

International Labour Organization
Country Office for Nepal

Terms of Reference (ToR)

**Mid-Term Evaluation of
Migrant Rights and Decent Work (MIRIDEW) Project
combined with labour migration related components under
Skills for Employment Programme (SEP)**

Title of Project	Migrant Rights and Decent Work (MIRIDEW) combined with Skills for Employment Programme (SEP) labour migration components
TC CODE	NPL/18/01/CHE and NPL/17/01/GBR
Administrative Unit	ILO Kathmandu
Technical Backstopping Unit	DWT-Delhi ILO Decent Work Technical Support Team for South Asia, New Delhi (DWT-New Delhi);
Donor	MIRIDEW-Federal Department of Foreign Affairs (FDFA), Switzerland acting through the Embassy of Switzerland in Nepal SEP-Foreign, Commonwealth and Development Office (FCDO, former DFID), United Kingdom
Implementation Partner	Government of Nepal, Civil Society Organizations, Worker Organizations, Academia
Type of Evaluation	Mid Term Evaluation
Timing of Evaluation	01 October 2018 - 30 September 2020
Project budget	MIRIDEW - CHF 1,398,880 SEP – US\$ 1,986,814 (Migration component only)
Project duration	MIRIDEW-35 months (01 October 2018 – 31 August 2021) SEP-48 Months (01 August 2017-31 July 2021)

A. Introduction and rationale for evaluation

This Terms of Reference for the Mid-Term Evaluation (MTE) of the above project known as ‘MIRIDEW Project’ combined with labour migration related components of SEP is in compliance with the ILO Policy Guidelines for Evaluation published in 2017 and as per the requirement of Article 7 (1) of the project agreement between Federal Department of Foreign Affairs (FDFA), Switzerland and ILO signed on 26 September 2018. This evaluation will be conducted as an internal evaluation where, the evaluation is managed by an ILO official and conducted by an external evaluator selected in consultation with the ILO country office in Kathmandu, DWT for South Asia and Regional Office for Asia and the Pacific. Key stakeholders, ILO constituents, partners and the donor will be consulted throughout the evaluation process.

This mid-term evaluation of the MIRIDEW Project is planned for beginning of **October 2020**, with the final report expected to be completed by end of **November 2020**. This evaluation is being conducted to review the programme performance and enhance learning within the ILO and among key stakeholders. The evaluation findings and recommendations will help guide the MIRIDEW and SEP Project team in planning and implementation of the remaining period of the project together with need and possibility of its extension beyond. It is also important for ILO to look into how effective are the relevant components of Skills for Employment Programme (SEP) in achieving expected results and to bring strong synergies and complementarity for better and bigger results. This will also help ILO together with donors of both the projects to take decisions on how the work of both projects could be further strengthened and better collaborated for producing effective and greater impact in future. It would also provide valuable inputs to strengthening ILO’s management capacity, reflecting the changes which have occurred in the operational and administrative environment since October 2018, when the project commenced.

The Evaluation Focal Point in the ILO Nepal Office will provide technical backstopping for the evaluation.

B. Brief Background on project and context

Contextual Background

Lack of adequate and decent jobs at home and the higher earning potentials in destination countries are key factors driving Nepal's workforce abroad. With an average 1,700 workers leaving for foreign employment each day, and 5.62 million labour permits issued for Nepali in the last twenty five years¹, international labour migration has become an intrinsic part of the lives of many Nepali. Regularized labour migration from Nepal reached to its peak during 2014/15 when above 700,000 labour permits were issued including for re-migrants. Thereafter the flow of out migration is declining every year with an average issuance of 500,000 labour permits a year. The decline in number of people opting for labour migration is largely attributed by the earthquake of 2015 followed by various obstacles emerged

¹ Based on the analysis of annual data published by Department of Foreign Employment in different years. Note: The data does not reflect labour migration through India or irregular channels.

on various labour migration corridors. In relation to internal scenario of labour migration, the density of migration is higher from eastern part of Nepal namely Province 1 and 2 with 24.1 and 26.4 percent of total labour approval issued in the year 2017/18 and 2018/19². But the phenomenon is common across the country with Province 5, Bagmati Province and Gandaki Province having larger shares respectively³. Only difference is, labour migration to India is higher from western part which is not considered as 'foreign employment' by the existing laws. Likewise, number of women migrant workers is under-reported in the official data which is meagre 4.82 per cent of the total labour permits issued. It is mainly due to different types of ban and restrictions imposed on the mobility of women time and again forcing them to opt for irregular/undocumented channels for migration mainly via India⁴.

Official data on labour permits issued by the Government of Nepal (GoN) states that nearly 90% Nepali workers migrate to Malaysia and the Gulf Cooperation Council (GCC). India remains a major destination country for Nepali workers, particularly for seasonal labour migration. Nepal Labour Force Survey (2018) indicated that migration to India from Karnali and Sudur Paschim Provinces are 73 and 90 per cent respectively. As the existing laws doesn't recognize labor migration to India as 'foreign employment', there is no mechanism to keep the records of Nepali migrants working in India.

Migration plays a critical role at the macroeconomic level – remittances sent by Nepali workers abroad hovering between 25 to 30 per cent equivalent of Nepal's Gross Domestic Product (GDP) during last five fiscal years. In this context, Nepal is ranked in the list of top five remittance receiving countries in the world. Much of Nepal's poverty reduction can be attributed to the large amounts of remittances, with NPR 879.27 billion received in 2018/19. However, the benefits of migration have yet to be fully realised in Nepal. High levels of informality permeate most aspects of the labour migration process, caused in part by gaps in proper management and regulation of labour migration.

Project Background

Migrant Rights and Decent Work (MIRIDEW) project is a bilateral initiative of the Government of Switzerland represented by the Embassy of Switzerland in Nepal and the International Labour Organization (ILO) represented by the International Labour Office in Nepal. Similarly, Skills for Employment Programme (SEP) is an initiative taken up by Foreign, Commonwealth and Development Office (FCDO; formerly known as Department for International Development DFID), United Kingdom and part of the technical assistance component of the SEP is implemented by ILO. After rolling out of SEP by ILO, the MIRIDEW project is developed to contribute in the bigger and wider results foreseen by SEP in relation to labour migration related issues of Nepal. MIRIDEW is being implemented in close collaboration with Ministry of Foreign Affairs (MoFA) and the Ministry of Labour, Employment and Social Security (MoLESS) together with other concerned government line agencies whereas SEP largely works with MoLESS on labour migration components. The project

² Nepal Labour Migration Report 2020; MoLESS, 2020

³ Ibid

⁴ The DoFE's main source of data is the labour permits issued thus it only captures migrant workers using regular channels. There are multiple reasons to female migrants using irregular channels to migrate. There are socio-cultural patriarchal norms which restrict mobility and agency for women. The Government of Nepal has also adopted various directives/restrictions for Nepali female workers migrating to work in the domestic sector over the year.

interventions of MIRIDEW are planned to be executed in three major destinations (Malaysia, Saudi Arabia and Kuwait) of Nepali migrant workers and in Nepal with the support of selected government agencies, civil society organizations, media, returnee and in-service migrant workers and their networks. For SEP, all the migration related initiatives are country based with some important engagement at sub-national level as well.

Nepal has expressed its commitments for achieving the Sustainable Development Goals (SDGs) and prepared a roadmap for its implementation, monitoring and reporting. The roadmap prepared for this by National Planning Commission (NPC), the national entity responsible for overall national development planning and monitoring, also have responsibility to monitor and report against the targets set on SDGs. There are key labour migration related targets and indicators as well that needs to be monitored and reported. However, there is lacking of understanding of those targets and indicators, their monitoring framework, relevant data collection and responsibilities and finally reporting. So the project aims at filling those gaps by supporting NPC in defining the indicators and developing a comprehensive monitoring and reporting framework on labour migration related SDG targets. (Outcome 1)

Documented Nepalese migrants workers are found to be working in 153 different countries but almost 90% of them are headed towards Malaysia and GCC countries. That shows high level of dependency of Nepalese migrant workers in these traditional destinations. In recent years, there are few efforts to diversify the destinations but those are not becoming so successful to attract large numbers. Specially, the destinations or sectors for low-skilled Nepalese migrant workers are very limited. So if there will be certain shifts in the labour market of traditional destinations, it may largely impact the fate of hundreds of thousands of Nepalese workers and the import-based economy of Nepal. Therefore, there is need for exploring and diversifying destinations or sectors in existing destinations where low-skilled Nepalese workers get decent work opportunities. And, the project has plan to support Nepal Government in identifying and operationalizing new labour market destinations for low-skill Nepali workers. (Outcome 2)

The government of Nepal has embassies in most destination countries however their service delivery capacities are limited as they need to serve the big numbers of workers seeking consular support with limited human and financial resources. The labour counselors and attachés are not equipped for their job as expected and often lack the resources to provide the necessary services to workers in need. Lack of clarity and accountability towards roles and responsibilities among consular and labour officials in the missions playing a critical role in inadequate service delivery by the missions. As a result, migrants, and particularly women migrants, often do not get necessary assistance they require particularly to resolve their grievances largely with employers. In this relation, the project plans to work together with Ministry of Foreign Affairs (MoFA) and Ministry of Labour, Employment and Social Security (MoLESS) to strengthen service delivery capacity of the missions. (Outcome 3)

For last three years, Nepal remained a Chair of the Colombo Process (CP), a Regional Consultative Process on the management of overseas employment and contractual labour for 12 countries of origin in Asia. Nepal also led the technical working group on migration of the South Asian Association for Regional Cooperation (SAARC) and was able to influence the 18th SAARC Summit resulting to inclusion of labour migration agenda for the first time in the declaration. Accordingly, Nepal took lead in developing an Action Plan for the implementation of the labour migration agenda of the declaration. In addition to the active roles in those two processes, Nepal contributed actively to the Global

Compact for Migration (GCM) and regularly engaged in the Abu Dhabi Dialogue (ADD) and the Global Forum for Migration and Development (GFMD). However, there are few gaps observed in relation to prioritizing the issues, better positioning in the fora and trickling down the commitments back in the country. Therefore to have greater leverages from those fora, GoN requires support in documenting and communicating key issues and experiences in an effective manner and harmonizing the commitments made into its own frameworks and mechanisms. In this relation, the project have plans to provide technical assistance to MoLESS for their strong policy engagement at regional and global policy forums and in reflecting and implementing the commitments made at those levels. (Outcome 4)

The overall goal of the project is stated as *Migrants (M/F/discriminated groups) and their families are better protected by democratic institutions in Nepal and benefit from decent work conditions abroad.*

The main objective of the project is *to strengthen support systems of the Government of Nepal in order to better protect the rights of Nepali migrant workers along with increase benefits from labour migration.*

The project aim to achieve following outcomes and delivery of the related outputs.

Outcome 1: To have monitoring mechanism in place for key labor migration indicators

Outputs:

- Technical support to the National Planning Commission and MoLESS to improve monitoring and reporting on SDGs related to labour migration (8.8, 1..7 & 10.c)
- Technical support provided to DoFE to standardized skills categorization in FEIMS
- Technical support provided to FEB to develop database on deaths and injuries faced by Nepali migrant workers

Outcome 2: Bilateral and regional mechanisms strengthened to improve Nepali migrant workers' access to better jobs

Outputs:

- MoLESS prepared for formalization of new labour markets for low skilled workers
- MoLESS (close collaboration with MoFA) develops system to respond to migration related policy trends in countries of destination

Outcome 3: Nepali consular and diplomatic missions in country of destinations provide effective support services to Nepali migrant workers

Outputs:

- GoN (MoFA & MoLESS) developed and piloted operational guidelines for Nepali consular and diplomatic missions (including training, reporting in FEIMS and handbook on mass evacuation)

- Missions benefit from increased coordination with non-governmental support structures, including from support structures for women migrants, in countries of destination (mobilization of missions and CSOs)

Outcome 4: Effectively engaged with regional and global policy dialogues on labour migration and implemented relevant policy outcomes

Outputs:

- Developed a national position, including priorities and concrete messages for the regional and global policy dialogues on labour migrations (advisory team, consultations at different level, concretizing priorities)
- Global and regional policy dialogues on labour migration reflected in policy making process of the GoN (gap analysis and implementation of action points of GCM, CP, ADD, SAARC)

Likewise, ILO Country Office for Nepal is implementing Technical Assistance (TA) component of the United Kingdom's Foreign, Commonwealth and Development Office's (FCDO) Skills for Employment Programme (SEP). Within the broader framework developed by SEP on labour migration related issues, MIRIDEW was conceptualized later to contribute in some specific elements not adequately addressed by SEP. The programme was started from 01 August 2017 and ending on 31 July 2021. SEP aims to provide Nepali workers with more productive domestic employment opportunities by filling skill gaps in both formal and informal sectors, with a focus on sectors that are instrumental for transformational economic growth in Nepal. Further, SEP also aims to increase incomes of migrant workers through reduced cost of migration and increased incomes in employment and facilitate higher savings and more productive investment of remittances. The overall aim of the programme is to support domestic employment creation and reduce long-term dependency on migration, whilst recognizing the importance of labour migration as one of the major source of employment for Nepali workers.

The Technical Assistance components on labour migration under SEP aims to achieve results in the above areas of work by supporting the Government of Nepal in creating partnerships with key stakeholders, increasing coordination, developing research and evidence, and developing and implementing relevant policies/laws that enable a higher development impact from labour migration.

Specifically, the following outcomes and outputs areas of the programme aim at improving benefits of labour migration for Nepal and the migrant workers at individual level:

Outcome 3: National policies strengthened and implemented to enhance the governance of labour migration in Nepal

Outputs:

- Support to national laws, regulations, policies, information and standards that enhance the governance of foreign employment.
- Technical assistance for the expansion of the Shuvayatra platform to enhance access to financial and employment services to migrants and their families

- Technical assistance to support provincial governments to establish and implement labour migration governance structures in selected provinces

Outcome 4: Bilateral and regional mechanisms strengthened or initiated to improve Nepali migrant workers access to better jobs

Outputs:

- Technical assistance provided to GoN for entering into new BLAs and revising existing BLAs/MoUs with destination countries
- Technical Assistance to Government to identify and scope new niche markets or new sectors in existing corridors for Nepali workers
- Technical assistance to develop a system for collection of data in countries of destination

So the MTE is principally intended for the MIRIDEW project but also intends to look into relevant outcomes and outputs of SEP for its effectiveness and impacts together with complementarities and synergies between the two projects.

Partners and Geographical coverage

The MIRIDEW and SEP projects principally have three different levels of partners. The major and most important partners of MIRIDEW are Ministry of Foreign Affairs (MoFA) and Ministry of Labour, Employment and Social Security (MoLESS) but for SEP, MoLESS is the key government partner. Both the project components are largely designed keeping in mind the most crucial element of the interventions – its sustainability. Therefore, major interventions are focused on developing system, process and mechanism of government entities and building ownership of the government entities. Likewise, some of the outputs are linked with specific government institutions mainly with National Planning Commission (NPC), Department of Foreign Employment (DoFE) and Foreign Employment Board (FEB). Hence the project works in close collaboration with these government partners.

The second level of partners are trade unions and CSOs/NGOs who are playing key role in bridging gaps between the government institutions and the primary beneficiaries – the migrant workers. The project is currently collaborating with General Federation of Nepalese Trade Unions (GEFONT), Pravasi Nepali Coordination Committee (PNCC) and Non-Resident Nepali Association (NRNA) in order to support Nepali diplomatic missions in selected destinations. The project is also collaborating with a research institution, Social Science Baha that facilitates the process for developing monitoring and reporting framework on labour migration related SDGs targets and indicators. A new CSO partner is envisaged to support MoLESS in relation to policy review and dissemination of the policy changes to the wider public using effective media platforms. For SEP, Law and Policy Forum for Social Justice (LAPSOJ) is the key partner in relation to law and policy related work while some of its work is also technically supported by Social Science Baha relating to development of National Strategy for the Implementation of Global Compact on Migration (GCM). The Asia Foundation (TAF) is

another key partner for SEP that is engaged in developing and promoting an mobile app called Shuva Yatra.

For both project components, the third layer of the partners are the thematic and technical experts who support in delivery of project outputs and ensure the quality of the delivery of the projects. Such experts are used or are planned to be used in the areas of capacity gap assessment of missions and development of operational guideline for the missions, labour market assessment to identify potential new destinations, support in policy dialogue issues etc.

MIRIDEW was initially designed to implement in Nepal and three major destination countries namely Malaysia, Qatar and Kuwait. However, due to some political sensitivity and other critical issues, Saudi Arabia was selected instead of Qatar. The project mainly focuses its interventions at national level but limited involvement of provincial and local governments are also expected for selected activities. In relation to SEP, it is planned to engage with and at all three tiers of government namely federal, provincial and local in relation to federalization of labour migration governance and related interventions.

Relevance and Strategic Fit

Decent Work Country Programme (DWCP for 2018-2022) is the core strategic guidance for ILO that is finalized and adopted by tripartite constituents (GoN, employers' organizations and workers' organizations). The DWCP reflects the social, economic and political priorities of the country. The framework has identified two key priorities as the focus of its activities for 2018 to 2022, which include the following:

Priority 1: Enabling decent work for all through sustainable, inclusive and gender responsive growth

Priority 2: Strengthening institutional capacities, enhancing social dialogue and applying fundamental Conventions and other international labour standards.

Under priority 2, the DWCP identified the role of the ILO to support the GoN, including the diplomatic missions, and social partners at the central and sub-national levels to effectively implement governance frameworks which result in fair labour migration practices and protection of the rights of migrant workers. A strategic priority of the ILO has been identified as supporting diplomatic missions to enhance capacity to deliver evidence-based administrative and operational functions, and have strengthened redress mechanisms and service delivery to migrant workers.

The activities outlined in this project are also directly aligned with the United Nations Development Assistance Framework (UNDAF 2018-22), which aims to increase access to safe and decent employment for economically vulnerable, unemployed and under-employed people by 2022. The project contributes to the ILO's Global Outcome 9: Fair and effective international labour migration and mobility. Under this outcome, the ILO aims to support its constituents to "adopt fair and effective international labour migration and mobility policies and establish measures for their implementation at the national, regional or sub regional levels to protect the rights of persons working abroad and meet labour market needs".

Labour migration is a priority for the ILO at global, regional and country levels. The ILO is actively involved in regional processes and global dialogues on migration and development. ILO technical cooperation projects exist in several countries in South and Southeast Asia where similar policies and programmes are being introduced. The ILO is also implementing programmes in several countries in East and West Africa that may reveal good practices and lessons learned for consideration in Nepal. Moreover, the ILO has programmes in a number of destination countries, in Malaysia and the GCC countries. Links will be built with those programmes to ensure more effective corridor approaches between the governments, the private sector, trade unions and CSOs.

Project Management Arrangement

The ILO is the executing agency responsible for overseeing the technical and administrative aspects of project implementation, in close partnership with project partners. The direct project partners are MoLESS, MoFA, returnee migrants' organizations, civil society and research institutes. In order to produce certain outputs, the project work closely with other government partners e.g. National Planning Commission, Central Bureau of Statistics, National Human Rights Commission, Foreign Employment Board, and Department of Foreign Employment as necessary along with diaspora organizations. The project outputs, and the financial and administrative rules of the ILO govern the institutional framework of the Project.

A National Project Coordinator (NPC) is responsible for the overall implementation and management of the project which also include coordination, collaboration and cooperation with various stakeholders and facilitating their effective buy-in. NPC is also responsible for in-house coordination with the various specialists based in country and regional offices of ILO and bringing their expertise for the successful deliveries of the project. A Finance and Admin Assistant (FAA) manages overall financial and administrative aspects of the project and supports NPC in the implementation of the project activities. For the financial and administrative management, ILO Country Office's Finance and Admin team support the NPC and FAA in organizational financial and administrative management. NPC also collaborate and coordinate with other in-house projects namely SEP, FAIR and WIF to generate synergies and strengthen the outputs and outcomes of the project. Whenever required NPCs of those projects are also engaged to ensure proper implementation of this project.

A Project Steering Committee (PSC) was initially provisioned to provide strategic advice and decision making on the direction of the project that was proposed to comprise representatives from MoFA, MoLESS, MoF, NPC, CBS, SDC and ILO. Representatives from FEB, DoFE, DoCS and other line agencies were also expected to invite on need basis. But due to unwillingness of MoLESS to establish a separate PSC for each project in the context where overall ILO work encapsulated in the Decent Work Country Programme (DWCP) which already have a set steering mechanism, separate PSC could not be established.

Project administration is managed by the ILO Office in Kathmandu. The ILO Country Director is responsible for overall oversight of the project. ILO and SDC hold regular meetings in order to ensure information flow and discussion on challenges and strategic steering of the project.

The project is technically backstopped by ILO's Regional Migration Specialist at the Decent Work Team in New Delhi, India. The ILO's Regional Office in Asia and the Pacific (ROAP) and the International Labour Migration Branch (MIGRANT) at ILO headquarters in Geneva also provide policy level support on various aspects.

C. Purpose, scope and clients of evaluation

Purpose

The main purposes of this internal mid-term evaluation are to improve programme performance; enhance accountability and learning for the ILO and key stakeholders and look into need and relevancy of its extension. Moreover it helps to ensure that progress and results of the projects are monitored, communicated and acted upon in a timely, efficient and result-based manner. The Evaluation is also intended to assess the relevance, performance, management arrangements and success of the projects by identifying developed documents, lessons learned and makes recommendations that the project partners and stakeholders might use to improve the design and implementation of other related labour migration management projects and programs.

Scope

The scope of the MTE will cover all interventions of MIRIDEW and SEP (labour migration only) that ILO has implemented till 30th September 2020.. This MTE was initially scheduled in May 2020 and postponed due to the CoVID-19 pandemic. Gender dimension will be considered as a cross-cutting concern throughout the methodology, deliverables and final report. In terms of this evaluation, this implies involving both men and women in the consultation, evaluation analysis and evaluation team. Moreover the evaluators should review data and information that is disaggregated by sex and gender and assess the relevance and effectiveness of gender-related strategies and outcomes to improve the lives of women and men. All this information should be accurately included in the inception report and evaluation report.

The evaluation is expected to commence from the first week of October 2020 and conclude at the end of November 2020 and will have a national coverage in general. However for specific initiatives where the Project has worked in destination countries, the evaluator/s will meet with relevant implementing partners in Nepal. The evaluation will integrate gender and social inclusion as a cross-cutting concern throughout its methodology and all deliverables including the final report.

More Specifically the evaluation is expected to cover the following project components:

1. Establish result-based evaluation framework:

- Assess the coherence and logic of project's design and, whether it is still valid within the current economic, political and development circumstances in Nepal;
- Assess the project design in terms of its relevance to the overall development situation at the national level; relevance to national strategies, ILOs' DWCP program framework and relevance to beneficiaries;

- Assess performance of the project in terms of effectiveness, efficiency, and timeliness of producing the expected outputs; including the progress made towards achieving its long-term and medium-term outcomes (including intended and unintended, positive and negative results) as stated in the original project document, the challenges affecting the achievement of the objectives, factors that hindered or facilitated achievement so far;
- Assess the complementarity and synergies between the project components' interventions

2. Evaluate and report on progress and results:

- Assess the quality and timeliness of inputs, the reporting and evaluation system and extent to which these have been effective;
- Assess relevance of the project's management arrangements; identify advantages, bottlenecks and lessons learned with regard to the management arrangements;
- Track and analyze progress towards agreed outputs of each of the four outcomes of the initiative in-line with the evaluation framework;
- Identify constraints, failures, achievements and best practices and propose recommendations to make adjustments to ensure the achievement of the project with in the remaining lifetime of the project;
- Assess efficiency of resource use; and
- Assess the likelihood of extension and sustainability of the interventions

3. Document good practices and lessons learned:

- Analyze underlying factors beyond ILO's control that affected the achievement of the project outcomes
- Good practices

4. Clients of the evaluation

- **Primary Clients:**
 - Ministry of Labour, Employment and Social Security (MoLESS)
 - Ministry of Foreign Affairs (MoFA)(Include the stakeholders in those CoDs where gap assessment was conducted)
 - National Planning Commission (NPC)
 - National Human Rights Commission (NHRC)
 - Department of Foreign Employment (DoFE)
 - Foreign Employment Board (FEB)
 - Pravasi Nepali Coordination Committee (PNCC)
 - General Federation of Nepalese Trade Unions (GEFONT)
 - Social Science Baha (SCB)
 - Law and Policy Forum for Social Justice (LAPSOJ)
 - The Asia Foundation (TAF)
 - Embassy of Switzerland in Nepal/Swiss Agency for Development and Cooperation
 - Technical/Thematic Experts engaged with project
 - Safer Migration Project (SaMi)/HELVETAS Swiss Intercooperation Nepal
 - Skills for Employment Programme (SEP)
 - Foreign, Commonwealth and Development Office (FCDO)

- The ILO MIRIDEW Project Team (and broader Migration Unit), ILO Country Office for Nepal, DWT-New Delhi, ROAP, MIGRANT at the ILO HQ, and
- **Secondary clients** are other key stakeholders, including migrants themselves.

D. Key evaluation questions

For the purpose of internal evaluation, the questions will consider core evaluation criteria (e.g. relevance and validity of the design, effectiveness, efficiency, impact and/or sustainability) against the initiatives carried out by the Project during the evaluated time frame.

It is expected that the evaluation would address all of the questions detailed below to the extent possible. The evaluator may adapt the evaluation criteria and questions, but any fundamental changes should be agreed upon between the ILO Evaluation manager and the evaluator. The evaluation instruments (to be summarized in the inception report) should identify the general areas of focus listed here as well as other priority aspects to be addressed in the evaluation. Suggested evaluation criteria and evaluation questions are summarized below.

Relevance and Validity of the Design:

- To what extent the project design is appropriate to ILOs' DWCP framework?
- How does the GoN see the component of the project contributing to their larger framework?
- To what extent are that objectives of the project consistent with the beneficiaries' requirements, and relevant to country needs?
- To what extent are the project design (objectives, outcomes, outputs and activities) and its underlining theory of change logical and coherence?
- Does the design need to be modified in the second half of the project, and why?
- How appropriate and useful are the indicators described in the project document in assessing the project's progress? If necessary, how should they be modified to be more useful? Are indicators gender sensitive?
- Were any lessons learned from previous projects in the area?
- Were the outputs achievable or overly ambitious?
- Were risks properly assessed?
- How relevant the project is in terms of core ILO functions such as promoting international labour standards, social dialogue, gender equality and non-discrimination, tripartite processes, and constituent capacity development?

Coherence-How well does the intervention fit?

- The extent to which other interventions and policies support or undermine the project interventions, and vice versa.
- Adaptation and realignment of interventions based on contexts i.e. COVID
- The extent of synergies and interlinkages between the project interventions and other interventions carried out by ILO Kathmandu, Government and social partners.

- Have there been new intervening factors/actors (e.g. other donor assisted programmes) that have emerged since the inception of the project which may have impaired or enhanced project performance or future ILO development assistance in these strategic areas?
- What are the ways to maximize synergies and improve collaboration with these new actors? Also explore possible duplication of effort/resources.

Intervention Progress and Effectiveness (including effectiveness of management arrangement)

- To what extent has the project been making sufficient progress towards its planned results (including intended and unintended, positive and negative)? Will the project be likely to achieve its planned long-term and medium-term outcomes by the end of the project? Are there any external factors that hindered or facilitated achievement of the project?
- Were there any non-planned effects and were these good or bad?
- Was coordination with social partners effective?
- The extent to which has gender mainstreaming been addressed in the design and implementation of the project?
- To what extent do the project management capacities and arrangements put in place support the achievement of the planned results?

Efficiency

- To what extent has the project delivered value for money? How well resources and inputs (funds, expertise, time, etc.) been allocated or used strategically to achieve the planned results? Have they been delivered in a timely manner? If not, what were the factors that have hindered timely delivery of outputs? Any measures that have been put in place? Where possible, analyze intervention benefits and related costs of integrated gender equality (or not).
- To what extent have the project resources been leveraged with other related interventions to maximize impact, if any?
- Was the methodology of implementation the right one under the circumstances?
- Was the budget spent according to the proposed budget lines?
- Was the rate of spending acceptable and according to plan?
- What was the value of this project? (% of budget that actually reached the beneficiaries)

Possibility of Extension and Sustainability

- To what extent are the planned results of the project likely to be durable and can maintained or even scaled up and replicated by other partners after major assistance has been completed?
- What is the need, importance and relevancy for the extension of the project period? What are the areas of engagements that should be continued? What are the areas that needs further build up?
- How effective has the project been in establishing national ownership? Is there any room for improvement for steering the project?

- To what extent have government institutions benefited from policy dialogue support and process etc?
- To what extent the government benefited from the activities and outputs?
- To what extent can the outputs be expected to be sustainable over the longer (5-10 years) term?
- Does the government institutions fully support the initiatives taken by the project?
- To what extent has government partners been involved in the implementation of the project?
- To what extent has the project strengthened the capacities of the government structures?
- To what extent are the migrant themselves contributing to the sustainability of the initiatives?
- To what extent is the impact sustainable over the longer term?
- Has the project increased or decreased dependency on outside intervention?
- Has the project been able to leverage the ILO contributions through its comparative advantages including social dialogue?

Reporting: Transparency in reporting

Observations on donor's role and influence on project implementation:

- Were communications with the donor satisfactory in terms of promptness and content?
- Was technical/administrative support provided timely and adequately when requested?
- Were financial release procedures and actions timely taken care of and did these influence project implementation in any way?
- Was monitoring and progress reporting adequate according to the ILO and donor requirements?

E. Methodology to be followed

The evaluation will be carried out through a desk review and field visit to the project site in Kathmandu, Nepal and consult with donor, implementing partners, beneficiaries and other key stakeholders. Consultations with relevant units and officials in Geneva, Decent Work Team in New Delhi and ILO's Regional Office in Asia and the Pacific (ROAP) will be done and the method for doing so will be decided by the evaluation team. The evaluation team will review inputs by all ILO and non ILO stakeholders involved in the project, from project staff, constituents and a range of partners from the private and civil sectors. The evaluation team will be comprised of an international and a national consultant. The evaluation team itself will do the division of role between the consultants.

The draft evaluation report will be shared with all relevant stakeholders and a request for comments will be asked within a specified time (not more than 5 working days). The evaluation team will seek to apply a variety of evaluation techniques – desk review, meetings with stakeholders, focus group discussions, field visits, informed judgement, and scoring, ranking or rating techniques.

Desk review

A desk review will analyse project and other documentation including the approved log frame, periodic progress reports to donors, research products, tools, mission reports, seminar and stakeholder consultation reports, concept notes and any other related documentation provided by the project management and backstopping officers. The desk review will suggest a number of initial findings that in turn may point to additional or fine-tuned evaluation questions. This will guide the final evaluation instrument which should be finalized in consultation with the evaluation manager. The evaluation team will review the documents before conducting any interview.

More specifically the following documents will be shared with the evaluator at the commencement of the work:

1. Project Documents, respective Work Plans and Logical Frameworks
2. Periodic Progress Reports submitted to the Donors by ILO as per PARDEV reporting guidelines
3. All studies and reports produced for and by the Projects to support the stated outcomes
4. Progress reports submitted by the implementing partners
5. All other relevant documents and publications

Interviews with ILO Staff

The evaluation team will undertake group and/or individual discussions with project staff in Kathmandu. The evaluation team will also interview ILO staff responsible for financial, administrative and technical backstopping of the project. An indicative list of persons to be interviewed will be shared by the project management (NPC) after further discussion with the Evaluation Manager.

Interviews with Key Stakeholders in Kathmandu

A first meeting will be held with the ILO CO Director and with the Project Team. After that the evaluator will meet relevant stakeholders to undertake more in depth reviews of the respective national strategies and the delivery of outputs and outcomes of the respective components in the country. The evaluator may conduct Partner visits/Field Observations and interviews with all government and CSO partners, labour migration experts, external consultants and the donor.

F. Main Outputs: inception report, draft and final evaluation report

1. The evaluator will develop an **inception report** and work plan for meeting the objectives of this TOR. This should include participatory engagements with all key stakeholders. The inception report and work plan will be submitted to the ILO and agreed prior to Commencement of Work. All data gathering mechanisms and methods used should be disaggregated by sex. Evaluation methodology and subsequent analysis should address gender concerns. Linkages should be identified between data sources, data collection methods, and analysis methods.
2. Evaluation Report as per the proposed structure in the ILO evaluation guidelines:

- Cover page with key project and evaluation data
- Executive Summary
- Acronyms
- Description of the project
- Purpose, scope and clients of the evaluation
- Methodology
- Review of implementation
- Clearly identified findings for each criterion
- Conclusions
- Recommendations (Including to whom they are addressed to)
- Lessons learned and good practices
- Annexes

3. Evaluation summary (as per ILO standard format)

- 4. A PowerPoint presentation with the key findings and recommendations** to be shared with ILO and key stakeholders, possibly through a stakeholder workshop, or virtually.
- 5. Project scoring matrix** (to provide scoring of the project based on ILO evaluation matrix)

The evaluator should plan for a critical reflection process and quality communication and reporting of evaluation outcomes (which may include: debriefing of Project Manager, Regional Migration Specialist, Country Director, donor, key stakeholders, etc)

The evaluation reports and its contents are the property of the ILO. All draft and final outputs, including supporting documents, analytical reports and raw data should be provided in electronic version compatible with Word for Windows.

G. Management arrangements, work plan, formatting requirements and time frame

Management Arrangements

As per the ILO's evaluation policy guidelines, for independent evaluations, the Regional Evaluation Officer in the Regional Office for the Asia and the Pacific will identify an Evaluation Manager to manage an entire evaluation process. The evaluation manager is expected to have no links to decision-making for the project being evaluated. The evaluation focal points in the region provide the evaluation manager with advice on evaluation policies, ethics and procedures, as well as the necessary guidance to conduct the evaluation process. The Evaluation Manager will be responsible for the following:

- a) Planning the evaluation and finalizing the ToR: The evaluation manager communicates with project staff, key stakeholders on evaluation parameters and helps finalize ToR based on the

substantive inputs from the Chief Technical Advisor and other project staff; circulates the ToR for comments and finalizes the ToR.

- b) Selecting and contracting consultants: The evaluation manager prepares the Expression of Interest text; Conducts due diligence checking references; Gets approval on consultant from EVAL focal point; Agrees with consultant on terms and conditions as per ToR and arranges for the contract to be issued with relevant ILO Offices.:
- c) Managing the consultant: The evaluation manager provides a briefing to the consultant; Participates in the review of the inception report, if relevant; Ensures that project staff are providing adequate access to documents and interviews; Conducts checks on the consultant work plan and time line; Working with project staff, the evaluation manager may request that project staff undertake a quick 1-2 day review of any extremely sensitive issues in the draft report before submission to stakeholders; and Ensures that the draft report and its formatting adhere to the ToR.
- d) Finalizing the evaluation: The evaluation manger circulates the draft report for comments to the identified stakeholders; Consolidates stakeholder comments and returns them to the evaluation consultant.
- e) Approving the evaluation: Once the consultant submits a revised draft of the report and relevant annexes to the evaluation manager, the report must be checked for adherence to the requirements of the ToR and ILO content and formatting. The evaluation manager sends the revised draft around to the REO or DEFP and EVAL for another quality check. Once it has been completed, the REO or EFP fills in the EVAL Submission Form and sends all the relevant documents to EVAL in HQ for final approval.
- f) Dissemination of the Report: Once notified of approval by EVAL HQ, the evaluation manager can approve the consultant's final payment and then disseminate the report to all key stakeholders, including to PARDEV for submission to the donor.

Quality assurance & formatting requirements

Quality recommendations in the evaluation report must meet the following criteria: -

The evaluator should refer to **ILO's Policy Guideline for Evaluation** and may include the following criteria for drafting quality recommendations in evaluation reports:

- (1) recommendations are based on findings and conclusions of the report,
- (2) recommendations are clear, concise, constructive and of relevance to the intended user(s),
- (3) recommendations are realistic and actionable (including who is called upon to act and recommended timeframe).

In addition to The ILO Guidelines, provides formatting requirements for evaluation Reports, establishing the following criteria for the drafting of recommendations:

- (1) actionable and time-bound with clear indication of whom the recommendation is addressed to,
- (2) written in two to three sentences of concise text,
- (3) numbered (no bullet points) and (4) no more than twelve.

Recommendations must be:

- (5) presented at the end of the body of the main report, and the concise statement should be
- (6) copied over into the Executive Summary and the Evaluation Summary (that is, the concise statements of recommendations should be verbatim identical in the recommendation section of the main body of the report, the Executive Summary, and the Evaluation Summary).

Proposed Work plan and time frame

Time line: The work on the **evaluation** should begin by starting of October 2020 and final report to be submitted by end of November 2020. The total effort is expected to be **25 person days for the international consultant** to complete the full assignment. The number of days of engagement for a national consultant is expected to be of **15 days** distributed across relevant tasks/activities mentioned below.

Phase	Responsible Person	Tasks /Activities	Days Proposed (W/Days)
1	Consultant / evaluation manager	Brief by evaluation manager, project staff and ILO Country office Desk Review of project – related documents	5
2	Consultant	Submission of Inception Report	2
3	Consultant	• Consultation with project team in Nepal	2
		• Consultation with project partners and other stakeholders	5
		• Prepare report of findings	4
		• Prepare draft report and power point presentation	2
		• Present findings and recommendations to key stakeholder group	1
	Consultant	• Incorporate comments from stakeholder presentation	2
4	Evaluation Manager	• Circulation of draft report to key stakeholders	0
	Consultant	• Finalize the report with comments from stakeholders and management responses	2
Total			25 days

Consultancy Fee or Financial Proposal

The consultant is expected to mention the per day consultancy fee for engaging in this initiative while submitting the Expression of Interest (EoI). Claim of such fee should be provided with proper evidence i.e. contract or payment made by other company or organizations. If the consultant have worked with ILO or any other UN organizations, such evidence are preferred for this purpose.

ILO hold its right to negotiate on the proposed consultancy fee or financial proposal submitted by the consultant considering the qualifications, experience and market factors.

As international consultant is the lead for this MTE so it is expected that selection and mobilization of national consultant would be the sole responsibility of the international consultant. Both the consultant needs to work as a team so it will be much appropriate for international consultant to use the national consultant with whom they might have already worked with or familiar with. The fee of the national consultant should be negotiated and agreed by the international consultant. In the EOI/proposal, international consultant needs to propose per day fee of the national consultant as well. The minimum requirement for the national consultant is provided below (Section H).

In case, if the international consultant doesn't have any contacts with such potential national consultants, ILO can provide name and contacts of few potential candidates from its roster on the request.

Payment Modality

The payment of consultancy fee based on per day rate and total days of engagement will be paid in total after the fulfillment of the tasks and submission of deliveries mentioned under SECTION F above. ILO will release the payment after the acceptance of the deliveries as mentioned above.

Submission of the EOI/Proposal

The deadline for submission of the EOI/Proposal is **04 October 2020**. The EoI/Proposal should be submitted along with following documents:

- Updated CVs of both international and national consultant
- Evidence of similar kind of work/assignment
- Evidence to support/justify the proposed consultancy fee proposed (for international consultant this is must and preferred for national consultant)
- Workplan for carrying out MTE

Any queries in relation to this assignment can be sent to karki@ilo.org latest by 01 October 2020.

H. Requirements/Qualifications for Consultants

Minimum Requirements/Qualification for International Consultant

- Minimum Master's degree in related fields, PhD preferred.
- Minimum 10 years of experience in the field of monitoring, evaluation, research with specific experience of leading evaluation of complex development projects.
- Excellent understanding of labour migration issues, related policies, laws and functioning of different institutions in labour source countries; know-how of same in Nepal will be an added

advantage. Proven experience in designing, developing and leading monitoring, assessments and evaluation of similar nature of projects.

- Proven experience in collecting, analyzing and interpreting secondary data and information, particularly qualitative analysis and interpretation.
- Experienced and well versed with various evaluation and assessment tools, methodologies and processes.
- Experience of conducting similar labour migration related projects/interventions particularly from source countries is highly preferred.
- Good conceptualizing, analyzing and logical sequencing skills.

Minimum Requirements/Qualification for National Consultant

- Minimum Master’s degree in related fields.
- Minimum 5 years of experience in the field of monitoring, evaluation, research with specific experience of engagement in evaluation of complex development projects.
- Excellent understanding of labour migration issues, related policies, laws and functioning of different institutions in Nepal.
- Proven experience of supporting in designing, developing and facilitating monitoring, assessments and evaluation of similar nature of projects.
- Proven experience in collecting, analyzing and interpreting secondary data and information, particularly qualitative analysis and interpretation.
- Experienced and well versed with various evaluation and assessment tools, methodologies and processes.
- Engaged as key team member in the assessment or evaluation of similar labour migration related projects/interventions is highly preferred.
- Proven experience in coordinating, collaborating and facilitating the process and tasks of similar assessment/evaluation for lead international consultant.

I. Attestation for having adequate medical and accident insurance:

Insurance	<p>Do you have Medical and Accident Insurance? YES NO</p> <p>If YES, provide the document</p> <ul style="list-style-type: none"> - 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.
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Security	<p>Have you done the Security Trainings?</p> <ul style="list-style-type: none">- 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. 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. If travel entails, you are required to obtain security clearance through the UN TRIP System before your travel.