

Training Facilitation and Management Guideline, 2073

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This guideline has been prepared by the executive members using the rights as per clause 31 of Reconstruction of Earthquake Affected Structure Act, 2072 for the managed and work accomplishment of the Training facilitated for the managed and planned manpower development needed for Reconstruction and Rehabilitation of Earthquake affected structures.

1. Short title and Commencement:

- 1.1. The guideline is named as “Training Facilitation and Management Guideline, 2073”
- 1.2. This guideline will be initiated from the date of approval from working committee.

2. Definition:

Unless the subject or context otherwise required, in this guideline:

- 2.1. “Project Implementation Unit” refer to concerned ministries working for reconstruction and Rehabilitation and Division under those Ministries also District Level Project Implementation Unit.
- 2.2. “Law” refers “ Reconstruction of Earthquake Affected Structure Act, 2072”
- 2.3. “Office” refers to regional office, Zonal office, District Office, Divisional Office, area office, service center, subservice center, health post and sub-health post working under the concern Ministries.
- 2.4. “Non-Governmental Organization “refers to the National and International Non-Governmental Organization registered under the current law and got the permission to work in Nepal.
- 2.5. “District Coordination Committee” refers to the committee as per as clause 25 of the Law.
- 2.6. “Authority” refers to National Reconstruction Authority formed under clause 3 of the Law.
- 2.7. “Concerned Ministry” refers to the Ministry formed under Nepal Government work division Regulation or any agency equivalent to Ministry.
- 2.8. “Division “refers to divisions related to the development reconstruction and service facility or Equivalent Institution.
- 2.9. “Local Agency” refers to District Development Committee, Municipal and Village Development Committee.
- 2.10. “Partner Agency” refers to the Bilateral and Multilateral Donor Agency providing cash, logistics and technical help as per the agreement with Nepal Government.

3. Training Operation

- 3.1. Authority or sub-regional office or related Project Implementation Unit can facilitate short-term, midterm and long-term training related to Reconstruction and Rehabilitation of earthquake affected structures with their regular budget.

- 3.2. Authority or sub-regional office or related project Implementation Unit while facilitating training by outsourcing can call for the proposal as per “Reconstruction of Earthquake affected structures- public procurement guidelines, 2072”. Any call for the proposal, evaluation and contract related activities not included “Reconstruction of Earthquake affected structures- public procurement guidelines, 2072” call be as per the current rule and law.
- 3.3. If any private organization, National/International Non-Governmental Organization and agency want to facilitate training related to Reconstruction and Rehabilitation by their own source then they have to take permission of training facilitation from Authority, Sub-Regional Office or related Project Implementation Unit. For that application have to be as per the appendix -1.
- 3.4. After inspection of the application as per sub-clause 3, Authority, Sub-Regional Office or related Project Implementation Agency can give permission to the applicant to facilitate training as per the appendix 2.
- 3.5. No need to re-permit the Training Facilitation to those National and International Non-Governmental Organization who already proposed or submitted the letter of interest to Authority or related project implementation unit according to Non-Governmental organization for Reconstruction and Rehabilitation guidelines, 2072.
- 3.6. Those National and International Organization who have done trilateral agreement as per “Mobilization of Non-Governmental organization for Reconstruction and Rehabilitation guidelines, 2072” before issuing of this guideline also have to follow curriculum, learning material and other provision as mentioned in this guideline.

4. Curriculum Arrangement:

- 4.1. Any Agency has to facilitate training related to Reconstruction and Rehabilitation in the earthquake affected area on the basis of curriculum agreed by Authority.
- 4.2. To facilitate effective training related to Reconstruction and Rehabilitation in the earthquake affected area, Authority can form new curriculum or can permit the same or revise curriculum prepared by other Governmental Agencies.
- 4.3. Curriculum revised as per sub clause 2 have to be approved by the executive committee of Authority.
- 4.4. To recommend to form and determine new curriculum on the basis of sub clause 2, committee as mentioned by Authority will form
 - 4.4.1. Authority Related Executive Members- Coordinator
 - 4.4.2. Joint secretary , Department of Human Resource Management - Member
 - 4.4.3. Under Secretary, Section of Foreign AID Coordination and Budget Management -Member
 - 4.4.4. Under Secretary, Section of Legal and Decision Implementation-Member
 - 4.4.5. Under Secretary, Section of Training and Capacity Development-Member Secretary
- 4.5. Committee can call any agency or person needed in their meeting.
- 4.6. Until the revised curriculum as per sub clause 2 has not been approved by the executive committee as per sub clause 3, training can be operated on the base of any curriculum similar to the curriculum mentioned by Authority.
 - 4.6.1. Curriculum prepared by Technical Education and Commercial Training Board OR,

4.6.2. Curriculum prepared by DUDBC OR,

4.6.3. Curriculum prepared by Commercial and skill development training center OR Domestic and small industry development committee OR any Government Agencies.

5. Types of Training:

Training facilitated under this guideline must be efficiency, knowledge and awareness increasing about Reconstruction and Rehabilitation and also must be study, observation and research based.

6. Trainee Selection Method:

If available priority must be given to youth affected by earthquake, single women, differently abled people, marginalized and endangered group to select as trainee.

But people who had already attended skill development training before are not allowed to participate in same kind of training.

7. Trainee Related Arrangement:

Training related arrangement must be as mentioned:

- 7.1. Training facilitating organization must give training from the qualified trainee in the related field.
- 7.2. Trainee working for one organization cannot be selected to work with other organization simultaneously.

8. Training Operating Place:

Training must be operated in the consent place, if in case because of reliable reason place have to be changed then permission have to be taken from the permission giving agency.

9. Training Materials

9.1 Training material must be locally available material as far as possible.

9.2 If training materials are not available in local level then material available in neighbor districts or within Nepal must be given priority.

9.3 Materials needed in Training must be provided by the training giving organization to trainee and participant.

10. Have to Adopt Safety Measures

Appropriate Safety measures must be adopted while facilitating training to the participants. Building or room for the training must be air-conditioned.

11. Have to Provide Facility

Bonus of involved Trainee, participant, commentator, coordinator, helper and salary of reporter should not be less than as mentioned by the rules of work operation Guidelines of Ministry of Finance, Government of Nepal.

12. Have to give Certificate

Training facilitating organization after the completion of training has to provide certificate which includes subject and period of training to the entire participant.

13. Job Condition after Training:

Training facilitating organization must operate training so that participants can get job in local level after training.

14. Have to disclose Source

14.1 Training facilitating organization or person has to disclose the source of cooperation used in Training.

14.2 The expenses of each training operation must be disclosed by training operating organization.

15. Have to Operate Training

15.1 To operate reconstruction and rehabilitation work efficiently Authority can conduct Capacity development training to increase the capacity of manpower working in office related to Authority.

15.2 Authority has to conduct training from their regular budget. If any training have to be conducted other than mention in budget then Authority can manage budgeted from appropriate source.

15.3 If Governmental agency, development partner, Non-Governmental and Private Organization wants to operate any Capacity Building training to staff of Authority then Authority will send their staff after checking the content and worth of training.

15.4 Authority will form a committee to recommend the selection of staff for the training as mentioned in this clause.

15.5 The work of coordination and nomination Secretariat for the training and capacity development program as mentioned in sub clause 1, 2, 3 and 4 will be done by the Training and Capacity building department of Authority.

16. Have to do Supervision, monitoring and evaluation

- 16.1 Authority or sub-regional office or related project Implementation Unit has to do regular supervision, monitoring and evaluation of training facilitating organizations.
- 16.2 Authority if wants can do monitoring with the help of third party.
- 16.3 Agency which gives permission for Training facilitation on the basis of authentication from Authority can manage monitoring and evaluation of the Training provided by permitted organization form that agency and has to submit the report to the Authority regularly.
- 16.4 District Coordination Committee and Subcommittee can do monitoring and evaluation of training operated in the District. District Coordination Committee and Subcommittee can do affiliate other related concerned while doing monitoring and evaluation. This monitoring and evaluation work will be coordinated by Secretariat of District Coordination Committee and subcommittee
- 16.5 For the Supervision, monitoring and evaluation of the training facilitating organization or person and facilitating that work , monitoring committee will be as mentioned in Authority:
 - 16.5.1 Deputy Secretary , Department of Human Resource Management, Authority-----Coordinator
 - 16.5.2 Delegate, Central Project Implementation Units--- Members
 - 16.5.3 Under Secretary , Section of Training and Capacity Building , Authority----Members
 - 16.5.4 Delegate, Technical Education and commercial Training Council---Members
 - 16.5.5 Branch Officer, Section of Training and Capacity Building, Authority---Member Secretary
- 16.6 Monitoring Committee will prepare byelaws for supervision, monitoring and evaluation.
- 16.7 Monitoring Committee can give necessary direction to the training facilitating agencies without going against the byelaws permitted as per sub clause 6.
- 16.8 It will be duty of all the training facilitating organization to follow the direction given as per sub clause 7.

17. Report Related Arrangement

- 17.1 Training facilitating organization has to prepare the training completion report as per annex-3 within 15 days of completion of training and has to forward that report to the permitting agency.
- 17.2 District Level Project Implementation Unit have to prepare and forward the report as per annex -4 of all the training completed in previous month in the respective district to the Central Project Implementation Unit within 5th day of that month (Nepali Month). Also have to inform that to sub regional committee of Authority who look after that district.
- 17.3 Central level Project Implementation Unit have to prepare the report received from that district level Project Implementation Unit and the report on training completed on central level in combined form as per annex-4 and have to forward to Authority.
- 17.4 To make Supervision, Monitoring and Evaluation and Report Procedure managed and Scientific Authority has established online report submission system through Information and

communication technology so Training facilitating organization and other concern can submit report through online.

18. As Per Guideline:

The procedure in this guideline will be based on this guideline and procedure on other subject s will be based on the current Law.

19. Can do Authentication of Right

Authority can authenticate the rights as per these guidelines to the authorized office of Authority and to the concern governmental agencies.

20. Recommendation for the Punishment

Authority can recommend Training facilitating Organization or person for punishment as per the present law for activities as mentioned:

- 20.1 Work Against Nationality, Sovereignty and National Unity
- 20.2 To conduct training which disturb the Social Harmony
- 20.3 Any activities against neighbor countries or any other country
- 20.4 To disturb the socio-cultural value and to change the religion
- 20.5 To work against the sentiment of National Reconstruction and Rehabilitation policy.
- 20.6 To work against any other regular law of Nepal.

21. Discard of Permission

Authority or Regional Office or Related Project Implementation Units can discard the permission of training facilitating organization or person on situation as mentioned:

- 21.1 Work not done as per agreement
- 21.2 Training given not as per the defined byelaws and not completing the level
- 21.3 Not conducting Training after getting Training Permission
- 21.4 Any activities done as mentioned on clause 20

22. Can make Addition Deduction and Changes

Authority can add or deduce, make change and describe for the managed and effectiveness for the implementation of this Guidelines.

Annex-1

(Related to Sub-section (3) of Section (3))

(Application for Approval of Training Facilitation)

1. Organization Name and Address:
2. Registration No. and Registered From:
3. Targeted Field/Title for Training:
4. Location and Date of Training:
5. Training Curriculum Prepared by:
6. Resource Arrangement required for Training Facilitation:
7. Details on Trainer for Training

Name	Address	Qualification	Experience	Field/Title for Training

8. Training Facilitated till date Yes/No:
9. If Yes, Details on Type of Training Facilitated:
10. Total Cost to facilitate Training:
11. Papers authentic to Organization and Other Papers submitted with the Application:
 - a)
 - b)
 - c)
 - d)

Applicants:

Contact Person Name and Signature:

Organization Name:

FAX No.:

Address:

Contact No.:

Website:

Email:

Organization Signature:

Annex-2

(Related to Sub-section (4) of Section (3))

(Letter of Approval for Training Facilitation)

After addressing the application submitted by Organization, Dated, the respective/concerned agency has been provided with the Approval, Dated, to facilitate the aforementioned Training based on the Guideline and with the understanding that Nepal Laws in practice are not violated.

Details

1. Organization Name:
2. Name of Training:
3. Training Location:
4. No. of Participants:
5. Total Cost of Training:
6. Training Date: From To.....
7. Training Curriculum Prepared By:
8. Other Directives:
 - 1.
 - 2.
 - 3.
 - 4.

Signature:

Name:

Designation:

Organization:

Date:

Annex-3

(Related to Sub-section (1) of Section (17))

(Training completion Report)

1. Organization Name :
2. Training Subject :
3. Purpose of Training :
4. Training venue:
5. Training duration :
6. Training Date: Start Date: End Date:
7. Training related Institution:
8. Trainer Name and Address:
9. Training Process:
10. Total cost of Training:
11. Participant details:

S.N.	Name and Address	Age	Gender		Ethnicity	Academic Qualification	Contact Number	Number of days Attended	Remarks

12. Achievement:

13. Recommendation and Suggestion

Approved By:

Signature:

Annex-4

(Related to Sub-section (2) and (3) of Section (17)

(Monthly Report)

1. Name of Reporting Office:
2. Address:
3. Year and Month of report preparation :

S.N.	Name of the Training Organization	Details of Training conducted up to this month						Details on Proposed Training for following month					
		Technical Training			Non-Technical Training			Technical Training			Non-Technical Training		
		Name of Training	No. of Training	No. of Participants	Name of Training	No. of Training	No. of Participants	Name of Training	No. of Training	No. of Participants	Name of Training	No. of Training	No. of Participants
1													
2													
3													
4													
5													
6													
7													
	Total Participants												
	Total participants in previous month												
	Grand Total												

.....
(Papered by)

.....
(Chief of Office)

Note: Above annex can be modified as per office requirement