

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

Hiring of Consulting Services for Youth Employment Transformation Initiative (YETI) Project Final Evaluation

(Procurement Reference Number: NP-MOLESS-444186-CS-QCBS)

Issued By:

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

27 December 2024

Standard EOI Document

Expression of Interest

(EOI)

Title of Consulting Services: Final Evaluation of Youth Employment Transformation Initiative (YETI) Project

Method of Consulting Service:
National Open Competitive Proposal from Quality and Cost-Based Selection (QCBS) Method

Project Name : *Youth Employment Transformation Initiative*

EOI: *NP-MOLESS-444186-CS-QCBS*

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

Office Address: *Singhadurbar, Kathmandu*

Issued on: *27 December 2024*

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

May

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

Maw

Standard EOI Document



A. Request for Expression of Interest	5
B. Instructions for submission of Expression of Interest	6
C. Objective of Consultancy Services or Brief TOR for Final Evaluation of Youth Employment Transformation Initiative (YETI) Project	7
D. Evaluation of Consultant's EOI Application	18
EOI Forms & Formats	19
1. Letter of Application	20
2. Applicant's Information Form	22
3. Experience	23
4. Capacity	26
4(A). Financial Capacity	26
4.B. HR (Consulting firm's Staff (full time) Employees-Including Professional and Non Professional) 27	

Maul

Standard EOI Document

A. Request for Expression of Interest

Government of Nepal
Ministry of Labor, Employment and Social Security (MoLESS)
Prime Minister Employment Program (PMEP)
Singhadurbar, Kathmandu

First Date of Notice Publication: 27 December 2024

Request for EOI for the Final Evaluation of Youth Employment Transformation Initiative (YETI) Project

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 YETI and intends to apply a portion of this credit to eligible payments under the Contract. The MoLESS, PMEP, 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.	Final Evaluation of Youth Employment Transformation Initiative (YETI) Project	NP-MOLESS-444186-CS-QCBS	Quality and Cost-Based Selection (QCBS) - Open Competitive Process

2. Interested eligible consultants (Firm) may obtain further information and EOI document at the address **MOLESS, PEMP** during office hours on or visit the client's website <https://pmp.gov.np>.
3. The EOI should be submitted before 10 January 2025, 3:00 pm and only hardcopy will be accepted.
4. Consultants may associate with other consultants to enhance their qualifications.
5. In case the last date of 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.
6. EOI will be assessed based on points: **General Experience of the firm 30 points, Specific Experience of the Firm 50 points and Financial Capacities 20 points.** Please note that key personnel or experts are not evaluated at this stage. Based on evaluation of EOI, The top up to eight qualified firms will be invited to submit both technical and financial proposals through a Request for Proposal (RFP).
7. Minimum score to pass the EOI is **60%**.

Mary

Standard EOI Document

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 7 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 **3.5 months**. Expected date of commencement of the assignment is 1st **March 2025**.
5. A Consultant will be selected in accordance with the **Quality and Cost-Based Selection (QCBS)** method as per the World Bank Procurement Regulations for IPF Borrowers, Revised on September 2023.
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 (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.
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. 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.

Manu

C. Objective of Consultancy Services or Brief TOR for Final Evaluation of Youth Employment Transformation Initiative (YETI) Project

1. Background

The Ministry of Labour, Employment and Social Security (MoLESS) launched the Prime Minister Employment Programme (PMEP) on 13 February 2019. The programme drives the labour market interventions to promote employment opportunities in the country. The programme implements the Right to Employment Act, 2018 in guaranteeing the maximum of 100 days of temporary employment in a year to the registered and prioritised unemployed persons. The goal of the programme is to enhance domestic employment opportunities and promote social protection objectives to the persons belonging to the age group of 18-59 in the country. The major objectives of the programme are to a) provide employment services to registered unemployed people, b) promote and expand the domestic employment opportunities through skilling, c) create and manage a cohesive and convergent environment to create more employment opportunities in the country, d) develop and manage policy intervention to support employment eco-system, e) contribute in creating, upgrading and expanding the community infrastructures and f) undertake research and studies to identify new domestic employment opportunities.

The Youth Employment Transformation Initiative (YETI) Project, under the World Bank loan agreement, was approved in September 2019 and closes on July 15, 2025. The Project is aligned to the PMEP. It focuses on improving employment services and labor market outcomes, especially for youth. The project has five components, which include activities to strengthen employment promotion system and services, including Employment Service Centers; improve labor market outcomes of the vulnerable, through temporary employment and on the job training among the key activities. The YETI results framework is presented in Appendix 1.

2. Institutional Arrangement

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. Six Section Officers support the Under Secretaries in their respective areas. The PMU has recruited consultants to support implementation for procurement, financial management, monitoring and evaluation, project operation, and information technology.

An inter-ministerial Project Steering Committee (PSC), chaired by the Secretary at the MOLESS, 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) has been established at each of the LL to implement the programme and provide employment related services. For YETI this includes responsibilities related to including financial management, procurement, and safeguards. An Employment Coordinator, a Technical Assistant and an Employment Assistant are supposed to be stationed in each LL for ESC day-to-day function.

The PMU provides conditional grants, from both the Government of Nepal (GoN) and The World

Mand

Standard EOI Document

Bank (WB) support to the LLs to implement the cash for work/ temporary employment projects, employment promotional activities, and ESC day-to-day function/operating costs.

3. Key Interventions

Registration of unemployed people: The LLs register the unemployed persons. For that the LLs conduct awareness programs and media messaging to encourage registration of unemployed persons for 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. From the second year, Fiscal Year (FY) 2076/77 (2019/20) to the current FY 2024/25, more than 4.34 million unemployed people were registered at the LL.¹ Among them, 51 percent were women and 63 percent were youths. Priority for temporary employment was given to Unemployed individual applicants with the following socio-economic backgrounds are prioritised for temporary employment: 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: The YETI project provided temporary employment to more than 150 thousand persons in four years from the FY 2020/21 to FY 2023/24. Overall, women and youths constituted 52 and 66 percents respectively of the total persons employed.

The LLs oriented registered unemployed persons before engaging them in the temporary employment projects. The LLs paid the workers at the minimum daily wage rate the government fixed or at 80 percent of local level unskilled wage rate per day of work. The LLs paid the wage to the workers in their bank accounts. The PMU insured every registered employed person to bear the medical cost and compensation in case of casualty.

Some LLs shared their budgets to purchase the construction materials and equipment required for the construction or maintenance of the infrastructures, and provide wage to employ as many registered unemployed persons as per necessity in the temporary employment projects.

Orientation to Local Elected Persons and Chief Administrative Officers: In the FY 2079/80, the PMU conducted orientation program for the local elected leaders and Chief Administrative Officers or their representatives 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.

ESC Capacity Building on Employment Counselling and Referral Services: The PMU provided training to ESC staff across all 753 LLs. The focus of the training was to expand the ESC functions to include employment promotion services with linkages to the private sector, and counselling and referral services to the job seekers. As a result of the training, the LLs have started to provide counselling and referral services to the job seekers and coordinate with the like-minded organisations to provide skill training and employment services.

¹ A total of 1,701,551 unemployed persons dropped application for employment in the first year of PMEP implementation in FY 2018/19. Of them, 172,270 applicants were employed for 13 days on average.

Mand

Standard EOI Document

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 counselling and job referral services to the registered unemployed services and job seekers to assist them in entering and navigating the labour market.

Skill training for registered employed persons: The project planned to provide short term employment-oriented skills training to 21 thousand employed persons in the FY 2024/25. The sessions will be delivered at the local level, by the locally procured firm(s). YETI aims to supplement temporary employment through cash for work with up to 40 days (200 hours) of on-the-job training and up to 10 days of life-skills training in an effort to introduce elements of productive inclusion. The skills training is intended to help employed persons acquire skills that are relevant to the work they are doing. The target group is largely unskilled employed persons. Trainees will continue to receive wages during the duration of training. The life skills sessions will also include women's empowerment, gender, reproductive health and family planning to address key determinants of the gender gap in labour force participation. These modules will be designed based on existing curricula in consultation with technical and vocational education and training stakeholders in Nepal. No certification will be provided to the beneficiaries.

Women Job clubs: The PMU finalized the guidelines to form and operationalize the jobs clubs to capacitate the women to enter the job market. The LLs will operationalise the job clubs in the FY 2024/25.

Communication: The PMU mobilized media to inform stakeholders about program activities and results, and obtain feedback to improve. The program worked with Radio Nepal and Nepal Television to produce and air Public Service Announcements (PSAs) and talk show Programmes. The PSA were broadcasted in seven national and local languages (Nepali, Bhojpuri, Maithili, Tharu, Doteli, Tamang and Jumli). Besides, the program worked with online media and Labour-Related Journalists on media coverage, policy and program updates.

National Employment Management Information System (NEMIS): The PMU planned to develop the NEMIS to integrate survey and administrative-related labour market data with jobs portal benefiting both demand and supply sides of labour market. The ultimate goal of NEMIS is to integrate to the Labour Management Information System (LMIS) by 2030 as envisioned by the National Planning Commission. For this, the current labour related information platforms need to be integrated to a single platform. The Ministry, as a lead, is consulting with the donors and like-minded organisations to integrate different platforms to a single gateway. Currently, the EMIS system needs to be enhanced to integrate the job portal platforms for the roadmap to NEMIS. Different sub-systems to NEMIS will be built for data collection.

4. Rational for the Final Evaluation

The YETI Programme Document and annual plan have the provision to undertake the final evaluation. Besides, the programmes contribute to the Sustainable Development Goals (SDGs). The SDG Target 8.5 plans to achieve full and productive employment and decent work for all women and men, including for young people and persons with disability, and equal pay for work of equal value' by 2030. The SDG Target 8.6 plans to substantially reduce the proportion of youth not in employment, education or training by 2030.



Standard EOI Document

The 16th Periodic Plans of the Government of Nepal highlight the need of initiating the programme that enhances the employment opportunities in the country, including to those youth as well as female who requires the support to maintain social justice in the country.

Domestic employment is a priority scope of work in the Ministry. In that regard, the MoLESS completed the Organisation and Management Survey to establish a new division – Domestic Employment Promotion Division, which is under discussion at the Cabinet.

The MoLESS is consulting with the stakeholders to introduce a long-term programming as the PMEP's 5-year plan as well as YETI project will be ending in the current fiscal year. Besides, there are voices from the stakeholders regarding the need of restructuring the current programming modality and naming of the programme considering shifting priorities and address the shortcoming of employment-ecosystem in the country.

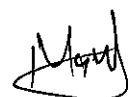
The final evaluation will provide evidence for any changes in policy required and operational direction in future. The findings from the final evaluation will be used by the MoLESS, PMEP, The World Bank, and other development partners in reviewing policies, implementation strategies and modalities to inform effectiveness, issues and challenges and also it will contribute the new approach in social projections and employment generation. The study will help ensure transparency and accountability in line with program/project documents. In addition, the findings and recommendations shall be useful to partners, stakeholders and the Government to learn lessons from good practices in some LLs for the purpose of replicating it elsewhere and/or taking up approaches and activities that have proven to work in future. The YETI final evaluations will also significantly contribute to policy level interventions.

This TOR is prepared to commission the final evaluation of YETI project. The report will support the PMU in preparing the Project completion report, which is required by the World Bank at the end of a WB financed closing.

5. Objectives of the Final Evaluation

The main objective of undertaking the final evaluation of YETI project is to review and ensure whether the current programming achieved the overall objectives and to provide strategic and operational feedback for future programming. The final evaluation will have following specific objectives:

- To assess the relevance or appropriateness of the programme/project in realizing immediate to development objectives
- To evaluate the results, including output, outcome and impacts towards achieving planned activities, goal and development objectives set for the YETI project.
- To assess the implementation against the processes agreed in the Project Operations Manual, including on procurement, FM, and safeguards
- To assess the opportunities, key challenges, and degrees to which the recommendations from the Mid-Term Review were implemented, and provide operational and strategic directions.
- To document lessons learned during project implementation
- To assess the extent to which project/activities have contributed towards the institutional, organizational, and technical capacity of the MoLESS;
- To analyze the effectiveness, efficiency, impact and coherence of resources used throughout the project implementation.



Standard EOI Document

- Collect beneficiary view of project including of those activities not completed at time of the first beneficiary assessment

Additionally, the evaluation team needs to examine the cross-cutting issues particularly:

- Poverty and Vulnerability Reduction
- Governance
- Gender and Social Inclusion
- Environment and Social Safeguard Issues

6. Key Questions

In order to fulfil the above objectives, the final evaluation will respond to, but are not limited to, the following questions:

How effective were the programme operations in terms of development objectives and intermediate results?

- Has the programme operation made steady progress toward the achievement of the objectives and targets for each component?
- Is it likely to meet its development objectives?
- What kind of implementation issues/bottlenecks were encountered and were they resolved in a timely manner?
- Were the right kinds of activities funded?
- Have beneficiaries been satisfied with assistance received?
- What are aspects for restructuring of the PMP?
- What could be the future plan in place of YETI?

How well has the operation been managed?

- How have the various stakeholders (Government, Local government, Communities, etc.) performed in the overall implementation of the YETI Project?
- How well has the Government coordinated this operation and harmonized its activities with other donor and government investments?
- How has the YETI Project's operation manual been followed and revised when necessary?
- Has procurement been carried out in a timely and quality fashion?
- How well were financial management and other disbursement related functions carried out? Were audits completed on a timely basis and what were the main findings? Were there delays in replenishing the special accounts? Were there problems/delays in terms of flow of funds to beneficiaries?
- Have reporting requirements been fulfilled?
- Have quality M&E systems been developed and utilized under the YETI Project?
- How useful were the recommendations from the Mid-Term Review to provide operational and strategic directions?

What are the implications of federalization of state structures on project performance and design?

- How has the transition to federal state structure affected the performance of Project implementation?
- What have been the key challenges so far and how has the implementing agency responded to them?



Standard EOI Document

- What are the key challenges for Project implementation going forward?
- Were the Project design and development objectives need to be adjusted due to the changes brought about by the transition to federal structure?

What are the prospects and options for sustaining these investments?

- Is there a clear strategy for ensuring that investments initiated under the Project will continue after its closure?
- What changes were made to ensure the YETI Project will fully achieve Programme Development Objectives?
- What are implications for the Government, development partners, and beneficiaries for future programming?
- How can the Project better support the government's agenda on broader social protection agenda?

7. Methodology

The consulting firm will adopt a participatory approach by involving relevant stakeholders at different levels. The consulting firm will work closely with PMU to design and implement the final evaluation including finalization of review objectives; conducting 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 report.

The study will consider gender equality and social inclusion (GESI) 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, tool design, data collection, and reporting among others.

The consulting firm will employ following methods to collect information from the field. The consulting firm must pre-test the information tools to check the relevance and flow of questions and make necessary improvements.

Desk Review

The consulting firm will review legal and policy documents listed above. Besides, the consulting firm will review program documents, reports and datasets. That may include, but not be limited to, Labor Act 2017, Social Security Act 2017, Right to Employment Act and Regulations 2018, PMEP Guidelines, YETI Project Operational Manual, Cash for Work Community Project Operational Procedure, Integrated Labour and Employment Service Guidelines 2023, Woman Club for Employment Operational Manual 2024, Skill Development Guidelines 2024, PMEP annual report, YETI quarterly reports, EMIS datasets, Mid-Term Review documents, beneficiary satisfaction survey report and data, among others.

Selection of Local Levels

The consulting firm and the PMU will jointly select 28 LLs (four per province) that represent: 1) ecological zones (Mountain, Hill, and Terai/ Inner Madhesh), and 2) Sub/Metropolitan Cities/ Municipalities, and Rural Municipalities (one Metropolitan City, one Sub Metropolitan City, five Municipalities; and three Rural Municipalities per Province); 3) beneficiaries of Cash for Work projects funded by World Bank/ YETI project budget sources; and will include a few locations where all project activities have been implemented (temporary employment, model ESCs, jobs club and

Mand

Standard EOI Document

On the jobs skills training).

The PMU will provide the list of LLs where the registered persons were employed with WB/YETI budget source.

Focused Group Discussion

The consulting firm will conduct 70 focus group discussion (FGDs) with three categories of beneficiaries.

The first category includes registered persons employed in Cash for Work projects funded by World Bank/ YETI project budget source. The consulting firm will conduct 56 FGDs with first category of beneficiaries (two FGDs per LL from 28 sampled LLs with 1. mixed groups representing women, Dalits and marginalised groups, and 2. youth beneficiaries). 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.

The second category of beneficiaries will include registered unemployed persons who were employed in the Cash for Work Projects, and who participated in skill training conducted with World Bank/ YETI project budget source or other entrepreneurship development activities conducted by Local Level with YETI project support or other agencies. The consulting firm will conduct seven FGDs with second category of benefits (one FGD per Province). The FGD needs to dig out opportunities, and issues relating skill training, entrepreneurship development and employment, coordination of ESCs with local level, employers and like-minded organizations.

The third category of beneficiaries will include job seekers who received counselling and referral services from the ESCs (not unemployed persons registered with ESC for temporary employment). The consulting firm will conduct seven FGDs with third category of benefits (one FGD per Province). The FGD needs to dig out opportunities and challenges related to the foreign and domestic employment, counselling and referral services, and coordination of ESCs with government authorities, employers and like-minded organizations.

Key Informant Interview

The consulting firm will administer 74 Key informant interviews (KI) with a wide range of stakeholders including: LL elected leaders and/ or officials (28, from each sampled LL), ESC officials (28, from each sampled LL), concerned ministries (3), donor agencies and INGOs (3), NGOs or projects (2), representatives of banks (2), manpower agencies (2), private sectors and employers (2), chamber of commerce and industries (2), and associations of municipalities and rural municipalities (2). The consulting firm will develop and apply checklists to conduct the KIIs to discuss a wide range of subjects including policy and institutional opportunities and gaps, implementation hurdles.

Case Stories

The consulting firm will visit fourteen cash for work projects and document case studies (two per province). The case studies will cover temporary employment opportunities and challenges, income generation, capacity building and livelihoods improvement.

Mgn

8. Scope of Work

This term of reference is developed to hire a consulting firm to undertake the final evaluation of YETI project. The consulting firm needs to cover the CFW projects implemented from the World Bank/YETI project.

Given the scope, the consulting firm will do the following activities:

- Review of documents, consultation with the stakeholders and field visits to the LIs representing all provinces as discussed in the methodology section.
- Develop and pre-test data collection tools to check the relevance and flow of questions and make necessary improvements
- Train the data collectors before deployment to ensure that they are familiar with the local and program contexts, data collection tools, and skills.
- Prepare 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.
- Prepare and submit the inception report outlining the objectives of evaluation, methodology for selecting LIs and stakeholder sampling, tools for data collection and tentative list of sites that will be selected as discussed in the methodology.
- Finalize the data collection tools (including case story checklist), field visits, and meeting schedules and make necessary travel arrangements.
- Conduct field visits and interactions with stakeholders, and conduct observation of structures maintained with the support from the project.
- Keep the project management unit team updated weekly of the progress against the work plan.
- Analyze data, draft report, present findings, and finalize the report, and submission of all deliverables.

9. Major Outputs and Final Deliverables of the Assignments:

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

- Inception report covering methodology for selecting LIs, and methodology for selecting and sampling a diverse range of stakeholders including beneficiaries; data collections tools, methodology/ specific software to be used for the data entry and analysis of qualitative data to be collected, field visit and consultation meeting plan (in the English language, both hard and soft copies)
- Weekly updates on progress against work plan (in English language, soft copy)
- Draft Evaluation (in the English language, both hard and soft copies)
- Final Evaluation Report (Executive summary in both English and Nepali languages, both hard and soft copies) with raw data, translated transcripts, photos and field data collection notes, Presentation materials in PPT slides

10. Report Structure

- Table of Contents
- Abbreviations/ Acronyms
- Executive Summary
- Introduction
- Methodology
- Findings and Discussion

May

Standard EOI Document

- Conclusion and Recommendations
- Appendices (TOR, Data Collection Tools, Summary Tables, Diagrams or Charts if any, Photos, References)

11. Team Composition, Qualifications and Experience of the Consulting Firm

The consulting firm will formulate a team led by the team leader supported by two subject matter specialists (1. Labour Market/ Social Security Expert, and b. Monitoring and Evaluation Expert). One of the team members needs to be a female expert to maintain gender balance in the team and use expertise focusing at gender, social protection, and safeguarding. The team may recruit a number of field researchers 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. The selection of the consulting firm will be based on the evaluation of the following qualifications.

- The consulting firm must have at least 5 years of experience in designing and conducting assessments, monitoring, and evaluation of livelihoods and employment related projects in Nepal
- The consulting firm should have worked to develop at least 3 project mid-term reviews/evaluations or final evaluations of the projects/programs or similar nature of scope.
- The firm requires at least NPR Three million rupees Average Annual Turnover of Best of 3 Fiscal Year of Last 7 Fiscal Years
- The consulting firm must have registered in VAT and should have the latest tax clearance up to FY 2080/81 or tax clearance up to FY 2079/80 and date extension of tax clearance.
- The consulting firm with experience working with government agencies will get an added advantage.
- The consulting firm should assign a team leader with at least a Master's degree or equivalent, in Economic, Development Studies, Social Science or relevant field, preferably Ph.D., and a minimum of 10 years of relevant professional experience, or equivalent combination of education and experience with experiences conducting assessments, monitoring, and evaluation of livelihoods and employment related projects.
- 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 labour 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 labour Market or Social Protection, Public Work Program, employment creation approach in the public sector will be an added advantage.
- 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.

12. 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 September, 2023) under Section VII/7.3 Quality and Cost Based Selection (QCBS).

Man

13. 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 PMU and will be handed over to the PMU 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 PMU.

14. Timeline

The assignment needs to be completed in three and half month's period expected starting on 1 March 2025 and ending on 15 June 2025. The tentative timeline of major activities is presented in the table below.

Activities Description	Due Date
Contract with the consulting firm	28 February 2025
Commencement of the service	1 March 2025
Inception report: Data collection tools and field visit plan finalization Field data collection, conduct meetings, data analysis, and submission of preliminary findings	20 March 2025
Field Mobilization (data collection, conduct meetings, data analysis) and submission of preliminary findings	30 April 2025
Submission of the draft report	25 May 2025
Feedback to the draft report by PMU/ World Bank	5 June 2025
Presentation of major findings at the PMU	10 June 2025
Submission of the final report including data and materials collected	15 June 2025

Standard EOI Document

Appendix 1: YETI Project Results Framework

Indicator Name	Baseline	End Target (July 15, 2025)
The Project Development Objective (PDO) is to improve employment services and labour market outcomes, especially for youth. Improved labour market outcomes for youth refer to increased earnings/improved livelihoods for the individual beneficiaries of the project.		
Number 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 (Number)	0.00	188,000
Number of Employment Service Centres (ESCs) which are established and functional (Number)	0.00	753.00
Percentage of total project beneficiaries who are youth (Percentage)	0.00	60.00
Component 1: Strengthening of employment promotion systems and services (US\$44.5 million equivalent)		
Number of Local Levels where gender sensitive outreach campaign has been conducted (Number)	0.00	753.00
Number of Local Levels where ESC personnel is trained on delivery of ESC functions (Number)	0.00	753.00
National Employment Management Information System (NEMIS) established and functional (Text)	Jobs portal exist and temporary employment module of NEMIS designing underway	Establishment of Core functions of National Employment Management Information System (NEMIS) established
Component 2: Improving labour market outcomes of the vulnerable (US\$67 million equivalent)		
Number of workdays created through temporary employment programs (Number (Thousand))	0.00	12,100.000
Number of beneficiaries that completed on-the-job and life skills training (Number)	0.00	21,000.00
Number of Local Levels trained on managing and implementation of temporary employment programs (Number)	0.00	753.00
Beneficiaries of social safety net programs (CRI, Number)	0.00	121,000
Beneficiaries of social safety net programs – Female (CRI, Number)	0.00	72,600
Component 3: Project management, monitoring and evaluation, and capacity building (US\$8.5 million equivalent)		
Percentage of grievances registered related to the delivery of the project which are addressed as per the agreed service standard (Percentage)	0.00	80.00
Percentage of project beneficiaries satisfied with the employment services received (disaggregated by gender) (Percentage)	0.00	80.00
Component 4: Contingency Emergency Response Component (USD 23.4 million)		
Additional number of people (disaggregated by gender and age group) supported by the project who take up temporary work, or employment opportunity at time of COVID-19 pandemic.	0.00	63,900

Mary

Standard EOI Document

D. Evaluation of Consultant's EOI Application

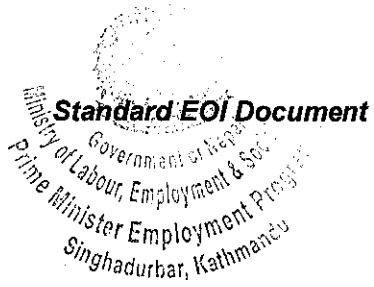
Consultant's EOI application which meets the eligibility criteria will be ranked on the basis of the Ranking Criteria.

i) Eligibility & Completeness Test	Compliance
Copy of Registration of the company/firm	
VAT/PAN Registration (<i>for National consulting firm only</i>)	
Tax Clearance/Letter of tax clearance up to FY 2080/81 or tax clearance up to FY 2079/80 and date extension.	
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	

ii) EOI Evaluation Criteria	Minimum Requirement	Score [Out of 100%]
A. Experience-		80
<i>General of consulting firm</i>	At least 5 years	<u>30</u>
Specific experience of consulting firm within last 10 years. <i>Specific Experience (designing and conducting assessments, monitoring, and evaluation of livelihoods and employment related projects in Nepal, project mid-term reviews/evaluations or final evaluations, working with government agencies, ability to lead policy dialogue at senior levels of government across agencies and donor agencies)</i>	At least 5 years	<u>50</u>
B. Capacity-		20
<i>Financial Capacity²</i>	At least NPR 3 million over the past 7 years(Three Best Turnover will be taken into account)	<u>20</u>

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.

Man



EOI Forms & Formats

Form 1. Letter of Application

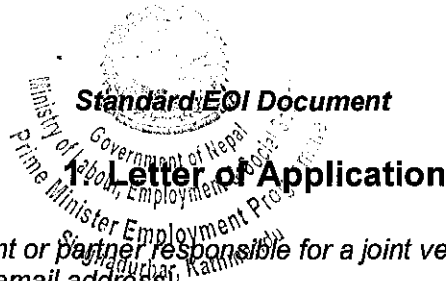
Form 2. Applicant's information

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

Form 4. A. Capacity- Financial

Form 4. B. Capacity- Human Resources

Mog



(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: Singhadurbar, Kathmandu

Telephone No.: 4200477

Fax No.: _____

Email Address: info@pmep.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 Final Evaluation of YETI Project. Attached to this letter are photocopies of original documents defining:
 - a) the Applicant's legal status;
 - b) the principal place of business;
2. **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.
3. **MOLESS, PMEP, YETI Project** and its authorized representatives are authorized to contact any of the signatories to this letter for any further information.³
4. 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
5. 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.
6. 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-

³ Applications by joint ventures should provide on a separate sheet, relevant information for each party to the Application.

May

Standard EOI Document

consultant, and the expert(s) will be disqualified from short-listing and participation in the assignment.

7. 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.)

May



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)

Manj

Standard EOI Document



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) ⁴ :
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: _____

⁴ Consultant should state value in the currency as mentioned in the contract

Standard EOI Document

3(C). Geographic/Regional/Provincial Experience

Experience of working in similar geographic region or 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.			





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)

M.S.

4.B. HR (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)

Handwritten signature