

TERMS OF REFERENCE

Reference No.	PN/FJI/167/22
Consultancy title	Technical assistance for the development of RMI National Employment Policy 2023-2027
Location	Home Based
Application deadline	17 th November 2022
Type of Contract	Individual Contractor
Post Level	International Consultant
Languages required:	English
Duration of Initial Contract:	November 2022 to March 2023

BACKGROUND

The COVID-19 crisis has had significant impact on labor markets in the Pacific Island Countries (PICs), including in the Republic of the Marshall Islands, bringing disproportionate levels of unemployment and underemployment across different groups of people, sectors and regions. Large number of workers are affected by the reduced income from lost jobs, decreased working hours and a decrease in business revenues due to the partial closure of markets. Young people and women, among others, in the informal sector are the most vulnerable to job losses resulting from the crisis. Even before the COVID-19 crisis, PICs had already experienced economic setbacks, affecting job opportunities, due to the disruption of external shocks that frequent the region such as natural disasters. The consequences of the current or other crisis is affecting not only the size of employment but also its composition in terms of forms of work, sector, skills and working conditions. A structural transformation from the hard-hit sectors to alternative options should be a national priority to cope with the changing dynamics, associated with how the emerging world of work will look like.

One of the main approaches to strengthen national economies in PICs, assist in recovery and build resilient futures is to focus efforts on reactivating labor markets and getting people back to work with protection measures. On the longer term, countries should also look to build resilience and safeguard themselves against labor market vulnerabilities that were revealed during the crisis and addressing trends shaping the world of work, including climate change. This requires reorienting employment policies towards promoting a more job-rich and resilient recovery.

Identifying national employment policy priorities and transforming it into practice is a multifaceted process that requires solid commitment and coordination from all actors involved. It requires extensive efforts to define recovery measures and employment resilient policies and map these instrumentally through national implementation mechanisms.

In recognition of this, the ILO and the UNDP are jointly providing support to RMI to build national capacity in Marshall Islands on issues related to the design and development of the National Employment Policy. The intention is to ensure social partners jointly develop a forward-looking NEP that addresses the issues raised by the current crisis and to support countries to develop robust and competitive economies that remain resilient to external impacts.

Objectives:

The objective of the consultancy assignment is to support

- I. The review of the RMI national policies related to employment,
- II. The development of the RMI National Employment Policy 2023-2027.

The RMI NEP 2023-2027 in the context of the socio-economic recovery from COVID-19 shall address selected country-specific future of work challenges, such as demographic change, climate change and natural disasters, labour mobility, globalization and transition to the formal economy. The overall NEP will be aligned with the integrated approach to employment strategies, including the provisions made in Employment Policy Convention, 1964 (No. 122), promoting a coherent policy framework for creating more and better jobs, focusing on gender-responsive and results-based national employment policies and country-specific challenges concerning the future of work.

DUTIES AND RESPONSIBILITIES

Scope of Work

Expected key outcomes:

The deliverables of the consultancy are expected to contribute to the following outcomes at national level:

- Supporting the review of the current national policies and development of the NEP to assist the government and other key national stakeholders to develop and implement a concerted and coherent employment policy framework in the socio-economic recovery from COVID-19. The government will have an integrated NEP framework to advance productive employment and decent work for all, both in the formal and informal sectors, as well as in terms of gender, age, qualification, wages and salaries, specific skills as well as other labour market aspects.
- Ensuring the commitment to the recommendations of the findings from RMI Rapid Assessment Survey in 2020 on the impact of the COVID-19 on employment and enterprises is consistent with refocusing of national programmes to address the impact of COVID-19 and country-specific future of work challenges, including natural disasters.

Key Milestones:

Milestones
1. Signing of the contract with ILO
2. Final work plan shared after review and consultation with RMI and ILO
3. Desk review of the national policies
4. Stakeholder review sessions for the development of conducted and summary report submitted
5. Focus Group discussions for NEP 2023-2027 conducted and summary report submitted. Draft version of next NEP 2023-2027 submitted.
6. Presentations and consultation of the draft NEP 2023-2027 to the RMI, ILO & Stakeholders.
7. Finalization of comments on NEP 2023-2027 from all stakeholders & ILO
8. Final Presentation of the NEP 2023-2027

Expected Outputs and Deliverables

Deliverables	Due date
1. Review report conducted and summary report submitted	15 December 2022
2. NEP 2023 – 2027 focus group [discussions and consultations conducted, and summary report submitted	15 February 2023
3. NEP 2023 – 2027 document developed, finalized and submitted based on consultations and review by RMI, ILO and national stakeholders	15 March 2023

Specific Tasks:

Development of the RMI NEP 2023-2027

- Conduct a desk review for the NEP based on the ILO Labour Market Monitoring report (2019), the RMI Labour Market Surveys, and Rapid Assessment Survey Findings, and further sources identified by the ILO, UNDP and the Consultant.
- Conduct an employment situation analysis as part of the NEP. This includes a labour market analysis on major trends and assessment of economic growth, macroeconomic trends and development prospects in RMI, with a particular focus on key labour market indicators, labour force participation, employment, unemployment, labour migration and wages, working poverty, participation in informal economy. Analyze labour force survey and other relevant data for RMI and provide summary statistics of the main variables disaggregated by sex, age and disability status (where available), and their cross-sectoral variation, and summarize the main results in an appropriate graphical and tabular presentation, and concise narrative.
- The analysis should take into account the COVID-19 socio-economic impact and analysis of direct and indirect effects in RMI on sectors, enterprises and occupations most affected. In addition to direct effects on sectors and occupations, the analysis of the indirect effects will include an assessment to what extent the economy is reliant on regional and global trade, to identify the impact on economic sectors that are particularly affected by the global COVID-19 crisis (e.g., tourism), and their importance in terms of employment. The indirect effects include the impact on the economy of changes on capital flows (FDI and foreign institutional investment), migrant remittances and ODA, as well as labour mobility and migration flows.
- Identify policy options; propose NEP goals, objectives and targets, draft NEP action plan matrix (logical framework), design the institutional framework and mechanisms for NEP coordination and implementation, and design the monitoring and evaluation framework, including performance indicators.
- Prepare the NEP 2023-2027 document. This includes a draft annotated outline of the NEP structure, a draft version of the NEP as well as a final NEP based on consultation and review by RMI and ILO and taking into account the feedback provided in stakeholder consultations. The NEP will be structured based on guidance and feedback by RMI, ILO and national stakeholders. Incorporate comments and suggestions obtained through focus group discussions, consultations and written feedback.
- Prepare guiding questions and methodology for focus group discussions and consultations. Conduct focus group discussions with relevant stakeholders, including Government, workers and employers' organizations as well as other key stakeholders, in proposed priority areas

based on the review of current policies and the recommended priorities of the RA Survey. Prepare a summary report documenting the focus group discussions and findings.

Institutional Arrangement

- The IC will report directly to the UNDP Pacific office Inclusive Growth, Deputy Team Leader, the designated officer of the RMI government and the ILO office in Suva.
- The IC will provide regular updates for the work carried out to the RMI Social Partners as well as the ILO Employment Specialist in Suva

Duration of the Work

- The duration of this contract will be a total of 105 working days.
- The expected start date of work and expected completion date is from the 01 September to 30 November 2022.

Duty Station

Home based

COMPETENCIES

- Strong interpersonal and communication skills;
- Strong analytical, reporting and writing abilities skills;
- Openness to change and ability to receive/integrate feedback;
- Ability to plan, organize, implement and report on work;
- Ability to work under pressure and tight deadlines;
- Proficiency in the use of office IT applications and internet in conducting research;
- Outstanding communication, project management and organizational skills;
- Excellent presentation and facilitation skills.
- Demonstrates integrity and ethical standards;
- Positive, constructive attitude to work;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.

REQUIRED SKILLS AND EXPERIENCE

Educational Qualifications:

Minimum advanced degree in the field of labour economics, social development or related area with demonstrated expertise on employment issues.

Experience

- At least 5 years of relevant professional experience in economic, social and employment policy and programme development in RMI with experience in labour market analysis. Relevant international experience and knowledge of labour markets in the Pacific would be an advantage.
- Excellent knowledge of statistical software for labour market analysis would be an asset.
- Excellent drafting and report writing skills. Ability to present information in readily understandable forms.
- Ability to communicate effectively both orally and in writing. Ability to work on own initiative

as well as a member of a team. Ability to plan and organize work.

- Excellent command and proficient working ability in English.
- Experience in policy and programme monitoring and evaluation, including definition of performance indicators, is an asset.

Language requirements

Excellent command and proficient working ability in English.

Price Proposal and Schedule of Payments

Consultant must send a financial proposal based on **Lump Sum Amount**. The total amount quoted shall be all-inclusive and include all costs components required to perform the deliverables identified in the TOR, including professional fee, travel costs, living allowance (if any work is to be done outside the IC's duty station) and any other applicable cost to be incurred by the IC in completing the assignment. The contract price will fixed output-based price regardless of extension of the herein specified duration. Payments will be done upon completion of the deliverables/outputs and as per below percentages:

- Deliverable 1 Review report conducted and summary report submitted: 30% of total contract amount
- Deliverable 2 NEP 2023-2027 focus group discussions and consultations conducted and summary report submitted: 30% of total contract amount
- Deliverable 3 NEP 2023-2027 document developed, finalized and submitted based on consultations and review by RMI, UNDP, ILO and national stakeholders: 40% of total contract amount

Evaluation Method and Criteria

Individual consultants will be evaluated based on the following methodology

Cumulative analysis

The award of the contract shall be made to the individual consultant whose offer has been evaluated and determined as a) responsive/compliant/acceptable; and b) having received the highest score out of set of weighted technical criteria (70%). and financial criteria (30%). Financial score shall be computed as a ratio of the proposal being evaluated and the lowest priced proposal received by UNDP for the assignment.

Technical Criteria for Evaluation (Maximum 70 points)

- Criteria 1 Minimum advanced degree in the field of labour economics, social development or related area with demonstrated expertise on employment issues – Max 5 points
- Criteria 2 Excellent command and proficient working ability in English. Excellent drafting and report writing skills. Ability to present information in readily understandable forms - Max 5 Points
- Criteria 3 Ability to communicate effectively both orally and in writing. Ability to work on own initiative as well as a member of a team. Ability to plan and organize work – Max 10 points
- Criteria 4 At least 5 years of relevant professional experience in economic, social and employment policy and programme development with experience in labour market analysis. Relevant international experience and knowledge of labour markets in the Pacific would be an advantage Max 35 points
- Criteria 5 Experience in policy and programme monitoring and evaluation, including definition of performance indicators, is an asset – Max 15 Points

Only candidates obtaining a minimum of 49 points (70% of the total technical points) would be considered for the Financial Evaluation.

Shortlisted candidates shall be called for an interview which will be used to confirm and/or adjust the technical scores awarded based on documentation submitted.

Documentation required

Interested individual consultants must submit the following documents/information to demonstrate their qualifications. Please group them into **one (1) single PDF document** as the application only allows to upload maximum one document:

- **Letter of Confirmation of Interest and Availability** using the template provided in Annex II.
- **Personal CV or [P11](#)**, indicating all past experience from similar projects, as well as the contact details (email and telephone number) of the Candidate and at least three (3) professional references.
- **Technical proposal**, including a) a brief description of why the individual considers him/herself as the most suitable for the assignment; and b) a methodology, on how they will approach and complete the assignment.
- **Financial proposal**, as per template provided in Annex II. Note: National consultants must quote prices in United States Dollars (USD).

Incomplete proposals may not be considered.

Annexes

- Annex I - [Individual IC General Terms and Conditions](#)
- Annex II – [Offeror's Letter to UNDP Confirming Interest and Availability for the Individual IC, including Financial Proposal Template](#)

For any clarification regarding this assignment please write to Mr. Dale Kacivi - procurement.fj@undp.org / dale.kacivi@undp.org

All applications must be clearly marked with the title of consultancy, reference number and submitted by 5:00pm, 17th November 2022, 5pm (Fiji Time) online via UN Jobs website <https://jobs.undp.org/> or etenderbox.pacific@undp.org