

## Terms of Reference

### **Backstopping support for SDC on digitalization in the employment, migration and TVET sectors**

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#### **I. Background**

SDC in Nepal is supporting the digitalization of the employment and migration sector based on demands from the Ministry of Labour, Employment and Social Security (MoLESS) and likewise, supporting targeted efforts to digitalize Technical and Vocational Education and Trainings (TVET) in collaboration with the Ministry of Education Science and Technology (MoEST).

#### Employment and Migration

MoLESS seeks to modernize its operations, services, and infrastructure through digital transformation. The aim is to enhance service delivery, improve transparency, increase efficiency, and enable data-driven decision-making. To that end, development partners (DPs), including SDC, have and are supporting the establishment of various information systems and tools. However, the landscape of systems and tools remains scattered, interoperability is lacking and digital literacy and digital divide among users further hamper effective use.

The National Planning Commission (NPC) Report on Integrated National Employment Systems emphasized the need for a more coherent approach. Based on this, SDC's Reintegration of Returnee Migrant Workers (ReMi) project is supporting the development of a Digitalization Blueprint for MoLESS and Software Requirements Specification (SRS) for prioritized components of an integrated Labour Market Information System (LMIS).

Aligning to the government policies and priorities, SDC partner organization Swisscontact piloted and developed the Shramsansar platform in Koshi Province. The platform shall eventually serve as Labour Market Information System (LMIS). MoLESS has officially decided to scale the platform nationwide with a national rollout on May 1, 2025 across all seven provinces and 753 municipalities, and it was linked to the Nagarik App in August 2025.

SDC is committed to support the scaling of the Shramsansar platform across the country, aligned to the Digitalization Blueprint and SRS, and ensuring that the platform features eventually all required elements of an LMIS. Furthermore, MoLESS needs to have a clear strategy for long-term sustainability of digitalization efforts. This requires sustained technical support, adequate staffing, capacity building, and ecosystem strengthening to become self-sustaining.

#### Technical and Vocational Education and Trainings (TVET)

Currently, Nepal's TVET sector is in the digitization stage (mostly to organize information) with a few cases of digitalization. Processes are not yet automated in most cases. Most of the software used to date was developed by individual institutions within the system or by projects. Consequently, current initiatives to leverage digital technology in the TVET sector have not been able to fully use its potential. Furthermore, added service delivery enhancement due to digital transformation is yet to be achieved.

Therefore, service delivery in TVET sector is inefficient both in terms of financial resources and time required. For example, there is a considerable time lag between TVET course completion, examination and awarding of certificates. However, the current use of digitalized processes also shows that schools as well as federal and provincial TVET offices do have capacities to operate digital systems: Some schools are using a school management software (e.g., for billing, internal examination, alumni engagement, transportation management, etc.).

Against this background, SDC Nepal is supporting (i) MoEST/CTEVT to strengthen framework conditions for digital service delivery including interoperability of digital systems and (ii) TVET schools to improve their digital infrastructure.

## II. Objectives

The selected consultant(s) will support the SDC Programme Manager and National Programme Officers on Migration and TVET to steer and manage SDC funded support to the Government of Nepal (GoN) to digitalize the employment, migration and TVET sectors, taking into account (i) the broader e-governance and digitalization efforts by the GoN and (ii) efforts and support by other development partners, most notably World Bank (WB), the Asian Development Bank (ADB) and the KOICA.

## III. Tasks

The mandate includes the following key tasks:

- Advise to SDC on programmatic, policy and political engagement: The consultant(s) act as adviser to the SDC Migration and TVET team reviewing and providing feedback on proposal and technical documents, and attending strategic meetings, suggesting programmatic directions, priorities and adaptations. In addition, the consultant discusses with the SDC team their political and policy engagement for supporting the digitalization of the employment, migration and TVET sectors. This might entail but is not limited to commenting on documents, writing strategic documents or preparing slides for presentations.
- Represent, jointly with SDC colleagues, the view and strategic directions of the Swiss Embassy/SDC in Nepal in meetings with government, private sector or other DP representatives. The consultant(s) will accompany SDC colleagues to meetings of strategic importance with government representatives, private sector or other DP's stakeholders for informed decision making and coherent joint approaches.

## IV. Qualifications and competencies

The mandate is expected to be implemented by one or a team of consultant(s) with technical expertise and experience in working with government counterparts on digitalization efforts.

The consultant shall have the following competences:

### Expert Competence

- Master's degree in business administration, economics, Information Technologies or any field related to digitalisation;
- At least 5 years of practical work experience in digitalisation, innovation and new technologies, of which at least 2 years in projects/programs with or for the government;
- Experience in public digital services including familiarity with systems, functions, institutions (like GIDC) and regulations (including public IT procurement);
- Proven experience in providing thematic advice to teams and institutions is preferred;
- Good understanding of the political, policy and development landscape in Nepal;
- Sound understanding of federal state building and its consequences for development activities;
- Professional network with development partners and private actors engaged in innovation, digitalisation, basic service provision, etc.;
- Proven sensitivity and experience in the areas of gender, equity and social inclusion and in geographic inclusion of areas beyond the capital;
- Proficiency in written and spoken English and Nepali.

### Methodical Qualification/Competence

- Excellent analytical, conceptual and strategic abilities, identifying opportunities;
- Innovative, ability to think out of the box and initiate changes;
- Ability to facilitate and foster partnerships;
- Ability to work independently, make propositions;

**Social Competence**

- Networking, negotiation and communication skills;
- Intercultural sensitivity.

**V. Duration and working days**

SDC will contract individual expert(s) or a company for the period of 1 November 2025 to 31 May 2026. The expected working days from 1 November 2025 to 31 May 2026 will amount to maximum 50 days for the proposed tasks including the final operational and financial reporting.

**VI. Expression of Interest**

Interested candidate(s)/companies are kindly requested to submit an expression of interest (cover letter), including the division of tasks between all individuals involved and daily rates per person. All CVs to be attached.