Terms of Reference

Four short-term consultancies to conduct a rapid skills analysis per sector (agriculture, energy, tourism, mining)

Skills Development for Increased Employability Programme (SDEP) Zambia

1. Background

The International Labour Organization (ILO) is a UN Agency working with Governments, Employers and Workers Organisations in promoting the decent work agenda. The main aims of the ILO are to promote rights at work, encourage decent employment opportunities, enhance social protection, and strengthen dialogue on work-related issues of the decent Work Agenda. The four strategic objectives of the ILO include:

1) promotion the realization of standards and fundamental principles and rights at work;

2) creating greater opportunities for women and men to decent employment and income;

3) enhancing the coverage and effectiveness of social protection for all;

4) strengthening tripartism and social dialogue.

The ILO is implementing the Skills Development for Increased Employability Programme (SDEP) in Zambia. The SDEP project is an ILO initiative funded by the European Union (EU) in Zambia for a period of four (4) years, with the overarching goal to contribute towards the improvement of employability of the labour force for both women and men.

To achieve this goal, the Project has identified four interrelated objectives (i.e., three outcomes and one cross-cutting project management outcome). In these objectives are several activities that will focus on the **governance and management structures** of Zambia's Technical Education Vocational and Entrepreneurship Training (TEVET) system and the **upgrading and maintenance** of training facilities and **curriculum development**. **Private sector involvement** will be consistently sought, for the updating of the curricula and for **Work Based Learning** (WBL) activities.

The SDEP will focus on skills development interventions in four target sectors. These sectors have been targeted based on their alignment with government development priorities enshrined in the 8NDP, their contribution to the country's economic development, and their potential for current and future employment creation. These sectors comprise:

- Agriculture sector
- Mining sector

- Tourism sector
- Energy sector

2. The objective

Overall objective: The SDEP project seeks to engage four consultants to conduct a rapid study on the status of skills pertaining to the **trends**, **gaps**, **opportunities**, and **potential partnerships** in each of the 4 focus sectors of the project: agriculture, energy, tourism, and mining.

3. The Assignment deliverables

The following deliverables are expected:

a) Report outlining the rapid analysis of skills development systems in the respective sector (agriculture, energy, tourism, or mining).
b) Report annexes showing the stakeholders engaged with, questionnaires and other data collection instruments, table matrix showing the respondent and their key responses.
c) Draft report presentation made to stakeholders at a validation meeting that will be arranged in consultation with the ILO's SDEP.

All materials shall be delivered in English and in an editable format.

The report should have a maximum of 20 pages (Times New Roman, 12, single spacing). The consultant is therefore encouraged to analytically collect and prioritize the most relevant aspects with regards to current challenges and their potential solutions.

Report contents: The consultant will include the following headings and guided content as part of the report.

The socio-economic context

(i) Labour force participation rate by sex and age, employment by sector and occupations, status in employment, informal employment (as a proxy for job quality), unemployment rate, any major migration-related impact on labour market, indicators of skills mismatch (example: status on the labour market by educational attainment), status in employment by educational attainment), indicator of employers' perception of skills shortages and quality of labour force

(use sex-disaggregated data whenever available)

The Skills System

(i) **Policies and strategies for reform** (at national and sectoral level); any current reforms being considered or implemented; if there are prominent measures addressing skills for trade, technology, migration, fourth industrial revolution, digitalisation and green economy, please briefly highlight

(ii) **Major institutions responsible for its governance and regulation**

(iii) **Financing** of skills development in the sector, public and private contributions, role of development assistance, use of incentives for individuals, enterprises and institutions

(iv) **Partnerships:** Which public and private institutions are key players that SDEP could partner with in delivering successful and targeted interventions in the sector.

(v) **Monitoring**: What systems are in place to monitor the available skills.

Skills Anticipation

(i) Institutions responsible and coordination between them (at national and regional level)

(ii) Mechanisms in place (quantitative and qualitative)

Developing Skills

(i) Enrolment in formal TEVET in the sector (as proportion of secondary and tertiary education), completion (drop-out rate if available), enrolment in non-formal training, estimates of enrolment in informal apprenticeship, literacy, and numeracy estimates. What opportunities are there for people with TVET qualifications to access higher education.

(ii) **Improving delivery and assessment of training** (institution based - public and private training provision, Work-Based Learning (WBL – formal and informal, existing programmes, enrolment), in-formal TEVET (system/options, enrolment), mechanisms for private sector involvement in TEVET, coordination between training institutions and private sector.

Recognizing Skills

(i) **Qualifications and quality assurance:** Skills Certification and Recognition in the TVET System (including National Qualification System, systems for development of national skill standards, curriculum, and qualifications), Recognition of Prior Learning (RPL – is a system in place; what is its coverage of occupations/qualifications, what is the number of beneficiaries per year). What are the challenges to accessing RPL.

(ii) Quality assurance of training delivery, assessment, and national certification including the role of relevant regulatory institutions

Social Inclusion

(i.) **Accessibility of TVET** for disadvantaged and vulnerable groups in the sector (women, people in rural areas, migrants, people with disability, and people with informal education)

   a. **Investigation into the barriers that hinder the inclusion of disadvantaged groups**

(ii.) **Supporting transitions to the labour market** (active labour market programmes and target groups)

Lifelong Learning and Continuous Training

(i) Continuous training/ lifelong learning (systems, financing, governance, size)

(ii)   The role of intermediaries and skill ecosystems

(iii)   The role of social partners (workers' and employers' organisations in enterprise development

(iv)   Inclusion of employability aspects in learning.

Key trends and challenges, including the most promising Solutions and lines of intervention

Including

- What are the key trends that SDEP should respond to?
- What are the gaps in the sector in terms of skills development that should be addressed?
- Which occupations within the sector would offer a great window for SDEP intervention?

4. Qualification and required Knowledge, Skills, and Experience of the Consultant.

Relevant qualifications, experiences, and attributes such as:

- First degree or master's in international relations, development studies or others with a strong interest in skills development systems and specific sector knowledge.

- Excellent knowledge of skills development systems and TEVET in Zambia

- Expertise in the respective sector (agriculture, energy, tourism or mining)

- Ability to review documents, interpret development information and synthesize information from various reports and presentations.

- Ability to present information in an accessible and eye-catching manner targeting different audiences.

- Ability to write, edit and proofread compelling content.

- Ability and proven experience in multi-tasking, in taking initiative and working effectively under pressure to meet tight deadlines.

5. Management

The consultancy will be under the supervision of the ILO SDEP Chief Technical Advisor.

6. Duration of the Assignment

The assignment will commence on 12th June 2023 and will be completed and delivered no later than 12st August 2023 on which date this contract shall expire.

7. Schedule of payments

Payments will be made in relation to this contract as follows: -

a) A final payment of 100 per cent of the total contract value will be made upon submission of completion report to the satisfaction of the ILO and presentation of the invoice.

8. Application procedure

Qualified and interested consulting firms are invited to submit their technical proposals and financial proposal, as well as CVs or profiles, traceable references to **lusaka@ilo.org** and copy **lutele@iloguest.org** by midnight on 30th May 2023, Lusaka time.

The proposals should contain the following:

a. Technical Application/Proposal – with a cover letter responding to the TORs and demonstrating at the least: a solid understanding and ability to deliver the requirements of the assignment, suitability for the assignment, and an outline of the methodology to be used to execute the assignment. **Please indicate the respective sector you would cover (agriculture, energy, tourism or mining).**

b. Financial proposal – detailing the consultant's fee and costs for the assignment and justifications including daily rates (where necessary). The ILO will be looking to award the proposal that offers the best technical and financial value to the ILO.

Please note that applicants will bear all costs associated with the preparation and submission of their proposal. In no event will ILO be liable for these costs, regardless of the outcome of the evaluation.

9. Evaluation Criteria

All applications received will be assessed using the following criteria:

	Category	Points
1	Education and Training	15
2	Experience and Specific Skills	55
3	Financial proposal	30
	Total	**100**