

TERMS OF REFERENCE

Employment Counsellor for selected employment service centres for the implementation of Life Project.

Project	:	Labour Market Information and Employment Services (Life) Project
Duration	:	5 months (with possibility of extension)
Locations	:	Janakpur, Pokhara and Jumla
Contract Starts	:	October 2017 (TBD)

1. Background

The KOICA funded ILO's Life project is Technical Assistance to assist the Ministry of Labour and Employment (MoLE), Department of Labour (DoL) to improve overall quality of employment services through public Employment Service Centres (ESC). The project aims to implement commitments of the G20 Development Working Group in the area of human resources development by supporting target countries in designing; implementing and assessing improvements in selected Building Blocks of their skills development systems in order to better connect training to productive and decent work. Improving the quality of employment services through strengthened client orientation and capacity building of employment service centres and their officials; improving the collection and dissemination of labour market information and skill indicators; and knowledge sharing under the ILO South-South cooperation Framework are the core components of this project.

The development objective of the project is to facilitate smoother transitions to training and work through expanded public employment services for rural youth in Nepal. One of the immediate objective/outcome is: Nepalese job seekers, especially the young men and women, have improved access to basic essential employment services that helps them make well informed choices about education, training, wage-employment and self-employment.

2. Stakeholders, Partners and Target Groups

The stakeholders and partners of the project include the Ministry of Labour and Employment (MoLE), Department of Labour (DoL), Employment Service Centres (ESCs), Department of Foreign Employment (DoFE), Council for Technical Education and Vocational Training (CTEVT), Employers' Organizations, Workers' Organizations, National Association for Foreign Employment Agencies (NAFEA).

The ultimate beneficiaries of the project are jobseekers, employers, training providers in the areas where the selected 8 ESCs exist. In particular, it will benefit disadvantaged jobseekers like young men and women, potential and returning migrant works and people with disabilities who would otherwise be unable to avail of the employment services in district level due to cost, weak outreach and lack of awareness of such services. The project through 8 ESCs, target to reach our approximately 20000 jobseekers and 5000 in-school and vocational graduates.

3. ILO Technical Assistance to ESCs:

DoL is implementing 14 Employment Information Centres at 14 districts for providing employment services. DOL has signed a memorandum of Understanding (MoU) with ILO for technical support in quality improvement of these employment service centres. In this regard, 5 ESCs have been selected to have improved physical capacity and required staff to operationalize the centres and recently added 3 ESCs to cater all the 7 provinces Nepal

The Life project consist of a National Project Coordinator (NPC) and one Administrative Assistant located in ILO Country Office Kathmandu. There are programmes with strengthened client orientation and capacity building of ESCs and their officials.

ILO's Life project is seeking to contract with 3 Employment Counsellors, one each in selected ESC at Janakpur, Pokhara and Jumla to provide counseling services and assist in effective employment services provided by the ESC in the district.

4. Outputs and key deliverables

External collaborator/Consultant-Employment Counsellor provides assistance, counsel and information to worker clients on all aspects of their employment search and career planning. S/he also provides counsel and information to employer clients regarding human resource and employment issues. S/he will report to the respective ESC Coordinator and In-charge/Chief of Labour Office in the district. Her/his work shall be technically reviewed by ILO's National Project Coordinator of Life Project.

Under the coordination of ESC and Life Project, s/he shall be engaged for the following deliverables.

- Interview clients to obtain employment history, educational background and career goals
- Collect labour market information for clients regarding job openings, entry and skill requirements and other occupational information
- Provide information on job opportunities currently available within the local environment and which fit the job seeker's qualifications
- Identify barriers to employment and assist the job seeker in developing an individual transition to work plan
- Assess need for assistance such as rehabilitation, financial aid or further vocational training and refer clients to the appropriate services
- Assist clients with such matters as job readiness skills, job search strategies, writing resumes and preparing for job interviews
- Advise employers on human resource and other employment-related issues
- Collect information from enterprises within the geographic area of the office related to the nature of the industry, size and composition of the work force of the enterprise, and working conditions including wages and hours of work of the enterprise
- Collect job vacancy information from the enterprises with the goal of assisting them in finding suitable workers
- Provide established workers with information on maintaining a job or moving within an organization, dealing with job dissatisfaction or making a mid-career change
- Provide consulting services to community groups and agencies, business and industry, and to other organizations involved in providing community-based career planning resources
- Exposure visit to one of selected 5 ESCs (Biratnagar, Kathmandu, Butwal, Nepalgunj, Dhangadhi) and collect information and innovative ideas of employment promotion and services
- Use and update information of Job portal
- Facilitate to interface operational database system within MOLE, CTEVT, employers organizations and others
- Conduct marketing of DOL/ESC Job portal
- Conduct campaigns on ESC's services in collaboration with social partners, vocational training institutes, higher secondary schools and universities
- Document and publish good practices and lesson learnt
- Conduct other activities instructed by DOL/ILO to achieve stipulated outputs and outcomes of the Life Project.

Indicators /Means of Verification

- Records with data on guidance and counselling services provided
- Availability and accessibility of data/information/records on registry of training, business services and vacancies (manual report as well as report from job portal)

- Availability and accessibility of data/information/records/ documentation of job-matching monitoring (manual report as well as report from job portal)
- Availability of quarterly bulletins, newsletters
- Availability of at least 3 case studies of the job seekers
- Availability of communication and action plan to achieve stipulated project outcome, outputs indicators
- Availability of pictures, videos, and documents/reports on awareness campaigns, job fairs, career forums at least one in every three month
- Availability of progress reports
- Availability of field visit reports

5. Minimum requirement:

- 1 A university degree/Bachelor's degree preferably emphasizing human resources, social science, economics, public administration or general management or College or TVET diploma with emphasis on human resources, social science, economics, public administration or general management plus a minimum of five years practical experience
- 2 A strong understanding of the national labour market and issues facing predominant target groups within the country
- 3 In addition Employment Counsellor/staff should demonstrate the following essential skills:
 - Excellent oral and written (both in English and Nepali Language) communication skills
 - Excellent computer skills
 - Good networking skills
 - Ability to work with others and to work under supervision
 - Strong interpersonal skills
 - Strong organization and planning skills
 - Problem solving and decision making skills
 - A commitment to continuous improvement and self-learning.

6. Remuneration and benefits:

The External Collaborator/Consultant-Employment Counsellor will get remuneration and other benefits as per GoN rules for level of Non-Gazetted First Class Position and/or mentioned in contract document. There will be holidays and leave facilities as per GoN for contract staff.

7. Submission of Application:

Interested candidates may submit their application addressed to the Director, ILO Office in Nepal, Dhobighat-Nayabato, Lalitpur, P.O. Box 8971, marked "Confidential", containing a copy of your CV, 2 references and contact telephone number(s) Or email to KTM_HR@ilo.org indicating in the subject line 'EOI for External Collaborator/Consultant-Employment Counsellor in (intended duty station)'.

People from duty station located districts and female candidates are encouraged to apply.

The application should reach the office at the latest by **Friday, 3:00 PM, 8 September 2017.**

Only short-listed candidates whose applications correspond to the set criteria will be contacted for written and/or interview.

8. Selection procedure:

There will be written test and/or interview for the short listed candidates. The interview will take place at the duty station district. During the interview, the candidate should bring original and photocopy of citizenship, certifications and related documents mentioned in submitted application letter and CV.