
TERMS OF REFERENCE for the engagement of a consultant to support the implementation of the Youth Employment Pathways (YEP) Program

BACKGROUND

PIND is a Nigerian non-profit Foundation established in 2010 to support a portfolio of socio-economic development programs in the Niger Delta in order to improve the standards of living of communities in the region. PIND supports projects in collaboration with a diverse range of donor partners including bilateral and multi-lateral aid agencies, federal and state government agencies in Nigeria, private companies, and foundations. With an overarching goal of increasing income and employment in the region, PIND's strategy is hinged on 2 main programs supported by 3 key enablers and these are:

- **Economic Development:** Facilitate inclusive, sustainable, and diversified economic growth enabled by improved analysis, advocacy, and capacity building of market actors.
- **Peace Building:** Strengthen conflict management systems and capacities for enabling peace & economic growth, utilizing analysis & advocacy to address constraints to peace.
- **Enablers:** PIND's program delivery is enabled by an integrated approach that encompasses capacity building, advocacy, communications, gender, and social inclusion.

In response to the challenge posed by the very high rates of unemployment or underemployment in the Niger Delta, particularly amongst the youth population, PIND, with funding support from the Ford Foundation, started implementing the Niger Delta Youth Employment Pathways (NDYEP) Project in the last quarter of 2017. The project maps the ecosystem of skills development, analyzes opportunities for employment creation, and develops models of youth job readiness or workforce development that provide disadvantaged young men and women in the Niger Delta with the opportunity to secure sustainable jobs and enterprises. The project approach involves innovative and quality training that prepares selected youth with market-relevant skills and supports their transition into waged employment or self-employment/entrepreneurship.

The pilot phase of NDYEP was implemented over two years, from 2018 to 2020, in Abia, Akwa Ibom, and Rivers States and was scaled up to Delta state in 2021. So far, the program has trained 6,522 youths in various skills, with about 63% of them making immediate transitions to waged employment or self-entrepreneurship. The target sectors are Integrated Agriculture with a focus on aquaculture, Information and Communication Technology (ICT), Building Construction, and Services, including finished leather and renewable energy. Currently, the program is completing a labour market assessment in Ondo state to provide adequate economic data to inform the design and commencement of the project in the new state.

PIND Foundation is seeking to engage a Consultant to support the YEP Project team in the implementation of its project activities.

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PURPOSE OF THE ASSIGNMENT

The selected consultant will support the team in carrying out scheduled activities, including stakeholder engagements, ecosystem strengthening design and implementation of various interventions, grant-making and grantees supervision, work planning and reporting, and government engagement for the adoption of NDYEP model and framework.

OBJECTIVES OF THE ASSIGNMENT

The specific objectives of the assignment are as follows:

- Advance the project's work effectively by coordinating the activities of implementing partners. This will include working with partners and other agencies to document technical and soft skills training activities, updating on post-training follow-up and support to youth participants, and supporting efforts to build linkages with private sector companies to identify opportunities for job placements and retention of youth in employment or through entrepreneurship.
- Work with YEP Project Management and other PIND Units to support the engagement of governments in both project and non-project states, coordinating technical assistance and exchange programs to facilitate NDYEP model adoption.
- Provide project management support as indicated in the scope of work below.

SCOPE OF WORK & SPECIFIC ACTIVITIES

The selected consultant will assist the YEP Project Manager and PIND Management in the implementation of all technical aspects of the project, including reporting on the project.

Specific Activities include but not limited to:

- a. Coordination and monitoring of the implementation of YEP activities in project states.
- b. Engagement with public and private sector stakeholders through targeted meetings and dissemination events to share and dialogue about action research findings, implementation of outcomes and lessons.
- c. Focus on building/strengthening the ecosystem of stakeholders, building linkages with private sector entities to identify opportunities for jobs for youth or specific business opportunities in the supply chain of the organizations or value chain of any of the focus sectors.
- d. Contribute to research design, supervision and review of research outputs coordination with the program management and other team members.
- e. Expand public and private sector engagement and dialogue leading to internships, employment, business opportunities for start-up enterprises and uptake of program findings.
- f. Participate in Monitoring and evaluation of Youth Skills for Employment program approaches and activities (including sub-grantees); analysis and dissemination of findings.
- g. Identification and enlistment of private sector employer partners.
- h. Data collection and analysis for progress reporting on a quarterly basis.

- i. Contribute to preparation of reports as required by the Youth Employment Pathways Project and Economic Development.
- j. Other duties that may be assigned by the Manager or PIND management.

ACTIVITY TIMELINE

Contained in the table below are the timelines and key activities:

S/N	Description of activities	No of days	Associated Deliverables (Codes)
T1.	<p>Review all project documents including Labour Market Assessment Reports, NDYEP Mid and Final Reports, Practice Papers and DYEP intervention design.</p> <p>Review all YEP Grants in the intervention states and understand all terms of engagement of the Grantee Organizations.</p> <p>Review all grantees’ participants list to ensure eligible youth are enrolled on YEP trainings.</p> <p>Participate in the orientation of youth participants across states.</p> <p>Participate in Implementation of scheduled activities as per the Grantees’ work plans.</p>	June 2023	D1
T2.	<p>Conduct field visits, work planning, Coordinate and participate in stakeholder engagements, studies, grant monitoring and supervision, M&E, reporting, and all other YEP implementation activities indicated in the preceding section or as may be assigned, and contribute to project reporting in conjunction with the Project Manager.</p>	July – December 2023	D2

DELIVERABLES

Deliverables stated in the table below are directly linked to specific tasks in previous section with flexibility, while adhering to duration date.

Item		Period (indicative)
D1.	Outline of Planned activities as highlighted in the description of activities for T1 above.	End of June 2023
D2.	Monthly reports on project activities, highlighting achievements of work done at the end of each month.	End of every month

DURATION & LOCATION OF WORK

The Consultant will be engaged from June, 2023 – December 31st, 2023 and contract will be subject to renewal depending on satisfactory performance.

The activity will be carried out in Abia, Akwa Ibom, Rivers, Delta and Ondo states primarily, but will also extend to all 9 Niger Delta States. The Consultant will work from either PIND's Port Harcourt or Warri office, with regular travel within the Niger Delta.

QUALIFICATION

Consultant should hold a University Degree in a Social Science or Science background, with good writing skills and sound knowledge of Microsoft Excel, Power Point, Data Analysis and Data Visualization. He/she should have at least 3 years work experience and be very familiar with working in the Niger Delta region.

HOW TO APPLY

Interested consultant should submit a curriculum vitae, one-page statement of suitability and expected professional fees for the proposed position. Application should be emailed to procurement@pindfoundation.org latest close of business 24th May 2023, along with the following mandatory items/supporting documents. It is important for candidates to indicate availability to start work in June 2023, should they be successful.

Mandatory required items from vendors/consultants who intends to bid for any work or service in PIND

1. Means of Personal Identification
2. Résumé in case of a consultant
3. Valid Tax Clearance Certificate
4. Bank Reference Letter