

International Labour Organization (ILO)

Terms of References (TOR) for an EXCOL contract: Project Completion Evaluation

Title of the position: National Consultant - Project Completion Evaluation for “Welcome Home: Enabling economic reintegration of returnee migrant workers”

Location: Kathmandu, Nepal with visits to selected working Municipalities and districts

Type of contract: Short Term Consultant

Duration of Contract: 14 November 2022 to 30 November 2022

Languages required: Nepali and English

Introduction

The COVID-19 pandemic has caused catastrophic damages to economies and societies and migrant workers have been deemed as one of the most vulnerable groups. In the last decade, over 4 million labour approvals have been issued allowing Nepalis to go for foreign employment. The COVID-19 Crisis Management Committee (CCMC) recorded the return of a total of 572,571 Nepalese to Nepal from abroad¹. The socio-economic reintegration of returnee migrant workers (RMW) into the domestic labour market poses a major challenge especially when they possess inadequate information on available employment opportunities and market conditions. To add to their challenge, migrant workers are also vulnerable to skills mismatch where non-recognition of migrant workers skills and knowledge by employers remains a key impediment to effective labour market integration. Prolonged unemployment or reduced working hours can quickly make their skills outdated, making it increasingly difficult for individuals to integrate back into the labour market. A sense of urgency is therefore felt widely on investing in capabilities of these people and supporting their resilience against current and future disruptions.

Nepalese migrant workers, most of whom are engaged in temporary employment in the GCC and Malaysia, come back with added skills and experiences in the respective sectors. However, national competency standards are neither comprehensive enough to recognize and/or certify the skills migrant workers have acquired nor does the NSTB have sufficient capacity to extend skill testing to those interested. This often deems the migrant workers' skills and knowledge irrelevant in terms of accessing formal jobs.

With an aim to contribute to address the labour market challenges for the reintegration of migrant returnee workers, ILO Nepal is managing a project “The Welcome Home Project: Enabling economic reintegration of returnee migrant workers in three districts (Morang, Sunari and Jhapa) of Province 1. The project aims to enhance the employability of individuals who have returned to Nepal due to the loss of job opportunities caused by the COVID 19 pandemic, through strengthening public and private sector dialogues to address labour market challenges, improving the capacities of relevant stakeholders at the

¹ As of 15th September 2021. Although the data lack clarity on the categories of the returnee, 400,686 returned from Gulf countries and 61,961 from Malaysia, the majority of whom are likely to be migrant workers



municipality level for registration of returnee migrants and their skills profiling, improving labour market transition, and providing support for up-skilling, re-skilling, skills certification and comprehensive post-training assistance.

In this context, ILO Country Office Nepal is in the process of hiring a competent National Evaluation Consultant to conduct project completion evaluation.

Project Objectives and Outcomes

The project aims to enhance the employability of individuals who have returned to Nepal due to loss of opportunities (caused by the pandemic), in support of their economic reintegration.

The specific outcomes of this project are as follows:

- Strengthened public and private sector dialogue to address labour market challenges facing returnee migrants.
- Improved capacities of relevant stakeholders at the municipality level for registration of returnee migrants and their skills profiling.
- Improved labour market transition of returnee migrant workers through improving their access to basic employment services, especially vocational counselling, career advice and guidance, and job matching.
- Improved employment returnee migrant workers through up-skilling, re-skilling, skills certification and comprehensive post training support for those interested in self-employment.

Purpose of the Evaluation

The Project has been implemented for 9 months (March 2022 - November 2022). This end of project evaluation focuses on the entire implementation period.

The evaluation is forward looking and will capture effectively lessons learnt and provide information on the nature, extent and where possible, the potential impact and sustainability of the project. The evaluation will assess the project design, scope, implementation status and the status of achieved the project objectives. It will collate and analyse lessons learnt, challenges faced and best practices obtained during implementation which will inform future programming strategy.

The emphasis on learning lessons speaks to the issue of understanding what has and what has not worked as a guide for future planning. It will assess the performance of the project against planned results. The evaluation will assess the preliminary indications of potential impact and sustainability of results including the contribution to capacity development and achievement of sustainable development goals. The results of the evaluation will draw lessons that will inform the key stakeholders of this evaluation.

Reporting Line

The Project Completion Evaluation Consultant will report directly to the National Project Coordinator, Welcome Home Project and work in coordination with the relevant staff in the ILO Country Office for Nepal.



Duty Station

The duty station of the work is Kathmandu. However, the evaluator will be required to conduct field visit in Jhapa, Morang, and Sunsari districts.

Scope and focus of the Evaluation

Scope

The Welcome Home Project completion evaluation will assess the effectiveness of the implementation strategy and the results. This will include the implementation modalities, co-implementation roles and responsibilities, coordination, partnership arrangements, institutional strengthening, beneficiary participation, replication and sustainability of the programme. The evaluation will include a review of the project design and assumptions made at the beginning of the project development process. Project management including the implementation strategies; project activities; it will assess the extent to which the project results have been achieved, partnerships established, capacities built, and cross cutting issues of mainstreaming gender, human rights and cooperation have been addressed. It will also assess whether the project implementation strategy has been optimum and recommend areas for improvement and learning.

The Evaluation Questions

The following key questions will guide the end of project evaluation:

- i. **Relevance** – (Access design and focus of the project)
 - To what extent did the project achieve its overall objectives?
 - What and how much progress has been made towards achieving the overall outputs and outcomes of the project for support to capacity building initiative (including contributing factors and constraints)?
 - To what extent were the results (impacts, outcomes, and outputs) achieved?
 - Were the inputs and strategies identified, and where they are realistic, appropriate and adequate to achieve the results?
 - Was the project relevant to the identified needs?
- ii. **Effectiveness**- (Describe the management processes and their appropriateness in supporting delivery)
 - Was the project effective in delivering desired/planned results?
 - To what extent did the Project's M&E mechanism contribute to meeting project results?
 - How effective were the strategies and tools used in the implementation of the project?
 - How effective has the project been in responding to the needs of the beneficiaries, and what results were achieved?
 - What are the lessons learnt and recommendation for similar future intervention strategies and issues?
- iii. **Efficiency** – (of Project Implementation)
 - Was the process of achieving results efficient? Specifically, did the actual or expected results (outputs and outcomes) justify the costs incurred? Were the resources effectively utilized?



- What factors contributed to implementation efficiency?
- Did project activities overlap and duplicate other similar interventions (funded nationally and /or by other donors? Are there more efficient ways and means of delivering more and better results (outputs and outcomes) with the available inputs?
- Could a different approach have produced better results?
- How was the project's collaboration with the ILO, the Local Government, national institutions, development partners, and partner implementing organisations?
- How efficient were the management and accountability structures of the project?
- How did the project financial management processes and procedures affect project implementation?
- What are the strengths, weaknesses, opportunities and threats of the project implementation process?

iv. ***Sustainability***

- To what extent are the benefits of the project likely to be sustained after the completion of this project?
- What is the likelihood of continuation and sustainability of project outcomes and benefits after completion of the project?
- How effective were the exit strategies, and approaches to phase out assistance provided by the project including contributing factors and constraints?
- What are the key factors that will require attention in order to improve prospects of sustainability of project outcomes and the potential for replication of the approach?
- How were capacities strengthened at the individual and organizational level (including contributing factors and constraints)?
- Describe the main lessons that have emerged
- What are the recommendations for similar support in future?

Methodology for Evaluation:

The Welcome Home Project completion evaluation will be carried out in accordance with ILO Evaluation Norms and Standards of Evaluation and Ethical Standards as well as OECD/DAC evaluation principles and guidelines and in full compliance with the DAC Evaluation Quality Standards (206). This is a summative evaluation involving qualitative and quantitative methods to evaluate the support to Welcome Home Project implementation and performance and to make recommendations for the next programming cycle.

Timeframe for Evaluation Process

The services of the consultant will be required to work at ILO Kathmandu and project sites. The evaluation work will be spread across November 2022 (14 November 2022 – 30 November 2022) for an estimated 14 working days. The consultant will be provided with information to prepare (with the support of the ILO

Nepal Country Office) a table with tasks, timelines and deliverables, for which the consultants will be responsible and accountable. and responsible for its completion. The following is a tentative timeframe.

Activity	Deliverable	Time allocated
Evaluation design, methodology and detailed work plan	Inception report	3 days
Inception Meeting Initial briefing		
Documents review and stakeholder consultations	Draft evaluation report	10 days
Field Visits		
Data analysis, debriefing and presentation of draft Evaluation Report		
Finalisation of Evaluation report incorporating additions and comments provided by all stakeholders and submission to ILO and Dakchyata.	Final evaluation report	1 days

Expected Deliverables:

All expected deliverables will be produced in English language.

Inception report: The Evaluator will prepare an inception report 3 days after starting the evaluation process which details the evaluators understanding of the evaluation and how the evaluation questions will be addressed. This is to ensure that evaluator and the stakeholders have a shared understanding of the evaluation.

The inception report will include the evaluation matrix summarizing the evaluation design, methodology, evaluation questions, data sources and collection analysis tool for each data source and the measure by which each question will be evaluated. The report will include the scope of work, work plan, time frame, analysis method. The inception report should include a proposed schedule of tasks, activities and deliverables, with clear responsibilities for each task or product. The inception report will be discussed and agreed upon with all ILO.

Draft Evaluation report- The Evaluator will prepare a draft Evaluation Report, cognisant of the proposed format of the report and checklist used for the assessment of valuation report and the report will be submitted to the ILO for review and comments. The report will be reviewed to ensure that the evaluation meets the required quality criteria. The report should provide options for strategy and policy as well as recommendations.

The final Evaluation report (30 to 50 pages): This will be submitted after receiving feedback on the draft report. The content and the structure of the final analytical report with finding, recommendations and lessons learnt covering the scope of the evaluation should meet the requirements of the ILO M&E Policy and should include the following:

- Executive summary (1-2 pages)
- Introduction (1 page)



- Description of the evaluation methodology (6 pages)
- Situational analysis with regard to the outcome, outputs and partnership strategy (6-7 pages)
- Analysis of opportunities to provide guidance for future programming (3-4 pages)
- Key findings, including best practices and lessons learned (4-5 pages)
- Conclusion and recommendations (4-5 pages)
- Appendices: charts, terms of reference, field visits, people interviewed, documents reviewed

Schedule of Payments

The consultant shall be paid the consultancy fee upon completion of the following milestones.

- 100% after the approval of the final report

The consultancy fee will be paid as Lump Sum Amount (All inclusive of expenses related to the consultancy). The contract price will be fixed regardless of changes in the cost components.

Required Qualification and Competencies

The Evaluator must have the following expertise and qualifications:

- At least a master's degree in Evaluation Studies, Public Policy, International Development, Development Economics/Planning, Economic, Public Administration, and Management and in any other relevant university degree.
- At least 10 years of professional experience at international/national or provincial level in the area of project evaluation, result-based management, monitoring & evaluation, Evaluation and Results Measurement and project implementation.
- Extensive expertise, knowledge, and experience in the field of evaluation of development programmes
- Good knowledge of programming and results-based management (RBM) principles
- Good knowledge of the programming cycle (planning, monitoring, reporting and evaluation).
- Good knowledge of methods for the monitoring and evaluation of employment projects.
- Experience of programme formulation, monitoring and evaluation.
- Fluency in spoken and written Nepali language; and
- Excellent written and verbal communication skills in English.
- Knowledge of programme and budget, project administration and evaluation concepts and procedures and of the mandate and structure of labour market institutions in Nepal.
- Strong analytical skills and ability to justify requirements and approaches to problem resolution and good drafting skills.
- Ability to work independently, quickly, precisely, and take initiative and responsibility.
- Ability to work under pressure and to meet the deadline.
- Proficient in Microsoft Word, PowerPoint, Excel, web-browsers and database applications.
- Ability to deal with people with tact and diplomacy.



How to apply

Interested candidates should apply by presenting the following documents electronically:

- Cover letter explaining why S/he considers herself/himself as the most suitable for the assignment.
- Updated curriculum vitae
- Technical and Financial Proposal: Technical Proposal should include information on how S/he plans to approach and complete this assignment.
- Financial proposal should include the rate of consulting fee (daily rate)

Applicants are requested to send the documents to ktm_procurement@ilo.org **no later than 17:30 hrs; on Monday, 07 November 2022**. Applications received after this will not be considered.

Please indicate ***“Application: National Consultant-Project Completion Evaluation for “Welcome Home: Enabling Economic Reintegration of Returnee Migrant Workers”*** in the subject line.

Attestation for Having Adequate Medical and Accident Insurance

- Do you have Medical and Accident Insurance? YES NO
If YES, provide the document
- If NO, please be aware that the ILO accepts no liability in the event of death, injury, or illness of the External Collaborator.

The External Collaborator attests that he/she is adequately covered by insurance for these risks.

In no circumstances shall the External Collaborator be covered by any ILO insurance. It is the external collaborator's own responsibility to take out, at their own expense, any personal insurance policies that are considered necessary, including a civil liability insurance policy.

Security: Have you done the Security Trainings?

- BSITF, YES, NO
- ASITF, YES, NO

External collaborators whose tasks entail travel must comply with all applicable ILO security procedures and rules, notably those governing security clearance and training. 7 External collaborators benefit from the security arrangements and protection provided by the United Nations Security Management Network (UNSMN) at duty stations which are either not under a security level or up to security level four (4).

If travel entails, you are required to obtain security clearance through the UN TRIP System before your travel.



Eligibility

- Consultants contracted by the ILO for another task during the duration of this assignment are not eligible to apply
- If the applicant is engaged in full-time employment, the applicant will be required to present a no-objection certificate from their employers upon selection.

Selection Criteria

Submissions will be evaluated in consideration of the Evaluation Criteria as stated below:

The offer will be evaluated by using the best value for money approach (combined scoring method). Technical proposal will be evaluated on 70% whereas the financial one will be evaluated on 30%.

Below is the breakdown of proposal on 100%:

Criteria	Weight	Max. Point
Experience of similar work in/for development organizations/projects. At least 10 years of professional experience in the area of result-based management		10%
Experience in programme management of skills, employment and/or migration projects.		20%
Extensive expertise, knowledge, and experience in the field of Monitoring and Evaluation		15%
Technical proposal that includes information on overall methodology and how S/he plans to approach and complete this assignment		20%
Female and disadvantaged group who have similar experience and competency		5%
Financial proposal		30%
Total		100%