

Terms of Reference (TOR) for Team Leader:

Title of the position: Short-Term Lead Consultant for “Developing Standard Operating Procedure (SOP) for Commodity Associations' Effective Secretariat Operation”

Location : **Kathmandu, Nepal**
Type of contract : **Short-Term Consultant**
Duration of Contract : **15 Workdays**
Languages required : **Nepali & English**

1. **Background**

The Federation of Nepalese Chambers of Commerce and Industry (FNCCI) is an umbrella organization for the Nepali private sector, fostering a dynamic network that spans 121 district and municipality-level chambers, 123 sectorial commodity associations, and 1,762 associate members, spreading its influence across the country. FNCCI's vision is to empower these commodity associations by streamlining their operational processes. These associations serve as the lifeblood of FNCCI, collectively representing approximately 80% of the nation's GDP. Recognizing that achieving its mission of economic development hinges on the robust development of these associations, FNCCI is resolute in its commitment.

FNCCI, with technical support from the International Labour Organization (ILO) under the RBSA Skill Project, is enhancing the operational capacity of the commodity associations by developing a common Standard Operating Procedure (SOP). The common SOP is envisioned to maintain consistency and standardization improve the overall efficiency and productivity and capture the institutional knowledge and valuable information. The program's focal point is the augmentation of the commodity associations' capacities, scrutinizing the existing operational procedures within sector-based associations, and crafting a shared Standard Operating Procedure (SOP). The overarching objective is to fortify the commodity associations' capabilities through a holistic SOP development initiative, marking a pivotal step towards their long-term sustainability and growth.

In this context, FNCCI is in process of hiring a short-term consultant for developing Standard Operating Procedure (SOP) of the sectorial commodity associations' effective secretariat operations.

2. **Objective:**

The overall objective of the consultancy service is to develop a common SOP of the sectorial commodity associations for effective operation of the secretariat.

The specific objectives include;

- To enhance the understanding of commodity associations regarding their roles in policy dialogues, member support, and the production of required skilled human resources
- To address the challenges associated with operation of commodity associations' secretariats, including issues such as inadequate office space.
- To assist the development of a sustainable business plan including HRD and HRM for commodity associations, considering both financial and non-financial factors.
- To strengthen the overall capacity of commodity associations to operate effectively within the existing circumstances.

3. Scope of Work:

- Review the existing operational procedure and practice of the 123 commodity associations under FNCCI
- Conduct consultation meetings with commodity associations to understand their specific operational requirements and challenges
- Prepare draft of the SOP and present among the stakeholders for inputs and suggestion
- Prepare a complete SOP incorporating the suggestions and inputs

4. Methodology

In the development of a Standard Operating Procedure (SOP) for the Commodity Association, the consultant is expected to adopt a mixed-method modality that will include key informants' interviews (KIIs) and Focus Group Discussions (FGDs). The assessment will need to be conducted in at least 8 meetings, with each meeting involving the participation of 15 commodity representatives. A consultative and validation workshop will be organized in Kathmandu to achieve a confidence level of 95 percent. The proposed SOP is expected to enhance the overall operational capacity of the commodity sector.

The questionnaire for the KIIs, FGDs, and the workshop will be developed by the consultant in coordination with FNCCI and the technical team at ILO Country office for Nepal. The Team Leader will be supported by an associate.

5. Deliverables

- An Inception Report
- Final draft SOP
- Final SOP
- A Sustainable business plan for commodity associations

6. Qualification and Competencies

- Minimum master's degree in management, development studies or directly related to the field.
- Prior experience in developing SOPs for organizations, preferably in the context of associations or industry groups is preferred
- Profound knowledge of the Nepalese MSME sector and the challenges faced by commodity associations.
- Presentation and workshop facilitation skills
- Strong communication and report writing skills
- Fluency in both Nepali and English languages

7. Time Frame

The assignment should be completed within 15 workdays, tentatively spanning from October 1st to October 20th, 2023.

SN	Deliverables	Workstation	No of Days
1	Preliminary planning, understanding commodity associations, conducting consultation meetings	Home/ FNCCI/ Field	8
2	Production of SOP	Home/FNCCI	7

8. Reporting Line:

The consultant will directly report to the project coordinator (Deputy Director) of FNCCI

9. Budget and Payment Schedule:

There will be consultation fee, meeting and workshop cost during the consultation meeting with commodity members. The **applicant should mention expected remuneration par day** in the application. The payment will be made as following;

First Installment: 30 % of the total contract amount will be paid upon submission of the inception report to the satisfaction of FNCCI

Final Installment: 70 % of the total contract amount will be paid upon submission of the final report covering all activities and deliverables to the satisfaction of FNCCI.