

## Terms of Reference

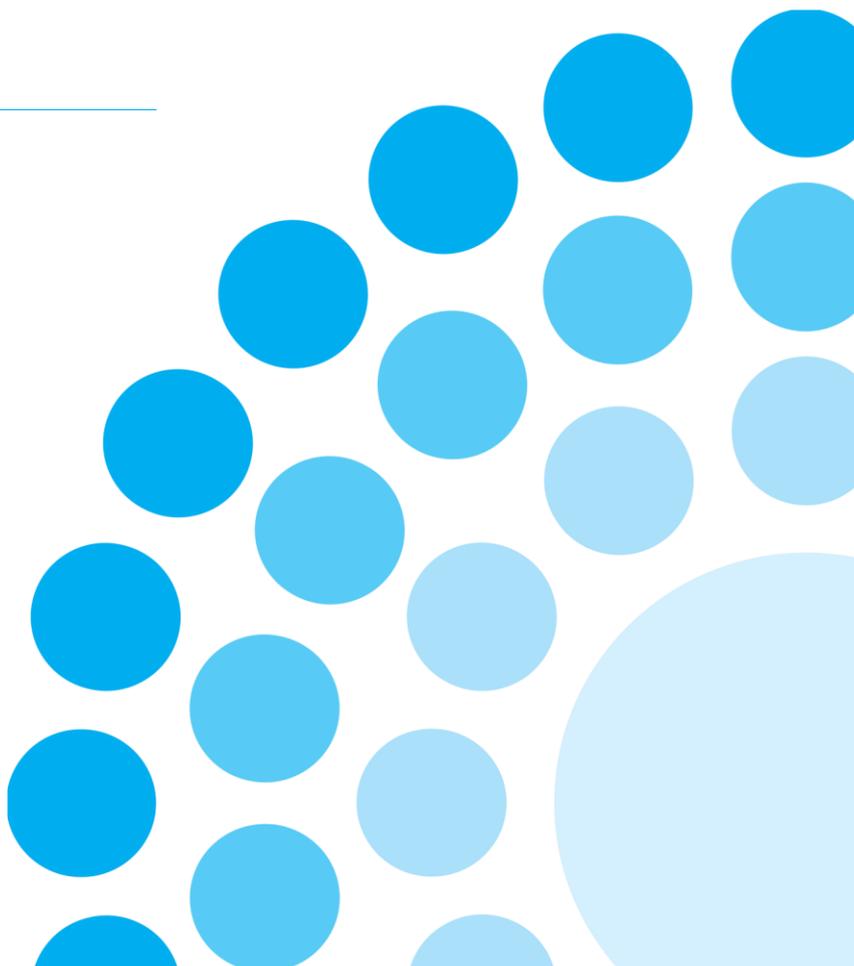
CALL FOR PROPOSAL DEVELOPMENT  
CONSULTANTS TO SUPPORT GRANTEE  
PROJECT DEVELOPMENT UNDER COMPONENT 2

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Funded by:



Implemented by:



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# 1. Background

## Background

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The Government of Nepal (Ministry of Education) and the European Union entered into an agreement in December 2016 to implement the Dakchyata – TVET Practical Partnership programme. Implementation will take place over four years from 2017-2021, with funding totalling EUR 20.61 million.

The Dakchyata - TVET Practical Partnership programme, funded by the European Union and implemented by the British Council under the leadership of Ministry of Education, Government of Nepal and Council for Technical Education and Vocational Training (CTEVT). The programme aims to contribute to Nepal's inclusive and sustainable growth through investment in human capital and by creating better employment opportunities.

The specific objective is to strengthen and implement more effective policy in the Technical and Vocational Education and Training (TVET) sector, responsive to labour market needs. The programme will pilot an integrated Public Partnership Approach in three key economic sectors i) agriculture ii) construction, iii) tourism, offering opportunities for promoting the transition to a greener, climate-resilient, low-emission economy.

The overall programme is being delivered under separate EU contracts.

Component 1 is to be delivered by CTEVT. Components 2 and 3 are being managed and implemented by the British Council, the aims of which are as follows:

- Component 2 comprises a large scale grant scheme to pilot innovative Public-Private Partnership (PPP) models in the TVET sector in order to help bridge the current gap between the supply and demand sides of the labour market, and to generate evidence of best practices in the context of Nepal.
- Component 3 focuses on providing targeted technical assistance to the Ministry of Education and CTEVT, in order to encourage improved coordination within the TVET sector, promoting new methodologies for ensuring supply meets demand and thus, boosting employment and equal opportunity for young graduates. Activities include the development and testing of a skills supply and demand information tool to provide evidence of the existing skills gap, and the establishment of a high level monitoring panel to act as a review body for the overall TVET reform process.

Under the grants programme of Component 2, Dakchyata will provide funding for activities targeted towards improving the TVET sector through piloting innovative Public-Private Partnership (PPP) models aimed at enhancing the relevance, quality and sustainability of TVET up to a maximum total value of 9 million Euros.

Capacity development of potential and actual grantees is an important element of the grants programme. As such, each shortlisted grant applicant will be provided with the support of proposal development consultants to complete the full grant applications for submission.

## 2. Description of the assignment

### 2.1 Global objective

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The British Council is seeking a pool of grant proposal development specialists. The overall objective of the assignment is to support grant applicants in completing full grant applications. (**Activity 2.2.6**)

### 2.2 Specific objective(s)

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The proposal development specialists will provide targeted support and capacity building to shortlisted applicants in developing full proposal documentation for submission at stage 2 of the grant application process in the following areas:

- Grant technical proposal and implementation plan;
- Grant financial proposal;
- Grant proposal compliance;
- Grant implementation capacity analysis;

### 2.3 Requested services, including suggested methodology

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An open call for concept note applications has been launched by the British Council. Following independent evaluation of submitted concept notes and endorsement by the Grant Selection Committee, shortlisted applicants will have approximately six weeks to develop and complete full grant applications / proposals. At this stage, consultants will be deployed to provide inputs in support of the development of full proposals.

Specifically, consultants will be expected to:

- Familiarise themselves with the specific requirements of the call documentation and application template, in order to provide appropriate guidance to shortlisted grantees.
- Participate in the grant application orientation workshops. (**Activity 2.2.5**)
- Facilitate a capacity assessment exercise with their assigned grantee.
- Develop a tailored capacity development plan on the basis of the findings of the capacity assessment. This plan is a mandatory component of grant activities.
- Provide other specific inputs according to need, to support the completion of the final grant application, including support in activity scheduling and budgeting
- A work plan will be drawn up and agreed from the outset with both the Grant Manager and the assigned shortlisted applicant
- Each grantee will be provided with a maximum of 10 days consultancy support. It is important this limit is not exceeded, to ensure an equal level of support is provided to each shortlisted applicant.

### 2.4 Required outputs

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In relation to their assigned shortlisted grantee, consultants will produce the following:

- Agreed work plan of support
- Record of completed capacity assessment
- Grant applicant support plan
- Provide targeted support in development of grant applicant proposal, as required by specific needs of assigned shortlisted grantee.

## 3. Profile

### 3.1 Number of requested international and national consultants and number of days required by consultant

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- Pool of short term consultants (up to 6)
- Total inputs for a total of 10 days per consultant, per call

### 3.2 Profile required

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#### **Qualification and skills:**

- Masters degree in agriculture, tourism, construction, business administration, social science or other relevant field
- Fluency in English Language.

#### **Experiences and skills:**

##### ***General professional experience***

- 3 years of experience in project development
- Demonstrable experience in successfully securing funding from funding agencies in Nepal

##### ***Specific professional experience***

- Experience in project proposal development and project planning, including activity scheduling and budgeting;
- Experience of donor grant systems;
- Good understanding of the TVET system in Nepal

## 4. Location and duration

### 4.1 Starting period

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The expected start date for inputs from proposal development consultants in relation to the first call for proposals is mid-March 2018. Further calls are expected later in 2018, and will be communicated to the consultant pool in advance.

### 4.2 Foreseen finishing period or duration

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This first assignment will finish by the end of April 2018. Further calls are expected later in 2018.

### 4.3 Planning

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A detailed work plan is to be developed for agreement with the TVET PP TL / DTL and Grant Manager and assigned shortlisted applicants, and will form part of the agreement.

### 4.4 Location(s) of assignment

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The location of each assignment will only be known once the shortlisted applicants are known. If the shortlisted grantee is based outside of Kathmandu, consultants will be expected to travel to the grantee organization location to provide face to face support. This will be agreed as part of the work plan.

## 5. Reporting

### 5.1 Content

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The consultant must submit a work plan for agreement by the TVET PP TL / DTL and Grant Manager. All other required outputs are to be included in the final proposal submission.

### 5.2 Language

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All reports and correspondence must be in English (British spelling).

### 5.3 Submission/comments timing

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All required outputs are to be included in the final proposal submission.

## 6. Administrative information

### 6.1 Other information

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Consultants will provide targeted support to potential grantees on location, using the office space of grantee organisations. Office equipment such as laptop, printer and stationaries will not be provided. Local transportation and accommodation outside of Kathmandu valley will be reimbursed as per the Dakchyata travel policy.

#### **Invoicing and timesheets**

Timesheets must be completed. The required timesheet template will be provided at the start of the consultancy.

Payment will be made in arrears on receipt of invoice and corresponding timesheet, on completion of agreed deliverables as specified in the work plan.

#### **Fee rate and expenses**

The daily fee rate will be considered an all-inclusive fee, including all applicable taxes including VAT, except for those additional expenses specifically provided for under contract, and cover all preparation, report writing and all other work required for completion of the services.

#### **Working days**

For the purposes of this assignment “Working Hours” and “Working Days” shall mean an 8 hour day, 9 a.m. to 5 p.m. local time Sunday to Friday.