

► ILO Nepal Terms of Reference (TOR)

Strengthening Employment Services through designing and organizing training to local partners' and Employment Service Centre staff on operation, vocational/career/employment counselling and guidance, and job matching

Title of the position: International Consultant-Employment Services Expert

Location: Kathmandu, Nepal and possible visit to municipality

Type of contract: Short Term Consultant

Duration of Contract: 35 Workdays (June to September 2022)

Languages required: English

May 2022

► Background

The country suffers from extensive underemployment and underutilization of labour, and other decent work deficits due to the prevalence of informal economy. A majority of those employed (6 million or 84.6 per cent) are engaged in informal employment. Many of those in the informal sector have a low level of education. Women show disproportionately poor labour market outcomes with female unemployment rate 2.8 percentage points higher than that of men.

The COVID-19 pandemic has disrupted businesses both domestically and abroad, and further exacerbated the decent work deficits among the informally employed and migrant workers. The ILO estimates that around 2 million jobs in the domestic labour market are likely to be disrupted during the ongoing crisis mostly in tourism, construction and manufacturing sectors which are among the most exposed to informality (informal employment above 80 percent). In the foreign labour market, around 20 percent of total Nepali migrant workers are at risk of losing jobs. 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.

The establishment of Employment Service Centres (ESCs) is a landmark for the extension of services for the Ministry of Labour, Employment and Social Security (MOLESS) to local levels. The Right to Employment Act (2018) establishes that ESCs should act to ensure the right to minimum employment (100 days of work per year), provide support to the unemployed, collect and maintain information on workers and employers, and provide employment promotion and matching services. The Act also prescribes that MoLESS has the responsibility to set the directives, coordinate and facilitate the functioning of the ESCs, while many operational responsibilities rest on municipal governments – however, the roles and responsibilities of the different levels of government are not clearly divided in the Act.

The engagement of municipal and provincial level governments with the ESCs is still partial, with limited integration of the mandated functions of the Centres with the local planning or budget processes. Ownership by local authorities is seldom observed and a **clear vision and plan for the medium to long-term institutional and financing set up of the ESCs within local governments seems to be missing**. For the long-term sustainability of the ESCs, municipalities and provinces will likely need to directly fund (fully or partially) the centres with local budget and grants from the Federal Government and play a larger role in their operations.

At present, 740 ESCs are active and there are more than 700 employment coordinators at work. The World Bank is financing 703 Technical Assistants, and Employment Assistants are expected to be hired by Government by the end of the Fiscal Year (FY) 2021/2022. The last orientation provided to ESCs was conducted in November and December 2021, and 727 participated in the programme. All new Employment Assistants will require training, and most existing staff will also require refreshers and additional training in employment promotion services, since these are not yet being implemented. At the moment, ESCs' staff are mostly financed by MoLESS and the World Bank, with no clear path for the transfer or reopen the positions of these workers under local governments' management and budget. Moreover, staff turnover in the ESCs is high, and one-off training activities' results may be short lived as trained staff are transferred to functions outside the ESCs, and new, untrained staff, are recruited/transferred to fill the vacant positions. Moreover, there are no clear job descriptions nor career paths for ESC workers. To reduce the impacts of high turnover, **a system to consistently maintain the capacity of the ESCs is needed**, including training new ESC staff, and providing regular refresher and more advanced courses for current staff – provincial governments and their institutions could play an important role in this function.

Regarding its mandate, currently the ESCs are focusing on registering unemployed, data entry in the Management Information System (MIS), the cash for work programme management and monitoring, including bank account payment facilitation. The ESCs are not yet implementing employment promotion services, nor managing to pursue links to the private sector or offering referral services to jobseekers. Government is likely to face challenges in implementing these areas of work, despite being critical functions of the ESCs. Thus, **support to ESCs to roll out of**

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

employment promotion services, is required (e.g., counselling/job search assistance and placement referrals) – including reviewing and updating existing operational manuals and guidelines, developing manuals and guidelines for the implementation of employment promotion services and engagement with the private sector, capacity building and support for the implementation on these new services. One consideration is whether the limited staff of ESCs will have the capacity (time and resources) to provide employment promotional services alongside the public employment programmes.

In addition to these challenges, **ESCs are facing difficulties to systematically engage with the private sector**, particularly in assisting employers in finding the appropriate workers with the right set of skills and enhancing linkages and information flows between jobseekers and employers for the available employment opportunities. Given the previous focus on the public employment programmes, few ESCs have managed to maintain regular engagements with private sector representatives, and no systematic collaborations with local chambers of commerce is in place.

In the past, the ILO Nepal through KOICA funded Labour Market Information and Employment Services (LiE) project has provided technical assistance from 2015 to 2018 to assist MOLESS, Department of Labour (DOL) to improve overall quality of employment services through public Employment Service Centres (ESC). The LiE project has developed ESC Operation Manual, Counselling Services Manual and Employers Services Manual and supported capacity building of the 14 ESCs, which were under MoLESS during that period. The project has also supported the development of the ESC job portal and provided support to outreach campaigns, organize job fairs and interaction forums conducted together with employers’ organizations, training providers, NGOs, schools and colleges and other social community-based organizations. Those 14 ESCs were transferred to Provincial Ministry Social Development (MOSD) and/or to Local Government, of which one remains under direct MoLESS management, four are under Provincial Government, and at least four are being managed by their respective Municipal Government.

The World Bank (WB) through Youth Employment Transformation Initiative (YETI) Project is supporting MOLESS to strengthen the systems and services for employability including programs such as the Prime Minister Employment Program (PMEP). The YETI supports 753 ESCs at the local level to increase access to employment opportunities by providing employment promotion and employment support services for registered jobseekers. It also supports a holistic National Employment Management Information System (NEMIS). The government is hoping to use NEMIS to integrate all labour market data in the country from various survey and administrative databases into one system. This will allow for improved evidence-based labour policymaking and to make some of this data public to be used by labour market users (e.g., students, employers, job seekers). The NEMIS will also include a job/vacancy portal, a jobseeker portal, and a repository of available promotion services by public/private/NGO providers. Since the portal is not yet active, ESCs need a temporary and cost-effective solution to be able to provide job placement and referrals in the meanwhile.

With an aim to contribute to the Government’s efforts in addressing the labour market challenges in informal economy, especially those added by the COVID pandemic, and to make the Decent Work Country Programme (DWCP) more relevant in COVID context, ILO-Country Office Kathmandu has designed a Regulatory Budget Supplementary Assistance (**RBSA**) **Skills project** “Enhancing skills of women and workers in informal economy, harnessing the potential of green transition”. The main objective of the project is to support Nepal’s recovery from COVID-19 crisis through skills development in informal economy, harnessing the potential of green transition. The project also aims to strengthened capacities of Employment Coordinators to extend basic employment services to domestic and returnee migrant workers in all 753 Municipalities.

Furthermore, ILO Nepal is also managing a project “**The Welcome Home Project**: Enabling economic reintegration of returnee migrant workers. 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 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. It also aims to support capacity building of local partners of Welcome Home Project and ESC staff of Municipal Government on vocational/career counselling and guidance, and job matching, addressing specific needs of returnees.

► [Strengthening Employment Services](#)

In this context, ILO Country Office Nepal is looking for an International Consultant to Strengthening Employment Services through designing and organizing training to local partners' and Employment Service Centre staff on operation, vocational/career/employment counselling and guidance, and job matching. After completion of training, the staff of local partners and ESCs will be provided opportunities to organize counselling, career guidance and support career fairs under the supervision of professionals in order to establish their skills. Vocational and career counselling will be organized every quarter applying "speed date" modality by inviting young entrepreneurs, big employers and private sector experts for job matching and/or guidance. This will be an innovative approach towards addressing skill mismatch in the labour market and the unemployment of training graduates.

► The Objectives of assignment and Scope of Work

I. OBJECTIVES

The objective of hiring international consultant is to build capacity of ILO Projects stakeholders and ESC staff to extend effective ESC operation, counselling services, career advice and guidance, and backstopping on delivering training on employment services and referral system linking to potential employers.

II. SCOPE OF WORK

The consultant will provide high-level technical assistance to the project in organizing training for the project's local partners and ESC staff. S/he will be required to work closely with the ILO Country Office for Nepal team and national consultant to complete the following task:

- Review/revise three training manuals (ESC operation manual, Counselling manual and Employers Services) for employment services developed by the ILO's LIFE Project.
- Develop guidelines for organizing job fairs
- Conduct one event of Training of Trainers (TOT) on Employment Services for staff of selected ESCs, national institutes Develop and other key stakeholders
- Conduct one event of Training on Employer Services to local partners' staff of Welcome Home Project and to employment coordinators of Municipal Government on vocational/career/employment counselling and guidance, and job matching, addressing specific needs of migrant returnees
- Backstopping for national institutions in delivering the training on employment services and referral system linking to business and industries for better employment opportunities

III. KEY DELIVERABLES

1. Detailed activity plan. The work must be completed by 31 July 2022.
2. Reviewed/Revised training manuals on ESC operation, counselling services, and employers' services
3. Developed guideline on organizing job fair
4. Brief training reports
5. Final report technically cleared by the project team.

IV. SUPERVISION AND REPORTING LINES

The International consultant will coordinate with Country Office Team and reports to the National Project Coordinator, ILO Country Office, Kathmandu.

V. QUALIFICATION AND COMPETENCIES

Qualification:

Education: Master's degree, or equivalent in labour economics, social science, environmental science or other related areas.

Experience: Proven experience at least five years of work experience in designing and implementing ESCs' capacity building, counselling services and referral to business and industries/employers are highly preferable.

Languages: Excellent knowledge in English and good knowledge of the working language of the duty station.

Competencies:

- Strong analytical skills and ability to justify requirements and approaches to problem resolution and good drafting skills
- Good ability to interpret project information and to identify and analyze problems with implementation
- Ability to communicate effectively both orally and in writing. Ability to clarify information
- Demonstrate collaborative and teamwork experience and ability to work effectively with a multicultural and interdisciplinary team as well as work on his/her own initiative

► Budget and timeline

The duration of the assignment is a total of **35** workdays (including few days physical presence in Kathmandu) at spread across four months (June to September 2022) tentatively within the following time frame/no. of days.

S. No.	Deliverables	Tentative Due date	No. of Days	Remarks
1.	Review/revise three training manuals (ESC operation manual, Counselling manual and Employers Services) for employment services developed by the ILO's LiFE Project.	June 10	8	Work on distant mode
2.	Develop guidelines for organizing job fairs	June 10	2	Work on distant mode
3.	Conduct one event (face to face) Training of Trainers (TOT) on Employment Services for staff of selected ESCs, national institutes Develop and other key stakeholders	June 20	4+4 (4-day Training+ 4 travel/preparation)	Physical presence required in Kathmandu
4.	Conduct one event (face to face) Training on Employer Services to local partners' staff of Welcome Home Project and to employment coordinators of Municipal Government on vocational/career/employment counselling and guidance, and job matching, addressing specific needs of returnees	June 25	4+1	Physical presence required in Kathmandu
5.	Backstopping for national institutions in delivering the training on employment services and referral system linking to business and industries for better employment opportunities	July -Sept	10 (?)	Work on distant mode
6.	Final report	September 31	2	Work on distant mode
Total			35 Workdays	

I. PAYMENT SCHEDULE

First Instalment: 30% of total agreement amount will be paid upon submission of 1st progress report by June 2022 to satisfaction of the ILO.

Second Installment: 50% of total agreement amount will be paid upon submission of 2nd progress report by the end of the July 2022 to satisfaction of the ILO.

Third Installment: 20% of total agreement amount will be paid upon completion of all the assigned tasks and submission of the final report to the satisfaction of the ILO.

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.

► Application

Interested candidates are requested to submit the following documents electronically:

- Cover letter explaining why S/he is a suitable candidate for this assignment
- Updated curriculum vitae and
- Technical and Financial Proposal: Technical Proposal should include information on how S/he plans to approach this assignment. The financial proposal should include the rate of consulting fee (daily rate) and other costs deemed necessary for carrying out this assignment.

Applicants are requested to send the documents to ktm_procurement@ilo.org no later than 17:30 hrs; on Friday, 27 May 2022. Applications received after this will not be considered.

Please indicate "Application: Employment Service Expert" in the subject line.

► Contact Details

Contact details

International Labour Organization (ILO)

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