



Technical Assistance Report

Project Number: 40131
October 2006

People's Republic of China: Employment Services for Migrant Workers

Asian Development Bank

CURRENCY EQUIVALENTS

(as of 15 October 2006)

Currency Unit	–	yuan (CNY)
CNY1.00	=	\$0.124
\$1.00	=	CNY8.08

ABBREVIATIONS

ADB	–	Asian Development Bank
CETTIC	–	China Employment Training Technical Instruction Center
ES	–	employment services
ICT	–	information and communication technology
MOF	–	Ministry of Finance
MOLSS	–	Ministry of Labor and Social Security
NDRC	–	National Development and Reform Commission
PRC	–	People's Republic of China
TA	–	technical assistance

TECHNICAL ASSISTANCE CLASSIFICATION

Targeting Classification	–	Targeted intervention
Sectors	–	Education; health, nutrition, and social protection
Subsectors	–	Technical education, vocational training, and skills development; social protection
Themes	–	Inclusive social development, gender and development
Subthemes	–	Human development, other vulnerable groups, gender equity in opportunities

NOTE

In this report, "\$" refers to US dollars.

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I. INTRODUCTION

1. At the request of the Government of the People's Republic of China, technical assistance (TA) for employment services (ES) for migrant workers was included in the country strategy and program update 2007–2008.¹ TA fact-finding was undertaken in August 2006 and an agreement was reached with the Government, including the Ministry of Finance (MOF), the National Development and Reform Commission (NDRC), and the Ministry of Labor and Social Security (MOLSS), on the TA's impact and outcome, outputs, costs and financing, implementation arrangements, and outline terms of reference for consulting services. The design and monitoring framework is presented in Appendix 1.

II. ISSUES

2. Over the past two decades, an estimated 120 million workers in the People's Republic of China have migrated from rural to urban areas in search of improved employment and income opportunities.² Rural–urban migration is continuing at a high pace, and an estimated 10 million workers are expected to migrate from the countryside each year during the 11th five-year program period (2006–2010) in search of employment in urban areas. While migrant workers have made a significant contribution to economic growth in key urban areas, the massive influx of migrant workers, most with limited employable skills and education, or even basic urban survival skills, has raised a large number of employment-related and social issues. The majority of migrant workers have relied on assistance from friends and relatives and the word-of-mouth network for migration and job seeking; and about one third left their homes without any public or private assistance. According to MOLSS estimates, only about 15% of all migrant workers have received assistance from publicly supported ES. In addition, migrant workers, as an expanding population group, have joined the ranks of the urban poor.

3. The current ES system no longer meets ES needs, which have risen markedly with the rate of rural–urban migration. Processes, information systems, and staffing levels and capacity are inadequate to meet current needs and urgently need to be reviewed and strengthened. An improved ES system, when effectively implemented, will deliver significant benefits. For migrant workers, effective public ES will reduce the costs of migration, resulting in (i) less time and resources spent on moving and job seeking, (ii) improved opportunities to find better and stable jobs; (iii) improved working conditions and rights protection; and (iv) higher earnings garnered in the longer term, thus improving living standards. At the macro level, strengthened ES will (i) reduce overall transaction costs, (ii) improve the effectiveness of the labor markets, and (iii) enhance sustained economic growth. A better ES system will lead to more orderly and effective rural–urban migration, which in turn will contribute to balanced development with less disparity between rural and urban areas and between more affluent coastal and less-developed central and western regions.³ Strengthening the public ES for migrant workers is consistent with the overall development strategies of the Government. Chapter 9 of the 11th five-year plan specifically cites the strengthening of ES as a key element in supporting the transfer and employment of the rural labor force.

¹ ADB. 2006. *People's Republic of China: Country Strategy and Program Update (2007–2008)*. Manila. The TA first appeared in *ADB Business Opportunities* on 15 August 2006.

² This estimate includes only interprovincial migrant workers. If intraprovincial migrant workers were included, the number would be about 200 million.

³ According to statistics, annual remittances from migrant workers amount to \$60 billion–\$70 billion, contributing significantly to raising the living standards of the rural population.

4. **Lack of Public ES Infrastructure for Migrant Workers.** The publicly supported ES system was established in the 1980s to support market reforms and sustained economic development. Until a few years ago, however, the system was focused on urban unemployment and reemployment, particularly those losing their jobs because of state-owned enterprise restructuring or groups with special difficulties in finding employment (e.g., the elderly and others with limited education and skills). Since 2005, high priority has been placed on improving policies and services for migrant workers in support of more orderly and effective rural–urban migration.⁴ Improving ES for migrant workers is a key pillar in the Government’s employment policy framework.⁵ However, the effective implementation of these policies will require a significantly improved ES system capacity. First, the established national ES network, covering neighborhoods and communities, exists only in urban areas. Effective mechanisms and measures will be needed to ensure that migrant workers receive pertinent advice and guidance before or as they start to migrate. Second, several agencies deal with migrant worker–related issues at the central and local government levels, and interagency policy coordination and implementation needs to be strengthened.⁶

5. **Labor Market Information and Information and Communication Technology (ICT) Constraints.** Systematic information systems—collecting, analyzing, processing, and using information about migrant workers and job market demand and supply, and disseminating and communicating this information effectively to users—are essential to effective migrant worker ES. A migrant-worker indicator system urgently needs to be established. This system should be based on the main phases or steps of the migration process and a clear understanding of typical issues and problems faced by migrant workers at each step. The information that is currently being collected is local and segmented, and is insufficient for providing effective ES to migrant workers. A dynamic indicator system should include information from both source and destination locations. The next step would be to design and put in place effective means and mechanisms for disseminating ES information to migrant workers. It is particularly important to provide them with appropriate advice and guidance in the early stages of the migration process.

6. Migrant workers have tended to work in a limited number of industries and professions, particularly in services that have grown fastest and have generated the most jobs. However, the ES system has not kept up with the growing need for timely information about job classifications and descriptions, technical and preparatory requirements, and other employment-related information. This detailed information about jobs rather than professions—the latter group is much broader and often too general to be useful for specific job guidance—will be instrumental in guiding migrant workers in their job search. The development of job classifications in professions and industries with high migrant-worker concentrations is thus a task that requires urgent attention.

7. The Government has invested significant resources in computerizing the public ES network over the years, but much remains to be done. Today, the local networks established in more than 100 medium-sized and large cities are playing an important role in improving the effectiveness and efficiency of public ES and labor markets. Extending the reach of the local networks, connecting them to regional and eventually national networks, and increasing their effectiveness are among the major challenges facing the system. A systematic approach is

⁴ As the wave of restructuring of state-owned enterprise is subsiding, the employment of school graduates (secondary, senior secondary, and tertiary) is also receiving increasing policy attention.

⁵ Recent policy documents include the State Council Directives #36 (December 2005) and #5 (January 2006).

⁶ In April 2006 an interagency coordinating group was established under the State Council as a mechanism for coordination at the central government level. MOLSS is the lead agency in the group. Similar mechanisms are being established at the provincial and lower government levels.

needed to assess holistically not only the resources required for expanding the ICT networks, but also measures and mechanisms for making the system more effective.

8. **Staff Capacity Constraints.** There is an acute shortage of ES professionals, especially at the advanced level. At present, there are fewer than 40,000 qualified employment guidance professionals nationwide, for a ratio of one professional to 50,000 people, compared with the ratio of 1:3,000 in advanced economies. In addition, there are severe shortcomings in the qualifications of staff and the quality and effectiveness of the advice and guidance provided by ES staff to migrant workers. The shift in focus of the publicly supported ES from urban unemployed (mainly from state enterprises) to migrant workers took place only recently, and most staff lack experience and qualifications to be effective in serving migrant workers. Only 6% of the 40,000 qualified vocational guidance professionals have qualifications at the advanced level, and there are few qualified vocational information analysts. Of these professionals, even fewer have expertise and experience in working with migrant workers. While capacity building is a long-term task, specific mechanisms and efforts to build capacity for public ES staff targeting migrant workers can bring significant benefits in the short and medium term. An urgent task is to improve the quality of the advice they give regarding job descriptions, job requirements, and required preparations in industries where migrant workers tend to concentrate, including processing and manufacturing, construction, social services, hotel and restaurant, and retailing (para. 6). As such capacity-building needs are systemic, it is essential to assess not only timing and resource needs but also effective methods of capacity building so that migrant workers can benefit at both source and destination locations in a relatively short time.

9. **Public-Private Sector Partnership.** While MOLSS and provincial labor bureaus are expected to provide basic ES, government policies encourage private sector participation in providing ES. Private firms providing fee-based employment services are particularly active in coastal urban cities and areas with a concentration of migrant workers. A number of professional associations and federations, including migrant workers' groups, also provide ES. There is a need to (i) review and improve ES policies and measures, including the regulatory environment for private ES providers; and (ii) assess the effectiveness of measures and mechanisms through which public ES and fee-based private ES can complement each other in better serving migrant workers by reducing their search costs and time, and helping them find appropriate jobs.

10. **Gender Issues.** Women, while accounting for less than 50% of all migrant workers, tend to concentrate in a narrow range of jobs and industries. For example, young women workers from other provinces dominate in numbers in many large manufacturing and processing plants in coastal urban areas. Issues specific to young women migrant workers must be systematically reviewed and ES must be tailored to their special needs.

11. MOLSS, the Executing Agency of the TA, has effectively collaborated with other bilateral and international agencies on urban employment issues.⁷ However, the TA is the first instance of international cooperation of this scale undertaken by MOLSS on ES for migrant workers. The TA will coordinate closely with the recent and ongoing TA provided by the Asian Development Bank (ADB) to support the Government's recent policy focus on urban poverty, including migrant workers.⁸

⁷ MOLSS has successfully cooperated with the Department for International Development of the United Kingdom and the International Labour Organization on general employment and urban employment issues.

⁸ ADB. 1999. *Technical Assistance to the People's Republic of China for Urban Poverty Study*. Manila; and ADB. 2005. *Technical Assistance to the People's Republic of China for Urban Poverty Strategy Study II*. Manila.

III. THE TECHNICAL ASSISTANCE

A. Impact and Outcome

12. The TA will strengthen the capacity and effectiveness of public ES for rural–urban migrant workers. As a result of the TA, higher authorities in the central and provincial governments are expected to consider key measures for improving ES for migrant workers.

B. Methodology and Key Activities

13. The TA outputs will be (i) key policy recommendations on measures and mechanisms for improving public ES for migrant workers, and (ii) widely disseminated publications on key TA findings and recommendations. The policy recommendations will be drawn from the analysis and assessment in the main TA report of the key issues discussed in paras. 2–10 above, including (i) policy environment, (ii) capacity constraints and efficiency issues, (iii) labor market information systems, (iv) capacity building for ES staff, (v) strengthening of public-private partnership, and (vi) gender issues. These policy measures and effective mechanisms for implementation should be identified, prioritized, and costed. Supporting technical reports will be prepared on (i) ICT systems and networks, and effective modes and means of information dissemination to migrant workers; and (ii) staff capacity-building needs in key areas including information management, coordination, and networking, to improve vocational guidance for migrant workers. Policy recommendations and key TA findings will be processed and packaged as knowledge products for dissemination among the stakeholders and the general public through a variety of media including websites, printed materials, and presentations at conferences.

14. A survey will be conducted and its results carefully analyzed at the start of TA implementation to gain a better understanding of the migration process, and the need for ES at each step of the process. This knowledge will be essential to the design of a set of migrant-worker indicators, on which the systematic reporting, processing, and use of migrant-worker information for public ES will be based. A better information system, in turn, is needed to strengthen the capacity of ES staff and the effectiveness of the services provided to migrant workers by the public ES system. The survey will also provide information about poverty among migrant workers and how ES can help improve the situation through better jobs and higher income.

15. Three workshops and one conference will be held. The workshops will serve as a venue and platform for (i) sharing TA findings at various stages, (ii) building consensus among TA stakeholders, and (iii) getting feedback for improving the TA work and findings. The workshops will be issue-oriented and are tentatively scheduled to be held at the start of the TA, halfway through the TA, and before the conference. The conference will be held toward the end of the TA to (i) disseminate the main findings of the TA, (ii) exchange experiences and information about public ES for migrant workers within the country and those going abroad, and (iii) provide inputs for improving and finalizing the main report.

16. A study visit will be held early in the TA implementation. The participants will be officials from central and provincial government who make and implement policies relating to public ES for migrant workers. The visit will allow these key officials to (i) experience good practice firsthand in a country with rich experience in migrant-worker issues, and (ii) exchange experiences and lessons learned with officials from other countries.

17. The TA will work with MOLSS to address issues of concern at the central level, and will focus on Shandong, Shanxi, and Sichuan provinces, which have typical employment issues relating to migrant workers, to address provincial and local level issues.

C. Cost and Financing

18. The total cost of the TA is estimated at \$450,000 equivalent, of which \$300,000 will be financed on a grant basis by ADB's TA funding program. The Government's contribution, estimated at \$150,000 equivalent, will be in kind and will cover remuneration of counterpart staff, office space, furniture, administrative support, and logistics. Detailed cost estimates are in Appendix 2.

D. Implementation Arrangements

19. The TA will be implemented in 10 months, from December 2006 to October 2007. MOLSS will be the Executing Agency, and the China Employment Training Technical Instruction Center (CETTIC), which is affiliated with MOLSS, will be the Implementing Agency. MOLSS and CETTIC will coordinate with provincial government agencies to ensure the timely implementation of all TA activities. ADB will establish an advance payment facility with CETTIC to facilitate the timely implementation of TA activities. A project advisory committee, consisting of representatives from MOF, NDRC, and MOLSS, will provide overall guidance and supervise the TA implementation.

20. The TA will require 29 person-months of consulting services, to be provided intermittently during the implementation. The consultants will comprise one international consultant (3 person-months) and four national consultants with expertise and experience in (i) ES policies, systems, and implementation; (ii) employment policies for migrant workers; (iii) vocational guidance; and (iv) labor market information and ICT systems and networks. The international consultant will be the team leader and one of the national consultants will be the deputy team leader. The consultants will be recruited individually in accordance with ADB's *Guidelines on the Use of Consultants*. The outline terms of reference for consultants are in Appendix 3.

IV. THE PRESIDENT'S DECISION

21. The President, acting under the authority delegated by the Board, has approved the provision of technical assistance not exceeding the equivalent of \$300,000 on a grant basis to the Government of the People's Republic of China for Employment Services for Migrant Workers, and hereby reports this action to the Board.

DESIGN AND MONITORING FRAMEWORK

Design Summary	Performance Targets/Indicators	Data Sources/Reporting Mechanisms	Assumptions and Risks
<p>Impact</p> <p>Strengthened capacity and effectiveness of public ES for rural–urban migrant workers</p>	<p>Percentage of migrant workers resorting to public ES increases from the present 15% to 30% within the 11th five-year plan period (2006–2010)</p> <p>Higher average wages for migrant workers in major cities in Shandong, Shanxi, and Sichuan provinces</p>	<p>MOLSS statistics</p> <p>Other official statistics</p>	<p>Assumptions</p> <ul style="list-style-type: none"> • Rural–urban migration continues, together with sustained high economic growth • Central and local governments adopt key TA recommendations • Adequate resources are allocated to replicate the TA outcome in other provinces as part of national efforts to improve public ES for migrant workers as a priority in the 11th five-year program period <p>Risk</p> <ul style="list-style-type: none"> • Uneven progress is made across provinces in improving public ES for migrant workers
<p>Outcome</p> <p>Consideration by higher authorities in central and provincial governments of key measures to improve ES for migrant workers</p>	<p>Main policy recommendations submitted to MOLSS and higher authorities for consideration by end-2007</p> <p>A migrant worker indicator/monitoring system for public ES proposed by end-2007</p> <p>Effective and appropriate means proposed by end-2007 for dissemination of employment-related information to migrant workers</p> <p>Capacity-building efforts for staff providing public ES for migrant workers proposed by end-2007</p>	<p>Technical assistance completion report</p> <p>Post-TA implementation government feedback</p>	<p>Assumptions</p> <ul style="list-style-type: none"> • The selected provinces devote adequate resource and staff inputs to the project • Key TA recommendations are supported by MOLSS, the EA <p>Risks</p> <ul style="list-style-type: none"> • Officials from the selected provinces lack experience in working with ADB (procedures and requirements) • Relevant officials of EA and IA lack experience in working with ADB • Government policy directions on migrant workers change
<p>Outputs</p> <p>1. Key policy recommendations on measures and mechanisms for improving public ES for migrant workers</p>	<p>Specific recommendations on reforms needed in the public ES system including</p> <ul style="list-style-type: none"> (i) building staff capacity; (ii) improving the ICT system; (iii) strengthening PPP; (iv) addressing gender issues; (v) enhancing system 	<p>Inception report with detailed work plan submitted within month 1</p> <p>Midterm report submitted by month 5</p> <p>Draft final report submitted</p>	<p>Assumptions</p> <ul style="list-style-type: none"> • Selected provincial governments cooperate effectively, and MOLSS provides effective coordination • Information needed to analyze issues is available • Stakeholders participate

Design Summary	Performance Targets/Indicators	Data Sources/Reporting Mechanisms	Assumptions and Risks
2. Widely disseminated publications on key TA findings and recommendations	efficiency; and (vi) developing a migrant-worker indicator system. National conference held and conference report submitted within month 10	by end of month 9 Main report finalized by end of month 10	actively in the workshops and conference Risks <ul style="list-style-type: none"> • Selected provinces lack experience in working with ADB (procedures and requirements). • There is a lack of migrant worker participation in the survey
Activities with Milestones 1. Review and analysis of issues 1.1 Prepare TA inception report and hold TA inception workshop within month 1. 1.2 Prepare TA midterm report by month 5. 1.3 Prepare draft TA final report by end of month 9. 2. Preparation, conduct, and analysis of results of the survey of migrant workers 2.1 Design the survey by end of month 1. 2.2 Conduct the survey before month 4. 2.3 Analyze survey results by end of month 4, to be incorporated in TA midterm report. 2.4 Prepare midterm report including any technical report identified at the inception stage. 3. Organization and facilitation of three workshops 3.1 Prepare and facilitate a workshop at or after TA inception, midterm, and before the national conference. 3.2 Prepare and submit a workshop report on each workshop held. 4. Organization and conduct of the study visit 4.1 Organize the study visit; select the host country, organizations, timing of the visit, participants, and key activities including resource speakers. 4.2 Conduct the visit. 4.3 Prepare and submit a report on the visit including any follow-up activities and plans. 5. Organization and facilitation of the final conference to disseminate the main TA findings and consult with the public 5.1 Prepare the conference; identify national and international participants and speakers. 5.2 Hold the conference. 5.3 Prepare and submit a report on the conference, including key recommendations for improving the draft final TA report, public dissemination plans, and any other follow-up activities and plans.			Inputs ADB: \$300,000 <ul style="list-style-type: none"> • Consulting services: \$202,000 • Survey: \$10,000 • Seminars, conference: \$50,000 • Study visit: \$25,000 • Contingencies: \$13,000 Government: \$150,000 <ul style="list-style-type: none"> • Office and transport: \$60,000 • Counterpart staff: \$60,000 • Others: \$30,000

ADB = Asian Development Bank, EA = executing agency, ES = employment services, IA = implementing agency, ICT = information and communication technology, MOLSS = Ministry of Labor and Social Security, PPP = public-private partnership, TA = technical assistance.

COST ESTIMATES AND FINANCING PLAN
(\$'000)

Item	Total Cost
A. Asian Development Bank (ADB) Financing^a	
1. Consultants	
a. Remuneration and Per Diem	
i. International Consultants	60.0
ii. National Consultants	104.0
b. International and Local Travel	20.0
c. Reports and Translation	18.0
2. Survey	10.0
3. Workshops, Seminars, and Conference	50.0
4. Study Visit	25.0
5. Contingencies	13.0
Subtotal (A)	300.0
B. Government Financing	
1. Office Accommodation and Transport	60.0
2. Remuneration and Per Diem of Counterpart Staff	60.0
3. Others	30.0
Subtotal (B)	150.0
Total	450.0

^a Financed from ADB's technical assistance funding program.

Note: Unless otherwise agreed by the Ministry of Labor and Social Security, TA funds for budget lines A2–A4 will be administered by the China Employment Training Technical Instruction Center.

Source: ADB estimates.

OUTLINE TERMS OF REFERENCE FOR CONSULTANTS

1. The technical assistance (TA) will require the intermittent services of a team of five consultants for a total of 29 person-months of services. There will be one international expert on public employment services (ES) systems and public-private partnership in ES, and four national consultants, one each in of (i) migrant workers' employment policies and implementation, (ii) public ES system improvement (capacity and efficiency), (iii) vocational guidance and development, and (iv) labor market information system and information and communication technology (ICT) networks for employment services. The international consultant will be the team leader and the national consultant on public ES systems will be the deputy team leader. The consultants will be responsible for producing the TA's outputs and deliverables effectively and on time, and for organizing and carrying out all TA activities including the survey and the study visit. Their responsibilities are outlined below.

A. Team Leader and Expert on Public Employment Services Systems and Public-Private Partnerships in ES (international, 3 person-months)

2. The team leader will

- (i) Coordinate with the deputy leader in submitting to the Ministry of Labor and Social Security (MOLSS), the Executing Agency, the China Employment Training Technical Instruction Center (CETTIC), the Implementing Agency, and the Asian Development Bank (ADB) an inception report within 1 month after the start of the TA. The report will contain (a) a work plan detailing each team member's inputs (to be updated periodically as needed), (b) an outline of the main TA report and schedule, and (c) the design and plans for conducting the survey on migrant workers.
- (ii) Work with the deputy leader to ensure a clear delineation of responsibilities among team members and national and local government counterparts in preparation, implementation, and follow-up work for the TA survey, reports, workshops, seminars, and other TA activities including the study visit.
- (iii) Work with the deputy leader to ensure (a) implementation of the TA according to the terms of reference and any subsequent instructions or guidance that may be provided by MOLSS, CETTIC, or ADB; and (b) the timeliness and quality of the consulting team's outputs and deliverables.
- (iv) Be responsible for a comprehensive assessment of the ES system based on in-depth analysis of the broad policy environment and ES policy framework; institutional (financial, administrative, etc.) capacity at the central, provincial, and local levels, as well as specific areas of ES capacity; information system development and use; capacity building; and the status and possibilities of public-private partnerships in ES for migrant workers. The analysis should be focused on public ES for migrant workers.
- (v) On the basis of (iv) above, be responsible for identifying constraints and opportunities to make administrative, financial, and institutional improvements in the ES system, and for recommending effective mechanisms and measures to improve the ES system for migrant workers, including specific and effective measures to strengthen public-private partnerships in ES for migrant workers. The recommendations made should be clear and specific, should be costed, and should have a prioritized implementation schedule.
- (vi) Be responsible for systematically introducing advanced international experience

on ES with a focus on migrant workers from countries rich in such experience and international organizations with expertise in this area; materials thus collected should be compiled into a separate report (which could become a technical report within the final main report). The outline of this report should be presented and provided at TA inception.

- (vii) Be responsible for ensuring the quality of the survey on migrant workers to be conducted at an early stage of the TA implementation, especially with regard to the methodology used in survey design and implementation, and the systematic review and analysis of the survey results.
- (viii) Be responsible for coordinating with other multilateral and bilateral development partners of the People's Republic of China working on related issues and topics.
- (ix) Be responsible for ensuring the quality of the final main and technical reports of the TA.
- (x) Be responsible for preparing, on the basis of the main TA report and technical reports, a concise executive summary focusing on key findings and policy recommendations.
- (xi) Be responsible for preparing and finalizing publications based on the TA outputs and TA reports.

B. Deputy Team Leader and Specialist on ES Policies and Systems (national, 8 person-months)

3. The deputy team leader will

- (i) Coordinate with the team leader in submitting to MOLSS, CETTIC, and ADB an inception report within 1 month after the start of the TA. The report will contain (a) a work plan detailing each team member's inputs (to be updated periodically as needed), (b) an outline of the main TA report and schedule, and (c) the design and plans for conducting the survey on migrant workers.
- (ii) Work with the team leader to ensure a clear delineation of responsibilities among team members and national and local government counterparts in preparation, implementation, and follow-up work for the TA survey, reports, workshops, seminars, and other TA activities including the study visit.
- (iii) Work with the team leader to ensure (a) implementation of the TA according to the terms of reference, and any subsequent instructions or guidance that may be provided by MOLSS, CETTIC, or ADB; and (b) the timeliness and quality of the consulting team's outputs and deliverables.
- (iv) Prepare a comprehensive analysis and assessment of the policy, institutional, and financial aspects of the ES system and its specific role and impact on migrant workers; identify constraints and opportunities; and provide specific and clear recommendations on mechanisms and measures for improving ES for migrant workers. These recommendations should be costed and should have prioritized implementation schedules.
- (v) Prepare a report on the assessment of the capacity of the ES system to meet the employment challenges for migrant workers in the next 5–10 years; identify constraints and opportunities and make recommendations to meet these challenges, with costed options and a prioritized implementation schedule.
- (vi) Work with other team members to design, conduct, and analyze the survey of migrant workers; and provide expert opinion on the recommendations thus made to improve public ES for migrant workers.

- (vii) Work with the ICT specialist on the design of a set of indicators for migrant workers and its related reporting system, and provide expert opinion and recommendations on the system's appropriateness, usefulness, and implementation within the ES system, with plans for phased implementation and small-scale pilot-testing; provide inputs into the assessment and recommendations on the ICT network and information system for public ES.
- (viii) Work with the vocational guidance and development specialist on the assessment of capacity building for ES, especially staff needs and training needs; make appropriate recommendations on a capacity-building plan focused on improving the staff's effectiveness in providing ES for migrant workers, with an implementation schedule and resource needs.
- (ix) Work with the international consultant and the national consultant on migrant-worker employment policies and implementation, focusing on public-private partnerships and gender issues, and ensure that such analyses and relevant recommendations are suitably incorporated in the main report and technical reports.
- (x) Be responsible for coordinating with relevant government agencies including the Ministry of Finance, the National Development Reform Commission, MOLSS, and CETTIC, as well as provincial agencies and officials, to ensure the effective and timely implementation of all TA activities.
- (xi) Be responsible for the coordination, finalization, and timely submission of all reports to MOLSS, CETTIC, and ADB, including the draft final report and other reports, all key research reports, and TA implementation reports.
- (xii) Assist the team leader in preparing and finalizing the executive summary and the knowledge products.
- (xiii) Be responsible for the timely and effective functioning of the seminars, workshops, and conference.
- (xiv) Act as team leader when the team leader is not in the field.

C. Specialist on Migrant Worker Employment Policies (national, 6 person-months)

4. The specialist will

- (i) Prepare a comprehensive assessment of migrant workers with regard to ES, as background input to the main report. The report should also provide systematic information about migrant workers to set the context for its focus on public ES for migrant workers.
- (ii) Be responsible for designing and conducting the survey on migrant workers, and the subsequent systematic analysis of the survey results. The survey should identify and assess main phases or steps in the migration process, and migrant workers' potential need for public ES at each step, specific shortcomings of the present ES system for migrant workers, and the role of the private sector in providing ES to migrant workers. It should also provide information about poverty among migrant workers and how ES may reduce poverty through better jobs and higher income.
- (iii) Be responsible for identifying the information needs of migrant workers in the migration process and effective means of information dissemination appropriate to migrant workers, as well as the complementary role of the private sector in providing ES to migrant workers, with prioritized and costed recommendations for implementation (including phasing and pilot-testing).

- (iv) Work with other team members to prepare a set of migrant-worker indicators and the related reporting system; provide expert opinion, in particular on the appropriateness and effectiveness of such systems; and provide an assessment on the appropriateness and suitability of all analyses and recommendations on measures and mechanisms for improving the public ES system for migrant workers.
- (v) Provide gender analysis in all the tasks above and incorporate the analysis and recommendations in all reports and in the survey.
- (vi) Assist the team leaders in preparing the main report and other reports, and in preparing and participating in the workshops, conference, and other TA activities; and undertake other relevant responsibilities assigned by the team leaders.

D. Vocational Guidance Specialist (national, 6 person-months)

5. The specialist will

- (i) Prepare a comprehensive assessment of the status of vocational guidance and development within the public ES system, with a particular focus on migrant workers; identify constraints and opportunities for improving public ES for migrant workers with respect to vocational guidance and development; make clear and specific recommendations on measures and mechanisms for improvements, with costed options and a prioritized implementation schedule.
- (ii) Work with other team members to design a migrant-worker indicator system and its reporting system; identify constraints and opportunities in implementing such systems in terms of vocational guidance and development.
- (iii) Be responsible for identifying the need for more job classifications in those industries and professions with a concentration of migrant workers; propose plans for providing the job classifications with a costed and prioritized implementation schedule including a phased approach and small-scale pilot-testing.
- (iv) Be responsible for assessing the capacity-building needs of the public ES system in terms of vocational guidance and development, including needs arising from the survey results and other TA activities; and propose capacity-building plans to mitigate the constraints. The plans should be phased and should explore training-the-trainers and other tested capacity-building approaches, including small-scale pilot-testing focused on migrant workers.
- (v) Work with the ICT specialist on improvements in the ICT network and the information system to increase the coverage and effectiveness of vocational guidance and development for migrant workers. The recommendations and plans thus proposed should be clear and specific, with costed options, and should follow a prioritized implementation schedule.
- (vi) Assist the team leaders in preparing and finalizing the main report and other reports, and in preparing and participating in the workshops and conference; undertake other relevant responsibilities assigned by the team leaders.

- E. Specialist on Labor Market Information and ICT Networks for ES** (national, 6 person-months)
6. The specialist will
- (i) Prepare a report containing a comprehensive analysis and assessment of the effectiveness of the existing information system for the public ES system. The analysis should incorporate the Government's long-term development plan for the information system; identify constraints and opportunities in both hardware (ICT network, etc.) and software (effective use of the network and staff effectiveness and related capacity building) in meeting the challenges that the public ES system is expected to face in the next 5–10 years; and make recommendations to meet the challenges identified. The recommendations made should be clear and specific, with costed options, and should follow a prioritized implementation schedule.
 - (ii) Work with other team members to design, conduct, and analyze the survey and its results; and, on the basis of the survey results, be responsible for conceptualizing and designing a set of migrant-worker indicators and the associated reporting system; identify constraints in implementing such a system including an appropriate means of information dissemination and communication to migrant workers; and make recommendations on how to deal with these constraints, with costed options and a prioritized implementation schedule.
 - (iii) Assist the vocational guidance specialist in preparing plans for further classifying jobs in professions with a concentration of migrant workers, and in the phased implementation and pilot-testing of these plans.
 - (iv) Assist the team leaders in preparing the main report and other reports, and in preparing and participating in the workshops and conference; undertake other relevant responsibilities assigned by the team leaders.