

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

**Title/Position:** Short-Term Consultant/Expert to conduct Labour Market Assessment in Madhesh Province

**Location:** Madhesh Province

**Type of Contract:** Short Term

**Duration of Contract:** 10 Working Days

### 1. Background

TVET Partnership through Employer Led Skills Secretariat project under Federation of Nepalese Chambers of Commerce and Industry (FNCCI) with support from The British Council is conducting a labour market assessment in collaboration with the Madhesh Province TVET Public-Private Partnership (PPP) Working Group. This assessment is critical for identifying both current and future labour market needs in the province level which will inform about the planning and delivery of TVET programmes by the Council for Technical Education and Vocational Training (CTEVT) and the training institutions.

The labor market in Madhesh Province is changing due to new technology, business needs, and demographic shifts. Data-driven insights are crucial to align TVET programs with employer and industry needs. A private sector-led labor market assessment will help address skill shortages, improve job opportunities, and support the province's economic growth.

The labour market in Madhesh Province is experiencing changes driven by technological advancement, business and industry needs and demographic structure. A well-informed picture supported by the data is essential to ensure that TVET programmes are aligned with the needs of the employers and industries of the province. The private sector led labour market assessment will help address skills shortage, improve employment opportunities and support economic growth in the province.

### 2. Objective

The major objective of the labour market assessment is to align the TVET programmes with the labour market needs in Madhesh Province,

The Specific objectives are:

- Conduct a comprehensive labour market assessment in Madhesh Province including a current workforce demand and future trends
- Provide detail insights to help align TVET programmes with labour market demand
- Facilitate engagement between private sector employers, TVET providers and policy makers to ensure collaborative planning and delivery of training programmes

### 3. Scope of the Work

The consultant will be responsible for the following tasks

#### A. Assessment Design

- Develop an online assessment in consultation with project manager at FNCCI and TVET PPP Working Group at Madhesh Province to gather data on labour market needs from members organizations and employer associations in Madhesh Province
- Ensure the assessment covers aspects such as current employment needs, skills shortages, industry specific demands and future labour market trends

## **B. Data Collection**

- Implement indicative online assessment ensuring participation from key stakeholders including member business and industries of employers' associations, TVET PPP Working Group members, training institute and associations
- Conduct at least 4 focused Group Discussions (FGDs) with key stakeholders to gather qualitative insights on labour market challenges, opportunities and skills gaps
- Engage with the TVET PPP working Group to ensure alignment with the priorities and strategies of the province.

## **C. Data Analysis**

- Conduct comprehensive analysis of survey data and FGDs including available secondary data
- Identify trends, gaps and future skills requirements for the labour market in Madhesh Province
- Analyze the findings and their implications for TVET programmes planning and implementation

## **D. Reporting**

- Prepare comprehensive report based on the primary and secondary data analysis
- Provide recommendations on aligning TVET programmes to meet labour market demands
- Prepare presentation including major findings and key recommendations and present with FNCCI, TVET PPP Working Group and other key stakeholders

## **4. Deliverables**

The consultant is expected to deliver the following

- **Inception report** detailing the methodology, workplan, timeline, key stakeholders to be consulted
- Labour Market Assessment report including comprehensive data analysis, labour market needs and recommendations for aligning TVET programmes with labour market demand
- A presentation including major findings and recommendations

## **5. Timeframe**

This consultancy service is expected to be completed in 10 working days starting from the date of contract signing. All deliverables must be submitted within given timeframe.

## **6. Required qualification and Expertise of the Consultant**

The consultant should possess the following qualification and expertise

- Master's degree in social science, education, TVET, labour economics or directly related field

- Minimum five years of experience in TVET sector of Nepal
- In-depth understanding of the private sector and labour market of Nepal
- In-depth knowledge of apprenticeship and work-based learning modalities
- Experience working with public-private partnership and engaging both government and private sector stakeholders
- Strong analytical, research and presentation skills with proven experience of market assessment
- 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 assessment process. The consultant needs to be in close communication and consultation with TVET PPP Working Group and requires regular updates of the assessment 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 FNCCI 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 to the satisfaction of PPP Working Group and the 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 and other cost deemed necessary for conducting assignment.

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