

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

“Consultancy assignment for co-facilitating development of Career Guidance sector”

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: 3 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 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).

A focus of RisiAlbania is to support young women and men to take informed decisions about their career paths. Research and analyses conducted by RisiAlbania show that CG service is weak. The major reason for the weak provision of career information seems to be linked to the lack of reliable labor market information, alternatively, where this information is available, it might not always be readable by users. Another reason is that career guidance understanding in Albania stands at a much simpler (primitive) level as well.

Risi support strategy to address the strengthening career guidance service for young people is twofold: (i) to establish and strengthen career guidance structures at local and university level, and (ii) to improve the process of career advisors' preparation.

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). The project is focused on three main pillars: job creation, intermediation and skills development and works in various value chains. 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 should manage to continuously have a strategic outlook of his/her own sector and to adjust the interventions aligning with market dynamics. In addition, various expertise is required for the effective implementation of the interventions. Therefore, in the above view, RisiAlbania needs to work with ‘co-facilitator’, to complement the work of the IMs, to implement its sector strategy and interventions.

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.

In other words, a co-facilitator can be described as “the right hand“ of the project for a specific intervention or a sector, depending on the project need and consultant expertise.

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 under career guidance sector. The co-facilitator will offer his/her support in the complete lifecycle of the intervention: 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.

3. Main duties and responsibilities

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.

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 sector 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 career guidance sector.
- Explore and advise on opportunities for new interventions that align with the CG sector strategy and facilitate partnership with private and public actors.
- 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 career guidance field in Albania (studies, investments, projects, new laws and regulations), providing a wider market environment view and strategic suggestions how to tailor interventions accordingly.
- Active in establishing contacts with key labour market actors.
- Support the team with tools and techniques for bringing out the full potential of the interventions.
- Provide input on MRM related to CG sector interventions.

4. Estimates duration of the assignment

The consultant is expected to be engaged for one year, between 5(min) up to 10 (max) days for month.

5. Qualifications and skills

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

Partner for Growth

- In-depth knowledge and experience on Career Guidance (previous similar facilitation experience is considered an advantage).
- Understanding of Market System Development Approach.
- Familiarity with education system, local governance, and labour market.
- 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).
- 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;
The approach you will use to complete this assignment.
- b) Financial proposal: expected daily fee and expected level of effort.
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 3rd 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 on the thematic field of Career Guidance and Counselling	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