



# Vacancy Announcement

## Assistant Consultant

### Support to Situation Analysis and Development of Private Sector Engagement Strategy for Employment Service Centres (ESCs)

---

#### 1. Background:

Employment Service Centres (ESCs) have been established in Nepal at the municipal level to facilitate employment services including job matching, career counselling, labour market information, and referral services. These centres are intended to function as labour market intermediaries linking jobseekers with employment opportunities while supporting national efforts to reduce unemployment and underemployment.

Despite their importance, ESCs continue to face several operational and structural challenges. These include limited engagement with the private sector, insufficient alignment between labour market demand and available skills, limited awareness and accessibility of ESC services particularly in rural areas and underutilization of digital technologies. As a result, ESCs are often unable to provide demand-driven employment services that respond effectively to employer needs.

Recognizing the critical role of the private sector in job creation, the Federation of Nepalese Chambers of Commerce and Industry (FNCCI), in collaboration with the International Labour Organization (ILO), is implementing an initiative to strengthen the role of ESCs through enhanced private sector engagement.

FNCCI aims to conduct a comprehensive Situation Analysis to assess the current level of engagement between ESCs and private sector employers including skills training providers, identify challenges and opportunities, and generate evidence to guide the development of a Private Sector Engagement Strategy.

The strategy will provide a structured framework to strengthen collaboration between ESCs and employers and skills training providers, improve labour market matching, and enhance employment promotion services.

To support this process, FNCCI will engage a Senior Consultant to lead the situation analysis and strategy development. In addition, an Assistant Consultant will be recruited to provide technical and logistical support to the Senior Consultant in conducting research, organizing consultations, and preparing documentation.

#### 2. Objective of the Assignment:

**2.1. Overall Objectives:** The overall objective of this consultancy is to conduct a comprehensive situation analysis of private sector engagement with Employment Service Centers (ESCs) and develop a private sector engagement strategy that strengthens sustainable collaboration between ESCs and employers and skills training providers.

**2.2. Specific Objectives:** The objective of this consultancy is to provide technical, analytical, and coordination support to the Senior Consultant in conducting the situation analysis and developing a Private Sector Engagement Strategy to strengthen collaboration between ESCs and the private sector.

**3. Scope of Work:** Under the guidance of the Senior Consultant and FNCCI project team, the Assistant Consultant will undertake the following tasks:

**3.1. Research and Data Collection Support;**

- a) Conduct desk review of relevant policies, reports, labour market studies, and ESC operational guidelines.
- b) Compile data on ESC services, private sector engagement practices, and labour market trends.
- c) Support mapping of stakeholders including employers, ESC representatives, government agencies, and training providers.

**3.2. Supports to Situation Analysis;**

- a) Assist in collecting qualitative and quantitative information required for the Situation Analysis Report.
- b) Document current engagement practices between ESCs and employers.
- c) Compile evidence on challenges, opportunities, and best practices related to employer engagement in employment services.

**3.3. Supports for Stakeholder Consultations;** Assist in organizing and documenting consultations in two provincial and one national consultation workshops and s/he is Responsible for:

- a) Coordinating logistics and communication with participants
- b) Preparing consultation materials and presentations
- c) Facilitating note-taking during discussions
- d) Preparing consultation summaries and documentation of findings

The Assistant Consultant may be required to travel to provinces to support organization and facilitation of consultation workshops.

**3.4. Documentation and Reporting**

- a) Support drafting sections of the Situation Analysis Report.
- b) Compile consultation findings and stakeholder inputs.
- c) Assist the Senior Consultant in preparing the Private Sector Engagement Strategy.
- d) Provide editing, formatting, and documentation support for final deliverables.

**4. Deliverables:** The Assistant Consultant will support the preparation of the following outputs;

- a) Background research and data compilation for the Situation Analysis Report.
- b) Documentation of two provincial consultations and one national consultation.
- c) Contributions to the draft Situation Analysis Report.
- d) Support in drafting and formatting the Private Sector Engagement Strategy and Implementation Plan.

5. **Deliverables: Duration of Assignment:** The assistance consultancy will be conducted over 15 working days.
6. **Duty Station and Travel:** The assignment will be primarily Kathmandu-based, with travel required to support the organization of provincial consultation workshops. Travel related expenses for provincial consultations will be covered by the project in accordance with FNCCI/ILO rules and regulations.
7. **Required Qualifications:** The Assistant Consultant should have:
  - a) A Bachelor's or Master's degree in Economics, Development Studies, Public Policy, Labour Studies, Business Administration, or a related field.
  - b) At least 3–5 years of experience in research, labour market analysis, employment programs, or private sector development.
  - c) Familiarity with Nepal's labour market and employment policies.
  - d) Experience in organizing workshops, stakeholder consultations, or policy dialogues.
  - e) Strong analytical, writing, and documentation skills.
  - f) Ability to work collaboratively with diverse stakeholders.
8. **Payment and Tax Provisions:** The assistance consultancy fee will be negotiable based on qualification and experience. A 15% tax will be deducted from the final agreement consultancy fee as per the prevailing tax laws of Nepal.
9. **Reporting:** The Assistant Consultant will report to: Senior Consultant and FNCCI Project Coordinator / Employers' Council and s/he will work in coordination with the ILO technical team where required.
10. **APPLICATION:** Interested individual (national) candidates with relevant expertise are requested to submit their (1) Cover letter explaining why you are the suitable candidate for this assignment, (2) expected fees (3) CV. Applicants, and (4) short concept note. Applicants are requested to send these documents to [fncci.hrd@gmail.com](mailto:fncci.hrd@gmail.com) within 7 days from the date of publication of this vacancy notice. Applications received after 7 day deadline will not be considered.

**Please indicate, application for Assistant Consultant "Conduct a comprehensive Situation Analysis Report, to systematically assess the current state of private sector engagement with Employment Service Centres (ESCs)" in the subject line.**