



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

### INTERNATIONAL CONSULTANT – LABOUR MARKET ASSESSMENT CONSULTANT

DATE: 30 January 2020

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<b>Office</b>	UNDP Libya
<b>Country</b>	Libya
<b>Type of Appointment</b>	Individual Consultant (International)
<b>Duty Station</b>	Tunis, Tunisia.
<b>Period of Assignment/Service</b>	108 workdays
<b>Positions</b>	01
<b>Expected Start Date</b>	<b>13 February 2020</b>

Proposal should be submitted by email to the following email address: [tenders.ly@undp.org](mailto:tenders.ly@undp.org) no later than **09 February 2020**.

Any request for clarification must be sent in writing, or by standard electronic communication to the email address [procurement.ly@undp.org](mailto:procurement.ly@undp.org). UNDP Libya Procurement Unit will respond in writing or by standard electronic mail and will send written copies of the responses, including an explanation of the query without identifying the source of the inquiry, to all candidates who expressed their interest.

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#### 1. BACKGROUND:

UNDP Libya aims at supporting local authorities to respond to the many conflicts and human mobility induced challenges - by strengthening the local resilience and recovery mechanisms - that impact negatively citizens' access to essential services, sources of livelihoods, the social cohesion and security of communities.

With this intervention, UNDP Libya will support transformative change in pursuit of inclusive job creation and economic diversification for both sustainable socio-economic development and social peace and stability. Restoring and revitalizing the economy must be a primary concern because nothing will undermine democracy and prevent a return to the path of development in a crisis country more than economic inequality, especially in a region where youth represent the largest demographic group and account for the highest rates of unemployment in the world.

Since promoting employment growth in a post-conflict setting require a thorough understanding of the specific context. The project starts with comprehensive assessment on the labour market (including private sector demand) and opportunities for vocational training and entrepreneurship programs in the selected regions of Libya. Through the assessment, the sectors with highest job creation potential will be identified, and the short- and long-term labor demand (disaggregated by skill set and sectors), potential partners (private sectors, municipalities, chambers of commerce, business unions and line ministries), potential targeting and design of the program should be provided.

The assessment will be critical to ensure a structured and coordinated approach amongst key stakeholders and to extend possible incorporated in the national and sectoral frameworks and policies. UNDP will conduct this labour market assessment jointly with the International Organization for Migration (IOM), which focuses on the dynamics of migrant workers. The assessment will be advertised to be conducted inside Libya by implementing partners.



UNDP Libya seeks an experienced international consultant to coordinate a comprehensive assessment and analysis of the present labour market in the selected regions of Libya. The target regions will be important economic centers, including Tripoli, Benghazi and Sabha.

## **2. DUTIES AND RESPONSIBILITIES:**

The Labour Market Assessment Consultant will be responsible for the following duties:

- (i) To advertise, and select (under the supervision of the UNDP Project Manager) a qualified implementing partner, which will conduct the assessment (mainly data collection with some degree of analysis) in Libya;
- (ii) To design the methodology and the questionnaire for UNDP in collaboration with the implementing partner and IOM;
- (iii) To coordinate the implementation of the assessment which will be led by an implementing partner on behalf of UNDP Libya in close cooperation with all stakeholders (implementing partner(s), IOM, public authorities, other stakeholders);
- (iv) To finalize the assessment report by providing substantial analysis and knowledge regarding labour market through analysis of the data collected in order to identify skills, job opportunities, demand on the labour market;
- (v) To coordinate at all steps with IOM to be able to ensure a complementary approach and analysis;
- (vi) To envisage building a set of recommendations with the overall intention of effectively responding to the need to enhance the employability, business development/self-employment and entrepreneurship capacities of youth, women and other members of conflict-affected people and migrants in selected region in Libya.
- (vii) To support UNDP in the coordination of the Livelihoods Working Group.

The Individual Consultant for a comprehensive assessment of labour market in the selected regions of Libya will be responsible for the implementation of the following tasks:

- To prepare an action plan to carry out the assignment and develop the methodology through meeting with relevant stakeholders including IOM.
- To prepare Call for Proposals to select an implementing partner, participate in the selection process.
- To undertake a desk review/analysis of current policies, strategies and legislation regarding the labour market in Libya in relevant for particularly youth and women including social services, vocational training and business development support
- To draft and finalize a comprehensive, complementary labour market assessment through analysis of data to be provided by the implementing partners
- To support the UNDP and the Livelihoods Working Group in creation of 4Ws and support writing of the SOPs for the Livelihoods Working Group.

### 3. EXPECTED OUTPUTS:

- An action plan to carry out the assignment and develop the methodology through meeting with relevant stakeholders including IOM;
- A Call for Proposals to select an implementing partner, completion of the selection process;
- Desk review/analysis of current policies, strategies and legislation regarding the labour market in Libya in relevant for particularly youth and women including social services, vocational training and business development support;
- Comprehensive, complementary labour market assessment (report) through analysis of data to be provided by the implementing partners;
- The Power Point Presentation (at least 20 sides) and handouts (at least 10 pages) to Final report created; a presentation of the study results and proper discussion with stakeholders conducted;
- The findings of assessment summarized and general conclusions and recommendations on developing a comprehensive socio-economic development plan in the target region submitted and approved by UNDP;
- 4Ws created for the Livelihoods Working Group. A draft version of the SOPs has been initiated.

### 4. DELIVERABLES:

TASKS	Deliverables	Expected Period <i>(the timeframe will be adjusted based on the security context)</i>	Percentage of Payment
1. Action plan to carry out the assignment prepared, and the methodology and draft questionnaire developed	Action plan, A call for proposals, Inception report including methodology agreed with other stakeholders	12 working days within three weeks after the start of assignment	10
2. Call for Proposals developed, and an implementing company selected			
3. Desk review/analysis conducted			
4. The data from the implementing partner for comprehensive Assessment of labour market collected and analysed	1 <sup>st</sup> Interim report including data, findings of the Assessment of labour market	25 working days within two months after the start of assignment	20
5. Final analytical report Comprehensive assessment of labour market in the selected regions of Libya, is drafted and approved by UNDP.	2 <sup>nd</sup> Interim report (Final analytical report)  The Power Point Presentation	38 working days within four months after the start of assignment	30
6. The Power Point Presentation (at least 20 sides) and handouts (at least 10 pages) to Final report created; a presentation of the study results and proper discussion with stakeholders conducted			



7. The findings of assessment summarized and general conclusions and recommendations on developing a comprehensive socio-economic development plan in the target region submitted and approved by UNDP	Final report including the findings of assessment summary, conclusions and recommendations	<i>17 working days within five months after the start of assignment</i>	20
8. 4Ws created for the Livelihoods Working Group. A draft version of the SOPs has been initiated.	4 Ws and SoP for the Livelihood Working Group	<i>16 working days within five months after the start of assignment</i>	20

## 5. REQUIRED SKILLS AND EXPERIENCE

### Education:

- Master’s degree in Economics, Development Studies, International Studies, Business Management or other relevant related fields.

### Experience:

- Minimum one year of proven experience in working on labour market, demand and supply dynamics in labour market, at the project management/coordination level, especially in the African context;
- Minimum one year of proven experience on preparation/compilation of written reports (at least two relevant reports must be provided with the proposal);
- Minimum one year of previous experience with an international organization, particularly with working in the area of labour migration;
- Minimum one year of previous experience in coordination between different UN/International Agencies, stakeholders.

### Language Requirements:

- Fluency and excellent analytical writing skills in English required.

## 6. DURATION OF WORK AND DUTY STATION

- Tunis, Tunisia
- 108 workdays assignment.

## 7. COMPETENCIES

### Core competencies:

- Demonstrate capacity to coordinate with implementing partners, employing effective facilitation and consensus-building skills.
- Demonstrated good managerial administrative, planning, analytical and written skills.



- Good understanding of UN common system, UNDP, and relevant international development partners and stakeholders at global, regional and country levels.
- Good communication skills.
- Initiative and ability to work independently.

Technical competencies:

- Ability to use a deep understanding of post conflict resilience and development related concepts
- Ability to analyse the labour market dynamics in Libya
- Strong technical editing and writing skills.

**8. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS**

Interested individual consultants must submit the following documents/information to demonstrate their qualifications:

- Technical Proposal;
- Explaining why they are the most suitable for the work;
- Financial proposal;
- Personal CV including past experience in similar projects and at least 3 contactable references.

**9. FINANCIAL PROPOSAL**

**Lump sum contract**

The financial proposal shall specify a total lump sum amount, and payment terms around specific and measurable (qualitative and quantitative) deliverables (i.e. whether payments fall in installments or upon completion of the entire contract). Payments are based upon output, i.e. upon delivery of the services specified in the TOR. In order to assist the requesting unit in the comparison of financial proposals, the financial proposal will include a breakdown of this lump sum amount (including number of anticipated working days).

**Travel**

As per the TOR.

**10. EVALUATION**

<b>Criteria</b>	<b>Weight</b>	<b>Max. Point</b>
<u>Technical</u>	70	
Master's degree in Economics, Development Studies, International Studies, Business Management or other relevant related fields.	15	
Minimum one year of proven experience in working on labour market, demand and supply dynamics in labour market, at the project management/coordination level, especially in the African context.	25	
Minimum one year of proven experience on preparation/compilation of written reports ( <u>at least two relevant reports must be provided with the proposal</u> ).	05	
Minimum one year of previous experience with an international organization, particularly with working in the area of labour migration.	15	



Minimum one year of previous experience in coordination between different UN/International Agencies, stakeholders.	05	
Fluency and excellent analytical writing skills in English.	05	
<b><i>Financial (Lower Offer/Offer*100)</i></b>	<b>30</b>	
<b><i>Total Score</i></b>		<b>Technical score 70 + 30 Financial</b>

**Note:**

- Applications without i) financial offer and ii) CV will NOT be considered for evaluation;
- Financial proposal should be on provided format (i.e Annex 3- OFFEROR'S LETTER TO UNDP);
- At least two relevant reports must be provided with the proposal inline with the requirement stated in "experience section";
- Incomplete proposals will not be considered.

**ANNEX'S:**

**ANNEX 1** - TERMS OF REFERENCE;

**ANNEX 2** - INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS;

**ANNEX 3** - PROPOSAL SUBMISSION FORM.