

Terms of Reference (ToR)

Repair and Maintenance Training of Agro-Processing Mills to Selected Participants

1. Introduction

The Renewable Energy for Resilient Agri-Food Systems (RERAS) project is a joint initiative by the United Nations Development Programme (UNDP) and other responsible development partners. The project focuses on bolstering agricultural productivity and food security in select districts of the Karnali and Sudurpashchim provinces in Nepal through the integration of renewable energy solutions. The RERAS project specifically targets enhancing agricultural output and ensuring food and nutrition security in the municipalities of Bajura, Jumla, Sindhuli and Mugu.

2. Background

RERL supports creating livelihood opportunities for the poor and marginalized communities through the provision of reliable electricity supply and enterprise development with a focus on increasing plant load factors and improving the quality of electricity and revenue generation.

Agro processing mills, especially hullers, grinder and spillers, are the main enterprises that are established after electrification in the rural areas. These enterprises are cost effective and easily accessed from the local market for the installation. As result number of such enterprises have been established and providing services to local communities which also helps to reduce drudgery of women and makes ease of life. However, there are some technical problems while operating the machines and they have limited knowledge and skill among the entrepreneurs for repair and maintenance and are often out of operation. Due to scatter and low economy of enterprises and availability of service providers at local level has further intensified the problems in timely repair and maintenance of the machines in rural areas. Furthermore, the availability of spares parts of the machines is also not easily available, which makes it difficult to provide services at a timely and high cost for operation.

To address this issue, AEPC/CREF-RERAS intends to provide repair and maintenance training of agro-processing mills of selected entrepreneurs to build capacity and enhance skills of entrepreneurs for minor repair and maintenance of the mills without relying on external technical person.

3. Objectives

The main objective of the Repair & Maintenance Training of Agro-Processing Mill is:

- To provide hands-on training on the repair and maintenance of agro-processing mills.
- To limit the outsourcing of technicians and make optimal use of local manpower.

4. Scope of Work (Activities)

- The consultant/firm will be responsible for providing training in repair & maintenance of agro-processing mills, particularly on huller grinder and oil speller to the selected participants based on the criteria developed by RERL
- The consultant/firm should forward a detailed curriculum of the training to AEPC/RERL for approval of the training content before commencing the training program. The minimum content should incorporate the theme mentioned below in the "Expected Outcome".
- The training event will be 2 days long and the total tentative participant will be over 100 from the agro processing entrepreneurs.

- The training will be held in 3 events in Jumla (1 event Jumla and 2 events Bajura) and Bajura will be conducted by the consultant.
- The training material should be managed by the firm/individual and should be translated into Nepali language.
- Firms will provide technically qualified trainers for the assignment and the rest of all logistics for the participants, the training venue and other related tasks will be managed by RERL or project.
- Adequate practical exercise involvement of the trainees as per the curriculum should be ensured during the entire training period.
- The selection of the participants will be at least 20% female headed households, youth, women, and disadvantaged groups in the catchment area.
- The focus should be primarily on hands-on practical training.

5. Duration of the training period

The duration of the training will be a maximum of 10 days. All the required training material during the training period should be managed by the consultant/consulting firm and reimbursed as per the original bills and documents by RERL as per actual basis.

6. Course Structure

20% Theory
80% Practical

7. Expected Outcome

From the training program, trainers are expected to provide:

- knowledge of basic principles of operation and maintenance of agro processing mills
- training in understanding potential issues and troubleshooting common problems.
- basic knowledge to perform preventive maintenance and cleaning.
- ideas on the process to repair and replace damaged parts.
- Concepts of electrical safety and troubleshoot issues.
- final completion report of the training including training materials.

8. Team Composition and Qualification Requirement

• Lead Trainer

The trainer should have in-depth knowledge and skills for repair and maintenance of mills (huller, grinder, spiller) with at least 5 years' experience in the repair and maintenance sector. The co-trainer and subject experts can be hired by the trainer as per requirements.

9. Documents to be submitted by the Firm (Eligibility Criteria)

S.N.	List of Documents
1	Copy of Company/Firm Registration Certificate with updated renewal
2	Copy of VAT Registration Certificate
3	Copy of TAX Clearance Certificate of F. Y. 2080/81
4	Latest Signed Resume of resource persons (as per ToR)
5	Financial Proposal with signed cover letter including VAT (as per given format)
6	Experience of Firm and individual that signifies the working knowledge in repair and maintenances of agro-processing

10. Payment Schedule

Payments shall be made after completion of the assignment.

11. Selection/Evaluation Process

The selection will be followed based on the least Cost Based Selection (LCBS). The seal quotation will be collected from potential firms/individuals with relevant experience, and the contract will be granted to the firm/individual with the lowest financial price.

12. Acceptance of Proposal

All rights are reserved with AEPC/RERL either to approve or disapprove of any proposal without giving any reasons whatsoever. If needed, the consultant will be asked for modifications and presentations of the proposal before approval.

13. Duties and Taxes

The consultant/individual shall pay all tariffs, duties, other taxes, or charges levied by the GoN at any stage during the execution of the work.

Annex-1

Two Days Training for Agro-processing Entrepreneurs in Jumla and Bajura Districts

A. Human Resources Fee

S N	Consulting fee	Unit	No.	Unit Rate (Rs.)	Total Amount (Rs.)	Remarks
1	Lead Trainer	Days				
1.1	Co-Trainer	Days				
2	Travel Cost	Days				
3	Preparation and Reporting	LS				
Sub-total					-	
Overhead (4%)					-	
Total Fee					-	
VAT 13%					-	
Total Fee					-	

B. Rental Charge and Training Materials (Managed by RERL Field Staff)

S N	Reimbursable	Unit	No.	Unit Rate (Rs.)	Total Amount (Rs.)	Remarks
1	Training Hall	Days				
2	Training Materials/photocopy	LS				
Sub Total (B1)					-	
Total A +B					-	