



REQUEST FOR EXPRESSIONS OF INTEREST (INDIVIDUAL CONSULTING SERVICES)

Grant No: IDA-D3660

Assignment Title: Reviewing of Pre-Departure Training Needs and Develop Training Program

Reference No: TO-MIA-123146-CS-INDV

The Ministry of Internal Affairs (MIA) & Ministry of Education and Training (MET) have received financing from the World Bank toward the cost of the Skills and Employment for Tongans Project (SET) and intends to apply part of the proceeds for consulting services.

The consulting services (“the Services”) include managing of various responsibilities under Component 3 of the SET Project. It is anticipated that the position will commence as soon as possible for 2 months duration. The Consultant will be working closely with the Overseas Employment Division under the Ministry of Internal Affairs (MET). The detailed Terms of Reference (TOR) for the above-named assignments can be obtained from below.

The Ministry of Internal Affairs via the SET Project now invites eligible individual (“Consultants”) to indicate their interest in providing the Services by submitting a cover letter indicating your interest. Also provide a resume to demonstrate that you meet the minimum requirements including contact details of at least three referees. The criteria for selecting the Consultant are but not limited to:

- Bachelor’s degree or higher in education, training and development, human resources, business administration, or equivalent.
- At least five (5) years of relevant experience in capacity development, teaching, and/or training curriculum development for adult education or associated responsibilities in training program administration and management support.
- Demonstrated experiences in reviewing training needs and develop training plans for low skills level and vocational education for adults.
- Demonstrated experiences in conducting market research.
- Familiarity with the core migration programs (Seasonal Worker Program, Recognized Seasonal Employer Scheme etc.)
- Excellent writing and speaking skills in both Tongan and English are required.
- Ability to work under pressure with tight deadlines.
- Demonstrated ability to manage relationships in a respectful way.
- Experience in interviews and interact with a range of stakeholders.
- Proficient use of MS Office (Word, Excel, PowerPoint, Outlook, etc.) is required.
- Consultant must be in-country to implement the assignment.

The attention of interested Consultants is drawn to Section III, paragraphs, 3.14, 3.16, and 3.17 of the World Bank’s “Procurement Regulations for IPF Borrowers” July 2016 (“Procurement Regulations”), setting forth the World Bank’s policy on conflict of interest. In addition, please refer to the following specific information on conflict of interest related to this assignment as per paragraph 3.17 of the [Procurement Regulations](#).

A firm is eligible to nominate an individual and, under such situation, only the experience and qualifications of the nominated individual shall be used in the selection process, and that (their) corporate experience shall not be taken into account. The firm, if proposing an individual, must specify whether the contract would be signed with the firm or the proposed individual.

A Consultant will be selected in accordance with the Selection of Individual Consultants (INDV) method set out in the Procurement Regulations. In alignment with the Eligibility clause of the World Bank Procurement Regulations, please note that all government officials and civil servants (permanent staff) under the Tongan Government are not eligible to apply. Further information can be obtained at the address below during office hours, 8:30am to 4:30pm.

Expressions of interest must be delivered in a written form with attachments of no more than 3MG, to the email address provided below. Your application should be clearly marked as "***Expression of Interest for Activity reference TO-MIA-123146-CS-INDV***" by 21 June 2021.

Attention:	Lilieta Takau
Email:	procurement@set-tonga.to
Address:	Level 2, Molisi Building, Salote Rd, Nukualofa, Tonga

Terms of Reference
TO-MIA-123146-CS-INDV

Project Title: Skills and Employment for Tongan (SET) Project

Assignment: Reviewing of Pre-Departure Training Needs and Develop Training Program

Location: Tongatapu

Duration: 2 months

Expected Start Date: as soon as possible

1. Background Information

Tonga is currently preparing a skills and employment project, which will be financed by the World Bank under the IDA 18 cycle. The total funding envelope is approximately US\$20.90 million. The project will be jointly implemented by the Ministry of Internal Affairs (MIA), Ministry of Education and Training, and the Ministry of Finance and National Planning. The project objective is to improve opportunities for secondary school progression and facilitate the transition to jobs in the domestic and overseas labor markets for Tongans.

The project has four interlinked components: (1) Conditional cash transfer program for secondary school enrolment and attendance; (2) Strengthening technical and vocational education and training (TVET) provision; (3) Enhancing opportunities for labor migration; and (4) Project management, monitoring and evaluation, and centralized support. The project will support the poorest decile (some 1,500 households) with cash transfers conditional on them ensuring their secondary school age children enroll and regularly attend classes. It will provide Quality Improvement Grants to 8 TVET providers, and funds to cover tuition fees and living costs for some 600 TVET students from the poorest decile. Meanwhile, it will provide pre-departure training for some 8,000 Tongans and build a work-ready pool of 1,600 migrant workers.

This contract will be focused on providing support under Component 3, to enhance opportunities for Tongan workers to access temporary labour mobility opportunities in New Zealand and Australia. This will be achieved by supporting quality pre-departure training for labour mobility workers and strengthening the capacity of the Overseas Employment Division (OED) within the MIA to recruit and mobilise work-ready workers.

Subcomponent 3.1: Pre-departure training for labour mobility workers. Subcomponent 3.1 will support the pre-departure training of labour mobility workers participating in Australia's Seasonal Worker Program (SWP), Pacific Labour Scheme; and New Zealand's Recognised Seasonal Employment (RSE) scheme, Pacific Access Category, Essential Skills Program, and the Pacific Trades Partnership. In the past, the pre-departure training for SWP workers was outsourced to the Tonga Business Enterprise Centre (TBEC) and supported through the Australian Government-funded Labor Mobility Assistance Program. All pre-departure training however are now administered solely by the Overseas Employment Division of the Ministry of Internal Affairs, otherwise known as the Tonga Labour Sending Unit (LSU). Many seasonal workers have limited formal education and come from rural and outer islands communities with limited employment opportunities

This subcomponent supports the design and delivery of a pre-departure training program that is responsive to the requirements of Approved Employers and industries in Australia and New Zealand, as well as increase skills development outcomes for Tongan labour mobility workers. The pre-departure training program covers work-ready training, health and fitness training, training on financial literacy and banking as well as pastoral support for workers and their families prior to

departure. The pre-departure training concludes with a pre-departure briefing program for workers 2-3 days before mobilisation.

In February 2021, a national stakeholders consultation workshop for the Labour Mobility Operations Manual, organized by the Ministry of Internal Affairs, identified training needs for specific pre-departure training topics that will enhance workers skills training for workers in Australian and New Zealand.

This contract builds on the existing pre-departure training curriculum and no proposed changes would go ahead without consulting and receiving the proper approvals from the relevant stakeholders managing the Australian and New Zealand programs. Coordination with other providers of training support, including the Pacific Labour Facility, will be essential. It is also envisaged that these services will be fully conducted in the outer islands to lessen the financial burden of workers from traveling to the main island of Tongatapu for pre-departure training.

Subcomponent 3.2: Institutional strengthening for the Employment Division of MIA. Subcomponent 3.2 will strengthen the capacity of the MIA’s Employment Division to (a) provide information and outreach for prospective migrants on different opportunities available and how to finance them, (b) streamline the selection procedures for overseas employment opportunities, and (c) build up the ‘work-ready’ pool of prospective Tongan migrants. The information and outreach will include village meetings “Fonos”, advertisement through radio and print media, and promotion of work opportunities through both the seasonal schemes and longer-term/higher skilled migration pathways. A particular focus will be placed on providing targeted information on migration opportunities available for women. The streamlining of selection procedures will encompass a systematic way to target low-skilled work opportunities to disadvantaged households and women and semiskilled/skilled work opportunities to graduates of local TVET/Certificate programs. Finally, this subcomponent will finance the expansion of their existing work-ready pool of prospective migrants as demand for Tongan workers grows. This will include broadening the database from its current focus on low-skilled workers to cover the entire skills spectrum.

This Terms of Reference is for the services required under Component 3 around enhancing opportunities for labor migration for Tongans.

2. Objectives

The objective of this assignment is to review pre-departure training needs identified by national stakeholders and to design a pre-departure training program that will provide seasonal workers with improved skills for their work time in Australia and New Zealand. The assignment is to be carried out by qualified local providers and administered by the SET Project. The consultant must be based in-country to conduct the assignment and will work closely with the Overseas Employment Division of the Ministry for Internal Affairs.

3. Scope of Services

- a) *Reviewing the training needs identified under the Labour Mobility Program.*
 - i. Liaising with the Overseas Employment Division of the Ministry of Internal Affairs and relevant stakeholders to identify pre-departure training needs, constraints of existing curriculum and potential areas of improvement;
 - ii. Collect statistical data to validate training needs and proposed design;
 - iii. Assess the requirements of the Tonga Labour Mobility Policy and Tonga Labour Mobility Operations Manual and align pre-departure training design accordingly;
 - iv. Report on identified training needs and perceived outcomes

- b) *Identify locally available qualified training providers*
 - i. Liaise with Overseas Employment Division and PMU Procurement to confirm key requirements and skills criteria for trainers;
 - ii. Identify potential pool of trainers to deliver pre-departure training and recommend appropriate trainers for each pre-departure training program;
- c) *Developing a training plan for Labour Mobility Program based on the results of the market research.*
 - i. Draft a comprehensive pre-departure training plan that is responsive to the pre-departure training needs identified;
 - ii. Outline the key objectives and scope of each training program in the plan;
 - iii. Determine the timeframe for each training and the appropriate stage in the circular labour mobility process for its delivery;
 - iv. Identify the target audience for each training program and methods to ensure participation;
 - v. Liaise with OED and PMU to finalise training plan.
- d) *Drafting terms of reference for training providers to conduct trainings as per plan.*
 - i. Liaise with PMU Procurement to confirm requirements for terms of reference.
 - ii. Developing scope of services, requirements and key deliverables for training providers in alignment with the results of the market research.
 - iii. Coordinate finalization of terms of reference with inputs from MIA and PMU.

4. Expected Deliverables with timelines

The key expected deliverables for this assignment are as follows. This is an indication only and will be agreed with the PMU.

Key Deliverables	Timeline	Payment Schedule
1. Inception report detailing workplan and timeline.	1 week from contract signature	10% of contract amount
2. Review of predetermined training needs	1 week	20% of contract amount
3. Market research report detailing available providers and their capacity	2 weeks	30% of contract amount
4. Detailed Training Plan or Methods	1 week	20% of contract amount
5. Final Report and detailed terms of reference	1 week	20% of contract amount

Payments will be made upon acceptance and approval of key deliverables by the Client. The Client will provide comments on all deliverables and the Consultant will be expected to update the deliverable in response to these comments as part of finalizing the work associated with that deliverable.

5. Expertise Requirements

Candidates undertaking this role should have:

- Bachelor's degree or higher in education, training and development, human resources, business administration, or equivalent.
- At least five (5) years of relevant experience in capacity development, teaching, and/or training curriculum development for adult education or associated responsibilities in training program administration and management support.
- Demonstrated experiences in reviewing training needs and develop training plans for low skills level and vocational education for adults.
- Demonstrated experiences in conducting market research.

- Familiarity with the core migration programs (Seasonal Worker Program, Recognized Seasonal Employer Scheme etc.)
- Excellent writing and speaking skills in both Tongan and English are required.
- Ability to work under pressure with tight deadlines.
- Demonstrated ability to manage relationships in a respectful way.
- Experience in interviews and interact with a range of stakeholders.
- Proficient use of MS Office (Word, Excel, PowerPoint, Outlook, etc.) is required.
- Consultant must be in-country to implement the assignment.

6. Duration of the assignment and estimated key staff-months input

The duration of the assignment will coincide with the implementation period of the project (FY19 – FY23). It is anticipated that the Consultant will commence as soon as possible for 2 months period.

7. Reporting requirements

The project support staff will be hired by the Ministry of Internal Affairs (MIA) and will report on each deliverable to MIA CEO through the Head of the Overseas Employment Division and SET PMU Team Leader. The staff will be required to provide final progress report against the proposed set of deliverables.

8. Services and Facilities to be provided by the Client

The Consultant will have access to Ministry of Internal Affairs via the Overseas Employment Division. As Component 3 is under SET Project, the principles that the SET Project is based on and the Consultant is expected to follow such principles:

- Participation and partnership
- Transparency
- Accountability
- Monitoring and Evaluation