
Youth Employment Pathways (YEP) Program

Terms of Reference – To Develop two Practice Papers for the YEP Program’s Services Sector (with a specific focus on Tailoring & Catering and Photography & Videography)

BACKGROUND

PIND is a Nigerian non-profit Foundation established in 2010 to support a portfolio of socio-economic development programs in Niger Delta in order to improve 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 Foundation initiated the Niger Delta Youth Employment Pathways (NDYEP) Program in 2017 across three states: Abia, Akwa Ibom, and Rivers. Building on its success, PIND expanded the program, now known as the Youth Employment Pathways (YEP) Program, to include Delta State in 2021 and Ondo State in 2023. The YEP Program (formerly NDYEP), adapts the NDYEP model which focuses on skills mapping, employment opportunities analysis and develop models of youth job readiness or workforce development. The approach involves innovative and qualitative training in Agriculture, Building Construction, ICT, and Services, which equips selected youths with market-relevant skills and assists them in transitioning into waged employment or self-employment/entrepreneurship. The YEP program follows an end-to-end model, with the post-training segment being important components to job placement, enterprise development, and income earning.

Throughout its history, the YEP program has consistently produced practice papers as integral components of its research and learning materials, covering three out of the four sectors. Notably, an additional practice paper was developed specifically focusing on the Finished Leather skill area. Now, the program is initiating the development of an insightful and informative practice papers centred on the dynamic Services sector. This sector encompasses diverse skills, such as Tailoring & Catering and

Photography & Videography, and the practice papers aim to illuminate their growth, challenges, and opportunities within the context of youth employment. To accomplish this, we are seeking the expertise of a qualified consultant to produce two practice papers on the YEP Program Services sector, with specific emphasis on Tailoring & Catering and Photography & Videography. This document serves as the Terms of Reference (ToR), providing a roadmap for the consultant to undertake this engaging project.

PURPOSE OF THE ASSIGNMENT

The primary goal of this consultancy is to develop two comprehensive practice papers centered on the YEP Program's Services sector, specifically targeting the Photography and Videography, Tailoring, and Catering skill areas. The consultant's main tasks involve analyzing YEP's Services sector training to identify established learning patterns and extracting key insights for wider dissemination to enhance a broader understanding and adoption of the program's approach.

The practice papers aim to be a valuable resource for individuals, businesses, and organizations interested in these industries. It will provide insights, and best practices, and outline the factors and conditions contributing to successful implementation.

SCOPE OF WORK

The key activities to be covered under the engagement are as follows:

- 1. Research and Analysis:** Conduct comprehensive research on the Photography, Videography, Tailoring, and Catering skill areas. This includes an examination of market trends, emerging technologies, and key industry players. Analyze the current landscape of these industries, identifying opportunities, challenges, and best practices within each skill area.
- 2. YEP Program Approach:** Develop a case study that outlines the approach and methodologies employed by the YEP Program in preparing youth for employment or enterprise development in the Services sector.
- 3. Stakeholder Engagement:** Engage with relevant stakeholders, industry experts, and practitioners to gather insights and validate findings research findings. This involves:
 - Key Informant Interviews and Focused Group Discussions: Develop case study questionnaires and administer them to Partners and past trainees in the Services sector; Conduct interviews or surveys as necessary to gather real-life perspectives
- 4. Content Development:** Prepare comprehensive practice papers that cover each skill area individually, including but not limited to:
 - Overview of the sector

- Key features of implementation through the YEP partnership with implementing partners
 - Combining business and development sector approaches
 - Working to entrench quality and technology adoption strengths
 - Enriching training with an integrated approach
 - Strategic partnerships
 - Partnering with sector-embedded organizations to support aspects of the training and post-training
 - Where are the gaps in the Services sector in Delta State?
- Accountability to the onward pathway: Creating the building blocks for post-training opportunities.
- Challenges encountered during implementation.
- What employment and enterprise pathways are being established?
- Recommendations for action in market-related youth training in the Services sector.

5. **Recommendations & Monitoring:** Provide practicable recommendations for individuals and businesses seeking to enter or excel in the Photography, Videography, Tailoring, and Catering skill areas. This guidance should encompass skill development, business planning, and strategies for effective market positioning. Additionally, establish a monitoring and evaluation framework for the project to document and disseminate key insights and learnings.

Please Note: Consultant should ensure that the practice papers are structured for clarity, informative, and accessible to a wide audience.

ACTIVITIES & TIMELINES

The scope of work above is broken down into key activities and timelines set against them, with the total number of days required to deliver each:

S/N	Description of activities	No of days	Associated Deliverables (Codes)
T1.	Inception meeting to clarify the scope of work, work planning, deliverables, and timeline	1 day	D1
T2.	Research and Analysis; Design of data collection tools; Stakeholder engagement	10 days	D2
T3.	Content Development; Recommendations & Monitoring; Prepare and submit draft practice papers for review and feedback	5 days	D3
T4.	Prepare and submit two final practice papers incorporating feedback and revisions	3 days	D4
T5.	Submit supplementary materials or resources deemed necessary to enhance the papers' value	1 day	D5
	Total Duration	20 days	

Head Office- Abuja
 25 Jimmy Carter, Off Mahmud Ribadu
 Off Shehu Shagari Way, Asokoro, Abuja, Nigeria
 Phone: +234 (09)2910454

Economic Development Center- Port Harcourt
 50 B/C Omerelu Street, GRA Phase 1
 Port Harcourt, Rivers State, Nigeria
 Phone: +234 (0) 817 2401 581, +234 (0) 9034577987
 +234 (0) 8110521802

Economic Development Center- Warri
 No. 1 PIND-EDC Drive, Egbokodo-Itsekiri,
 Warri, Delta State, Nigeria
 Phone: +234 (0) 0817 2401 598,
 +234 (0) 9030808794, +234 (0) 9056718980



DELIVERABLES

Deliverables stated in the below table are directly linked to specific tasks in the previous section:

Item		Due date
D1.	Inception report/work plan developed and timelines agreed	October 21, 2024
D2.	Data collection tools designed; stakeholder engagements concluded	October 23 – November 06, 2024
D3.	Content of practice papers developed; Drafts of practice papers submitted for review and feedback	November 07 – 14, 2024
D4.	Two final practice papers incorporating feedback and revisions submitted	November 15 – 19, 2024
D5.	Necessary supplementary materials or resources shared	November 20, 2024

DURATION & LOCATION OF WORK

The consultant will be engaged for **20 days** between October and November 2024. The consultant, working alongside the PIND Youth Employment Pathways (YEP) Program team, will be responsible for coordinating and finalizing the reports.

QUALIFICATION

Given the objectives, scope of work, and expected outputs of this engagement, the Consultant is expected to possess relevant qualifications and extensive work experience in measuring social impact and evaluations, labor market approaches, social accountability, and a good understanding of policy advocacy. Preference will be given to an individual with evidence of undertaking similar tasks within PIND or the NDYEP/YEP Program. The consultant(s) should have the following qualifications and experiences:

- A proven academic and professional record, with extensive knowledge and experience in the fields of development studies, project management, or development communications.
- At least 10 years of experience in the evaluation of development programs especially in documenting emerging models, lessons, and practices from the evaluation of employment and entrepreneurial initiatives, development research, and project implementation/management preferably in an economic growth context.
- Strong critical analysis and demonstrated excellence in preparing reports in a clear and concise manner. Critical thinking and problem-solving skills are important for developing insightful recommendations.

- Ability to communicate effectively with and relate to people of different cultures, demonstrating ability to see issues from others' perspectives.
- Consultants should have a clear understanding of the organization's objectives and the purpose of the practice papers to align the work with the organization's goals.

REMUNERATION

The consultant will be engaged based on qualifications and commensurable experience aligned with the requirements of this assignment.

HOW TO APPLY

Interested consultants are required to submit a recent curriculum vitae along with a brief proposal or statement of capacity to carry out the assignment and one recent example of a similar report written by the applicant (if joint authored to include a description of the role of the named consultant(s) in the report).

Timeline for Submission of Applications – The application should be emailed to etender@pindfoundation.org – All applications for this round should be submitted **on or before 12 am, October 16, 2024**. Applications received will be acknowledged. Any application received after this deadline will not be honored.

Potential consultants would be expected to submit their application alongside the following below-stated documents. Without the below documents in place, your application will not be prequalified for evaluation. Mandatory required items from vendors/consultants who intend to bid on any work or service in PIND

1. Certificate of business registration/Means of personal identification
2. Profile of organization or Résumé in case of a consultant
3. Most recent Tax Clearance Certificate
4. Tax Identification Number
5. Full physical contact address
6. Bank Reference Letter
7. **Notification of Stamp Duty applicability:** All applicants are advised to note that Stamp Duty applies to the total value specified in all contracts/grant agreements, as stipulated by the Stamp Duties Act of 2004. The deduction will be done at source and remitted to the Federal Inland Revenue Service (FIRS)



Non-Discriminatory Clause: PIND Foundation provides equal opportunity in employment and engagement for all persons, vendors, and contractors, and prohibits unlawful discrimination and harassment in all aspects of a contractual engagement or employment because of age, sex, gender, marital status, disability, nationality, race, religion or any fact.

The information shared is processed and safeguarded in line with Pind's Privacy Policy. For more information visit <https://pindfoundation.org/privacy-policy>

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