

Government of Lumbini Province  
Ministry of Forests and Environment  
**Forest Directorate**  
Forests for Prosperity Project, Provincial Project Management Unit  
Butwal, Rupandehi

## **TERMS OF REFERENCE FOR**

---

### **CONSULTING SERVICE FOR PROVIDING SKILL DEVELOPMENT TRAININGS TO FOREST-BASED ENTREPRENEURS AND EMPLOYEES IN PROJECT DISTRICTS IN LUMBINI PROVINCE**

---

#### **1. Introduction**

Government data show that a large amount of wood products are imported every year from abroad. Besides, the government report states forest and other woodland together cover 6.61 million ha, representing a forest cover of 44.74% of the total area of the country. It is reported that although Nepal is richly endowed with forest resources, the forest sector productivity is low and the country imports wood products. Officially reported harvests of round wood average about 60,000 m<sup>3</sup>/year. Moreover, a study has estimated that 900,000 m<sup>3</sup> of timber could be sustainably harvested annually, generating employment opportunities for 4.8 million people in the country. After decades of effective protection, a significant area of forest under a community-based forest management regime now has the potential for the sustainable production of timber and non-timber forest products to meet rural livelihood needs, sustain local forest-based enterprises and jobs and substitute imports. The government's forest sector strategy and policy have the goal of increasing forests' contribution to national prosperity and climate change mitigation.

#### **Forests for Prosperity Project**

Forests for Prosperity Project (FPP) is a five-year project effective from July 16, 2021, being implemented jointly by three-tier governing structures, the Federal Ministry of Forests and Environment (MoFE), the Provincial Ministry of Forests and Environment of Lumbini Province Government, the Provincial Ministry of Forests and Environment of Madhesh Province Government and Office of Municipal Executive of fifty Local Governments consistent with their mandates under the federal Constitution in eighteen districts of Lumbini and Madhesh Province of Nepal with the financial support from the World Bank.

The objective of the project is to improve sustainable forest management, increase benefits from forests and contribute to net greenhouse gas emission reduction in selected municipalities in Lumbini and Madhesh Provinces of Nepal. The Project has four components: 1) policy and capacity building support for new government structures and processes for sustainable forest management, 2) community-based sustainable forest management and smallholder forest plantations, 3) forest enterprise improvement and development and 4) project management, monitoring and learning. The Federal MoFE leads project implementation and is responsible for the overall management and coordination of the project.

Furthermore, the FPP Project Appraisal Document states that the enabling and regulatory environment and access to finance for forest-based enterprises has yet to be favorable. Moreover, lack of financial literacy, entrepreneurial skills, skilled human resources, business planning and marketing are other major concerns regarding forest-based enterprise development. FPP intends to impart support to increase the forest area under sustainable community-based productive management and under private plantations, resulting in greater supplies of wood and non-wood forest products. Moreover, investments in forest-based enterprises to stimulate to utilize these products and generate paid employment, by removing regulatory constraints and by providing technical assistance and access to credit and capacity building of the different institutions operating in the forest sector.

The forest-based enterprise improvement and development component intends to support the forest product-based private sector by improving the enabling conditions and providing access to finance. It has two sub-components: a) enabling the environment for the forest-based private sector and b) design and piloting a viable credit line for forest-based enterprises (micro, small and medium) improvement and development. Agricultural Development Bank Limited (ADBL) supports the implementation of the private sector component, and manages the credit line for forest-based enterprises improvement and development in the targeted provinces.

The project intends to support forest-based private sector to enable the business environment in the targeted districts in Lumbini province. Moreover, the furniture industry is an important sub-sector of the forestry sector in the country, generating income and employment. Among others, the major constraint for the furniture industry is the limited availability of skilled human resources to manufacture and assemble furniture, both in rural and urban areas and, for various reasons, remarkably foreign employment. In addition, there is a shortage of appropriately skilled individuals able to do quality furniture production and modern furniture fittings. With this background, FPP Provincial Project Management Unit (PPMU), Butwal intends to procure consulting service for providing furniture skill development trainings to the forest-based entrepreneurs and employees in project districts in Lumbini province.

## 2. Objective of Assignment

The objective of this assignment is to deliver quality skill development trainings (Modular Furniture Fitter and Furniture Finishing and Polishing Trainings) to young wood furniture entrepreneurs and employees in project districts in Lumbini province.

## 3. Training Information

The training program includes two types of skill-upgrading training a) Modular Furniture Fitter training and b) Furniture Finishing Polishing training, for young wood furniture entrepreneurs and employees in targeted project districts in Lumbini province. Information regarding training types, number of trainees, training duration and targeted districts are illustrated in Table 1. Training course includes: Modular Furniture Fitter course refers to course designed by Furniture and Fittings Sector Skill Council (2015) and the training course in ‘Furniture Finishing and Polishing’ refers to Professional Carpenter Course - Module 6.5 course designed by the CTEVT (2073)

Table 1: Training Information

S.N.	Training Title	Number of Trainees	Training Duration (hours)	Targeted Districts
1	Modular Furniture Fitter	20	300 hours	Bardia, Banke, Dang, Rolpa, Pyuthan and Eastern Rukum
2	Modular Furniture Fitter	20	300 hours	Arghakhanchi, Kapilvastu, Nawalparasi (Bardaghat Susta West), Palpa and Rupandehi, and Gulmi
3	Furniture Finishing and Polishing	20	40 hours	Bardia, Banke, Dang, Rolpa, Pyuthan and Eastern Rukum
4	Furniture Finishing and Polishing	20	40 hours	Arghakhanchi, Kapilvastu, Nawalparasi (Bardaghat Susta West), Palpa and Rupandehi, and Gulmi

## 4. Scope of Assignment

The scope of this assignment are as follows;

- Identify and assess potential young trainees (wood furniture entrepreneurs and employees) in an inclusive manner in Arghakhanchi, Kapilvastu, Nawalparasi (Bardaghat Susta West), Palpa, Rupandehi,

Bardia, Banke, Dang, Rolpa, Gulmi, Eastern Rukum and Pyuthan districts in Lumbini province in consultation with PPMU team;

- Coordinate with the Project and other related stakeholders for training implementation planning including training participants and venues selection;
- Review curriculum of Professional Carpenter Course Module 6.5 designed by CTEVT (2073) and Modular Furniture Fitter Course designed by Furniture and Fittings Sector Skill Council (2015);
- Prepare training implementation plans;
- Design training modules and sub-modules delivery materials following above mentioned curriculum including Occupational Health and Safety (OHS);
- Prepare training monitoring plans;
- Manage tools, equipment, materials, physical infrastructure, logistics required for training as prescribed in the course curriculum;
- Conduct four skill development training course (following training information illustrated in Table 1);
- Supervise trainee's performance and provide necessary feedback for their improvement and maintain the records;
- Manage/maintain, trainers' log book, trainee's attendance and other training related documents;
- Conduct training monitoring following a monitoring plan;
- Prepare training evaluation reports;
- Conduct trainees satisfaction survey
- Provide training course completion certificate;
- Prepare training completion reports.

## **5. Expected Output**

The expected output of this assignment is 80 young wood furniture entrepreneurs and employees trained in furniture skill courses (Modular Furniture Fitter and Furniture Finishing and Polishing) in targeted districts in Lumbini province.

## **6. Methodology**

The service provider will propose a detailed methodology, but not limited to, based on the following outline:

- **Public notification:** Dissemination of notice regarding invitation of applications from the interested individuals (young wood furniture entrepreneurs and employees) seeking a professional furniture training course through different communication means, including notice dissemination to Division Forest Offices, Cottage and Small Industry Offices, ADBL Branch Offices, Municipalities and other in targeted districts for displaying notice on the notice boards; and other communication means (print and electronic) in consultation with PPMU;
- **Application prioritization:** Collection and compilation of submitted applications from interested individuals. Prioritizing applications from interested individuals adopting a first come, first served approach, based on criteria prescribed in the concerned training curriculum document in an inclusive manner;
- **Conduct meetings:** Conduct formal and informal meetings with the Project team and other related stakeholders;
- **Review Curriculum:** Review curriculum of Professional Carpenter Course (2073) designed by CTEVT and Fitter- Modular Furniture Course (2015) designed by Furniture and Fittings Sector Skill Council;
- **Discussion/ Consultation:** Consult with team members on training implementation plan, designing training modules and sub-modules and training monitoring plan;
- **Goods and services procurement:** Procure goods and services and manage tools, equipment, materials, physical infrastructure, logistics required for training as prescribed in the course curriculum;

- Conduct trainings: Conduct training following an agreed training curriculum. The methods of teaching for this training program include a combination of theory and practical methods. Such as illustrated lecture, group discussion, demonstration, simulation, guided practice, self-practice, practical experiences, and other independent learning;
- Conduct monitoring: Conduct daily/weekly monitoring of training program;
- Conduct training evaluation: Maintain the records of daily/weekly performance evaluation of the trainees and prepare a training evaluation report including trainees satisfaction survey report;
- Report preparation: Synthesis the daily training session/module delivery report and daily/weekly performance evaluation of the trainees and prepare final progress report.

## 7. Deliverables

The assignment is expected to produce the following deliverables.

- a) First Milestone Report with training commencement report including detailed information of enrolled trainees, attendance sheet of trainees, attendance sheet of trainers and relevant training photographs.
- b) Second Milestone Report with training completion report including detailed information on delivered modules, information on training participants, attendance sheet of trainees, attendance sheet of trainers, performance evaluation of the trainees, learning and recommendation, training session photographs other relevant information.
- c) Final Report (digital & hardcopy) incorporating comments and feedbacks;

## 8. Deliverables and Duration of Assignment

The deliverables of this assignment and schedule for submission of each deliverable have illustrated below table.

No	Deliverable	Schedule for submission
1	First Milestone Report	30 calendar days after signing contract
2	Second Milestone Report	65 calendar days after submission of First Milestone Report
3	Final Report	7 calendar days after submission of Second Milestone Report

## 9. Institutional Arrangement/ Reporting Mechanism

The service provider/firm will work under the general guidance and supervision of Province Forest Director/ Provincial Project Coordinator. However, the service provider/firm will work in close coordination and collaboration with Provincial Project Management Unit team. At the District level, service provider/firm will undertake the assignment in close coordination and consultation with the Division Forest Offices, Municipalities/ Rural Municipalities, Agricultural Development Bank Limited Branch Offices, Sub-Division Forest Offices, potential forest based entrepreneurs and others.

## 10. Payment and Authority

The service provider/firm will indicate the cost of services for each deliverable under this assignment. The organization will be paid only after the authorized person confirms the successful completion of deliverables as outlined below. The service provider/firm shall receive payment upon certification of the completed tasks satisfactorily with associated documents, as per the following payment schedule:

Payment Period	Deliverable	Percentage of Payment
First Instalment	First Milestone Report	30%
Second Instalment	Second Milestone Report	40%
Third Instalment	Final Report	30%

## 11. Qualification of the Firm and Required Competency of the Training Service Provider

The firm(s) registered with company or firm registration and renewal, and registered in VAT system are eligible to apply. The firms/company should have tax clearance of the last fiscal year. In case of JV, all the partners/firms should have firm registration and renewal, VAT registration and tax clearance. The firm/firms should have

minimum seven years of work experience in related field. In case of JV, all the partners/firms should have minimum experience required for all the members.

The training provider is required to have following minimum physical facilities and human resources to carry out the services.

**Physical Infrastructure and Facilities Requirements:**

The training provider must have the adequate physical infrastructures and facilities for the training program as stated in the curriculum, which includes well-equipped classrooms, practical room and adequate tools, equipment and training materials, safety equipment/provisions as stated in the curriculum of CTEVT. The facilities and materials will be as per the curriculum/module, which is subjected to verification during the selection process if deemed necessary.

**Team Composition and their Qualifications:**

The team composition for this assignment includes a) training coordinator and b) trainer/ training instructors. The ratio of instructor and trainees must be 1:10. Instructors conduct classroom-based training in the training venue as well as supervise/monitor the performance of the trainees, including one training coordinator for overall management. The core competencies of the team required for this assignment are illustrated in the below table.

Team core competencies

<b>A. Modular Furniture Fitter Training</b>		
	Human Resource	Minimum Qualification and Experience Required
1	Training Coordinator	Bachelor degree or more in any discipline. Minimum 3 years work experience in coordination, developing training plan, training implementation, training monitoring and evaluation and data analysis etc. Experiences of occupational health safety and human resource planning in consultancy or industrial sector of Nepal will be preferable.
2	Head Trainer/ Training Instructor	Technical SLC course in relevant subject or NSTB Level II in relevant occupation from CTEVT and have at least five years or more experience in relevant field with minimum 300 hours' work experience in delivering training in related occupation or relevant.
3	Assistant Trainer/ Training Instructor	Technical SLC course in relevant subject or NSTB Level II in relevant occupation from CTEVT and have at least one year or more experience in relevant field with minimum 300 hours' work experience in delivering training in related occupation or relevant.
<b>B Furniture Finishing and Polishing Training</b>		
S.N.	Human Resource	Minimum Qualification and Experience Required
1	Training Coordinator	Bachelor degree or more in any discipline. Minimum 3 years work experience in coordination, developing training plan, training implementation, training monitoring and evaluation and data analysis etc. Experiences of occupational health safety and human resource planning in consultancy or industrial sector of Nepal will be preferable.
2	Trainer/ Training Instructor	Technical SLC course in relevant subject or NSTB Level II in relevant occupation from CTEVT and have at least two years or more experience in relevant field.

**12. Selection Process and Criteria**

The consultancy firm shall be selected following the Consultant Selection method set forth in the World Bank's Procurement Regulations for IPF Borrowers, sixth edition February 2025. Selection process of the qualified firm/s will start from advertising for "Expression of Interest (EoI)". The method of selection will be Consultant

Qualification Selection (CQS). The selected firm based on the evaluation of the submitted EoIs will be requested to submit the full proposal following the World Bank Procurement Regulations.

**13. Qualification of the Trainee**

The trainee should have a grade 8 pass certificate or more in any discipline. Minimum 1 year's work experience in furniture making, carpentry, wood carving work or relevant field.

**14. Work Schedule**

The assignment is expected to commence from March 2026 and should be completed by June 2026.