

Terms of Reference (TOR) of Consultant for developing Short Term Work based Training Curricula and Manual

Background

The Federation of Nepalese Chambers of Commerce & Industry (FNCCI) under the ILO supported project "Enhancing Skills of Women, Workers in the Informal Economy and Returnee Migrants" has been implementing a short-term work-based learning and traineeship programme. The main purpose of this programme is to provide a limited period of work practice to trainees (targeted group: women, returnee migrants and workers in the informal economy), which includes skills training component, undertaken in order to gain practical and professional experience with a view to improving employability and facilitating transition to regular employment. This program is targeted to implement in the 4 economic sectors: agriculture, tourism, construction and manufacturing while FNCCI is implementing in the sectors of agriculture, tourism and manufacturing in the province 1 (Morang, Sunsari and Jhapa) and Bagmati province (Kathmandu, Lalitpur and Bhaktapur).

For implementing short term work based learning and traineeship programme, it has been planned to revise/develop training guidelines, manuals and curricula that can be delivered within a limited period according to need to business industries.

The FNCCI, therefore, is seeking the services of qualified consultants having good understanding and working experience with business industries to revise/develop short term work based training guidelines/manuals/curricula.

Purpose of this Assignment

The purpose of consultancy service is to revise/develop short term work based training curricula and manuals on following 4 identified occupations:

- i. Fishery Technician;
- ii. Packaging, Marketing and Instrument Handling for Cardamom;
- iii. Packaging, Marketing and Instrument Handling for Ginger; and
- iv. Tour Product Development.

Scope of Work

- Review existing training manuals and curricula to be identified occupations in the sector of agriculture, construction, tourism and manufacturing;
- Review related policies and legal provisions related to work based training;
- Consult with concerned group of employers, industry expert, technical experts of identified occupations for revising or developing short term work based training manuals/ curricula;
- Consult with curricula division of the council for technical education and vocational training (CTEVT) during the process of developing short term work based training manuals/curricula;
- Consult with ILO National Project Coordinators/Consultants in coordination with FNCCI;
- Prepare a draft of the training manuals/curricula on assigned occupations;

- Share and discuss with concerned occupation related employers, industry experts and other relevant stakeholders for inputs;
- Facilitate the consultation meetings/workshops as required;
- Prepare a final draft of the manuals/curricula to be shared in the sharing and validation workshop;
- Finalize training manuals/curricula incorporating all inputs of sharing and validation workshop;
- Update progress on assignment to project coordinator/staff through a report as requested; and
- Perform all other required tasks as assigned by project coordinator;

Output/Deliverables

4 training curricula and manuals on 4 different occupations:

- i. Fishery Technician;
- ii. Packaging, Marketing and Instrument Handling for Cardamom;
- iii. Packaging, Marketing and Instrument Handling for Ginger; and
- iv. Tour Product Development.

No. of Consultants Required: 4 Consultants

One consultant for each occupation. Total 4 consultants for above 4 identified occupations

Duration

Total effective working days for each consultant for assignment completion is 10 days

Location

Kathmandu Based

Minimum Qualification

- Minimum Master degree of academic qualification
- Having good understanding and working experience with industries
- At least 5 years of experience in the related field of developing curricula and training manuals
- PAN registered