

## Dakchyata: TVET Practical Partnership Terms of Reference

<b>Consultancy title</b>	Consultancy Service to Dakchyata TVET PP project to support CTEVT on Project Financial Reporting under Dakchyata funded Strengthening Employer Engagement in CTEVT Schools (SEECs) Project
<b>Activity area</b>	Project Component 2- Grants
<b>Report to</b>	Grants Manager
<b>Location</b>	Kathmandu, with associated project travel outside of Kathmandu
<b>Dates</b>	2 Month (Sep- Oct)

### Background

Realizing the importance of Technical, vocational Education and Training (TVET) for economic development and people's livelihood, European Union (EU) supported the Government of Nepal to strengthen TVET system through TVET-practical partnership project in 2017 which is being implemented through Sakchyamta project under Council for Technical Education and Vocational Training (CTEVT) and Dakchyata project under the British Council. To implement activities under Dakchyata project, British Council has awarded Council for Technical Education and Vocational Training (CTEVT), grant amount of NPR 372 million for the project titled "Strengthening Employer Engagement in CTEVT Schools (SEECs)". The grant period is from December 2019 till the end of September 2022.

This Terms of Reference (ToR) is prepared to select qualified, experienced and capable Financial Service Provider to support its project grantee, CTEVT to prepare the project financial report, review them and reconcile them with CTEVT accounting software.

### Required services

The required services of the Consultant are the following:

1. Support CTEVT for the preparation of financial report (from Apr 2022 to Sep 2022) of expenses amounting to approximately NPR 200 million incurred under the SEECs project.
2. Support CTEVT at their workstation to coordinate with 13 Dakchyata Supported Schools (DSS) of CTEVT to collect, compile, document and verify supporting documents to prepare financial report aligning with the technical report to be submitted to Dakchyata.
3. Verify expense reported and asset procured under this project through field visit to DSS and CTEVT as per requirement in coordination with British Council.

## Required outputs / Key deliverables and time frame involved

The assignment should be completed within 2 month from the date signing the contract of the assignment. The following outputs should be submitted within timeline dates specified below .

No.	Key Deliverables	Expected time-line
1	Documentation of expenses both in accounting software and hardcopy	By end of Sep 2022
2	Verify expense and physical verification of assets procured for DSS	By end of Sep 2022
3	Prepare and finalise financial report of SEECS (Apr- Jun 2022)	By end of Sep 2022
4	Prepare and finalise financial report of SEECS (July- Sep ) 2022	By end of Oct 2022

### Firm's capacity

The selected firm should be Financial Service Provider or Audit firm registered in Institute of Chartered Accountants of Nepal having considerable experience in providing service to look after books of account, prepare and review financial report for government organizations like CTEVT and to verify expenses aligning the project activities for the project funded by EU. The firm will preferably have prior experience on similar assignment.

### Proposal Evaluation Criteria:

The proposal evaluation criteria are set out in the RFP document

### Invoicing:

Payment will be made in arrears on acceptance of deliverables and receipt of corresponding invoice and supporting documentation as required. An indicative payment schedule will be agreed and form part of the contract.

### Copyrights:

All materials including photographs will be copyrighted to 'British Council' and any violation of copyright law will be pursued appropriately.

### Performance evaluation:

Supplier performance will be evaluated against such criteria as: timeliness, responsibility, initiative, communication, accuracy, and quality of the products delivered.

### Data ownership and rights:

All data related to project identified during service period are subject to British Council policies and regulations. The contractor will be required to comply with the data security plan that will govern how data should be stored, transmitted, and destroyed after the end of the service period.

### **Ethical Considerations**

The supplier will comply with British Council's data and protection policies and Procedures, taking note of the code of conduct and procedures relating to confidentiality, consent and soliciting information. The supplier will be expected to sign a statement of commitment to this policy before the start of the consultancy.

The supplier must ensure that this service is provided in an ethical and sensitive manner maintaining confidentiality and professionalism.

### **Safeguarding**

The Supplier will comply with all applicable legislation and codes of practice, including, where applicable, all legislation and statutory guidance relevant to the safeguarding and protection of children and vulnerable adults and with the British Council's Safeguarding Policy and Adults at Risk Policy included in the British Council Requirements as amended from time to time, which the Supplier acknowledges may include submitting checks by the UK Disclosure & Barring Service (DBS) and/or equivalent local checks[1]

The Supplier must provide to the British Council, documentary evidence of the relevant disclosure and/or the criminal records checks in advance of undertaking any activities involving children and/or vulnerable adults in connection with the Project under this Agreement.

In addition, the Supplier will ensure that, where it engages any other party to supply any of the Services under this Agreement, that that party will also comply with the same requirements as if they were a party to this Agreement.