

Terms of Reference
To
**Conduct Electrical Hazards and Safety training for the consumers in Simrutu
Khola and Tarakhola Mini Hydro Projects in Rukum and Baglung**

1. Introduction

The Renewable Energy for Rural Livelihood (RERL) is a joint project of Alternative Energy Promotion Centre (AEPC), Ministry of Energy, Water Resources and Irrigation (MoEWRI), and United Nations Development Programme (UNDP). RERL is providing technical support to AEPC to implement the Asian Development Bank (ADB) funded South Asia Subregional Economic Cooperation (SASEC) Power System Expansion Project Off-grid Component. SASEC is promoting 4.3 MW mini-hydropower projects (MHP) and 0.5MW Solar/Solar-Wind Hybrid Mini-grids (SMG) to increase access to electricity in rural areas for improving the livelihoods of people by promoting economic activities.

2. Background

The Simrutu Khola Jalbidyut Cooperative Limited is legally registered at Division Cooperative Office, Dang on December 31, 2015 (16/9/2073 B.S.), The 200 kW power project has provided access to clean and reliable electricity to around 2,000 rural households and operate rural enterprises in the catchment area of Triveni Rural Municipality West Rukum. Similarly, Tarakhola Jalbidyut Company has operated and managed under the limited company in Tarakhola Rural Municipality in Baglung. The 380 kW project has provided reliable electricity to 2200 HHs and some productive energy uses particularly slate stones. As both of the mini-hydro projects have been completed and providing electricity to local communities.

Electricity can kill or severely injure people and cause damage to human life and property. However, it can take simple precautions when working with or near electricity and electrical equipment to significantly reduce the risk of injury. It is reported that many people particularly in remote areas of Nepal have died due to low awareness about the proper handling of electrical accessories, wires, lines and lack of knowledge for the use of protective equipment.

Therefore, it is crucial to provide customized training to create awareness among the consumers on electrical safety and hazard to the young men and women for proper handling of electricity.

In this context, AEPC/RERL seeks consulting services from interested firms/organizations to conduct electrical hazard and safety training to the local

communities in the catchment area of Simrutu Khola Mini-Hydro Project in West Rukum and Tarkhola Mini Hydro Project in Baglung.

3. The objective of the assignment

The main objective of electrical hazard safety training is to create awareness and its proper handling and reduce the potential risk to the consumer in both two MHPs catchment areas.

4. Scope of work

The scope of works of the consultant is as follows;

- The firm/organization will be responsible to provide Electrical hazards and safety training to the selected consumers.
- Prepare the clear work schedule for the training and approved from RERL
- Conduct meeting with Executive Committees /Board of Directors and shared the plan of training and make coordination to conduct training event in the field
- The trainer should demonstrate induction cooktop in every training event and get feedback and perception from the participant
- AEPC/RERL will facilitate to select the maximum of 20-25 participants from the catchment area of Mini-hydro Power Projects particularly to women
- The consulting firm should forward the detailed curriculum of the training to AEPC/RERL for approval of the training content
- All logistic management of the training in the field will be managed by RERL
- Training material for practical training should be managed by RERL
- The selection of the participants will be given priority to women and disadvantaged group in the catchment area
- The focus should on hands-on practical training while delivering training in both projects

5. Expected Outcomes

The participants will able to understand about the basic knowledge and precaution to prevent from potential electrical socks and hazards.

6. Period of the Assignment

The consultant should complete all deliverables within the three months after the signing of the contract

7. Course Structure

20% theory

80% Practical

8. Team Composition and Qualification Requirement

8.1 Lead Trainer

A Lead Trainer with at least pass Bachelor Degree in Electrical Engineering and relevant three years' experience in training delivery, planning, design. The Lead Trainer will be responsible for coordinating all the activities mentioned in this ToR. If s/he has prior working experiences in Micro/Mini hydropower project in Nepal will be added advantages.

8.2 Training Assistant

A training assistant with at least an intermediate pass in a relevant sector with experience of conduction of customized training.

9. Terms of Payment

The payments shall be done as shown below

- i) 50% payment after contract agreement
- ii) 50% payment after received the final completion report of the assignment

10. Time

The training program should be completed within 3 months after signing the contract agreement and reporting should be done within one week of the completion of training.

11. Selection/Evaluation Process

The selection will be followed based on Quality and Cost Based Selection (QCBS). At least a 60% mark should be obtained to pass the technical proposal of the firms.

12. 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.

13. 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. 2075/76
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

14. 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.

15. Submission of Technical and Financial Proposal Address

Alternative Energy Promotion Center/ Renewable Energy for Rural Livelihood Programme,
Khumaltar

For further queries - Subas.kunwar@aepec.gov.np

Method of Selection: Quality & Cost Based Selection

The following will be the marking of the technical and financial proposals.

A. Technical Proposal	80%
B. Financial Proposal	20%

A. Technical Proposal

A score of 80 marks is considered as total mark for the Technical Proposal. The basis for the evaluation of the technical proposals will be as mentioned below.

1. Relevant experience of firm	10
1.1 General Experience of firm.....	5
1.2 Experience of firms particularly on proposed task	5
2. Approach Methodology to carry out the proposed tasks	30
2.1 Approach/Methodology to carry out the task	15
2.2 Innovative approaches for the task.....	10
2.3 Manning and work schedule	5
3. Composition of team proposed for the task	40
3.1 Qualification of the personnel	15
3.2 Experiences of the personnel in similar tasks.....	25
Total marks	80

B. Financial Proposal

Only those firms whose marks of the technical proposal are above 60% would be considered pass and considered for the evaluation of their financial proposal.

C. Selection

The technical and financial marks are added and the firm obtaining highest score would be awarded the contract.

Total score= Technical score+ financial score=max 80+ max 20

Financial Proposal

Conduct Electrical Hazards and Safety training for the consumers in Simrutu Khola and Tarakhola Mini Hydro Projects in Rukum and Baglung

Proposed Budget for this Assignment

SN	Particulars	Qty		Unit	Unit Rate (NPR)	Amount (NPR)
A	Resource person fee			Days		
B.	Travel			Days		
C.	Total Budget					
D	Other Cost					
E	Total Budget with 13% VAT (if applicable)					