

## **International Labour Organization (ILO)**

### **Terms of Reference**

#### **Market assessment on career guidance for youth in the Philippines**

**Contract Dates:** 3 July 2023 – 13 October 2023

#### **1. Background**

The International Labour Organization and Plan International, together with other partners such as Public Employment Service of the Philippines, joined forces in designing a personalised digital career guidance tool that would complement the services offered by local employment services. The application will be a state-of-art tool building on the ILO's existing expertise in career guidance. This digital solution will enhance young people's knowledge and skills in building a career of aspiration, leveraging the ILO's tools and information provided by national employment services. Young people from disadvantaged communities will benefit from this project, thanks to the meaningful youth engagement and the accessibility of the learning journey that is adapted to their actual needs.

The short-term goal of this project is to design and pilot the app in the Philippines in 2023. The long-term objective of this project is to curate a flexible and collaborative digital solution that could be adapted by stakeholders in other countries.

#### **2. Objective of the assignment**

The term of reference outlines the work plan for the consultant to contribute to initial activities of the project:

- Conduct a market scan and needs assessment (which integrates a gender assessment) in the Philippines to inform the tone, content, and prioritisation of industries and careers to be expounded upon in the Career Guidance app.
- Support the update of the Career Guidance application project concept note and communication materials based on the market assessment.
- Support the organization of a webinar with potential partners of the project to present the study and the project concept note.

#### **3. Scope of work**

The consultant is expected to participate in weekly calls on the progress of the work and respond to ad-hoc requests. The ILO and Plan International will provide existing materials and contact information for facilitating the rapid assessment based on existing information and focal points.

The consultant's scope of work will comprise the following:

- A. Desk research and data collection on the job market focusing on 1-2 Philippine regions proposed by ILO and Plan International (which will be determined at the start of the research) and needs assessment of job seekers, particularly young people in the Philippines, including the following outputs:

- Market scan:
    - Sizes and trends of industries with a focus on the digital and blue and green economies
    - Segmentation of the target group (young people) based on geography, demographics, needs, behaviors, and job aspirations
    - Characteristics of job offers and job demand in the Philippines: in-demand (technical and life) skills
    - A scoping of the industries where young women and persons with disability are predominantly employed/ engaged with, as well as reasons for such, and review possible barriers of entry from other industries.
  - For the digitalized career guidance tool: A directory of in-demand jobs across industries including summary descriptions, areas where these jobs are in-demand, and common qualifications per job including certifications
  - Existing initiatives on career guidance including the role of key stakeholders, Public Employment Services (PES), and their related experience on the topic.
  - Major digital tools (websites, applications, social networks, etc.) that offer career guidance with the identification of potential gaps and opportunities for the new application to develop.
  - Interviews and focus group discussions with key stakeholders in the country, including the PES teams and youth organizations to understand their needs in terms of support for professional orientation and expectations for a potential digital tool on career guidance.
- B. Drafting the assessment report and a presentation on the key findings**
- Data analysis and drafting of the assessment report of 30 pages maximum, with up to 3 revisions based on the feedback by ILO and Plan International.
- C. Providing inputs to the project concept note and presentation deck to reflect the findings from the assessment**
- Based on an existing draft concept note, review, and update the concept note to tailor the activities to the market needs.
  - Based on an existing presentation, consult with the ILO to develop a pitch deck in PPT format for a career guidance digital solution for youth, with the Philippines as the pilot country.
- D. Organization of a webinar with potential partners of the project to present the study and the project concept note.**
- With the goal of mobilising potential partnerships for supporting the project implementation, the consultant will submit a concept note for the webinar
  - With the contacts provided by ILO & Plan International, the consultant will send invitations to selected stakeholders and manage webinar logistics.
  - In coordination with the ILO, the consultant will facilitate and deliver the webinar with ILO & Plan International's participation.

#### 4. Timeline and key deliverables

The external collaborator will work on 45 non-consecutive days over the 3 July to 13 October 2023.

Dates	Key Deliverables	Days
12 July 2023	Deliverable 1 – Submit an outline document for the assessment report including methodologies, timeline, and work plan, approved by the ILO.	3
31 August 2023	Deliverable 2 – Submit the assessment report of up to 30 pages, with up to 3 revisions.	25
15 September 2023	Deliverable 3 – Submit the updated project concept note and presentation deck based on the findings from the assessment study, with up to 2 revisions.	5
13 October 2023	Deliverable 4 – Design and deliver a webinar with potential stakeholders of the project.	12
<b>Total</b>		<b>45</b>

#### 5. Payment Terms

Payments will be made in relation to this contract as follows:

- A first payment will be made upon submission of deliverables 1 and 2 to the satisfaction of the ILO and the presentation of the invoice.
- A second and final payment will be made upon submission of deliverables 3 and 4 to the satisfaction of the ILO and the presentation of the invoice.

#### 6. Required skills/experience

- First university degree in Social Science, Economics, International Relations, Communications, or a related field.
- At least 5 years of experience with development programmes and/or knowledge in the areas of employment, career guidance, education and skilling, youth engagement is an asset.
- Proven experience in conducting similar research to inform labour market policies and programmes in the context of the Asia and Pacific would be an asset.
- Experience and knowledge of career guidance in the Philippines.
- Proven experience in developing or working with digital tools or innovative technologies for career guidance, with a focus on young audience would be an asset.
- Excellent written English and good drafting and editing skills. Knowledge of local languages of the Philippines would be an asset.
- Experience in event management in the international context.
- Excellent organizational and coordination skills and performing work with attention to detail.

#### 7. Application and deadline

Candidates should send their expressions of interest for this consultancy to the ILO by 12 June 2023 with the following:

1. Cover letter including their motivation, experience on the topic, and list of relevant publications.
2. CV.

3. Daily fee in United States dollars.

Expressions of interest and any question related to this consultancy opportunity with the ILO must be addressed to Ms. Lena Xinyu Yan at [yanx@ilo.org](mailto:yanx@ilo.org).