



Micro Enterprise Development Programme (MEDEP) IV
GON/MOI/UNDP

Terms of Reference (TOR)

For

Designing and Facilitation of Capacity Development Training for MEDEP/MEDPA Staff

February 2018

Terms of Reference

Part A

Title of the Service required:

Capacity Development Training Designing and Facilitation for MEDEP/MEDPA Staff

Budget line:

Activity 1.1.24: Capacity development of MEDEP/MEDPA staff (Annual Work Plan, 2018)

1. Background

In partnership with UNDP, the Government of Nepal (GoN) initiated Micro-Enterprise Development Programme (MEDEP) in 1998 aiming to diversify the entrepreneurship development and thereby alleviation poverty of the people living below the nationally defined absolute poverty line. MEDEP is running last year of phase IV (August 2013 to July 2018) and exit by July 2018. The Department of foreign Affairs and Trade (DFAT) of Australian Government is generously providing resources through UNDP to implement MEDEP phase IV. In this changing context and recommendation by some studies such as MEDEP Mid Term Evaluation by NPC, MEDEP is facilitating to support MoI/GoN to implement MEDPA.

2. Rationale

Capacity development is the process through which individuals, organizations and societies obtain, strengthen and maintain the capabilities to set and achieve organisational and their own development objectives over time. The training is aimed to the growth of the MEDEP staff in knowledge, skills and experience. MEDEP staff are supposed to obtain, improve, and retain the skills and knowledge needed to do their jobs efficiently and competently.

MEDEP efforts in achieving intended results and impacts on alleviating poverty, creating employment and overall livelihoods improvement of the target groups is really encouraging. Some events for capacity development of staffs are conceived and proposed this training to develop the skills of MEDEP staff to manage/tackle the changed context and remain competent beyond the programme too. The proposed capacity-building training for MEDEP staff requires the development of conditions that they are equally competed in the job market.

3. Objective

- To obtain, strengthen and maintain the capabilities of MEDEP/MEDPA Staffs to set and achieve organizational and their own development objectives over time.

More specifically they will be able to;

- motivate positively and to engage them in self-realisation process
- update and enhance their skills and capacity on effective communication, CV/resume writing, interview facing/attending, public presentation and application letter writing.

4. Scope of Work

The training will be conducted in three parts. Day one will cover the effective communication skills that includes verbal and nonverbal communications and presentation skills. Day two and three will be focused on

CV & job application writing training and self-realization training will be provided on day four. The self-realization training is specially designed to reduce work stress, improve concentration of staff, encourage for a healthy lifestyle, and increase self-awareness and happiness. These 3 parts of training will be provided either in a combine or in separate sessions.

Below given are some specific tasks to be accomplished for achieving the above objectives:

- The consulting company will design a four days specific training course for MEDEP staff to address the capacity development need.
- The company will deploy a skilled and professional trainers to facilitate four days training sessions based on the course specially designed for MEDEP/MEDPA staff.
- The Company will submit draft report to MEDEP/MEDPA and finalize incorporating inputs and comments from MEDEP/MEDPA professionals if any.
- Total 24 days will be provided to the company to carry out these activities. The training will be provided in 3 locations for 25 participants to each event (the venue will be decided), for around 75 participants.

5. Deliverables

Consulting company will submit comprehensive events reports (A set of e-copy and two sets of hard copy). Provided 24 days for this task are allocated as given below:

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|--|----------------|
| • A Capacity Development training curricula will be ready | 4 working days |
| • Travel days from Kathmandu to training locations | 6 (2*3) days |
| • Four days Capacity Development training will be conducted in 3 locations | 12 (4*3) days |
| • A report will be prepared and submitted to MEDEP NPSO | 2 working days |

6. Inputs from UNDP/MEDEP

The training providing firm/company shall work under the direct supervision of National Programme Director through National Programme Manager in close consultation with Chief Technical Advisor. MEDEP management team and senior Intervention Coordinator including communication and Documentation Specialist (CDS) and other professionals will provide support as and where needed and will periodically monitor the progress of the work undertaken by the consultants.

7. Intellectual Property

All information pertaining to this project (documentary, audio, digital, cyber, project documents, etc) belonging to the client, who the Consultant/Consultancy firm may come into contact with in the performance of his/her, duties under this consultancy shall remain the property of the Client who shall have exclusive rights over their use. Except for purposes of this assignment, the information shall not be disclosed to the public nor used in whatever without written permission of the Client in line with the national and International Copyright Laws applicable.

Part – B: Cost estimate/ remuneration

The training providing firm/company will submit both the technical and financial proposal. Winning company will be sub contracted out to accomplish the task. Cost, remuneration and the final decision will be done as per the UNDP/MEDEP's guidelines and norms.

Part – C: Qualification required of the organisation are as given below:

1. Qualifications, competencies of training providing firm/company and the trainer & co-trainers

The proposed training providing firm/company should have prior experiences in designing and facilitating capacity development training. The following are qualification requirements of the trainers and co-trainers:

- a. The trainer and co-trainer should have the minimum education of Bachelor's Degree but Master's Degree preferred.
- b. The trainer and co-trainer should have minimum 5 years of working experiences in development field and minimum 2 years experiences in designing and conducting trainings.
- c. Experience in working with local and international organizations.
- d. Excellent technical capacities in designing and facilitating capacity development related training.
- e. Additional experience in development training facilitation will be an added advantage.

The training providing firm/company that would like to apply for the assignment should submit the following sets of documents in as given below:

- A. **Technical & financial Proposal:** including company profile and indicating training design and facilitation cost related to the assignment for four days training in 3 locations.
- B. CVs of the trainer and co-trainer.

2. Time frame

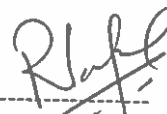
The assignment will be completed within **30 days** after the signing of the contract and submit the final training manual of the training within **—10 days—** of contract signed.

Prepared by



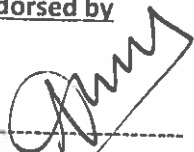
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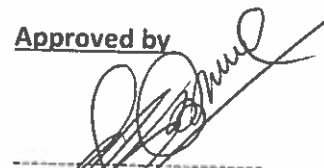
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