

Terms of Reference:

Updating the Rights@Work 4 Youth Guide: Decent Work for Young People and tailoring it to the needs of youth in forced displacement contexts

The ILO is seeking to recruit two external collaborators OR a service provider to complete the terms of reference described below. Interested individual applicants should submit a maximum two page technical proposal outlining their suitability for the assignment, their CV, daily rate and the number of days to complete the assignment; interested service providers should submit a maximum two page technical proposal outlining their suitability for the assignment, their organisational profile and CVs of key personnel, and a financial proposal by email to Milagros Lazo Castro (lazocastro@ilo.org); cc Eesha Moitra (moitra@ilo.org) no later than 4 September 2022 midnight GVA time.

Type of contract: External collaboration contract (individual contract) or Service contract institution/company). External collaborators can apply individually for each role or as a team.

Duration of assignment (TBC): 19 September to 31 March 2023 (TBD)

Background

This assignment is commissioned by the ILO's Youth Employment Accelerator (EMPLAB/YOUTH) of the Employment, Labour Markets and Youth Branch (EMPLAB) within the Employment Policy Department (EMPLOYMENT).

EMPLAB has the primary responsibility for the organization of integrated country employment policy diagnostics and reviews, facilitation of tripartite policy dialogue on employment policy, and support to policy development and implementation. It also provides support to ILO field offices in the development and implementation of employment interventions as components of Decent Work Country Programmes (DWCPs) and Common Sustainable Development Cooperation Frameworks.

EMPLAB/YOUTH promotes and positions ILO's work on youth employment in the international context, including in connection to the 2030 Agenda; coordinates the Global Initiative on Decent Jobs for Youth and enhances country level action and impact in consultation with other Units; furthers research, knowledge development and dissemination, including through the Knowledge Facility; serves as focal point for external youth development partnerships; and provides expertise on measurement and assessment of youth labour market policies, projects and programmes. It advocates for ILO's agenda on youth employment and mobilises resources for work on youth.

The PROSPECTS Partnership

The Government of the Netherlands is financing a four-year partnership initiative entitled “The PROSPECTS Partnership Programme” that will build on the combined strengths, experience and values of the IFC, the ILO, the UNHCR, UNICEF, the World Bank and the Dutch Government to develop a new paradigm in responding to forced displacement crises. With a focus on eight countries, PROSPECTS aims to help transform the way governments and other stakeholders, including the private sector, respond to forced displacement crises – and in particular: (1) to enhance the enabling environment for the socio-economic inclusion of forcibly displaced persons (to mitigate their plight during years of exile and to best prepare them for their return); (2) to enhance access to education and child protection for vulnerable children on the move; and (3) to strengthen the resilience of host communities through inclusive socio-economic development that also benefits forcibly displaced persons.

Under PROSPECTS’s Multi-Annual Global and Regional Programme (MAGRP), EMPLAB/YOUTH, in partnership with UNICEF and UNHCR, will coordinate a new activity area entitled “Advancing Young People’s Engagement and Meaningful Participation in the PROSPECTS Partnership.” The objective is to advance young people’s engagement and meaningful participation in the PROSPECTS programme by partnering with young leaders, putting young people front and centre and integrating their engagement in interventions and outputs.

Rights@Work 4 Youth Guide and Toolkit

One of the outcomes of the “Advancing Young People’s Engagement and Meaningful Participation in the PROSPECTS Partnership” activity area is to skill and empower young people to be effective partners and to lead and drive change in their communities and their lives. In line with this outcome, the goal of this assignment is to adapt and update the [“Rights@Work 4 Youth: Decent Work for Young People - Facilitator’s Guide and Toolkit”](#) which was published in 2015, while meaningfully engaging young people in the process, i.e involving young people, particularly those from forced displacement contexts, in the process of adapting, updating and upgrading the Guide and Toolkit.

The aim of this training package is to support trade unions, employment services, education and training institutions, as well as youth organizations, in their initiatives aimed at raising young people’s awareness of their rights at work. The package consists of a guide for facilitators and toolkit that provide hands-on examples of recruitment practices and workplace situations. This material contains a number of individual and group activities, learning resources, a glossary and a summary of key international labour standards.

The guide is organised around 6 sessions as follows:

1. Overview of labour market trends for young people, decent work and fundamental principles and rights at work;
2. Key features of employment contracts;
3. Social security systems;
4. Conditions of work (e.g wages, hours of work, leave);
5. Occupational safety and health issues, the identification of hazards in the workplace and measures to minimize risks;
6. Practical advice to young workers to help them manage conflict in the workplace and negotiate decent conditions of work.

In the past, the Rights@Work 4 Youth Guide and Toolkit has been rolled out in Indonesia, Jordan, Moldova and Northern Macedonia.

In Indonesia, the guide and toolkit was adapted to the national context and translated into Bahasa (in addition to the English version that was produced). Training of trainers was carried out based on the guide and toolkit. A campaign was organised based on the guide and toolkit. Please see relevant links below:

[Youth Rights @ Work: a facilitator's guide by and for Indonesian trade unions](#)

[Training of Trainers on Youth Rights at Work](#)

[Youth Rights @ Work Campaign: Know your workplace rights](#)

In Jordan, the ILO brought together representatives from the government, trade unions, chambers of industry and commerce, employers, youth organizations and young women and men to discuss the drafting of the Jordanian "Youth Rights at Work" manual, which outlines the rights, entitlements and responsibilities of young women and men entering the world of work in Jordan, with particular focus on their protection from gender-based discrimination. This was followed by a training workshop where the ILO draft manual on "Youth Rights at Work" was presented to young people and their feedback was used to improve the document.

In Moldova, a mobile application, "Rights at Work for Youth" was created based on the guide and toolkit. The app served as an educational game that provided information about rights at the workplace to young students.

In Northern Macedonia, the ILO launched a webpage "[My labour, my rights](#)" that enables workers and employers to find information and answers to questions related to labour rights. The webpage offers an overview of the most important laws and regulations concerning workers' rights and obligations, discrimination at the workplace, social security, health and safety and many more. Please see relevant links below:

[Young people learn about rights at work in Moldova](#)

[Do you know your labour rights? Web-based solutions developed by ILO keep youth and workers informed in North Macedonia and Moldova](#)

Issues and developments to be updated

The training package was published in 2015 and will need to be updated and adapted keeping in mind latest and ongoing changes in the labour market – driven, among other things, by the COVID-19 pandemic and technological, demographic and climate change and globalization – and the objective of achieving equality, including gender equality through a transformative agenda. In particular, the package will need to be contextualised to the employment and livelihoods contexts of the refugee-hosting countries and areas of the PROSPECTS programme where often refugees, and even IDPs, do not have the right to work formally and therefore most are engaged in informal activities and occupations. Likewise, it will need to take into account the policy, legislative, regulatory and practice environments that can affect refugee employment and enterprise development, for example, whether refugee workers may be covered or not by labour law or have access to fundamental principles and rights at work.

The process of updating the training package will need to be youth-responsive and youth-inclusive, meaningfully engaging with young people such as through youth consultations to gather inputs on what particular areas of rights at work young people, especially those in forced displacement contexts, want to learn more about.

While the package is intended to support facilitators in their initiatives aimed at raising awareness around rights at work for young people, in general, a particular emphasis will be on tailoring the content to youth in forced displacement contexts through dedicated sections within the training package. These dedicated sections should demonstrate a contextual understanding of the decent work challenges faced by youth in forced displacement contexts and offer guidance to facilitators on delivering content sensitive to the needs of such young people.

Moreover, the package should be developed in a way that can be easily adapted to local contexts.

Objective and scope of work

The objective of this assignment is for the consultant to update the Rights@Work 4 Youth Guide and Toolkit, while ensuring the package is responsive to the needs of youth in forced displacement contexts.

The specific objectives are as follows:

- a) To update and contextualise the technical content of the Rights@Work 4 Youth Guide and Toolkit, including the pedagogic material (tools, case studies, exercises) in the Toolkit, based on consultations with young people, including those in forced displacement contexts, and PROSPECTS partners;
- b) To test the Guide and Toolkit with a selected group of trainers;

- c) To support validation process with key stakeholders, including young people and youth organizations, PROSPECTS partners (UNICEF, UNHCR, World Bank, IFC) and relevant ILO technical specialists and field colleagues; and
- d) To conduct a virtual Training of Trainers (TOT) for selected PROSPECTS staff, implementing partners, social partners and young community leaders using the updated/validated Guide and Toolkit.

Specific tasks to be covered by this assignment include:

1. Review the current package, including the toolkit's curriculum and pedagogic approach, and desk review relevant documents, reports and evaluations; ILO standards; tools and manuals developed in the areas of youth employment, employment in refugee and other forced displacement contexts; social security conditions of work, occupational safety and health, ways to exercise rights at work; as well as training techniques and pedagogic approaches of similar training programmes to ensure adoption of modern and appropriate curriculum; among others.
2. Conduct capacity gap assessment on the understanding of young people on their rights at work by consulting young people and youth organizations (through interviews and/or surveys, particularly exploring UNICEF's U-Report), including those in forced displacement contexts. The ILO will be responsible for mapping youth organizations in collaboration with UNICEF and UNHCR and contacting young people.
3. Conduct a short needs assessment by consulting key ILO technical specialists and field colleagues, PROSPECTS HQ and field staff, implementing partners and social partners to understand their capacity building needs and identify gaps in the current package.
4. Produce recommendations for improvement, in-line with findings from the youth consultations and discussions ILO technical specialists and field colleagues, PROSPECTS HQ and field staff, implementing partners and social partners. This would include the drafting of an annotated outline (syllabus) for discussion. The consultant(s) would rely on guidance from internal ILO experts appointed for each of the technical areas of the guide. Additional identified areas for updating and improvement include:
5. Given the seven years since its publication, some of the content needs to be updated and enhanced. For example, Occupational Health and Safety has only recently been added as the fifth category of ILO's Fundamental Principles and Rights at Work; jobs in the platform economy are becoming increasingly popular among youth and most people engaged in this type of work are excluded from the exercise of a majority of their rights; and some of the statistics included in the guide is now outdated. The revised content of the guide will need to be updated with a view to ensuring these factors are taken into consideration.

6. The right to/at work for refugees is complex and young refugees might need to gain a better understanding of what their rights are with regards to accessing decent work opportunities. The package needs to take this into consideration, developing a chapter on refugees right to/at work.
7. In the rest of the chapters of the guide, dedicated sections for youth in forced displacement contexts must be inserted including reference to relevant normative frameworks.
8. Develop theoretical and practical exercises to ensure learning objectives are achieved and training participants attain awareness around their rights to/at work.
9. Develop training materials corresponding with the chapter on refugees right to/at work developed in the guide.
10. Organize consultative meetings with the ILO's Bureau for Workers' Activities (ACTRAV), Bureau for Employers' Activities (ACTEMP), the Labour Administration, Labour Inspection and Occupational Safety and Health (LABADMIN/OSH) unit and Fundamental Principles and Rights at Work Branch (FUNDAMENTALS) to collect their inputs and views on the proposed recommendations;
11. Seek inputs and views on the proposed recommendations from PROSPECTS partners and youth-led organisations/community leaders;
12. Based on the feedback to the recommendations and in close collaboration with ILO Technical Officer and ACTRAV, ACTEMP, (LABADMIN/OSH), FUNDAMENTALS focal points, update the Guide and Toolkit incorporating inputs and recommendations received;
13. Conduct a workshop with select group of trainers and young people to test the package;
14. Conduct a validation workshop with key stakeholders, including young people and youth organizations, PROSPECTS partners (UNICEF, UNHCR, World Bank, IFC) and relevant ILO technical specialists and field colleagues;
15. Submit final and clean version of the updated training package;
16. Organize a TOT training for PROSPECTS staff, implementing partners, social partners and young community leaders using the updated/validated Guide and Toolkit;

Deliverables expected

1. Inception report with workplan and approach to the assignment including methodology
2. List of questions for discussion during the youth consultations and for consultations with key ILO technical specialists and field colleagues, PROSPECTS HQ and field staff, implementing partners and social partners

3. Summary report of consultations with young people and youth organizations and brief summary of the findings from the needs assessment with key ILO technical specialists and field colleagues, PROSPECTS HQ and field staff, implementing partners and social partners.
4. An annotated outline (ie. syllabus) of the Guide and Toolkit, including:
 - a. Chapter, sections and sub-sections of the guide to be updated;
 - b. New sections and sub-sections to be integrated into the guide;
 - c. List of resources, examples, references, tools to be integrated into the guide;
 - d. Recommendations for improving and modernizing the activities and learning resources contained in the Toolkit;
 - e. Proposal for making the guide and toolkit responsive to the needs of youth in forced displacement contexts.
5. The draft training package
6. Final version of the validated training package
7. ToT package, including the agenda for the ToT, presentations and other materials to be used, evaluation questionnaire
8. Customized presentation deck summarising the Guide and Toolkit and how it was developed

Deviations from these deliverables can occur according to the evolution of the project implementation process (as a whole). However, any changes observed or anticipated have to be consulted with the Technical Officer at the ILO.

Note: For deliverables 2, 3 and 8, one round of revision is expected. For deliverables 4 to 7 up to two rounds of revisions are expected to take place in close collaboration with the ILO.

The exact deadlines for each deliverable will be mutually agreed upon once the external collaborator(s)/service provider has been selected.

Timeframe

This proposed activity is estimated to be completed within a period of 6 months from the date of the signing of the contract. One week after the signature of the Contract, the consultant(s) are required to submit a Work-plan.

Payment schedule

Upon satisfactory completion of the deliverables and receipt of an invoice, the ILO will make payment to the consultant (s) as following:

- 1 20% of the total amount upon satisfactory completion of the deliverables 1 and 2 by mid-October;
- 2 30% of the total amount upon satisfactory completion of deliverable 3 & 4, by end-November;

- 3 50% of the total amount upon satisfactory completion of deliverables 5, 6, 7 and 8 by end-March.

Reporting lines

Under the overall supervision of the Senior Youth Employment Specialist, Ms Susana Puerto Gonzalez and with guidance from the Global Programme Manager of the PROSPECTS Programme, the incumbent will receive inputs from the Youth Employment and Participation Officer, Ms Milagros Lazo Castro, and the Technical Officer, Ms Eesha Moitra.

Specific Clauses

The consultant is expected to work closely together with ILO staff based in HQ (Geneva, Switzerland), principally the Youth Employment and Participation Officer and the Technical Officer. The consultant is expected to report on a weekly basis to the ILO for coordination and follow-up. If it appears necessary to modify the tasks of work or exceed the time allocated, the consultant must discuss the circumstances with the ILO and obtain prior written approval.

Confidentiality

All data and information received from the ILO for the purpose of this assignment are to be treated confidentially and are only to be used in connection with the execution of these Terms of Reference. All intellectual property rights arising from the execution of these Terms of Reference are assigned to the ILO. The contents of written materials obtained and used in this assignment may not be disclosed to any third parties without the expressed advance written authorization of the ILO.

Profile of consultant(s) & required skills/experience

The preference is for the assignment to be completed by a team of two consultants, one youth employment expert with experience in developing pedagogical materials and conducting trainings (team leader), with excellent writing skills, and one expert in labour and employment law. The team leader will be the point of contact with the ILO and be responsible for the timely submission of deliverables. Both consultants will agree on the distribution of work and schedule. However, proposals for one consultant to complete all deliverables can be considered.

Required skills/experience

Youth employment and training expert (Team leader):

- 4 Post-graduate qualification in a relevant field (social science, social policy, economics, development studies, etc.);
- 5 7-10 years of progressive experience in youth policy issues, particularly youth employment, engagement and rights;
- 6 Demonstrate evidence of similar training material development work done and/or published within the past 7-10 years for the ILO and/or other UN agencies and international organizations;
- 7 Exceptional organizational, communication and facilitation skills, ability to work independently in order to meet deadlines;
- 8 Excellent English communication skills, good drafting skills.

International expert in labour and employment law

- 9 Post-graduate qualification in a relevant field (international law, international affairs, political science, social studies, economic policy, development, etc.);
- 10 Minimum of 4 years work experience relevant to the role;
- 11 Knowledge and understanding of issues related to international labour, employment and human rights law;
- 12 Capacity to collate and synthesize qualitative and quantitative data in a succinct and comprehensible manner;
- 13 Excellent English communication skills, good drafting skills.