

REQUEST FOR CONSULTANCY SERVICES
Service Contract (SC)

“Development of platform of collaboration of National Employment Service with business and methodology for regional labour market analysis”

Project Unit: RisiAlbania – Partner for Growth

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

Location: Tirana

Estimated duration: November 2018 – January 2019

1. Background

The RisiAlbania project is supported by the Swiss Agency for Development and Cooperation SDC and implemented by a consortium consisting of HELVETAS Swiss Intercooperation and Partners Albania. RisiAlbania was initiated in 2013. Phase I of the project ran from November 2013 to October 2017. Currently the project has commenced with Phase II, which will last 4 years (November 2017 to October 2021). The goal of the project in Phase II is to contribute to employment of young women and men (age 15-29) in a socially inclusive and sustainable way. The goal will be achieved through (i) enhanced growth and job creation by the private sector in three selected subsectors (agribusiness, tourism and ICT), (ii) improved career guidance and job intermediation services and (iii) improved and developed skills of young women and men through market-oriented private non-formal skills training programmes.

A focus of Risi Albania remains to support National Employment Service (NES) to increase cooperation with businesses. During Phase I, RisiAlbania supported NES to improve the performance of the service of labour offices (LOs) with a special focus on improving the intermediation process.

2. Objective of the consultancy

During the second phase RisiAlbania aims to extend the support to National Employment Service to enhance the cooperation with businesses. For this purpose, RisiAlbania will engage a local consultancy to closely cooperate with National Employment Service to review and further develop the methodology of cooperation with businesses and to design appropriate action plans. Tirana Labour Office is selected as the pilot one for this consultancy.

3. Expected Output

The Methodology will support Labour Offices: (i) to analyze/diagnose the regional labour market, and (ii) to effectively approach and establish sustainable linkages with businesses.

The expected results of this consultancy include but are not limited to:

A) Development of the methodology of establishing the linkages with businesses:

This will include:

A.1. *Development of an update Methodology and the respective tools for diagnosis of regional labor market:*

- Identification of sources of information and instruments for labor offices to retrieve information;
- Identification and analyses of the most important industries in the region with high potential to grow and hire employees;
- Analysis of the employment trend of the most important industries;
- Conduct the first diagnosis of Regional Labour Market in close cooperation with the staff of Labour Office. This diagnosis will serve as a learning exercise for the staff of Labour Office and is expected to increase their capacities to conduct such activity independently in the future.

A.2. *Review and improve/update existing tools to effectively approach and establish sustainable linkages with businesses:*

- Standards of Communication with businesses (in-person and online communication);
- Arrangement of business visits including, (i) Planning (calendar of visits); (ii) Document File (company profile, list of documentation to be filled, etc.); (iii) Interviewing standards;
- How to receive and process job offers available, including, (i) negotiation for receiving job vacancies (ii) how to process job vacancies (iii) receiving other information from the point of view of the specialist/manager of LOs.

B) Training of the staff of the LOs to effectively implement the methodology.

4. Deliverables

The consultant should deliver:

- Methodological Manual for establishing effective linkages with businesses, including also the methodology of diagnosing the regional labour market;
- Report with the results of the first regional labour market diagnosis;
- Training plan and agenda;
- Training list of the participants;
- Training materials;

5. Consultancy profile:

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

- Sound experience in Labour Market analysis;
- Sound experience in Effective Communication;
- Sound experience in training;
- Strong analytical skills;
- Being familiar with Labour Office work;

6. Management and reporting:

For the duration of the contract, the Company will be assigned the Intervention Manager (IM), for reporting and accountability. The consultant will work closely with National Employment Service assigned person. The IM may accompany the Consultant in several meetings with National Employment Service and other stakeholders and will be kept informed during the research process.

- The responsible body representing RisiAlbania is the Project Manager/Project Director of the project, but the Team Lead of the intervention will be the managing partner.
- 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.
- Besides the expected reports mentioned in point 3 of these ToRs, the Consultant is expected to biweekly communicate online with the IM informing, updating on the timetable of next activities and when possible, coordinating joint ones.
- 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.
- Upon completion of draft report, a presentation is held and after feedback from RisiAlbania, the report is finalized.

7. Documents to be included in the offer submission:

- Work proposal

Describe briefly:	
The reasons why you are the best candidate to successfully complete the assignment.	Free format
The methodology or activities you would use to successfully complete the assignment.	Free format

- Financial proposal (free format) - The fee proposed shall include all the taxes.
- Up-to-date CV of consultant(s) / Profile of organization, documentation of relevant previous experience and contact details of the respective candidate's/team elements.

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 5 November 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. Ermira Shyti, by email: ermira.shyti@helvetas.org and Ms. Blerta Peta, by email: blerta.peta@helvetas.org

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
Experience in developing similar methodologies / platforms (i.e. Labor Market Analysis)	30
Financial offer	25
Accuracy and reliability of plan and activities suggested completing the assignment.	25
Previous work displaying the required skills	20
Total	100