

Government of Nepal
Ministry of Labor, Employment and Social Security

Request for Expression of Interest

Date: 12 January 2024

Name of Project: Youth Employment Transformation Initiative, Prime Minister Employment Program

Name of the Donor Agency: IDA

Donor Loan/Credit/Grant No: P160696

1. Government of Nepal (GoN) has received a credit from IDA toward the cost of Youth Employment Transformation Initiative and intends to apply a portion of this credit to eligible payments under the Contract. The **Ministry of Labor, Employment and Social Security (MoLESS)**, PMP, YETI Project now invites Expression of Interest (EOI) from eligible consulting firms (“consultant”) to provide the following consulting services for which this Expression of Interest is invited for the following Consulting Services.

S.N.	Description	Ref No.	Procurement Method
1.	Beneficiary Satisfaction Survey of YETI Project	NP-MOLESS-384738- CS-CQS- BENIFICIARYSATFC	Consultant Qualification Selection (CQS)

2. Interested eligible consultants (Firm) may obtain further information and EOI document free of cost at the address **Ministry of Labor, Employment and Social Security, Prime Minister Employment Program (PEMP), Youth Employment Transformation Initiative Project (YETI)** during office hours on or before **26 January 2024, 3:00 pm** or visit the client’s website <https://pmep.gov.np>.
3. Consultants may associate with other consultants to enhance their qualifications.
4. In case the last date of obtaining and submission of the EOI documents happens to be a holiday, the next working day will be deemed as the due date but the time will be the same as stipulated.
5. EOI will be assessed based on points: General **Experience of the firm 20 points, Specific Experience of the Firm 40 points (Such as Years of Experience, Number of Similar Projects), Regional (Provincial or Geographical) experience of the firm 10 Points and Capacities (Financial and Human Resources) 30 points**. Please note that key personnel or experts are not evaluated at this stage. Based on evaluation of EOI, only shortlisted firms will be invited to submit technical and financial proposal through a request for proposal.
6. Minimum score to pass the EOI is **60%**



Standard Expression of Interest (EOI) Document for Shortlisting of Consultants and Consulting Services

Procurement of Consulting Services

Issued By:

Ministry of Labour, Employment and Social Security
Prime Minister Employment Program (PMEP)
Youth Employment Transformation Initiative

12 January 2024



Expression of Interest (EOI)

Title of Consulting Services: Beneficiary Satisfaction
Survey of YETI Project

Method of Consulting Service:
***National Open Competitive Proposal from Consultant
Qualification Selection Method***

Project Name : *Youth Employment Transformation Initiative*

EOI: *NP-MOLESS-384738-CS-CQS-BENIFICIARYSATFC*

Office Name : *Ministry of Labor, Employment and Social Security*

Office Address: *Singhadurwar, Kathmandu*

Issued on: *12 January 2024*

Financing Agency: IDA Loan/Credit/Grant
(Project ID: P160696)



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Abbreviations

CV	-	Curriculum Vitae
DO	-	Development Partner
EA	-	Executive Agency
EOI	-	Expression of Interest
GON	-	Government of Nepal
PAN	-	Permanent Account Number
PPA	-	Public Procurement Act
PPR	-	Public Procurement Regulation
TOR	-	Terms of Reference
VAT	-	Value Added Tax



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A. Request for Expression of Interest

Government of Nepal
Ministry of Labor, Employment and Social Security

Date: 12 January 2024

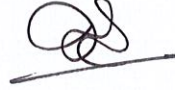
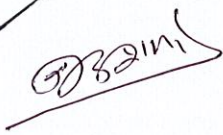
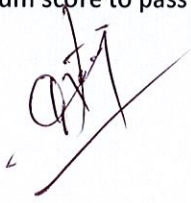
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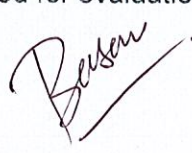
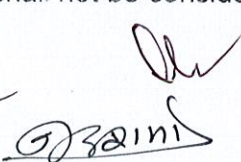
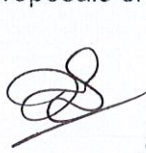

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B. Instructions for submission of Expression of Interest

1. Expression of Interest may be submitted by a sole firm or a joint venture of consulting firms and the maximum number of partners in JV shall be limited to two.
2. Interested consultants must provide information indicating that they are qualified to perform the services (*descriptions, organization and employee and of the firm or company, description of assignments of similar nature completed in the last 10 years and their location, experience in similar conditions, general qualifications and the key personnel to be involved in the proposed assignment*).
3. This expression of interest is open to all eligible **consulting firm**
4. The assignment has been scheduled for a period of **2.5 months**. Expected date of commencement of the assignment is **1 April 2024**.
5. A Consultant will be selected in accordance with the **Consultant Qualification Selection** method as per the World Bank Procurement Regulations for IPF Borrowers, Revised November 2020 method.
6. Expression of Interest should contain following information:
 - (i) A covering letter addressed to the representative of the client on the official letter head of company duly signed by authorized signatory.
 - (ii) Applicants shall provide the following information in the respective formats given in the EOI document:
 - EOI Form: Letter of Application (Form 1)
 - EOI Form: Applicant's Information (Form 2)
 - EOI Form: Work Experience Details (Form 3(A), 3(B) & 3(C))
 - EOI Form: Capacity Details- Finance (Form 4)
 - EOI Form: Capacity- Human Resources (form 5).
7. Applicants may submit additional information with their application but shortlisting will be based on the evaluation of information requested and included in the formats provided in the EOI document with supporting documents. Failure to submit the required information and document will be either disqualified or will not be scored.
8. The Expression of Interest (EOI) document must be duly completed and submitted in **sealed envelope** and should be clearly marked as "EOI Application for Short-listing for the **Consulting Services as mentioned in REOI Notice bullet no-1**. The Envelope should also clearly indicate the **name and address of the Applicant**."
9. The completed EOI document must be submitted on or before the date and address mentioned in the "**Request for Expression of Interest**". In case the submission falls on public holiday the submission can be made on the next working day. Any EOI Document received after the closing time for submission of proposals shall not be considered for evaluation.



Naren
Joint Secretary



C. Objective of Consultancy Services or Brief TOR for Beneficiary Satisfaction Survey of YETI Project

Background

Prime Minister Employment Programme (PMEP), launched on 13 February 2019, is a national flagship programme implemented by the Ministry of Labour, Employment and Social Security (MoLESS) to enhance domestic employment opportunities and promote social protection objectives to people of age group 18-59 years. The program intends to guarantee 100 days of temporary employment to the registered unemployed in community based cash for work temporary employment schemes.

Youth Employment Transformation Initiative (YETI) Project, under the subsidised loan agreement with International Development Association (The World Bank Group)¹, supports the PMEP to address the gap in the labour supply side intervention and complement ongoing initiatives on the labour demand side. The YETI project targets to provide temporary employment for 60 percent women and 60 percent youth (18-40 years) among total registered employed persons over the project period. The YETI results framework is presented in Appendix 1.

The National Programme Director, a Joint Secretary in the MoLESS leads the Program Management Unit (PMU) to oversee the day-to-day operations including procurement, financial management, safeguards, and monitoring and evaluation, Employment Management Information System (EMIS); and guidance and training to all 753 Local Levels (LLs). Two Under-Secretaries lead the Program Management; and Monitoring, Evaluation and Communication Units respectively. The PMU has recruited consultants to support implementation.

An inter-ministerial Project Steering Committee (PSC), chaired by the MOLESS Secretary, provides policy guidance and cross-sectoral coordination. A Project Technical Committee (PTC) consisting of officials and technical experts of relevant ministries/agencies as well as the private sector provide technical guidance. An Employment Service Centre (ESC) at the LL provides employment related services including financial management, procurement, and safeguards. An Employment Coordinator, a Technical Assistant and an Employment Assistant are stationed in each LL for ESC day-to-day function.

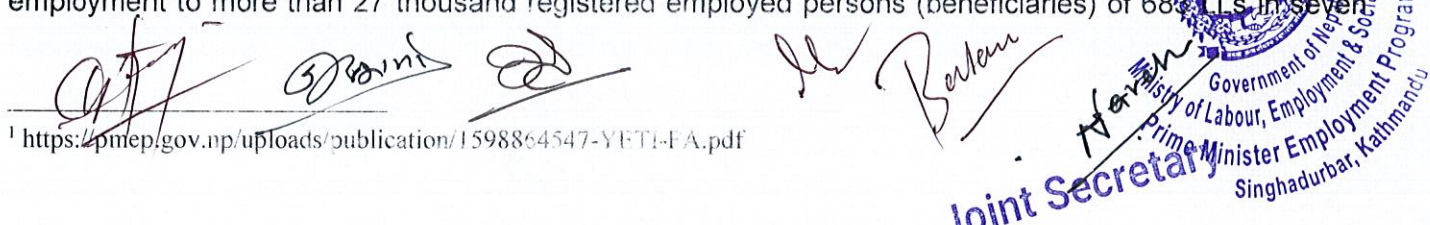
The PMEP provides conditional grants, from both the Government of Nepal (GoN) and The World Bank (WB) support to the LLs to implement the cash for work/ temporary employment projects, employment promotional activities, and ESC day-to-day function.

Key Interventions

Registration of unemployed people: The PMEP supports the ESCs to register the unemployed persons. The LLs conduct awareness programs and media messaging to inform community people for registration of unemployed persons and temporary employment. Applications are collected in Mid-February to Mid-March every year for temporary employment. The ESCs process applications in the EMIS for prioritization of applicants. In Fiscal Year (FY) 2079/80 (2022/23), more than 841 thousand unemployed people were registered in 735 LLs. Among them, 54 percent were women and 64 percent were youths. Priority for temporary employment is given to unemployed individual applicants with following backgrounds: 1) income from agricultural or wage labour insufficient for more than three months a year, 2) landless/ squatters, 3) single women household head, 4) Dalit, Ethnic minorities or Endangered communities, 5) annual income less than government declared minimum wage/ income, 6) household with members not getting any kind of social security allowance, 7) household of martyr(s) or member(s) lost in armed conflict; and 8) unemployed women.

Temporary employment: In FY 2079/80, the PMEP with the WB/ YETI budget provided temporary employment to more than 27 thousand registered employed persons (beneficiaries) of 688 LLs in seven

¹ <https://pmp.gov.np/uploads/publication/1598864547-YETI-FA.pdf>


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Government of Nepal
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provinces.² Among them, 58 percent were women and 66 percent beneficiaries were youths (Appendix 2). LLs oriented registered unemployed persons before engaging them in the temporary employment projects. Nepalese Rupees 577 or 80 percent of local level unskilled wage per day of work was paid to the registered employed persons in their bank accounts. Every registered employed person is insured to bear medical cost and compensation in case of casualty.

Orientation to Local Elected Persons and Chief Administrative Officers: In the FY 2079/80, The PMEPP conducted orientation program for the local level elected leaders and Chief Administrative Officers or their representatives of 183 LLs in 17 districts of four provinces (Koshi, Madhesh, Bagmati and Gandaki). The orientation program was conducted to raise awareness of the policies, institutional arrangements and program management modality. The orientation will help develop local level ownership of the program processes and outcomes. Orientation in remaining LLs will be conducted in the current FY.

ESC Capacity Building on Employment Counseling and Referral Services: In FY 2079/80, the PMEPP provided training to ESC staff of 194 LLs in 21 districts of three provinces (Koshi, Bagmati and Gandaki). The focus of the training was to expand the ESC functions to include employment promotion services with linkages to the private sector.

Integrated Labour and Employment Service: The ministry brought into force integrated labour and employment service operation and management guidelines in May 2023. This provision holds the ESCs responsible for providing labour and employment services including application for foreign employment. Accordingly, some LLs have started providing support services including counseling and job referral services to the registered unemployed services to assist them in entering and navigating the labour market. The LLs handle the grievances received from the stakeholders on policies, procedures and implementation of the program. The complaints lodged at the central level are reviewed, relevant documents are reviewed and stakeholders are consulted to address the concerns.

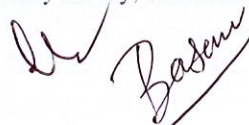
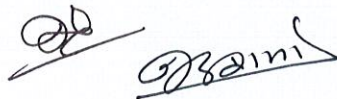
National Employment Management Information System (NEMIS): The PMEPP is planning to develop the NEMIS to integrate survey and administrative-related labor market data with jobs portal benefiting both demand and supply sides of labour market. The system would be used to support evidence-based policy making around workforce training needs and employment promotion services, as well as to support policies around reducing skill mismatches in the labor market by better understanding the profile of workers and how that aligns with skills and occupations demanded by the private sector.

Objective of the Beneficiary Satisfaction Survey

The main objective of the Beneficiary Satisfaction survey is to assess project beneficiaries' degree of satisfaction in the registration of unemployed persons, delivery processes of Temporary Employment, and grievance redressal services and social and economic impact on beneficiaries; and ESC functions. This survey particularly aims to:

- To assess the degree of project beneficiaries' satisfaction with regard to access and quality of service delivery in unemployment registration, including the resolution of the registered grievance, and stakeholder consultations and information disclosure
- To evaluate the extent to which the beneficiaries were satisfied with temporary employment program and its effectiveness including orientation to beneficiaries, payment modality, safety measures, and its support on the livelihood, social and economic impact of the beneficiaries.
- To measure the extent of beneficiaries' satisfaction regarding the functions of ESC including job counseling and referral services, its effectiveness and gap to address.
- To propose recommendations based on the survey findings for the improvement of policy measures on beneficiary registration, cash for work program and ESC functions and effectiveness

² The LLs that employed 25 registered persons or more in the FY 2079/80 from the WB/ YETI budget were considered for preparing the sampling frame of beneficiaries to conduct quantitative beneficiary survey, outlined in coming TOR.



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The findings of the assignment will be used to report the progress against an indicator of the YETI project: "Percentage of project beneficiaries satisfied with the employment services received (disaggregated by gender)", under Component 3: Project management, monitoring and evaluation and capacity building of YETI project. YETI project targets that 80 percent beneficiaries will be satisfied with the employment services received by the end of the project period (Appendix 1).

Besides, the findings of the survey will be helpful to validate the progress against an indicator of the YETI Project: Percentage of grievances registered related to the delivery of the project which are addressed as per the agreed service standard (Percentage), under the same component 3. YETI project targets that 80 percent grievances are addressed at the end of the project period.

The survey findings will be useful to get feedback and learn about the quality of services provided by the ESCs, efficiency and effectiveness of registration and employment processes. The primary users of the survey findings will be the LLs. Other stakeholders, including the MoLESS, the World Bank may also use survey data and findings for progress reporting and planning.

Key Questions

A. HOW WELL HAS THE REGISTRATION OF UNEMPLOYED APPLICANTS BEEN MANAGED?

- Has the operation made steady progress towards the registration of unemployed persons?
- How has the outreach campaign in general and gender sensitive campaign in particular been conducted to raise awareness about PMP, YETI project, registration of unemployed persons and Temporary employment?
- How effective were such campaigns and awareness raising activities to increase participation of women in registration?
- How have the IEC materials been used and how effective were they to raise awareness?
- Were local CSOs/groups mobilized for communication?
- What mode of communication was more effective in reaching the beneficiaries?
- To what extent were the beneficiaries satisfied with outreach campaign, awareness raising and other relevant activities mentioned above?
- What are aspects for restructuring registration, outreach campaigns and awareness raising activities?

B. HOW WELL HAS THE TEMPORARY EMPLOYMENT SERVICE BEEN MANAGED?

- How well the registered unemployed persons were oriented before the start of the temporary employment, including distribution and use of personal identification numbers?
- How have the various stakeholders (Government, Local government, and Communities) performed in the employment services, including budget partnership and promoting transparency?
- How well were labour wage payment related functions carried out? Were there problems/delays in terms of flow of funds to beneficiaries?
- Has electronic payment made it easier for beneficiaries? (What modalities would work best: Cash at branch, ATM cards, mobile banking, payment camps, etc.?)
- What precautionary measures were undertaken during employment to minimise or address work related accidents, including safety measures and insurance of registered employed persons?
- What types of grievances were most and least lodged? What medium is most useful to file a complaint? Were the grievances addressed? What changes were observed after addressing the grievances?
- To what degree were the beneficiaries satisfied with above mentioned activities?

C. HOW WELL HAVE THE FUNCTIONS OF EMPLOYMENT SERVICE CENTRES, MANAGED FOR SUSTAINING, CONSOLIDATING AND/OR SCALING UP EMPLOYMENT SERVICES?

- Is there a clear strategy for employment services initiated that will continue to improve the economic impact of program on beneficiaries?
- What employment related other services are provided to the registered unemployed persons?
- What changes are required to ensure that the employment services are achieved?



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- What are implications for the Government, development partners, and beneficiaries of the scaling up of the employment services?
- To what extent were the beneficiaries satisfied with above mentioned activities?

Methodology

The consulting firm will employ both quantitative survey and qualitative approaches by involving relevant stakeholders at different levels. The consulting firm will work closely with PMEP to design and implement the beneficiary satisfaction survey including finalization of review objectives; conducting relevant literature and secondary data review, preparing tools for collecting data at the central and field levels; finalizing field visit schedule, field data collection, compilation, and analysis; and preparing debriefing note and final report.

The consulting firm will employ following methods to collect qualitative and quantitative data:

A) Desk Review

The consulting firm will review policy and program documents, reports and datasets. That may include, but not be limited to, Labor Act 2017, Social Security Act 2017 Right to Employment Act 2018, PMEP Directive, Cash for Work Community Project Operational Procedure, YETI Project Operational Manual, PMEP annual reports, EMIS datasets, mid-term review report, Office of the Auditor General's annual reports (including special audit report 2078), among others.

B) Quantitative Survey

The consulting firm should administer the two-stage cluster sampling survey with registered employed persons who received temporary employment in the FY 2079/80 with the WB/ YETI budget source. At the first stage, the consulting firm should sample at least 21 LLs/ clusters (three LLs per province), following the cluster sampling technique. The LLs must represent ecological zones (mountain, hill, and Terai/ Inner Madhesh); and Sub/Metroplitan Cities/ Municipalities, and Rural Municipalities. At the second stage, the consulting firm should sample 20 beneficiaries from each sampled LL. The sampled beneficiaries should represent all categories (including women and youth) of registered employed persons.

The PMEP will provide the sampling frame listing the LLs that employed registered persons with the WB/YETI budget source. The list needs to be used to draw sampled LLs. Besides, the PMEP will provide detailed list of beneficiaries within sampled LLs for sampling beneficiaries.

The consulting firm will develop a mobile data collection tool (application) using a free online platform such as Kobo Toolbox and administer the survey using the GPS-enabled smartphones application that enable enumerators to collect data offline and then sink upon internet connection. The mobile application should incorporate data validation, geo-location and the provision of taking GPS-tagged photos of respondents to allow data quality control and checks.

C) Focused Group Discussion

The consulting firm should administer the focused group discussions (FGDs) with the beneficiaries (at least seven LLs including four rural municipalities, two municipalities, and one sub-/metropolitan city among 21 LLs covering different geo-political regions). The consulting firm will develop and apply checklists to conduct the FGDs. The FGDs need to dig out the issues, gaps and explanations concerning the policies and procedures followed in registration of unemployed persons, mobilization of registered unemployed persons in temporary employment, payment of wage, awareness raising and capacity building, grievance redress, inclusion and safety measures, and unintended consequences if any.

D) Key Informant Interview






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The consulting firm will administer the Key informant interviews (KII) with LL elected leaders and officials, ESC officials, concerned ministries, donor agencies, representatives of banks, and other concerned stakeholders. The consulting firm will develop and apply checklists to conduct the KIIs.

The consulting firm must pre-test the quantitative and qualitative tools to check the relevance and flow of questions and make necessary improvements.

The consulting firm needs to train the data collectors before deployment to ensure that they are familiar with the local and program contexts, data collection tools, and skills.

The consulting firm needs to propose data quality assurance plan detailing methodology, arrangements and protocols to be followed for data collection, data cleaning, verify data, coding, aggregation, analysis and flagging outliers.

The consulting firm must propose the quantitative and qualitative data management and analysis plan, including sampling weighting in the technical proposal. The quantitative data of the sampled beneficiaries needs to be weighted, disaggregated and compared by sex and age groups, caste/ ethnicity and intersectionality between sex and caste/ ethnicity.

The assessment will consider gender equality, development and social inclusion (GEDSI) as well as safeguarding issues wherever applicable. This may include, but not be limited to, integration and implementation of these issues in the team composition, tools design, data collection, and reporting among others.

Scope of Work

The consulting firm is expected to undertake all relevant activities to successfully administer the survey, FGDs and KIIs, including piloting and refining the questionnaire, recruiting and training enumerators, field mobilization, data collection, data entry and processing, and data analysis to prepare a report.

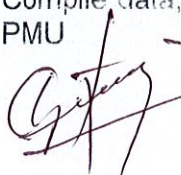
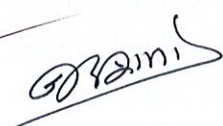
Below sections describe the specific tasks and responsibilities of the consulting firm at each stage of the project and provide guidance where necessary on how the required tasks are to be carried out.

a) Planning Phase

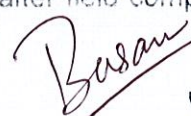
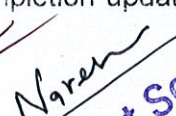
- Briefings, consultation meetings, and desk review of relevant policy documents and literature
- Identification of Population, Sample Size and respondents
- Finalization of questionnaire based on theme.
- Development of mobile application for digital data entry program appropriate for online data entry in consultation with the PMU
- Ensure that the assignment related team members have medical and life insurance for the entire assignment period
- Pretest the mobile phone based questionnaire and qualitative data collection tools, finalize in consultation with the PMU prior to commencement of field work

b) Implementation phase

- Develop protocol and conduct the training to the field supervisors and enumerators in conducting individual interviews, FGDs, KIIs, data entry, and data quality checks.
- Conduct field work to administer the beneficiary survey using the mobile phones, FGDs and KIIs
- Sink online the beneficiary assessment data from the mobile phones and give online access of data to the PMU for implementation quality check.
- Interact with key informants i.e. beneficiaries, Payment Service Provider, Local Level representatives and officials
- Develop and implement a Data quality control plan and its implementation
- Weekly update the progress status to PMU
- Compile data, conduct data analysis, visualize the data and conduct after field completion update to PMU


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c) Reporting and dissemination

- Prepare a draft report based on the findings and PPT and present it to PMU
- Make a presentation to the PMU, highlighting major study activities and outcomes
- Finalize the report by incorporating comments provided by PMU
- Submission of deliverables (final report, data sets and notes)

Major Outputs and Final Deliverables of the Assignments

With the objectives and scope of work, the consulting firm will deliver the following major outputs:

- Inception report covering methodology for selecting LLs, and methodology for selecting and sampling a diverse range of stakeholders including beneficiaries, quantitative survey data collection tool in mobile application, FGD and KII data collections tools, methodology/ specific software to be used for the data entry and analysis of qualitative data to be collected, data quality assurance plan, management and analysis plans, field visit and consultation meeting plan (in English language, both hard and soft copies)
- Weekly updates on progress against work plan
- Preliminary findings (in English language, both hard and soft copies)
- Beneficiary Assessment Report (executive summary in both English and Nepali languages, and main texts and annexes in English language, both hard and soft copies)
- Final report (executive summary in both English and Nepali languages, and main texts and annexes in English language, both hard and soft copies)- raw data, translated transcripts, photos and field data collection notes, Presentation materials in PPT slides with executive summary

Report Structure

- Table of Contents
- Abbreviations/ Acronyms
- Executive Summary
- Introduction
- Methodology
- Findings
- Conclusion and Recommendations
- Appendices (TOR, Data Collection Tools, Summary Tables, Diagrams or Charts if any, Photos, References)

Team Composition, Qualification and Experience Requirements of Consulting Firm

The consulting firm will formulate a team led by the team leader (Research and Survey Expert) to be supported by two subject matter experts (a. Labour Market/ Social Security Expert, and b. Monitoring and Evaluation Expert). The team may recruit a number of field researchers (enumerators) as required to carry out field data collection and facilitate the team to set meetings and collect secondary information at the central and field levels. Gender balance needs to be maintained in the team to use perspective and expertise focusing at gender, social protection, and safeguarding. The consulting firm will recruit, train, assign, equip, transport, and supervise all the staff needed to carry out the survey.

The selection of the consulting firm will be based on the evaluation of the following qualifications.

- The consulting firm should have at least 5 years of experience in designing and conducting surveys, assessments, monitoring, and evaluation of development and/ or employment related projects in Nepal.
- The consulting firm should have undertaken at least 5 project baseline/ endline surveys, mid-term reviews/evaluations or final evaluations of the projects/programs or similar nature of scope.
- The consulting firm requires at least NPR Three million rupees Average Annual Turnover of Best of 3 Fiscal Year over the last 7 Fiscal Years
- The consulting firm must have registered in VAS and should have the latest tax clearance up to FY 2079/80.
- The consulting firm with experience working with government agencies will get an added advantage.



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- The consulting firm should assign a team leader with at least a Master's degree or equivalent, in Economic, Social Science or relevant field and a minimum of 10 years of relevant professional experience, in designing and conducting quantitative surveys and assessments, monitoring, and evaluation of socio-economic development related projects. The team leader with experiences in labor Market or Social Protection, Public Work Program, employment creation approach in the public sector will be an added advantage.
- The consulting firm should assign a Labour Market/ Social Security Expert having Master's degree in social science or relevant field and having a minimum of 7 years of relevant experiences in labor Market or Social Protection, Public Work Program, employment creation approach in the public sector.
- The consulting firm should assign a Monitoring and Evaluation Expert with Master's degree in Statistics, Economics or relevant field and having a minimum of 7 years of relevant professional experience with a focus on experiences in designing and conducting assessments, monitoring, and evaluation of socio-economic development related projects. Experience in labor Market or Social Protection, Public Work Program, employment creation approach in the public sector will be an added advantage.

Confidentiality and Data ownership

The consulting firm will protect the confidentiality of individuals responding in the survey. Records containing personal identifiers (names, addresses and phone numbers) will be kept in a secured location at all times. This includes both physical (paper) and electronic records.

All data collected and supporting documents will be treated as confidential and will be the property of the PMEP and will handed over to the PMEP upon the completion of the assignment. No data, documentation, sampling frames or other information from this survey will be released to third parties without the written approval of the PMEP.

Timeline

The assignment needs to be completed in two and half months starting in March last week and ending in June second week 2024. The tentative timeline of major activities are presented in the table below:

Activities Description	Due Date
Contract with the consulting firm	March last week 2024
Commencement of the service	March last week 2024
Inception report	April second week 2024
Field Mobilization (data collection, conduct meetings, data analysis) and submission of preliminary findings)	May second week 2024
Deliverable of the Beneficiary Assessment Report	
Submission of the Beneficiary assessment draft report	May third week 2024
Feedback on the draft report by PMU and WB	May last week 2024
Presentation of major findings at PMEP Office	June first week 2024
Submission of the Beneficiary assessment final report including data and materials collected	15 June 2024

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Joint Secretary

Appendix 1: YETI Project Results Framework

Narrative Summary and Indicator Statements	Baseline	End Target
Project Development Objective: To improve employment services and labour market outcomes especially for youth		
Percentage of people (disaggregated by gender and age group) supported by the project who take up a training, temporary work, or employment opportunity within one year of registration	0	40
Number of Employment Service Centres (ESCs) which are established and functional	0	753
Percentage of total project beneficiaries who are youth	0	60
Component 1: Strengthening of employment promotion systems and service		
Number of Local Levels where gender sensitive outreach campaign has been conducted (Number)	0	753
Number of Local Levels where ESC personnel are trained on delivery of ESC functions (Number)	0	753
National Employment Management Information System (NEMIS) established and functional (Text)	Designing underway	Established and functional
Component 2: Improving labour market outcomes of the vulnerable		
Number of workdays created through temporary employment programs (Number (Thousand))	0	10,000
Number of beneficiaries that completed on-the-job and life-skills training (Number)	0	59,500
Number of Local Levels trained on managing and implementation of temporary employment programs (Number)	0	753
Beneficiaries of social safety net programs (CRI, Number)	0	100,000
Beneficiaries of social safety net programs – Female	0	60,000
Component 3: Project management, monitoring and evaluation and capacity building		
Percentage of grievances registered related to the delivery of the project which are addressed as per the agreed service standard (Percentage)	0	80
Percentage of project beneficiaries satisfied with the employment services received (disaggregated by gender) (Percentage)	0	80

Appendix 2: Number of LLs that employed 25 registered persons or more from the WB/ YETI Budget Source in FY 2079/80

Province	LL	Women	Men	Others	Youth (18-40 years)	Adult (41-59 years)	Total
Koshi	134	2520	2834	0	3566	1788	5354
Madhesh	91	2143	1525	0	2484	1184	3668
Bagmati	114	2513	1905	0	2755	1663	4418
Gandaki	81	1574	1579	0	2027	1126	3153
Lumbini	103	2847	1235	0	2670	1412	4082
Karnali	73	1734	1306	0	2090	950	3040
Sudurpashchim	87	2301	1136	1	2431	1007	3438
Total	683	15632	11520	1	18023	9130	27153
Percent		57.6%	42.4%	0.0%	66.4%	33.6%	100%

Evaluation of Consultant's EOI Application



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Joint Secretary

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Consultant's EOI application which meets the eligibility criteria will be ranked on the basis of the Ranking Criteria.

i) Eligibility & Completeness Test	Compliance
Copy of Registration of the company/firm	
VAT/PAN Registration <i>(for National consulting firm only)</i>	
Tax Clearance/Tax Return Submission/Letter of Time Extension for Tax Return Submission <i>for FY 2079/80</i>	
In case of a natural person or firm/institution/company which is already declared blacklisted and ineligible by the GoN, any other new or existing firm/institution/company owned partially or fully by such Natural person or Owner or Board of director of blacklisted firm/institution/company; shall not be eligible consultant.	
EOI Form 1: Letter of Application	
EOI Form 2: Applicant's Information Form	
EOI Form 3: Experience (3(A) and 3(B))	
EOI Form 4: Capacity-Financial	
EOI Form 4: Capacity- Human Resources	

ii) EOI Evaluation Criteria	Insert Minimum Requirement if Applicable	Score [Out of 100%]
A. Experience		
General of consulting firm	At least 5 years	<u>20</u>
Specific experience of consulting firm within last 10 years. Specific Experience (projects successfully completed (or demonstrate an ongoing contract of) in designing and conducting surveys, assessments, monitoring, and evaluation of development and/ or employment related projects in Nepal	At least 5 years	40
Similar Geographical experience of consulting firm (Regional or Provincial Experience)		10
C. Capacity		
Financial Capacity ³	At least NPR 3 million over the past 7 years(Three Best Turnover will be taken into account)	20
Human Resource (Consulting firm's Staff (full time) Employees- Including Professional and Non Professional)		10

Note : In Case, a corruption case is being filed to Court against the Natural Person or Board of Director of the firm/institution /company or any partner of JV, such Natural Person or Board of Director of the firm/institution /company or any partner of JV such firm's or JV EOI shall be excluded from the evaluation, if public entity receives instruction from Government of Nepal.

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EOI Forms & Formats

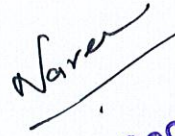

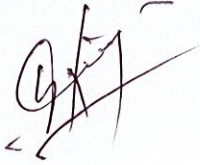
Form 1. Letter of Application

Form 2. Applicant's information

Form 3. Experience (*General, Specific and Geographical*)

Form 4. A. Capacity- Financial

Form 4. B. Capacity- Human Resources



Joint Secretary



Standard EOI Document

1. Letter of Application

(Letterhead paper of the Applicant or partner responsible for a joint venture, including full postal address, telephone no., fax and email address)

Date:

To,

Full Name of Client: Ministry of Labor, Employment and Social Security, PMEP, YETI Project

Full Address of Client: Singhadurwar, Kathmandu

Telephone No.: 4200477

Fax No.: _____

Email Address: info@pmp.gov.np

Sir/Madam,

1. Being duly authorized to represent and act on behalf of (hereinafter "the Applicant"), and having reviewed and fully understood all the short-listing information provided, the undersigned hereby apply to be short-listed by MOLESS, **YETI Project** as Consultant for **Beneficiary Satisfaction Survey of YETI Project**
2. Attached to this letter are photocopies of original documents defining:
 - a) the Applicant's legal status;
 - b) the principal place of business;
3. **MOLESS, PMEP, YETI Project** and its authorized representatives are hereby authorized to verify the statements, documents, and information submitted in connection with this application. This Letter of Application will also serve as authorization to any individual or authorized representative of any institution referred to in the supporting information, to provide such information deemed necessary and requested by yourselves to verify statements and information provided in this application, or with regard to the resources, experience, and competence of the Applicant.
4. **MOLESS, PMEP, YETI Project** and its authorized representatives are authorized to contact any of the signatories to this letter for any further information.⁴
5. All further communication concerning this Application should be addressed to the following person,
National Project Director
Ministry of Labor, Employment and Social Security, PEMP, YETI Project
Singhadurwar, Kathmandu
+977 14200477
6. We declare that, we have no conflict of interest in the proposed procurement proceedings and we have not been punished for an offense relating to the concerned profession or business and our Company/firm has not been declared ineligible.
7. We further confirm that, if any of our experts is engaged to prepare the TOR for any ensuing assignment



⁴ Applications by joint ventures should provide on a separate sheet, relevant information for each party to the Application.

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resulting from our work product under this assignment, our firm, JV member or sub-consultant, and the expert(s) will be disqualified from short-listing and participation in the assignment.

8. The undersigned declares that the statements made and the information provided in the duly completed application are complete, true and correct in every detail.

Signed :

Name :

For and on behalf of (name of Applicant or partner of a joint venture):

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Joint Secretary

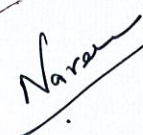
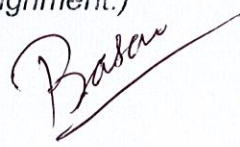
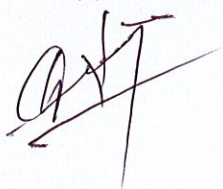


2. Applicant's Information Form

(In case of joint venture of two or more firms to be filled separately for each constituent member)

1. Name of Firm/Company:
2. Type of Constitution (*Partnership/ Pvt. Ltd/Public Ltd/ Public Sector/ NGO*)
3. Date of Registration / Commencement of Business (*Please specify*):
4. Country of Registration:
5. Registered Office/Place of Business:
6. Telephone No; Fax No; E-Mail Address
7. Name of Authorized Contact Person / Designation/ Address/Telephone:
8. Name of Authorized Local Agent /Address/Telephone:
9. Consultant's Organization:
10. Total number of staff:
11. Number of regular professional staff:

(Provide Company Profile with description of the background and organization of the Consultant and, if applicable, for each joint venture partner for this assignment.)



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3. Experience

3(A). General Work Experience

(Details of assignments undertaken. Each consultant or member of a JV must fill in this form.)

S. N.	Name of assignment	Location	Value of Contract	Year Completed	Client	Description of work carried out
1.						
2.						
3.						
4.						
5.						
6.						
7.						

(Please include information and supporting documents, such as a copy of certified experience provided by employer)

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3(B). Specific Experience

Details of similar assignments undertaken in the previous seven years

(In case of joint venture of two or more firms to be filled separately for each constituent member)

Assignment name:	Approx. value of the contract (in current NRs; US\$ or Euro) ⁵ :
Country:	Duration of assignment (months):
Location within country:	
Name of Client:	Total No. of person-months of the assignment:
Address:	Approx. value of the services provided by your firm under the contract (in current NRs; US\$ or Euro):
Start date (month/year):	No. of professional person-months provided by the joint venture partners or the Sub-Consultants:
Completion date (month/year):	
Name of joint venture partner or sub-Consultants, if any:	Narrative description of Project:
Description of actual services provided in the assignment:	
Note: Provide highlight on similar services provided by the consultant as required by the EOI assignment.	

Firm's Name: _____

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⁵ Consultant should state value in the currency as mentioned in the contract

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3(C). Geographic/Regional/Provincial Experience

Experience of working in similar geographic region/Province in country

(In case of joint venture of two or more firms to be filled separately for each constituent member)

No	Name of the Project	Location (Country/Region/Province)	Execution Year and Duration
1.			
2.			
3.			
4.			
5.			
6.			
7.			

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4. Capacity

4(A). Financial Capacity

(In case of joint venture of two or more firms to be filled separately for each constituent member)

Annual Turnover	
Year	Amount Currency

- Average Annual Turnover of Best of 3 Fiscal Year Of Last 7 Fiscal Years

(Note: Supporting documents for Average Turnover should be submitted for the above such as Tax Clearance certificates of recorded 3 years)

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4. B. Human Resource (Consulting firm's Staff (full time) Employees- Including Professional and Non Professional)

(In case of joint venture of two or more firms to be filled separately for each constituent member)

SN	Name	Position	Highest Qualification	Work Experience (in year)	Specific Work Experience (in year)	Nationality
1						
2						
3						
4						
5						

(Please insert more rows as necessary)

(Please include proof of payment of Full time Regular staff or Professionals if applicable)

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Joint Secretary