**Term of Reference**

***Caritas Switzerland (hereafter named CaCH) plans to commission a labour market and employment opportunity assessment***

***within seven municipalities[[1]](#footnote-1) of the Upper-Drina-Region (UDR).***

**Reporting to:** Zlatan Savic, Project Manager, Caritas Switzerland

**Work location:** Seven municipalities in UDR

**Duration:** Beginning during March 2020

to be completed in April 2020

# Context and Background

The lack of income opportunities – through formal employment or other forms of livelihoods – are one of the main problems of the local communities in the UDR. Large parts of the population in the UDR are subsistence farmers with limited prospects for formal employment in the more industrialised areas (such as Goražde) or in the public service sector.

Remittances, state pensions and other subsidies are important external sources of financing for poor households. Generally, municipalities do have the political will to support disadvantaged families and aim at economic development, but often lack the required knowledge and resources.

Complementary to existing employment schemes, the Socio-Economic and Livelihoods Local Support (SELLS) project shall contribute to economic development in the UDR through the promotion of small businesses and self-employment. The project focusses particularly on disadvantaged groups such as people living in isolated areas, youth, elderly, low-qualified or household-heading women. Through the establishment of sustainable income sources, SELLS aims to enhance their economic development and social inclusion.

The project’s intervention logic follows a *two-pronged approach*:

1. On the one hand, municipalities in the UDR will be strengthened in their capacities to provide assistance for disadvantaged population groups and, especially, in supporting the development of small business initiatives.
2. On the other hand, disadvantaged persons and local civil society organizations – such as associations and cooperatives – will be supported for engaging in income-generating economic activities and thus contribute to the further development of the region.

The overall objective of the project is to develop approaches and operational models for municipalities to promote a better social and economic inclusion of disadvantaged population groups and strengthen the local market through small development initiatives.

***To assess the situation on the ground, CaCH plans to commission a labour market and employment opportunity assessment within seven municipalities of the Upper-Drina-Region (UDR).***

1. **Objectives of the assessment**

The labour market and employment opportunity assessment will be conducted to complement a household survey and will serve to inform CaCH’s further planning of project activities. The main objectives are to:

1. Identify existing and potential employment opportunities
2. Determine the demand for technical and soft skills for employees
3. Understand barriers to labour and income generation

**Opportunities:**

Determine current and potential employment opportunities by identifying (1) existing employment opportunities and economic coping strategies that can be strengthened or expanded; and/or (3) new potential growth sectors that can be supported and developed.

**Skills:**

Determine the technical and transferable skills that are needed for employment seeking persons to successfully pursue existing or anticipated employment opportunities in the local market.

**Barriers:**

Identify barriers and constraints to people’s access and participation in the local labour market, including social barriers (ex. negative employer perceptions of certain disadvantaged groups, inter-ethnic issues or cultural norms that limit female or youth participation, etc.) and physical or structural barriers (ex. lack of safe transportation services, no childcare for young mothers, safety concerns and limitations on physical mobility).

**Research tools:**

The assessment may involve a range of research tools to collect data and information about the target municipalities and the local labour market including business surveys, value chain mapping and market observation tools.

**Stakeholders:**

Define the key stakeholders that you will engage in the assessment. This may include any individual who is active in the local or regional market, and who can provide information and insight on the constraints and opportunities for labour in the area. Examples of stakeholders include:

A. *Regional*: national and multi-national companies; financial institutions, formal and informal; training providers; national women or youth organizations, NGOs and humanitarian organizations

B. *District, local and community level*: Formal and informal employers and business owners; job seekers; municipal authorities, employment offices; training institutions; CBOs, CSOs and community leaders.

Stakeholder planning should also account for strategies to build market actor interest, trust and engagement in assessment activities.

The Research/Consultant/s NGOs will perform local labour market and employment opportunity assessment in the targeted municipalities. In addition, the Research/Consultant will research the local or the closest market for possibilities to absorb local production. The local labour market and employment opportunity assessment will be a part of the baseline study and will serve as a basis for further external evaluations and justification of achieved results of the project.

1. **Scope of work/ Major responsibilities**

The Research Consultant/s will be responsible to perform the following tasks:

1. Gather information and review relevant documents about local economy characteristics, trends and potential for employment; characteristics of the local labour market and possibilities of local or close markets to absorb local production
2. Analyse gathered information and draft economic profile of the municipalities. Further, formulate key questions and key respondents from the municipalities for additional discussions and formulation of the strategy in upcoming income generating activities within the SELLS project.
3. Validation of the formulated strategy and fields of intervention for best impact of SELLS project at the workshop with CaCH’s key staff and main stakeholders
4. Consolidate all findings and formulate recommendations in the final report
5. **Outputs/ deliverable of performance and time schedule**

The Research Consultant will be expected to produce the following deliverables:

* Economic profiles outline for each municipality and formulated questions for further discussion with key respondent will be delivered by March 9, 2020;
* Final report with recommended income generating activities and livelihoods improvement that support disadvantaged groups in the region including women and youth. The final report will be in English and delivered on April 13, 2020

1. **Timeframe**

The work will be conducted in March and April 2020 for up to maximum of 27 days of work. Final report is expected to be completed by April 13, 2020.

1. **Implementation Plan**

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| --- | --- | --- | --- |
| **No** | **Activity** | **Expected outputs** | **Number of days** |
| **1** | Review of available data including municipal strategic plans and other reports from local and international NGOs | Economic profile outline for each municipality | **7** |
| **2** | Formulate key questions, key respondents from the municipalities and other stakeholders and define research methods | List of questions and respondents for discussion | **2** |
| **3** | Perform field visits to all municipalities and perform additional research through discussions/meetings with relevant key respondents |  | **14** |
| **4** | Present findings and recommendations for livelihoods improvement at the workshop with CaCH and relevant stakeholders\* |  | **1** |
| **5** | Write final report | Final report | **3** |
|  | Total |  | **27** |

\*CaCH will provide logistical support in organisation of the workshop/meeting and secure space

1. **Required profile:**

* Working experience in the area of local economic development/agricultural value chain, development and private sector engagement
* Working experience with institutional involvement in sustainable development /community empowerment / natural resource management
* Strong conceptual and research /analytical with the ability to think strategically conclusion and recommendations
* Own mobility and ability to work on its own but also in the team with CaCH staff
* Good knowledge in oral and written English

1. **Application process**

In the selection process, the submitted documents will be compared with the outlined requirements and the technical and financial proposal. Qualified Consultants are invited to submit offers that include:

* a cover letter which clearly summarises relevant experience
* a technical proposal, including a critical analysis of the ToRs, as well as a proposed concept including envisaged methods and a work schedule
* a financial proposal, including a daily fee plus an estimation of travel costs including allowances and translations, if needed

For questions regarding the offer, the project, or the consultancy please contact [tcetkovic@caritas.ch](mailto:tcetkovic@caritas.ch) or zsavic@caritas.ch. Deadline for submission is February 24, 2020. Please send your offer to bih@caritas.ch indicating in the subject.

**SELLS – Socio-economic survey in UDR**

Based on this ToR a contract will be set up between the Consultant and CaCH. The Consultant will use its own office/resources/materials, car and computer in the execution of this assignment. The Consultant is responsible for own insurance and security, abiding however by the security rules and regulations of CaCH in B&H.

1. Pale (FBIH), Foča (FBiH), Foča (RS), Novo Goražde (RS), Čajniče(RS), Rudo (RS), Višegrad (RS) [↑](#footnote-ref-1)