



Vacancy Announcement

Consultant

Skill Need Assessment in Madhesh Province based on industry demands and workforce requirement

- 1. Background:** Employment Service Centres (ESCs) have been established in Nepal at the municipal level to facilitate employment services including job matching, career counselling, labour market information, and referral services. These centres are intended to function as labour market intermediaries linking jobseekers with employment opportunities while supporting national efforts to reduce unemployment and underemployment. The Federation of Nepalese Chambers of Commerce and Industry (FNCCI) being the apex organization of the private sector of Nepal always advocate to generate employment opportunities in all the sectors collaborating with Government of Nepal. Recognizing the critical role of the private sector in job creation, the FNCCI in collaboration with the International Labour Organization (ILO), is implementing an initiative to strengthen the role of ESCs through enhanced private sector engagement.

As ESCs continue to face several operational and structural challenges, ESCs are often unable to provide demand-driven employment services that respond effectively to employer needs. By fostering deeper collaboration with the private sector, the goal is to create a dynamic, market-driven ecosystem that is more responsive to the evolving needs of both job seekers and employers. Strengthening private sector engagement is not only about improving the operational efficiency of ESCs, but also about creating an environment that nurtures job creation, skills development, and self-employment opportunities.

FNCCI is currently developing a Private Sector Engagement Strategy to guide employers and private sector actors in fostering sustainable collaboration with Employment Service Centres (ESCs). As part of the implementation of this strategy, FNCCI plans to organize a job fair as a strategic platform to strengthen data exchange and enhance job matching services, with the objective of more effectively connecting jobseekers with suitable employment opportunities. The initiative will bring together employers, jobseekers, training institutions, and both public and private employment service providers in a coordinated setting that supports information sharing, networking, and recruitment.

Organizing a job fair without a clear understanding of the skills landscape is akin to setting up a marketplace without knowing the needs of buyers and sellers. Therefore, conducting a skills and needs assessment is essential to provide a solid evidence base, ensuring that the event is relevant, well-targeted, and impactful.

Therefore a skill needs assessment will be done to examine the current demand of labour market, engagement between ESCs and private sector employers, including

data-sharing practices, recruitment processes, and existing constraints. It seeks to fulfill employer needs aligning with the current labour market through job fairs jointly with ESCs and enhance direct employment opportunities. It also aims to strengthen the role of ESCs, with generic services, services according to profile and career counselling based on the need assessment.

The assessment report will provide in-depth information to identify the skill needs and the labour market gap between available skills and job opportunities which aims to create dynamic and responsive employment ecosystem.

2. Objective of the Assignment

The overall objective of this consultancy is to conduct a comprehensive skills need assessment in Madhesh province of Nepal that generates evidence on labour market demand and jobseeker profiles, in order to inform the design and implementation of a targeted and effective job fair in Madhesh province that strengthens job matching and employment outcomes.

3. Specific Objectives: The consultancy will aim to:

- To identify key sectors, occupations, and skills in demand among employers, including current and anticipated vacancies.
- To map the skills, qualifications, and experience of potential jobseekers, as well as any barriers to employment.
- To examine discrepancies between employer requirements and jobseeker competencies to inform targeted matching and support measures.
- To identify and engage relevant employers, training institutions, and employment service providers for participation in the job fair.
- To provide data that enables effective pre-screening, candidate shortlisting, and matching processes during the job fair.
- To inform the structure, sectoral focus, and services offered at the job fair based on evidence from the assessment.

4. Scope of Work: The consultant will undertake the following tasks:

4.1. Desk Review:

- Labour market studies and employment reports
- Current Skills development and vocational training program
- Relevant international labour standards and best practices
- Identify the high growing sectors (e.g. Manufacturing, Service or IT)
- Employment rate / status and work culture
- Review the best practices of job-fairs
- Existing information on recruitment offices.

4.2. Situation Analysis: The situation analysis will assess the current landscape of skill demand and private sector engagement, including;

- Assessment of labour market demand (sectors, occupations, vacancies, required skills)
- Profiling of jobseekers (skills, qualifications, experience, employment preferences)
- Identification of skills gaps and mismatches
- Mapping of employers and their recruitment needs
- Assessment of training providers and available programmes
- Review of existing job matching services and systems (ESCs and others)
- Identification of barriers to employment for jobseekers
- Identifying the training requirement for the job seekers
- Reviewing the trend of vacancy announcement and recruitment processes

4.3. Stakeholder Consultations: To conduct skill assessment collect qualitative insights and feedback, FNCCI facilitate consultant to conduct need assessment in Madhesh, The provincial and national consultations will involve;

4.3.1. Provincial Consultation;

- ESC representatives
- Employers and business associations
- Local Chambers
- Government officials
- Training institutions
- Youth and women representatives
- Universities

The consultants will gather insights on labour market challenges, employer expectations, and practical approaches for strengthening ESC services along with consent from the private sector to participate in the Job fair.

5. Methodology: The consultant will apply a mixed-methods approach including:

- Desk review of relevant documents and policies
- Key informant interviews with employers, ESC staff, Chamber representatives, job-seekers, graduates and policymakers
- Stakeholder consultations and focus group discussions
- Labour market analysis
- Review of international good practices in employment

- 6. Deliverables:** The consultant will deliver the following outputs:
- 6.1. Inception report:** Including methodology, work plan, and consultation plan.
- 6.2. Situation analysis report:** Including assessment of current job requirement, ESC services and private sector's recruitment processes, labour market analysis, key challenges and opportunities.
- 6.3. Consultation summary Report:** This includes consultation summary reports.
- 6.4. Draft the Concept paper for organizing Job fair.**
- 6.5. Final assessment report:** Including model strategy for job fair in Madhesh framework and recommendation.
- 7. Duration of Assignment:** The consultancy will be conducted over 15 working days.

8. Proposed Work Plan

Phase	Activates	Duration
Phase 1	Desk review and inception report preparation (identifying the major sectors)	3 days
Phase 2	Data Collection (conducting assessment)	4 days
Phase 5	Data analysis and strategy drafting	4 days
Phase 6	Finalization of skill need assessment report and submission	4 days

- 9. Duty Station:** The assignment will be primarily based in Kathmandu, with travel to Madhesh Province for assessment purposes. Travel costs related to provincial consultations, DSA for up to four days, will be paid in accordance with the Implementing Agreement between ILO and FNCCI.
- 10. Payment and Taxation:** The consultancy fee will be negotiable based on qualification and experience. A 15% tax will be deducted from the final agreement consultancy fee as per the prevailing tax laws of Nepal.
- 11. Required Qualifications:** The consultant should possess;
- Advanced degree in economics, labour market studies, development studies, public policy, or a related field.
 - Minimum 7 years of experience in labour market analysis, employment promotion, or related field.
 - Demonstrated experience in conducting policy research, situation analysis, strategy development, and stakeholder consultations.
 - Strong understanding of Nepal's labour market, private sector ecosystem, and employment policies.
 - Experience working with government, private sector institutions, or international organizations will be an advantage.
 - Excellent analytical, facilitation, and report-writing skills.

- 12. Reporting & Coordination:** The consultant will work under the overall guidance of FNCCI and coordinate closely with the SESC project team, ILO Nepal. All reports and deliverables will be submitted to FNCCI for review and approval.
- 13. APPLICATION:** Interested individual (national) candidates with relevant expertise are requested to submit their (1) Cover letter explaining why you are the suitable candidate for this assignment, (2) expected fees (3) CV. Applicants, and (4) short concept note. Applicants are requested to send these documents to fncci.hrd@gmail.com within 7 days from the date of publication of this vacancy notice. Applications received after 7 day deadline will not be considered.

Please indicate, application for Consultant "Skill Need Assessment in Madhesh Province based on industry demand and workforce requirement" in the subject line.