

**CALL FOR CO-FACILITATOR
Service Contract (SC)**

“Consultancy assignment for co-facilitating project’s support on National Employment Service”

Project Unit: RisiAlbania – Partner for Growth

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

Location: home-based, Albania

Estimated duration: December 2018 - December 2019, with possibility of extension.

Deadline to submit Application: 10 December 2018

1. Background

RisiAlbania is a youth employment project funded by Swiss Agency for Development and Cooperation (SDC) and implemented by a consortium consisting of HELVETAS Swiss Intercooperation and Partners Albania. Phase I of the project ran from November 2013 to October 2017. Currently the project is implementing phase II, lasting four years: November 2017 to October 2021. The overall goal of the project in phase II is to contribute to an increase in employment opportunities for young women and men (age 15-29) in Albania in a socially inclusive and sustainable way. This goal will be achieved through: (i) enhanced growth and job creation by the private sector in three selected subsectors agrobusiness, tourism, and ICT (labour demand), (ii) improved access to job opportunities and labour market (LM) information and services (intermediation), and (iii) improved skills of young people by improving the offer of non-public, non-formal training providers in the three selected sectors (labour supply).

RisiAlbania follows Market Systems Development (MSD) approach, focused on addressing the underlying causes of underperformance in market systems. (Please refer to: <https://beamexchange.org/>, for more information on MSD approach).

As result, the project is partnering with a wide range of private and public-sector player and works as a facilitator to stimulate systemic changes in the market systems by empowering the partners to adopt new/improved products/services/functions. At the core of the inventions are sound business models and reaching large numbers of beneficiaries and sustainability.

The design and implementation of the interventions is complex along with a robust Monitoring and Results Measurement (MRM) system in place that informs and guides the adaptive management of the interventions. On the other side, the Intervention Manager, the person responsible for the intermediation sector of the project should manage to continuously have a strategic outlook of his/her own sector, which includes various interventions and partners and adjust the interventions aligning with market dynamics and the sector strategy. In addition, various expertise is required for the effective implementation of the interventions. Therefore, in the above view, in some cases RisiAlbania needs to work with ‘co-facilitator’.

What is a co-facilitator?

A co-facilitator is a registered independent consultant or company: (i) with solid knowledge and experience in the intervention area, where support is needed, (ii) who is not market player, and different than the intervention partners; (iii) who has no conflict of interest with the topic/area of intervention¹. Co-facilitator is a co-implementing partner funded by Risi, which works for the implementation of the interventions on behalf of RisiAlbania Project as an extended team with a facilitation role. The co-facilitator works in compliance with RisiAlbania support strategy, MSD approach, MRM system requirements and financial rules.

Intermediation is an important link between the supply and demand in the labour market, and a strengthened job intermediation system can contribute to increased employment opportunities for young people and beyond. In this regard, a special focus of RisiAlbania remains with National Employment Service (NES) as a public intermediary institution who offers inclusive and outreaching services throughout Albania. Of interest are also private intermediaries who through their services could increase inclusive employment opportunities for young people in a sustainable way.

During Phase I, RisiAlbania has supported NES to improve the performance of the service of labour offices (LOs) with a special focus on improving the intermediation process. During the current phase (Phase II), there is a focus on increasing cooperation of LOs with business and improving service delivery through tackling specific aspects.

2. Objectives of this call

RisiAlbania seeks to contract a co-facilitator for working closely with RisiAlbania team for the efficient and effective implementation of interventions to support NES. The co-facilitator will offer his/her support in the complete lifecycle of the interventions: identification, design, implementation and monitoring of results. The co-facilitator will contribute by sharing and applying his/her expertise, knowledge of the context, local and international experience, network, etc.

¹ It has not carried out a preceding research in the same field by proposing its role as co facilitator or any other area that comes across its own interest; the cofacilitator should have a neutral function in its role.

3. Main duties and responsibilities

The role of the co-facilitator is to assist the Intervention Manager (IM) and project team in reaching the results, by offering an additional expertise on the public intermediation services, and more opportunity for creativity and strategic thinking, adhering to the project strategy, approach, rules and regulations. Always, the ownership and leading role remains to the IMs. More specifically it includes:

Strategic role:

- Provide input on the strategic discourse of the project for support to NES work.
- Contribute to the assessment of the current interventions, their alignment with the MSD approach and the project goals.
- Advise on integrating gender and social inclusion aspects in designing and implementing interventions.

Implementation role:

- In conjunction with Component Team Leader (CTL) and Intervention Manager (IM) ensures that interventions meet the targets. This implies a close follow up of partner activities and periodical verification of agreed objectives.
- Contribute to internal planning and follow-up of interventions' implementation.
- Provide update regarding context developments that affect National Employment Service in Albania (studies, investments, projects, new laws and regulations), providing a wider view and strategic suggestions how to tailor interventions accordingly.
- Active in establishing contacts with other actors.
- Support the team with tools and techniques for bringing out the full potential of the interventions.
- Provide input on MRM related to NES support interventions.

4. Estimates duration of the assignment

The consultant is expected to be engaged for one year, between 3(min) up to 5 (max) days for month.

5. Qualifications and skills

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

- In-depth knowledge and experience with National Employment Service (previous similar facilitation experience is considered an advantage).
- Understanding of Market System Development Approach will be an advantage.
- Management capacities/ HR.
- Understanding of MRM in projects complying with DCED standards (<https://www.enterprise-development.org/measuring-results-the-dced-standard/>) (practical experience is an asset).
- Very good understanding of social inclusion concepts and its application in the labour market.
- Excellent communication in English and Albanian, both in speaking and writing.
- Creative and critical thinking.
- Analytical and research skills.
- Working independently.
- Result oriented.
- Very good communication skills.

6. Management and reporting

For the duration of the contract, the co-facilitator will be assigned the Intervention Manager (IM) and Component Team Leader (CTL), for reporting and accountability. The co-facilitator will work closely with the IM throughout the scope of this contract.

Upon contracting, the IM in collaboration with the co-facilitator, will design a thorough work-plan, where deliverables will be defined, monitored and further updated.

7. Documents to be included in the offer submission

- a) Cover letter / Expression of interest that responds to these terms of reference.
The reasons why you are the best candidate to successfully complete this assignment;
- b) Financial proposal: expected daily.
The fee proposed shall include all taxes. Please when applies, specify VAT value separately.
- c) Curriculum vitae of the organization and /or individual(s) proposed.
Documentation of relevant previous experience and reference details;

The proposals shall be submitted in English in hard copy and soft (on USB stick) in closed and stamped envelope to the address given below, by 10 December 2018, at 17.00 o'clock. Only proposals handed in within the indicated timeline will be considered.

RisiAlbania,
Rr. Ismail Qemali, P.18, H.3, Ap.15,
Tirana, Albania
Tel.: +355 4 2248527

For any questions you might have related the application, please, contact Ms. Blerta Peta, the Intervention Manager, by email: Blerta.peta@helvetas.org

8. 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
In-depth knowledge and relevant professional experience with public employment service	30
Financial offer	30
Knowledge of MSD and DCDE	20
Previous work displaying the analytical skills and communication skills. (gender and social equity analytical skills are of advantage)	20
Total	100