

### Terms of Reference

<b>Consultancy title</b>	<b>Study Tour and Events Coordinator (short term)</b>
<b>Project Activity area</b>	<b>Activity 2.6</b> Study tours / international capacity building
<b>Background and Current Situation of the Project</b>	A delegation of approximately 15 -20 individuals is expected to travel to from Nepal to Southeast Asian country (name of country TBC) in April /May 2020 to participate in a five-day study tour. The aim of the study tour is to raise awareness and explore best practice examples from Country of how economic growth can successfully result from strong human resource investment and development.
<b>Report to</b>	<i>Program Administration Manager</i>
<b>Location</b>	<i>Kathmandu, Nepal</i>
<b>Input period</b>	<i>Appx 4 months ( Jan-May 2020)</i>
<b>Contract type</b>	Project based short-term consultancy contract, comparable to British Council Nepal's Pay Band J

#### 1. Background to project

The **Dakchyata** project is part of the European Union's flagship skills development programme **TVET Practical Partnership** in Nepal. Dakchyata is being 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 started in 2017 with an implementation period of 48 months.

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 is piloting an integrated Public Partnership Approach in three key economic sectors i) agriculture ii) construction, and iii) tourism. The Dakchyata project delivers two Components of the overarching TVET PP programme:

- Component 2 : Innovative PPP models piloted to enhance the relevance, quality and sustainability of TVET provision in Nepal. This primarily involves an innovative grant fund mechanism to award a maximum of EUR 9 million to pilot Public Private Partnership projects in the construction, tourism and agriculture sectors to generate learning on enhancing the relevance, quality and sustainability of TVET provision in Nepal

- Component 3 : To enhance the capacity and coordination role of the GoN in the TVET system and improve the TVET governance. Technical assistance to the Government of Nepal and national TVET authority to strengthen governance, coordination and reform of the national TVET system, and raise the profile of TVET in Nepal

Component 1 is being addressed as part of the inter-linked 'Sakchyamta' project which is being delivered by the Council for Technical Education and Vocational Training (CTEVT) in Nepal.

## **2. Task and Duties**

To lead on the organisation of all logistical aspects of the visit in co-operation with the Team Leader, Senior Programme Manager and BC country colleagues, for the following tasks:

- Lead on planning and logistical management of study tour,
- Develop detailed work plan for implementation of all aspects of the tour
- Reporting regularly to Senior Programme Manager on progress against work plan
- Liaising with Team Leader and in country contacts to define programme agenda, securing meetings, speakers and visits as appropriate
- Acting as first point of contact for delegates for all planning and logistical arrangements
- Supporting participants with visa application process
- Developing joining instructions
- Ensuring all participants complete appropriate documentation prior to travel
- Booking hotels, restaurants, transport companies, interpreters and all other functions (liaising closely with BC contact in country for advice) in order to arrange all the necessary facilities properly and identifying risks and finding solutions to address them in advance.
- Ensuring all procurement undertaken is in compliance with BC procurement policy
- Troubleshooting: ensuring that the tour is running smoothly for individual members of the group;
- Responding to questions and offering help with any problems that arise,
- To provide support after the study tour such as completion of necessary and eligible documents (such as any travel documents, expense claims, hotel lists, related invoices, etc.)

## **3. Profile required**

- Demonstrated experience in organising events, workshops and providing logistical support for international groups in study tours
- Excellent communication and reporting skills
- Ability to work with others to ensure project activities are delivered to time and budget and to a standard to meet beneficiary expectations.
- Strong use of initiative - able to plan and work to schedule under own initiative whilst complying with project rules and requirements.

## **4. How to apply**

interested candidates should submit the following:

1. Cover letter stating  
**Why you are interested, and  
How you meet the requirements of the TOR**
2. Latest CV

3. Expected daily fee rate

Submissions should be sent to [sudha.subba@britishcouncil.org.np](mailto:sudha.subba@britishcouncil.org.np) with the title – **Study Tour and Events Coordinator (short term) Dakchyata:TVET Practical Partnership Nepal'** by 18.00 PM local time on **9 January 2020**. If you are currently working with the British Council please inform your line manager before applying.

***Please note, we can only respond to successful applicants.***

*The British Council is committed to a policy of equal opportunity. British Council is committed to safeguarding and promoting the welfare of children and young people and expects all of its partners to share this commitment. In line with the British Council's Child Protection policy, any appointment is contingent on thorough checks. In the UK, and in other countries where appropriate systems exist, these include criminal records checks.*