

Orientation to the Executive Committee Members of FNCCI and Project Partners

Terms of Reference (ToR) for consultant

1. Background

The Federation of Nepalese Chambers of Commerce and Industry (FNCCI) is the apex body of private sectors in Nepal. Its mission is to foster economic growth and competitiveness, strengthen the private sector role in policy dialogue and promote innovation, skills and sustainable development. The FNCCI is committed to strengthening private sector engagement in Technical and Vocational Education and Training (TVET) through the sustainable and market relevant skills system development. FNCCI is implementing the project “**TVET Partnership through Employer-Led Skills Secretariat**” a continuity of Establishing an Employer Led Skills Secretariat (ELMS) with the support of the British Council. The initiative seeks to establish and operationalize platforms for dialogue and collaboration between public and private stakeholders in TVET system, with a particular focus on private sector engagement and promotion of green skills/green jobs.

In this context, FNCCI is planning to organize an orientation session for its Executive Committee Members in **October 2025** (exact date will be finalized later). The orientation aims to enhance the knowledge and understanding of the TVET system in Nepal, highlight the importance of employer and private sector engagement in TVET, roles of private sector in TVET and integrate the emerging concept of green skills/green jobs.

To deliver this session effectively, FNCCI is seeking to engage a qualified consultant having expertise in TVET, private sector engagement and green skills.

2. Objective: The overall objective of the consultancy is to design and deliver an orientation session for FNCCI Executive Committee Members and project partners.

Specific Objectives are:

- to explain the current TVET system in Nepal and highlight its relevance for economic growth and employment
- to clarify the role of the private sector and employers in TVET planning, delivery and quality improvement
- to introduce the concept of green skills and green jobs and emphasize their importance in aligning the TVET system with labour market demands and sustainability needs.
- To advise the private sector to provide feedback and suggestions for incorporating the private sector friendly agendas into the draft TVET Act.

3. Scope of Work/Tasks

The Consultant will be responsible for the following tasks:

Day1- Preparation

- Review relevant document on TVET system of Nepal, role of FNCCI/Private sector, and current engagement

- Prepare an orientation session plan including content, methodology and materials e.g. slides, handouts etc.
- Incorporate practical examples, private sector perspectives and green skills integration into the session
- Coordinate with focal person at FNCCI to finalize session agenda and materials

Day - Delivery

- Deliver two-hour orientation session to the executive committee members of FNCCI and other private sector representatives.
- Present clear, engaging and practical insights on TVET and Green Skills
- Facilitate discussion and respond to the queries from participants
- Provide recommendations for future engagement in TVET and promotion of green skills

4. Expected Deliverables

The consultant is expected to deliver the following outputs:

1. Orientation session plan: agenda, presentation slides submitted one day before the sessions
2. Delivery of the orientation session: Two-hour session.
3. Brief Session Report: Summarizing key points, feedback and recommendations. The report should be submitted within 3 days after session delivery.

5. Required Qualification and competencies

- Advanced degree in economics, labour market, development study or related field
- Minimum seven years of proven experience in TVET or skill development
- Demonstrated knowledge and experience of private sector engagement in skills development
- Understanding of green jobs, green skills and sustainability in the context of TVET
- Excellent facilitation and presentation skills and experience in delivering training/orientation to senior level audience

6. Payment: Payment will be made in lump sum upon completion of the assignment.

7. Application Process: Interested candidate having above mentioned qualifications and experience are invited to apply with following documents.

- A brief technical proposal including methodology and approach to the assignment
- A financial proposal indicating daily consultancy fee for 2 workdays.

Applicants are requested to send the documents to fncci.hrd@gmail.com before 6 October 2025. Please indicate "**Proposal for Orientation to the EC Members of FNCCI**" in the subject line. Only the final selected candidate will be contacted for further process.