TERMS OF REFERENCE FOR UNDERTAKING
"RAPID LABOUR FORCE AND MARKET APPRAISAL"

About the Organisation

Aga Khan Rural Support Programme (AKRSP) is private non-profit company, established by the Aga Khan Foundation (AKF) to help improve the quality of life of the villagers of Gilgit, Baltistan and Chitral (GBC). It was established in 1982 with the mandate to focus on economic and institutional development in collaboration with government departments, elected bodies, national and international development agencies and commercial institutions. Although AKRSP's own emphasis on the productive sectors, it is also expected to assist other agencies in promoting social sector programs. AKRSP was established to act as a catalyst for rural development in an equitable and sustainable manner.

Reflecting the complex and multi-faceted nature of development, AKRSP's holistic and integrated development programmes have been organized under two key themes, i.e., Civil Society Development and Economic Inclusion. Key sectors programmed under these two broad thematic areas are Social Mobilisation and Institutional Development, Agriculture and Food Security, Enabling Infrastructure, Green Energy, Skill Development under Future of Work, Enterprise Development, Accelerate Prosperity, Public Health and Nutrition, and Climate Resilience. The cross-cutting themes of Gender, Poverty and Youth Development are embedded in all AKRSP projects. AKRSP is starting an exciting new four-year project and is seeking a qualified consultant(s) to lead design, data collection, coordination, analysis, and reporting for a robust mixed-methods baseline study.

About the Project

Building Resilience of Civil Society Organization and Youth to COVID-19 in Gilgit-Baltistan and Chitral is the four years project (2021-2025), funded by The European Union. AKRSP is implementing the project in partnership of AKF-UK and Pakistan Centre for Philanthropy. This project is based on three cluster approaches covering social, economic and youth. The project covers five districts (Nagar, Gilgit, Astore, Skardu, Shigar) of Gilgit-Baltistan (GB) and one district (Lower Chitral) of Chitral. One of the major components of this project is the economic stability of small & medium enterprises and farmer groups in six targeted districts of GBC. The purpose is to improve capacity of communities and mobilising them towards mitigating the social and economic impacts of Covid-19, with specific focus on integrating youth, especially young women, as key and active stakeholders of community development.

About The Study

We are seeking high calibre consultant firm / group of individuals as Service Provider for the short-term consultancy for **"RAPID LABOUR FORCE AND MARKET APPRAISAL"** under the project. This study targets one out of the three components of the project, that is related to economic recovery. Under the economic approach AKRSP through this rapid survey seek to assess the current impact and transmission mechanisms of the COVID-19 crisis on the economy and labour market in GBC, while identifying the most affected sectors/groups. Furthermore, this study intends to capture the post CVOVID-19 employment environment by 1) Identify existing labour market/sector situation and opportunities, (2) determine demand and supply of vocational and technical skills, (3) understand the gaps and barriers hindering labour to get work to earn income - including gender and barriers to labour and income generation and concluding the impact of COVID-19 on employment and income generation sustainability.

Scope of the Work

The scope of rapid labour market assessment is defined in terms of sectors, indicators, regions, and districts. Construction, hospitality, food production, handicraft, automobile servicing, iron & steel products, furniture, fashion designing/tailoring and information technology are some of the key sectors which will be focused for data collection from 6 districts: Nagar, Gilgit, Astore, Skardu, Shigar and Chitral, of GBC. Furthermore, new sectors will also be explored and identified.

The key indicators covered in this study are as under:
1. Sources of existing employed skilled workforce
2. Gender wise participation in the existing employed skilled workforce
3. Job vacancies available in the labour market at the time of the survey
4. Sector-wise and district wise skilled workforce shortages
5. Gender-wise and district-wise future skilled workforce demand
6. Sector-wise and industry-wise skilled workforce projections
7. Leading occupations/trades sector and industry-wise
8. Leading occupations/trades district-wise
9. Employer level of satisfaction with the skilled workforce produced through various learning pathways

Overall Study Approach

AKRSP is intending to follow a mixed method approach which incorporates both quantitative (survey) and qualitative (desk reviews, focus group discussions and interviews). This approach is essential to provide nuanced, triangulated results and to ensure a clear picture of the labour force supply and demand as well as market situation. Moreover, the study approach will provide a foundation for designing skill development activities offered under the Action, as well as it will provide a reference to the subject matter for other organisations and the government of GBC alike. Depending on the circumstances, face-to-face assessments may be carried out, considering the COVID-19 public health measures/ SOPs.

Methodology

The service provider is expected to come up with the best approaches for undertaking this labour market survey. The following guiding principles should be taken into consideration: (i) desk review of secondary data including previous labour market survey conducted by AKRSP, (ii) interviews with private sector employers, previous graduates, TVET centres, relevant government ministries and industries, (iii) extensive mapping of labour market needs through primary data collection, and (iv) any other methods applicable.

Data Collection Tool and Method

The successful bidder will be responsible for developing and refining all data collection tools. All data collection tools must be gender-sensitive and adapted to the local context and language. Anticipated instruments include:

- Baseline data collection: Survey (quantitative), focus group discussions, and key informant interviews – other relevant qualitative instruments may be proposed by the consultant.

Point to be noted: The use of tools and the modalities of implementation will be proposed by the service provider.

Data Analysis

Data gathered using various methods and tools will be collated, analysed and interpreted systematically. Quantitative data will be analysed using Excel or other statistical data analysis programs available that can help generate the required information. Qualitative data will be analysed for key themes and will be used to supplement quantitative data organised into themes, potentially using relevant qualitative data analysis software. Both qualitative and quantitative data should be used to find out employable skills and assess the capacity of technical and vocational education and training (TVET) service providers to offer such courses.

Baseline Sample

The service provider will be required to design a detailed survey protocol covering sampling strategy with appropriate, representative, and manageable sample sizes for baseline data collection.

Main Responsibilities

The service provider would be required to perform following roles and responsibilities:

    i)   Write inception report at the beginning of the consultancy,
    ii) Design appropriate methodology for the study,
    iii) Develop all relevant quantitative and qualitative tools,
    iv) Assist in hiring enumerators/design & check test paper,
    v)   Train enumerators,
    vi) Supervise field work and ensure proper and meaningful data collection, cleaning, tabulation, and analysis,
    vii) Write survey report.

Note: AKRSP will be responsible for dealing with logistics related to field visits of enumerators.

Key Deliverables and Deadlines

S. No.	Description of Deliverables	Deadline
1	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 AKRSP before data collection commences.	05th of September 2021
2	Zero Draft of Final Report, incorporating suggestions and recommendations from the reference group. (Note: A second round of revision may be required before the final version of the Final Report can be produced)	8th of November 2021
3	A final report (one electronic copy in PDF and one in Doc Format)	24th of November 2021
4	An electronic copy of all data collection tools and the labour market study data set	24th of November 2021
5	A final presentation of the overall findings to the stakeholders for validation	29th of November 2021

Ethical Standards and Safeguarding

The baseline study must conscientiously abide by AKF's Global Safeguarding Manual and its adaptations in the study context, and all members of the Consultant team must sign AKF's Safeguarding Statement of Commitment upon contracting.

Codes of conduct must be specifically referenced, and commitment confirmed in writing by each researcher involved in this study. The design of the study must clearly specify how data collection and use will be undertaken with integrity and honesty, respecting human rights and differences in culture, customs, religious beliefs, and practices of all stakeholders. Provisions to obtain informed consent of study participants and ensure confidentiality and data security must be explicit. The Consultant must explain how its researchers will be mindful of gender-related needs and roles, ethnicity, children living with disability, age, language, and other differences when designing and carrying out the study. The design and implementation of the study must strike an appropriate balance between recognition of the potential benefits of the research, and the protection of participants from potential research-related harms. Safeguarding principles to protect key informants from sexual exploitation and abuse, sexual harassment, and bullying, including youth protection, must be explicit.

Consultancy Timeline

The duration of the assignment will be 90 working days including travel days. This excluded number of off-days.

Qualification and Experience

The applicants are required to clearly identify and provide CVs for all those proposed in the study team, clearly stating their roles and responsibilities for this evaluation.

The applicant should include the technical expertise and practical experience required to deliver the scope of work and evaluation outputs. The service provider team members should have:

a. Post-graduate degree in Business, Economics, Statistics, or Research field,
b. Minimum of 5 years relevant professional experience in research and labour market studies,
c. Demonstrated experience in designing similar studies including proven experience in sound sampling, mixed method approaches (quantitative and qualitative), tool development, enumerator training, etc,
d. Demonstrated experience recruiting, training, and managing enumerators and facilitators for both quantitative and qualitative studies,
e. Demonstrated experience in quantitative data and statistical analysis, using software such as SPSS or Stata,
f. Demonstrated experience in qualitative data analysis techniques, including the use of relevant software,
g. Technical expertise in assessing issues of labour market demand and supply in Gilgit-Baltistan & Chitral, and the ability to draw strong and valid conclusions,
h. Strong knowledge of TVET programs is essential,
i. Excellent communication and report writing skills,

Application Package

Firms or team of individual freelancers interested in the assignment are expected to provide the following documentation:

1. Letter of interest, including the names and contact information of two previous clients who can be contacted regarding relevant experience.
2. Detailed **technical proposal** (use the prescribe format attached) of not more than **5 pages** clearly demonstrating a thorough understanding of this request for proposals and including the following:

    i) Description of mixed-methods study approach and methodology, including preliminary sampling strategy, data collection, data management and data analysis, gender equality and ethical standards,
    ii) Demonstrated previous experience in mixed methods and other qualifications outlined in this TOR,
    iii) A proposed timeframe detailing activity and a schedule/work plan (including a Gantt chart),
    iv) Team composition and level of effort of each proposed team member.
3. A **financial proposal** (use the prescribe format attached) with a detailed breakdown of costs for the consultancy (considering all the taxes applicable as per Pakistan's taxation rules)
4. CVs of all proposed team members outlining relevant experience (annexed to technical proposal)
5. A soft copy of a previous report of similar work undertaken
6. Copy of legal registration (for registered firms / companies)
7. A Consulting Firm / Company profile (if applicable).

Interested candidate/firms should email the application package in .pdf type to **procurement@akrsp.org.pk** by **5 PM Monday, 16 August 2021**. Email subject line should be: **YourName_RFP for EU RLMA**. Please note that only short-listed candidates/firms will be contacted.

AKRSP/AKF(P) is an Equal Opportunity Employer and is Committed to Safeguarding and Promoting the Welfare of Children and Vulnerable Adults and Expects all Staff and Partners to Share this Commitment.

For more information about AKRSP, please visit http://akrsp.org.pk/