

Expression of Interest (EOI)
For Conducting Training in Public Procurement to Local Bodies Staff of DDCs and Municipalities

First Date of Publication: 28 August 2015

Contract No.: MoFALD/LGCDP/S/QCBS-01

1. The Ministry of Federal Affairs and Local Development (MoFALD), LGCDP has received the fund from Development Partners: ADB, DfID, Government of Denmark, GIZ, JICA, Government of Norway, SDC, USAID, UNCDF, UNICEF, UNDP, UNFPA, UN Women, UNV etc. toward the cost of the *reforming local governance and Community Development Program(LGCDP II)* and intends to apply a part of the proceeds for consultant services to develop the capacity of LBs in Public Financial Management System strengthening; specifically for capacity development of LBs staff in Public Procurement so as to reduce the fiduciary risk at the local level procurement and contract administration.
2. The MoFALD, LGCDP now invites eligible consulting firms to indicate their interest in providing the services based on the terms of reference. Interested consultants must provide information indicating that they are qualified to perform the services (brochures, description of similar assignments, experience in similar conditions, availability of appropriate skills among staff, etc.). Consultants may associate to enhance their qualifications. The association/consortium shall be in the form of joint venture (JV) or intended JV with qualified national firms where all the JV members shall be jointly and severally liable for the entire assignment.
3. The Consultant must meet the following minimum selection criteria. Failure to meet and submit the satisfactory documentary evidence will automatically lead to rejection of the proposal. The consultants are selected based on Quality and Cost Based Selection (QCBS) method. The purchaser shall issue the Request for Proposal (RFP) maximum up to six qualified firms based on the selection criteria below.

S.N.	Minimum Qualifications and Eligibility Requirements	Supporting Documents for Qualification Assessment
1.	The consulting firm's Renewed registration Certificates	Registration Certificate from GoN authority
2.	Tax Clearance of FY 2070/71	Registration Certificate from GoN authority
3.	The consulting firm should have at least five years of experience in delivering the training specifically in Procurement of goods, services and works or relevant areas like PFM including Public Procurement, a major subject of training	Supporting Documents to Prove the qualification
4.	Joint Venture Agreement in case of applying as a joint venture, with one Bank identified as the lead Bank.	JV agreement
5.	Turnover of Firms in the last 3 FYs	Audit Report or Tax Clearance Certificates of last 3 FYs.

4. The Detail of ToR with EOI Template can be referred from : www.mofald.gov.np or www.lgcdp.gov.np
5. The Consultants Should submit the supporting documents to prove their qualification and eligibility requirements. Failure to submit the required documents may lead to the disqualify the consultants from Short listing.
6. Expressions of interest should be filled in EOI template and delivered to the address below by 13 September 2015 by 12:00 PM. If in case application deadline falls on a government holiday, the deadline shall be extended automatically to the next working day.
7. Electronic Submission OR hard copy submission of the bids both are accepted.
Firms who chooses to submit their proposal electronically may down load the EOI Template and ToR for e-submission from PPMO's Website www.bolpatra.gov.np and Submit accordingly as per EOI template with all soft version of supporting documents in the proposal.

Ministry of Federal Affairs and Local Development
Local Governance and Community Development Program
Singhadurwar, Kathmandu

Phone no: **977-1-4200333, 977-1-4200334**

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GOVERNMENT OF NEPAL

MINISTRY OF FEDERAL AFFAIRS AND LOCAL DEVELOPMENT

Local Governance and Community Development Program

Format for Expression of Interest (Eol)

Component applied for _____

Item Code in Call for Eols. _____

Please enter the information requested in the spaces provided. Eligible applicants include Consulting firms, having relevant experience for the proposed services. Applying entities may form a JV to enhance their experience and qualification.

Required Information on Eligibility

S.N.	Required information on	Status (yes/no)	Where/ When/What
1	Renewed Registration/ Affiliation of the organization		
2	Tax Clearance till 2070/71		
3	Must be registered in Value Added Tax (VAT) Office Registration.		
4	Declaration that the firm is not black-listed and convicted related with the business		
5	Declaration that the firm has not any conflict of interest		
6	Joint Venture Agreement in case of applying in joint venture		

Please attach the required documents to support the evidence.

1. APPLICANT DETAILS

1a. Name and Associations

Name(s) of Applying entities		Vat and PAN Numbers
Lead Firm		
J/V Partner, if any		

1b. CONTACT PERSON (for this application)

Name	
Address	

Telephone	
Fax	
e-mail	

1c. REGISTERED ADDRESS FOR ORGANIZATIONS

Lead Firm	
J/V Partner, if any	

1d. YEARS IN BUSINESS AND NATIONALITY FOR ORGANIZATIONS

How many years has your Company been in business or been providing this type of service?

	Year of Registration	Country of Registration
Lead Firm*		
J/V Partner, if any		

Please supply copies of Incorporation Documents with registration and renewal

2. FINANCIAL DATA FOR ORGANIZATIONS

TOTAL TURNOVER

a) Annual turnover with audited balance sheet/ financial statement for past 3 years

Firm	Fiscal year			Annual Turn Over (in NRs.)
	2068/69	2069/70	2070/71	
Lead Firm				
J/V Partner, if any				



3. EXPERIENCE OF ORGANIZATIONS

General Experience of the consulting services

S.No.	Name of the project/Consulting services	Name of the client	Contract Amount	Year of Completion

4. **Specific Experience related with the proposed consulting services:** (If any of all please mention)

- Specific Experience of the Consulting firm related to the project assignment i.e Procurement Training (Number of on-going or completed projects) if any

- Experience of consulting firm working in the districts for training in Procurement or Public Financial Management (total number of districts covered) if any

(Please provided the information as per attached Project Sheet for all relevant experience as per ToR-Appendix-1)

5. HUMAN RESOURCES AND PERSONNEL

a) Provide Office Organization chart of the firm and list out the name of resource personnel and supporting staff with their present employment status (In-house staff of the firm or external resource person) as indicated below.

Name of staff	Areas of expertise	Academic Qualification	Experience in relevant field	In house / resource professional

* if this application is being submitted by a joint venture or consortium, the data in the table above must be the sum of the staff from all members of the consortia..

6. Please briefly mention: Social protection practices of the firm to safeguard the well-being of firm's proposed experts, Standard policies, procedures and practices that the firm assures quality Please mention if the firm is ISO Certified?(Please include Brochure, Manual, Leaflets if the firm has)



Appendix 1

Project Sheets

Indicate up to 10 reference projects from the past 5 years that the firm/association/joint venture feels are relevant.

Project 1 of ___

• Project Name			
• Name of Client			
• Country		Project location within Country	
• Participation	<input type="checkbox"/>	As lead firm	
	<input type="checkbox"/>	As associate firm	
• Value of Services		(US\$)	
• Source of Financing			
• Consultancy Services			
(i) No. of key professional staff			
(ii) No. of person months			
• Length of Consultancy Assignment			
• Start Date		(dd/mm/yyyy)	
• Completion Date		(dd/mm/yyyy)	
• Name of Associate Firms (if any)			
• No. of Person-Months of Professional Staff Provided by Associated Firm(s)			
• Name of Senior Staff (Project Director/Coordinator, Team Leader) Involved and Functions Performed			
• Detailed Narrative Description of the Project			
• Detailed Description of the Actual Services Provided by your Firm			

Note:

a) All above mentioned competencies will be evaluated on the basis of weight age to lead firm and associates if the EOI is submitted in joint venture (JV) or association(The weightage for Lead Firm is 70% and JV is 30%)

b) Attachments of the reliable supporting documents like certificates, experiences of the firms and testimonials are most important for every competence and shall be the basis for the evaluation.



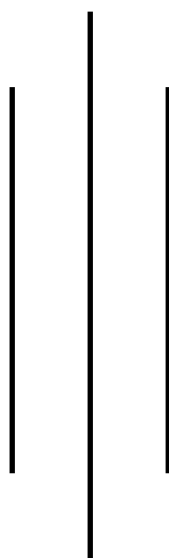


Government of Nepal

Ministry of Federal Affair and Local Development

Financial Administration Section

Singhadurwar, Kathmandu, Nepal



**Terms of Reference for
consulting firms to conduct the
training**

On

Public Procurement

Kathmandu

August, 2015

1. BACKGROUND

A significant part (30-40%) of the Governmental Budget is used for procurement of Goods, Works or Services. Major portion of unconditional budget is allocated for infrastructure projects from MoFALD. Similarly, big volumes of government capital grants to local bodies are also spending for improving infrastructure services. Implementation of this large amount of budget requires the procurement of contractors, users committees, consulting services and suppliers. Hence, to procure these items, local body officials requires good knowledge of procurement to make procurement most economy, efficient, transparent and fair.

2. RATIONALITY OF THE TRAINING

Reducing Fiduciary Risk especially in Local Bodies (LBs) is a big challenge of MoFALD and one of the major areas of risk falls in procurement. As per the PPR 6, every public entity should prepare a procurement plan and as per PPR 7, 2064, in the case of procurement for a project to be operated for the period of more than one year or in case of necessity to make procurement of amount more than one hundred million rupees a year, the Public Entity(PE) shall prepare a master plan of procurement of such project or for the period of the procurement. Similarly, As per PPR 8, if it is to make procurement costing more than one million rupees a year, an annual procurement plan shall be prepared while making preparation of estimated annual program and budget of the forthcoming financial year. To comply with this provisions LB staff should know each and every connected activity in procurement planning and subsequent procurement process. Therefore, PE staff working in procurement unit needs to build and enhance their capacity to reduce the fiduciary risk in connection with procurement.

Local Bodies (District Development Committees, Municipalities and Village Development Communities) are investing huge amount of money for the implementation of the local infrastructures as well as in other governance and social sectors. Infrastructures are implemented either from local communities, NGOs or contractors. Local Body also hires consulting firms for different consulting services and also hires individuals and firms for other services. Those work in local bodies and involves in the procurement and sales process, their capacity need to be enhanced in the procurement process, so that fiduciary risks in connection with the procurement could be minimized and LBs staff who trained in public procurement will be able to handle the procurement efficiently, effectively and transparently.

Public procurement is guided by some rules and regulation of the state. In the context of Nepal, the guiding rules and regulations are **Public Procurement Act (PPA) 2063** and **Public Procurement Regulation (PPR) 2064**. As the provision made in **Local Self Governance Act (LSGA)** in its Section 265, the Government has formulated **Local Bodies Financial Administration Regulation (LBFAR)** for the management of finance, expenditure and procurement and sales related activities of the Local Bodies. For the effective implementation, good knowledge of these Act, Regulations and procedures is essential. Capacity development of the officials involved in the procurement process therefore is very essential in order to make procurement and sales process efficient and effective.

The only government authority, having trained manpower, extended capacity and good experience in enhancing the capacity of government officials and local body; is Public Procurement Monitoring Office (PPMO). As a training provider in Public Procurement to MoFALD and Local Bodies, under the provision of LGCDP II document, it has been clearly mentioned that PPMO's support to build and enhance the capacity to reduce the fiduciary risk in LBs through a good procurement management. However, due to high frequency of training to be covered throughout the country, PPMO by its own limited resources might not be able to conduct the training; however, it can provide its available expertise to ministry as well as private sector consulting firms for the purpose. And, there are many consulting firms having the experts in Public Procurement. Therefore, Ministry intends to invite the competent consulting firms having required expertise and qualifications to meet the objectives of MoFALD.

3. OBJECTIVES OF THE TRAINING

Development Objectives of Having a good Public Procurement system is to;

- Ensure proper management of resources in order to achieve Govt.'s development objectives
- Ensure consistency and transparency in procurement decisions - a basis for better decisions, thus speeding implementation progress of tasks and reduces delays and bottlenecks
- Provide a deterrent to fraud and corruption

The Specific objectives of the training program will be;

- To build the capacity of DDC and Municipality officials and support staff (Chief of Procurement Unit, Planning Officer, Engineer, Sub-Engineer, Account Officer/Account, Store Keeper and assistant level staff).
- To be able to reduce the fiduciary risk in local bodies in procurement related matters,
- To make LBs staff efficient to hand the procurement so that effectiveness, transparent and competitive process of procurement could be followed minimizing the fiduciary risks.

4. DETAILS OF TRAINING

A. METHODOLOGY

The consulting firms will be asked to propose their best training methodology and approach in handling the procurement training based on the following outlines. However, it is assumed that key persons from the LBs possibly nearby their work place could participate in the training.

Tentative methodology will include,

- Lecture, PP Presentation, Slide Show, Group discussions, Flip Chart Presentations Exercise, Hands Out etc.

B. Training Materials

- The training will be upon PPA and PPR, Standard Bidding documents and other related documents (It may include LBFAR for procurement related matters only).

C. Trainers

- Resource persons should be qualified trainers having proven experience in training and works handling the procurement of goods, works, consulting and non consulting services. The proposed trainers should have worked in Public Procurement and may be from government institution or from the World Bank or ADB or other government or non government entities having proven experience and expertise as a trainer or resource person.

D. Targets group of trainees:

A. Staff of LBs working in procurement

LBs Staff working in Procurement Unit directly or Indirectly, preferably may include, LDOs/DTOs, EOs, Engineers, Decision Makers, any officer level staff working in procurement even some assistant staff who works under procurement unit.

DDC May include (Maximum 2 People representing DDC or DTO)

1. LDOs/DTOs
2. Chief of the procurement unit or the officers involved in procurement
3. Account Officer/Accountant
4. Chief of Store section
5. Engineer
6. Planning and Administrative Officer
7. Support Staff(Accounts, Technical, Administrative)

Municipalities May Include (Maximum 2 People from each municipality)

1. Executive Officers
2. Chief of procurement unit or Engineer or Sub-Engineer
3. Account Officer/Accountant
4. Chief of Store Section
5. Engineer
6. Planning and Administrative Officer or any related officer
7. Support Staff(Accounts, Technical, Administrative)

B. Tentative training content includes,

Principles, Policies and main provisions of public procurement Acts

- Procurement of Goods and Works(From Preparatory Phase; Notice publication to Contract Award Phase)- Preparation of Notice, Cost Estimates, Bid Document, Filling up bid data sheet and making contract, Evaluation of bid etc, with procurement methods(Direct, SQ, NCB, ICB)
- Procurement of Consulting Services(From Preparatory Phase; EOI publication to Contract Award Phase)- Preparation of EOI, Cost Estimate, Request for Proposals, Evaluation of Proposals(Technical and Financial), Filling up data sheet etc. with Procurement Methods(Single Source, Standing List, QCBS, FBS, QBS,LCS)
- Service Contract, what are the areas of SC? Different between service contract and consulting service, Selection and bidding process of SC
- General Concept on provisions of contract: General Conditions Vs Special Conditions of Contract- Provisions of terminations, forfeit of security, penalty and violation of contract provisions
- Concept and Preparation of Procurement Plan with Exercise
- Contract Negotiation
- Contract Implementation(Supervision and Monitoring)
- Payment process, conditions and financial administration related matters.

This content may be supportive to assistant or support staff or even the officer level staff who don't have even some basic knowledge in procurement. The purpose of this content is just to give the overview and basic knowledge in procurement to those who are not decision makers or evaluators but work under the procurement unit or directly or indirectly support to the procurement functions of LBs.

Tentative training content includes,

- What is public procurement and Why public procurement is needed ?
- What are the basic principles and provisions of public procurement?
- What is tender notice, what is EOI? What are the areas to cover in notice and EOIs?
- Submission/Closing date of bid, registration and closing of bids(Formalities to complete)
- Types of procurements, what is procurement of goods, works and services in general
- What are the procedures in procurement (Direct, Tendering, Sealed Quotation etc.)
- What is bid documents, why is it needed?
- Difference between bid documents and Request for Proposal

- What is Procurement Plan, why it is needed?
- General concepts on Bid Security, Performance Bond, Warrenty, Specifications
- Bid opening, bid evaluation and contract award(General Concept)
- What is standing list ? Why we need standing list ?
- General Concept of e-bidding
- Importance of Firm renewal, Tax clearance and VAT registration

Some important topics to highlight (With demonstration)

- Cost estimate preparation in all procurement (How ? Basis? When?)-
Major things to mention in estimating the cost
- Discussion on eligibility and qualifications requirements in all procurements
- Main provisions to incorporate in connection with technical description in procurement of works
- Individual consultant hiring(Process and documents to follow)
- Contract administration in Users group lead procurement
- Selection of NGOs or Service Providers in LBs,
- Provision of variation in all procurements(works major)
- Transparency and code of conduct

The purpose of this content is to give the overview and basic as well as depth penetration to enhance working ability to those officers and LB staff who could be decision makers, document creators, evaluators or processing officers and or those who work in procurement units or procurement evaluation committee of LBs.

5. TIME SCHEDULE, LOCATION AND BUDGET

A. Training First Lot:

Duration: 3 days in each region for General Procurement Training
 Venue: Regional Office or as appropriate areas nearby as agreed

Number of Participants in First Lot

- ✓ For General Procurement Training:
 - Total Participants: 2 Persons from Each DDCs = 150 Persons
 - 2 Persons from 58 Municipalities= 116
 - Total Number of Participants: 266**
 - Number of Participants in 1 Event= 30,
 - Estimated **Total Number of Events = 9**
- ✓ For E-bidding Training
 - Training Duration: 3 Days

Total Number of Participants: 15 DDCs and 15 Municipalities uncovered in first lot (Selected by MoFALD having computers and internet facilities)

Number of Participants = 60 (Municipalities/DDCs having large procurements more than 10 million yearly in a single contract)- The name of the DDCs to be Covered will be confirmed during the Contract Negotiations.

Estimated Number of Events: 2

Tentative Duration of Training for first lot will be 3 months

B. Training Second Lot:

After the completion of first Lot of Training, Second Lot of training will be conducted. The Second Lot of Training will be conducted in the same manner like the first lot of training.

- ✓ For General Procurement Training(3 Days)

Beneficiaries:

Municipalities uncovered in Lot 1st

Remaining Municipalities: 133(191-58)

Total No of Participants: 266

Estimated No of Events: 9

- ✓ For E-bidding Training

Training Duration: 3 Days

Total Number of Participants: Additional 15 DDCs and 15 Municipalities uncovered in first lot (Selected by MoFALD having computers and internet facilities)

Number of Participants = 60 (Municipalities/DDCs having large procurements more than 10 million yearly in a single contract)- The name of the DDCs to be Covered will be confirmed during the Contract Negotiations.

Estimated Number of Events: 2

Tentative Duration of Training for first lot will be 3 months

Venue: First Lot

Events For Lot 1	Estimated Numbers of Events
1. Training Venue: Biratnagar	2
2. Training Venue:Janakpur or Hetauda	1
3. Training Venue: Dhulikhel	2
4. Training Venue: Pokhara:	2
5. Training Venue Nepalganj	1
6. Training Venue Dhanghadi:	1
Total	9

Venue: Second Lot

Second Lot of training begins once after the first lot of training completed. There will be 2 participants from each 133 uncovered municipalities.

Events For Lot 2	Estimated Numbers of Events
1. Training Venue: Biratnagar	2
2. Training Venue:Janakpur or Hetauda	1
3. Training Venue: Dhulikhel	2
4. Training Venue: Pokhara:	2
5. Training Venue Nepalganj	1
6. Training Venue Dhanghadi:	1
Total	9

Venue for E-Bidding will be decided later and as agreed between the consulting firms and MoFALD. (Possible Venue will be one in Biratnagar and One in Butwal or Nepalganj)

6. MANAGEMENT AND COORDINATION OF THE TRAINING

- A. **Coordination:** The Whole training program will be coordinated by Financial Administration Section. Cluster Units of LGCDP in each Development region will support the section as and when required. Other necessary coordination shall be made by related specialists of LGCDP-PCU.
- B. **Management:** The primary management of training to be conducted will be made by of consulting firm. However, Financial Administration Section FAS(MoFALD) will provide necessary feedback for the proposed training, its content, venue and other related advice as sought by the consulting firms.
- C. **For E-bidding training**
 - a. The consulting firm should ensure the availability of internet, computers, and experts from PPMO or other government and non government sector having proven experience in e-bidding.
 - b. The consulting firm will manage to provide the MToT for e-bidding to the selected 10-15 LBs officials

7. Minimum Qualifications and Experience of the Firm

The consulting firm should have at least five years of experience in delivering the training specifically in Procurement of goods, services and works. The consulting firms should have experience in delivering the training in the specified regions or districts and Experience in the areas of Public Financial Management like Public Accounting, Auditing or General Procurement and Financial Management will be an additional advantage. The firm should preferably have at least 10 full time regular staff and should ensure adequate human resources and expertise to perform the assignments. The firm should have adequate financial strength to handle the training and at least should have 2.5 millions of average annual turnover over the past 3 years. The following are the key experts required for the training:

General Procurement Training:

- a. **Team Leader/Training Coordinator-1:** The team leader should have minimum of Masters Degree in Management, Engineering, Law, Economics or Information Technology. He/She should have at least 10 years of experience in public procurement with the experience as a trainer or resource person from recognized institutions of government or Multilateral/Bilateral development institutions like The World Bank, ADB, UNDP or similar development partners. He/ She Should have delivered at least 10 training at national level. He/She should have attended training in public procurement from PPMO or any recognized international institutions (of at least 1 week duration). He/ She is a key in charge of this training and should be able to oversee and manage all events of training conducted in center/region and districts.

- b. **Trainers(Procurement Consultants)-5(Three for General Procurement Training and 2 For E bidding):** The trainer or procurement consultants for general procurement training should have minimum of Masters Degree in Management, Engineering, Law, Economics or Information Technology and should have at least 8 years of experience in public procurement with the experience as a trainer or resource person from recognized institutions of government or Multilateral/Bilateral development institutions like The World Bank, ADB, UNDP or similar development partners. He/ She Should have delivered at least 5 training at national level. The trainer should have worked as a procurement experts or consultants or officer in any government entity or multilateral/bilateral development partners like ADB/World Bank etc.

For E-bidding training, the expert should have at least Bachelors Degree in IT with at least 3 years of experience in E-GP or E- Procurement. However, experts having other degrees in Management, Engineering, Law and Economics are also accepted but He/she should be able to train in e-procurement and should have received and conducted at least 5 events of training from PPMO or other government institutions.

8. Reporting Requirements:

The consulting firm should furnish total of four reports,

- A) Inception Report: Within two weeks of commencement of training.
- B) Midterm Report: Before the two months of commencement of training,
- C) Final Draft Report: Last week of third months of training commencement.
- D) Final Report: After successfully completion of Training

In addition to the regular reporting requirements mentioned above, the consulting firms should furnish the each events report after the conduction of the regional training.

9. **Payment Schedule:** The following will be tentative schedule for Payment

- A. Inception Report: 15 % of Contract value
- B. Midterm Report: 30% of Contract value
- C. Final Draft Report: 30% of contract value
- D. Final Report: 25 % of Contract Value

10. **Selection and Engagement of Consultants:**

The Consulting Firm is selected and engaged as per "Public Procurement Act 2063 and Regulation 2064" in Quality and Cost Based Selection (QCBS) method. Maximum of Six and Minimum of Three Firms are short listed through EOI. Those who are shortlisted will be issued Request for Proposal (RfP) and best qualified firms from technical and financial score (80:20) will be called for negotiation and contracted for the assignment. The firm is contracted initially for 6 months. However, upon the requirements and satisfactory performance of the firm, the contract may be renewed for the same scope but with the different beneficiaries as per target of MoFALD, LGCDP.

11. **EXPECTED OUTCOMES**

After training, Participants of the training will be able to:

- Become familiar with PPA, PPR and LBFAR
- Good Knowledge of Procurement of works, goods and consulting services.
- Can prepare the master procurement plan and annual procurement plan.
- Will be familiar with the standard bidding documents
- Can prepare the bidding documents and agreement documents
- Will be familiar with the process of sales of natural resources and auction process
- Will be familiar to E-Gp and e-submission for the future bidding.

MINISTRY OF FEDERAL AFFAIRS AND LOCAL DEVELOPMENT
LGCDP II
WORK PLAN and Deliverables For Public Procurement Training in Region(Tentative Plan)

			Timeline Year 2015																															
			October				November				Dec				Jan16				Feb 16				Mar16				Apr 16							
S.N	Training Venue and Deliverables	Number of Events					1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4												
	Contract Sign With the Firm																																	
A	Inception Report																																	
1	Training Venue: Biratnagar with Progress Report	4																																
2	Training Venue:Janakpur or Hetauda with Progress Report	2																																
3	Training Venue: Dhulikhel with Progress Report	4																																
B	Mid Term Report																																	
4	Training Venue: Pokhara: with Progress Report	4																																
5	Training Venue Nepalganj with Progress Report	2																																
6	Training Venue Dhanghadi: with Progress Report	2																																
7	E Bidding with Progress Report	4																																
C	Final Draft Report(With overall progress report)																																	
D	Final Report																																	
	Total Estimated Events	22																																
			General Procurement								E-bidding																							

Annex:

Training coverage:

1. Training Venue: Biratnagar

Districts Covered: 13

Taplejung	Panchthar	Illam	Jhapa	Morang	Sunsari	Dhankuta
Shankhuwasabha	Bhojpur	Udayapur	Saptari	Siraha	Terhathum	
Municipality Covered: 14						
Triyuga	Taplejung	Urlabari	Pathari Sanischare	Duhabi Bhaluwa	Beltar Basaha	Kanchanrup
Lahan	Itahari	Dhankuta	Biratnagar	Khadbari	Bhadrapur	Mechinagar

2. Training Venue: Janakpur or Hetauda

Districts Covered: 10						
Solukhumbu	Khotang	Okhaldhunga	Dhanusha	Mahottari	Sarlahi	Sindhuli
Bara	Parsa	Rautahat				
Municipality Covered: 7						
Janakpur	Jaleswor	Malangawa	Kamalamai	Gaur	Kalaiya	Birgunj

3. Training Venue: Dhulikhel:

District covered-12						
Rammechhap	Dolkha	Sindhupalchok	Kavre	Nuwakot	Rasuwa	Lalitpur
Bhaktapur	Kathmandu	Dhading	Chitwan	Makawanpur		
Municipality Covered: 13						
Kathmandu Metropolitan City	Lalitpur Sub-metropolitan city	Bhaktapur	Banepa	Bhimeshwor	Panauti	Bidur
Dhulikhel	Ratnanagar	Bharatpur	Hetauda	Madyapur Thimi	Kirtipur	

4. Training Venue: Pokhara:						
District to be covered: 16						
Argakhanchi	Banglung	Gorkha	Gulmi	Kaski	Lamjung	Manang
Mustang	Myagdi	Nawalparasi	Palpa	Parbat	Rupandehi	Syangja
Tanahu	Kapilvastu					
Municipality Covered: 12						
Baglung	Butwal	Gorkha	Kapilvastu	Lekhnath	Pokhara	Putalibazar
Ramgram	Sidharthanagar	Tansen	Vyas	Waling		
5. Training Venue Nepalgunj						
District to be Covered: 15						
Bardiya	Jajarkot	Jumla	Mugu	Rukum	Dang	Surkhet
Dailekh	Kalikot	Dolpa	Humla	Banke	Pyuthan	Salyan
Rolpa						
Municipalities to be Covered: 6						
Tribhuwan Nagarm, Dang	Tulsipur	Nepalgunj	Birendranagar	Guleria	Narayan	
6. Training Venue Dhanghadi:						
Districts to be Covered-9						
Bajura	Darchula	Bajhang	Dadeldhura	Achham	Doti	Kanchanpur
Kailali	Baitadi					
Municipalities to be covered: 6						
Amargadhi	Dipayal Silgadhi	Bheemdutta	Dasharathchand	Dhangadhi	Tikarpur	

Once, first lot of training is covered, the second lot of training will be started. Second lot will cover the rest of all municipality uncovered in lot 1. The Number of municipality to be covered in Second Lot will be 133.