



Ministry of Labour, Employment and Social Security
Prime Minister Employment Programme
Youth Employment Transformation Initiative Project, Kathmandu.
Project ID No. P160696
REQUEST FOR EXPRESSIONS OF INTEREST (REOI) FROM INDIVIDUAL CONSULTANTS

Published Date: 29 July 2024

1. The Government of Nepal (GoN)/Ministry of Labour, Employment and Social Security has received financing/credit from the World Bank towards the cost of the Youth Employment Transformation Initiative Project, and intends to apply part of the proceeds for consulting services as mentioned below:

SN	Contract ID	Position	Period in Man/Month	Qualifications Requirement
1.	NP-MOLESS-437551-CS-INDV-PHP3	"Full Stack Software Developer"	11 man-months input within a project period	At least Bachelors' Degree in Computer Science (BE, BSc IT or equivalent, Minimum 3 years of general experience in IT field in any software development or programming language, web application, database management or monitoring of software/hardware deployment in different stages i.e. development, installation and operation or data backup system, and configuration and commissioning, Work Experience in MIS development using combination of frontend with HTML/CSS/ /Javascript and Backend with PHP/Laravel and database with MySQL/MariaDB, Experience in any government MIS project with similar job as mentioned in the Scope of Work will be an added advantage.
2.	NP-MOLESS-437554-CS-INDV-COMM2	Communication Consultant	6 man-month input over the a project period	A professional with media mobilization experience having at least Bachelor's degree related in journalism or any other mass media communication discipline with the evidence of published articles/visual contents in major national Nepali media (printed or online media or TV), H/she must have professional level of technical skills on camera, lights, sound recording, video editing, and production of digital content for social media, At least five years of experiences in developing and designing social media contents for a variety of clients, Demonstrated expertise in producing video, sound, and photo editing software, Knowledge of labor, employment and migration issues is an added advantage.

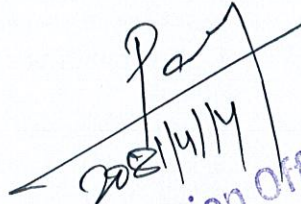
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2. This EOI notice and ToR have been uploaded on the website: <http://pmep.gov.np>. The interested candidate may visit the website: <http://pmep.gov.np>, for the Terms of References (ToR); which can also be obtained from office of PME/Youth Employment Transformation Initiative Project, PMU during office hours.
3. The interested candidates may express their interest by submitting their application with latest updated Curriculum Vitae (CV) duly signed. The CV and covering letter with supporting documents must be submitted at the project, PMU office, Singh Durbar, Kathmandu or by email: info.pmep.np@gmail.com on or before 12 August 2024 within office hours. Failure to provide the supporting documents shall disqualify the applicants from shortlisting.
4. If the last date of submission of the EOI falls on a public holiday, the next working day will be the last submission date.
5. The Consultants shall be selected in accordance with the World Bank Procurement Regulations for IPF Borrowers: July, 2016(Revised November, 2020), Approved Selection Method for Individual Consultants, Limited Competitive Selection of Individual Consultants, as set in the Regulations/ Section: VII/7.38.
6. The Consultants will be selected on the basis of following selection criteria:

S.N.	Selection Criteria
i	General Qualifications and Experience
ii	Specific Experience in the relevant field. Please refer ToR for details of requirements


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Terms of Reference and Scope of Services

For Consulting Services of **Communication Expert**

1. Background

Ministry of Labor, Employment and Social Security (MoLESS) of Government of Nepal is responsible to create employment opportunities by developing efficient, skilled, and productive human resources that can compete in the labor market and support the development of good labor relations, prevention of child labor, and economic development including social justice by guaranteeing social security. Departments and agencies related to this Ministry are working to make decent working conditions decent in Nepal. The ministry is also responsible to manage safer dignified and managed foreign employment process and services, together with creating a productive environment for social and economic reintegration of returnee migrants.

As part of the MoLESS five-year strategic plan, MoLESS envisions a strategic communication and media mobilization to communicate and inform stakeholders about its activities and plan; together with obtaining feedback to improve its response mechanisms. The ministry anticipates more innovative and structured communication using modern communication technologies.

Recently, use of social media platform and new media has increased exceptionally both in urban and rural Nepal. Preparing various contents in audio, visual, and graphical format has become inevitable. Therefore, person who is well versed in the development of digital content is required to disseminate government content to the people of Nepal.

MoLESS through Prime Minister Employment Program/Youth Employment Transformation Initiative Project is planning to strategic print and audio/visual/graphical contents that allows the ministry to convey key messages and information of labor, employment and social security in Nepal. The ministry expects enhance awareness of all related stakeholders and promote evidence-based policy interventions through the effective communication and media mobilization.

2. Objective of the consulting services:

- The overall objective of the consultant is to support MoLESS to produce and transmit regular and strategic communication through radio, television, websites, community discussions, print media and so forth.
- The consultant shall develop appropriate communication strategy and working approach to communicate Ministry/PMEP/YETI intended objectives to the stakeholders and beneficiaries using appropriate channels. The consultant works closely with ministry spokesperson, PMEP team, service providers.

3. Scope of Work

Closely aligned with the MoLESS and PMEP, the Communication Specialist identified key strategic messages and develops the communication materials. The Specialist use innovative and strategic communication media and channels to disseminate the information in a easy-to-understand approach. The contents should reflect a visual and branding identify of the MoLESS and PMEP.

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Specifically, the Specialist will be expected to deliver:

- a. A set of high-quality media content including audio-visual and graphical content that effectively and innovatively communicates the key messages related to labor, employment, and social security. This includes:
 - Analyse the scenario and prepare strategic print, audio/visual/graphical content on a regular basis.
 - Analyse the media news and articles on a daily basis and suggest a key intervention that are duly required.
 - In association with the Spokesperson and the Deputy-Spokesperson, manage the social media pages.
 - Address feedback and comments received from the Ministry of Labor, Employment and Social Security and finalized the content.
 - Prepare or review key messages of the ministry, including press release and other communication materials.
- b. Manage effective relationship with the media houses and journalists.
- c. Working closely with MoLESS, PMEP/YETI Project team, collect the contents and manage effective dissemination using various channels.
- d. The Specialist will prepare monthly workplan that will list out content required for the audio-visual, graphics, or others communication material, and will coordinate and communicate with concerned offices of Ministry of Labor, Employment and Social Security,
- e. Prepare social/new media posts.
- f. Analyze the news contents on print and electronic media and produce a summary of the key messages with appropriate analysis. Circulate the information to the concerned officials
- g. Participate in the key events of the MoLESS and PMEP and work closely with the media personnel

4. Deliverables

The Communication Specialist will deliver the following:

- Monthly work plan listing out contents required for audio-visual, graphics or other communication materials related to MoLESS and YETI Project
- Monthly updates on daily/weekly/biweekly posts prepared and posted contents in the social media pages of Ministry of Labor, Employment and Social Security and PMEP/YETI.
- Monthly Report on periodic social media posts, including circulating the key messages to the print and electronic media.

5. Qualifications

The ideal candidate for the Communication Specialists position will have the following qualifications:

- A professional with media mobilization experience having at least Bachelor's degree related in journalism or any other mass media communication discipline.
- H/she must have professional level of written and spoken Nepali language proficiency, with the evidence of published articles/visual contents in major national Nepali media (printed or online media or TV)

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- H/she must have professional level of technical skills on camera, lights, sound recording, video editing, and production of digital content for social media.
- At least five years of experiences in developing and designing social media contents for a variety of clients.
- Demonstrated expertise in producing video, sound, and photo editing software.
- Ability to work collaboratively with others without compromising on the tight deadlines.
- Excellent written and verbal communication skills both in English and Nepali.
- Knowledge of labor, employment and migration issues is an added advantage.

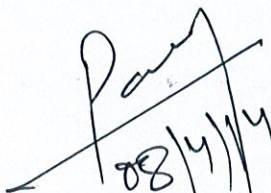
6. Timeline and Budget

The Communication Specialists will be expected to deliver the deliverables on time.

The budget for the project is negotiable and will be discussed with the selected persons based on their qualifications, experience, and proposed approach.

7. Selection and Employment of Consultant:

A Consultant will be selected in accordance with The World Bank's Procurement Regulations for IPF Borrowers: Procurement in Investment Project Financing Goods, Works, Non-Consulting and Consulting Services, July 2016 (Revised November 2020), through Limited Competitive Selection of Individual Consultants


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Terms of Reference

For Consulting Services of Full Stack Software Developer

1. BACKGROUND

The Government of Nepal (GoN) under the subsidized loan of International Development Association ("World Bank") is implementing Youth Employment Transformation Initiative (YETI) Project (PAD2761). Ministry of Labour, Employment and Social Security (MoLESS) has established Project Management Unit (PMU) at Prime Minister Employment Programme (PMEP) to coordinate and implement the project activities. PMEP / YETI is currently supporting the Employment Service Centres (ESCs) at all the local levels to provide employment promotional services for registered unemployed with the use of Employment Management Information System (EMIS). The project is being implemented at the federal, provincial and local levels through an integrated set of demand and supply-side interventions to strengthen employment promotion systems and services and improve job outcomes and livelihoods for youth.

PMEP has a functioning Employment Management Information System (EMIS) being used by all ESCs at local levels and PMEP unit with the features like registration for minimum employment, local level's projects information, job assignment, entry of number of days' jobs provided, multiple reports, etc. The PMU needs a full stack software developer to support in developing the required additional components (modules and reports), fix bugs, manage & maintain existing scripts and support ESCs' technical queries.

2. OBJECTIVE OF THE CONSULTANCY SERVICES

The overall objective of the consultant is to ensure the proper functioning of PMEP EMIS by providing required programming, regular troubleshooting, bug fixing in EMIS and technical support to ESCs to ensure smooth operation of the system on day-to-day basis. The consultant will work in close coordination with the PMEP IT unit, and the Component Managers.


3. TASKS, DUTY & RESPONSIBILITY OF THE CONSULTANT

The consultant shall perform the following duties/tasks, but not limited to:

- a. Understand the overall frontend and backend of EMIS and website of PMEP from logical and technical aspects.
- b. Produce non redundant, efficient code based on instructions of Computer Engineer/IT Officer including unit-test, integration test of the developed codes with proper documentation
- c. Validate the code under the supervision of the Computer Engineer/IT Officer and deploy modules in the test server.
- d. Timely report the bugs, encountered error and any other technical issue with the solution to the IT Unit.



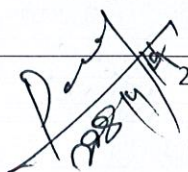
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 Ministry of Labour, Social Security and Pensions
 P. M. Singhadourbar, Kathmandu
- e. Regularly monitor EMIS and PMEP's website for any technical or security issues and report to IT Unit.
 - f. Deployment of security patches in EMIS and PMEP's website when required with proper documentation.
 - g. Manage and maintain the system 'as-is' and with possibly some minor and major feature improvements.
 - h. Alter the database table as per the requirement of changes in EMIS.
 - i. Provide technical support, updates in the offline devices, and synchronize the scripts to ensure the script consistency to use the functionalities at the Local Level.
 - j. Development of Application Programming Interface (API) for information exchange among other information systems of Government.
 - k. Undertake system testing, user acceptance testing, performance testing, and other required testing for smooth operation of the systems and processes.
 - l. Upgrade the database and framework of existing system to latest compatible versions.
 - m. Backup code and data at regular interval basis and provide technical support to manage past years' data.
 - n. Assist IT officer for reports, graphs, maps and trends of data key indicators on monthly basis.
 - o. Implement the effective tools for the reporting
 - p. Update the technical documentation and user manuals as per the changes made in the system.
 - q. Assist Computer Engineer/IT Officer for the training of EMIS to ESCs of local levels.
 - r. Respond to technical support to ESCs for any technical queries on EMIS.
 - s. Perform any other tasks and duties related to IT as assigned by PMU.

4. DELIVERABLES AND REPORTINGS

The consultant shall receive handover and stocktaking of existing software and website information from PMEP IT unit and study existing system design document to understand the EMIS and recommend for further enhancement requirements. The consultant shall require submitting the monthly work plan and reports within the framework of work-plan and duties & responsibilities. The deliverables can be modified / revised / introduced based on the needs and priorities. The specific deliverables of the consultant will be as follows:

S.N.	Details	Frequency	Deliverables
1.	Development or modification of components in EMIS as per the requirement of PMU. Troubleshoot any bugs or issues encountered or reported by the application users. Upgrade the system to latest compatible versions available.	Regular	Contract date onwards


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2.	Regularly monitor the status of applications and databases and report to IT Unit for any action need to be performed.	Regular	Monthly Report
3.	Monthly progress and activities report stating the work accomplished, issues and challenges, next steps, key recommendations, and timeline for each activity identified.	Regular	Monthly Report
4.	Support ESCs for technical issues and report to the PMP IT unit.	Regular	Monthly Report
5.	Keep log record of the technical issues and support provided to ESCs	Regular	Monthly Report
6.	Others as agreed mutually	As required	As required

5. DURATION OF THE CONSULTANCY SERVICES

- The duration of consultancy services is 12 months with possible extension.
- The consultant shall be based at the PMU.
- Performance of the consultant shall be measured quarterly.

6. REMUNERATION AND LOGISTIC SUPPORT TO THE CONSULTANT

The consultant shall be provided the following remuneration and logistic support:

- Monthly remuneration as negotiated at the selection process.
- The Consultant shall submit the invoice monthly together with timesheet and the obligatory reports as mentioned in subsequent Para "4"; certified by the respective National Programme Director or his/her authorized representative.

7. QUALIFICATION/KNOWLEDGE AND EXPERIENCE OF INDIVIDUAL CONSULTANT

- Must have Bachelors' Degree in Computer Science (BE, BSc IT or equivalent) in relevant field with focus on software development.
- Should have strong theoretical and practical knowledge of programming, system analysis, RDBMS concepts, software development & deployment and project implementation cycle.
- Must have at least 3 years of demonstrated work experience in software development / web application development using combination of latest Laravel

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framework, PHP, JavaScript, jQuery, CSS 3.0, HTML 5 and MariaDB database with developed references.

- Ability to perform code review, troubleshoot the frontend/ backend issues, and build upon the existing design and programming techniques to make the current system fully functional and user-friendly info graphical interface.
- Ability to independently create/ establish an in-house development environment in Laravel framework and MySQL database to access the available source code files and build upon.
- Strong knowledge in version control tools like GitHub or GitLab, Project Management tools, and Reporting tools.
- Must have strong knowledge and proven troubleshooting skills in Apache, PHP, Laravel, and MySQL/MariaDB. Knowledge of Linux OS environment will be advantageous.
- Ability to analyze business processes and provide technical solutions with the documentation skills.
- Added advantage and preferences will be given to those having minimum 2 years of working experience in any government MIS project with similar job as mentioned in the Scope of Work.
- Strong inter-personal, presentation and communication skills.
- Working in team and team building
- Critical understanding and problem solving.
- Proficiency of good communication/presentation and report writing skills.
- Create the development environment to show the software development capabilities and build a component practically, showcase and do the presentation.

8. LOGISTICS AND SUPPORT:

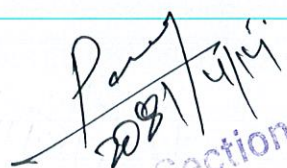
A. PMEP IT unit will provide following technical details once the contract is signed:

- Latest source code files and database.
- Existing system design documentations which include ERD, table structure, project folder structure, Laravel components, etc.
- System user manuals.
- System presentation/ walk-through.

B. PMU will provide the consultant's workspace and internet including all essential utilities during the office work.

9. ADMINISTRATION OF THE CONSULTANT'S SERVICES

The work area of consultant shall be based in PMEP's Office, Kathmandu with necessary field visit to local levels. The Consultant's services will be administered and monitored by the NPD or his/her authorized representative.


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10. SELECTION PROCEDURE OF THE CONSULTANT:

A Consultant will be selected in accordance with The World Bank's Procurement Regulations for IPF Borrowers: Procurement in Investment Project Financing Goods, Works, Non-Consulting and Consulting Services, July 2016 (Revised November 2020), Section VII: Approved Selection Methods Consulting Services/ "Open Competitive Selection of Individual Consultants, set out in Regulations. The selection criteria shall include:

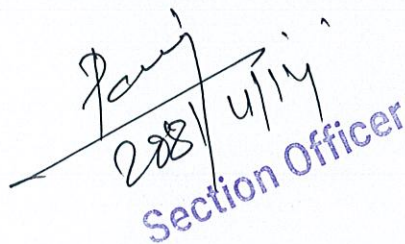
MoLESS or PMEP's technical team will conduct a practical session and interview as a part of the technical evaluation with the shortlisted candidate. The details of the practical session will be discussed and shared with the shortlisted in advance.

11. TAXATION

The Consultant is fully responsible to pay taxes imposed by Government of Nepal. The firm should have registered in the Value Added Tax (VAT). The project shall deduct the taxes at source.

12. CONTRACT AGREEMENT

The Consultant shall be required to enter into an agreement with the Project on time-based contract.

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