

REQUEST FOR APPLICATIONS

Title of Service	Trainer and Co-trainer for Hollow Concrete Block (HCB) Quality Enhancement in Bagmati, Gandaki and Lumbini Province
Project Name	BUILDING Energy Efficiency in Nepal (BEEN)
Funding Agency	European Union under SWITCH-Asia Grant programme
RFA Calling Office	MinErgy Private Limited
Address	Dakshinkali Chowk, Lagankhel-5, Lalitpur

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Abbreviations

BEEN	BUILDING Energy Efficiency in Nepal
CSEB	Compressed Stabilized Earth Block
EE	Energy Efficiency
EU	European Union
GKSPL	Greentech Knowledge Solutions Pvt Ltd
HCB	Hollow Concrete Block
MSMEs	Micro Small and Medium Enterprises
PAN	Permanent Account Number
RE	Renewable Energy
SDGs	Sustainable Development Goals
TOR	Terms of Reference
UIBK	University of Innsbruck
UNE	Asociación Española de Normalización

TERMS OF REFERENCE

1 About the project

University of Innsbruck, Austria in partnership with MinErgy Pvt Ltd, Nepal; Greentech Knowledge Solutions Pvt Ltd (GKSPL), India and Asociación Española de Normalización (UNE), Spain, is implementing a four-year project entitled BUILDING Energy Efficiency in Nepal (BEEN) with funding support from European Union (EU) under the SWITCH-Asia Programme. BEEN seeks to contribute in achieving low-carbon and resource-efficiency in the Nepalese building sector by integrating energy efficiency (EE) and renewable energy (RE) measures in design and constructions of new buildings as well as in retrofitting of existing buildings.

This project supports the realization of Sustainable Development Goals (SDGs) and aims to foster responsible consumption and production of resource efficient building materials in Nepal. BEEN intends to achieve the overall objective through:

- a) Enhancing capacity of Building MSMEs (Micro Small and Medium Enterprises) to transform their services and products towards EE building designs, construction and/or retrofitting, and
- b) Increasing awareness of Building MSMEs and end users to create market system for the promotion and use of EE building design.

It also seeks to coordinate with the federal, provincial and local governmental units to devise and implement policies and standards that promote EE in the building sector. Moreover, it aims to coordinate with banking and financial institutions to make financial products and services accessible for the promotion of EE and RE in the building and construction sector.

2 Context

Nepal is now one of the fastest urbanizing developing countries. It is estimated that 1 million homes will be built in Nepal in the next decade. Most buildings in Nepal are designed without considering the local climate. Increased urbanization, changing lifestyle and lack of climatic consideration will lead to an increased energy demand of the building sector in Nepal.

The use of building materials with high embodied energy will also result in higher carbon emission through the building sector. Hence, BEEN Project has identified the promotion of resource-efficient materials like Hollow Fired Bricks, Hollow Concrete Blocks (HCB), and Compressed Stabilized Earth Blocks (CSEB) as one of its focus areas. To achieve this objective, the project is planning to provide various training programs aimed at building the capacity of MSMEs involved in the production of these materials. HCB is widely used walling material, particularly in areas where the production and supply of clay bricks are limited. However, the quality of the HCB produced is often inadequate, necessitating quality enhancement for its application for building construction.

To address this issue, the project intends to conduct two- and half-day quality enhancement training program for HCB producers working in three provinces. This call seeks the service of

- A trainer and
- A co-trainer

to carry out 2.5 days trainings on HCB quality enhancement at five different locations in Bagmati, Gandaki and Lumbini Province.

3 Objectives

The overall objective of this call is to provide quality enhancement training to existing HCB producers. The specific objectives of this tasks are as follows:

- To provide training to existing HCB producers to enhance the quality of hollow concrete blocks.
- The training will enhance the knowledge of HCB producer on: Proper methods of production, quality control, testing concrete blocks, as well as identifying common defects and how to avoid them to enhance the quality of HCB.
- To help promote and increase durability and strength of hollow concrete blocks.

4 For Trainer

4.1 Scope of work

Under this call, the selected trainer will carry-out the following tasks:

- Assist in selecting the training venue with adequate facility
- Assist in identification and selection of potential participants from the selected clusters
- Deliver two- and half-day HCB quality enhancement training at five different locations (Refer Annex-I)
- Teach quality control measures and testing methods for ensuring HCB quality and provide guidelines on raw material selection and mixture proportions
- Offer insights into modern technologies and innovations in concrete block production
- Evaluate trainee performance and provide feedback

4.2 Qualification and Experience of Trainer

- At least Bachelor degree in civil engineering, architecture or equivalent degree
- At least 10 years of experience in the field of building construction and project supervision
- Experience in providing training on hollow concrete block production and application

4.3 Deliverables of Trainer

- Inception report with training schedule, time plan and criteria for the selection of training venue
- Event report with photographs after completion of each training event. This needs to be submitted within 7 days of completion of each training report
- Final report summarizing the training outcomes, feedback and recommendations for further improvements in production process. This needs to be submitted 15 days after the completion of all training

4.4 Service Period

- The service of trainer is required tentatively from 1 September 2024 to 28 February 2025
- Total 5 days inputs per training event including travel have been envisioned totalling to 25 days during the service period

4.5 Documents to submit

- A cover letter detailing their suitability for the role along with proposed daily rate
- Copy of PAN registration certificate
- Self-attested resume
- Proof of highest educational qualification
- Proof of work experience in building construction and supervision
- Proof of past experience of providing training on HCB production and application

4.6 Selection criteria

- Minimum score of 80 in below criteria is needed to be shortlisted

S.N.	Technical Criteria	Weightage
1	At least Bachelor Degree in Civil Engineering, Architect or equivalent degree	20
2	At least 10 years in the field of building construction and project supervision	30
3	Experience in providing training on hollow concrete block production and application	50

- The applicants scoring above 80 in above criteria will be further evaluated on the basis of their daily rates using the formula
Financial score of applicants under consideration = $100 \times \text{lowest rate} / \text{rate of applicant under consideration}$
- Weight given to technical score is 70% and Weight given to the financial score 30%
Cumulative Score = Technical Score * 70% + Financial Score * 30%
- The applicant achieving the highest combined technical and financial score will be selected

5 For Co Trainer

To ensure the training runs smoothly and efficiently, an assistant to the trainer is required to provide support in various administrative and technical aspects of the program.

The primary objective of the assistant to the trainer is to facilitate the effective delivery of the training program by providing logistical, administrative, and technical support to the trainer and trainees.

5.1 Scope of work

- Assist in setting up training venues, including arranging equipment and materials needed for practical sessions
- Coordinate with trainees to ensure attendance and participation
- Document training sessions through notes, photos, and videos
- Manage the inventory of training materials and ensuring their availability
- Support the trainer in any other tasks required for the successful delivery of the training

5.2 Qualifications and experience of co-trainer

- At least Intermediate passed in any discipline
- At least 5+ years of experience in HCB production
- Experience in training delivery on HCB production

5.3 Service Period

- The service of co trainer is required tentatively from 1 September 2024 to 28 February 2025
- Total 3 days inputs per training event including travel have been envisioned totalling to 15 days during the service period

5.4 Documents to submit

- A cover letter detailing their suitability for the role along with proposed daily rate
- Copy of PAN registration certificate
- Self-attested resume
- Proof of highest educational qualification
- Proof of experience in HCB production
- Proof of past experience of providing training on HCB production

5.5 Selection criteria

- Minimum score of 70 in below criteria is needed to be shortlisted

S.N.	Criteria	Weightage
1	Intermediate qualification in any discipline	20
2	Prior experience of delivering trainings on HCB production	30
3	At least 5 years of experience on HCB production	50

- The applicants scoring above 80 will be further evaluated on the basis of their daily rates using the formula
Financial score of applicants under consideration = $100 \times \text{lowest rate} / \text{rate of applicant under consideration}$
- Weight given to technical score is 70% and weight given to the financial score 30%
- Cumulative Score = Technical Score * 70% + Financial Score * 30%
- The applicant achieving the highest combined technical and financial score will be selected

6 Instruction for submitting application

- Application shall be submitted via mail by 5:00 PM on 15th August 2024 attaching all the documents and writing a mail to info@beenproject.org with subject line “*Application of Trainer/ Co-trainer for Hollow Concrete Block (HCB) Quality Enhancement Training in Bagmati, Gandaki and Lumbini Province*”.
- Document received after the closing time for submission of applications shall not be considered for evaluation.

7 **Acceptance of Application**

MinErgy reserves the right to approve or disapprove any application. Female applicants and applicants from ethnic minorities, socially excluded and disadvantaged groups are preferred to apply.

8 **Annex-I**

S. No	Training Cluster	Province
1	Hetauda	Bagmati Province
2	Manthali	Bagmati Province
3	Gaidakot	Gandaki Province
4	Ghorahi	Lumbini Province
5	Bardaghat	Lumbini Province