Terms of reference (ToR) for the procurement of services below the EU threshold

Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH

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Advisory Services on strategy support related to labour market policies, economic policies in Syria	**Project number/ cost centre: G-018280-003** **Tender number**

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0. List of abbreviations

AG	Commissioning party
AN	Contractor
AVB	General Terms and Conditions of Contract for supplying services and work
FK	Expert
FKT	Expert days
KZFK	Short-term expert
MoEI	Ministry of Economy and Industry
MoSAL	Ministry of Social Affairs and Labour
ToRs	Terms of reference

1. Context

The fall of the Assad regime on December 8, 2024, marks a turning point for Syria. The new Syrian Government has expressed clear interest in strengthening cooperation with Germany in the areas of employment promotion and education. In line with the political priorities of the German Government, GIZ aims to provide targeted support to accompany Syria's transition process by offering technical expertise to state institutions at national and/or sub-national levels. The objective is to contribute to the establishment and functionalisation of the emerging administration and to improve service delivery capacities.

One of the priority sectors for German development cooperation, the EU and Swiss Development Cooperation is Sustainable Economic Development, and in particular TVET and Employment promotion. GIZ has been preparing its engagement for several months and is actively engaged in the cooperation with the Syrian Ministry of Education (MoE), Ministry of Social Affairs and Labour (MoSAL) and the Ministry of Industry and Eocnomy (MoEI). All named ministries play a vital role in providing and steering vocational education and training, as well as measures of short term employment promotion.

As part of this effort, GIZ has set up a new project focusing on employment promotion and vocational education, including advice on labour market policies, active labour market measures and youth employment. The project will provide technical advisory services to selected public authorities such as MoSAL, vocational training centres and employment offices. These measures will assist partner institutions in developing policies, systems and practices that foster inclusive economic recovery, improve skills development pathways, and strengthen labour market linkages in the current transition context.

The **S**yria **T**VET and **E**mployment Promotion **P**rogramme (STEP) is in need of local expertise to support the advisory services to MoSAL in the areas of labour market policies, active labour market measures, labour market monitoring, legislative and regulatory frameworks as well as the linkage of these policy fields to investment policy/ MSME policies and skills development.

2. Tasks to be performed by the contractor

The contractor is responsible for providing the following services:

- Liaising with the Syrian MoSAL in close coordination with the GIZ STEP Programme on topics related to evidence-based labor market polices; close coordination with the MoEI on all matters related to economic policies
- Liaising and coordinating with other development actors (e.g. ILO) for labor market interventions
- Supporting and advising a Syria job creation strategy for economic diversification and environmental sustainability,
- Analysis of the socio-economic context affecting national employment policies in Syria,
- Supporting the development of Labor market and employment policies,
- Supporting the formulation of guidelines and manuals as well as relevant policy papers, regulatory and legislative frameworks, by-laws if needed.
- Ongoing and needs-based coaching to MoSAL and DoSAL staff Supporting on the design of monitoring and evaluation tools of labor market policy instruments

- Supporting the evidence base for labor market instruments: Identify challenges and barriers in the labor market and come up with sensible recommendations to tackle those (short term and long-term recommendations)
- Support setting policy priorities with national development plans and priorities through policy dialogue,
- Present good practices in the design and implementation of labor market and employment policies,
- Liaising with relevant public and private sector actors for TVET and skills development as well as MSME support linked to employment policies
- Bringing in strategic recommendations related to addressing the informal economy and the transition to formality,
- Bringing expert advice on gender-responsive labor market and economic policies
- Bringing in expert advice related to green jobs for recovery and resilience

The contractor shall deliver continuous reports on meetings and strategic conversations with partners of GIZ Syria in the area of labor market, employment and economic policies. The reporting shall be done in English.

A close coordination with the GIZ Programme manager as well as the GIZ Advisor on Labor Market Policy is foreseen.

Period of assignment: from 15.11.2026 until 30.07. 2027.

3. Personnel concept

The below specified qualifications represent the requirements to reach the maximum number of points in the technical assessment.

Qualifications of key expert 1

- Education/training (2.2.1): University degree (Master's) in Economics, Public Administration, Business Administration or a related field
- Language (2.2.2): C2 -level language proficiency in Arabic and English
- General professional experience (2.2.3): 12 years of experience on labor market policy design
- Specific professional experience (2.2.4): 8 years of experience working at the interface between labor market policies, economic policies and skills development
- Leadership/ management experience (2.2.5): 8 years of experience in managing TC projects
- Regional experience (2.2.6): 5 years of work experience in Syria or the wider MENA region, 5 years of experience outside the region
- Development Cooperation (DC) experience (2.2.7): 8 years of experience in development cooperation, advising public entities
- Other (2.2.8): Certificate or proven knowledge in labor market statistics

Soft skills:

In addition to their specialist qualifications, the following qualifications are required of team members:

- Team skills
- Initiative
- Communication skills
- Socio-cultural skills
- Efficient, partner- and client-focused working methods
- Interdisciplinary thinking

4. Costing requirements

Assignment of personnel and travel expenses

All business travel must be agreed in advance by the officer responsible for the project

Sustainability aspects for travel

GIZ has undertaken an obligation to reduce greenhouse gas emissions (CO_2 emissions) caused by travel. When preparing your tender, please incorporate options for reducing emissions, such as selecting the lowest emission booking class (economy) and using means of transport, airlines and flight routes with higher CO_2 efficiency. For short distances, travel by train (second class) or e-mobility should be the preferred option.

CO_2 emissions caused by air travel must be offset. GIZ specifies a budget for this, through which the carbon offsets can be settled against evidence.

There are many different providers in the market for emissions certificates, and they have different climate impact ambitions. The Development and Climate Alliance (German only) has published a list of standards (German only). GIZ recommends using the standards specified there.

Specification of inputs

Fee days	**Number of experts**	**Number of days per expert**	**Total**	**Comments**
Key expert	1	60		60 full days, eight hours per day.
Transport	**Quantity**	**Number per expert**	**Total**	**Comments**

Fixed travel budget	1	1	900	A budget is earmarked for travel to the following countries: Syria. A fixed budget of USD 900 is earmarked for settling travel expenses against evidence.

5. Requirements on the format of the tender

The structure of the tender must correspond to the structure of the ToR. In particular, the detailed structure of the concept should be organized in accordance with the positively weighted criteria in the assessment grid (not with zero). The tender must be legible (font size 11 or larger) and clearly formulated. It must be drawn up in English (language).

The complete tender must not exceed 10 pages (excluding CV). If one of the maximum page lengths is exceeded, the content appearing after the cut-off point will not be included in the assessment. External content (e.g. links to websites) will also not be considered.

The CV must be submitted using the format specified in the terms and conditions for application. The CV should not exceed 4 pages. It must clearly show the position and job the proposed person held in the reference project and for how long it took. The CV shall be submitted in English (language).

Please calculate your financial tender based exactly on the parameters specified in Quantitative requirements. The contractor is not contractually entitled to use up the days, trips, workshops or budgets in full. The number of days, trips and workshops and the budgets will be contractually agreed as maximum limits. The specifications for pricing are defined in the price schedule.