

Terms of Reference (ToR)

For

Training on Repair and Maintenance of E-Cooking Appliances

Under

“Market Activation of Electric Cooking in Nepal” Project

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Closing Date: 14 November 2022

Duration of the work: 10 December 2022 – 31 January 2023

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1. BACKGROUND

Practical Action is a global change-making group that consists of a UK registered charity with community projects in Africa, Asia and Latin America, an independent publishing company and a technical consulting service. It combines these specialisms to multiply its impact and help shape a world that works better for everyone. In Nepal, Practical Action is focused on putting ingenious ideas into work to contribute to poverty reduction and sustainable wellbeing through working in three expertise change areas: **Farming that works; Energy that transforms** and **Resilience that protects**.

Under Energy that transforms programme, Practical Action jointly with National Association of Community Electricity Users Nepal (NACEUN) is implementing a EnDev funded “Market activation of electric cooking in Nepal” project. EnDev is a strategic partnership of dedicated donors from four countries (Germany, Netherlands, Norway and Switzerland) and coordinated jointly by GIZ and RVO.

2. INTRODUCTION OF THE PROJECT

The “Market activation of electric cooking in Nepal” project aims to develop a sustainable market system of e-cooking solutions with increased adoption rate by households and MSMEs. The project targets to disseminate at least 10,000 efficient electric cooking appliances (induction, infrared and electric pressure cooker) in Tanahu, Gorkha, Nawalpur, Dolkha, Ramechhap, Sindhuli, Kavre and Gulmi Districts by June 2023.

Till the end of September 2022, about 3500 cooktops are already deployed in the project districts through the last mile distributors in coordination with respective Community Rural Electrification Entities (CREEs).

The project intends to develop repair and maintenance centres of e-cooking appliances in the project locations, to enable timely and quality services for the customers. This will result in sustained use of the stoves and also supports further demand creation.

3. OBJECTIVE OF THE ASSIGNMENT

The overall objective of this assignment is to develop local technicians for repair and maintenance of e-cooking appliances in the project locations.

4. SCOPE OF WORK

The consultant/consultancy firm or training institutes or service centres etc. is expected to provide hands on training on the followings:

- Assemble/Disassemble different parts of the appliances (Induction, Infrared, EPC)
- Identifying names and functions of different parts and components (inductor, resistor, capacitor, IGBT, diode, transistor, thermistor, fuse etc.)
- Understanding circuit diagrams
- Understanding error types, identifying error codes, inspection methods: causes and solutions
- Use of Repairing Tools,
 - Using soldering iron,
 - Using re soldering iron/station
 - Using power supply
- Repair and replace non-functioning parts and components
- Re-install software, as appropriate

- Tentative costs of the spare parts and tools to be used for repairs
- Market information about spare parts and tools and their quality assurance

5. EXPECTED LEARNING OUTCOMES

Upon completion of this training participants will be able to:

- Identify each external/internal parts of e-cooking appliances (Induction, infrared, EPC)
- Identify problems associated with e-cooking appliances (Induction, infrared, EPC)
- Use the correct hardware tools to repair e-cooking appliances
- Assembly and disassembly an e-cooking appliance
- Install/re-install associated software
- Recognize potential hazards in the repair of those appliances and apply safety measures
- Identify faults and solve them
- Identify quality spare parts and their costs

6. RESPONSIBILITY OF PRACTICAL ACTION

Practical Action will be responsible for the following tasks:

- Facilitate consultant to understand the ToR better
- Provide documents related with the project to review (if required)
- Participate in the consultative process
- Provide feedback to the training content on time
- Facilitate the administrative process if required

7. RESPONSIBILITY OF THE CONSULTANT

The consultant shall develop a detail training content in consultation with Practical Action. The targeted trainee-participants are entrepreneurs who are already in e-cooking appliances business or in repair and maintenance of electronic/electrical appliances. The training delivery method should be practical and participatory. There will be 15 – 20 participants.

8. DELIVERABLES

The followings are the expected deliverables from this assignment:

- Detail training content and plan
- Photos and short video clips
- Final training completion report

9. EXPERTISE AND MANAGEMENT

The consultant trainers to be involved in this assignment should have experiences in related field and more than three (3) years of experience in repair and maintenance of e-cooking appliances. The firm should have ability to provide competent human resources, space and tools for organizing the training.

10. BUDGET

The consultant must submit financial proposal including a detail budget sheet with breakdown based on the deliverables and scope of work mentioned above. The rate should be inclusive of trainer's remuneration, charges of tools/equipment, training hall, lodging/accommodation, travel expenses and all other cost associated with this assignment. All applicable taxes will be deducted at source. Please note that the expenses of the training participants will be provided separately to the participants by the project.

The payment will be done in two instalments: 50% of total agreed amount shall be disbursed

upon submission of detail training content and plan and remaining 50% will be paid after submission of training completion report.

Apart from the above, submission of the following will be taken into account during the selection process:

- a. A full technical and financial proposal along with the budget breakdown.
- b. A copy of Company Registration
- c. A copy of VAT certificate (obligatory)
- d. A copy of tax clearance for last fiscal year from Inland Revenue Office; and
- e. All proposed professionals must sign the copy of clearly mentioning their proposed position in this assignment.

11. DURATION AND TIMELINE

The consultant is expected to complete the task within two months of the commencement of the assignment which is anticipated to be effective from 01 December 2022 and will be completed by 31 January 2023.

12. EVALUATION CRITERIA

All received proposal/CVs shall be reviewed following different indicators. These will be but not limited to sound understanding of the assignment, competent methodology, consistency, coherence and compliance, experience, and efficient budget planning.

13. INVITATION FOR THE LETTER OF INTEREST

Practical Action Nepal Office requests consultant/consulting firms/training institutes/service centers (registered in VAT) to submit (i) an application highlighting the letter of interest (LoI) and description of how your skills and experience match the ToR requirements (ii) brief technical proposal along with your proposed methodology, work plan and training venue (iii) Profile/experience of the firm including recently updated CV of lead trainer and (iv) a financial proposal with detail cost breakdown to conduct the proposed work to proposals@practicalaction.org.np on or before 17:00 hrs., 14th November 2022.

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Practical Action believes in and follows through a fair and competitive process to recruit the consultant in all of its assignment to ensure quality assurance.

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