

TERMS OF REFERENCE

Consultancy (National Consultant)

(Support in Development of an operational manual for the employment services guidance in Iraq)

Project: Increasing Access to Employment Opportunities for Vulnerable Urban Population in Basra City in Response to the COVID-19 Crisis

I. INTRODUCTION

In October 2022, ILO and UN-HABITAT signed a partnership agreement to cooperate in this project implementation. The ILO will be contributing to enhancing job opportunities for unemployed young men and women in Basra through development interventions include:

- 1) Construction interventions at the project adopting the Employment Intensive Approaches and Decent Work
- 2) Improve employment services through employment centers and digital employment platforms: (the employment services include registration, training, on-job training, referral, job placement, etc.)
- 3) Enhance skills and capacities of vulnerable urban populations and SMEs to increase employability and productivity

Iraq, like many countries, faces significant challenges in its labour market and employment sector. The country has been rebuilding and recovering from past conflicts, which have greatly impacted its economic and social development. The lack of adequate employment opportunities, especially for young people and vulnerable populations, remains a pressing issue.

Recognizing the importance of addressing unemployment and promoting inclusive economic growth, the ILO has initiated a partnership with the Ministry of Labour and Social Affairs (MOLSA) in Baghdad and the local government in Basra to establish an Employment Services Center in Basra. The envisioned center aims to play a pivotal role in providing employment facilitation, job matching, and career guidance services to job seekers and employers. In addition, the ILO in cooperation with MOLSA agreed to develop a manual for the employment services centers on the national level.

Furthermore, the ILO, in coordination with MOLSA, has undertaken the development of a comprehensive manual for employment services centers at the national level. To ensure the success of this manual's creation, the ILO has engaged an expert for the task. In addition, the ILO seeks to enhance the effectiveness of this manual's development by enlisting the support of a national consultant to work in tandem with the expert on the ground.

II. OBJECTIVE

Facilitate the development of the employment services center manual by supporting the international consultant through continuous communication with key stakeholders involved in the manual's development. This includes providing the necessary data, legislations, laws, and conducting the required Key Informant Interviews (KIIs) and surveys.

III. SCOPE OF WORK

Following a consultative process, the consultant is required to support developing the manual of the employment services in close coordination with the international consultant and the Sr. project officer as following:

- Collaborate closely with the international consultant to ensure that the manual aligns with the goals and objectives set by the ILO and local partners.
- Facilitate continuous communication with key stakeholders, including ILO, MOLSA, Employer organizations, Trade union, private sector, local government in Basra, UN Agencies, NGOs, and any other relevant partners.



- Act as a liaison between the international consultant and local stakeholders to ensure effective collaboration throughout the manual development process.
- Conduct Key Informant Interviews (KII) with individuals and organizations involved in or affected by employment services centers including data collection. These interviews will provide valuable insights and feedback for the manual based on the international consultant questionnaire and/or survey.
- Ensure the collected information is very accurate to ensure the quality of developed manual through review and provide feedback on drafts of the manual, focusing on content, relevance, and accuracy.
- Coordinate with the key stakeholders and the international consultant to organize the workshops for validation the manual.
- Reporting the feedback from stakeholders and the final report after completion the final version of the manual.

IV. DELIVERABLES

1. Comprehensive documentation of all gathered data from the identified key stakeholders through KII and surveys.
2. Collect the required Documentation related all the legislations, laws, and regulatory frameworks that apply to employment services in Iraq from MOLSA and related stakeholders.
3. Coordinate with the key stakeholders, ILO, and the international consultant to organize meetings to review the progress in the manual and for validation.
4. Make a report of the feedback from the stakeholders during the meetings and during the interviews related to the progress of the manual and share it with the ILO and the international consultant.
5. Report the final report after generating the final version of the manual.

V. EXPECTED TIMELINE AND FEES:

The contract duration is from 1 November 2023 till 30 January 2023. Number of days: Maximum 22 working days.

VI. QUALIFICATIONS AND WORK EXPERIENCES

- Proven Professional experience in the field of development and monitoring activities, with experience in liaising with government authorities, other national/international technical counterparts and NGOs, and building effective partnerships.
- Proven Experience in data collection, KIIs, and survey from high-level government partners
- Proven Experience in close working with experts to develop manuals, strategies, studies, assessments, etc.
- Strong communication skills and good ability to communicate in English and Arabic.
- Proven Experience in communicating and working with a wide range of actors, including people of culturally diverse backgrounds, government and authorities, humanitarian actors (UN agencies and NGOs).
- Experience working in development or humanitarian programming (specifically in International or National NGO/UN) is an asset.



International
Labour
Organization

- Experience in programme planning, design, follow-up, report writing, monitoring and evaluation of projects is an asset.

VII. Proposal Submission:

Please submit the following, by maximum 19 October 2023 at COB 17:00 Baghdad time to bgw-procurement@ilo.org abdulameer@ilo.org shareef@ilo.org al-hashamat@ilo.org, please indicate the title of the consultancy in the subject of the email

- **Proposal (one page including previous experience in the similar works, and implementation methodology)**
- **CV**
- **Financial proposal (daily rate * Actual working days).**