

## Terms of Reference for Traineeship Opportunity

### A. Background

The Swiss Agency for Development and Cooperation (SDC) is a leading development partner in Nepal supporting the Government of Nepal (GoN) to reform the Technical and Vocational Education and Training (TVET) sector through its three projects namely, Nepal Vocational Qualifications System (NVQS), Enhanced Skills for Sustainable and Rewarding Employment (ENSSURE) and Quality TVET for Youth (Quality). On behalf of the Swiss Agency for Development and Cooperation (SDC), Swisscontact Nepal, through the NVQS and Quality projects, and HELVETAS Nepal, through the ENSSURE project, provide Technical Assistance to the Government of Nepal.

TVET is an important trajectory of economic development and social inclusion. The Constitution of Nepal highlights TVET as a key pillar of Nepal's education sector. It assigns entirely new TVET functions to the provincial and local governments, by devolving the TVET functions of the federal government. However, there is a serious lack of competent people with the practical experiences to work at/with the provincial and local governments to implement TVET mandates. Although every year thousands of youth graduate at bachelor level or above in subjects related to TVET, lack of adequate exposure and on-site experiences in TVET limits their chances to enter the TVET labour market. Thereby, women and disadvantaged group are disproportionately affected.

To address this context and to support the Government of Nepal in developing the required capacities in the TVET sector in an inclusive way, the SDC offers traineeship opportunities for fresh graduates in its three projects, which will allow the graduates to gain first-hand experience.

Therefore, ENSSURE/HELVETAS Nepal and, NVQS and Quality Project/Swisscontact Nepal call for applications of interested and qualified Nepali Nationals.

**Position:** Trainee Technical and Vocational Education and Training (TVET) Officer (**23**positions)

**Location:** Federal or Province offices of NVQS, Quality and ENSSURE project on a rotational basis with field visit depending on the nature of the activities. Each trainee is expected to spend 6 months each on two projects with some assignments in the third project.

- Project Support Unit, Bhaktapur – **2** positions
- Provincial Project Support Unit, Koshi Province, Biratnagar – **3** positions
- Provincial Project Support Unit, Madhesh Province, Janakpur – **3** positions
- Provincial Project Support Unit, Bagmati Province, Hetauda - **3** positions
- Provincial Project Support Unit, Gandaki Province, Pokhara - **3** positions
- Provincial Project Support Unit, Lumbini Province, Deukhuri – **3** positions
- Provincial Project Support Unit, Karnali Province, Surkhet – **3** positions
- Provincial Project Support Unit, Sudurpaschim Province, Dhangadhi – **3** positions

**Coach/Mentor:** Manager, NVQS P-II/Swisscontact Nepal,  
M&E Specialist, Quality Project/ Swisscontact Nepal,  
Senior Quality Assurance Specialist / Technical Coordinator - TVET, ENSSURE/HELVETAS Nepal,

**Duration:** The duration of the traineeship will be for one year.  
In the case of maternity leave for women trainees, the time lost during the maternity leave shall be made up by extending the traineeship period.

## **B. Objectives of the Traineeship**

Traineeship in TVET sector is to provide a platform where youths can develop abilities that will help them to take up employment opportunities in TVET sector that can be at the disposal of the provincial and local governments. The program will provide an opportunity to gain on- the- job experience, increase knowledge, develop career goals and put together professional network.

The specific objectives are:

- To equip fresh graduates of technical and non-technical subjects (including education/TVET) with knowledge and skills in TVET sector;
- To ensure equal opportunities (through positive discrimination) to the graduates in particular women and disadvantaged groups to foster their professional career;
- To create a more balanced and inclusive workforce in the TVET projects and in the TVET sector as a whole;
- To raise awareness/interest among the larger population about the prospective career in TVET sector.

## **C. Learning objectives for Trainee TVET Officers**

The trainee officers will develop understanding and competencies in the following areas under the guidance and supervision of the mentors

### **1. Planning, budgeting, monitoring & evaluation and reporting:**

- a. Prepare Yearly Plan of Operation
- b. Organize/conduct review reflection meetings with government and other stakeholders
- c. Prepare minutes of the meetings
- d. Draft semi-annual and annual reports

### **2. Support in the implementation of Dual-VET apprenticeship system in Nepal:**

#### **a. Training Cycle Management:**

- ✓ Planning of training
- ✓ Procurement of training services
- ✓ Monitoring of training:
  - at technical schools
  - at industries
- ✓ Evaluation of performance of training providers (technical school and industries)

#### **b. Career Guidance:**

- ✓ Management of Career Guidance at school
- ✓ Support to organize career fair
- ✓ Management of career centre at province.

### **3. Management of the process and procedures (Skill testing, Database, certification etc.) for the implementation of National Vocational Qualifications System (NVQS):**

- a. Organize NVQS orientation program
- b. Coordinate capacity development program of NVQS
- c. Facilitate NCS/NOSS development workshop
- d. Facilitate test item development workshop
- e. Build network with industries and employees associations.

- f. Monitor and evaluate skill assessment
- g. Organize counselling sessions for candidates applying for Recognizing of Prior Learning (RPL) assessment.
- h. Organize orientation for industries and employees on the importance of RPL.
- i. Communicate/disseminate information on RPL and NVQ

#### 4. Support in the implementation of accreditation system in Nepal:

- a. Maintain the database of schools applying for accreditation including the number of schools that complete School Improvement Plan (SIPs)
- b. Update existing database in accordance with the changes received from the field
- c. Organize training programs, orientation workshops
- d. Compile weekly project updates, and other documents on need basis
- e. Capture stories, results and learning to support Communications and Knowledge Management
- f. Organize instructors training, and maintain instructor database (number of trainings completed, applications received for licensing and license received)
- g. Support province offices in tasks pertaining to the preparation of TVET profile.

#### 5. Soft Skills

Besides, the technical and programmatic skills, the trainee TVET officers are also expected to develop the following soft and behavioral skills

- Working in a diverse team.
- Stakeholders management.
- Communication, written and verbal communication including the presentation skills.

#### 6. Carry out other works as relevant for learning the listed competencies in consultation with the assigned supervisor/mentor/coach.

The individual is expected to perform following functions:

- The trainee shall abide by the rules and regulations, values and code of conduct of the NVQS, Quality and ENSSURE projects. Any violation may subject the trainees to a disciplinary action.
- The trainee shall prepare and submit a final exit report to the project. This report should include a description of the various tasks and responsibilities assigned, results and learning achieved, along with a reflection of lessons learnt.
- The trainee needs authorization from the Project Team Leader before taking on any paid side jobs. Regarding non-paid side jobs, the trainee informs the Project Team Leader in written. Secondary employment is only permissible if it in no way affects the trainee's performance.
- No trainees are allowed to quit the programme once they have enrolled.

#### D. Qualification, Experience and Skills

The individual must conform to the following qualifications, experience and skills:

- **Bachelor's degree** in development studies, Rural Development, Economics, Engineering, Agriculture, Hospitality, Management or any discipline. Graduated in year 2023 or 2024 (between **21 and 28 years of age**) with no prior job experience. will be considered. Basic skills in Microsoft Word, Excel, and PowerPoint. Individuals graduated from the Government schools/colleges will be given priority

#### E. Competencies

Required competencies of the incumbent are as follows:

- Good team player and effective communicator
- Able to establish good interpersonal relations with team members and stakeholders

- Good understanding of professional organizational culture.
- Reliable, careful, honest, and sincere work attitude
- Sincerity, punctuality, discipline, willingness to learn.
- Able to work in a multi-disciplinary team.
- Innovative and adaptive.
- Sensitive to cultural diversity, gender, and social inclusion

#### **F. Proposed Stipend and Benefit**

As per the rules and regulations of the organization's Traineeship guidelines. The trainee TVET officers will be required to make periodic field visit. All the associated travel expenses will be covered by projects as per organizational policies and procedures.

#### **G. Application Procedures**

Interested candidates who meet the above requirements should submit – (a) Current CV (b) a cover letter/motivation letter (c) certificates of academic degrees ( from SEE till highest degree and (d) a copy of citizenship through the link: [www.kantipurjob.com](http://www.kantipurjob.com) latest by 6 February 2025.

Swisscontact Nepal and/or HELVETAS shall not entertain any phone inquiries or other such solicitations for this position. Only shortlisted candidates will be contacted for the selection process. Swisscontact Nepal and/or HELVETAS Nepal reserves the right to reject any or all applications.

**Note: This traineeship program is not a permanent employment opportunity with any project of HELVETAS and Swisscontact Nepal.**

**HELVETAS Nepal and Swisscontact Nepal promote workforce diversity and apply positive discrimination to candidates from disadvantaged groups (who include those disadvantaged due to gender, age, disability, social identity (caste/ethnicity/religion), diverse sexual orientation, gender identity and expressions and sex characteristics (SOGIESC), location and income status.**