

Safer Migration Programme Terms of References

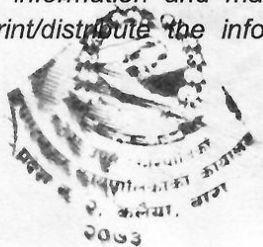
1. **Introduction:** Foreign employment has been a major means of livelihood in Nepal. This has played a significance role in the poverty reduction. The remittances from foreign employment have contributed to the family and aggregate economic indicators to balance the economy. It has become one of the basic sources for foreign currency and thus contributing to sustain economy. However, the foreign employment has been facing various problems in Nepal. The workers and their families have not been receiving proper attention and help in getting the advantages from the state. The migrant workers have been suffering from exploitation, fraud and deceiving cases. This has created a social cost to the family and nation. Hence, due to this condition the Local Governments (LGs) want to address the issues and problems of foreign employment and migrant workers at the local level.


This Safer Migration (SaMi) Programme is joint effort of Government of Nepal and Government of Switzerland. The project was piloted in Khotang and Sarlahi districts in 2011. Later it was extended in 20 districts including Kathmandu. The project is owned by ministry of Labour, Employment and Social Security (MoLESS) and implemented jointly by Helvetas Swiss Cooperation and the ministry. The third phase of the project was up to fiscal year 2078/79 (BS) but due to the Covid-19 pandemic it is further extended up to fiscal year 2080/2081. Hence, under this arrangement, this consulting service is being taken to enhance capacity of the LGs to address the issues and problems of foreign employment and migrant workers of Nepal.

2. **Objectives of the assignment:** The following are the major objectives of the assignment:
 - To provide access to the information about the safety in the foreign employment for all the persons who wish to go in foreign employment of the concerned LGs
 - To provide legal services for the migrated workers who has been exploited and fraud regarding foreign employment
 - To provide social cooperation to the workers and their families who has been suffered from foreign employment
 - To provide required skills to increase savings and management of remittances received by the workers in foreign employment
 - To provide required skills and evidence for the migration right workers for proper policy dialogue
 - To develop the mechanism to provide skills and training in foreign employment
 - To help in providing effective safer migration services through the migration service centers
3. **Scope of the Assignment:** The scope of work the consultant need to assist carrying out the following duty to the concerned LGs:
 - Review of literature about the safer migration documents and related reports , laws etc.
 - Meetings with the concerned officials of LGs about the work-related officials
 - Inception reports about the ToR implementation methods and time frames

Major work:

- Establishment of offices in proper place with related furniture and furnishings etc; recruitment of volunteers and related staffs as per the given selection criteria; prepare result-oriented job descriptions of staffs and their orientation and training; Performance agreement.
- Management of access to information and manage the migrant's resource center; provide information and print/distribute the information sheet; group and individual




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consulting through resource center; follow up for migrants; volunteer selection, orientation and mobilization; orientation in the community related to the safer foreign employment; information transmission related to safer foreign employment through local communication; Interaction with journalists, security agencies regarding safer foreign employment; Coordination with stakeholders, coordinate with other LGs in district.

- Psychosocial consulting program-individual and groups; identify the family members having tensions due to the foreign employment; psychosocial consulting for family members and groups
- Financial Literacy program: identify the women and formation of their groups receiving the remittances; running of consulting classes regarding financial literacy and psychosocial.
- Protection of migrants' rights protection and expansion: Network formation; Capacity development of network; Network mobilization;
- Coordination and Monitoring: Meetings with LGs program management committee and coordination committee; coordination meetings with migrant's resource center; Monitoring and reporting management.
- Support and facilitate the victims of FE for justice. Facilitate the potential migrant worker to link with skill training.
- This EoI is for Kalaiya Sub-Metropolitan City and Baragadhi Rural Municipality but the selected consultant should coordinate, support and facilitate to other two LGs (Jeetpursimara Sub-Metropolitan City, and Simraungadh Municipality of Bara) in implementation of the SaMi Programme and in reporting, capacity building of staffs, monitoring of programme and in staffs mobilization.
- **Approach and Methodology:** The consultant service provider should have the following approach and adopt methodology for this assignment:
 - The consultant should be familiar with the relevant act, regulation reports and academic as well as impact studies regarding the safer migration and foreign employment
 - The data collected during the assignment period should be updated and the problems/ issues as well as reform measures should be listed and updated and handover to the LGs after the assignment is completed.
 - The consultant should be in regular contact and coordinate with the ministry, foreign employment department and board, Safer Migration Programme (SaMi) and the concerned LGs.
- 4. **Availability of basic data and reports relating to the assignment:** The consultant will be made available the reports/ data of previous service provider who worked in LG in previous years. The relevant information can be obtained from the concerned LGs.
- 5. **Transfer of knowledge or skills:** The consultant need to conduct meetings at LG in every month. All the information and publication should be made available to the SaMi officials and LGs officials as per the need.
- 6. **Training of Officials:** The consultant should provide training / orientation in the relevant areas to its own staffs working with them. Similarly, the consultant needs to orient the LGs and SaMi's officials at regular intervals as requested by the officials.
- 7. **Duration of assignment:** The duration of this assignment is from FY 2079/80 to 2080/81 based on the fund availability. In addition. based on the satisfactory performance of the service provider time extension will be made as per the procurement law of Nepal.



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8. **Qualification and Experience of Key Staffs / Firms:**

(a) Firm Experience:

- Should produce letter for commitment for good governance and principles of GESI and have staffs and executive board as social inclusion,
- Should produce the evidence of organizations general assembly and meeting of executive committee and have rules for financial, administrative and human resources
- Capacity to prepare plan and budget, program implementation, monitoring, coordination and report preparation ;
- Experience relating to social mobilization, human rights, good governance, human trafficking, Safer Migration/Foreign employment ,empowerment of backward and marginalized groups .

(b) Qualification and Experience, time periods and main responsibilities of Key Staffs : The consultant should provide the qualification and experience of the staffs of the firm.

S.No	Position (Key Experts)	Qualification and Experience	Required Man months	Main Responsibilities
1	Program Coordinator (One)	At least Bachelor's Degree in humanities, management, law and related subjects, At least 5 years' experience in program implementation, At least 2 years or more as the program officer work experience, Priority should be given who worked in the area of foreign employment Participated in training in related work	20 Months	<ul style="list-style-type: none"> • Program and budget and workplan preparation and implementation • Coordinate and assist in the survey, study and research relating to safer migration • Prepare capacity development plan and regular supervision of staff's functions and responsibilities • Coordinate with LGs and SAMI officials • Management of all the works mentioned in the scope of works • Support in four Local government (LGs) where the SaMi is being implemented in Bara. • Coordinated other LGs in district and advocate to work in Safer migration sector.
2	Accounts and Admin Officer (One)	At least Bachelor's Degree in business administration, management and related degrees. Experience at least 2-3 years as accounts officer in public sector offices or in NGOs /INGOs Participated in training in related work	20 Months	<ul style="list-style-type: none"> • Perform all the financial management functions, such as budgeting, accounting, expenditure, , reporting • Procurement, internal control system and • auditing related functions • logistics management and • administration related functions



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3	MRC Counselor (Two, one should be female)	<p>At-least 10+2 / proficiency certificate in any academic discipline Have experience of at least 3 years as the social mobilization, Have knowledge of local language Women candidate/s will be preferred</p> <p>Having degree of Law subject will be an added advantage Having training in related work</p>	20 Months	<ul style="list-style-type: none"> • Advise and provide information related to foreign employment to all the citizens who come to DAO for passport • Recommend all the possible migrant workers for skill training • Cooperate the migrant workers related issues such as rescue, corpse management, claims and frauds and medical fails management • Keep online records of stakeholders • Coordination with DAO, Employment Service Center, national partnership institutions and other stakeholders etc.
4	Psychosocial Counselor (2 , one for kalaiya SMC and one for Baragadhi Rural municipality)	<p><u>For who has worked in SaMi project and completed six month Psychosocial Training-</u> At least Proficiency Certificates / 10+2 and having 6 months Psychosocial training and work experience in sector of Safer Migration. <u>For New-who has not worked in SaMi Project-</u> Having degree relating to staff nurse, Health Assistant, , public health, sociology . B.Ed in Health, Diploma in Counseling .</p> <p>Having work experience in Psychosocial Counseling and Women candidate/swill be preferred.</p>	20 Months	<ul style="list-style-type: none"> • Identify the households that have the workers in foreign employment who needs psycho-social counseling • Provide psycho-social counseling for the family members of the workers of foreign employment • Conduct group discussion and help in developing skills for encountering the allegations to the affected peoples • Provide psycho-social advice to prevent suicide taking into account the family members having depression and related symptoms • Help to the peoples having psycho-social problems to contact the institutions due to foreign employment
5	Financial Literacy Facilitator (2 , one for kalaiya SMC and one for Baragadhi Rural municipality)	<ul style="list-style-type: none"> • At least proficiency certificate or 10 +2 pass. • Having experience of at least 2 years in teaching in adult education or literacy / financial literacy • Individuals working in the safe foreign employment will be given preference • Female candidate will be preferred . 		<ul style="list-style-type: none"> • Lead and mobilize the whole activities to be implemented in the community as per the annual plan and budget • Facilitate between migrant's resource center and the community • Facilitation with financial literacy and psycho-social facilitators at the community level • Prepare monitoring progress reports • Employees capacity development



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				<ul style="list-style-type: none"> • Collect / Assist in the data collection, study / research of safer migration • Coordinate / co-work stakeholders with program cooperation unit and LGs • Selection of targeted participants from community meetings • Household meetings and monitoring • Run/ Operate result-oriented classes as per the curriculum • Coordinate with the mechanism of program staffs and psycho-social advisor
6	<p>Returnee Volunteer (Partial) (6,, Three for kalaiya SMC and three for Baragadhi Rural municipality)</p> <p>(No Marks are allotted, but need to submit the CVs)</p>	<ul style="list-style-type: none"> • At least 10 class pass • Experience of at least 1 year in foreign employment (Gulf Countries or Malaysia) • Preference will be given for work in safer foreign employment / migration 	20 Months	<ul style="list-style-type: none"> • Meeting with potential individuals for foreign employment, returnee workers or their families and disseminate about the safer foreign employment and refer them to the migrant resource center • Refer the possible migrant workers to migrant resource center for additional information about skill training • Cooperate the migrant workers related issues such as rescue, corpse management, claims and frauds and medical fails management and refer to the migrant resource center for necessary help

9. **Facilities to be provided by the clients:** The consultants will be stationed at the proper place for the office. LGs and program support unit will coordinate and cooperate the consultant to perform the work as per the agreement. All the office management, furnitures, equipments and office running expenses shall be borne by the consultant under the programme.

10. **Reporting Requirements:**

1. **Inception report:** Within 10 days after signing of the agreement.
2. **Monthly Report:** Within 7 days after completion of every month
3. **Final Report:** as per requirement.
4. **Final Report:** Within 7 days after completion of the assignment after incorporating the feedbacks/ suggestions from the clients (LGs and Program Support Unit (SaMi))
5. The report data should to be uploaded on SaMi database system.

11. **Deliverables:** The consultant at the completion of the assignment should deliver the following :

1. All the reports as mentioned in clause 10 reporting requirements
2. Reports covering the all works as mentioned in scope of works of ToR
3. All the collected documents, reports, audio-visual materials, statistics



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