

## ToR-IST-2021-0122

### Consultancy for Organizing an Online Job Fair

#### I. Background on Save the Children's Youth Livelihoods Programs

Save the Children (SC)'s strategy and approach to youth livelihoods identifies and serves the most marginalized young women and men. It focuses on enhancing young people's access to the labour market or build businesses to increase the income through decent work, and realize their economic potential. Through its programming, Save the Children and its partners promote integrated and sustainable solutions, which also helps to enhance children's protection from child labour and access to education as well as support their development and wellbeing. Save the Children conducts localized, gender-sensitive Labour Market Assessments (LMA) in each project area in order to identify relevant economic sectors, specific job opportunities and markets with a potential entrepreneurial growth that would be available for the target youth. Save the Children believes that support to youth to strategically develop relevant expertise and networks within relevant sectors will help to promote longer-term and sustainable solutions for these individuals. LMAs is also a high impact way to achieve both quality and scale for the next round of Save the Children programming for refugees and other vulnerable youth in Turkey.

In 2019, Save the Children expanded its livelihoods programming, with a new project focusing on equipping Syrian and vulnerable host community adolescents and youth<sup>1</sup> with skills that enable them to move forward to a brighter future by choosing between an Employability and an Entrepreneurial Pathway. To promote success in narrowing gender gap in access to livelihoods opportunities among Syrian communities, this project specifically seeks to look at this issue from a gender perspective, and design the implementation in an inclusive way by considering needs in a gender-sensitive manner.

Within the scope of this project a gender sensitive LMA was conducted in 2019 aiming to empower economically vulnerable young females and males from refugee and host communities through decent work opportunities in order to realize their untapped potential, reduce inequality in their standards of living and contribute to economic development of the whole society. After the Novel Coronavirus (COVID-19), several sectors, such as tourism and manufacturing, have been facing problems due to massive lockdowns to stem the spread of the virus. That is why there is expected a shift in the most promising business sectors for employment and employability pathway considering new economic conditions after the outbreak and Save the Children right now updating LMA to identify the shift in the promising sectors for young women and men in Istanbul.

Save the children aims to conduct an online job fair, informed by Updated gender-sensitive LMA, with a particular focus on inviting employers with interest in hiring Syrian and vulnerable Turkish youth. The specific attention will be paid in including female youth in the job fair.

#### II. Statement of Purpose

**SC is seeking skilled consultancy firm ("Applicant") with an explicit and demonstrated specialization in conducting online and/or face to face job fairs to organize an Online Job Fair that aims to bring refugee and vulnerable host community youth and employers, as well as governmental and non-governmental entities focusing on livelihood opportunities for youth together, of highest possible quality under the course of above explained project.**

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<sup>1</sup> 15-25 years, however with different approaches depending on age, to comply with legal regulations and safe guard the protection, wellbeing and development of each beneficiary.

### III. Definition of Services

The purpose of the Job Fair is to bring Syrian and local youth and employers with an interest of hiring youth for their businesses together. The job fair will give youth the opportunity to meet representatives from many employers in Istanbul. More specifically the job fair should enable youth to:

- Building networks with companies
- Explore career opportunities
- Make personal contacts that can lead to a job
- Gather information from potential employers
- Find out what an employer values in its employees

Considering the health risks due to Covid-19 pandemic, the job fair will be held in an online set up. The job fair will be held in collaboration with Refugee Support Centre (RSC) which is the implementing partner of the above explained project.

- The content of the job fair program- including informative sessions/webinars for the youth and employees-, list of employers to be invited, governmental and non-governmental entities will be shared by SC;
- the consultancy firm will be in charge of communication with the participants of the job fair (both youth and firms); the technical set-up -such as setting up online platform, any technical support etc.-,and simultaneous translation services (Turkish-Arabic) for the information sessions.
- The job fair is planned to be a 2-day-event. In the first day, there will be 8 information sessions and in the second day there will be approximately 30 booths for companies.

| <b>Service</b>  | <b>Details</b>  |
|---|---|
| <b>Creating/deciding the online platform for the job fair</b> | Creating/deciding the online platform for online information sessions and online booths.  |
| <b>Communication with participants</b>                        | <p>Communication with exhibitors and presenters of info sessions: before (invitations, how to use the software guide, registration, asking for presentations, company profiles, documents that will be uploaded to the system), and during (reminders, technical support for the online medium that will be used for job fair).</p> <p>Communication with participants (youth): before (invitations, registration, inquiries etc.), and during (reminders, technical support for the online medium that will be used for job fair).</p> |

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| <b>Online information sessions for youth and employers</b><br><br><b>(Day I)</b>   | Technical moderation of and support for users of the online platform (letting participants in, transferring questions to the session chair, starting and ending the meeting, etc.). There will be 8 1-hour informative sessions/webinars sessions in day I. We expect that there will be a maximum of 300 participants per session, and the system should be able to host 600 participants in total. |
| <b>Simultaneous translation services (Turkish to Arabic)</b><br><br><b>(Day I)</b> | The sessions will be in Turkish and the firm is expected to provide simultaneous translation services from Turkish the Arabic (and vice versa when needed). During Q&A sessions, the Arabic questions should be translated to Turkish. Some of the webinars will be parallel sessions, so there should be at least 2 interpreters.   |
| <b>Online booths</b><br><br><b>(Day II)</b>  | Creating approximately 30 online booths for businesses. The online booths should let youth meet with the representatives from employers digitally through chat box and online short-time meetings. The youth should also be able to send pdf and word documents to the booth (CVs, motivation letters etc.).   |

*Note I: Visual design of the materials including creative production for exhibitors (firms) and communication campaign will be SC's responsibility.*

*Note II: After symposium, SC will conduct a post-symposium survey to analyse satisfaction of the participants.*

#### **IV. Scope of Work**

##### **a. Key Performance Indicators (KPIs)**

To be determined in consultation with Save the Children following successful contracting.

***Deliverables (Reflected against service provider's proposal and TBC in consultation with service provider)***

| <b>Service: Organizing an Online Job Fair</b>                 |  |
|---|--|
| <b>Service</b>  | <b>Role of the Firm</b>  |
| <b>Creating/deciding the online platform for the job fair</b> | <ul style="list-style-type: none"> <li>- Creating/deciding the online platform that will be used for 2-day job fair. The system should be able to host 600 participants in total.</li> </ul> |

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| <p><b>Communication with participants before and during the Job Fair</b></p> | <ul style="list-style-type: none"> <li>- The announcement poster will be prepared by SC and the firm is expected to use it during communication with participants and guest speakers of online information sessions. We expect that there will be a maximum of 300 participants per session.</li> <li>- SC will provide a list of participants from targeted organizations (governmental institutions, I/NGOs, UN agencies and private sector actors) to be invited to the Job Fair and the consultancy firm will lead the communication with the participants (related to the issues such as registration and inquiries about technical details).</li> <li>- The firm is expected to share a how-to-use technical guideline for the digital platform that will be used for job fair event and share it with the participants right after registration.</li> <li>- The software of the online platform should let use of Arabic Language as some of the participants (both employers and youth) will communicate in Arabic through chat box.</li> <li>- Communication with exhibitors and presenters of info sessions: before (invitations, how to use the software guide, registration, asking for presentations, company profiles, documents that will be uploaded to the system), during (reminders, technical support for the online medium that will be used for job fair).</li> <li>- Communication with participants (youth, employees, governmental and non-governmental entities) before (invitations, registration, inquiries etc), during (reminders, technical support for the online medium that will be used for job fair).</li> </ul> |
| <p><b>Online information sessions for youth and employers (Day I)</b></p>    | <ul style="list-style-type: none"> <li>- Technical moderation of sessions (i.e. letting participants in, transferring questions to the session chair, starting and ending the meeting, etc.). Moderation of the sessions will be held by SC and MUDEM.</li> <li>- There will be 8 1-hour-online webinars/information session. Some of them will be parallel.</li> </ul>  |
| <p><b>Simultaneous translation services (Turkish to Arabic) (Day I)</b></p>  | <ul style="list-style-type: none"> <li>- The sessions will be held in Turkish and the firm is expected to provide simultaneous translation services from Turkish the Arabic (and vice versa when needed). During Q&amp;A sessions, the Arabic questions should be translated to Turkish. Some of the webinars will be parallel sessions, so there should be at least 2 interpreters.</li> </ul>  |
| <p><b>Online booths (Day II)</b></p>   | <ul style="list-style-type: none"> <li>- Creating online booths for businesses. The online booths should let youth meet with the representatives from employers digitally through chat box and online meetings. The youth should also be able to send pdf and word documents to the firm (CVs, motivation letters etc.).</li> </ul>  |

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|  | <ul style="list-style-type: none"> <li>- There will be approximately 30 online booths and we expect 600 youth to visit these booths.</li> <li>- The activity will start 10 AM and end 4 PM.</li> </ul> |
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### b. Outputs/ deliverables

In accordance with the scope of work, the key deliverables are:

- Arrange for a kick-off meeting to present the work plan.
- Inception report, to be completed within one week of signing contract and signed off by Save the Children before the assignment can start. The Inception Report should include suggested work plan/work flow that outlines roles and responsibilities, milestones and deadlines. It should also include:
  - Plan for online job fair comprising communication plan with possible participants and specifying online platform that will be used.
- Organization of job fair for 2 days. In the first day there will be online information sessions/webinars, and in the second day there will be platform including booths and interaction among youth and employers.
- Event report to be submitted 1 week after the job fair including statistics, raw data, list of participants and session records. All data collected under the course of this consultancy should be submitted to SC and deleted from firm's database.

All deliverables will be subject to Save the Children's approval.

### c. Duration of the consultancy

SAMPLE TIMETABLE (APPLICANT TO SUBMIT THEIR OWN TIMETABLE)

| SAMPLE TIME TABLE   |        |        |        |        |
|---|--------|--------|--------|--------|
| Task  | week 1 | week 2 | week 3 | week 4 |
| Kick-off  |        |        |        |        |
| Communication with participants (as detailed above)   |        |        |        |        |
| Conducting online job fair  |        |        |        |        |
| Closure (handing over statistics, raw data, list of participants and session records to SC) |        |        |        |        |

### V. Standards and Procedures

The following standards should be mainstreamed throughout the assignment:

- All forms of data gathering (such as participant lists or content) should be conducted in a safe and ethical manner, with the Best Interests of the Child at the centre. Save the Children will be consulting with the Consultant Firm on a regular basis to ensure and support the implementation of this standard.

- The principles of Inclusiveness, Non-Discrimination, meaningful Participation as well as Accountability, should be central throughout the process.
- Adherence by all staff to Save the Children's Code of conduct, Child Safeguarding policy and practices and confidentiality throughout the process (including when interviewing or photographing children).
- All data (hard and soft copy alike) should be safely stored and access should be limited to the data set based on the role of the staff.
- Regular briefings will take place between the consultant and Save the Children, to reflect on any adjustments necessary or the developments that occur in the area (i.e. safety and security related updates, unavoidable edits within the questionnaire, reach of targets).

## **VI. Organizational Roles and responsibilities**

### **Save the Children's responsibility:**

Save the Children, through its focal point (backed up by a Steering Committee, overseen by the Manager for Program Development and Quality), will be involved throughout the process, and provide technical assistance (i.e. provision of the necessary documents and information, content of brochure and booklet, review of the submissions and plans) as well as sign-off of critical mile stones (Inception Report, incl. Work Plan). Practical assistance will not be provided (i.e. in-country travel, accommodation).

### **Applicant's responsibility:**

The consultancy will be conducted by an experienced multi-disciplinary consultant firm with experience in organization of job fair.

Please note that SC shall have exclusive copyright of any materials (videos, records of participants, data from post-assessment survey etc.) to be produced during the assignment. All data collected under the course of this consultancy should be submitted to SC and deleted from firm's database.

## **VII. Qualifications and Requirements**

The Applicant should have the necessary expertise to undertake the tasks as per this ToR of highest possible quality. The technical expertise and practical experience should consist of one that can deliver the scope of work and deliverables, in particular, with regards to:

**Technical skills:** The Applicant must propose a multi-sectoral team, with technical expertise and excellency in conducting online job fair.

**Organizational experience:** The Applicant must show evidence of previous and successful provision of similar services as presented under this ToR.

**Language Skills:** The Applicant must possess advanced Turkish writing and speaking skills. Fluency in Arabic is also preferred but consultant may secure interpreters in Arabic with necessary skills.

**Country experience:** The Applicant or the proposed team must be familiar with the Turkish context and the wider system affecting refugee and migrant young people in Turkey.

**Legality in Turkey:** The Applicant must verify ability to legally conduct the consultancy and invoice the service fees pursuant to the accountancy practices applicable in Turkey.

**Guiding Principles and Values:** The Applicant must commit to adherence to Save the Children's Code of conduct, Child Safeguarding practices, confidentiality and Best Interests of the Child at all times.

**Skills and personal traits:** The Applicant must demonstrate respect for diversity and the principle of non-discrimination.

## **VIII. Essential Requirements**

The application must include the following:

- The Applicant must either have a legitimate business /official premises, and must be registered for trading and tax as appropriate OR apply as an individual but hold a Turkish Citizenship in Turkey OR work as consortium of consultants eligible to issue receipts.
- Technical Proposal (max 5 pages) articulating the proposed approach and method for the assignment. The Technical Proposal should demonstrate the Applicant's technical expertise in the area.
- Detailed work plan (including plan for all required services).
- Financial proposal including a detailed budget breakdown, including any related tax & other operational expenses (currency unit: TRY). This should realistically and adequately present specific items, frequencies and costs.
- The Applicant must accept to receive a half-day orientation training (online) on Child safeguarding and project objectives from SC.

### Legal documentation:

- The Applicant must provide necessary documentation for proof of your registration in country (**Trade Registry Gazette, Chamber of Commerce Registration, Tax Documentation, Circular of Signature for signatory person for the offer submitted**)
- The Applicant must be compliance with Save the children International standard policies (**Please sign and stamp our Policies and send together with your bids**)
- **RFQ-IST-2021-0122 document** (attached) should be filled with required information and be submitted **signed & stamped**.

### Professional experience:

- Presentation of the Applicant - team members articulating previous experience and familiarity with the requested service who will work on the project. Their role and a synopsis of their experience relevant to these roles should be provided. Curriculum Vitae of all team members shall be attached.
- Cover letter and outline of relevant past performance (max 2 pages). The outline should include descriptions of relevant past work.

- An overview of the qualifications of the key individuals who will be participating in the assignment, specification of the activities they will be carrying out, and a summary of their relevant qualifications/experience.
- Complete and updated CVs & Portfolios of the named individuals and covering letter.
- A sample of a relevant past experience in Turkish or English.
- At least two (2) reference letters about the Applicant's success in conducting similar assignments in the past. The reference letters should include name, title, organization, location, telephone, and email address.

## **IX. Evaluation Criteria**

### Capability Criteria (60%)

- Qualification and experience of the Applicant (quality of the previous work samples) (10%)
- Experience in conducting online job fair (10%)
- Proposed detailed work plan (10%)
- Technical proposal including the decision on the online platform that will be used (30%)

### Commercial Criteria (40%)

Financial proposal including **a detailed budget breakdown** of estimated costs

## **X. Submission of Bids**

**Deadline for "Request for Clarifications": 08 June 2021, 1700 TK Time**

**Deadline for "Submission of RFQ": 03 June 2021, 1700 TK Time**

Please submit your respective bids electronically to [procurement.turkey@savethechildren.org](mailto:procurement.turkey@savethechildren.org) via email before the given deadline above. Any bid received after the mentioned deadline will not be considered eligible.

For clarifications purposes please contact us at [procurement.turkey@savethechildren.org](mailto:procurement.turkey@savethechildren.org)



**Annex A: Consultant Summary Table**

Please include with your application materials a table with the following information at minimum. Columns for additional information or lines for additional team members may be added as needed. **Please indicate which of the named individuals will be the point of contact with Save the Children and will lead the assignment and holding final accountability for the quality of deliverables.**

| Name of Individual | Educational/ technical qualifications | Summary of experience | Languages spoken/written and level (Rudimentary, Proficient, Fluent, Native) | Role(s) on assignment (Please indicate project lead) assignment | Approximate total level of effort (number of days) | Daily rate and total cost (incl. tax) |
|--------------------|---------------------------------------|-----------------------|--|---|--|---------------------------------------|
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