
# Expression of Interest (EOI) Template

This EOI template consists of three sections. The first section is used to assess the eligibility of the applicants. The second and third sections are used for qualitative assessment.

Please indicate which type of project you are applying for (one only):

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Type 1**Delivery of employment driven training programmes  |  |  | **Type 2**Increasing employer participation in TVET (Employer Associations) |  |

**Section I: Eligibility criteria checklist**

For each of the following items, please mark either **Yes**, **No** or **NA** (Not Applicable) in the appropriate box

|  |  |  |  |
| --- | --- | --- | --- |
|  | Yes | No | NA |
| Your Organisation falls within one of the types of eligible organisations indicated for the type of grant selected  |  |  |  |
| Organisation is working in any of the three Dakchyata focal sectors (agriculture, tourism or construction)  |  |  |  |
| Your Organisation has a valid registration certificate from the Government of Nepal (with renewal history as applicable) |  |  |  |
| Your Organisation has been registered for at least two years  |  |  |  |
| Your Organisation has relevant experience in selected focus area for at least two years |  |  |  |
| Your Organisation has Tax Clearance Certificate of last fiscal year (FY 2074/75) (if this is not yet available, applicants can provide the certificate for FY 2073/74 **and additionally,** evidence of extension request must be provided) |  |  |  |
| If affiliated to Social Welfare Council (SWC), your Organisation has renewed SWC affiliation certificate for FY 2075/76 |  |  |  |
| If applicable, your Organisation has renewed Tax Exemption Certificate from Inland Revenue Department for FY 2075/76 |  |  |  |
| If applicable, your Organisation has a valid Letter of Affiliation from CTEVT to conduct trainings on the proposed area |  |  |  |
| Your Organisation has a Constitution, Employee Administrative policy and Financial policy in practice |  |  |  |
| Your Organisation has key staff required to implement the project (eg. ED/CEO; Finance and Administration; Programme/ Technical staff, instructors, trainers etc.) |  |  |  |
| Your Organisation has provided with this EOI annual audited accounts for last two years conducted by an external auditor |  |  |  |
| The audit report of your Organisation does not show loss for two consecutive fiscal years |  |  |  |
| Your Organisation is not blacklisted as a defaulter by the Credit Information Bureau of Nepal or other financial institution |  |  |  |
| Your Organisation is not blacklisted by the Public Procurement Office and has not had its license suspended  |  |  |  |
| Your Organisation and Board Members have not been convicted of any criminal activities and:* Is not involved in corruption and fraud
* Is not involved in child labour and other forms of trafficking of human being
* Is not involved in any money laundering or terrorist financing
* Is not linked to terrorist activities and is not affiliated directly/ indirectly to organisations and individuals involved in act of terrorism
 |  |  |  |

**Section II: Organisation Profile**

2.1 Organisation details

|  |  |
| --- | --- |
| Name of the Organisation  | *Full legal name of the organisation* |
| Address  | *Full physical address of the organisation* |
| Contact information | Focal person: *Name and title (this person will serve as the primary point of contact from the applicant)*Telephone: *include both office landline and mobile number of the focal person*Email: |
| Type of Organisation (please tick appropriate box) | **Type 1** |
| Training provider |  | NGO |  |
| Enterprise  |  | Cooperatives |  |
| Other (please specify): |
| **Type 2** |
| Employer/commodity association |  | Chambers of commerce |  |
| Federation |  | Confederation |  |
| Other (please specify): |

2.2 Brief summary of Organisation and its purpose

|  |
| --- |
| *Please provide a brief description of your Organisation (500 words max)**What do you do, when you started the organisation, what is the purpose of the organisation, important achievements, etc*  |

2.3 Organisational structure

Details of General Members and Board of Directors / Executive Committee

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Details  | Total  | Male | Female | Other |
| General Members/ shareholders |  |  |  |  |
| Board of Directors / Executive Committee |  |  |  |  |
| Staff (full time) |  |  |  |  |
| Staff (temporary/part time) |  |  |  |  |
| Frequency of meeting of Board or Directors/ Executive Committee |  |

2.4 Existing organisational policies

Please list any existing organisational policies currently in use in your Organisation (administrative, financial or other):

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| SN | Policy | In use since (date) | Last updated (date) | Remarks |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

2.5 List any/all **externally** funded projects implemented by your Organisation within the last 3 years (please add more lines if required):

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| SN | Project name | Funded by | Total funding amount | Currency | Start date | End date |
| 1 |  |  |  |  |  |  |
| List the main activities undertaken: |
| 2 |  |  |  |  |  |  |
| List the main activities undertaken: |
| 3 |  |  |  |  |  |  |
| List the main activities undertaken: |

2.6 Please provide any specific examples you have of your Organisation’s experience (either directly or in a supporting role) in the following areas:

|  |
| --- |
| **Skills demand and supply analysis** *If your Organisation has had previous experience in supporting the analysis of occupation skills gaps in your Organisation/sector/sub-sector, please provide a brief description (500 words max)** *How was your Organisation involved?*
* *How was the skills demand and number of people required determined?*
* *Was it for existing employees or new entrants?*
* *What other stakeholders were involved in the process and how?*
 |
| **Occupation (skills) standards development**  *If your Organisation has had previous experience in developing job profiles. This could be within your own Organisation, or supporting the development of occupation standards within your sector with National Skills Testing Board (NSTB)/ CTEVT (or other related agencies), please describe (300 words max)** *Which occupations and specific occupation (skills) standards was your Organisation involved in developing?*
* *In what ways (how) was your Organisation involved?*
* *Please list the names/job titles of persons involved in developing the standards*
 |
| **Development of training curricula / courses***If your Organisation has had previous experience in supporting the development of training courses or curricula, please describe (300 words max)** *Which curriculum was your Organisation involved in developing?*
* *When was the curriculum developed?*
* *What role(s) did your Organisation, or individuals from your Organisation, play?*
* *Which other Organisations/actors were involved?*
 |
| **Public Private Partnership (PPP) experience - working with other TVET actors on skills training (e.g. employers, training providers, associations, CTEVT)***If your Organisation has had previous experience in cooperating or working directly with any of the above on skills training, please describe (e.g. skill upgrading of workers, number of CTEVT trained graduates employed, etc.) Do not repeat information already provided in sections above. (300 words max)* |
| **Tracking trained graduates (only applicable to training providers)***Please briefly explain how you keep record of your graduates after completion of training (if applicable) (300 words max)* |

**Section III: Objectives and proposed approach**

3.1 Main objective

|  |
| --- |
| *Please provide a brief overview of the issue that you would like to address through a proposed Practical Partnership project (800 words max)**Answers should include the following:* 1. *What are the current skills/occupation demand requirements you have identified in the geographic area you intend to engage with?*
2. *How would your Practical Partnership project help to address these human resource requirements?*
3. *What activities would you need to do?*
4. *How would you ensure that the project is responsive to market demand /employment or self-employment?*
 |

3.2 Practical Partnership approach

|  |
| --- |
| *Who would you aim to collaborate with on a Practical Partnership project? Please note it is not necessary to have finalised partnerships at this stage, but if you already have a clear idea, please list the partners and explain their anticipated roles.(500 words max)* |

3.3 Expected project location(s)

|  |  |
| --- | --- |
| Province(s) |  |
| District(s) |  |
| Rural/ Municipality(s) |  |

2.4 Please provide Indicative project value in figures and words in NPR. A detailed budget is not required at this stage. Co-funding by the Organisation is not mandatory but is encouraged.

|  |  |
| --- | --- |
| Indicative budget requested (NPR): |  |
| Approximate co-funding amount proposed (If applicable) (NPR): |  |
| Total project budget (NPR): |  |

**Declaration:**

By affixing my signature below, I certify that I am authorised to submit this EOI to Dakchyata on behalf of [*insert name of applicant Organisation*]. I also certify that, to the best of my knowledge, the information provided in this EOI is accurate and correct:

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Submitted by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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