



International
Labour
Organization



► Terms of Reference

Data collection on Active Labour Market Programmes in **Nepal**

Employment Policy, Job Creation and Livelihoods Department

April 2025

► Background

The International Labour Organization (ILO), through the [UN Global Accelerator on Jobs and Social Protection for Just Transitions](#), is supporting the creation of a virtuous cycle of sustainable development by promoting decent job creation and universal social protection. The Multistakeholder Engagement to Implement the Global Accelerator on Jobs and Social Protection for Just Transitions and the World Bank Social Protection and Jobs Compass ([M-GA](#)) is an integrated technical and financing mechanism that fosters collaboration between the United Nations and the World Bank. Its aim is to accelerate progress toward achieving universal social protection and creating decent, productive employment, in line with the overarching goals of the Global Accelerator. In addition to country-level collaboration, the M-GA also supports joint efforts at the global level, focusing on knowledge generation, analysis, synthesis, and dialogue. These global-level activities are designed to address gaps in practice, evidence, and understanding, thereby contributing to the effective implementation of the M-GA and its objectives.

Active labour market policies (ALMPs) play a central role in promoting decent jobs and universal social protection, particularly in developing countries. These policies include a wide range of interventions—such as employment services, education and training, wage subsidies, public works programmes, and entrepreneurship support—designed to enhance labour market participation, especially for disadvantaged and vulnerable groups.

While ALMPs are widely implemented in developing countries, global information on these programmes remains scarce and uneven. Most existing data are limited to high-income countries, leading to critical knowledge gaps in how ALMPs are formulated, implemented, and monitored in low- and middle-income contexts. This lack of reliable and comparable data limits the capacity of policymakers to allocate resources effectively, assess performance, and align ALMPs with broader employment and development goals.

To address these gaps, under the M-GA initiative the ILO and the World Bank have developed harmonised methodologies **for the collection of data on active labour market programmes in developing countries** and they coordinate the data collection in the Global Accelerator pathfinder countries. The methodology provides a comprehensive and coherent framework to improve the quality, scope, and comparability of global ALMP data, with a particular focus on countries participating in the Global Accelerator. It supports the collection of nationally relevant and internationally comparable data, including income support and social protection measures linked to activation efforts.

To pilot the use of this methodology, the ILO seeks to engage a national consultant to collect data and information on ALMPs in Nepal, covering programmes implemented since 2015 and aligned with the methodology's classification and indicators.

1. Objective

The objective of this consultancy is to support the International Labour Organization (ILO) in generating a comprehensive evidence base on Active Labour Market Programmes (ALMPs) in Nepal. Specifically, the consultant will deploy the ILO ALMP data collection methodology at country level to identify, document, and systematize detailed information on programmes implemented since 2015 that promote employment, enhance employability, or support labour market integration.

The data collection exercise aims to:

- Map and classify existing ALMPs in Nepal across different implementing actors, sectors, and funding sources.
- Gather structured quantitative and qualitative information on programme characteristics, such as target groups, coverage, budget, implementation mechanisms, duration, service delivery channels, and types of support provided (e.g., training, wage subsidies, entrepreneurship promotion).
- Identify and document any income support or social protection measures linked to these programmes, including conditionalities and referrals.
- Ensure that the data collected are disaggregated by key socioeconomic and demographic characteristics to reflect the diversity of beneficiaries and promote equity-oriented policy analysis.
- Generate standardized, internationally comparable data that can feed into national and global reporting, support policy formulation, and inform programme design and evaluation.
- Provide insights into challenges, lessons learned, and opportunities for strengthening ALMP data systems in Nepal.

This consultancy contributes to the broader goals of the Global Accelerator on Jobs and Social Protection by addressing information gaps and supporting evidence-based decision-making for more inclusive and effective labour market interventions.

2. Scope

The consultant will support the implementation of the ILO ALMP Data Collection methodology in Nepal and will be responsible for gathering accurate, disaggregated, and policy-relevant data on active labour market programmes implemented since 2015. This work will be carried out in close coordination with the ILO and national stakeholders.

The assignment will begin with a mapping of existing ALMPs. The ILO will provide a preliminary list of programmes as a starting point to guide this process. The consultant will be expected to expand and verify this list by identifying additional initiatives implemented by a range of actors, including government ministries and agencies, international organizations, development partners, non-governmental organizations,

private sector institutions, employers' and workers' organizations, and other relevant stakeholders.

To collect the necessary data, the consultant will engage with institutions involved in the design, implementation, and monitoring of ALMPs. The ILO will facilitate access to key stakeholders by issuing letters of introduction and mobilizing its national network to support the consultant's outreach efforts. The consultant will secure relevant documentation, conduct key informant interviews, and extract information required to complete the methodology's standardised questionnaire for each identified programme.

The consultant will be responsible for completing all required sections of the questionnaire for each programme, including information on programme objectives, duration, funding sources, staffing, delivery mechanisms, target groups, geographic and demographic coverage, types of services provided, number and profile of beneficiaries, and any income support or social protection linkages. The consultant must ensure that all data collected are disaggregated by gender, age, labour market status, disability, and other relevant criteria, and that information is accurate, consistent, and aligned with the definitions and classifications provided in the ILO ALMP data collection methodology.

In addition to compiling individual programme profiles, the consultant will prepare a short narrative report summarizing the data collection process, outlining key findings, identifying any gaps or challenges encountered, and offering practical recommendations for strengthening ALMP data systems in Nepal. All data should be submitted in both raw and cleaned formats, accompanied by any supporting documentation.

Throughout the assignment, the consultant will maintain close communication with the ILO focal point, participate in briefings and check-ins, and respond to any questions or feedback related to data quality or methodology. The consultant is expected to apply rigorous quality assurance measures throughout the process and follow up with stakeholders to verify or clarify information as needed.

3. Deliverables

The consultant is expected to deliver the following outputs:

1. Inventory of ALMPs in Nepal (2015–present): A comprehensive and validated list of active labour market programmes implemented in Nepal from 2015 onward, including ongoing programmes that began prior to 2015. This non exhaustive list should include:

- Programme name (in original language and English)
- Implementing agency or institution
- Programme start and end dates
- Geographic and demographic coverage
- Type(s) of intervention (e.g., training, employment services, wage subsidies)

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2. Completed questionnaires: For each programme identified, a fully completed version of the questionnaire provided by the ILO must be submitted. Each questionnaire must:

- Be completed in accordance with the definitions, classifications, and instructions of the ILO methodology
- Include both quantitative and qualitative data
- Capture disaggregated data by sex, age group, labour market status, disability, socioeconomic characteristics, and geographic location
- Include available information on programme design, implementation, monitoring, and—if applicable—evaluation
- Document linkages to social protection or income support mechanisms (e.g., training stipends, public works wages, referrals)

3. Supporting documentation: Where available, the consultant should submit supporting documentation for each programme, including:

- Official programme documents (strategies, plans, budgets, reports)
- Relevant evaluations, progress reports, or performance reviews
- Publicly available web links or references
- Copies of interview notes, transcripts, or field visit summaries (if applicable)

4. National synthesis report: A concise report (maximum 10 pages, excluding annexes) that summarizes the data collection exercise, including:

- Overview of ALMPs identified and documented
- Approach used for data collection
- Challenges and limitations encountered
- Summary of trends and observations (e.g., programme types, targeting approaches, funding mechanisms)
- Recommendations for improving ALMP data systems in Nepal
- Annexes with technical details (e.g., full list of stakeholders consulted)

5. Dataset files: A clean, structured digital dataset covering all collected programme data, to be delivered in the format indicated by the ILO (e.g., Excel, online form, etc.). The dataset should include all variables captured through the questionnaire and be clearly labelled for cross-programme comparison.

6. Presentation of main key findings: A presentation in Power Point summarising the consultant's main key findings and recommendations, to be presented in a final debriefing session with the ILO focal point. The consultant should be prepared to

respond to questions and feedback, provide clarifications on data or methodology, and suggest potential next steps for scaling up data collection or policy dialogue.

7. Duration and indicative timeline

The consultancy will be carried out over approximately **8 weeks**, starting in **June 2025** and concluding by **mid-August 2025**. The assignment will be structured into the following phases:

Phase 1: Inception (week 1 – early June 2025)

- Initial briefing with the ILO team
- Review of the ALMP methodology and relevant reference materials
- Refinement of methodology and detailed workplan
- Identification and mapping of key stakeholders and relevant programmes

Phase 2: Data collection (Weeks 2-5 – June to mid-July 2025)

- Desk research and review of national documentation
- Engagement with ministries, implementing agencies, and partners
- Key informant interviews
- Field visits as needed
- Completion of the questionnaire for each identified programme

Phase 3: Data consolidation (Week 6 – mid-July 2025)

- Validation of collected data with relevant institutions
- Cleaning, organization, and synthesis of data
- Identification of any gaps, inconsistencies, or missing information

Phase 4: Follow-up of data collection (if needed) (Week 7 – late July 2025)

- Targeted follow-up with key stakeholders to address data gaps
- Collection of any missing or additional information
- Final validation of inputs and updates to existing submissions

Phase 5: Reporting and submission (Week 8 – early to mid-August 2025)

- Preparation of the summary report (maximum 10 pages)
- Submission of completed questionnaires and raw/cleaned datasets
- Debriefing with the ILO team

If significant data gaps are identified during phase 3, a follow-up of data collection will be undertaken during week 7 to ensure data completeness and reliability.

All final deliverables must be submitted no later than 15 August 2025, unless otherwise agreed.

8. Selection criteria

The selection of the consultant will be based on the following weighted criteria:

a) Qualifications and relevant experience

- A university degree in economics, labour studies, development studies, public administration, statistics, or a related discipline.
- At least 5 years of professional experience in employment policy, labour market analysis, programme monitoring and evaluation, or related fields.
- Demonstrated experience in designing or conducting data collection exercises, preferably in the area of labour market programmes or social protection.
- Familiarity with Nepal's institutional and policy frameworks for employment and skills development.

b) Technical proposal and understanding of the assignment

- Clear understanding of active labour market programmes and the purpose of this consultancy.
- Sound methodological approach for identifying, mapping, and collecting data on active labour market programmes, including engagement with key stakeholders.
- A practical and feasible work plan, demonstrating ability to meet deliverables within the proposed timeframe.
- Risk assessment and proposed mitigation strategies for challenges (e.g., data availability, institutional coordination).

c) Language, communication, and coordination Skills

- Excellent written and spoken communication skills in Nepali and English.
- Knowledge and capacity to engage with and beneficiaries where relevant.
- Ability to coordinate effectively with multiple stakeholders, including government ministries, NGOs, and international organizations.

d) Knowledge of national context and stakeholders

- Knowledge of Nepal's employment, skills development, and social protection institutions.
- Prior engagement with government or development partners in Nepal is considered a strong asset.
- Understanding of national labour market dynamics, data systems, and reporting structures.

e) Cost-effectiveness of financial proposal

- Rationality and clarity of the financial proposal.
- Value for money in terms of inputs, time commitment, and quality of expected outputs.

9. Application

Applications must submit an expression of interest including the following elements:

a) CV and cover letter

The cover letter should summarize the applicant's suitability for the assignment and highlight relevant experience in labour market research, programme evaluation, or data collection in Nepal or comparable contexts. The CV must include educational background, previous consultancy work, and references.

b) Technical proposal (maximum 3 pages)

The technical proposal should:

- Demonstrate understanding of the objectives and scope of the assignment.
- Outline a proposed methodology for identifying, engaging with, and collecting data from ALMP stakeholders and implementers in Nepal.
- Describe the approach to quality assurance, data validation, and handling potential challenges.
- Provide a tentative workplan, with clear timelines aligned to the consultancy duration (6–8 weeks).

c) Financial proposal

The financial proposal should be submitted in **US Dollars (USD)** as a **lump sum amount**, clearly indicating:

- Consultant's professional fees expressed in estimated working days and the daily fee.
- Any anticipated and justified reimbursable expenses (e.g. travel, communication, translation).

d) Examples of previous work

Applicants are encouraged to include:

- Up to two examples of similar research or consultancy work (reports, briefs, or links).
- At least two professional references familiar with the applicant's prior work in relevant areas.



e) Submission

All application materials must be submitted electronically in PDF format to:

Mr. Marcelo Cuautle Segovia at segovia@ilo.org with copy to Ms. Majda Grine at grine@ilo.org.

The subject line should read:

“Expression of Interest – ALMP data collection consultant – Nepal”

Qualified and interested candidates are invited to submit an expression of interest by 30 May 2025, 23:59 CET.

Only shortlisted candidates will be contacted. Late or incomplete submissions will not be considered. An online interview will be organised with shortlisted candidates for the final selection.