



TERMS OF REFERENCE (TOR)

Translation services required for translating the ILO training Manual “Surfing the Labour Market: Job search skills for the young people” from English into Amharic language.

Background information

Over the past decade, youth employment has gained significant prominence on the national and global development agendas. Approximately three million young Ethiopians enter the labour force every year. Ensuring productive employment opportunities both in rural and urban areas is becoming a big challenge. Hence, a growing number of Ethiopians look for job opportunities in the capital and other urban areas or migrate abroad. The exact number of Ethiopians who have migrated abroad is unknown due to the nature of migration (irregular migration) and the absence of a centralized registration system. However, some evidence shows that the number of irregular migrants to the Gulf Cooperation Council (GCC) states, Europe and South Africa are increasing.

Within this context, ILO conducted a comprehensive Socio-Economic Assessment (SEA) and a mapping of potential partners and service providers in 12 selected “Woredas” within four Regional States: Tigray; Amhara, Oromia, and Southern Nations, Nationalities, and People’s Region (SNNP) and three sub cities in Addis Ababa city administration. As per the findings of the SEA, there is very limited intervention by MOLSA and its regional, zonal and woreda counter parts as well as by TVET institutions in the delivery of career guidance and counseling services for recent University and TVET graduate men and women. During the field visits made to the project intervention areas, the ILO team observed that there is no standardized career guidance and counselling tool kit used either by TVET institutions or any government agency engaged with youth employment. Hence, most University and TVET graduate men and women are unable to

get appropriate and timely information related to jobs due to the limited access to career education and guidance, information and counseling services.

Objective

The main objective of the assignment is to translate the ILO training manual “Surfing the Labour Market: Job search skills for the young people” from English into Amharic language.

Specifically, the manual is intended to:-

- Enhance TVET and University Teachers/instructors and experts working on employment and job creation in (MoLSA/BoLSA and other government partners’ knowledge and skills on career guidance and counselling service delivery to influence job seekers career and job search.
- Increase unemployed youth and recent TVET and University graduates’ knowledge and skills on job searching and CV writing through the provision of career education, information and counseling training.

In the given context, ILO wishes to develop a practical working manual for TVET and University teachers/instructors and experts on job creation for youth and women. The manual should provide experts working on job creation -visual learning materials that are friendly and quickly ingestible by TVET and university graduates who are looking for jobs. The training facilitators will use the manual to provide clear step-by-step guidelines for the experts to train unemployed youth mainly job seekers.

Expected Results

The consultant is expected to complete a comprehensive translation of the training manual for training of experts working on employment and job creation, ensuring clarity and correctness while taking into account the context of career guidance, TVET, employment and job creation in Ethiopia respecting the intention of the manuals authors. The consultant is also expected to verify that each chapter reads well by establishing flowing tone, cohesion and proper structure and to deliver a final product in a timely manner and of publishable quality.

Expected Outputs

The assignment will deliver the following key outputs:

1. A translation of the ILO training manual “Surfing the Labour Market: Job search skills for the young people” into local language (Amharic). The document could be downloaded from http://www.ilo.org/wcmsp5/groups/public/---ed_emp/documents/instructionalmaterial/wcms_231722.pdf

The Assignment

- The consultant will undertake this work, under the overall supervision of the project Chief Technical Advisor and the National Project Coordinator.
- The consultants will be required to do the work from 5th January 2018 to 5th February 2018. The document should be submitted in Amharic. All deliverables should be submitted electronically to Mr. Ayalu Admass (admass@ilo.org), and in hard copy to the ILO-CO Addis Ababa.

Deliverables

The consultant will deliver the following:

- A draft of the translated “Surfing the Labour Market: Job search skills for the young people” within three weeks after the contract is signed.
- Final draft of “Surfing the Labour Market: Job search skills for the young people” after incorporating the feedback provided by ILO.

Methodology

- Desk review. The consultant will review available career guidance guidelines, manuals and tool Kits as a basis to contextualize while translating the manual.
- Consultation with ILO staff, partners, donors, constituents and other key stakeholders will be conducted as per need and requirements.
- Translate ILO training manual “Surfing the Labour Market: Job search skills for the young people”.

Duration

- The duration of the consultancy is 1 month, starting 5th January 2018 to 20th February 2018.

- Within three weeks of signing the contract, the consultant will present a draft of the Amharic translation of “Surfing the Labour Market: Job search skills for the young people” manual.
- Final draft of the Amharic translation of the Training Manual to be submitted within six weeks of signing the contract incorporating inputs/comments from the ILO, TVET institutions and experts working on youth employment intervention.

Expertise Required

The successful candidate and/or institution will be expected to have:

- At least an advanced university degree in the field of Social Sciences, Languages, labour economics or development studies with 10 years’ experience, of which at least five years in translation of technical documents, papers and publications from English to Amharic language.
- Proven expertise and experience around translation of Training Manuals/ Tool kits for youth and women.
- Proven familiarity with terms related to career guidance, entrepreneurship development etc.
- Acquaintance with the work of the ILO, and of labour market governance and migration issues.

Application

Interested applicants should submit their technical and financial proposal as well as any supporting documents to Mr. Arega Bekele at bekele@ilo.org. Along with the technical and financial proposal, the applicant should enclose documentations /previous works undertaken of Amharic translations.

Deadline for submitting applications: 20th December 2017.