



Inclusive jobs and education for refugees and host communities
-PROSPECTS-

Call for proposals for non-profit organizations

TOR Title	Piloting Job Search Club (JSC) methodology in Duhok and Ninawa governorates			
Country	Iraq	Project Code	IRQ/19/50/NLD - 107275	
Duration	From	01/09/2023	to	31/05/2024
Pillar:	Education			
Outcome:	05: Improved labour market governance and mobility supporting transition to and entry into employment and formalization			
Output:	05.01 Increased provision of employment services (career guidance and job matching/placement, including internships, apprenticeships, on-the-job training), for forcibly displaced and vulnerable host communities			
Activity / BL	05.01.01 – Pilot Job Search Club (JSC) methodology in Duhok and Ninawa governorates			

PROJECT BACKGROUND

1. General Background

The forced displacement crisis has increased in scale and complexity in recent years. According to UNHCR, 79.5 million people were forcibly displaced worldwide at the end of 2019¹. Forcibly displaced persons (FDPs), including refugees and internally displaced persons (IDPs) face specific vulnerabilities, including loss of assets and psychological trauma, limited rights, lack of opportunities, a protection risk as well as a risk to be out of school, and a lack of planning horizon. In addition, the communities hosting FDPs also struggle to pursue their own development efforts.

In response to the considerable challenges facing FDPs and host communities, a new partnership initiative titled: '**PROSPECTS**' Partnership for improving Prospects for host communities and forcibly displaced persons, was launched by the Government of the Netherlands, that brings together the International Finance Corporation (IFC), the International Labour Organization (ILO), the UN Refugee Agency (UNHCR), the UN Children's Fund (UNICEF) and the World Bank. Through the PROSPECTS partnership, the five partner agencies aim to leverage their comparative advantages and areas of expertise to programme complementary and interdependent interventions that address education, employment, and protection challenges. The partnership spans eight countries, namely Egypt, Ethiopia, Iraq, Jordan, Kenya, Lebanon, Sudan, and Uganda and covers the period 2019-2023.

2. ILO PROSPECTS in Iraq

In Iraq, the PROSPECTS partnership aims to support national efforts to strengthen systems and develop/implement policies that promote inclusion and socio-economic development of forcibly displaced and host communities, whilst working closely with local authorities, business/private sector, and communities to identify, maximize, and realize opportunities on the ground. With a geographic focus on the governorates of Dohuk and Ninawa, the partnership focuses on three pillars, namely: education and learning; employment with dignity and protection pillars, while promoting new ways of working and a learning agenda (fourth pillar).

Within the framework of the Education and Employment with Dignity pillars of the PROSPECTS partnership in Iraq, ILO's focus is on supporting thousands of forcibly displaced persons and host community members to access more and better livelihoods and decent job opportunities. It is doing so through an integrated approach that support market-

¹ <https://www.unhcr.org/5ee200e37.pdf>



driven skills training; improve public employment services; implement labour intensive infrastructure projects; promote financial inclusion; and support business start-ups and micro, small, and medium-sized enterprises (MSMEs).

ASSIGNMENT BACKGROUND AND OBJECTIVES

Despite Iraq having a youthful population, with nearly 50 percent of the population under 19 years of age, and 20 percent of the population between 15 and 24, there are limited opportunities to absorb the population into productive learning, employment, and enterprise opportunities. It poses a key challenge for their re-integration in a fragile, post-conflict economy. According to ILO Iraq labour force survey of 2021, unemployment rate stood at 16.5 percent and youth unemployment stood at 35.8%.

Dohuk is one of three governorates administratively linked to the Kurdistan Region of Iraq (KRI) with a population of 1.5 million. It hosts the second largest population of both IDPs and refugees in Iraq – over 318,780 IDPs and 94,100 refugees. This has its effect on labour market and job opportunities. For example, Duhok is with high unemployment especially among youth and women. Unemployment rate in Duhok governorates reached 24.1 % compared to 16.5% - the total unemployment rate in Iraq. This represents the fourth highest governorate in unemployment and the first in KRI. Also, there are 537,972 persons who are outside the labour market, representing 60.4% of total labour force. In addition to that, there are 34% who are not in employment, education, or training (NEET) in Duhok governorate. Youth unemployment in Dohuk is believed to be over 25% among the forcibly displaced.

Nineveh Governorate, of which the historic city of Mosul is the capital, was one of the most heavily affected by the conflict and the city itself was the most severely damaged. As of December 2020, the total number of returnees in the Nineveh Governorate stood at 1.89 million individuals out of 4.83 million nationwide. This is the largest returnee population compared to other governorates. This large number of returnees to Nineveh poses pressure on the local economy and requires large-scale programmes to reintegrate them and support their access to skilling, livelihoods and employment. Unemployment rate in Ninawa governorate reached 32.8 %. This represents the highest governorate in unemployment in Iraq. Also, there are 1,563,988 persons who are outside the labour market, representing 62.4% of total labour force. In addition to that, there are 53.8% who are not in employment, education, or training (NEET) in Duhok governorate.

In the context of these compounding challenges and vast needs, geographically prioritized hotspots i.e., in Duhok and Ninewa governorates are targeted under this partnership, where forcibly displaced and affected host communities report the most difficulty with protection, education, livelihoods, services, social cohesion, and safety. One of the identified areas of support for young people in both governorates is to strengthen and improve their capacities in searching for jobs. This ranges from providing them with enhanced career guidance and counselling to job search skills that would facilitate their transition to the labour market. In this context, and under the employment pillar, PROSPECTS is developing and piloting "job search clubs" to facilitate transition to decent employment for refugees and host communities, young women and men in Ninawa and Duhok governorates in particular.

Job search clubs have been a key element in ILO supported youth employment programmes in several countries, where they have provided an enabling environment for young people to gather and share resources and contacts, while searching for jobs in their various fields under the supervision of trained facilitators. Job Clubs have proven successful in many countries in Europe, in Canada, the US, Argentina, Central Asian countries, Algeria, Egypt, and Jordan. The ILO will adapt the JSC methodology to the context in Iraq.

Job Club enables job seekers to find a suitable job within the shortest feasible period by creating supportive groups of individuals who share the same need while receiving intensive coaching on job search related skills. Club members meet daily for two weeks (or until they find a job) under the supervision of a trained facilitator who provides them



with the guidance, information, and tools they need during their search for employment. In addition, members assist one another to enhance their job-hunting skills, providing mutual support and encouragement. Ideally, a new Club is started each month.

The Job Club was first conceived as a behaviourally oriented, client-responsible model of job search and placement (Azrin et al., 1975). The Job Club approach is based on two main hypotheses: (1) that job seekers can function independently and effectively in their own job search; and (2) that finding employment is in itself a full-time job, which is easier done with a group of people. The Job Club methodology has since been updated to include more recent job search strategies incorporating the latest information and communication (ICT) technologies and other innovations such as social media mechanisms in job finding. The latest revised version of a Job Club was developed in 2014, and it is now being revising under ILO' PROSPECTS Jordan to include segments related to the [green economy](#).

ASSIGNMENT OBJECTIVES

The overall objectives of this assignment are:

- (a) Adapt the JSC methodology to the Iraq context.
- (b) Build the capacity of ILO partners specifically the youth directorates and TVET (Technical Vocational Education & Training) providers in Ninawa and Duhok governorates on implementing the JSC methodology.
- (c) Roll-out the JSC methodology with young women and men in Ninawa and Duhok governorates.

SCOPE OF WORK AND METHODOLOGY

ILO is seeking a Non-Governmental Organization (Implementing Partner) to support the piloting of the JSC methodology in Ninawa and Duhok governorates. This will include consulting and working closely with ILO' PROSPECTS team and nominated consultants, youth directorates and TVET providers in both governorates on developing and implementing the JSCs, proper selection of the potential facilitators who will conduct the JSCs, facilitating conducting the capacity building activities on JSC (training and coaching of facilitators), and facilitating conducting 10 JSCs that benefit more than 200 young women and men in both governorates.

Each job search club will consist of 12 days intensive job search support activities. Two facilitators assist a group of up to 16-20 young job seekers to find their way back into the labour market, coaches them to reach out to the hidden job market and creates a support group and network that fosters successful job hunting. Following an initial assessment of their personal interests, skills and occupational goals, the JSCs' members learn and practice various skills such as telephone and interview skills, dealing with potentially stressful situations, gathering job leads from various sources; conducting information interviews with practitioners of the occupation that interests them, discovering the "hidden job market"; filling out applications; writing CVs; making telephone contacts; and handling oneself effectively in a job interview. In addition to the regular group meetings, members also receive one-to-one coaching with the facilitator.

The ILO will provide the technical expertise through the PROSPECTS' team and nominated consultants on the JSC developing and rolling out and conducting the needed capacity building on the various components of the methodology. The methods, processes, and tools to be implemented should be followed the ILO's experiences and guidelines on the job search club methodology, particularly [the Job Search Club' Manual For Facilitators and its adaptation versions for Egypt and Jordan](#)



ILO will nominate two consultants that the implementing partner should recruit them and work with them on implementation the assignment: one international consultant and one locally certified JSC trainer. Both consultants are based outside Iraq. The implementing partner should work with and facilitate the consultants' missions in developing the ToF manual and related training materials, conducting the training and coaching activities, and rolling out the JSCs.

Specific tasks to be covered by this assignment include:

- Facilitate and conduct meetings and consultations with ILO PROSPECTS teams, consultants, and partners particularly the youth directorates and TVET providers in Duhok and Ninawa. This also includes preparing for the meetings and its related logistics, sending invites, provision meetings venues, preparing the meeting agenda, contributing to meetings discussion, preparing the meetings' minutes, etc.
- Support the selection process of potential facilitators. This includes contribute and support setting the selection criteria with ILO and partners, meeting and interviewing at least 40 potential facilitators from the list nominated by the ILO partners, and selection at least 20 facilitators for rolling out the JSCs.
- Support the capacity building of the facilitators. This includes supporting the consultants in conducting a 6-day workshop for at least 20 facilitators facilitated by ILO' PROSPECTS nominated consultants.
- Support rolling out at least 10 JSCs for at least 200 young women and men from Duhok and Ninawa governorates. This also includes support the consultants in providing coaching to the facilitators during and after the rolling
- Providing the needed preparation and support for implementation of the activities under this assignment, i.e meetings, consultations, youth and facilitators selection, training workshops, coaching activities, job search clubs' rolling out activities, etc. This also includes providing the needed logistic arrangements such preparing for meetings, sending invitations to meet and training events, providing venues and accommodation for participants in meetings and training events, paying DSAs (Daily Subsistence Allowance), transportation, and travelling, providing refreshment, stationery, materials, printing, etc.
- Prepare the needed reports on the work progress, workshops, coaching and training activities, etc.
- Conduct closing ceremony for the JSCs' beneficiaries; Identify and document success stories.
- Develop a follow-up plan and tracer study to trace beneficiaries in close collaboration with the ILO.
- In close collaboration with ILO, follow up and trace the JSCs beneficiaries.

KEY DELIVERABLES

- Relevant learning materials as per the Job Search Club' Manual For Facilitators -adapted and developed for Iraq (and translated to Kurdish).
- Six-day Training of Facilitator (ToF) workshop for at least 20 participants from youth directorates and TVET providers in Duhok and Ninawa governorates.
- 10 job search clubs rolled out with at least 200 young women and men in Duhok and Ninawa governorates.

In addition to above, two technical and financial progress reports should be submitted. The first progress reports should be associated with and detailing the following:

- A list of potential facilitators selected for implementing the JSCs with the criteria of selection.
- Guidelines for the selection of the young women and men for rolling out the JSCS.
- The steps that were taken to equally benefit women, people with disabilities, and disadvantaged groups from host communities, IDPS, and refugees.



- Complete list of tools and materials used in developing and implementing JSCs.
- Reports on the training workshops and coaching activities for building the capacities on the JSC.

The second and final technical and financial progress reports should be associated with and detailing:

- The outcomes, challenges, lessons learnt, and areas for improvement, replicating, upscaling, and institutionalization the JSC Methodology in Iraq based on consultation with ILO, partners, and consultants.
- The progress on the different phases of JSC' implementation, including adaptation and developing the learning materials, selectin of facilitators and participating youth, training and coaching activities, and implementing JSCS.
- Tracer study reports on following up the JSCs beneficiaries three months after receiving the support.

REQUIRED EXPERTISE

Entities/organizations eligible to apply for this assignment should have the following qualifications and experiences:

- Strong networking with youth, youth organizations, and youth networks, in both Iraq federation and KRI;
- Proven experiences conducting training and coaching activities and events, specifically for youth;
- Proven excellent reporting, communication, and documentation in both Arabic and English languages.

SELECTION CRITERIA

- Be a legal non-profit organisation duly registered.
- Strong relations, linkages, and collaborations with the government and non-government institutions focusing on youth, Previous working and collaboration with youth directorates, MOLSA, DOLSA, public training providers, and the vocational training centres at Duhok and Nineveh governorates is an advantage.
- Willing to work and utilise the human and technical resources available at the youth directorates, youth centres, and public training providers.
- Willingness to be truly inclusive of all and to practice non-discrimination in selecting participants, hiring staff, and providing support to specific groups as needed.
- Have the requisite qualified competent personnel/staff for both management and technical related works with the infrastructure and administrative and logistical support for undertaking the specific activities in the project.
- Demonstrated financial reliability and accountability, and an established and effective system of accounts/audits.
- Accessibility of project staff to the Nineveh governorate in terms of security and mobility issues.
- Working with ILO and/or knowledge of the ILO approaches, tools and methodologies will be an asset. Willingness to comply with the ILO reporting and evaluation systems.
- Wide outreaching and recruiting platforms and database of the beneficiaries and job seekers particularly in Duhok and Ninawa governorates.
- Required expertise given above



PROPOSAL SUBMISSION PROCEDURE

The ILO invites technical and financial proposals from qualified non-profit organizations/entities having relevant experience and qualification as stipulated in this Terms of Reference (TOR). Technically responsive and financially viable organization/entity will be chosen following ILO's procurement rules/procedures on evaluation by ILO team of professionals.

The bidding organisation must submit the proposed offer **"Technical and Financial Proposals"** in separate digital folders mentioning **"Technical Proposal"** and **"Financial Proposal"** on each digital folder so that the financial information could not be revealed before financial proposal opening. The two digital folders saved in one digital folder (zipped) with the title saved as the full name of the bidder, followed by the project title "PROSPECTS/IRAQ, and date of submission.

Questions from potential bidders on any section of this TOR are welcome. Please send relevant questions to the following contact of ILO PROSPECT/Iraq and ILO will provide feedback on your queries within 2 working days:

Mr. Srood Omer, National Project Officer omer@ilo.org

Ms. Hawzheen Moheehdeen, Operation Assistant moheehdeen@ilo.org

Applications should be submitted by email to Mr. Yasser Ali, ali@ilo.org, and iraq-osu@ilo.org. Both financial and technical proposals should be valid for 90 days.

The **deadline for submission of technical and financial proposals is 10th of Aug 2023** to be scored according to the technical evaluation table mentioned above combined with the financial proposal. The proposer will receive a confirmation email in return upon submission.

Cumulative Evaluation Method will be used for this procurement exercise and the "Implementation Agreement" will be signed to highest scorer(s) in Cumulative analysis considering Technical and Financial Evaluation:

Technical Proposal (70%)

The Technical proposal will contain 70% weight, whereas Technical Evaluation passing score is 50%. Any applying entity that scores less than 50% in Technical Evaluation shall not be considered for financial evaluation. The technical proposal is expected to be submitted by the bidders in the following structure:

1. Organization's profile demonstrating required capacity, why they are the most suitable for the work, and local presence/activities in Duhok and Nineveh governorates
2. Detailed description of relevant past works and assignments related to similar works, with particular focus on that targeted refugee, IDPs, and host community in Duhok and Nineveh governorates
3. Interpretation of the TORs objectives, in addition to the proposed methodology on how they will approach and conduct the work
4. Detailed work plan with a timeline related to the different activities in addition to implementation methods: coordination of partners, cooperation mechanisms, result-oriented, and M&E
5. CVs of Team leader and staff involved in the project implementation demonstrating their capacity to conduct the assignment



6. Foreseen challenges during the implementation of the project and mitigation methods

The Technical proposals will be evaluated in accordance with the criteria stated below:

	Description of Technical Evaluation	Score
1.	Relevant Experience in managing the design and implementation of similar works	15%
2.	Strong field presence in Duhok and Nineveh governorates, and working with youth directorates, youth organizations, youth networks, and public TVET providers, in Duhok and Nineveh governorates	20%
3.	Understanding of the TORs and the aim of the services to be provided; Overall methodological approach, work plan and organization of tasks, quality assurance, appropriateness of tools and estimated difficult and challenges	20%
4.	Human Resources proposed for the assignment (qualification and experience) + detailed CVs	10%
5.	Previous experience working with the international bilateral donors	5%

Clarity of the proposal, provision of all required documentation, and innovative delivery are considered as a cross cutting measurement criteria.

There are no standard templates to the technical and financial reports. The bidders can submit the proposals with their own templates.

Financial Proposal (30%)

The financial proposal will contain 30% weight. The bidders shall complete the financial proposal using an excel sheet and submit both the Excel version and the Pdf version.

The financial proposal should indicate the number of Job search clubs to be implemented, the number of targeted beneficiaries, number of facilitators to be trained, and the total cost. The financial proposal will be evaluated based on price reasonableness, cost per beneficiary, and overall cost.

The financial proposal shall demonstrate the following items:

- Activity costs for implementing the job search clubs.
- Management cost to manage the activities and tasks of the assignment.
- Operational cost associated with the assignment.

The financial proposal should include all costs associated with consultants and facilitators work, in addition to the youth and others who participate and involve in assignment activities. These costs could include daily fees, DSAs, transportation allowance, travelling, venues, accommodation, printing and stationery, interpretation from Arabic to Kurdish (interpreters and equipment), etc.

PAYMENT SCHEDULE



Deliverable	Instalment
First Payment	50% of the total amount of the agreement, upon Conducting six -day Training of Facilitator (ToF) workshop for at least 20 participants from youth directorates and TVET providers in Duhok and Ninawa governorates, and submission and validation by 30 th November 2023 the first progress technical and financial reports, as per ILO templates, associated with all the related deliverables stated in the TORs under key deliverables section, to the satisfaction of ILO
Second Payment	50% of the total amount of the agreement, upon Implementing 10 job search clubs rolled out with at least 200 young women and men in Duhok and Ninawa governorates, and submission and validation by 31 st March 2024 the second and final technical and financial progress reports, as per ILO templates, associated with all the related deliverables stated in the TORs under key deliverables section, to the satisfaction of ILO .
TOTAL	100%

SUPERVISION AND LOGISTICAL ARRANGEMENTS

The tasks and deliverables under this assignment will be carried out under the direct supervision of the PROPSECTS Skills Technical Officer, PROSPECTS concerned national officers in Jordan and Iraq, and overall guidance of the PROSPECTS Regional CTA.

All data and information received from ILO for this assignment are to be treated confidentially and are only to be used in connection with the execution of these Terms of Reference (TOR). The contents of written materials obtained and used in this assignment may not be disclosed to any third parties without the express advance written authorization of the ILO. All intellectual property rights arising from the execution of these TOR are assigned to the International Labour Organization. The intellectual property rights of the materials modified through the assignment remains with the International Labour Organization.