

REQUEST FOR CONSULTANCY SERVICES
Service Contract (SC)

“Gender-Sensitive Research on skills development provision in the Agro-processing, Tourism, and ICT Sectors in Albania”

Project Unit: RisiAlbania – Partner for Growth

Project: “Making the Labour Market Work for Young People” funded by Swiss Development Cooperation

Location: Home based

Estimated duration: mid-August - beginning of October

Deadline to submit Application: 20th July 2017

Interested candidate should send their proposals and a copy of the documents required to the following e-mail addresses: eshyti@risialbania.al and Nathalie.Gunasekera@helvetas.org.

1. Background

The RisiAlbania Project is funded by the Swiss Agency for Development and Cooperation (SDC) and implemented by a consortium consisting of HELVETAS Swiss Intercooperation and Partners Albania. The overall goal of the project is to contribute to an increase in employment opportunities for young women and men (age 15-29) in Albania. The goal will be achieved through (i) enhanced growth and job creation by the private sector in three selected subsectors (*agro-processing, tourism and ICT*) and (ii) improved access to job opportunities and interaction between private sector (labour demand) and young women and men (labour supply).

Three sectors agro-processing, tourism and ICT have been identified with great potential to create employment for the youth and are expected to grow fast in the next few years, if existing constraints are tackled effectively. Private sector companies consistently identify low non-appropriate skill levels amongst the labour force as one of the key constraints to business growth.

RisiAlbania is interested to look at the opportunities to support private non formal skill providers to develop and implement practical and business involving training programs and innovative learning methodologies as well.

2. Objective of the consultancy

The purpose of this consultancy assignment is to provide a gender sensitive assessment of the non-formal skills supply mainly for the agro-processing, tourism and ICT sectors. The purpose is to identify for each of the target sectors what skills are supplied at the present time by training providers, and the systemic constraints preventing the private non-formal training market to improve their performance and offer related with the target sectors. The analysis will focus also on the interaction between the private sector and private training providers, analyse the channels used for this interaction, and will include the analyses of the main constraints for the existing collaboration

between the private sector and private training providers. The research will examine whether equal opportunities in non –formal training are offered to both young women and men.

The results and recommendations of this survey will serve as a basis for future interventions for the RisiAlbania project to improve the supply of private non-formal training programs in order to meet market demand and increase employment of young people.

3. Expected Output:

The research should assess skills supply by the private training market in each of the three target sectors, which are defined below:

- Agroprocessing, including only processing companies of agricultural value chains;
- Tourism, catering and hospitality sectors;
- ICT, including IT services, Call Centers, and Telecommunications.

For each of the sectors mentioned above, research will include A) Assessment of private skills training providers and their programs; B) Analysis of constraints of the current situation; and C) Conclusions and recommendations on how to improve the provision of demand-oriented private non-formal training programmes.

A) Assessment of private non – formal training providers and their programs.

- Provide the mapping of all types of non-formal training providers, including non-formal private skill providers such NGO providers, on-the-job-training, etc.
- Describe the training programs and learning methodologies provided by private providers, the occupation and qualification levels, and numbers of graduates from these programs; determine how many of the graduates found employment (or were already employed while attending the training) and the average time required to find employment upon completing the training.
- Determine the level of economic viability of skill training providers and their capacity to develop/add on new skills training programs/learning methodologies.
- Describe the approach on which training providers are based to develop new programs/learning methodologies.
- Identify possible short-comings on providing training programmes suitable to the needs of socially disadvantaged youth (including women) by private non-formal training providers and efforts of positive discrimination to balance these gaps.
- Identify and analyse any co-operation between private non-formal training providers and public formal and non-formal training/educational providers.

B) Analysis of constrains of the current situation:

- Evaluate and analyse existing co-operation between private non-formal training providers and private businesses (and underlying reasons for success or lack of cooperation).
- Analyse channels used by the private sector to fulfil their demands for qualified employees.
- Analyse reasons of possible mismatch between demand and supply.
- Complete an in-depth analysis why private non-formal training providers are not able to meet demand for skills by the private sector.
- Identify any bottlenecks in the regulatory framework (if any) preventing the providers to adapt their programs and respond better to market demand.

C) Research conclusions and recommendations on how to improve the provision of demand-oriented private non-formal training programmes.

The section should specifically address the following points:

- Recommend ways to improve and/or create cooperation between the private sector and private non-formal training providers to strengthen training delivery.
- Provide recommendations to RisiAlbania on how to support non-formal training providers to adapt their training programs to meet market-demand (can tackle issues relevant to all three sectors or sector-specific).
- Recommend changes and updates to occupations and qualification levels coming from non-formal training providers in order to meet market demand.
- Provide advice on how commercial training providers can be responsive to the needs of socially excluded and marginalized youth; advice on the feasibility of commercially viable training programmes for socially disadvantaged youth

4. Methodology

The consultant is expected to use a wide range of methods but shall use at the least the following methods as appropriate:

- *Desktop Resarch:* the consultants will review and analyse relevant secondary sources documents.
- *Direct Interviews:* the consultant will conduct interviews with private non-formal providers from each sector, and other key stakeholders like line ministries, donors, associations,

5. Deliverables

The Consultant will provide an analytic report (20 pages + annexes), elaborating the issues mentioned above (see expected output). The report should include and not be limited to the following:

- Executive Summary that includes main findings, conclusions and recommendations;
- A description of methodology used;
- Scope and possible limitations of the research;
- Main findings and the analysis;
- Conclusions, based on the findings and their analysis;
- The recommendations, clearly linked to the conclusions;
- Report shall make reference of the sources used, like different reports, literature, websites, interviews, etc.

The Annexes of the report shall include:

- The Terms of Reference
- List of abbreviations
- List of documents and bibliography
- Contact list of people interviewed (names, organization, function, experience in...)

The Consultant will present the findings and recommendations in a de-briefing workshop with Risi.

6. Consultancy profile

The ideal candidate/team for this position will be assessed according to the following requirements:

- Proven experience in conducting similar research is an advantage;
- Solid knowledge about labour markets and familiarity with youth employment;
- Previous experience in skills development
- Excellent communication in English, both in speaking and writing;
- Strong analytical skills – gender and social equity analytical skills are an asset;
- Familiarity with Risi Albania’s strategy and methodologies.

7. Management and reporting

For the duration of the contract, the Consultant will be attached an Intervention Manager (IM) to whom the Consultant will report and be accountable. The IM may accompany the Consultant in several meetings with stakeholders and will be kept informed during the research process. The Consultant will work closely with the IM for the inception of the study and periodically meet according to a monitoring and reporting plan which will be agreed upon during inception meetings.

- The responsible body representing RisiAlbania is the PM of the project but the IM will be the partner for managing the completion of this assignment.
- The scope of the work of the Consultant does not foresee using the premises of the project, but does not exclude the possibility when the need arises.
- In addition to the expected reports, the Consultant should provide biweekly notes to the IM with a progress report (to be further elaborated together) on the planned activities and a final debriefing power point presentation of the findings.
- Risi Albania will share with the Consultant all available reports and other secondary data on labour market and the target sectors.

8. Documents to be included in the offer submission

a) Work proposal

Describe briefly:	
The reasons why you are the best candidate to successfully fulfil the service requested	Free format
The methodology or activities you would use to successfully fulfil the service or activities requested	Free format

b) Financial proposal (free format)

The proposed fee shall include all the taxes.

c) Latest CV of consultant/organization, documentation of relevant previous experience (if possible) and contacts of the respective references.

9. Candidate assessment and selection

The selection of the Consultant will be evaluated based on a cumulative analysis of the fulfilment of the evaluation criteria. The contract will be awarded to the Consultant getting the best technical-economic combination based on the evaluation criteria below:

Evaluation Criteria	Maximum score per requirement
Proven experience in researching similar areas (such as labour markets, economics would be an advantage)	20%
Previous experience in skills development	20%
Previous work in labour markets and target sectors of agro-processing, tourism and ICT	10%
Quality of planning, methodology and activities suggested for completing the service.	40%
Previous work demonstrating the analytical skills (gender and social equity analytical skills are an added advantage)	10%
Total	100%