**INDIVIDUAL CONSULTANT PROCUREMENT NOTICE** 

Date: 31/8/2016

**Country: Kuwait**

**Title of the assignment: Labour Market Research Consultant**

**Project name: The Joint Program to Support the Public Authority of the Manpower**

**Period of assignment/services (if applicable): 3 months**

Proposal should be submitted through the UNDP portal within 3 weeks from the announcement date.

Any request for clarification must be sent in writing, or by standard electronic communication to the address to procurement.kw@undp.org. The procurement department, will respond in writing or by standard electronic mail and will send written copies of the response, including an explanation of the query without identifying the source of inquiry, to all consultants.

**1. BACKGROUND**

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| The Government of the State of Kuwait and UNDP are keen to enhance the strategic planning function of the State in order to ensure the optimal use and best distribution of available resources to support social and economic progress therby leading to improved economic growth and enhanced quality of life of its citizens.  The Public Autjority of Manpower (PAM) is partnering with the United Nations Development Program (UNDP), the International Organization for Migration (IOM), and the Internatioanl Labor Organization (ILO) for implementation of “Support the PAM” programme.  The Joint Programme addresses the 3rd outcome of the CPD 2015 – 2018 “Governance and institutional management are efficient, transperent, accessible, competitive, and accountable” and its results will support the achivement of the national strategic objectives of economic growth for the State of Kuwait, supporting human and social developmnet, improving demographic policies to support development, and effective government adminstration as outlined in the latest national Mid – Range Development Plan (2015/2016 – 2019/2020) under “Achieving institutional excellence”.  This Joint Programme aims at fullfilling the following outputs:   * IOM: PAM has access to resources and methodologies that build capacity in evidence- based policy and programme development. * ILO: Improving the tripartite participation in the International Labor Standards system and promoting the application of conventions * ILO: Labor Inspection System modernized and effective in line with the ILS and OSH services improved and strenghtened. * UNDP: Report of performance of PAM produced, disseminate and issued for evidence base planning     UNDP will achieve its contribution through three sub - outputs:   * Gap analysis report performed and disseminated between program team and PAM members. * Indicators established and monthly reports produced. * Tools for empowering PAM staff to issue reports and capacity building on reports issued.   PAM also plans to improve the labor conditions and management system by analyzing the demographic imbalance, making sound decisions based on enhanced reporting mechanisims and upgrading its services quality for all economic and social actors. This programme aims to support PAM in its efforts to develop its internal capacity in reporting on its own performance, on labour movement, and its compliance with international labour standards.  Within this context, UNDP is seeking to recruit a Labour Market Research Consultant to assist in the project implementation, in close collaboration with the project counterparts and other stakeholders. UNDP is keen on progressively elaborating on outputs and efforts from other projects and linking it to this joint programme including the Labour Management Information System championed by the Central Statistcs Bureau, and the efforts of the Manpower & Governmnet Restructuring Programme.  The main purpose of the assignment is to provide advice on how to support the Labour Market Research Department, conduct relevant department and structure analysis and define methods and mechanisms for labour market reporting. The specific objectives are:   1. Identification of successful examples of reporting on labour market and its movement from different countries and drawing lessons on reforms using benchmarked best practices and labor market indicators. 2. Assessment of the current situation of reporting functionality at the Labour Market Research Department (Full System Audit) to identify barriers, and propose possible scenarios and recommendations 3. Guidance to end users on decision-making based on reports, and interpretation of information. |

**2. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED ANALYTICAL WORK**

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| **The main responsibilities and tasks of the specialist are as follows:**   1. **Best Practices:** To identify successful examples of labour market research and reporting from different countries and drawing lessons on policy reform to support Labour Market Research Department.    1. Keep abreast and research experiences of GCC countries and countries with a comparative context in relation to labour market research.    2. Collect, collate and review relevant documentation.    3. Analyze and evaluate the experiences, identify and document lessons and successful examples.    4. Identify policies, strategies and methods that can be utilized/adapted to the Kuwaiti context and propose general recommendations and directions to develop the Labour Market Research based on those. 2. **Labour market reporting:** To conduct a realistic assessment and a full system audit of the current situation of reports issued on labour market to identify barriers and opportunities and provide solutions, suggestions and recommendations.    1. Articulate the current conditions of the relevant labor market reporting and research processes within PAM.    2. Evaluate the capability of the statistical packages and reporting automation in close coordination with the Central Statistics Bureau, and the Joint Technical Committee of Job and Economic Sectors Classification.    3. Identify the risks that may hinder the achievement of the assignment.    4. Identify possible “Change Agents” who will be vital members in the implementation teams. 3. **Guidance to issuers and users of the reports:** To guide the issuers and users of the reports and support them to define their needs, take decisions based on reports. 4. Conduct labour market reporting periodically as requested and provide advice / interpretations for data users when requested 5. Facilitate technical support to provide report issuers and users with needed information and classification of jobs and economic sectors. 6. Develop internal and external reporting channels, and provide the needed coordination and supervision for those.   4. Training and Knowledge transfer   * 1. Build capacity of staff at the Labour Market Research Department on issuing reports.   2. Conduct training workshop sessions as required.   **Indicative Approaches and Methodologies:**  A key approach in this assignment is to develop national capacities through facilitating learning from other countries’ experiences, training, knowledge and skills transfer to the staff of the Labour Market Research Department and other methods that the specialist would determine to ensure his/her skills and experience is transferred to the department staff. The specialist would thus be required to submit a capacity development/expertise and knowledge transfer plan based on an understanding of the needs of the Department.  The specialist is expected to include a gender approach in all the work requirements and ensure gender sensitivity of all the deliverables which would be based on a gender analysis to ensure that the needs and specific considerations related to men and women is taken into account.  **Working Time and Place:**  Kuwait, Jabriya, the Public Authority of Manpower.  Working Time: Full time five days a week from 8:00 – 2:00. |

**3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS**

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| **Education:**  Minimum of a bachelor degree in a related filed (economics, statistics...etc.) with specializations in labour market research.  **Experience:**   * Minimum of 10 years with proven expertise on advising on the management of such unit / structure and reporting on labour market. * Strong knowledge of processes and tools associated with labour market research mechanisms and reporting. * Strong mentoring and advisory skills related to capacity building efforts. * Exposure to other country experiences and experience in other countries is a must.   **Language Requirements:**   * Fluency in English and Arabic (both in writing and oral) is a must.   **Core Competencies**   * Reliably delivers on promises and honors commitments, holding himself/herself accountable for actions taken * Gains cooperation from others through understanding of the political and organizational culture. * Helps peers to identify their unique strengths and weaknesses, training and development needs. * Inspires, motivates and empowers team members to excel in their responsibilities * Works collaboratively with team members sharing information openly and displaying cultural awareness and sensitivity. * Delivers verbal/written information in a timely, clear, organized and easily understood manner * Synthesizes multiple/complex messages, identifies appropriate key points for different audiences and communicates concepts in a manner that influences the perceptions/behaviours of others. * Expresses own point of view in a neutral manner rather than in an argumentative tone, avoiding unproductive conflict.   Functional Competencies  Client Orientation   * Works towards creating an enabling environment for a smooth relationship between the clients and service provider. * Solicits feedback on service provision and quality   Conceptual Innovation in the provision of technical expertise   * Documents and tracks innovative strategies/best practices/new approaches   Ensures that the design of labour market reporting is appropriate to regional and country social and development context   * Leverages multi-disciplinary, institutional knowledge and experience of other countries and regions to promote UNDP’s development agenda.   Promoting organizational change and development   * Performs appropriate work analysis and assists in redesign to establish clear standards for implementation * Develops communications and programmes to assist business units in their adaptation to changing environment   Job Knowledge/Technical Expertise   * Understands more advanced aspects of Labour Market Research and Reporting as well as the fundamental concepts of related disciplines * Continues to seek new and improved methods and systems for accomplishing the work of the unit. * Keeps abreast of new developments in area of Labour Market Research and reporting, and seeks to develop him/herself professionally. * Demonstrates comprehensive knowledge of information technology and applies it in work assignments.   Promoting organizational Learning and knowledge sharing   * Develops and/or participates in the development of tools and mechanisms, including identifying new approaches to promote individual and organizational learning and knowledge sharing using formal and informal methodologies. |

**4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.**

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| Interested individual consultants must submit the following documents/information to demonstrate their qualifications:  1. Proposal:  (i) Explaining why they are the most suitable for the work  (ii) Provide a brief methodology on how they will approach and conduct the work  2. Financial proposal  3. Personal CV including past experience in similar projects and at least 3 reference**s** |

**5. FINANCIAL PROPOSAL**

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| The financial proposal shall specify a total lump sum amount, and payment terms around specific and measurable (qualitative and quantitative) deliverables. Payments are based upon output, i.e. upon delivery of the services specified in the TOR.  **Travel and Accommodation;**  All envisaged travel and accommodation costs must be included in the financial proposal. This includes all travel to join duty station/repatriation travel, logistics, accommodation, and laptobs. |

**6. EVALUATION**

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| Individual consultants will be evaluated based on culmative analysis methodology. When using this weighted scoring method, the award of the contract should be made to the individual consultant whose offer has been evaluated and determined as:  a) responsive/compliant/acceptable, and  b) Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.  \* Technical Criteria weight: 70%  \* Financial Criteria weight: 30%  Only candidates obtaining a minimum of 70% would be considered for the Financial Evaluation  Deliverables and Time Frame:   |  |  |  | | --- | --- | --- | | **Deliverable** | **Time Frame** | **% of Payment** | | A high level work Plan at the outset of the assignment including capacity development plan. | 2 weeks from signing the contract. | 20% | | Full system audit / assessment on the labour market reporting. | By the end of the fourth week | 20% | | A report on other countries experiences on reporting on labour market | By the end of the sixth week | 20 % | | Labour market reporting manual / SOP. | By the end of the tenth week | 30% | | Review reports developed by issuers for soundness. | By the end of the twelfth week | 10% |   Technical Evaluation Criteria   |  |  |  | | --- | --- | --- | | **Criteria** | **Weight** | **Max. Point** | | Meeting requirements of experience and education | 30 % | 30 | | Suggested approach / methodology to scope of work | 40% | 40 | | Proven facilitation and knowledge transfer skills | 30% | 30 | |