

Terms of Reference (ToR) for Consultant

Assignment title: Development of Work-Based Training Guideline for Madhesh Province

1. Background

The TVET partnership through Employer Led Skills Secretariat is a project managed by Federation of Nepalese Chambers of Commerce and Industry (FNCCI) and supported by the British council. The project aims to strengthen Public Private Partnership (PPP) in Technical and Vocational Education and Training (TVET) sector in Nepal by positioning employers and industry associations at the center of skills development. It promotes collaboration between public and private sector TVET stakeholders to align the training programs with labour market needs.

The TVET Partnership through Employer Led Skills Secretariat is assisting Madhesh Province to strengthen public private partnership in the TVET sector. A TVET PPP Working Group has been formed comprising representative from provincial TVET line Ministry, Provincial CTEVT, training institute, provincial chapters of Federation of Nepalese Chambers of Commerce and Industry (FNCCI), Confederation of Nepalese Industries (CNI), Federation of Nepal Cottage and Small Industry (FNCSI), Hotel Associations of Nepal (HAN).

As a part of this initiatives, a Work-Based Training (WBT) guideline will be developed and handed over to the provincial government to provide a structured framework for planning, implementing and monitoring employer led work-based training programs under the TVET PPP working group, Madhesh Province.

2. Objective of the Assignment

To develop a comprehensive and practical Work-Based Training Guideline for Madhesh Province that aligns with national TVET priorities, international good practice and provincial labour market needs.

3. Scope of Works

1. Review existing policies, strategies and framework on TVET and work-based training in Nepal.
2. Consult with Madhesh TVET PPP Working Group including ministries, CTEVT, training institute and private sector representatives.
3. Identify national and international best practice in work-based training relevant to the provincial context.
4. Draft a work-based training guideline in Nepali Language.
5. Present draft guideline to the working group and wider TVET stakeholders in Madhesh Province for feedback and incorporate revision
6. Submit the final guideline to the Madhesh TVET PPP Working Group

4. Deliverables

- Inception note (work plan, methodology, consultation plan)
- Draft Work-Based Training Guideline
- Presentation to the working group and wider stakeholders
- Final Work-Based Training guideline

5. Duration and Working Days

The consultant is expected to complete the assignment within 15 working days over a period of four weeks (including consultation, drafting and finalization)

6. Required Qualification and expertise

- Advanced degree in education, TVET, human resource development or related field
- At least seven years of professional experience in TVET, skills development or labour market system
- Proven track records of developing guidelines, policies, or framework in TVET / work-based training
- Strong understanding of Nepal's TVET system and provincial labour market
- Excellent facilitation, writing and communication skills

7. Management and Coordination

This assignment will be managed by the TVET Partnership through Employer Led Skills Secretariat, FNCCI with technical support from the British Council. The consultant will work closely with FNCCI project unit and TVET PPP Working Group at Madhesh Province. The consultant may be required to travel to Madhesh Province for consultations with the PPP Working Group. All travel and logistics costs shall be included in the consultant's fee.

8. Reporting

The consultant will report to the TVET Partnership through Employer Led Skills Secretariat project unit at FNCCI and submit all deliverables to the PPP Working Group at Madhesh Province.

9. Payment

The consultant will be paid in two installments against the deliverables:

First Installment: upon submission and acceptance of draft work-based training guideline

Final Installment: Upon submission and approval of the work-based training guideline by the TVET PPP working Group at Madhesh Province with all deliverables completed

10. Application procedure

Interested candidates are requested to submit the following documents by email to fncci.hrd@gmail.com no later than 29 January 2026.

1. A cover letter explaining the applicant's suitability for the assignment along with CV
2. A financial proposal, lumpsum fee for 15 working days

Please indicate "**Proposal for Development of Work-Based Training Guideline for Madhesh Province**" in the subject line. Only the final selected candidate will be contacted for further process.