

Terms of Reference for Development of Economic Counseling Handbook and Training Manual December 2025

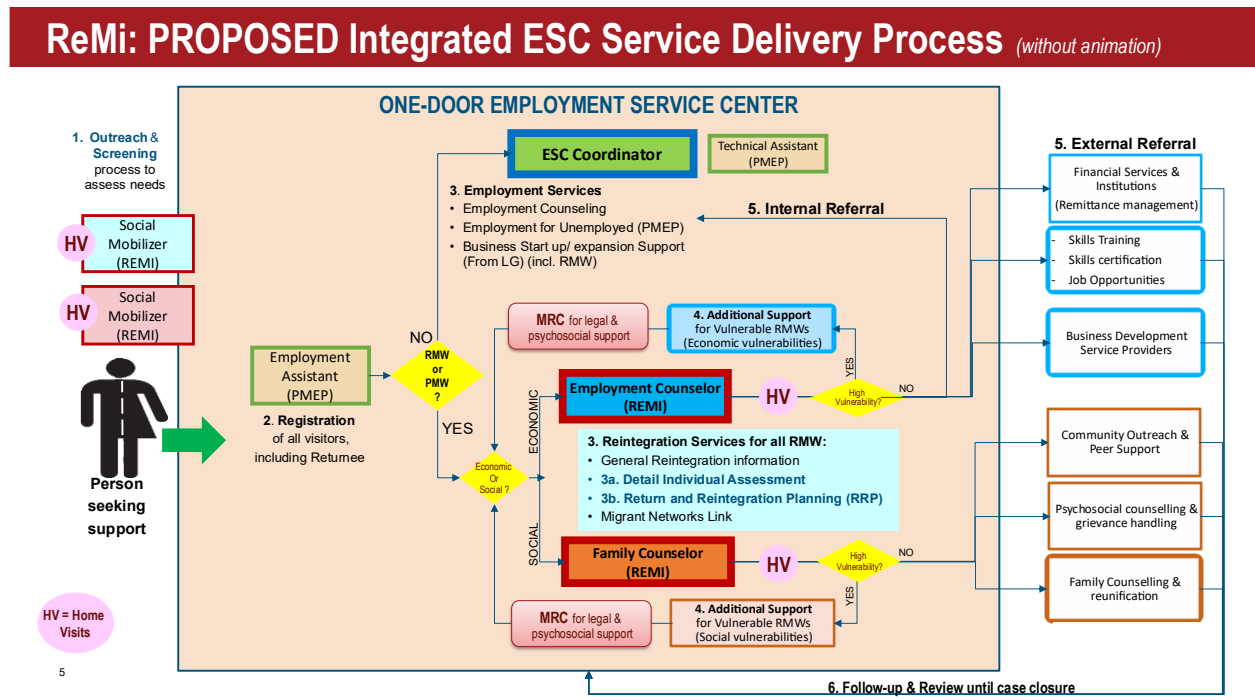
1. Background:

The Reintegration of Migrant Workers (ReMi) project, initiated in July 2022, is a bilateral initiative of the Governments of Nepal (GoN) and Switzerland. The project is funded by the Swiss Agency for Development and Cooperation (SDC) and implemented through a partnership between the Ministry of Labour, Employment and Social Security; respective provincial line ministries and 20 local governments in Koshi and Madhesh Province, with technical assistance from Helvetas Nepal.

The importance of this assignment is to strengthen the foundation required for effective and sustainable economic reintegration of returnee migrant workers. By equipping ESC staff with practical and user-friendly tools for economic counseling, it will enhance their ability to guide returnees in identifying livelihood options, developing income-generating activities and making informed economic decisions. In addition it will also aid in behavior change and improve the readiness of LG staff and returnees in reintegration process. Strengthening these capacities will also support ensuring that local government and returnees are prepared to collaborate effectively towards long-term economic stability and successful reintegration.

2. Intervention strategy

Building on existing initiatives, structures and services available at local and provincial levels, the ReMi project aims at establishing a coordinated, multisector reintegration mechanism with referral pathways under the leadership of local governments. Employment Service Centers (ESCs) are at the core of this mechanism, and act as the main entry point to all reintegration support services, and take the lead in coordinating such services. As outlined in the chart below (see Picture 1), ESCs will refer returnee migrant workers to a wide range of social and economic reintegration support services.



Employment Service Centers established in all (753) local governments of Nepal. The ReMi project will strengthen these ESCs by adding additional human resources, i.e. an employment counsellor and supporting field staffs, supporting ESCs to fulfil their mandate, including the required revision of the related Employment Act/Regulation articles.

Under the ReMi project working location each local government has recruited one Employment Counselor, one Family Counselor, and two Social Mobilizers. These positions receive technical and financial support from the project and are integrated into the Employment Service Centre (ESC) structure.

Social Mobilizers serve as the first point of contact in both ESC and in the communities. They conduct outreach, identify returnee migrant workers, and carry out initial needs assessments. Employment Counselors build on this foundation by providing specialized economic guidance, analyzing each returnee's skills, experience, assets, and opportunities, and referring them to relevant services, including:

- Return and reintegration planning
- Job placement and employment opportunities
- On-the-job training
- Skills training, upgrading etc.
- Business development support, remittance management, and access to financial services
- Linkages with financial institution, associations, and networks

The project, in close collaboration with DEPROSC Nepal, has already delivered capacity-building and mentoring support to Employment Counselors and Social Mobilizers. A comprehensive service mapping of economic reintegration resources in Koshi and Madhesh Provinces has been completed and shared with all ESC staff. RMW profiling has been finalized at the local level, and Social Mobilizers and Employment Counselors are now assisting returnees in preparing individualized Return and Reintegration Plans (RRPs). Although Employment Counselors are in place in every ESC, they have not yet been equipped with a dedicated, practical handbook or a comprehensive training manual specifically designed for economic counseling.

To address this critical gap and ensure consistent, economic counseling services, the project now requires the development of a user-friendly Economic Counseling Handbook and a detailed Training Manual for ESC staff.

3. Objectives of the consultancy:

The specific objective of the assignment is;

- i. To equip ESC staff with tools for economic counseling
- ii. Foster behavior changes and readiness for economic reintegration of LG staff working ReMi project and returnees.

4. Scope of Work/Methodologies:

The consultant will be responsible for designing and delivering a comprehensive Economic Counseling Training Manual and related capacity-building interventions to enhance the economic reintegration support services of ESC and LG staff. The scope of work includes the following tasks

A. Conduct a rapid needs assessment

- Review existing ESC practices, tools, and counselling approaches related to economic reintegration.
- Assess capacity gaps, behavioral challenges, and readiness levels among ESC and LG staff, as well as returnees.

B. Develop an Economic Counseling Training Manual and Economic Counseling Handbook

- Prepare a practical, user-friendly manual and Economic Counseling Handbook for ESC staff, aligned ReMi project goal and outcome including National Reintegration Directive.

- Incorporate modules and handbook on livelihood assessment, identifying income-generating opportunities, market linkage facilitation etc.
- Integrate behavior change communication (BCC) elements to strengthen motivation, confidence, and decision-making among returnees and LG staff.
- Develop standardized templates, checklists, assessment tools, and step-by-step guidance to support ESC staff in delivering structured economic counselling sessions.
- Include practical exercises, reflection activities, and motivational components to strengthen readiness for reintegration.

C. Facilitate training sessions

- Deliver orientation and training to ESC and LG staff on the use of the manual and handbook.
- Ensure participants develop the skills necessary for effective economic counselling and behavior change facilitation.

D. Pilot, Validation and Finalization

- Support piloting in selected municipalities under the ReMi project.
- Gather feedback from all tiers of government including LG representatives, and returnees to adjust and improve the manual and handbook.
- Finalization of both manual and handbook in Nepali and Summarize form in English

5. Deliverables:

- Economic Counseling Handbook in Nepali with summary in English
- Training Manual for Economic Counseling in Nepali with summary in English

6. Duration:

The assignment is anticipated for 5 months from the start of the contract date. The exact schedule and number of working days, along with other terms and conditions of the assignment, will be determined upon further discussion and in advance of signing the consultancy contract.

7. Budget & Payment schedule:

The proposed budget for the task will be finalized after negotiation with the selected firm. Based on the expected deliverables and submission of the invoice, the payment schedule will be as follows:

SN	Instalment	Payment Basis	Amount	Requirement
1	1st	Post-agreement	30%	Inception report
2	2nd	Draft of training manual and handbook	30%	Draft Training manual and Handbook
3	3rd	Final report including final copies of manual and handbook	40%	Approved of task completion report by ReMi Focal person

Maximum budget available to carry out this assignment is **NPR 7 lakh including of all taxes.**

8. Required Competencies of Firm:

- At least 5 years of experience in training capacity building, entrepreneurship development, research, capacity development.
- Have proven work experience in developing training modules, toolkits, knowledge generation and policy advocacy and research.
- Have previous successful track record of being able to meet deadline and complete assignments within the stipulated timeframe.

9. Team Composition:

a. Lead Consultant

- At least a master's degree in economics, management or any relevant discipline.
- Minimum 7 years of experience on Job promotion, enterprise creation and development
- Any handbook or manuals have developed in past on area of self-employment and employment promotion.
- Knowledge and experience on need assessment and economic counseling would be added value.

b. Assistant Consultant

- At least a bachelor's degree in economics, management or any relevant discipline.
- Obtained on enterprise creation and development or Start and Improve Your Business (SIYB) training.
- Minimum 3 years' experience in training delivery or area of self-employment and employment promotion.
- Knowledge/experience on training manual writing and training need assessment would be added value.

10. Evaluation Criteria:

- Technical proposal (80%)
- Financial proposal (20%)

11. The consulting firms should require to submit:

- Technical and Financial proposal
- Curriculum Vitae of proposed team members
- Firm registration (with latest renewal if applicable)
- VAT registration
- Latest tax clearance certificate
- Enroll in the Helvetas Nepal Roster

ANNEX:

TECHNICAL PROPOSAL TEMPLATE

1. Consulting Firm Information:

Name of Consulting Firm:

Address:

Contact Number:

Email:

PAN/VAT Number:

2. Summary of Understanding of the ToR (max. 1 page)

3. Proposed Methodology and Approach (max. 2 pages)

- a. Needs Assessment
- b. Development of Handbook & Training Manual
- c. Piloting & Validation
- d. Finalization

4. Detailed Work Plan

5. Outputs and Deliverables

6. Team Composition

7. Relevant Experience of the consulting firm

Name & Signature: Date:

FINANCIAL PROPOSAL TEMPLATE

No.	Description	Unit	No. of Units	Rate (NPR)	Total Amount (NPR)
1	Lead Consultant Fee	Days			
2	Assistant Consultant Fee	Days			
3	Travel and Accommodation (if needed)	Days			
4	Others (if any)				
5	Total				
6	VAT (13%)				
7	Grand Total (5+6)				

Note: Applicants can add row as per the requirement