



Terms of Reference (TOR)

Developing Digital Skills Curriculum for the Job Search Club

National Consultant

<b>Project Title</b>	<b>PROSPECTS EGYPT - Improving Prospects for Forcibly Displaced Persons and Host Communities</b>
<b>ILO Project DC Code</b>	EGY/19/50/NLD (107268)
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**CONTENTS**

**CONTENTS..... 1**

**1. GENERAL BACKGROUND ..... 2**

**2. ASSIGNMENT BACKGROUND ..... 3**

**3. ASSIGNMENT OBJECTIVES & DELIVERABLES ..... 4**

**4. MANAGEMENT AND OTHER ARRANGEMENTS..... 5**

**5. HOW TO APPLY ..... 7**

## 1. GENERAL BACKGROUND

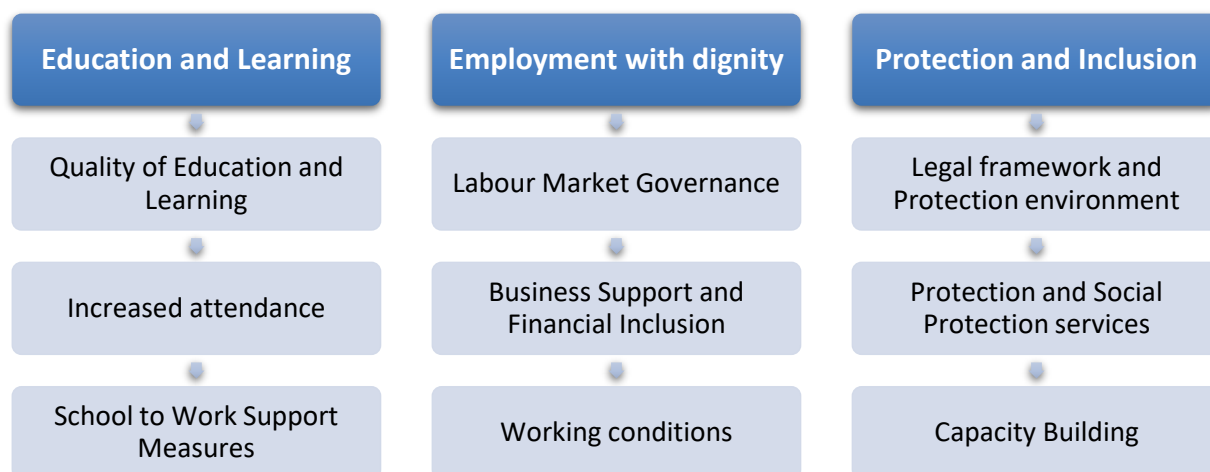
While forcibly displaced persons face specific vulnerabilities, including psychological trauma, lack of opportunity and protection risks, host communities also struggle to pursue their own development efforts in an environment that has been transformed by a large influx of newcomers. As displacement has become increasingly protracted, responses are focusing more on durable solutions backed by more dignified, inclusive and comprehensive programmes for refugees and the communities that host them.

In response to the challenges facing both host communities and refugees, a new partnership initiative titled: '**PROSPECTS** - Partnership for improving Prospects for host communities and forcibly displaced persons', has been launched by the Government of the Netherlands that brings together the International Finance Corporation (IFC), the International Labour Organization (ILO), the UN Refugee Agency (UNHCR), the UN Children's Fund (UNICEF) and the World Bank. The Partnership has a four-year initial time horizon (2019-2023) where partners will join their efforts to develop a new paradigm in responding to forced displacement crises in 8 countries (Egypt, Ethiopia, Iraq, Jordan, Kenya, Lebanon, Sudan, and Uganda).

### PROSPECTS EGYPT

The overall objective of PROSPECTS in Egypt is to improve the living standards and inclusiveness of refugees, asylum-seekers and vulnerable host communities, by contributing to the expansion of socio-economic opportunities through better education and mainstreamed protection interventions.

With a geographical focus on Greater Cairo, Alexandria, and Damietta, PROSPECTS Egypt will work under three main pillars as shown below:



The first pillar, **Education and Learning** focuses on increasing the number of forcibly displaced persons, children on the move and host communities with quality education and training. The second pillar on **Employment with Dignity** seeks to increase the number of forcibly displaced persons, children on the move (i.e. youth) and host communities with enhanced livelihoods and/or employment in decent work through improvements in labour market governance supporting transition to and entry into employment and formalisation. The third pillar on **Protection and Inclusion** aims at increasing protection, social protection and inclusion for forcibly displaced persons, children on the move and host communities through strengthening of legal, policy and enabling environment for protection, social protection and inclusion.

## 2. ASSIGNMENT BACKGROUND

### ILO JOB SEARCH CLUBS (JSC)

The Job Search Clubs (JSC)<sup>1</sup> is an ILO methodology that activates and engages youth in job search activities during the Club, with an objective to enable job seekers to find a suitable job within the shortest feasible period by creating supportive groups of individuals who share the same need while receiving intensive coaching on job search related skills.

Hence, JSC is a place where young people gather and share resources and contacts, while searching for jobs under the supervision of a trained facilitator. The Club members meet daily for two weeks under the supervision of a trained facilitator who provides them with the guidance, information, and tools they need during their search for employment. In addition, members assist one another to enhance their job-hunting skills, and provide mutual support and encouragement.

Following an initial assessment of their personal interests, skills and occupational goals, the members learn and practice various skills such as telephone and interview skills, dealing with potentially stressful situations, gathering job leads from various sources; conducting information interviews with practitioners of the occupation that interests them, discovering the "hidden job market"; filling out applications; writing CVs; making telephone contacts; and handling oneself effectively in a job interview. In addition to the regular group meetings, members also receive one-to-one coaching with the facilitator.

The JSC was launched in 2017 in four governorates, and it has been integrated into the Ministry of Youth and Sports annual work plan and rolled out in 15 governorates. The implementation resulted in recommendations to integrate the usage of digital tools to meet the needs of the labour market.

### JSC Target Beneficiaries

The current call for proposal intends to target Egyptians and refugees who are job ready but lack the job search skills to navigate the labour market and the ability to showcase their skill set to employers. Job Clubs are intended to support jobseekers to enter the labour market.

### The criteria for selection for JSCs beneficiaries:

- Youth seeking employment.
- Lack of adequate job search skills or the ability to market themselves to employers.
- Preferably long-term (one-year) unemployed.
- Facing specific challenges to enter the labour market<sup>2</sup>.
- Egyptians, refugees, and asylum seekers.

### Online Job portals

Employers can publish openings on job portals, while job seekers can look for employment online and access a significant number of positions using job search engines. Most job portals provide filters to help narrow results and enable job seekers uncover different opportunities that will help them choose a career. Online job portals can also help to speed up recruiting and save time and effort.

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<sup>1</sup> [JSC facilitators' manual](#)

<sup>2</sup> Challenges to enter the job market that doesn't include technical skills or language barriers.

Job seekers benefit from job portals.

- Job alerts for new openings.
- Data privacy for users.
- Various career opportunities.
- Access to online resources (websites – Social Media Platforms – etc) for job seekers.

### 3. ASSIGNMENT OBJECTIVES & DELIVERABLES

#### ASSIGNMENT’S OBJECTIVES

The ILO is looking for a national consultant to revise the JSC curriculum and add the basic digital skills required for online job searching, using online job portals, creating online applications, and applying for jobs, as well as the necessary digital skills that will help with job applications, such as how to create a CV in Word, using email to communicate with the employer, and so on.

The JSC is delivered in 10 days and the curriculum amendment need to make sure it doesn’t exceed the programme timings.

Following the amendment of the curriculum, the consultant will conduct a TOT training for the certified JSC facilitators to ensure their readiness to deliver the training to the beneficiaries.

The amended curriculum should be developed in Arabic and English also the curriculum needs to be suitable for refugees.

#### KEY DELIVERABLES

N.	Key Deliverables	Key Activities
1	<b>Inception Report</b>	<ul style="list-style-type: none"> <li>• Desk review of Job Search Club adapted Material.</li> <li>• Submit assignment inception report; assignment work plan, curriculum outline, Training agenda ...etc.</li> </ul>
2	<b>Curriculum Development and JSC manual (Arabic and English).</b>	<ul style="list-style-type: none"> <li>• Amendment for the curriculum by adding the digital skills components needed for job search covering:               <ul style="list-style-type: none"> <li>○ How to search online and use search Engines.</li> <li>○ Using Job Portal.</li> <li>○ Online job application.</li> <li>○ Using Professional Networks as LinkedIn.</li> <li>○ How to create CV using Word.</li> <li>○ Using Email to communicate with employers.</li> <li>○ Using Video Conferencing tools for online interviews</li> <li>○ Etc...</li> </ul> </li> <li>• Prepare needed material for the trainings such as PPT.</li> <li>• Receive and incorporate changes on the curriculum and all the templates and samples</li> </ul>
3	<b>TOT training and report</b>	<ul style="list-style-type: none"> <li>• Assessing and selecting the nominated JSC facilitators to attend the training.</li> </ul>

N.	Key Deliverables	Key Activities
		<ul style="list-style-type: none"> <li>• Selecting 15 - 25 JSC Facilitators.</li> <li>• Deliver TOT training to certified JSC facilitators.</li> <li>• Evaluate and asses the facilitators after the training.</li> </ul>
4	<b>A revised JSC training incorporating digital components</b>	<ul style="list-style-type: none"> <li>• Submit a draft manual in English to the ILO.</li> <li>• Incorporate ILO inputs/revision.</li> <li>• Incorporate final changes based on the validation discussions and submit a final manual in two versions: <u>Arabic and English</u>.</li> <li>• Submit a draft report on e-tools and JSC online version, receive and incorporate changes and submit a final report.</li> </ul>

N.B. The ILO will cover the TOT training logistics and expenses such as the venue, meeting package, necessary transportation, and participant accommodation.

#### 4. MANAGEMENT AND OTHER ARRANGEMENTS

##### *Partners and Counterparts*

The assignment will be conducted in close collaboration with ILO implementing partners in target areas.

##### *Required Expertise*

- The consultant must have previous experience in a similar assignment in developing curriculums and the development of Training materials.
- Experience in delivering digital skills trainings.
- Experience in employability skills initiatives.
- Understanding of Job Portals and online Job search dynamics.
- Good communication, networking, and presentation skills.
- Excellent report writing skills.
- The consultant should make him/herself available to collaborate with project partners when needed/requested.

##### *Expected Duration*

All assignment's deliverables are expected to be delivered to the satisfaction of the ILO by 20<sup>th</sup> of March 2023.

##### *Supervision and Logistical Arrangements*

The consultant will perform his/her assignment under the supervision of National Project Coordinator for Digital Economy and the overall guidance of PROSPECTS Egypt Programme Manager. All technical clearances will be obtained by ILO DWT Cairo Skills Specialist.

The ILO will facilitate any required: technical and methodological information on Job Search Club.

##### *Confidentiality and Intellectual Property Rights*

All data and information received from ILO for this assignment are to be treated confidentially and are only to be used in connection with the execution of these Terms of Reference (TOR). The contents of written materials obtained and used in this assignment may not be disclosed to any third parties without the express advance written authorization of the ILO. All intellectual property rights arising from the execution of these TOR are assigned to the International Labour Organization. The intellectual property rights of the materials modified through the assignment remains with the International Labour Organization.

## 5. How to Apply

The following documents/information are required to apply for this assignment:

1. Technical proposal.
2. Financial proposal.
3. Consultant CV.
4. Work samples for similar assignments (desirable).

Application must include all the documents requested and shall be submitted by email to [prospects-egypt@ilo.org](mailto:prospects-egypt@ilo.org), under email subject "Developing Digital Skills Curriculum for the Job Search Club".  
Deadline to receive the applications; Thursday, December 1<sup>st</sup>, 2022 **COB**.