

CALL FOR EXPRESSION OF INTEREST

122/SiV/2021 - Seeking Company/Consultant(s) for Conducting a Local Market Analysis and a Needs Assessment of the target group in the municipalities of Istog, Pejë, Klinë, Deçan and Junik

Terms of Reference

January 2021

Deadline for application: 25 January 2020

Expected start date for this consultancy: 1 February 2021

Completion date: 10 April 2021

About Syri i Vizionit

Syri i Vizionit (SiV) was officially registered as a local NGO in September 2001, but it started operating in the municipality of Peja since 1999 as a Community Based Organization (CBO).

Over the recent years, NGO “Syri i Vizionit” has developed numerous partnerships with a wide range of local and international organizations, municipalities and other active actors in Kosovo and the Balkans such as: European Commission, Save the Children in Kosovo, Olof Palme International Center, Solidar Suisse, Volkshilfe Solidarität, ADA, USAID, KEC, KFOS, DRC, CARE International, OSCE, etc.

About the consultancy

Syri i Vizionit in partnership with the Balkan Forum and the Municipality of Istog are implementing the project “Empowerment and Employment of Youth, Women and Other Vulnerable Groups in the Five Municipalities of Kosovo”, which is supported by European Union funds.

The project aims to provide additional active labour market measures, such as providing support for specific training, on-the-job training, providing internships and self-employment of vulnerable groups in Kosovo. Furthermore, it will support development of new enterprises to develop opportunities for creating employment perspectives for particularly vulnerable groups in the labour market.

Target groups include communities with the lowest average participation in the economy: youth, working-age women, people with disabilities and ethnic minorities including Bosniak, Serb, Roma, Egyptian and Ashkali individuals in five municipalities in Kosovo: Istog, Pejë, Klinë, Deçan and Junik.

Purpose:

The purpose of this consultancy is to conduct local market analysis and assess the needs of youth, women, people with disabilities and minority communities to prepare for the labour market in five



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municipalities of Peja, Istog, Deçan, Junik and Klinë. Reports from this consultancy will affect the provision of training, professional and other forms of support for both businesses and target groups in the five municipalities.

Role of the Consultant

In view of the above the Company/Consultant(s) will:

1) Local Market Analysis - to look at market trends in our five local economies (Istog, Pejë, Klinë, Deçan and Junik), to understand what fields offer good opportunities for employment, what market gaps there are for entrepreneurs, and what macro-level trends and events bear on the likelihood of securing employment for our target groups;

2) Needs Assessment of the target group (youth, working-age women, people with disabilities and ethnic minorities including Bosniak, Serb, Roma, Egyptian and Ashkali individuals in the five municipalities), drawing on interviews, surveys and other means to understand the experience of the target groups in their efforts to secure employment, and identify capacity building support needed to increase their employment.

Duties and Responsibilities:

The Company/Consultant(s) engaged is expected to:

1. Conduct the analyses/assessment in the five municipalities with stakeholders.
 - a) Interviews-consultations/questionnaires with:
 - medium and small businesses;
 - young people;
 - women and girls;
 - people with disabilities;
 - persons from the minority communities;
 - Employment Offices;
 - Professional/Vocational Schools;
 - Regional Vocational Training Centre.
 - b) Compilation of the reports;
2. Present the first draft analyses reports to organizations management in a one-day meeting
3. Incorporate comments on the first drafts from the project team and submit final reports.



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Deliverables:

Company/Consultant(s) will deliver two (2) separate reports (Local Market Analyses report and Needs Assessment Report) that must contain:

- Executive Summary (1-2 pages)
- Objectives of the analysis (1 page)
- Chapter I - Methodology (1 page)
- Chapter II - Review of state legislation and policies
- Chapter III - Institutions in providing services to businesses and jobseekers
- Chapter IV - Results from field data collection
 - Business needs and challenges
 - Needs of target groups and preparation for the labour market
- Chapter V - Recommendations (listing practical activities for businesses and groups of interest, trainings, workshops, financial support, etc.)
- Chapter VI - Implications
- Chapter VII - References

The Company/Consultant(s) should work closely with Syri i Vizionit, The Balkan Forum and Municipality of Istog during the entire implementation.

Recommendations from the Local Market Analyses and from the Needs Assessment should be comprehensible and realistic with the situation on the ground as well as actionable recommendations on what we can do as organizations and other institutions responsible for business empowerment and employment of youth people, women, people with disabilities and minority communities in the five municipalities.

Consultancy period:

The duration of this consultancy is a maximum 50 days between Februarys – April. Assignment to be completed by 10 of April 2020.

Required experience/qualifications:

- University degree in the faculty of philosophy, economics, human resources or other fields (Master degree and professional/non-formal education in the field is an advantage);
- Documentation of work experience in conducting researches and drafting documents related to the labour market, business development and training of professional staff for work;
- Provide one or two examples of previous research/analyses undertaken by the company/consultant(s).
- Knowledge of principles and state policies on economic development, employment of youth,



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- women and marginalized groups through job development and self-employment;
- Good writing and speaking skills of Albanian and English.

Application:

Interested candidates are invited to apply by submitting the following documents:

- Copy of University Diploma (any Licensing Certificate from relevant institutions is considered a priority);
- A broad outline of the approach that the consultant would use - description of the working methodology, including planning of the research development process specified by municipalities;
- A tentative work plan, proposing a timeline and actions.
- A motivation letter including the experience, willingness and professional skills in drafting such reports or analyses (attach a copy of the report) related to the labour market and employment;
- Curriculum Vitae (CV)
- Companies to includes a short company profile as well
- Financial proposal*

The financial requirement should be detailed for each task to be performed, including: information source, information collection procedures and techniques, data analysis techniques, tentative work plan, and report writing.

Applications must be submitted in the local language, electronically at the e-mail address: info@syriivizionit.org with the subject: **122/SiV/2021 - Conduct of the Research on market needs of businesses for professional staff and needs of youth, women, people with disabilities and minority communities for preparation for the labour market**, physically or by regular mail to the organization's address: NGO "Syri i Vizionit", Isa Demaj street, no. 14, 30,000 Peja, Kosovo.

Deadline for submitting the application is 25 January, 2021, at 17:00hrs.

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