knowledge, and confidence to assume leadership roles within their respective fields. However, the specific objectives of the training are.

- To empower rural women with leadership skills applicable to their local context
- To raise awareness for the productive, safe and sustainable use of energy
- To enhance decision-making, communication, and problem-solving abilities of rural women leaders
- To create a supportive network among rural women fostering collaboration for promotion of productive energy uses

4. Scope of work

The scope of the work of the consultant is as follows.

- The firm/organization will be responsible to design and deliver ToT targeting selected women of Bajura district.

- Develop training course content, the training should be orientated towards ‘adult learning’ rather than theoretical.
- The training method should be tailored for women with limited literacy and avoid long lecture sessions.
- The firm/organization will be responsible for designing and delivering training on electricity hazard and safety for women so that they are able to give sensitization/orientation to other rural people.
 - awareness on proper ‘handling’ of electricity and its devices to reduce potential risk.
 - focus should be on hands-on practical training.
- The firm/organization will be also responsible for demonstration and sensitization of e-cooking appliances such as induction stove, electric pressure cooker, kettle and Bijuli dekchi.
 - awareness on proper ‘handling’ of e-cooking appliances.
 - focus should be on hands-on practical training.
- The proposed venue of the training will be Surkhet district.

5. Expected Outcomes

The trained women are capable of providing training and orientation to members of their communities on e-cooking, electricity hazard and safety, etc. or start their own businesses to provide services to the people.

6. Period of the Assignment

The consultant should complete all deliverables within the one month after the signing of the contract. The total days of training will as follows.

S.N.	Activities	Days
1	Content preparation	2
2	Training of Trainers	5
3	Electric Safety	2
4	E-cooking	2
5	Travel	2
6	Report preparation	3
Total		16

7. Course Structure

20% theory
80% Practical

8. Team Composition and Qualification Requirement

8.1 Lead Trainer: Minimum a Master’s Degree in gender, social science and related field with 15 years’ working experience on developing training module and delivering training to rural women particularly ToT.

8.2 Co-trainer: Minimum a Bachelor’s Degree social science and related field with 10 years working experience on delivering training on leadership and interpersonal communication and skill development.

8.3 Trainer for E-cooking and Electricity Safety: Minimum Bachelor’s Degree in Electrical Engineering with 5 years’ experience in providing similar training or Diploma in Electrical Engineering with 10 years’ experience of working in rural areas. Must have experience of providing training on e-cooking and electricity hazard and safety.

9. Selection/Evaluation Process

The selection will be followed based on Least Cost Based Selection (LCBS).

10. Payment Schedule

1. 20% upon submission and acceptance of training content/Inception Report
2. 50% upon completion of training
3. 30% upon submission and acceptance of Final Training Report

11. Duties and Taxes

The consultant shall pay all tariffs, duties, other taxes, or charges levied by the GoN at any stage during the execution of the work.

12. Documents to be submitted by the Bidder (Eligibility Criteria) SN Documents

1. Copy of Company/Firm Registration Certificate with updated renewal
2. Copy of VAT Registration Certificate
3. Copy of TAX Clearance Certificate of F. Y. 2079/80
4. JV Agreement (in case of JV Submission)
5. Technical Proposal with signed cover letter (as per ToR)
6. Statements and documents, if any, acknowledging the individual and /or company's capability for carrying out similar job successfully
7. Financial Proposal with signed cover letter including VAT (as per given format)
8. List of Proposed human resource

13. Acceptance of Proposal

All rights are reserved with AEPC/RERL either to approve or disapprove any proposal without giving any reasons whatsoever. If needed, the consultant will be asked for modifications and presentations of the proposal before approval.