



Winrock International-Nepal Terms of References (ToR)

POSITION TITLE: Capacity Building Specialist

NUMBER OF POSITION: 1

DUTY STATION: Kathmandu with frequent field travel

REPORTS TO: Team Leader

DURATION: Until project period (11 months tentatively)

About Winrock International

Winrock International has been working in Nepal to increase access to clean energy through public awareness raising and capacity building since the establishment of Winrock International Nepal in 1997. Its work focuses on project design and implementation, technology and market assessments, developing project pipelines and mobilizing investments, reforming energy planning and policy, and building capacity of governments, communities, financial institutions, and the private sector. It provides Results-Focused, Human-Centered, Science-Based and Market-Driven technical and financial assistance.

Project Description

Winrock International is currently implementing a project across 3 provinces Bagmati, Gandaki, and Lumbini covering 10 districts: Nawalparasi (East and West of Bardaghat Susta), Palpa, Tanahun, Chitwan, Dhading, Makawanpur, Nuwakot, Sindhupalchowk, and Kathmandu.

The project aims to support productive use of energy, enhance enterprise competitiveness, and create employment opportunities in project affected wards and municipalities in these districts.

Key interventions include:

- Development and endorsement of 30 Municipal Energy Plans (MEPs)
- Business training to 792 entrepreneurs to strengthen PUE-based enterprises
- Skills training to 1,200 individuals, with strong focus on women, youth, and marginalized groups
- Post-training support, including skill testing, job placement facilitation, business advisory services, and refresher sessions

Position Description

The **Capacity Building Specialist** will oversee the design, implementation, monitoring, and quality assurance of CTEVT Level 1 Skill Trainings and capacity-building interventions under the project. The position will support the management of training service providers, coordinate trainee selection processes, ensure alignment with CTEVT standards and curricula, and

strengthen partnerships among government agencies, municipalities, training institutions, employers, and other stakeholders.

The Capacity Building Specialist will have key considerations on Social Analysis perspective throughout all training and capacity-building activities and contribute to monitoring, learning, and reporting requirements.

Main Duties and Responsibilities:

Under the overall guidance and the immediate supervision of Team Leader, the Capacity Building Specialist will be responsible for:

A. Capacity Building and Training Management

- Lead the planning, coordination, and implementation of project-supported capacity building and skills development activities.
- Develop and refine trainee selection criteria in coordination with project partners, municipalities, and relevant government agencies.
- Ensure training programs are market-driven, demand-responsive, and aligned with employer needs.
- Verify that all training programs comply with CTEVT Level 1 standards, curricula, and relevant government regulations.
- Monitor training delivery to ensure quality standards are maintained.
- Ensure adequate training materials, equipment, and learning resources are in place before commencement of training activities.
- Lead the development and implementation of post-training support activities of National Skill Testing Board (NSTB) test and job placement and self-employment of graduate trainees to enhance employment and enterprise outcomes.

B. Monitoring, Evaluation and Learning (MEL)

- Develop and implement training monitoring plans in alignment with project monitoring and evaluation frameworks.
- Design and maintain training monitoring tools, indicators, and data collection systems.
- Integrate Social Analysis indicators into monitoring processes.
- Conduct regular field visits and monitoring of pre-training, training, and post-training activities.
- Collect, analyze, and report training performance data and learning outcomes.
- Prepare periodic progress reports, technical updates, success stories, and case studies.

C. Market Assessment and Employment Linkages

- Assess emerging employment and entrepreneurship opportunities relevant to target beneficiaries.
- Facilitate linkages between training graduates and potential employers.
- Collaborate with private sector actors to strengthen workforce placement and internship opportunities.
- Support enterprise development initiatives where relevant.

D. Stakeholder Coordination and Partnership Management

- Coordinate closely with municipalities, government agencies, training institutions, employers, and other stakeholders.
- Foster productive working relationships with beneficiary representatives and project partners.
- Organize stakeholder consultations, workshops, and coordination meetings.
- Support joint monitoring and field visits with donor representatives and key stakeholders as required.
- Represent the project in technical meetings and sector coordination forums when assigned.

E. Social Analysis (SA)

- Ensure Social Analysis considerations are integrated into all training and capacity building activities.
- Promote participation of all populations.
- Support collection and reporting of disaggregated data in accordance with project requirements.
- Recommend measures to improve equitable access to training and employment opportunities.

F. Documentation and Reporting

- Prepare technical reports, monitoring reports, and activity summaries.
- Document lessons learned, best practices, success stories, and impact narratives.
- Maintain accurate records of training activities, participant data, and monitoring findings.
- Provide technical inputs to project work plans, annual reports, and donor deliverables.

G. Ethics, Safeguarding and Compliance

- Comply with Donor's and Winrock International's policies and procedures, including ethics, safeguarding, security, and code of conduct requirements.
- Complete all required organizational compliance training.
- Ensure all activities are implemented in accordance with donor regulations and project guidelines.

Educational Qualification and Experience:

- Bachelor's degree in Humanities, Social Sciences, Sociology, Social Work, Gender Studies, Development Studies, Rural Development, Education, or related field. Master's degree in relevant field and TVET related qualification is preferable.
- Minimum ten (10) years of professional experience in Technical and Vocational Education and Training (TVET), workforce development, capacity building, or enterprise development.
- At least two (2) years of experience conducting labor market assessments, market opportunity analysis, or enterprise development initiatives.
- Demonstrated experience in training management, monitoring, and stakeholder coordination.
- Experience working with municipalities, government agencies, development partners, and training institutions.
- Experience integrating Social Analysis approaches into development programs.

Skills and Knowledge:

- Strong understanding of Nepal's TVET sector and CTEVT, NSTB systems.
- Excellent planning, facilitation, training, and coordination skills.
- Strong analytical, monitoring, and reporting capabilities.
- Ability to manage multiple stakeholders and work effectively in multidisciplinary teams.
- Excellent interpersonal and communication skills.
- Fluency in spoken and written English and Nepali.
- Willingness and ability to travel frequently within Nepal.

Other:

- Willingness to work as part of a team and a diverse group of people is essential.
- Ability to always demonstrate the highest level of ethical standards.
- Ability to work under pressure and handle multiple projects.

To Apply: Interested candidates are requested to send a cover letter, updated CV and list of three references by **31 August 2026**, to winrocknepal@winrock.org

Application from Female and disadvantage group is highly appreciated.

Please note that only short-listed candidates will be contacted, and **phone inquiries will not be entertained.**