

Terms of Reference
Municipal Services and Social Resilience Project (MSSRP)

JOR/17/02/IBR (Project #: 106577)

Supervisor on Recruitment of Workers through Municipalities

1. Introduction

The Municipal Services and Resilience Project (MSSRP 2018-2022, P161465) funded under a World Bank Trust Fund intends to scale up activities that started under the Emergency Services and Social Resilience Project (ESSRP 2013-2017) and which target the improvement of infrastructure and service delivery based on the needs of communities hosting Syrian refugees and their municipalities while providing job opportunities for Syrians and Jordanians. Municipalities are responsible for functions and services including solid waste collection, construction, and maintenance of certain classes of roads, street lighting, slaughterhouses, markets, parks, libraries, and urban planning. Grants are provided under ESSRP/MSSRP to municipalities for selected categories of projects to enhance these functions and services.

The objective of MSSRP is to help Jordanian municipalities address service delivery impacts of the Syrian refugee influx and support investments that generate jobs and improve social and economic conditions in host communities. MSSRP therefore also aims to focus on job creation through public investment. As employment-intensive investment strategies are relatively new in Jordan, the International Labour Organization (ILO) has been approached to provide technical assistance to MSSRP to assess, monitor, and increase employment generation.

The project will allow ILO to mobilize a small team of local experts and consultants to support the recruitment processes of the workers at the MSSRP projects according to the recruitment strategy of the MSSRP and the ILO's decent work standards.

2. Objectives of the Technical Assistance

The immediate objective of the ILO Project is "to support and build capacity in MSSRP and its implementing agencies (Ministry of Local Administration and Cities and Villages Development Bank - CVDB) to assess, monitor and increase the labour-intensity of its capital investments"

This consultancy aims to facilitate the recruitment process of the workers at the MSSRP projects according to the recruitment strategy and ILO's employment procedures. The consultant will work under the guidance of the ILO Project Officer and EIIP Technical Officer to deliver the requested tasks. Also, the consultant will work in close coordination with the relevant municipalities in running the recruitment processes.

3. Deliverables

The consultant shall prepare and submit the following data for each project separately:

- 1) Eligible participants lists - Recruitment lists for unskilled, semi-skilled, and skilled.
- 2) Conduct and facilitate the lottery
- 3) Produce the Workers' data – final lists
- 4) Orientation activity for workers on DW – on project site

Also, the consultant shall submit a final report – as per the template at the end of the ex-col period for each project.

4. Activities for each project separately :

1. Desk review for the project-related materials and documents.
2. Participate in the recruitment training for the process,
3. Coordinate outreach activities (meet the local council to identify stakeholders, invitations for the public meetings, organize the public meetings with municipalities)
4. Collection of applications from applicants of Municipalities (online and hard copies), with direct, follow-up with data entry ex-cols and volunteers if needed.
5. Screening of applications and filtering according to agreed criteria – for the workers in each category – Unskilled, semi-skilled, and skilled.
6. Issue the eligible lists according to the required numbers (JOR, SYR, Women, PWDs),
7. Coordinate with the municipalities and contractors on the lottery event for the workers,
8. Issue the recruitment lists for the workers,
9. Coordinate with the Contractors on the selection/ interviews of semi-skilled and skilled workers according to the required numbers
10. Collect and combine the information of the workers – employment contracts, signing the code of conduct, copies of IDs.
11. Orientation for the workers on the decent work provisions.
12. Overall facilitation for the recruitment processes – representing the ILO.

5. Time frame

The assignment will take place in Jordan between the 1st of May and 31st of October 2022. Virtual and face-to-face meetings are required with the national staff and PMU of the project.

Transportation will be covered by the project for some projects, otherwise, the consultant shall plan his/her transportation.

6. Qualifications

- Education qualification: first University degree.
- Excellent computer skills in using Microsoft Office programmes.
- Excellent communication skills and interaction with local stakeholders and partners.
- Experience in working and collaborating with stakeholders including governments; engineers and municipalities in Jordan
- Working in community engagement activities and recruitment steps for workers.

7. Evaluation Criteria

The consultant will be evaluated upon:

- a) Technical experience related to the assignment requirements and qualifications,
- b) Financial proposal to complete the job.

8. Consultancy Fees

Item	Unit	Quantity	Daily rate	Total Value (USD) Quantity X daily Rate
Deliverable 1: Eligible participants lists for each project.	Days	40		
Deliverable 2: Conduct and facilitate the lottery	Days	40		
Deliverable 3: Produce the Workers' data – final lists	Days	40		
Deliverable 4: Orientation activity for workers on DW	Days	40		
			Total (USD)	

9. Payment modality

On monthly bases upon submitting deliverable numbers 1,2, 3, and 4.

10. List of Municipalities

مشروع الخدمات البلدية والتكليف الاجتماعي

مشاريع البلديات المستفيدة

#	location	اسم البلدية
1	Ajloun	عجلون الكبرى
2	Ajloun	الجنيد
3	Amman	سحاب
4	Aqaba	قريقره وفينان
5	Irbid	اربد الكبرى
6	Irbid	الوسطية
7	Irbid	غرب اربد
8	Irbid	دير ابي سعيد
9	Irbid	البرموك الجديدة
10	Irbid	الرمثا الكبرى
11	Irbid	سهل حوران
12	Karak	مؤتة والمزار
13	Maan	معان الكبرى
14	Madaba	مادبا الكبرى
15	Mafraq	الزعتري والمنشية
16	Mafraq	المفرق الكبرى
17	Mafraq	حوشا الجديدة
18	Mafraq	السرхан
19	Mafraq	صبيحا والدفيانة
20	Mafraq	ام الجمال الجديدة
21	Mafraq	الخالدية
22	Mafraq	الامير حسين بن عبدالله
23	Mafraq	الصالحية ونايفة
24	Zarqa	الظليل
25	Zarqa	الزرقاء
26	Zarqa	الازرق