

**Minutes of Pre-Proposal Conference for Critical Skills Training, NCS-09 (9 Lots)
Year 4**

Date : 30th March 2023

Time : 10:00 AM

Venue: MoICE Conference Hall

Representatives from MoLHR

1. Tshewang Gyeltshen, Procurement Specialist PMU, STEP-UP Project
2. Rattu, Program Officer, PIU, DWPSD
3. Tandin gyeltshen, PIU, DWPSD

Representatives from Private Training Institutes

1. Kesang Dorji, NLD Training Institute
2. Chhoeku, Dorji, Learn Zone Institute

As part of the ADB Project Procurement Process, the Project Implementing Unit (PIU), Skills Promotion and Liaison Division – SPLD (erstwhile Skills Development Division), Department of Workforce Planning and Skills development (DWPSD) in collaboration with Project Management Unit (PMU), conducted the Pre-Proposal Conference with private training institutes, on the Critical Skills Training Year 4 for job seekers. The invitations for proposals were advertised on 23th March 2023.

The members were presented on the Terms of Reference (ToR) by Rattu, Program Officer/program manager, PIU, HRSDD. During the course of the presentation on the ToR, the Institutes representatives were briefed on all the clauses and requirements of the ToR.

The members were also taken through the Request for Proposal (RFP) format. They were briefed on the importance on the Data Sheet, the Instruction to the Consultants, Technical Forms and the Financial Forms. Further explained on every Technical Form to be filled up and submitted.

Following the presentation and discussion on the TOR and RFP, queries, issues and challenges faced by the institutes while developing RFP were discussed and recorded as follows:

SN	Issues/challenges/queries	Discussions	Decisions
1	Key Experts	The nationality of the Key Experts	The Institutes can propose both national and international key experts along with CV and proof documents.
2	Deployment of Key Experts	<p>As per the ToR the Institutes have to propose 4 key experts viz; Lead Trainer, Mentor, Program Coordinator and Trainer for Entrepreneurship Development. The Institutes asked on if they are allowed to propose same key experts for more than one training area (Lot). And also, if they can propose one person in the capacity of all the 4 key experts. The meeting clarified that, different set of key experts must be proposed for different training areas.</p> <p>In one area (Lot) of the training, the lead trainer can be proposed as the mentor and the Entrepreneurship trainer fulfilling the requirements. Further, the mentor can be the Entrepreneurship trainer. However, the program coordinator cannot be the lead trainer or mentor.</p>	<p>Institutes to propose different set of key experts for different lots of training. If found proposing same key experts for different Lots, the key expert will not be evaluated for other RFPs having considered in the earlier Lot.</p> <p>For one Lot the Institutes can propose Lead trainer as mentor and entrepreneurship trainer. Further the mentor can be the entrepreneurship trainer. But program coordinator shouldn't be proposed as mentor or trainer.</p> <p>The institutes to propose different CVs for all the 4 key experts even if they have same persons taking two roles.</p>
3	Statement of undertaking on Fraud and Corruption	<p>As the statement of the undertaking is an important document as per the Request for Proposal document, the Institutes have to submit the Statement of Undertaking as specified in the data sheet.</p> <p>The statement of undertaking is the document where the bidders/training providers agree to the section 6 of RFP the Banks Anticorruption Policy.</p>	Institutes to submit the statement of undertaking with the RFPs.

4	The key expert's CV and the proof documents	Institutes were asked to submit separate CVs for every key expert and attach proof documents.	The evaluation will be done based on both CVs and the proof documents submitted.
5	Course Curriculum	As per the ToR the institutes have to develop the course curriculum and get endorsement from TTTRC, DWPSD. The institutes have to develop course curriculum for core skills training (for 2 months) and should include the course content specified in the ToR Annexure 4. However, the Institutes don't have to prepare course curriculum of the eDX online learning and the Entrepreneurship training.	Institutes to develop only the course curriculum of the core skills training (9 Lots) for 2 months and get endorsement from TTTRC. The course curriculum for the eDX online learning and entrepreneurship will be provided to the winning bidders.
6	Training Modality	The institutes raised question on if they can do the entrepreneurship training in the beginning. As per the ToR clause 5 "Training Modality" the Institutes have to firstly do the core skills training for 2 months (8 weeks), then the transferable skills for 5 weeks and finally the entrepreneurship training for 3 weeks.	Training Institutes to strictly follow the sequence of the Training Modality.
7	Training Equipment for Transferable skills	The transferable skills are going to be acquired online from the eDX. So, for that the requirement of computers is important. The institutes to provide individual computers with strong connectivity of internet to the trainees while doing the transferable skills training for 5 weeks.	Institutes must provide individual computers to the trainees for the eDX online learning. The mentors of the winning bidders will be given training/orientation by the eDX office.
6	Physical verification of the Institutes before awarding the contract	Physical verification of the institutes will be carried out by the technical evaluation committee members before the award of contract. This is to authenticate the capacity of the institutes for carrying out the training program.	The evaluation committee members to carry out physical verification of Institutes before implementation of training.

The pre-proposal conference concluded at 11:30 AM