

Terms of Reference
For the procurement of Consultancy Services in
Strategy Development for Employment Promotion and Generation at Local Level

1. Background

The Government of Nepal (GoN) is implementing the Youth Employment Transformation Initiative (YETI) Project, with support from the World Bank, to improve employment services and labour market outcomes, especially for youth. Improved labour market outcomes for youth refer to increased earnings/improved livelihoods for the individual beneficiaries of the project. The project is being implemented by a Project Management Unit (PMU) established within the Ministry of Labour, Employment and Social Security (MoLESS), the section in charge of the Prime Minister's Employment Program (PMEP) with which YETI is implemented.

Nepal has a chronic shortage of employment. The Nepal Labour Force Survey-2018 and Nepal Economic Census Report 2018 confirm an approximately 7.2 million people have full/partial employment whereas an approximately 65% labour force is either outside the labour force or unemployed.

GoN through 15th Periodic Plan has emphasised labour productivity and productive employment in a convergent and coherent manner. The proposed Local Employment Strategy shall assist Local Level support to understand the local employment context and explore the potential to engage with the actors of employment ecosystem to interact with national priorities. The MoLESS has been supporting all 753 local levels to establish and capacitate Employment Service Center to provide integrated labour and employment facilities at the local levels.

The proposed assignment is to explore a model of the local context (skill gap assessment, labour supply vs demand and human resource projection to capture the socio-economic benefits in longer term) as baseline and develop a contextual employment policy for longer run. The baseline details then be fed to prepare a Local Employment Strategy and working approaches to achieve the outcomes. The model documents shall assist other 752 local levels to formulate the employment policy and strategy; including the annual targets.

The Prime Minister Employment Programme annual plan consist providing grants to formulate 200 local level employment strategy documents. The programme however has limited human resource and capacity to deliver such a large number of strategic policies; tailored to reflect the local level needs. A resource manual to undertake skill gaps assessment, human resource projection and formulating strategy document shall assist other local levels to follow to formulate their employment strategy.

MoLESS through the service consultancy plans formulate a model documents and assist all other local levels to formulate their own strategy document. The model suggests how to derive the contextual baseline, targets, and outcomes. This also includes promotional activities that boosts employment and employment opportunities, together with creating a conducive environment for equitable and sustainable development at the local level.

2. Objective of the Assignment:

The overall objective of the assignment is to undertake:

- a. Formulating Model Process Documentation to undertake:
 - i. Current set of skill on labour force
 - ii. Examining current labour demand vs supply

- iii. Projecting the Potential Social and Economic Opportunities
- iv. Projecting the Human Resources Requirement
- b. Developing model employment strategy document
- c. Developing long-term goals and milestones
- d. Developing teaching materials / presentation documents for PMEP to orient other local levels.

3. Detail Scope of Services:

The local employment Strategy creation approach is a dynamic and multi-dimensional which requires a careful consideration of analysing the a) demographic capacity b) deficit of employment opportunities c) status of labour market and changing composition of the labour force, d) understanding the employment services, e) skill gap analysis, g) demand and supply of the labour and h) institutional capacity of local level. The MoFAGA/PLGSP is creating a local government profile (iLG Profile) that may have the details of some of the above analysis. However, iLG profile does not capture the analysis particularly employment rate, employment potential and skill gap. This requires undertaking survey, key informant interviews and a planning workshop at local level to derive the following:

The Consulting firm requires to visit 2 LGs, one from High Hills and another from Mid Terai to collect the information, interact, analysing the gap of employment, migration for the employment and all information required to prepare Local Employment Strategy. The planned high hill and mid terai(Bhitri Madesh) will be,

- Bajura, Jagannath Rural Municipality
- Udaypur, Triyuga Municipality

The following key activities to be conducted by consulting firm.

- a. Support in stakeholder consultations in drafting of Model LES. The strategy document shall cover the action plan; particularly, from the following dimensions:
 - boosting youth employment
 - policy relating to employment for disability.
 - seasonal and long-term migration for employment
 - education, skill, and capacity enhancement
 - public private partnership for employment and skilling
 - social inclusion
 - institutional service delivery mechanism integration and strengthening.
- b. Develop a LES preparation guideline to produce LES through consultative process.
- c. In LES, communicating clearly the differentiation of minimum employment and employment promotion initiative/policies/programs.
- d. Prescribing the employment services tool for the local government purpose.
- e. Suggestion to effective the employment based services, benefits and assistance through 753 Employment Service Centre (service delivery perspective)

4. Tentative Guidelines to accomplishments of the tasks:

This activity requires an intensive consultation with the key experts and major stakeholders (Line Ministries, local government associations, provincial Ministry, employer association, education/training provider etc.) and assuming that the consultant activity requires literature review, to compile data and organize meeting and discussions, draft/summary preparation/presentation etc. The consultants shall visit the indicated PALIKAS to primary data collection, focus group discussions and stakeholder's consultations to propose the model local employment strategy and guidelines.

5. Expected outputs/Deliverables:

The overall deliverables for this support is to deliver the followings and acknowledged by PMEP:

- a. Final Draft of Model Local Employment Strategy
- b. Guidelines to develop the LES by local governments
- c. Frame work of local employment strategy.
- d. LES development monitoring/tracking tools.

6. Payment:

Following modality of payment upon the completion of assigned task and submission of the report:

- 20 % of payment will be released after submission of inception report covering the approach and methodology and work plan to accomplish the tasks and work plan.
- 30% of payment upon submission of the draft LES guidelines
- 50 % payment will be released after submission of final tracking report and guidelines.

7. Qualifications of the consulting firm and Individual:

Selection criteria of the Firm are as follows:

- I. The firm should have at least five years of experience in consulting assignments like planning, design and development in social or economic sector with labour and employment focus areas.
- II. The firm should have experts of local development/governance and labour and Employment having at least 10 years of experience in Labour/employment and local governance and social protection.
- III. The expert team lead engaged from the consulting firm should have Master's Degree in relevant areas or with at least ten years of relevant experience or should have completed three project of similar nature.
- IV. The firm should have registered in VAT and latest tax clearance of FY 2076/77 or Tax Submission Report.

8. Durations of Services:

Service is expected for 3 months and expected to commence from December 1, 2021. The contract will be valid till end of eight month of the contract date.

S.No.	Activities	Month/Week															
		1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
1.	Model Draft Preparation	■	■	■	■												
2.	Stakeholder Consultation in LES		■	■													
3.	Final Model LES (with its Guidelines)				■	■											
4.	Facilitation to Selected Municipalities to prepare LES						■	■	■		■	■					
5.	Final Report with all deliverables												■	■			

9. Selection of Consulting Firm:

The consultants are selected and employed as per World Bank Guidelines, Selection Method and The World Bank Procurement Regulations for IPF Borrowers Country July 2016 (Revised November 2020) as per CQS method and approved procurement plan of YETI FY 2078/79.