

## **TERMS OF REFERENCE (TOR)**

**Name of Project: "Skill Upgrading of Returned Migrant"**

**Name of Consultancy Service:** Hiring of Expert (Individual Consultant)

- To lead and Monitor the progress of the project activities done by SLITHM
- To carry out an intensive research to reskilling and up skilling gaps in reintegration returned migrant workers in hospitality sector/proposing strategies to overcome the gaps.
- To prepare the progress reports to ILO (mid and the end of the project)

### **1.PROGRAM BACKGROUND**

A large number of migrant workers are returning to their home country due to the COVID-19 pandemic. Unlike in normal circumstances, most migrant workers are returning with serious suffering and stress because of the pandemic and also they meet difficulties in socio-economic reintegration. Thus, a migrant's return is likely to create additional stress among family members about the sustainability of the family's income amidst the loss of remittance income.

The ILO has initiated the above-mentioned intervention to facilitate Sri Lankan Migrant Workers who are affected by the COVID-19 pandemic, by way of recognizing their employability skills, facilitating upskilling and reskilling processes to make them ready for employment or self-employment opportunities. Those who have returned require socio-economic reintegration and psychological support, as do those who were aspiring to migrate for work amid the pandemic to secure alternative and better livelihoods.

### **2.BRIEF DESCRIPTION OF THE PROJECT**

The current assignment is a part of the project which is launched by the International Labor Organization (ILO) together with Sri Lanka Institute of Tourism and Hotel Management, on "Skill Upgrading of Returned Migrant" to facilitate Sri Lankan Migrant Workers who are affected by the COVID-19 pandemic, by the way of recognizing their employability skills, facilitating for upskilling and reskilling processes to make them ready for employment or self-employment opportunities in hotel and Tourism sector.

## **2.1 . Overall key activities of the project include;**

2.1.1 Study on identifying the reskilling and up skilling gaps in reintegration returned migrant workers in hospitality sector/proposing strategies to over come the gaps. Submit the study report

– *By a Consultant*

2.1.2 Capacity building of SLITHM academic staff as NVQ assessors and training on digitalized systems of issuing RPL - *by SLITHM team*

2.1.3. Developing NCS for 20 occupations which relevant to migrant workers in hospitality trade -*by SLITHM team*

2.1.4 Promote and support 500 workers to obtain NVQ through RPL system- by a SLITHM team

## **3. BREIEF DESCRIPTION OF THE ASSIGNMENT- CONSULTANT**

1. **A study report** - Conduct a research and complete a research report on identifying the skill gaps of Sri Lankan returned migrant workers of the hospitality sector .

2. **Project monitoring** -Monitor the progress of the SLITHM project from time to time

3. **Prepare the Progress reports** – Mid of the project and the final report to ILO

4. **Provide consultancy or guidance** for SLITHM project leaders to accomplished their project goals (when necessary)

5. Ensure the completion the project on time

### **Locations of the assignment**

Kurunegala, Kandy, Rathnapura, Galle, Anuradhapura, Batticaloa &Badulla (SLITHM regional schools are in each area and respective principals lead all projects except the 2.1.1)

## **4. DUTIES AND RESPONCIBILITIES**

The expert must:

1. **Conduct a study** in accordance with the agreed methodology.

2. **Monitor the progress of the project** including other three teams and report to SLITHM management and conduct progress monitoring meetings to succeed the objectives of the project.

**3. Prepare progress reports including the final report** to fulfill the needs of the donor agency (ILO) regarding the whole project

## **5.DELIVERABLES**

**A Study report** on identifying the reskilling and up skilling gaps in reintegration returned migrant workers in hospitality sector/proposing strategies to overcome the gaps – by end of November 2021

### **Study objectives**

- 1. Providing an overview of the skill gaps encountered by Sri Lankan migrant returned employees attached with hospitality or similar occupations in previously.**
- 2. Identifying the emerging opportunities in the Tourism sector by up skilling or reskilling them**
- 3. Proposing strategic recommendations to fill the skill gap**

## **6. REPORTING REQUIREMENTS**

### **1.Progress reports** of the total project

- Progress report to ILO, at the middle of the project – By December 2021
- Final progress report to ILO – By end of February 2022

**2. Meeting minutes** of progress monitoring meetings (minimum once in a month. Online is accepted with the current health issues)

## **7. TIME DURATION**

Five (05) months ( 01<sup>st</sup> October 2021 – 28<sup>th</sup> February 2022)

## **8. REQUIRED SKILLS AND COMPETENCIES**

- At least 15 years of research/ project/ senior management experience;
- At least 05 year of research experience on issues related to civil society and enabling.
- University / relevant post graduate educational qualifications

- Experiences in skill development is recognised
- Research or work experiences in UN /ADB / World Bank organization will be considered
- Proficiency in English;
- Excellent report writing skills;(English)
- Excellent planning , monitoring and prioritisation skills;
- IT skills in project monitoring , report writing, data analysis and on line meeting
- Proven ability to adapt the research plan to challenges and opportunities emerging during the research;
- Proven ability to multitask and work under tight deadlines
- Expect to work independently.

**Would be considered an advantage:** Experience in ILO projects or work with ILO

## **9.BUDGET**

The total budget for the assignment is 0.8 Mn (LKR). The budget will cover all expenses of the expert(s) including project supervision, coordination ,data collection, analysis, report writing and travel and accommodation costs related to field work (if any)

### **Payment steps**

In the first month - October 10%

2nd Payment - After submitting the first draft of the Study report – 30%

3rd Payment - After submit the mid Progress report to ILO – 20%

Final Payment - After submit the final report to ILO – 40%

## **10.METHOD OF SELECTION**

Method of selection of the consultant is Selection of Individual Consultants following the GUIDELINES "SELECTION & EMPLOYMENT OF CONSULTANTS " August 2007 and the "CONSULTING SERVICES MANUAL" November 2007( as amended from time to time).

## **APPLICATION PROCESS**

Interested candidates must send the following application documents by e-mail:  
niransank@slithm.edu.lk (AD Procurement)

If send by hand: Deposit to the Tender Box Kept in 1st floor of SLITHM

- **Express of your interest / Cover letter**
- **CV**
- **Project proposal with activities , KPI and time lines**

Dead line for the applications ; 30<sup>th</sup> September 2021, 4:00 PM

At the selection stage (if needed) candidates demonstrate their motivation and commitment for carrying out the assignment, as well as present the research plan together with the calendar of activities to the project .

Should you need any other information related to the current assignment, do not hesitate to contact

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