

REQUEST FOR CONSULTANCY SERVICES Service Contract (SC)

“Regional Labour Market and Economic Development Analysis in Elbasan to guide National Agency for Employment and Skills to set its strategic development priorities”

Project Unit: RisiAlbania – Partner for Growth
Swiss Agency for Development and Cooperation SDC
Implemented by: Helvetas Swiss Intercooperation and Partners Albania
Location: Mainly in Elbasan region
Estimated duration: May – June 2021

1. Background

RisiAlbania is an innovative youth employment project of the Swiss Agency for Development and Cooperation (SDC), in partnership with the Ministry of Finance and Economy and implemented by a consortium consisting of HELVETAS Swiss Intercooperation and Partners Albania for Change and Development. The overall goal of the project is to contribute to an increase in employment opportunities for young women and men (age 15-29) in Albania. This goal will be achieved through:

- i. Enhanced growth and job creation by the private sector in three selected subsectors (agribusiness, tourism, and ICT),
- ii. Improved career guidance and job intermediation services,
- iii. Improved and developed skills of young women and men through market-oriented private non-formal skills training programmes.

Under the second pillar, to improve the Intermediation services, to enable job placement for the young job seekers, National Agency for Employment and Skills (NAES) remains the main partner of the project. The National Agency for Employment and Skills is the institution in charge of implementing employment policies and measures and responsible for vocational education and training. Risi has supported NAES to increase the performance of the employment services with a special focus to enhance the cooperation with businesses and having an effective system in place to monitor and measure the clients 'satisfaction.

To perform its role adequately, NAES is tasked to research, analyze, and forecast the needs of the Labour market to: (i) clearly understand the economic and business development trends and their requirements, and (ii) Vocational education and training to be informed and planned based on detailed regional analyzes and on the country's strategic development priorities. All these are necessary to achieve a strong correlation between business needs for manpower and the need of jobseekers to land a decent job that generates sufficient income.

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Considering that regions and districts have various and specific characteristics, it is important to study the specifics, needs and development trends of each of them.

In view of the above, RisiAlbania will support NAES to develop a strategic guiding document for regional Labor market development through an in-depth analysis of the regional specifics and needs. Elbasan region is selected as the pilot one to develop the model that will be extended in other regions.

For this purpose, RisiAlbania is looking to engage a Consultant (the Contractor), to work closely with NAES to conduct an in-depth analysis of the specific needs and priorities of Elbasan region labour market and economic development, and to translate it into the form of a strategic document to guide NAES work plans and development policies for this region.

2. Objective of this consultancy

The objective of this assignment is to perform an in-depth analysis of the needs and priorities of the regional labour market and economic development of Elbasan and translate them into a strategic document for the National Agency for Employment and Skills (NAES) to guide NAES in implementation of employment policies and designing of vocational education and training offer to adequately respond to the demand. The consult will provide NAES with the methodological document to extend this process in other districts.

The specific objectives of this assignment will be the following:

- 2.1. Identify and synthesize the socio-economic profile, needs priorities (strategic ideas/ projects) and comparative advantages of the Elbasan Region.
- 2.2. Analyze national and regional development strategies to link economic development approaches with educational and professional development programs.
- 2.3. Compile and publish a document/ report to benefit development policies and concrete plans related to VET and Employment, guiding NAES decision-making in the field of employment, retraining of the workforce, career guidance as well as long-term guidance for vocational education.
- 2.4. Present findings in forum meetings with municipalities, businesses, MoFE VTCs, Employment Offices, vocational education schools as well as with projects/ donors.
- 2.5. Translate findings and conclusions into a strategic documents and work plans for NAES.

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3. Main duties and responsibilities

The Contractor will:

3.1. Identify and analyze the National Development Strategy¹

- Analyze and specify key priorities. Identify in the strategy the parts that can be related to the region of Elbasan.
- Analyze the national priorities that are most relevant to the region of Elbasan.

3.2. Analyze and synthesize data related to the Elbasan region identified by the Skills Needs Analysis (SNA) conducted by UNDP.

3.3. Identify and analyze the Regional Development Plan

- Work closely with the Municipality of Elbasan or other local government units to identify priorities and collect data.
- Synthesize findings and analyze data, as well as assess the degree of compliance with the National Development Strategy and SNA data.

3.4. Analyze the data of unemployed people registered in the employment offices and the unemployed identified in the labor force survey for the Elbasan region.

- Identify data (numbers) on the unemployed in the region of Elbasan from the national statistical system of NAES.
- Identify and evaluate the Labor Force Survey data related to the Elbasan Region.
- Analyze the data referring to the characteristics of the unemployed (percentage compared to the data at the national level, educational level, special categories, gender, etc.).
- Synthesize findings drawing upon data analysis.

3.5. Analyze unfilled job vacancies in Elbasan region:

- Identify data (numbers) on job vacancies in the region of Elbasan from NAES national statistics system.
- Analyze data referring to the characteristics and economic profile of unfilled job vacancies.
- Synthesize findings drawing upon data analysis.

¹ The strategic document needs to be available first.

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3.6. Establish a database and analyze businesses operating in the Elbasan region from General Directory of Taxes (GDT) and those registered in the employment office of Elbasan region and:

- Identify the data on the number of businesses registered with the Employment Office from the national statistics system.
- Establish a database on businesses registered in this region.
- Analyze data on the economic profile of businesses and their type (small, large).
- Identify the 10 largest businesses/ enterprises operating in this region (with the largest number of employees and the largest turnover) and carry out an analysis on their characteristics.
- Synthesize findings drawing upon data analysis.

3.7. Identify strategic projects with an impact in sustainable development.

- Identify strategic projects that are expected to be developed by 2030, communicating and gathering information from the Ministry of Finance and Economy, the Ministry of Infrastructure and Energy and the Prime Minister's Office.
- Analyze projects and forecast the impact and needs related to the labor market and employment.
- Synthesize findings drawing upon data analysis.

3.8. Evaluate and synthesize the conclusions generated by the local dialogue roundtables for the development of skills conducted by the Skills for Jobs (S4J) project.

3.9. Evaluate VET tracer data for branches of study / profiles resulting with the highest employment rate.

- From the tracer study data, analyze the data related to the employability rate for the persons who have graduated/ certified, and the data related to the relevance of the skills acquired during the training/ education with the specifics of the job;

3.10. Present findings in forum meetings organized with municipalities, businesses, Ministry of Finance and Economy, Vocational Training Centers, Employment Offices, Vocational Education Schools as well as projects/ donors.

3.11. Formally reflect recommendations on the final strategic document.

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4. Deliverables

The contractor will deliver:

- 4.1. A strategic document to guide National Agency for Employment and Skills in the implementation of employment policies and designing of vocational education and training offer for the Region of Elbasan based on economical regional needs and trends.
- 4.2. A methodical report that describes methodology, process, data, findings, recommendations, in the format of an official document to serve as a model for implementation in other regions.

The deliverables should aim to support NAES in improving the liaison between real labour market needs and the vocational educational and training offer, to achieve feasibility and efficiency in policies for sustainable development in the fields of employment, skills and vocational education.

In addition, the deliverables comprising work in the region of Elbasan should serve as a foundation to enable NAES to continue to perform regional labour market analysis with own resources for other regions of Albania.

5. Qualifications and skills

The ideal team will be assessed according to the following requirements. Submitted CVs must show how these qualifications and skills are met:

- Sound Experience in labour market analysis.
- Strong analytical skills and ability to synthesize information.
- Experience working with public institutions in Albania.
- Being familiar with work of National Agency for Employment and Skills.
- Excellent command of Albanian and English.

6. Management and reporting:

For the duration of the contract, the Company will be assigned the Component Team Leader and Intervention Manager (IM), for reporting and accountability. The consultant will work closely with National Agency for Employment and Skills assigned person. The IM may accompany the Consultant in several meetings with National Agency for Employment and Skills and other stakeholders and will be kept informed during work implementation.

- The scope of the work of the Consultant does not foresee using the premises of the project but does not exclude the possibility when the need arises.
- Besides the responsibilities and expected deliverables as defined in these TORs, the Consultant is expected to biweekly communicate online with the IM informing, updating on the timetable of next activities and when possible, coordinating joint ones.

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7. Documents to be included in the offer submission:

- Work proposal

Describe briefly:	
The reasons why you are the best candidate to successfully complete the assignment.	Free format
The methodology or activities you would use to successfully complete the assignment.	Free format

- Financial proposal (free format) - The fee proposed shall include all the taxes.
- Up-to-date CV of consultant(s) / Profile of organization, documentation of relevant previous experience and contact details of the respective candidate /team.

The proposals shall be submitted in English in hard copy and soft (on USB stick) in closed and stamped envelope to the address given below, by 20 April 2021, at 15.00 o'clock. Only proposals handed in within the indicated timeline will be considered.

RisiAlbania,
Rr. Ismail Qemali, P.18, H.3, Ap.15,
Tirana, Albania
Tel.: +355 4 2248527

For any questions you might have related to the application, please contact by email at info@risialbania.al

9. Candidate assessment and selection

The selection of the Consultant will be evaluated based on a cumulative analysis of the fulfilment of the evaluation criteria. The contract will be awarded to the Consultant getting the best technical-economic combination based on the evaluation criteria below:

Evaluation criteria	Maximum score per requirement
Experience in developing similar Labour Market Analysis. Previous work displaying the required skills	30
Financial offer	30
Accuracy and reliability of plan and activities suggested completing the assignment	40
Total	100

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