

**TERMS OF REFERENCE (TOR) for
Critical Skills Training for Persons with Disabilities (PWDs)
ADB STEP-UP Project 2022-2023**

1. Background

The Population and National Housing Census 2017 reported that about 2.1% of the country’s population is living with disabilities. Further, the National Policy for Persons with Disabilities (PWDs) 2019 states that the Ministry of Labour and Human Resources (MoLHR) is mandated to develop self-employment programs and skills training for the PWDs to foster employment. To this end, the Department of National Human Resource Development (DNHRD), MoLHR as part of the Critical Skills Training (CST) has been building the skills-capacity of the PWDs. Through the ADB STEP-UP Project, a total 45 PWD individuals were skilled in Tailoring, Baking and Spa in 2021 in collaboration with Disabled Peoples’ Organization of Bhutan (DPOB).

As part of the ADB STEP-UP Project target, the DNHRD will train second batch of 30 PWDs in collaboration with DPOB (training proposal received from DPOB). The critical skills training will be implemented in partnership with different training providers registered with the Department of Occupation Standards (DOS), MoLHR. Training providers will be responsible for all aspects of skilling and skills certifications.

In this TOR, bid is sought for following skills areas:

SN	Training Areas	Slots	Training Duration
1	Lot 1: Tailoring for PWDs	15	4 months (inclusive of 2 weeks basic entrepreneurship course)
2	Lot 2: Fundamental Computer Training for PWDs	15	4 months (inclusive of 2 weeks basic entrepreneurship course)
	Total	30	

2. Objective

- To build self-esteem and self-reliance, thereby enabling jobseekers with disabilities to be independent, confident and contributing members of the society.
- To help persons with disabilities develop relevant skills so that they can get decent job and live an independent life.

3. Three Phases of Scope of Services – Phase I, Phase II and Phase III

PHASE I: Roles and Responsibilities of Training Provider: Pre-Training

The successful training provider, on receipt of the work order and signing up of the contract agreement with the MoLHR must:

- a. Register the course with QAD;
- b. Commence mobilization and selection of appropriate persons with disabilities in close coordination with DPOB and DNHRD;
- c. Prior arrangement of accommodation for the trainees;
- d. Receive selected trainees from DPOB and provide them accommodation;
- e. Seek approval on the selected trainees from MoLHR before 1 week of commencement of the training in format provided by DNHRD in Annexure 1;

- f. Brief the selected trainees on the terms, conditions, scope of the programs and the rules and regulations of the respective training provider (pre-course briefing);
- g. The details of the selected trainees need to be uploaded in the TVET MIS; and
- h. Commence the training program once the approval of selected candidates has been received from the DNHRD.

PHASE II: Roles and Responsibilities of Training Provider: During the Training

During the training program, the training provider must:

- a. Provide transportation (to and from between training venue and hostel if required), and food (3 meals and 2 tea and snacks in a day) to the trainees during the training period;
- b. Ensure effective learning and training delivery through provision of quality training;
- c. Ensure provision of stipend of Nu. 1500 per candidate per month (Annexure 2);
- d. Make training resources (trainers, curriculum, classrooms, training equipment/materials) available for skills delivery in timely manner;
- e. Provide time to time emotional, technical, counseling and administrative support to trainees undergoing training;
- f. Ensure providing of awareness/training/session on sexual harassment and Labour and Employment Act in partnership with relevant agencies (NCWC and DoL);
- g. Ensure effective monitoring mechanism during training delivery, through program briefing, maintaining daily attendance (as per the format provided by DNHRD in Annexure 3);
- h. Provide 2 weeks basic entrepreneurship learning and skills as part of the training; and
- i. Communicate to the program coordinator/program manager of DPOB and PIU, TDD, DNHRD on the status of the training;

PHASE III: Roles and Responsibilities of Training Provider: Post Training

- a. Certify the trainees; and
- b. Handover the graduates to the DPOB.

4. Roles and Responsibilities of DNHRD

The DNHRD shall:

- a. Announce training areas and details of eligibility for the prospective trainees, in its website and media;
- b. Support in mobilization of trainees in coordination with DPOB;
- c. Verify and approve trainees selected for the program within 10 working days of the submission of the trainees list;
- d. Make payment to the training providers as per the payment terms defined in this TOR; and
- e. Conduct monitoring of the training program in close collaboration with DPOB and provide necessary feedbacks.

5. Reports

The training report must contain the following documents:

- a. Overall training report consisting of the training background, the methodologies used during the training, the analysis of the feedbacks collected from the trainees, attendance, copies of certificates issued to the trainees, and the pictures taken during the training period.

6. Cost of Training

The overall training cost should be inclusive of tuition fee, stipend of Nu. 1500 per month to trainees during the training, food, accommodation, transportation and any other cost related to training delivery and implementation.

7. Payment Terms and Schedule

Payment of training cost will be broken down into two parts and will be paid as follows:

Payment	Time of payment	Payment condition	Reporting requirement from Training Provider
Part 1 - 50 percent of the training cost	Upon submission of student enrollment details and approved by DNHRD.	On commencement of training	-Trainees enrollment details -Trainees documents (retain with training provider) -Invoice
Part 2 - 50 percent of the training cost	After completion of training and approved by DNHRD.	On completion of training	-Forwarding letter and invoice -Training Completion Report. - Copy of skills certificate issued to Trainees

Note: The whole per head payment will be deducted/adjusted in subsequent payment due in case of withdrawal during the training period.

8. Who Can Submit the Proposal?

Registered training providers with following documents at the time of Request for Proposal submission:

- a) Valid registration certificate (issued by DOS);
- b) Valid Trade license (issued by Ministry of Economic Affairs);
- c) Course endorsed by DTE, MoLHR;
- d) Classroom, Hostel and Facility:
 - Details with pictures of PWD friendly classroom, hostel and facility for the proposed training. For those institutes without the PWD friendly classroom, hostel and facility, can be hired from a third party (the details and pictures of the hired facility needs to be submitted which will be verified); and
- e) List of Training materials and equipment for the proposed training.

9. Eligibility Criteria for Trainees

Trainees with disability enrolled for training should fulfill the following requirements:

- a. Registered as jobseeker on MoLHR Job Portal System; and
- b. Must be 18 years and above at the time of application deadline.

10. Selection Procedure

The training service provider will be selected using quality and cost-based evaluation. The form of contract would be Lumpsum Contract.

11. Team Composition and Qualifications Requirement of Key Experts

A minimum of four national key personals should be identified as follows for each training program:

1. Tailoring for PWDs

Expertise	Qualification
1. Lead Trainer	Relevant skills, qualification and work/training experience (certification NC2 and above)
2. Asst. Trainer	NC 2 or equivalent or above with relevant work/training experience
3. Program Coordinator	Minimum of Class 12 and above with relevant work experience.
4. Trainer for Entrepreneurship Development	ToT in Entrepreneurship or higher.
5. 1 male and 1 female care giver	

2. Fundamental Computer Training for PWDs

Expertise	Qualification
1. Lead Trainer	Relevant skills, qualification and work/training experience (Diploma in ICT and above)
2. Asst. Trainer	Diploma in ICT and above
3. Program Coordinator	Minimum of Class 12 and above with relevant work experience.
4. Trainer for Entrepreneurship Development	ToT in Entrepreneurship or higher.
5. 1 male and 1 female care giver	

12. Criteria for the Evaluation for RFP

The criteria for evaluation have been specified in the 'Data Sheet of the Request for Proposal'

13. Contract Duration

The form of contract used will be lumpsum contract. In General, the contract duration for the program will be specified in the Contract Agreement.

14. Course content

SN	Training Title	Course Content
1.	Tailoring for PWDs	1. Basic Tailoring machine operation and repair, Kira, Wongju, Tego, trouser, full shirt and purse. 2. Basic Entrepreneurship Development Training
2.	Fundamental Computer Training for PWDs	1. Introduction to computer, computer hardware and software, window 10 common task (creating files and folders), Microsoft office (word, excel, PowerPoint), Dzongkha Unicode, use of internet, google apps (google sheet, drive, doc, map, slides and meet), use of email, use and functioning of social medias (Facebook, twitter and YouTube), creation of blogs, create music, video editing and image editing using Photoshop. 2. Basic Entrepreneurship Development Training

Annexure 1

Details of Selected Candidates								
Name of Course and Duration:								
Name of Training Institute:								
SN	Name of Candidates	Gender	Qualification	CID Number	Dzongkhag	Email	Contact Number	Date of Birth D/M/Y
1								
2								
3								
4								
5								
6								
Seal and Sign of Institute/Program Coordinator								

Annexure 2

Receipt of the Monthly Stipend				
Name of Course:				
Name of Training Institute:				
Month/Year:				
SN	Name of Candidates	CID Number	Amount	Signature on Revenue Stamp
1				
2				
3				
4				
5				
Seal and Sign of Institute/Program Coordinator				

Annexure 3

Daily Attendance of the Trainees								
Name of Course and Duration:								
Name of Training Institute:								
SN	Name of Trainees	CID Number	Signature of the Trainees					
			Day 1	Day 2	Day 3	Day 4	Day 5	Day 6
1								
2								
3								
4								
5								
Seal and Sign of Institute/Program Coordinator								