

International Labour Organization (ILO)
Integrated Programme on Fair Recruitment (FAIR)

Terms of Reference for an EXCOL contract:

Develop Content for Country-Specific Pre-departure Information, Education and Communication (IEC) material for Nepali Migrant Workers going to Jordan, Qatar and Malaysia

1. Background and objective of assignment

It is widely recognized that migrants need to be well informed about the migration process and have adequate preparation and information prior to their arrival at the destination country in order to optimize the migration experience and ensure their protection during the recruitment and employment phases¹. Transparent and comprehensive pre-departure information is considered a foundation for migrant empowerment and protection, and a critical tool for reducing the risk of abusive and fraudulent recruitment practices as well as forced labour.

In Nepal, the Ministry of Labour, Employment and Social Security (MoLESS) has undertaken several important steps to increase awareness and access to relevant information to migrant workers prior to departure. One of these crucial steps include the development and operationalization of a mandatory two-day pre-departure orientation for all migrant workers delivered through licensed orientation centers. The orientation as stipulated by the Foreign Employment Act 2007 is to be conducted by private training centers licensed by the Department of Foreign Employment. The orientation covers various topics including the foreign employment legal framework in Nepal, international laws related to migrant workers, referral and support services available to migrant workers, rights and responsibilities, and use of modern information technology. Until recently, the government implemented pre-departure orientation was generic in nature providing information which was not country nor sector specific. The Foreign Employment Board (FEB), the body under MoLESS tasked with the responsibility of setting curriculum, has revised the curriculum to update the nature of information required and to make it more specific to countries. For this, the FEB has formulated six regional clusters of countries sharing similar characteristics. This would include:

- Cluster 1: Korea-Japan
- Cluster 2: Gulf Cooperation Council (GCC) countries
- Cluster 3: Malaysia
- Cluster 4: Israel
- Cluster 5: Jordan & Lebanon
- Cluster 6: European Countries

The curriculum will be divided into two parts: the first part will have generic information, while the second part will be cluster specific. The FEB had called for support from various agencies to develop country/cluster specific information.

The International Labour Organization (ILO) has been promoting and implementing fair recruitment interventions through multiple projects under its Fair Recruitment Initiative (www.ilo.org/fairrecruitment), namely Integrated Programme on Fair Recruitment (FAIR) and Global Action to Improve the Recruitment Framework of Labour Migration (REFRAME). The Fair Recruitment Initiative strives to reduce deceptive and coercive practices during the recruitment process and violations of fundamental principles and rights at work, as well as other human and labour rights

¹ GiZ and ILO: 'Analysis of Labour Market and Migration Trends in Nepal', 2015.

through increased safe migration options, effective regulation of public and private employment agencies and accountability of unscrupulous actors. One of the keys ways to do so is to empower workers through initiatives aimed at providing access to reliable information on their rights in the recruitment and migration process.

Through these two project, the Fair Recruitment Initiative supported the FEB to develop of the generic part of the curriculum and the country specific information for two countries: Malaysia and Qatar. Thus a comprehensive pre-departure awareness manual has been developed to provide prospective migrant workers with specific and relevant knowledge about their rights and responsibilities through the migration process to the said countries as well as living and working conditions in its apparel industry, accessing support services and complaints mechanisms; sending money home; and basic health and safety issues.

As a next step, the FAIR project is seeking to develop country-specific information, education and communication (IEC) material to support the pre-departure manual. These IEC materials would be aimed at providing migrant workers with specific information on their rights and responsibilities as well as providing them with country specific information. It would also include information on the support system available to them in the event of violation of their rights. While a similar initiative has been carried out by the ILO previously in the “Travel Smart, Work Smart” series in 2015, the FAIR project seeks to update the information provided in the series in accordance to change in regulatory framework as well as to include information with respect to access to health care, occupational health and safety consideration as well as COVID-19 measures. .

2. Scope of work

Broadly, the consultant will be required to consult pre-existing documents to produce content for three individual country specific IEC material for migrant workers going to Jordan, Qatar and Malaysia. The IEC booklet produced should be fashioned in the form of the ILO’s “Travel Smart, Work Smart” series as in the following link: https://www.ilo.org/wcmsp5/groups/public/---asia/---ro-bangkok/---ilo-kathmandu/documents/publication/wcms_378990.pdf

The content is expected to largely include information on the rights of migrant workers. This should include at least the following:

- i. Basic information on the country of destination
- ii. Information of the rights and responsibilities of migrant workers both in Nepal and country of destination
- iii. Information on employers’ responsibility and relevant laws
- iv. What labour exploitation and forced labour mean
- v. Information on the support system available to migrant workers in Nepal as well as countries of destination.
- vi. Information on access to health care, OSH, and relevant COVID-19 measures impacting travel, work and the private sphere

The consultant is expected to do the following for the report:

- i. **Desk Research:** Review pre-existing documents such as the pre-departure orientation manual and previous versions of the “Travel Smart, Work Smart”. Based on this, the consultant will be expected to provide a framework for the IEC material for ILO review.
- ii. **Creation of a repository of relevant resources:** With the help of the ILO, the consultant will reach out to relevant stakeholders to collect and compile in a logical list all pre-existing IEC material of any form available for migrant workers.
- iii. **Content Development:** Based on the research, develop the content for IEC material in accessible language based on the framework. The content development needs to be done in English language.

3. Time frame

The duration of the assignment is a total of 15 days² of work spread across one and a half months tentatively within the following time frame:

	Date	No. of Days
Meeting with the ILO	16 October 2020	0.5 days
Desk research, compilation of resources and submission of framework for ILO comment	22 October 2020	4.5 days
Development of first draft and submission for ILO comments	9 November 2020	7 days
Submission of Final Edited Draft in English	27 November 2020	3 days
Total		15 days

4. Eligibility and Competencies of the applicant/s

- **Competencies:**
 - Minimum of university degree (Bachelor's or equivalent) in social science, communication, or related areas
 - Qualitative research and analytical skills.
 - Prior experience of developing IEC material will be an advantage.
 - Familiar with field of labour migration from Nepal
 - Excellent command and knowledge of written and spoken English
- **Eligibility:**
 - Consultants contracted by the ILO for another task in the duration of the study 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**.

5. Budget and terms of payment

Applicants are requested to send an all-inclusive fee per day along with their CV highlighting relevant experience to kathmandu@ilo.org no later than 12 noon, Wednesday, 30 September 2020. Please indicate "FAIR_IECDevelopment" in your email subject line.

Applicants who applied to the previous round of this call need not apply again.

100% of the payment will be made upon submission of the brief/report as specified above, to the satisfaction of the ILO.

² Subject to review. Please indicate in your e-mail any modification with a justification.