



TVET Partnership through Employers' Led Skills Secretariat (Phase III)

Terms of Reference

Position:	Project Manager
Service Commencement Date	August 15, 2024
Service Completion Date	May 31, 2025
Language Proficiency	English/Nepali/Awadi/Bhojpuri
Work Location	Kathmandu with frequent travels outside the Valley
Reporting to	Director General, Chief Finance Officer and TVET British Council

i. BACKGROUND:

1. Thematic Introduction:

The National Planning Commission's 16th periodic plan (2024) emphasises partnerships with the private, cooperative and non-governmental sectors to implement national skills development and employment programmes. Other key policy documents, such as the National Education Policy 2019, have identified TVET funds and work-based training modalities for developing the TVET sector in collaboration with the private sector.

The TVET Sector Strategic Plan (2022), a 10-year roadmap for Nepal's TVET sector, introduces several measures for collaboration with businesses and industries, as well as inter-ministerial and inter-governmental coordination. The plan envisions

collaboration with businesses and industries at all levels to improve curriculum, instruction, assessment systems, and apprenticeship training.

While Nepal awaits a federal TVET Act, various policies have highlighted the importance of partnerships and coordination within the TVET sector.

Partnership for green skills

The need for public-private partnerships in TVET development is particularly relevant in the context of 21st-century challenges like climate change. Developing a workforce with green skills is a pressing concern in Nepal. The nation's sustainable economic development hinges on green skills and jobs. Recognising green skills by the TEVT and in the workplace could catalyse a green transformation of the Nepali economy.

The negative impacts of climate change and its effects on industry and the economy are driving a transition towards a greener economy. This transition requires green skills, knowledge and attitudes to address environmental challenges. To achieve a low-carbon economy, a green skills-responsive TVET system is necessary in all learning settings. Nepal's TVET must carefully consider the changing market needs, incorporating green skills elements into both new and existing curricula. Additionally, it must update current requirements for green skills and mechanisms for their recognition, validation and accreditation.

To implement the project, FNCCI is engaging a Project Manager through the Employers' Led Skills Secretariat in Madesh province. The Manager will be responsible for overseeing the entire project. The Terms of Reference (ToR) for the Manager will outline the scope of work, deliverables and timeline, ensuring a structured and effective approach to this important undertaking.

2. Project Background

A few years back, private-sector associations and the British Council entered a partnership to implement the EU's TVET Practical Partnerships Programme (comprising of CTEVT implemented grant project and British Council Nepal implemented Dakchyata TVET Practical Partnerships). The British Council supported private sector consortium led by FNCCI, in partnership with CNI, HAN, FCAN and FNCSI together for Employer led Labor Market Secretariat Project under its Dakchyata project. Employer led skills secretariat project (part of British Council's Going Global Partnership TVET Programme) has been supporting the private sector consortium building on the legacies of Dakchyata project.

The project has developed employer led occupational profiles, piloted work-based learning training, and facilitated formation of a TEVT PP Working Group in the Madhesh province, continuing legacies of private sector engagement in TVET. The project also engaged in British Council supported International Skills Partnership (ISP) between Nepali private sector partners, and a consortium of UK partners to share the best practices of the UK skills system and provide support to Nepalese partners. Facilitating formation of a Green Construction Advisory Panel (GCAP) for promoting and actioning for green skills between private and public sector partners was identified as an intervention area by the Nepali partners under ISP.

The new phase of the Employer Led Skills Secretariat project will continue partnership between private sector associations and the British Council working on the TEVT sector, building on the legacies of earlier phase. The project is focusing on generating tangible results from the partnership and explores

avenues for sustainability. More specifically, it focuses on private sector facilitated policy dialogues, piloting of Madhesh TVET PPP working group and formation and activation of GSAP. The project will be housed under the existing structure of FNCCI like the Skills and Employment Committee for institutionalization.

2.1. Objectives

The main objective of the project is to strengthen the private sector engagement in Technical Education and Vocational Training (TVET) sector in Nepal for sustainable market relevant skills system development. The project outcomes for this phase are:

2.1.1. Long-term outcome: Support positive policy direction for private sector engagement and enhancing quality and governance of the TVET system at the national and sub-national level.

2.1.2. Intermediate Outcome: Build awareness and capacity on TVET practical partnership, models, and green skills.

2.1.3. Purpose and Scope of Work

The scope of work for the Project Manager will include:

- Understanding FNCCI and private sector
- Conduct / facilitate tripartite, bipartite workshop, training, meeting at province and national level
- Prepare event, quarterly and final technical report in line with the **British Council and TVET** program and budget
- Experiences the reporting forms and formats of TVET program.

3. The roles and responsibilities:

- The Project Manager is responsible to lead overall project activities in FNCCI/British Council project namely "Partnership through Employers' Led Skills Secretariat in Madesh province." at national, and Madesh province.
- The Project Manager is responsible for the effective implementation of the project activities smoothly as planned in the work plan.
- The Project Manager is responsible to selection of consultant, purchasing project equipment, furniture and other logistic as per project budget.
- The Project Manager is responsible to carry out field visit, organized training/workshop/orientation at province and local level in coordination with Province Secretariat, District Chambers and 5 private sector consortium formed at nation and province level.
- The Project Manager is responsible to write final report, support consortium in regular program implementation, and technical support to the PPP working group in Madesh with assistance from the line manager in British Council.
- The Project Manager is responsible to write final report, share good practices and lessons learnt among Provinces and keep proper documentation of all project related activities.
- The Project Manager role is to establish linkage and support consortium partners at national and Madesh province.
- The Project Manager role is to build and maintain amicable relationship with consultants, staffs, and FNCCI members, and consortium at national as well as Madesh province in order to perform smooth operation of the activities.

- The Project Manager is responsible to perform other duties and work as assigned by Officiating Director General and Deputy Director General, FNCCI.

3.1. MAJOR DELIVERABLES

3.1.1. Policy dialogues and engagements for TVET practical partnerships

- 3.1.1.1. Provincial PPP working group
- 3.1.1.2. Madhesh TVET partnership needs assessment
- 3.1.1.3. Provincial labour market assessment
- 3.1.1.4. Provincial level policy briefs

3.1.2. Green Skills Advisory Panel (GSAP)

- 3.1.2.1 Formation and operationalization of GSAP
- 3.1.2.2 Digital Awareness campaign on green skills and green TVET
- 3.1.2.3 Policy engagement and policy brief preparation
- 3.1.2.3 Skills needs analysis for selecting demand based green skills occupation
- 3.1.2.4 Green skills curriculum development & pilot
- 3.1.2.5 Capacity development on green skills TVET

4 Facilities

Project Manager will be entitled to work 6 days a week and get following benefits for working in the federation's project:

1. You are entitled to a monthly salary of Rs. 90,000 (subject to tax deduction). Provident fund, gratuity, accumulated leave, sick leave and other allowances and benefits as per the Labor Act are included in the mentioned salary.

2. You will be eligible for 2 days of leave per month (non-accumulating) as per the leave entitlement.
3. Travel within Nepal or abroad for federation work will be as per the provisions of the Project Budget.
4. The aforementioned benefits will be applicable from the date of joining in project.
5. The contract can be terminated by either party by giving one month's prior notice if you decide to leave the federation/project service or if the federation/project no longer requires your service.
6. This contract agreement will terminate upon project completion.
7. If both parties agree to extend the contract period, the terms of service and duration will be determined according to a new agreement.

5 REQUIRED SKILLS, EXPERIENCE AND COMPETENCIES OF THE PROJECT MANAGER

- 1 The Project Manager should have a Master's degree or equivalent from a Nepal Government recognised university.
- 2 The Project Manager should have at least five years of relevant working experience in the field of TVET programme.
- 3 The Project Manager should have the ability to work with different stakeholders in a complex environment and under strictly defined timelines.
- 4 The Project Manager should have command in public speaking and report writing in both Nepali and English languages.

- 5** The Project Manager should have strong research and analytical skills and priority will be given to candidates who have proven work experience in labour market information, TEVT and the private sector.
- 6** The Project Manager should be a Nepali national.