



Terms of Reference (TOR)

Market Needs Assessment Specialist

December 1, 2018

GENERAL INFORMATION

Project Title: Building Sustainable Livelihoods for Vulnerable Iraqi Women and Youth

Location: Najaf, Kirkuk, and Baghdad, Iraq

Languages Required: Arabic, Fluency in writing in English is an advantage.

Duration of Assignment: 2 months (December 20, 2018 - February 20, 2019)

Deadline for Tendering: Saturday, December 15, 2019; at 23:00 Baghdad Time.

BACKGROUND

Although Iraq is finally emerging from years of violence and the long battle against the Islamic State - Da'esh, the economic situation has deteriorated significantly. This has resulted in a high number of Iraqis who are now out of work, especially internally displaced persons (IDPs) who face even fewer job opportunities in their host communities, due to lack of resources and intense competition from member of the communities in which they live. Iraqis who are out of work, especially IDPs living in camps or other informal shelters, are living with a high level of insecurity and may be vulnerable to joining militant groups, seeking income from illicit activities, or even committing suicide.

The current political and economic situation in Iraq highlights the importance of projects and programs to address unemployment among women and youth. A recent survey by the United Nations Development Programme (UNDP) revealed that 52% of Iraqis believe that the economic situation is the most important challenge facing Iraq, and 75% of Iraqis identify addressing poverty as the most pressing need. Iraq faces a high level of poverty, with 23% of Iraqis living on less than \$2.20 per day. The unemployment rate is also high – more than 11% nationwide, and 18% for youth age 15 to 24. The situation is even more dire for young women, who face a 27% unemployment rate as opposed to 17% for young men

Additionally, there is a widespread culture among Iraqis of entitlement to public sector jobs. Many Iraqis believe it is the duty of the government to provide Iraqis with public sector jobs, many of which are menial, routine, and seem designed to mask underemployment. Majority of young people and college graduates are disappointed because of poor quality of these employment opportunities, and this prevents them from being motivated to engage in personal development and the acquisition of new skills

This project is designed to train 420 young men and women in three governorates (Basra, Kirkuk and Najaf), 140 young men and women from each governorate will be selected and train them on three different careers chosen after identifying market needs, as well as leadership, computer and English language basics, problem

solving, communication and life skills and teamwork. These youth will be given a chance to receive funds depending on business plan to start their own small businesses.

This project comes within the efforts of the Iraqi Amal Association (IAA) to strengthen the role of youth and build their capacity to be able to integrate in the labor market and provide services to their communities as the IAA has experience in this field and has already trained 178 young men and women in Basra.

In this assignment, we seek to appoint an appropriately experienced specialist to assess market needs in **Kirkuk and Najaf** provinces by designing data collection tool, train and support 14 enumerators to collect relevant data; and provide market needs assessment study. Market assessment needs study will be utilized in developing evidence-based vocational training curricula to train the 420 youth and women to be better equipped to be gainfully employed.

PURPOSE AND OBJECTIVES

IAA seeks the services of a highly qualified specialist to undertake this assignment to assess market needs in Kirkuk and Najaf. In addition to achieving the following purposes:

- Understand market needs in Najaf and Kirkuk through evidence-based analysis of data collected from local stakeholders and possible beneficiaries.
- Strengthen capacities of 14 enumerators (7 from each Kirkuk and Najaf) to use the various data collection methodologies efficiently, as surveying and facilitation of focus groups.

In close coordination with IAA, the specialist will be responsible for carrying out the following tasks:

- Design a comprehensive and context-sensitive data collection tool to assess the market needs in Kirkuk and Najaf.
- Train 14 enumerators on the developed data collection tool, in addition to necessary skills as effective communication, and facilitation in a two-day workshop in Baghdad.
- Provide timely support and consultation for the 14 enumerators during the data collection phase.
- Aggregate and analyze the collected data.
- Provide comprehensive and concrete market assessment study that recommends certain vocational skills to train targeted youth on, and in comparison with the available capacities at local VTCs (Vocational Training Centre).
- Finalization report after the end of workshop.

SCOPE OF WORK

The work will address the following topics:

- **Data collection methodologies:** to select the most suitable methods and design the necessary tools.
- **Capacity building:** of 14 enumerators to carry out data collection in Najaf and Kirkuk.
- **Consultancy:** ongoing consultancy to the enumerators during data collection phase.
- **Data analysis:** to provide an insightful market assessment study, in order to identify possible sustainable jobs.

DURATION OF WORK

The total assignment duration is for 2 months, includes the following workloads:

- **Training workshop:** 1 day preparation + two days training + 1 day finalization.
- **Consultation:** 2-4 hours per enumerator.
- **Submitting the final Market needs assessment study:** Before February 20, 2019.

DELIVERABLES

The following deliverables are expected:

- Comprehensive and insightful market needs assessment study.
- Capacities of 14 enumerators from Kirkuk and Najaf provinces; in data collection, and facilitation are enhanced.
- Two-day training workshop in Baghdad for 14 enumerators conducted.
- Evaluation report (pre and post knowledge assessment) of the participants after the workshop.

ADMINISTRATIVE REQUIREMENTS

- Specialist will be required to report to the IAA main office.
- The Specialist must provide a certificate of good health from a recognized medical practitioner.
- The Specialist must provide any study certifications needed.

Travel:

- Before the workshop, IAA will pay for Specialist travel to Baghdad in economy class via the most direct and economical route if needed.
- After the workshop, IAA will pay for Specialist repatriation in economy class via the most direct and economical route if needed.
- IAA will pay travel expenses necessary to reach the airports.
- In case of field visits, the Specialist will arrange his/her own travel.

Insurance:

- Specialist will arrange for his or her own insurance at his/her own expense, such as life, health and other forms of insurance, covering the term of this contract.

Per Diem:

- Upon production of valid receipts and invoices, IAA will reimburse Specialist for out-of-pocket expenses associated with travel to Baghdad by paying an amount equivalent to the daily subsistence allowance that would be paid to staff members undertaking similar travel for official purposes.

Accommodation:

- IAA will arrange the Specialist accommodations for the workshop.
- In case of field visits, the Specialist will arrange his/her own accommodation.

Equipment:

IAA will provide to the Trainer the necessary equipment to successfully conduct the as projector, and stationary.

Miscellaneous:

- IAA will be responsible for organizing the workshop, including identifying participants, sending invitation, booking and arranging venue, logistics of the workshops such as any travel of the participants, food, refreshments, accommodation of participants, if any, payment of any allowances for the participants, etc.

- IAA will also be responsible for receiving any documents from the Specialist, circulating it to stakeholders, follow-up on comments and feedbacks, collect, compile and forward the consolidated comments to the Trainer in a timely manner.
- IAA will be responsible of paying any fees of the enumerators directly.

Education and Experience

- Preferably has a master degree.
- Significant relevant work experience in designing data collection tools as surveys and questionnaires. And aggregating and analyzing row data.
- Providing evidence of previous relevant work as studies, reports or researches with referral to the institution or sending a copy of the document, or a link to it.
- Strong experience working on facilitating and debriefing training workshops
- Strong experience in reporting, and excellent ability to write analysis reports.
- Good knowledge of Iraqi economic context, especially in Kirkuk and Najaf.
- Good experience in conducting pre and post assessments.
- Has the ability to accomplish this assignment within two months.

PAYMENT SCHEDULE

IAA will pay the contracted Specialist in three installments, each in a period of 2 weeks after each of the specified achievements below:

Condition	% of the total amount
Data collection tool designed and approved by IAA	15%
Finalization report of the training workshop submitted to and approved by IAA	25%
Market assessment study submitted to and approved by IAA	60%

AMENDING OR WITHDRAWING TENDERS

Tenderers may amend or withdraw their tenders by written notification prior to the deadline for submitting tenders. Tenders may not be amended after this deadline.

OWNERSHIP OF TENDERS

Iraqi Alamal Association retains ownership of all tenders received under this tendering procedure. Consequently, tenderers do not have the right to have their tenders returned to them.

EVALUATION OF TENDERS

Education (0-15 points): Determination of educational background, Bachelor degree (from 0-10 points), and Master degree (from 0-15 points).

Work Experience (0-15 points): Evaluation of previous work experience, including references.

Cost effectiveness of the financial offer (0-20 points)

Work accomplished (0-20 points)

Relevance of training materials (0-10 points)

Relevance of research (0-10 points)

Experience in team management (0-10 points)

PROCEDURE OF TENDERING

Tenders should be submitted **not later than** Saturday, December 15, 2019; at 23:00 Baghdad time to: MH@Iraqi-alamal.org

The following documents constitute a tender:

- Technical and financial proposals meeting this ToR requirements;
- CV of the tenderer, and a copy of the last and highest degree transcript.
- Supporting documents such as training material samples, letters of recommendation or documents demonstrate previous experience (reports, researches or studies).

CONFIDENTIALITY

The entire evaluation procedure is confidential, subject to Iraqi Alamal Association legislation on access to documents. The Evaluation Committee's decisions are collective and its deliberations are held in closed session. The members of the Evaluation Committee are bound to secrecy. The evaluation reports and written records are for official use only and may be communicated neither to the tenderers nor to any party other than IAA and contracted auditors.