



Ministry of Commerce, Industry and Labour

Matagaluega o Pisinisi, Alamanuia ma Leipa

"to support Government's vision to lead and excel in the provision of quality service to foster economic growth for all"

TERMS OF REFERENCE – CONSULTANCY

DEVELOPMENT OF AN ELECTRONIC LABOUR MARKET INFORMATION SYSTEM

1. Background

The Ministry of Commerce, Industry and Labour ('MCIL') under its planned activities for Financial Year (FY 2015/2016) highlights one of the key interventions towards improvement of policy decision making, is the need for reliable and updated sector statistics for planning and Monitoring & Evaluation purposes. The FY 15/16 plan proposes amongst other things the need for a computerized Labour Market Information System ('LMIS') for the effective and efficient distribution and networking of labour market information ('LMI') to the stakeholders and the public on a timely basis.

The availability of financial assistance under the Technical, Vocational Education and Training (TVET) Support Programme funded by the Government of Australia which is coordinated and implemented by the Samoa Qualifications Authority will enable the development of a LMIS.

2. Objectives of the Assignment

Under the overall guidance of the Chief Executive Officer of MCIL 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 Principal Information Technology Officer (PITO) of MCIL, the consultant will in response to the specification provided by MCIL to:

- 2.1 Take advantage of commercially available software such as Survey Monkey or equivalent to design and develop a web based LMI system;
- 2.2 Prepare the technical design and upload to the MCIL website an on-line data collection mechanism for surveys such as the Labour Market Survey and other survey requirements that MCIL may have from time to time;
- 2.3 Undertake the analytical design to ensure that all requisite data is available for report reproduction in both written and on-line formats;
- 2.4 Enable all data to be exported to other analytical software such as Microsoft Excel;
- 2.5 Recommend the hardware and software requirements for hosting and managing the LMIS; and



2.6 Provide on-the-job training for the AELM division and PITO to effectively manage, maintain and expand the LMIS as required.

3. System Specification

The LMIS will comprise 6 discrete elements:

3.1 **Labour Market Survey** – MCIL undertakes a Labour Market Survey triennially and publishes the results both in printed form and as a PDF on the MCIL website. A copy of the most recent survey instrument is attached as part of the information package.

The new web based LMIS will enable the survey instrument to be developed using proprietary software such as Survey Monkey or Google Forms or equivalent and available on line for completion by respondents. Alternatively MCIL staff will be able to enter the labour market survey data for any surveys completed in hard copy form.

The choice of software will be determined by the following requirements:

- a. The system will also enable hard copy of the survey to be printed for distribution and manual completion by respondents that do not have access to the internet.
- b. For reporting purposes, survey results will need to be dis-aggregated by the range of variables included in the survey instrument including gender, age group, level of education, type of PSET provider attended, occupational type based on International Standard Classification of Occupations (ISCO) codes, industry sector, location, salary and wage level and nature of disability (if any).
- c. In addition to the analytical and reporting tools incorporated into the selected proprietary software, survey results will need to be exportable to other analytical software such as Microsoft Excel.

3.2 **Periodic Survey of Employment** – every 6 months MCIL undertakes a short employment survey to be completed by employers. This survey should be available in the LMIS with the same on-line, off-line, analysis, exportability and reporting characteristics as the Labour Market Survey described in Point 1 above.

3.3 **Other surveys** – using the same approach as for the Labour Market Survey and the Periodic Survey of Employment, the LMIS will enable MCIL personnel to develop, administer, analyse and report other surveys as needed.

3.4 **Employment Service** – the LMIS will enable employers to post job opportunities on-line using a survey instrument developed specifically for the purpose. Alternatively MCIL staff will be able to enter the job opportunity data for those registrations provided by employers in hard copy form. Other than any confidential information, these postings should be available for viewing on line and for printing for display and hard copy distribution purposes for job seekers. The system should also enable the employer to note when the vacancy is filled and to remove the posting.

3.5 **Job-seeker Service** – the LMIS will enable job seekers to register on-line using a survey instrument developed specifically for the purpose. Alternatively MCIL staff will be able to enter the registration data for those registrations provided by job seekers in hard copy form. These registrations should be available for reporting to MCIL staff to enable the



selection of participants for bi-annual job seeker awareness programs and job seeker training programs. The job seeker registration process should enable internal MCIL to record participation outcomes including completion, certificate awards and employment outcomes within 2 months of completing the job seeking training.

- 3.6 **Accessibility** - All pertinent labour market information including the proposed National Employment Policy should be accessible on line by key public sector and private sector stakeholders and the general public.

4. Scope of the Assignments and Specific Tasks

Under the general supervision of the ACEO AELM, MCIL and the technical guidance of MCIL's IT unit, the consultant will:

INPUT 1 - REVIEW

- 4.1 Discuss and finalise work plan and due dates for milestones
- 4.2 Conduct a thorough review of available proprietary web-based survey software and recommend the most appropriate option for MCIL bearing in mind the specific requirements above, the need for simplicity of development and implementation, the potential need for expansion of survey needs in the future, and the on-going licence costs.
- 4.3 Conduct an end of input meeting with MCIL Management and produce end of input report to the CEO against performance of duties under the Terms of Reference.

INPUT 2 – DEVELOPMENT, IMPLEMENTATION & TRAINING

- 4.4 Work in conjunction with the Ministry's IT unit and senior officers from the AELM team to acquire the appropriate licence and develop the required survey instruments while at the same time train MCIL relevant officers in the use of the software and the processes involved to develop survey instruments.
- 4.5 Mount the agreed web-based surveys on the MCIL website to ensure that all aspects of the system specification described above are met while at the same time train MCIL relevant officers in the processes involved to mount the surveys on the website.
- 4.6 Provide hands on advice/training for relevant staff members in the AELM division and IT Unit with respect to applying the survey software's capacity for analysis of data and the design and printing of desired reports.
- 4.7 Provide hands on advice/training for relevant staff members in the AELM division and IT Unit with respect to applying the survey software's capacity to export data into other analytical software such as Microsoft Excel.
- 4.8 Within the budget parameters provided by MCIL, develop the specifications for any additional IT hardware and software that might be required by MCIL to efficiently and effectively operate and maintain the LMIS system as described above.
- 4.9 Conduct an exit meeting with the MCIL Management and produce end of Activity report to the CEO against the performance of duties under the full Terms of Reference.



5. Duration and Milestones

It is expected that the consultancy will have two (2) inputs with **5 days** for the first input and another **35 days** for the second input. The overall consultancy will be for **40 days** and will commence upon signing of a contract with the successful consultant. The consultant will be based in the MCIL Office located at the ACC Building in Apia.

Key Milestones:

Milestone	End Dates	Input Dates
5.1 Discuss and finalise work plan and due dates for milestones.	31 st August 2015	<u>Input 1</u> 31 st Aug-4 th Sept 2015 (5 days)
5.2 Produce review report with recommendations on the most appropriate software to meet MCIL's current and future LMIS data collection and reporting requirements and conduct End of Input meeting with the SQA Management and produce End of Activity report using the SQA Format, to the CEO against the performance of duties under the Terms of Reference	4 th September 2015	
5.3 Develop and implement the Labour Market and Information System using the approved software in the review report.	27 th October 2015	<u>Input 2</u> 28 th Sept 2015 to 2 nd November 2015 (35 days)
5.4 Training conducted with MCIL relevant staff on the LMIS and to ensure transfer of skills and knowledge to the MCIL relevant staff for sustainability and produce report.	30 th October 2015	
5.5 LMIS user manuals produced.	2 nd November 2015	
5.4 Conduct an exit meeting with the MCIL Management and produce end of Activity report to the CEO against the performance of duties under the full Terms of Reference	2 nd November 2015	

6. Consultant Qualification and professional expertise

Specific professional requirements of the Consultant for the assignment include the following qualifications, experience and skills:

- 6.1 Minimum qualification of a Bachelor's Degree in IT technologies, statistics or other relevant field or an advanced education qualification in this field
- 6.2 At least 5 years of professional experience in web based IT programme design and maintenance;
- 6.3 At least 5 years of work experience in web based information management;
- 6.4 At least 2 years' experience working with both the private and public sector in the development of similar programs and/or projects; and
- 6.5 Other trainings in the area of assignment will be an asset.



7 EXPECTED KEY OUTCOMES

Creating and having a LMIS in accordance with the specification in this TOR will assist the MCIL, to submit reliable information to policy makers, stakeholders, and users of labour market Information for decision making purposes. The Ministry will have effective and efficient data collection; electronic records keeping, analysis and reporting systems to meet its needs for reliable and updated sector statistics for planning and M&E purposes. The LMIS will enable better access to labour market information by national and international stakeholders, employers, the business community, researchers and the public.

8 REPORTING AND ACCOUNTABILITY

The Consultant is to report against the whole TOR in the format approved by the SQA. The Consultant is responsible to the Chief Executive Officer of the MCIL for performance of duties. The Consultant will work daily with the ACEO, AELM and IT Unit of MCIL in the implementation of the agreed work plan to achieve the milestones. Reporting on progress and final completion of responsibilities is to the CEO, MCIL and ultimately to the TVET Programme Implementation Committee through the ACEO AELM.

9 CONFIDENTIALITY

The title rights, copyrights, and all other rights of whatsoever nature in any material produced under the terms of this Assignment shall be vested exclusively in the Government of Samoa, and the consultant's should seek the approval of the Government of Samoa for any publication in relation to the consultancy which he/she may wish to undertake.

10. Relevant materials & further information

An information package of relevant documents and further information can be obtained from the SQA through the ACEO RPPD/TVET Programme Manager upon request via email eastermanila.silipa@sqa.gov.ws or telephone 20976.

