



REQUEST FOR EXPRESSIONS OF INTEREST

Procurement of consulting services: Review National Employment Policy 2071 of Government of Nepal Youth Employment Transformation Initiative Project

Loan No./Credit No./ Grant No.: IDA-64870

Assignment Title: Review National Employment Policy 2071 of Government of Nepal

Reference No. NP-MOLESS-324146-CS-CQS_REVIEW.EMPL.PLCY

1. The Ministry of Labor, Employment and Social Security, Prime Minister Employment Program has received financing from the World Bank toward the cost of the Youth Employment Transformation Initiative Project, and intends to apply part of the proceeds for consulting services.
2. The consulting services (“the Services”) include Review National Employment Policy of Government of Nepal, estimated level of efforts for key and non-key experts are 129 person days, over the period of 90 days for review policy and finalize the report. The expected commencement date by 15th of April 2023.
3. The detailed Terms of Reference (TOR) for the assignment can be found at the following website: <https://pmep.gov.np> or can be obtained at the address given below.
Ministry of Labor, Employment and Social Security
Prime Minister Employment Program
Singhadarwar, Kathmandu, Nepal
Phone No: +9771 4211733, +9771 4200477
Email: info.pmep.np@gmail.com,
4. The Ministry of Labor, Employment and Social Security now invites eligible consulting firms (“Consultants”) to indicate their interest in providing the Services. Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services. The shortlisting criteria are:
 - The Firm/ Agency should have legal existence - Should be operating of minimum 3 years of experience developing policies and revisions or similar assignment (supporting documents for nos. of projects implemented in the similar consulting services need to be submitted.),
 - The firm should have registered in VAT and should have latest tax clearance of FY 2078-79.
 - The consulting firm should have worked to develop at least 2 projects in a similar field (supporting documents for nos. of projects implemented in the similar consulting services need to be submitted.),
5. Key Experts will not be evaluated at the shortlisting stage, however, information on expert qualifications and experiences is needed as per EOI template attached.
6. The attention of interested Consultants is drawn to Section III, paragraphs, 3.14, 3.16, and 3.17 of the World Bank’s “Procurement Regulations for IPF Borrowers” July 2016 revised November 2020 (“Procurement Regulations”), setting forth the World Bank’s policy on conflict of interest.
7. The consultant will be selected as per approved method indicated in procurement plan from Consultant Qualification Selection Method as per World Bank Regulation July 2016 (Revised 2020). The best qualified from EOI will be asked to submit Technical and Financial Proposal. This EOI is issued to limited firms as registered in MoLESS standing list.

8. Expressions of interest must be delivered in a written form to the address below (in person, or by mail) within 15 days of first publication of this notice i.e. **by 27 March 2023** within office hours.
9. EOI will be assessed based on Firm's Experience 60.0 %, and Capacity 30.0 % and Regional (Geographical Experience) 10%. Based on evaluation of EOI, only First Rank Firm will be invited to submit technical and financial proposal through a request for proposal.

Prime Ministers Employment Program
Youth Employment Transformation Initiative
Attn: Ramchandra Dhakal, National Project Director and Joint Secretary
Singhadurwar, Kathmandu, Nepal
Phone No: +9771 4211733, +9771 4200477
Email: info.pnep.np@gmail.com

Ministry of Labour, Employment and Social Security (MOLESS)
Youth Employment Transformation Initiative
Terms of Reference (ToR)
For

Review National Employment Policy 2071

Ref: NP-MOLESS-324146-CS-CQS_REVIEW.EMPL.PLCY

1. INTRODUCTION

1 BACKGROUND

The Prime Minister Employment Programme (PMEP) is a national flagship programme launched in February 2018 with envision to guarantee minimum employment of 100 days of work to the registered unemployed or provide subsistence wage in the absence of work to the eligible household. The programme targets unemployed individuals for short-term employment and prioritizes the vulnerable.

The PMEP aims to implement the Right to Employment enshrined in the Constitution by guaranteeing minimum employment. The programme also contributes to reduce poverty and vulnerability by improving living standards of poor and vulnerable. The programme strategy consists of data collection and management of unemployed, identify and expand the areas of employment in the country, liaise, coordinate and create a convergence of employment services and promote good labour practice at the implementation level. The major component of the programme is to provide employment services through all 753 local levels, deliver capacity and skill-building initiative to meet the labour market demand and create cohesion/convergence to deliver the employment services.

The Youth Employment Transformation Initiative (YETI) is the World Bank supported project aligned with PMEP to improve employment services and labour market outcomes. The project aims to enhance PMEP performance to improve job outcomes and livelihoods, especially to youths and women. The Project Management Unit (PMU) within PMEP is established to coordinate and manage the project activities, which includes support to policy analysis and revision.

2. RATIONAL TO REVISE NATIONAL EMPLOYMENT POLICY 2071

The Government of Nepal revised the Labour and Employment Policy 2062 and enforced a new National Employment Policy in 2071 BS. The vision of the new policy is to contribute to alleviating poverty by having a strong and vibrant national economy and engaging the national labour force into productive, decent and safe employment. Point 17.3 of the current employment policy mandates an annual review and periodic review every 5 years. The policy was not reviewed till date and thus requires a complete review and make an appropriate revision where it deemed necessary.

Given the major changes in the labor market and policies in Nepal since 2071, such as the new Constitution, introduction of Federalism, the Right to Employment Act, the implementation of the flagship Prime Minister's Employment Program, the experience of the COVID pandemic, the LMIS policy finalization, MoLESS has decided to revise the NEP 2071.

3. OBJECTIVE OF THE ASSIGNMENT

The main objective of the assignment is to conduct a review of National Employment Policy 2071, and identify possible revisions to the Policy

3.1 SPECIFIC OBJECTIVE OF THE ASSIGNMENT

The specific objective of the assignment is to undertake the followings:

- a. Undertake a full review of the Nepali employment context and relevant existing policies of the Government of Nepal.
- b. Identify the gaps in the existing policy
- c. Identify specific updates to existing sections/articles of the policy
- d. Facilitate MoLESS to develop the long-term goal, objective, and strategies for a new employment policy
- e. Facilitate MoLESS to discuss possible revisions to the policy
- f. Support MoLESS to conduct consultations on the revised NEP, at federal and provincial levels
- g. Draft a revised Employment Policy' in both Nepali and English language, based on the findings and consultations

3.2 DETAIL SCOPE OF THE WORK

The detail scope of the work shall be; but not limited to; the followings:

- a. Submit inception report with literature review, key clear methodology to produce report and draft policy document.
- b. Conduct workshop with MoLESS to identify long term goals and objective of revised NEP
- c. Review
 - a. international employment context and produce list of nationally suitable strategies that promote jobs, guarantee labour right, expands social protection, and promote social dialogues.
 - b. Research and Highlights on the the key government policies and strategies, including the recent publication on labour and employment.
- d. Conduct KIIs with
 - a. key government stakeholders that are directly / indirectly involved in the labour and employment sectors, selected provincial government officials and local levels to identify the approaches to manage the forthcoming employment policy.
 - b. private sector (at least 5) to identify the areas of cooperation and find out the ways to boost employment in the country.
 - c. manpower agencies, agencies working in the field of migration, returnee migrants etc.
- e. Identify the gaps and revisions based on the reviews/consultations including
 - a. the ways and approaches for Nepali workers, including women, unskilled, poor, young and other vulnerable workers for them to improve their employability and help support them in finding suitable jobs
 - b. The consulting firm shall identify the emerging employment intervention from government and non government(Private) Sectors, including the digitalization in the country and how it contributes or addressed in the revised employment policy,
 - c. the ways and approaches to find suitable strategies to manage the financial and economic shocks in the field of labour and employment.
 - d. Institutional arrangements (including possible new agencies/arrangements) for the implementation of the NEP at all three levels of government
- f. Prepare the report of gaps and recommendations for NEP revision
 - a. Draft the report and policy document and submit it to the PMEP.
 - b. Presentation of the report and policy document, obtain feedback and revise accordingly.
 - c. In association with MoLESS, participate in the stakeholder consultation (1 in federal level and 3 in provincial level) and obtain feedback on the policy document.
- g. Draft the final documents and make presentation to MoLESS.
- h. Submit the final documents. [Note: The 'Draft Employment Policy' should be in Nepali language. If the report is written in English, an appropriate translation of the executive summary should be submitted.]

3.4 METHODOLOGY

The consulting firm shall deploy multiple methodologies to identify the gaps and prepare the recommendation based on suitable policy revision framework. The revision and recommendation shall have a wider consideration, inter-policy coherence, sufficient institutional framework, policy evaluation framework and improved accountability as per the national interest. The consulting firms should submit the clear methodology and approaches in the inception report.

3.5 MAJOR OUTPUTS AND DELIVERABLES

With the objective of the scope of work, the firm shall deliver the following major outputs:

- a. Inception Report elaborating literature review, methodology and plan of undertaking the policy review.
- b. Provide fortnightly updates on the progress of the work plan.
- c. Preliminary Report on the areas of policy review (both in Nepali and English) and revise it based on the recommendations from the MoLESS.
- d. Submit draft policy document for stakeholder consultation.
- e. Participate in the stakeholder consultation
- f. Submit the final report and draft “National Employment Policy” both in English and Nepali.

3.6 TEAM COMPOSITION AND QUALIFICATION OF THE CONSULTING FIRM

The consulting firm will formulate a team led by the team leader supported by two subject matter policy specialists (labor market and social protection). The team may suggest a number of field researcher to accommodate the qualitative information from the provinces and local levels. The labor market specialist should have minimum master’s degree (MBA, MA Sociology or Rural Development or Economics or Statistics) or any relevant area having at least of 7 years of professional experiences with the government in labor and employment sector. Social protection Specialist should also have the same level of education qualification and field having at least 7 years of professional experiences with the government in social protection. Professionals having experience with the National Planning Commission or Ministry of Labor and Employment or program and project related experiences in labor, employment and social protection will be an added value.

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

- The consulting firm must have at least 3 years of experience developing policies and revisions.
- The consulting firm should have worked to develop at least 2 projects in a similar field.
- The consulting firm must have registered in VAT and should have the latest tax clearance up to FY 2078/79.
- The consulting firm with work experience at international level on policy building shall have an added advantage.
- The consulting firm should assign a team leader with at least a Master’s degree or equivalent, or preferably Ph.D., and a minimum of 10 years of relevant professional experience, or equivalent combination of education and experience with experiences on labour and employment. The consulting firm should assign subject matter experts having experience in Labour Market and Social Protection.
- Demonstrated ability to lead policy dialogue at senior levels of government across agencies and donor agencies will be an added advantage.
- The team leader and subject matter experts should have excellent written, communication and presentation skills in both English and Nepali.

3.5 TENTATIVE TIMELINE

The assignment is expected to be completed by 10 June 2023. The tentative timeline of major activities is presented in the table below:

Activities Description	Due Date
Contract with the consulting firm	30 April 2023
Commencement of the service	15 May 2023
Inception Report Submitted	30 May 2023
Policy Revision Work and Field Work Completion	10 June 2023
Submission of Draft Report (Report and Draft Policy)	25 June 2023
Presentation of Report and Draft Policy to MoLESS	30 June 2023
Provincial Level Stakeholder Consultation (logistics to be arranged by MoLESS) Completed	30 June 2023
Submission of Final Report an	10 July 2023

3.5 PAYMENT SCHEDULE

The payments are based on the following milestones:

S.N.	Milestone	Proportion of Payment	Remarks
1	Accepted Inception Report that includes Work Plan, Methodology and Approach, A brief review and gaps framework in the current policy.	25% of Contract Amount	Upon the approval
2	Accepted Draft Report & Policy Document	50% of Contract Amount	Upon the approval
3	Accepted Final Report and Draft Policy Document	25% of Contract Amount	Upon the approval

3.5 SELECTION OF CONSULTING FIRM: THE CONSULTANT WILL BE SELECTED AS APPROVED IN THE PROCUREMENT PLAN FROM CQS (LIMITED COMPETITIVE METHOD) AS PER WORLD BANK REGULATION JULY 2016(REVISED NOVEMBER 2020). THE BEST QUALIFIED FIRM WILL BE SELECTED AND AWARDED THE CONTRACT.



Expression of Interest (EOI)

Title of Consulting Services: Procurement of consulting services for Review National Employment Policy 2071 of Government of Nepal

Project Name : *Youth Employment Transformation Initiative*

EOI: NP-MOLESS-324146-CS-CQS_REVIEW.EMPL.PLCY

Office Name : *Ministry of Labour, Employment and Social Security (MoLESS), Prime Minister Employment Program (PMEP)*

Office Address: *Singhadurwar, Kathmandu*

Financing Agency: *IDA Loan/Credit/Grant-P160696*

Standard EOI Document

(Consultants may choose this sample template to express their interest)

A. EOI Forms & Formats

Form 1. Letter of Application

Form 2. Applicant's information

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

Form 4. Capacity

A. Financial

B. Human Resources

C. Key Experts Information

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: _____

Full Address of Client: _____

Telephone No.: _____

Fax No.: _____

Email Address: _____

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 **[Insert name of Client]** as Consultant for **[Insert brief description of Work/Services]**.
2. Attached to this letter are photocopies of original documents defining:
 - a) the Applicant's legal status;
 - b) the principal place of business;
3. **[Insert name of Client]** 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. **[Insert name of Client]** and its authorized representatives are authorized to contact any of the signatories to this letter for any further information.¹
5. All further communication concerning this Application should be addressed to the following person,

[Person]

[Company]

[Address]

[Phone, Fax, Email]
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

¹ Applications by joint ventures should provide on a separate sheet, relevant information for each party to the Application.

Standard EOI Document

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 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):

Standard EOI Document

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- Applicants are encouraged not to exceed 5 pages)

Standard EOI Document

3. Experience

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.						

Standard EOI Document

B. . Specific Experience

Details of similar assignments undertaken in the previous seven years

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

Assignment name:	Approx. value of the contract (in current NRs; US\$ or Euro) ² :
Country: Location within country:	Duration of assignment (months):
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): Completion date (month/year):	No. of professional person-months provided by the joint venture partners or the Sub-Consultants:
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: _____

² Consultant should state value in the currency as mentioned in the contract

Standard EOI Document

C. Geographic (Provincial) Experience

Experience of working in similar geographic region or country

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

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

Standard EOI Document

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**

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(Note: Supporting documents for Average Turnover should be submitted for the above.)

Standard EOI Document

(B). Human Resources

No	Title	Academic Qualification	Status (Permanent/Regular/Short-Term, Temporary etc.)
1.			
2.			
3.			
4.			
5.			

Standard EOI Document

c) Key Experts *(Include details of Key Experts if applicable)*

(In case of joint venture of two 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)

Note: Supporting documents for meeting eligibility and qualification is mandatory in EOI Proposal. The supporting documents shall include service provider's experience, human resources and key expert's information and financial capacities proven documents.