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| TERMS OF REFERENCE  Consulting: Market and Labor Market Assessment (LMA) – for El Salvador and Honduras u Location: El Salvador and Honduras |

**BACKGROUND**

In response to the humanitarian crisis in the NCA&M region, the Norwegian Refugee Council (NRC) is beginning to implement livelihoods and food security programmes in El Salvador and Honduras. To do evidence-based programming, NRC is seeking a consultancy for a Market and Labor Market Assessment (AML) to support the implementation of the project **"Providing Protection and Livelihoods and Food Security Assistance to Populations Affected by Internal Displacement in Honduras and El Salvador**" funded by the Bureau of Humanitarian Affairs (BHA). In this BHA project, the protection team will refer vulnerable families to be assisted with enterprises (64 families will be served in Honduras and 64 families in El Salvador). These ventures have to be viable and sustainable. NRC will support startups with seed capital and materials to start business. It will also support families with transfers of technical knowledge such as with the International Labour Organization (ILO) Start and Improve Your Business (IMESUN) course. For this project it is necessary to analyze the markets (supply / demand, costs, expenses, etc.) in order to make recommendations and promote appropriate ventures that generate income in a sustainable way in the different areas of the countries. This assessment coupled with a couple of other analyses will serve as a basis for the design of livelihood and food security activities that are efficient, effective, appropriate, evidence-based and impactful; thus helping us to provide a better strategic vision in market development systems and a better service to the beneficiaries.

The evaluation will have as its target audience 3 main groups:

1. IDPs: Internally Displaced persons and at risk of displacement (IDPs)
2. PNPI: Migrants in Need of International Protection (PNIP)
3. Populations affected by mobility restrictions or confinement.

**OBJECTIVES**

The evaluation seeks to provide NRC with up-to-date information on economic aspects affecting the target audience. In general terms, NRC seeks to offer opportunities for economic inclusion to groups normally excluded due to their migratory nature, lack of skills and / or formal studies, market knowledge and mobility restrictions due to violence among others.

The information obtained through this consultancy will be used by NRC in the first instance to develop implementation strategies within the framework of the BHA-funded project, but also in the future to explore other alternatives for interventions within the framework of the livelihoods and food security sector.

General objective:

Thus, the general objective is to provide updated and specific general information on the economic and labor opportunities and restrictions that fall on the target audience.

Specific objectives:

* The main objectives of this evaluation are to provide NRC with up-to-date and comprehensive information that is essential to guide future actions;
* Potential economic sectors in which it is possible to develop micro-enterprises managed by the target group;
* Potential areas of strengthening that the target group may need to access the market to work and / or participate in the micro enterprises identified in the previous point;
* To reach port, the work must approach the tasks from the following perspectives;
* Description of the characteristics of the local market;
* Description of the general working environment in the country.

The products of this evaluation should be presented in a practical way, allowing the design and direct implementation of activities. The products should indicate recommendations of steps to follow and operationalize actions, over a theoretical analysis. Thus, these products will support the justifications on what type of ventures should be supported according to their viability and sustainability and what are the potential sectors where NRC could put efforts in training the public of interest.

\*Note: The NRC has started a value chain consultancy in Honduras. It is requested that this consultancy take into account the analyses and results of this consultancy.

**¢ METHODOLOGY**

As a work strategy NRC proposes a base framework, which the consultant can present adjust to achieve the results. In this case the consultant must present these adjustments in his technical proposal, and then they are discussed and refined in phase 1.

It is proposed that the evaluation address the following key points:

**PHASE 1: Consolidation of pre-study activities: Plan and organize the study via telephone, virtual and/or face-to-face with the assigned supervisor of NRC**.

* Set study format.
* Establish methodology, tools (preferably digital tools such as KoBo) and detailed timeline.
* Establish contacts with people, groups etc. required for the study.
* Clarification on the target audience of the study.
* Establish information to review for the desktop study (minimum 10 references).

**PHASE 2: Environment analysis - Determine the role of civil society, NGOs, authorities and local institutions in boosting economic activity in countries and improving access to economic opportunities for the target audience, identifying:**

* The main structures and institutions that govern labor and economic activities, their functions and responsibilities.
* The coordination mechanism present between the actors to align the demand and supply of labor.
* The current structural or institutional challenges of the labour market in the sectors affected by the target group.
* Review of labour sectors that are expected to experience strong growth/decline in self-employment/employment over the next 5 years for the target group.
* The effect of COVID-19 on the labour market, both from a supply and demand perspective.

**PHASE 3: Job opportunities for target audiences – Analysis of current and potential job opportunities for the target audience identifying with geographical differentiation:**

* The context and current employment situation among the target audience. Including an analysis of the main formal, informal economic sectors/subsectors and industries in which they participate.
* The various employment opportunities available in these identified formal sectors, as well as in the informal sector and the actors offering these opportunities,
* The main information channels used by the target audience to find and access these opportunities.

**PHASE 4: Barriers - Determine the barriers faced by the target group to access employment and self-employment opportunities identified with geographical differentiation**:

* The social, economic and cultural barriers faced by the target group to finding a job and staying in it. It is important that this analysis is not only made from the point of view of available jobs, but also of problems of access, skills, salaries and interest of the target audience in the available job offers.
* The main challenges faced by employers, both formal and informal, to improve and/or expand employment opportunities to increase economic activity

**PHASE 5: Skills of the target audience - Determine the technical and transferable skills that the target audience may require to take advantage of existing job opportunities or opportunities foreseen in the local market (including self-employment), identifying with geographical differentiation:**

* The main competencies that the target audience possesses and how they are currently used.
* The skills demanded by potential employers
* Current skills mismatches with employers' needs.
* Identify training opportunities, their gaps and the barriers of the target audience to access them (i.e. costs, distance, violence, language barriers, and previous skills, among others).

**PHASE 6: Identification of potential ventures. – Determine potential spaces for entrepreneurship opportunities and prepare initial general analysis, identifying:**

* The viability of ventures taking into account seasonal patterns, labor supply and demand and geographical sectors at least.
* The overall profitability of ventures, including investment cost, 6-month, 1-year and 5-year profit projection including financial indicators such as return on investment, return per dollar and profitability per month, along with qualitative indicators such as demand and seasonality
* Necessary materials and personnel with costs for the business
* The approximate cost of developing missing technical skills in the target audience based on the identified ventures.

**PHASE 7: Analysis – The analysis should be aimed at describing the objectives of the evaluation and providing answers to them. The analysis must thus identify cross-border information between:**

* Opportunities. Description of economic activity spaces with growth potential, saturated and physical and economic risks.
* Barriers. Identifying physical, capacity, social, and territorial aspects.
* Economic environment on the relevant scale.
* Geographical areas and priority areas.
* Profile of the target audience. Capabilities, as well as perceptions in terms of security and social relations.
* Submission of a draft. The consultancy will be in charge of making a general presentation of study results to a small group of the team for feedback and feedback.
* Ideally the analysis should present territorial/spatial identifications such as mapping of zones, demand and supply.

**PHASE 8: Socialization and Final Report**:

* Production of the final report and Socialization of the study and its results to the NRC teams. Considering the feedback and feedback, the consultancy will prepare the final report and an extended socialization to the NRC team.

¢ **SCOPE OF WORK AND RESPONSIBILITIES OF THE CONSULTANT**

This assessment should focus on an analysis across the areas and/or scales:

* Small and medium-sized enterprises (employment, reintegration into the labour market)
* Formal and informal income-generating activities (self-employment)
* Income-generating activities for rural and urban areas

The work must be carried out in a territorial manner, differentiating as far as possible sectors, regions or areas in which the different aspects identified as results are valid or not, and present these differences.

The base areas of the geographical scope are as follows; however, this will be defined with the consultant at the time of executing phase 1.

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| **Departamento** | **Ciudad/municipio** |
| **Honduras** | |
| Cortes | San Pedro Sula, Villanueva, Pto, Cortes, La Lima, San Manuel |
| Francisco Morazán | Tegucigalpa |
| Choluteca | Choluteca |
| Ocotepeque | Ocotepeque |
| Olancho | Catacamas, Juticalpa |
| Yoro | Yoro, Progreso |
| Santa Barbara | Santa Barbara |
| La Paz | Marcala |
| **El Salvador** | |
| San Salvador | Mejicanos, Ciudad Delgado, Ayutuxtepeque, El Paismal, San Martin Apopa y San Marcos |
| Santa Ana | Texistepeque, Santa Ana, Metapán |
| Usulután | Puerto del Triunfo, Jiquilisco |
| San Miguel | San Miguel, Chapeltique, Jucuarán |
| La Libertad | Antiguo Cuscatlán, Santa Tecla, Ciudad Arce y Colón |
| Sonsonate | Sonzacate, Acajutla y Sonsonate |
| Cuscatlan | Cojutepeque, San Pedro Perulapán y Suchitoto |
| La Paz | San Pedro Masahuat, San Luis Talpa, Zacatecoluca, Chalatenango |
| Ahuachapán | Atiquizaya, San Francisco Menéndez y Ahuachapán |
| Chalatenango | Chalatenango, Arcatao y Nueva Concepción |

The study should be carried out through primary and secondary sources of information obtained through surveys implemented by the consultant and relevant bibliographic reviews.

Data analysis and visualizations.

It is recommended that the consultant be able to do data analysis through type tools, SPSS, Microsoft Excel and Arc Map or QGIS. To visualize the study, the use of Power-BI is also suggested.

**¢ COUNTRY-SPECIFIC ADAPTATIONS AND CONSIDERATIONS**

The study must take into account all the following considerations:

1. Vulnerabilities and discrimination. Review of whether the factors analyzed in the study affect certain groups differently depending on:

* Your gender
* Your ethnicity.
* People with disabilities
* Single parents.
* Survivors of sexual and gender-based violence
* other

1. Risks of extortion of target groups.
2. Mobility restrictions due to invisible barriers, mainly violence and extortion.
3. Regulatory framework and inclusion of the different profiles.
4. Employment discrimination by area of residence in particular towards young people residing in high-risk/violent areas.
5. Impact on the private sector (effect of the pandemic and the passage of tropical storms), in particular micro and small enterprises.
6. Access to the formal financial system for the target audience.
7. It is sought that the study also considers the relevant points of the market system (see figure 1)

**¢ PRODUCTS**

All will be reviewed and validated by NRC for approval.

* Product 1, agreement document Phase 1: Document establishing the detailed schedule of the study with methodology, tools, minimum 10 references for the desktop study and study format, as detailed in phase 1.
* Output 2, Interim Progress Report in Phase 2: A general analysis of the economic environment as described in Phase 2 is expected. Including all sources and data used for analysis in editable format (i.e. .xls. cvs, etc.)
* Output 3, intermediate report of phases 3 to 5: Report indicating the main economic areas in which the target audience may have opportunities and barriers to access employment. Including all sources and data used for analysis in editable format (i.e. .xls. cvs, etc.).
* Product 4, intermediate report phase 6. Report including basic ideas of micro entrepreneurship and its analysis. Including all sources and data used for analysis in editable format (i.e. .xls. cvs, etc.)
* Product 5, presentation of final draft, socialization and final report, phase 7 to 8: Presentation of the draft to receive comments, socialization (Socialization materials such as power point, and / or infographics) and final report.

**QUALIFICATIONS**

Experience and qualifications

* Professional/company with specialization in Agronomy, Agricultural Sciences, Economics or related;
* Minimum specific experience of five (5) years in project management of markets, value chains, food security and/or sustainable livelihoods;
* Experience of working with migrant communities, IDPs and indigenous communities in access to employment, agricultural production actions and / or import and export of primary production materials of products of the relevant regions;
* Minimum experience of two (2) years of work at the NCA (North and Central America);
* Knowledge on issues of access to employment, relevant legislation, agroecological technologies, market assessments, food security and sovereignty and sustainable livelihoods;
* Previous experience of working in complex and changing contexts;
* Skills for working in multicultural contexts;
* Excellent oral and written communication skills;
* Ability to write reports, teamwork and achieve results-based management objectives;
* Proven experience in using MS Office (Word, Excel, Power Point);
* Experience in teamwork;
* Experience in information analysis.

**¢ DURATION**

The consultancy will last for a period 60 days (worked).

**¢ PAYMENT AND DELIVERY METHOD**

Payments will be made on delivery of products:

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| Product | **Entrega** | **Pago % del valor de los honorarios** |
| Product 1 | Week 1 | 10% |
| Product 2 | Week 2 - 4 | 30 % |
| Product 3 - 4 | Week 5 – 7 | 30% |
| Product 5 | Week 8 - 9 | 30% |

**¢ INSTITUTIONAL AND ORGANIZATIONAL ARRANGEMENTS**

The consultant/consulting company must apply appropriate methodologies for the achievement of the objectives of the consultancy, as well as, will organize the activities and execution of its responsibilities in the time established for the realization of the consultancy.

Reports and progress must be submitted in Microsoft Word format, in Spanish. There is no specific format for texts. Graphics or other graphic elements must be editable (i.e. they must not be images). All references must be cited in accordance with the convention and detailed in a bibliography, using the Harvard system. All verbatim quotations should appear in quotation marks and should not be excessively long. All data collected within the framework of consulting should be submitted together with deliverables, in a widely recognized format, for example, Microsoft Excel.

Everything submitted to the NRC must be the original work of the consultant/consulting firm. Any plagiarism in any form, or any other violation of intellectual property rights, will automatically disqualify the consultant from receiving any additional payment under the contract entered into by the NRC, and the NRC will seek to recover payments already made.

The consultant/consulting firm will follow the Ethical Research with Children guidance regarding children's ethical participation. In addition, all participants of studies or other interactions will be fully informed about the nature and purpose of the interaction and their requested participation. Informed consent must be obtained for any photography, audio or video recording, etc., in accordance with the NRC's consent policy.

Duties of the NRC

The NRC will facilitate the activities stipulated in the contract under its charge, approve the writings and guide the consultant. NRC will provide feedback on the delivery of products made by the consultant/consulting firm and request appropriate adjustments.

PROPRIETARY RIGHTS AND RELIABILITY:

Property rights will be held by the Norwegian Refugee Council. The reliability of the information collected is essential and the dissemination of the material without authorization from the organization could put participants at risk of security. Any dissemination or reproduction of the collected material must have the authorization of the organization.

¢ **APPLICATIONS**

Interested parties must submit the following documents:

* + CV/Resume
  + Submit examples of past studies/papers relevant to this topic (minimum 3)
  + Technical proposal
  + Detailed study schedule
  + Proposed methodology
  + Examples of Data Collection Tools
  + Data Analysis Strategy
  + Tentative proposal of the format of the study.
  + Proposal of references for the desktop study (minimum 5).

Financial Proposal (detailed):

* + Value of the consulting service for both countries (El Salvador and Honduras), Daily rate
  + Travel costs
  + Estimated per diem /accommodation costs
  + Insurance etc,
* **Applications without examples of previous work will not be considered;**
* **Incomplete applications will also not be considered.**

NRC will be in charge of:

Consultant:

* In-country transportation

Note:

* In the case of being a Honduran or resident foreigner, you must attach your current fee receipts in accordance with the Honduran billing law,
* To the economic proposal will be added the value of 25% of income tax on services for fees of non-resident foreigners. In the case of being a Honduran or resident foreigner, 12.5% income tax will be added.

¢ DATES

Consultations

Interested parties can send inquiries to hn.logistics@nrc.no, up to 15th of octuber 2021

All inquiries will be published/sent to interested parties in a single document on 18th of octuber 2021.

Application Delivery

The deadline to receive applications is 20th of October 2021, 15:00hrs. Applications must be delivered in a manner via email to hn.logistics@nrc.no

Any application received after this date will not be considered

Results

The results of the applications will be delivered by NRC no later than 26th of November 2021, via email

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| Note: Only proposals that meet the requested requirements will be evaluated |