



INSTRUCTIONS TO CONSULTANTS FOR CONSULTANCY SERVICES:

**TECHINCAL ASSISTANCE FOR UPGRADE WORK TO THE
LABOUR MARKET INFORMATION SYSTEM (LMIS)**

TERMS OF REFERENCE

BACKGROUND INFORMATION

The Ministry of Commerce, Industry and Labour (*'MCIL'*) requested financial and technical support from the International Labour Organization (*'ILO'*) to assist with the review and upgrading of the existing Labour market Information System (*'LMIS'*).

PURPOSE

The main objective is to upgrade the current LMIS system to a user-friendly online platform and review existing mechanisms for the administration of employment services in terms of job registration, job referrals and job placement. This ensure an effective and efficient reporting to stakeholders and the public of the key sector performances ensuring that all reliable and updated sector statistics are available for planning, monitoring and evaluation for decision making.

SCOPE OF WORK

Under the overall guidance of the Chief Executive Officer of the Ministry of Commerce, Industry and Labour and supervision of the Assistant Chief Executive Officer (*'ACEO'*) of the Apprenticeship, Employment and Labour Market (*'AELM'*) division of MCIL, as well as in close cooperation with the ACEO, Corporate Services Unit and Principal Information Technology Officer of MCIL, the consultant will have to;

- Review current existing job registration, job referrals and job placement process in LMIS system
- Design and develop a user-friendly online platform for Job Seekers services
- Work in conjunction with the Ministry's IT unit and AELM division to develop the reports on the system of indicators for AELM;
- Provision of hands on advice/training for relevant staff members in the AELM division and IT Unit in respect of software applications, with particular emphasis on:
 - i) Data Input;
 - ii) Outcome of Reports

- Test the functionality of the platforms to check for faults and address them.

Where appropriate the Consultant is required to document all steps taken throughout the duration of the Assignment and use this to develop Procedural Guidelines and Instruction Manuals for the MCIL IT Unit.

TIME FRAME

The duration of this consultancy is 25 working days with indicative timeline specified in the table below:

Deliverables	Timeline
1. Review current existing job registration, job referrals and job placement process in LMIS system	5 Days
2. Design and develop a user-friendly online platform for Job seekers services to be used for Job registration and Employer search.	15 Days
3. Test the functionality of the platforms to check for faults and address them	5 Days

The provision of the Consultancy Services is expected to commence **from 22nd March 2021 and is to be completed by 29th April 2021.**

KEY DELIVERABLES

The Consultant/Consultancy Firm shall provide the following reports/deliverables to the Principal:

Deliverable 1	Review current existing job registration, job referrals and job placement process in LMIS system
Deliverable 2	Design and develop a user-friendly online platform for Job seekers services to be used for Job registration and Employer search.
Deliverable 3	Test the functionality of the platforms to check for faults and address them

QUALIFICATION/KEY ATTRIBUTES

The Consultant/Consultancy Firm must possess the following:

1. At least (1-5) years of professional experience in database/programme design and maintenance;
2. At least (1-5) years of work experience in database/information management systems;
3. At least (1-5) years of professional experience in data analyses, data monitoring and data reporting;
4. Relevant experience working with both the private and public sector in the development of similar programs and/or projects;
5. Holds a Bachelor's Degree in Information Systems, Information Technology, Systems Management, other relevant field;
6. Other trainings/experience in the area of assignment will be an asset.