

## Terms of Reference (TOR) for Short-Term Consultant

**Title/Position:** Short-Term Consultant/Expert to produce TVET Sector Madhesh Province Policy Brief/ Position Paper.

**Location:** Madhesh Province  
**Type of Contract:** Short Term  
**Duration of Contract:** 10 Working Days

### 1. Background

The Federation of Nepalese Chambers of Commerce and Industry (FNCCI) is initiating a process to hire a consultant to develop provincial-level policy briefs in the Technical and Vocational Education and Training (TVET) sector. This effort aims to bridge the gap between the private sector and government in advancing policies that foster private sector engagement in TVET. Based on the outcomes of a comprehensive needs assessment, the policy briefs will be crafted to advocate for an enabling environment that enhances employer participation in workforce development through effective collaboration in the TVET system.

The Madhesh TVET Public-Private Partnership (PPP) working group will serve as the guiding forum, ensuring that the policy briefs are aligned with provincial priorities and address the challenges faced by the private sector in TVET engagement. These briefs will support FNCCI's advocacy efforts to influence the development of TVET policies at the provincial level, ensuring a responsive TVET system that caters to local labor market needs.

### 2. Objective

The main objective of the production of province level policy briefs/position paper is to support the advocacy to influence the development TVET policies at the provincial level.

Specifically, the policy briefs will lay the evidences

- To promote private sector engagement in TVET with the government
- To strengthen public-private partnership in the areas of TVET in Madhesh Province
- To support policy dialogue and advocacy
- To advocate for provincial level TVET policies

### 3. Scope of the work

- Review and analyze the report on Madhesh TVET partnership need assessment, provincial labour market assessment and already developed resources by the TVET Practical Partnership Project.
- Review existing policies and strategies on TVET in the province and federal level
- Consult with key stakeholders including the Madhesh TVET PPP Working Group, employers, training providers and relevant government ministries and departments
- Identify key challenges and opportunities for enhancing private sector engagement in the TVET sector at the provincial level

- Prepare draft of policy brief including models for private sector involvement, mechanism for PPP, proposal for improving the alignment of TVET programmes with labour market needs, strategy for improving employer participation in training delivery
- Gather feedback from PPP Working Group and other key stakeholders and incorporate the feedback into the draft report
- Finalize the policy briefs/position paper including recommendations for clear policy direction

#### **4. Deliverables**

The consultant is expected to deliver the followings

- Inception report outlining the approach, workplan and timeline including the potential stakeholders to be consulted
- Draft policy briefs/position paper
- Final policy briefs/position paper with recommendation for clear policy direction
- Presentation including key challenges, opportunities and recommendations
- Participate in policy dialogue events at Kathmandu and present the findings

#### **5. Duration of Assignment**

The assignment is expected to complete within 10 working days starting from the day of contract sign. All deliverables must be submitted within the given time frame.

#### **6. Qualification and Expertise of Consultant**

The consultant should possess the following qualification and expertise

- Master's degree in social science, education, TVET, labour economics, public policy or directly related field.
- Minimum five years of working experience in TVET or private sector of Nepal
- Candidate having working experience working with public-private partnership and engaging both government and private sector stakeholders will be given priority.
- Strong analytical, research and presentation skills with proven experience of preparing policy briefs/ position paper.
- Excellent communication skills in English and Nepali and knowledge of local language such as Maithili, Bhojpuri, Hindi etc.

#### **7. Reporting and Supervision:**

The consultant will report directly to the project manager at FNCCI and TVET PPP Working Group at Madhesh Province. The TVET PPP working group will oversee and provide guidance on the policy briefs preparation process. The consultant needs to be in close communication and consultation with TVET PPP Working Group and requires regular updates of the policy briefs preparation process.

#### **8. Payment Schedule**

Payment will be made in two installments upon submission of agreed deliverables in each payment followed by submission of report and supporting documents to the satisfaction of FNCC as follows

- **First Installment:** 30 % of the total contract amount upon submission and approval of the inception report
- **Final Installment:** 70 % of the contract amount upon submission of the final report including all deliverables to the satisfaction of FNCCI.

## **9. Application Procedure**

Interested candidate having above mentioned qualification and expertise are invited to apply with following:

- A brief technical proposal including methodology and approach to the assignment
- A financial proposal indicating daily consultancy fee for 10 workdays.

Applicants are requested to send the documents to [fncci.hrd@gmail.com](mailto:fncci.hrd@gmail.com) within ten days of notice publication date. Please indicate "Madhesh Province TVET Sector Policy briefs" in the subject line. Application received after this deadline will not be considered. Only the final selected person will be contacted for further process.