



Inclusive jobs and education for refugees and host communities  
-PROSPECTS

Terms of Reference -

TOR Name	Update and Adapt Youth Rights at Work Guide and Toolkit for Iraq			
Country	Iraq	Project Code	GLO/19/51/NLD 107227	
Duration	From	17/10/2022	to	14/07/2023

## PROJECT BACKGROUND

### General Background

Overlapping drivers of displacement worldwide have coincided and increased the scope, scale and complexity of displacement. Approximately 25.4 million individuals are recognized as refugees who have fled their homes due to a well-founded fear of persecution. This is alongside millions of internally displaced persons and those who have fled their homes, but are not recognized as refugees by the 1951 Refugee Convention. In response to the considerable challenges posed by forced displacement, a strategic partnership, named PROSPECTS, was established by the Government of the Netherlands in 2019, bringing together five partner organizations, namely IFC, UNICEF, ILO, UNHCR and the World Bank. The partnership spans eight countries and covering a five-year period (2018-2022).

The combined efforts of the five partner organizations endeavour to bolster the medium- and longer-term development goals for host communities and forcibly displaced persons to access quality and market-relevant education; decent work and enterprise opportunities; and comprehensive protection systems.

### PROSPECTS In Iraq

In Iraq, the PROSPECTS partnership aims to support national efforts to strengthen systems and develop/implement policies that promote inclusion and socio-economic development of forcibly displaced and host communities, whilst working closely with local authorities, business/private sector, and communities to identify, maximize, and realize opportunities on the ground. With a geographic focus on the governorates of Dohuk and Nineveh, the partnership focuses on three pillars, namely: education and learning; employment with dignity and protection pillars, while promoting new ways of working and a learning agenda (fourth pillar).

Within the framework of the Education and Learning and Employment with Dignity pillars of the PROSPECTS partnership in Iraq, ILO's focus is on supporting thousands of forcibly displaced persons and host community members to access more and better livelihoods and decent job opportunities. It is doing so through an integrated approach that support market-driven skills training; improve public employment services; implement labour intensive infrastructure projects; promote financial inclusion; and support business start-ups and micro, small, and medium-sized enterprises (MSMEs). A cross cutting focus is on youth engagement, whereby ILO and UNICEF are supporting young people in Iraq to access work-based learning and apprenticeships, enterprise pathways and short-term work opportunities that also contribute to local economic development.

## Assignment Background

The assignment takes place under a global Opportunity Fund programme on Young People's Engagement and Meaningful Participation in the PROSPECTS Partnership implemented jointly by ILO and UNICEF under the PROSPECTS partnership, which aims to to empower and meaningfully engage young people in forced displacement



contexts so that they develop their skills to be effective partners and to lead and drive change in their communities and their lives, and are able to provide input to programming, including PROSPECTS. It is also linked to the Iraq OF which also focuses on promoting youth employability, entrepreneurship and engagement in local economic recovery and development in Nineveh. One output of the global OF, which also feeds into the work in the Iraq OF is an updated and adapted training package for youth organizations, trade unions, employment services, education and training organizations to raise young people's awareness and build their skills on rights to/at work. The updated package, "Rights@Work for Youth: Decent Work for Young People," will consist of a guide and toolkit for facilitators in addition to a guide for participants - that provide- the knowledge and skills with hands-on examples on different aspects of rights at work such as work conditions, safety, social security, and employment contract. These materials will contain a number of individual and group activities, learning resources, a glossary, and summary of key international and national labour standards and legislations.

Last published in 2015, the [Rights@Work for Youth](#) guide has since been adapted to the country contents of Moldova, Northern Macedonia, Indonesia and Jordan. In Indonesia, the [guide and toolkit](#) were 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.

In 2013-2014, the ILO in Jordan 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 "Rights@Work for Youth" 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 "Rights@Work for Youth" 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.

Taking into consideration a number of world of work trends and realities that have emerged since 2015, the Guide and Toolkit are now being updated at the global level to reflect changes to the labour market including technological, social and climatic changes. A specific focus of its adaption is to account the policy, legislative, regulatory and practice environments that affect forcibly displaced and host community youths' employment and enterprise development. This will contextualize 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. This assignment will feed into the global adaptation, further contextualizing the content to Iraq and creating a participants guide that accounts for national legislative frameworks and policies. It will also pilot the tool in Iraq.

## Scope of work and outputs

The assignment will feed into a global update of the Rights@Work 4 Youth Guide and Toolkit, through country-level consultations and piloting in Iraq. It will also create a participant guide to capture relevant national legislation and policies that govern young people's rights at work in Iraq.

The specific objectives are as follows:



- a) To update the technical content of the ILO global guide on Rights@Work for Youth, and contextualize it to Iraq context, based on consultations with young people, including both forcibly displaced and host community members in Iraq (both Iraq federation and KRI);
- b) To develop a participant's guide that references national legislations and policies that govern forcibly displaced and host community youths' rights at work in Iraq;
- c) To support validation process with key stakeholders, including young people and youth organizations, trade unions, PROSPECTS partners (UNICEF, UNHCR, World Bank, IFC) and relevant ILO technical specialists and field colleagues; and
- d) To conduct a 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:

- a) Review the 2015 package and adaptations, including the toolkit's curriculum and pedagogic approach, - relevant rights at work documents, reports and evaluations; ILO standards; tools and manuals developed in the areas of youth employment.
- b) Coordinate with global team working on the adaptation of the global Rights@Work 4 Youth guide and toolkit, through online meetings.
- c) Carry out consultations with young people to assess their understanding of their rights to/at work in Iraq (through interviews and/or surveys, particularly exploring UNICEF's U-Report),
- d) Carry out consultations with field staff, implementing partners and social partners specifically trade unions. This will feed into a global needs assessment that will identify gaps in the current package, in addition to understand the capacity building needs.
- e) Feed into the global update of the publication, taking into account world of work trends and adapting the updated content to the context of Iraq.
- f) Help adapt a new and dedicated chapter of the package to take this into consideration forcibly displaced young persons rights to/at work.
- g) In the rest of the chapters of the guide, feed into the development and insertion of dedicated sections on forcibly displaced and host community youth, including reference to relevant normative frameworks.
- h) Create toolkit and a participant guide for Iraq, to reflect relevant national legislation and policies that impact forcibly displaced and host community youths' rights at work.
- i) Translate the toolkit and participant guide into Arabic and Kurdish, corresponding with the chapter on refugees right to/at work developed in the guide.
- j) Organize and deliver a TOT training for PROSPECTS Iraq staff, implementing partners, social partners and young community leaders using the updated/validated Guide and Toolkit.

## DELIVERABLES

By the end of the consultancy, the following deliverables are expected:

Deliverable No	Description	Number of days
1. Inception Report	Inception report with workplan, associated timeline and proposed methodology, including focus group discussion questions for youth. This will be submitted in [English?] and not exceed 10 pages, excluding Annexes.	5



2. Summary report of consultations with youth and national stake holders	A summary report of consultations with young people on their rights at work, representing the views of young women and men from both forcibly displaced and host community backgrounds. This will also include a summary of consultations with field staff, implementing partners and social partners on their training needs, capacity and perceived gaps in knowledge of rights at work. This will be submitted to the ILO in [English] and feed into a global needs and knowledge assessment.	20
3. Draft of adapted toolkit and participant guide	This will be submitted to the ILO in [Arabic, English, Kurdish], based on the global guide and in close consultation with the team working on updating the global guide.	20
4. Final adapted toolkit and participant guide	The final adapted toolkit and participant guide should reflect all comments received to the draft package. It should be submitted to ILO in [Arabic, English, Kurdish]	5
5. ToT workshops and Package	This package will be submitted to the ILO at least two weeks prior to the TOT. It will include the agenda for the ToT in Iraq, presentations and other materials to be used, evaluation questionnaire in [Arabic, English, Kurdish]	5

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.

## REQUIRED QUALIFICATIONS AND APPLICATION PROCESS

Entities/organizations are eligible to apply for this assignment. The entity should have the following qualifications and experiences:

1. Strong networking with youth, youth organization, youth networks, social partners (employers' organizations and trade unions), and civil society organizations (CSOs) in both Iraq federation and KRI;
2. Experience working on Iraqi labour market, employment policies, and labour rights;
3. Proven experiences conducting training and coaching activities, specifically for youth;
4. Ability to work in Arabic and English (both written and verbal);

## SELECTION CRITERIA

Selection Criteria include: (a) quality and relevance of the proposal to the TOR's; (b) relevant experience of the proposed technical team of experts/consultants; (c) cost.

The "Most Economic Advantageous Offer will be selected based on weighted evaluation of the technical proposal (weight: 70%) and financial Proposal (weight: 30%).

Clarity of the proposal, provision of all required documentation, and innovative delivery are considered as a cross cutting measurement criteria.



## SUPERVISION AND LOGISTICAL ARRANGEMENTS

**Reporting Line:** The entity will perform the assignment under the supervision of the Skills Technical Officer for PROSPECTS in Iraq, and the overall guidance of ILO PROSPECTS Chief Technical Adviser for Arab States. All technical clearances will be obtained from relevant Decent Work Team Specialists at the ILO Regional Office for Arab States and Specialists within ILO's EMPLAB/Youth.

### Proposal Submission Procedure

The proposer must submit the proposed offer (**Technical and Financial Proposals**) in separate digital folders mentioning "**Technical Proposal**" and "**Financial Proposal**" on each digital folder so that the financial information could not be revealed before financial proposal opening. The two digital folders saved in one digital folder with the title saved as the full name of the bidder, followed by the project code: IRQ/19/50/NLD, and date of submission.

The technical proposal should include the CVs of the team who will work on the assignment and relevance of their backgrounds to this assignment. The financial proposal should include the daily fees (and overall fees for carrying out this assignment if needed).

Applications should be submitted by email to:

1. Mr. Yasser Ali, Skills Technical officer , [ali@ilo.org](mailto:ali@ilo.org)
2. Ms. Hawzheen Moheehdeen, Admin and Finance Assistant –[moheehdeen@ilo.org](mailto:moheehdeen@ilo.org)

Both financial and technical proposals should be valid for 30 days. The deadline for submission of technical and financial proposals is 30/09/2022.

## TIME FRAME AND ESTIMATED BUDGET

To the best of its ability, ILO will support the selected entity to deliver quality material in the given timeframe. Based on the proposed methodology, this may include providing literature and existing guides, facilitating meetings with relevant stakeholders, and supporting with contact information.

The work will be implemented within a nine-month period between **October 2022 and July 2023, consisting of 55 workdays.**

## PAYMENT SCHEDULE

Payments will be disbursed based on the receipt of quality deliverables and estimated working days.

Payment instalment schedule as per following:

1. Submission and validation of the inception report and the summary report of consultations with youth and national stake holders
2. Submission and validation of draft of adapted toolkit and participant guide
3. Submission and validation of the final adapted toolkit and participant guide, in addition to conducting the ToT workshops and submitted the ToT package