



NLCS/HRD(03)/2020-2021/009395

December 16, 2020

REQUEST FOR EXPRESSION OF INTEREST

The National Land Commission is pleased to invite Expression of Interest (EOI) to conduct a **Training on Land Administration & Management**. Interested registered firms with a valid license may submit their EOI, along with the financial bid, to Procurement Section before **5 pm, 31st December 2020**. The EOI and financial bid should be accompanied by the CVs of the proposed consultants containing relevant qualifications and experience along with the accreditation of the institute.

A. Background

In order to ensure the capacity building and capacity development of land records official, the NLCS has been exploring training on land administration and management in partnership with the local registered training institute/providers in the private sector. Land Administration and Management is defined as a system of planning, management and administration methods and techniques that aims to integrate ecological with social, economic and legal principles in the management of land for urban and rural development purposes.

B. Objective of the Training

The objectives of this training include:

1. To build capacity in land administration and management
2. To gain new knowledge and skills on new method
3. To build the competencies of the officials

C. Who can submit the proposal?

- i. Interested registered local private training providers with valid trade license and institute registration certificate from Department of Occupational Standard (DOS), Ministry of Labour and Human Resources (MoLHR); and



- ii. Interested training providers having identified field/areas of training and guaranteed employment conducted through Rapid Market Appraisal (RMA) or Area Potential Survey (APS).

D. Proposals shall be selected for implementation of TEP based on the following:

- i. Technical soundness of the proposal;
- ii. Physical verification of the training facilities and resources for the particular program with the institute;
- iii. Per candidate per month cost for training (other cost incurred during the program)
- iv. Budget available with RCSC;

E. Documents and other requirements

The training institute should provide following documents during the submission of proposal:

- i. Provide detailed institute profile (milestones, vision, mission & objectives, organizational structure, location, address);
- ii. Provide details on relevant training conducted in past supported with evidence documents;
- iii. Training duration will be for 10 days;
- iv. Training modality (how, by whom, where and when the training will be implemented);
- v. CVs of lead trainer(s) and professional engaged for the implementation of the program supported with evidence documents.
- vi. Accreditation of the institute.



F. Roles & Responsibility of Training Provider

- i. The training provider shall commence from January 2021.
- ii. The training provider shall provide the entire infrastructure facilities (Classrooms for theory and practical session (30 candidates per class), training tools and equipment, library facilities (if available), trained professional staff to provide guidance on course and any other assistance required by the trainees during the training period;
- iii. The track records of attendance and the Internal Evaluation shall be done by the training provider and shall be submitted to Agency;
- iv. Required training materials will be provided by the training provider to the trainees.

G. Estimated Cost

The training provider will specify the cost of the training course. The cost should be quoted per candidate which should be inclusive of followings:

- i. Cost of training for the duration of 10 days as specified in the proposal;
- ii. Cost of trainers' fee, certification, transportation during the training and, working lunch;