



TERMS OF REFERENCE FOR UNDERTAKING LABOR

MARKET ASSESSMENT - GGE2.0 Project

1 INTRODUCTION

The programmed **Girls Get Equal: Realizing Rights and Building Resilience 2025-2029** funded by Norad will be implemented in Bangladesh, Ethiopia, Nepal, Niger, Malawi, Mozambique and Tanzania. One labor market assessment will be conducted in each country to inform interventions under **Outcome 2: Households of adolescents and youth, especially women, are economically empowered.**

By economically empowering the households of adolescents and youth, particularly young women, the programmed aims to reduce financial pressures that can lead to CEFMU and early and unintended pregnancies. The economic empowerment interventions also aim for more adolescent girls and young women (AGYW) to live in resilient households and to increase AGYW autonomy.

In Ethiopia, the project will be implemented with Ethiopian Catholic Church Social Development Coordination of Harar (ECC-SDCBOH) Established in 1987, in partnership with Plan International Ethiopia. ECC-Ethiopia is one of the largest Ethiopian faith-based, non-profit organizations operating in the eastern part of the country. With 36 years of experience, the organization has implemented a wide range of emergency, rehabilitation, and development programs across pastoralist, agro-pastoralist, and farming communities. Its operational areas include East and West Hararghe Zones of Oromia, Dire Dawa Administration, Harari Regional State, parts of Afar Region, and the Fafan and Sitti Zones of the Somali Region. ECC-SDCBOH envisions a society where spiritual, physical, and socio-cultural needs are fully met, and where people live in harmony, equality, justice, and peace. Its mission is to promote integral human development by addressing the spiritual, socio-economic, and physical wellbeing of communities through evangelization, awareness creation, and capacity building. The organization views social and development programs as integral to its evangelizing mission. ECC-SDCBOH's key sectors of intervention include Water, Sanitation and Hygiene (WASH), Health and Nutrition, Education and support for Orphans and Vulnerable Children (OVC), Emergency Response and Rehabilitation, Livelihood Development and Resilience Building, along with cross-cutting issues such as peace, justice, and gender.

ECC-Ethiopia in partnership with Plan International Ethiopia (PIE) is implementing a Girls get Equal-GGE2.0: Realizing rights and building resilience project mainly focusing on empowering and building adolescent girls and young women (aged 10–24) being empowered, build their resilient and enable them to exercise their rights.

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The project Local Labor Market Assessment (LMA) specific to youth employment opportunities at **Guba-Koricha Woreda**, West Harereghe zone, Zonal town and surroundings **Oromia region**. Project intervention Wordasis Guba-Koricha, West Harereghe zonal administration.

The total project target beneficiaries are 2500, particularly unemployed and unskilled youth, of which 50% are females. The project aims to provide various soft and hard skill trainings at the level of technical, vocational education training colleges with the award of COC (Certificate of Competence), including market-oriented entrepreneurship skills and employment opportunities.

Understanding the labor market and business opportunities is fundamental to train youth in demand-driven courses in TVET for wage employment and entrepreneurship for self-employment. To this end, HCS intends to undertake rapid labor market assessment in the target woreda.

Therefore, ECC Ethiopia invites consulting firms with significant relevant experience and skills to undertake this survey. The result of the survey is expected to become a basis for the provision of market-demanded skills training.

2 OBJECTIVES OF THE SURVEY

Key Principles of the LMA

- **Market-driven:** The LMA should be focused on uncovering local labor market demand, as well as constraints and opportunities faced by the target group, especially young women.
- **Gender and inclusion sensitive:** The LMA should map differences in participation, constraints and opportunities between women and men, as well as key enablers and critical intervention points to create gender-equitable outcomes¹. For instance, identifying business that can be done from home can be important, and these may include digital jobs². The LMA should also identify critical interventions to include youth with disabilities and other groups marginalized based on an identity factor (such as; SOGIESC as, skin color, age, language, background and other.). The LMA should be coordinated with each country's gender- age and inclusion analysis to ensure the overall situation analysis is gender sensitive and to avoid duplication of efforts (factors covered by AGI analysis does not need to be included in LMA and vice versa)
- **Participatory / youth-led:** The LMA should engage youth, through key elements of assessment³. At a minimum, youth engagement should include **consulting** youth to gather their insights and priorities. Where possible, youth should be meaningfully involved as **collaborators** in at least one stage of the LMA process, such as tool development of data collection. Efforts should be made to include diverse groups of youth, particularly AGYW and those from marginalized backgrounds, to ensure their perspectives are represented. Capacity-building efforts should equip youth with the skills and confidence needed for meaningful engagement in the LMA while fostering leadership and ownership of the process. Clear channels for feedback and follow-up must be established to ensure their contributions are recognized.
- **Environmentally sustainable:** The LMA should have two objectives for securing environmental sustainability. Firstly, it should consider the environmental effect of the trades and income-



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generating activities identified and exclude those not meeting the environmental minimum criteria (defined in the programme indicator definition)⁴. Secondly, it should also consider the trade's vulnerability to climate and environmental hazards and potential opportunities for increased resilience, especially in the agriculture sector. Additionally, the LMA could identify climate-smart jobs for rural women⁵

- **Agriculture and microenterprise focused:** The LMA should focus on self-employment opportunities if target area is rural and has few jobs in formal economy, especially 1. Agro I premiership and 2. Microenterprises. For agripremier ship, the assessment should differentiate between on-farm and off-farm opportunities.
- **Cost-effectiveness:** The LMA should consider the cost implications to the Programme by promoting the different trades / IGAs identified, including costs charged by training providers, start-up equipment needed to succeed as entrepreneur in specific field, maintenance costs etc. The LMA should makes recommendations on cost-effective approaches. This could mean prioritizing business models that require low startup capital.

2.1 Overall objective of the Labor Market Assessment

The overall objective of LMA is to identify key economic sectors, industries and value chains in the target areas: analyzing industries and value chains with the highest potential for employment and growth for the target population, and identify economic opportunities and constraints for specific product/services in a target area and inform producers/service providers to decide accordingly

Specific Objectives

1. To identify what type of jobs are available in the market that can be appropriate for adolescent girls, young mothers and youth in general, with a special focus on demanded skills.
2. To find out the relevance of skills training courses to be offered in TVET to market needs for GEE project target youths.
3. Identification of other economically significant sectors/potentials where youth can engage as self-employed.
4. To identify the types of jobs available in the market that can be filled by TVET graduates, with a focus on highly demanded skills.
5. To recommend technical or non-technical skills trainings based on their feasibility and relevance to improve youth access to work.
6. To assess the capacity of TVET service providers in relation to the provision of identified market-demanded courses.


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3 SCOPE OF WORK

The consultant will conduct local Labor Market Assessment (LMA) specific to youth employment opportunities at Guba-Koricha Woreda, West Harereghe zone, Zonal town and surroundings of Oromia region including Adama Industrial parks.

- i. Find out the most employable skills training courses that can be offered for GGE project target beneficiaries.

Find out skill gaps in the market; this should be classified into:

- a. Specific type of jobs available and locations.
 - b. level and type of skills required, including attention to aspects of gender and location
- ii. Visit and hold discussions with private employers to find out their attitude towards provision of internships, job placement services, identify ways to create stronger linkages with TVET trained youth.
 - iii. Identify challenges faced by TVET trained youths in getting employment, especially females, and provide relevant recommendations and ways of creating decent work for females.
 - iv. Assess how microfinance institutions and RUSACCO/Unions (in the intervention woredas) to provide loans for small business and identify best approaches for linking trained youth to have access to such services.
 - v. What are the potential marketable technical and non-technical skills trainings that could be provided to young women and men to improve their access to decent work?

4 TARGET ASSESSMENT GROUPS

The target groups are:

- i. Business community members/employers, Industry parks
- ii. Unskilled and unemployed youth in the market,
- iii. Skilled and employed youth
- iv. TVET providers
- v. Skilled and unemployed youth
- vi. Woreda and Zonal key stakeholders

5 METHODOLOGY:

The consultant /consulting firm is expected to come up with the best approaches forum destalking this labor market survey. However, the following guiding principles should be taken into consideration:

- i. Desk review of secondary data including project documents.
- ii. Interviews with private sector employers, previous graduates, TVET centers, relevant government offices and industry parks.
- iii. Extensive mapping of labor market needs through primary data collection and through different mechanism.

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- iv. Interview with previous sample graduates to explore what trainings worked and what did not yield employment to avoid those that did not work well.
- v. FGDs and KII
- vi. Any other methods applicable.

5.1 Document store view:

Desk study review of all relevant documentation, including but not limited to: The project document (proposal);

- Labour Market Survey report, if any in the region.
- Explore and try to get understand other similar Labour Market Assessment findings to substantiate and complement with.

5.2 Data analysis:

Data gathered using various methods and tools will be collated, analyzed and interpreted systematically. Quantitative data will be analyzed using statistical data analysis programs available that can help generate the required information. Qualitative data will also be analyzed for key themes and used to supplement quantitative data organized into themes. Both qualitative and quantitative data should be used to find out employable skills and assess the skills gap required employers for their companies to provide and offer such courses to meet the gaps.

6 KEY DELIVERABLES:

- i. Inception report: detailing the methodology including the main research methods, the sampling framework, proposed sources of data, procedures for data collection and analysis, and a draft but detailed table of contents. The proposed research tools will be discussed and approved by ECC and PIE concerned team before data collection commences.
- ii. Revised first Draft and Final Report, incorporating suggestions and recommendations from the reference group. A second round of revision may be required before the final version of the Final Report can be produced,
- iii. A final report(on electronic copy including raw data
- iv. An electronic copy of all data collection tools and the labor market study dataset.
- v. A final presentation of the overall finding stops partners and stake holders for validation.

7 LOGISTICS AND COORDINATION

Every logistics cost will be covered by the consultant/firm. ECC shall review and provide feedback on the deliverables of the consultant and facilitate debriefing sessions of the consultant. Besides, ECC and PIE will assign experts to coordinate and monitor the consulting team to improve the quality of work and access to available information.


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8 QUALIFICATIONS AND EXPERTISE REQUIRED

- Team leader, at least a master's degree, in a relevant discipline preferably Economics (Labor Economics), Rural Development, Agricultural Economics, Entrepreneurship and Development Studies/ Business Management.
- The consultant team should have proven research and economic analysis experience in area of national and regional strategies policies on youth livelihoods and workforce development, including 5 years of working experience in labor market assessment
- Demonstrated understanding of the vocational skill training (workforce development), labor market dynamics, entrepreneurship and livelihoods sector specifically as it relates to entry level job employment for youth with low levels of educational attainment and non-formal skill..
- Strong back ground and experience in data collection and analysis.
- Technical expert is in assessing issues of labor market demand and supply in Oromia region and other regions and the ability to draw strong and valid conclusions.
- Excellent communication and report writing skills.

Ethics and Child Protection

ECC and Plan International is committed to ensuring that the rights of those participating in data collection or analysis are respected and protected, in accordance with Ethical MERL Framework and our Child and Youth Safeguarding Policy. All applicants should include details in their proposal on how they will ensure ethics and child protection in the data collection process. Specifically, the consultant(s) shall explain how appropriate, safe, non-discriminatory participation of all stakeholders will be ensured and how special attention will be paid to the needs of children and other vulnerable groups. The consultant(s) shall also explain how confidentiality and anonymity of participants will be guaranteed.

9 TECHNICAL AND FINANCIAL PRPOSAL

The consultant/ evaluation team is expected to submit both the technical and financial proposals (copy and original) based on this term of reference (TOR) showing CV of the evaluation team and detailed work plan for the entire task/process to ECC. The consulting company should submit necessary documents pertaining to licenses and TIN number or VAT certificate is mandatory. It is expected of the applicants for this job to show all costs related to it including taxes.

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10 PROPOSAL EVALUATION CRITERIA

Regarding the evaluation criteria, the technical proposal will account 100%. The main evaluation criterions of the technical proposal are: evaluation methodology (30%), team composition/key personnel (15%), professional experience (20%), and consultancy experience relevant to this evaluation (25%) and Knowledge in the study area language and culture (5%). Sound Work plan evidence to conduct Assessment (5%)

When the technical proposal result of the consultant is more than 70% and moves to financial completion and the least bidder will be the winner.

11 DURATION OF THE ASSIGMENT:

The duration of the assignment will be 28 consecutive days including travel days.

Activities	Timeframe*
An initial meeting with ECC and PIE team to finalize work plan agreement	June 16/2025
Develop survey questions and terms of reference for data collection in advance for the ECC team review.	June 17-18/2025
Create a work plan and schedule and present the inception report to ECC staff	June 19/2025
Conduct a comprehensive labor market needs assessment through primary data collection.	June 20-28/2025
Identify companies that practice employment support programmers and their interest in cooperation.	June 29-30/2025
Identify the specific types of jobs available, as well as knowledge and level of skills required for those jobs, including the gender component	July 1-2/2025
Prepare a draft Report on the conducted analysis, providing key conclusions on the current state and key recommendations and submit to the ECC staff	July 3-8/2025
Revise ECC and PIE comments and include them in the final Report	July 9-10/2025
-Validation of findings with key stakeholders and respondents	
Submit the final version of the Report for endorsement by ECC	July 11-13/2025

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12 APPLICATION PROCEDURE AND REQUIREMENTS:

Candidates interested to take-part in this constancy service are expected to provide the following documentation:

- A technical proposal with detailed response the TOR, with specific focus on the scope of work, methodology to be used and key selection criteria for respondents.
- Initial work plan based on methodology out lined, and indication of availability.
- A financial proposal detailing the daily rate expected and other mode of payment.
- Company profile and CV including a minimum of 3 references.
- Detailed budget break down based on expected daily rates.

13 CODE OF CONDUCT:

A contract will be signed by the consultant before commencement of the action. The contract will detail terms and conditions of service, aspects on inputs and deliverables. The Consultant will be expected to treat as private and confidential any information disclosed to her/him or with which she/he may come into contact during her/his service. The Consultant will not therefore disclose the same or any particulars thereof to any third party or publish it in any paper without the prior written consent of ECC. An agreement with a consultant will be rendered void if ECC discovers any corrupt activities have taken place it her during the sourcing, preparation and implementation of the consultancy agreement.

14 BUDGET /PAYMENT SCHEDULE

The Consultant is expected to pay all government taxes for which they are responsible. Where applicable, Plan International shall deduct all applicable government taxes and submit them to the Ethiopian Tax Authority. The Consultant shall propose a required budget to cover all the expenses of the evaluation. All applicants should submit an all-inclusive budget (daily fees, VAT/taxes, travel costs, expenses / per diems, translation costs, etc.) as part of their application.

All expenses related to logistics for data collection, analysis and report writing will be covered by consultant.

The payment breakdown will be as follows:

1 st payment	20%	Will be paid after the submission and approval of the final inception report, which will include a plan for surveying the sample population, training process, work plan, and finalized data collection protocols and procedures.
2 nd payment	30%	Upon completion of all data collection and entry, and the submission of a sample of the finalized raw dataset and clean data in STATA/SPSS (or other agreed upon software), as well as corrective actions as necessary
3 rd final payment	50%	Upon the successful submission and approval of the final clean raw data set in STAT/SPSS (or other agreed upon software) as well as corrective action as necessary
TOTAL	100%	

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