

Review and Mapping Job Opportunities in Targeted Location Terms of Reference

Introduction

DVV International is looking for a team of consultants and/or a company to conduct a limited job opportunities review and mapping in the targeted locations in response to existing needs of vulnerable target groups (youth, women, other).

DVV International is the Institute for International Cooperation of the Deutscher Volkshochschul-Verband e.V. (DVV), the German Adult Education Association. DVV represents the interests of the approximately 900 adult education centers (Volkshochschulen) and their state associations, the largest further education providers in Germany. In Armenia, DVV International represents the interests of 3 adult education centers in Shirak, Syunik and Lori marzes. Assignment will be conducted in support to the centers to upgrade their educational curricula to help better meet job market requirements in the target locations and for target beneficiaries.

1. Background

As the leading professional organization in the field of adult education and development cooperation, DVV International has committed itself to supporting lifelong learning for 50 years. DVV International provides worldwide support for the establishment and development of sustainable structures for Youth and Adult Education. DVV International finances its work through funds from the Federal Ministry for Economic Cooperation and Development (BMZ), the German Federal Foreign Office, the European Union, as well as other donors.

DVV's portfolio in Armenia includes promotion of lifelong learning and adult education (including a focus on non-formal adult education) through increasing awareness about these concepts and enhancing cooperation in adult education (AE) among policy makers, governmental and non-governmental educational organizations and civil society. An important component of DVV-Armenia's portfolio has been the establishment and support to adult education centers (AEC) in the regions of Armenia. Currently, it supports three centers in different regions of the country. The adult education centers aim to contribute to poverty reduction in the targeted communities through diverse educational programs (including computer and language courses, accountancy and financial management, arts and crafts and so on) to help community members become more competitive in the local labor markets. The centers also serve as community places where various cultural, civic and community projects are implemented by active involvement of community members.

The Sisian Adult Education Center

Sisian Adult education center was established in 2013 by DVV International Armenia branch office in close cooperation with Sisian municipality. Starting from 2014 Sisian has been offering wide range of training opportunities to its community members including languages courses, accountancy/financial management, secretarial work, IT training and some others. Overall during these years the outreach of the center services achieved around 800 participants.

For more details about the center, visit the website: <http://sisianaec.am/>

The Social-Educational Center of Shirak Diocese (in present “Khachmeruk” educational consulting center Foundation)

AAC Shirak Diocese Social-Educational Center (in present “***Khachmeruk” educational consulting center Foundation***) was established in 2005 in Gyumri by the initiative of Shirak Diocese and WCC Armenia Inter-church Round Table Charitable Foundation. DVV’s support to the Social-Educational Center of Shirak Diocese started in 2007 and has been ongoing since then. Since 2007 Social-Educational Center has been implementing various educational, cultural, social and youth projects for the community building, development and empowerment of children, youth, women and the elderly. The addition of adult training to SEC’s portfolio was mostly due to its partnership with DVV, but since then it has become a well-known provider that cooperates with the local employment center, private employers and others.

The organization has been registered as “Khachmeruk” educational consulting center foundation in December 2018 and it is a full successor of the Social Educational-Center and owner of its previous activities and projects. In the past years courses on furniture making and accountancy, secretarial work and computer literacy, hairdressing and baking were implemented through DVV funding. Through its divers projects it has reached out to around 6000 people from vulnerable layers of the society.

For more details about the center, visit the website: <http://shirakdiocese.am/>

COAF SMART

COAF SMART was opened in 2018 in Lori Province. It seeks to empower Armenia’s village youth through resources and opportunities to explore their intellectual curiosities and push the boundaries of the fields of study that compel them. Since the end of 2018, it has started cooperation with DVV Armenia, developed curricula and certain series of diverse training courses for adults. COAF SMART’s novel holistic approach to rural revitalization focuses on providing modern technological resources, encouraging idea collaboration and maintaining the highest quality instruction standards for critical thinking-based education. By connecting villages to best practices in education, health, arts and sciences, renewable energy and further issues of local import, COAF SMART collaborates with communities for comprehensive solutions for rural Armenians.

For more details about the center, visit the website: <https://www.coafkids.org/smart/>

2. The Goal And Objectives Of Job Market Review And Mapping

The main goal of assignment is to map and analyze the job opportunities existing in the targeted locations, including:

- Consolidated community of Sisian
- Gyumri
- Lori (Tumanyan and Alaverdi consolidated communities)

The findings will inform the adult education centers about employment trends and job opportunities existing in the targeted communities. They will support centers to upgrade or develop new educational curricula in line with the knowledge and competences required in the labor market.

Objectives of the assessment

Objectives	Activities
1. General mapping of job market opportunities in the priority sectors and industries of the targeted locations	1.1. Document existing opportunities for sustained and decent employment with specific focus on sectors of interest defined in objective 1.2. Identify jobs/sectors with potential to serve target vulnerable groups 1.3. Identify growing sectors opportunities for self-employment, social entrepreneurship and freelance jobs, including online jobs 1.4. Identify potential areas for micro/small enterprise development and business creation
2. Identify the demand for human resources in the targeted areas (skills gap analysis)	2.1. Understanding current demand for entry-level employees in a specific occupational field. 2.2. Identifying the occupational profiles and job-related competencies required in specific business sectors 2.3. Identify employer hiring practices and entry requirements such as: <ul style="list-style-type: none">• Experience/internship/volunteering• Type of training acceptable and or required/Acceptable duration of training course• Types of certification recognized• Soft skills needs of employers• Other

<p>3. Understand the quality of the available jobs and identify key constraints and barriers faced by vulnerable people</p>	<p>3.1. Analyze salaries and benefits per job groups /types, work environment and accessibility.</p> <p>3.2. Determine constraints and barriers faced by vulnerable people (women, disabled people) in the labor market.</p> <p>3.3. Identify barriers such as: entry profile (educational level, experience, age, etc.)</p>
<p>4. Review and analyze job opportunities in specific sectors of interest to each center/location, identify the most promising ones and provide recommendations</p>	<p>Gyumri: service sectors (restaurants, tourism, beauty services, etc) as well as crafts, and vocational professions as much as feasible</p> <p>Lori: Cattle breeding and dairy production, farming, tourism, food and hospitality, small+medium size businesses</p> <p>Sisian: Crops, dairy production, bee keeping, tourism (hotels, restaurants), stone production and some services</p>

3. Phases of Assessment and key outputs

- Inception period
- Field work, data collection and analysis
- Reporting and presentation of results

Phases of assessment	Key Activities	Outputs
Inception period	<ul style="list-style-type: none"> • Kick off meeting with DVV Armenia team and representatives of adult education centers <ul style="list-style-type: none"> • Desk review and stakeholders mapping, identification of key sources of information • Interviews with key informants (if needed) • Methodological design of the entire field work • Developing of survey tools • Planning and scheduling of field work activities 	<ul style="list-style-type: none"> • Minutes of the meeting with the team • Inception report including methodological design, questionnaires • Initial database of key informants • Planning and scheduling field work • Budget and staff related information
Field work, data collection and analysis	<ul style="list-style-type: none"> • Data collection from primary and secondary sources • Data proofing and quality assurance • Developing of draft report 	<ul style="list-style-type: none"> • Minutes of the meetings with the project team • Intermediary report
Reporting and presentation of results	<p>Final analysis of findings</p> <p>Developing of comprehensive report and presenting of results</p>	<ul style="list-style-type: none"> • Draft final report • Final report after revision by the team • Presentation with key findings

4. Methodology (methods, data sources and working principles)

The assessment will employ mixed qualitative methods. The tools and specific methodological approach will be discussed and agreed between DVV Armenia team and consultant/ recruited company. **Primary information will be based on qualitative methods of data collection and will include:**

- Expert interview
- Focus groups
- Interviews with key informants

The primary information will be collected from the following data sources (to be finalized by the Review team):

- ✓ Regional employment agencies
- ✓ Chambers of commerce and other business associations
- ✓ Government entities: ministries of labor or economy, regional or local production or development offices,
- ✓ The targeted companies/employers/service providers
- ✓ Municipalities (to get information about communities' economic development strategies) and local authorities
- ✓ Training providers
- ✓ The unemployed and self-employed, youth, women
- ✓ Others

This list targets both supply and demand sides with the latter being suggested for some context understanding of the issues and needs of vulnerable groups, their issues. However, the contractor will have to suggest its own approach to informants.

Secondary information will be based on desk review that will aim to identify existing companies in the region, review different information sources to understand key market trends and developments, consider online job platforms to identify key priority field and online and freelance job opportunities.

Desk review will imply data collection from the following sources:

- ✓ Online job platforms
- ✓ Relevant surveys
- ✓ Statistical data and policy papers pertaining regions (if required)
- ✓ Other

Quality assurance

To provide empirically verified evidence the following data quality insuring criteria should be met: **validity, reliability and credibility.**

Data protection

The data collected during the study will remain the property of DVV International. All the materials including filled questionnaires, interview transcripts and reports can be used only by the consent forms of the property owner.

Language

All reports shall be submitted in English.

Timetable and duration

Action	Responsible	Date
Inception period		
Contracts signed and documents provided	DVV Armenia and consultant	July 15
Submission of inception report	Team of consultants/company	August 1
Feedback on Inception report and submission of final inception report	Consultant DVV team	August 15
Field work, data collection and analysis		
Data collection from primary and secondary sources Data proofing and quality assurance	Team of consultants/company	August 20- September 20
Submission of draft intermediary report	Team of consultants/company	September 25
Feedback on Intermediary report and submission of final Intermediary report	DVV team/ Team of consultants/company	September 30
Reporting and presentation of results		
Submission of draft final report (incl. draft executive summary)	Team of consultants/company	October 10
Feedback on draft final report (and executive summary)	DVV team/ Team of consultants/company	October 15
Submission of final evaluation report, (incl. the executive summary in English)	Team of consultants/company	October 30

5. Application procedure

The **deadline** for the submission of the application is the **15 of June**

Applications should include:

- ✓ CV
- ✓ Brief proposal not exceeding 4 pages describing the understanding of the approach for the evaluation
- ✓ Proposed budget of all inclusive fee in AMD, including separate lines for the Consultancy fee and travel costs (e.g. travel, translation, data collection assistance, printing etc.), as deemed necessary for the assignment
- ✓ Qualified candidates should send the requested documents to malkhasyan@dvv-international.am with CC to info@dvv-international.am
- ✓ Applications that do not include all the required documents will be disqualified
- ✓ Applications received after the deadline will not be accepted

Required qualifications

Key Qualifications:

- ✓ Relevant academic degree (master level) in Social sciences and/or Education (for individuals)
- ✓ A minimum of 5 years' experience and expertise in the field/sector of evaluation and research, proven experience of conducting job assessment (both for individuals and companies)
- ✓ Experience in social science methods (both for individuals and companies)
- ✓ Excellent oral and written Armenian & English skills
- ✓ Sound MS Office and IT skills
- ✓ Excellent reporting and presentation skills