



Terms of Reference (TOR)

Results based Management and Communication Training for Local Employment Centres under Prime Minister Employment Programme

Assignment	Results based Project Management and Communication Training for local Employment Service Centres staff members
Project coverage	All Employment Service Centres in Nepal from different provinces
Start date	09 th July 2021
End date	28 th July 2021

1. Background

Government of Nepal passed a Right to Employment Act in 2018 that echoed provision 33 of the constitution of Nepal that lays out that every citizen shall have ‘right to employment’. Provisions of the Act set out the formation of Employment Service Centres (ESC) at local level where any Nepali citizen can apply to be registered as an unemployed person, if they meet required criteria, on whose basis government will provide a minimum of 100 days employment. ESC in this way would maintain details on total unemployed persons, and for those that do not receive employment an unemployment benefit will be paid out. These provisions together with ‘right to employment’ established in the constitution provided legal and institutional background for the launch of the second major initiative, a national public employment programme named Prime Ministers Employment Programme (PMEP).

PMEP aims to collaborate with public, private and cooperative sectors to employ those unemployed workers registered at ESCs for at least 100 days. Employment coordinators have now been placed at all 753 municipalities to carry out the task of assisting the programme whereas decision on selection of works for spending is made by the local government. Sectors such as, agriculture, livestock, irrigation, energy, tourism promotion are some areas that have been outlined for projects using PMEP funds. ILO Country Office for Nepal has been supporting the Prime Ministers Employment Programme (PMEP) through its Skills for Employment Project (SEP).

2. Relevancy

The existing labour market situation has been worsened by the continued medium term impact of COVID-19 that has put at risk an estimated 2 million jobs and 4 million livelihoods¹. Government of Nepal has responded by rightly putting an increased emphasis on PMEP, which has been provided with scope in budget to ensure that those engaged in its emergency employment work are bridged to formal quality jobs.

ESCs are an essential component to realizing the increased scope in practice, and have been prioritized to receive technical and managerial capacity building by PMEP. Multiple rounds of discussions between PMEP and ILO SEP have identified that Introduction to Results based Management (RBM) principles and Communication (specifically grievance handling) training for municipal level staff would be a good starting point.

ILO and PMEP agreed that a qualified and experienced service provider would be selected to deliver the required training within July to local ESC staff from 753 municipalities through a virtual modality. Training would be done in partnership, which logistics managed by the ILO.

3. Objective

753 employment service centres local staff trained on basic principles of results based management basics, and communication.

3.1 Training Arrangements

The training module and curriculum will be developed (in Nepali and translated into English) by the selected service provider with support from the ILO and endorsement from PMEP. The module and curriculum development here refers to creating an Introduction to RBM training that should be aligned specifically to PMEP.

A smaller separate training component should be on communication, and grievance re-dressal. Note trainings will be conducted virtually, and due consideration should be given to irregular internet connectivity that participants might face.

The service provider will engage resource persons who are experts in RBM and Communication for the development and delivery of these modules. They will also make themselves available to answer any questions received apart from the training sessions.

3.2 Training Schedule

We estimate that simultaneous training sessions will be provided to three batches per day. Those who have received training will also be allowed access to same trainings held on different days, so as to given them an added chance to recap learning and have (any) questions addressed. The current draft schedule will be as follows;

¹ ILO estimate

Time	Batch 1	Batch 2	Batch 3
09:30-10:00 10:00-12:30	<ul style="list-style-type: none"> Welcome/Ice Breaker Introduction to Results Based Project Cycle Management 	<ul style="list-style-type: none"> Welcome/Ice Breaker Introduction to Results Based Management 	<ul style="list-style-type: none"> Welcome/Ice Breaker Introduction to Results Based Management
12:30-14:00	Lunch Break		
14:00-15:00	<ul style="list-style-type: none"> Project Implementation Tools, Monitoring and Evaluation 	<ul style="list-style-type: none"> Project Implementation Tools, Monitoring and Evaluation 	<ul style="list-style-type: none"> Project Implementation Tools, Monitoring and Evaluation
15:00-16:00	<ul style="list-style-type: none"> Documentation, Communication Skills and grievance re-dressal 	<ul style="list-style-type: none"> Documentation, Communication Skills and grievance re-dressal 	<ul style="list-style-type: none"> Documentation, Communication Skills and grievance re-dressal

Service provider should make arrangements accordingly. Training schedule can be finalized later in discussion with ILO & PMEP. These training materials should be integrated under an online learning portal developed by the service provider in the PMEP website.

4. Participation

Total of 1550 participants are expected. Core beneficiaries are the 1506 local participants are expected for the training. This breaks down to 2 participants (Employment Coordinator and Technical Assistant from each municipality) from each of 753 municipalities.

There will be additional participants from Ministry of Labour Employment and Social Security, Municipality offices, and ILO in attendance.

5. Deliverables

- a) Development of an integrated proposal for registration, and learning materials
- b) 1056 PMEP employment information centre related staff provided basic introduction to Results Based Management
- c) Training handbook on Results Based Management for PMEP
- d) Develop a training portal for PMEP that contains developed materials.

All deliverables must be to the satisfaction of ILO Country Office for Nepal, and PMEP team

6. Monitoring, Follow up and Reporting:

The implementing agency is responsible for plan and conduct capacity building training for staff members from local employment service centers. They will carry out required monitoring to conduct project activities in line with objective and plan set out in proposal.

Implementing agency is also responsible for progress and financial reporting to ILO in order to receive funds and settle financial transaction. ILO needs original bills, voucher and receipts of the expenses from implementing agency in prescribed form and formats.

6. Tentative Timetable

SN	Tasks	July 2021
1	<ul style="list-style-type: none">Develop training module and curriculum	1 week
2	<ul style="list-style-type: none">Deliver training	2 - 3 week
3	<ul style="list-style-type: none">Submit all reports	3 week
Total		3 weeks

6. Payment Schedule

- 30% of total paid after submission of draft training module and curriculum
- 70% of total paid after submission of deliverables