

TERMS OF REFERENCE

International consultant for the development of SOLIFEM Project Regional Closing Outcome document and Project Exit Strategy

Hiring Office	ILO Country Office for Algeria, Libya, Mauritania, Morocco and Tunisia
Purpose of the Consultancy	Development of SOLIFEM Project Regional Closing Outcome document and Project Exit Strategy
Location	Online + expected travel to Algiers, Algeria
Duration	15 January to 10 March 2025
Email address	CONTACT.SOLIFEM@ILO.ORG
Deadline	8 January 2025

Background

The regional International Labour Organization (ILO) project Social Dialogue for Formalization and Employability in the Southern Neighbourhood (SOLIFEM), co-funded by the European Union and the ILO¹, aims to support the transition from the informal to the formal economy through social dialogue in Algeria, Egypt, Lebanon, and the Occupied Palestinian Territories (OPT). This objective is being pursued by strengthening the capacity of ILO Constituents to act through social dialogue on two fronts:

1. Development of integrated strategies on formalization in line with ILO Recommendation 204 on transitioning from the informal to the formal economy (Outcome 1).
2. Strengthening of skills and recognition systems to enable young people and women to access formal employment (Outcome 2).

The project, which started in 2021 and will end in March 2025, is supporting a set of interventions to promote formalization and boost skills and employability for youth and women. The interventions include diagnostic studies, capacity-building, awareness-raising, policy development, and knowledge-sharing. The interventions take place at both the national and regional levels. At the national level, the project generates knowledge, shares expertise, tests innovative practices, and strengthens policy dialogue and coordination. At the regional level, the project promotes knowledge-sharing and social dialogue between the participating countries.

Within the aforementioned regional scope, and as the project end date approaches, SOLIFEM is organizing a final regional meeting that will serve as its closing event, tentatively, on 19 & 20 February 2025.

The meeting will aim to share experiences on the emerging and promising formalization approaches piloted with the support of SOLIFEM, and explore their replicability and potential for up-scaling in the target countries and possible application/adaptation in other countries of the Arab region. The

¹ [Home - SOLIFEM](#)

meeting will also provide the opportunity to discuss the project exit strategy and identify sustainability pathways, drawing on the findings and recommendations of the SOLIFEM final independent evaluation and constituents' commitment to maintain social dialogue as a tool to advance the development and implementation of national road maps on formalization (including the prevention of informalization).

The meeting is expected to also culminate with the adoption by the tripartite participants/delegations of a regional future-oriented actionable outcome document on formalization and skills development through social dialogue that builds on lessons learned through SOLIFEM and insights of the ILO constituents. The outcome document will aim at seizing the momentum created by SOLIFEM and encouraging on-going engagement and action by the tripartite constituents beyond the project lifetime, including in the context of the ILO Action Programme on Formalization. The said document can also be used to propose recommendations in view of the next UFM Ministerial Declaration on Employment and Labour in 2025, as proposed by the EU DG-NEAR.

In light of the above, SOLIFEM seeks to hire an international expert to support the process of the development and adoption of the Closing event outcome document and the project exit strategy.

Objective and Methodology of the assignment

The main objectives of the assignment is to support ILO constituents in the four focus countries/territories of SOLIFEM to 1) brainstorm on, exchange, develop and adopt an outcome document that will reflect the lessons learned of the implementation of SOLIFEM and highlight future actions that build on constituents' engagement on the continuation of efforts on formalization, skills development and social dialogue and 2) develop a project exit strategy that ensures the sustainability of results, ensure their ownership by the constituents and form a basis for the potential project continuation.

In order to achieve the above, the incumbent is expected to peruse and analyze the initial draft of SOLIFEM final evaluation report as well as other project technical outputs, conduct **online** consultations meetings with the project team, ILO technical specialists, the EU and the constituents in each of the four countries/territories to capture their insights and views on the key results, lessons learned and proposed follow up actions and translate them into a first draft of a project exit strategy and an outcome document of the regional meeting. The expert will also be requested to participate in SOLIFEM Closing event and present the draft of the Outcome document in a session dedicated to it on Day 1 and prepare guiding questions for the group work on the national level that will follow this session. S/he will also be required to adjust the outcome document according to the feedback received and present the updated draft on Day 2 of the meeting in view of its finalization and adoption by the participants of the meeting in plenary.

Outputs and Deliverables

Having said the above, the incumbent shall achieve the below outputs and deliverables:

1. Output 1: SOLIFEM Exit Strategy completed

It shall feature the following elements notwithstanding potential other ones to be identified during the process:

- a. the Intervention: set of actions and policy developments necessary to ensure the sustainability and upscale of identified measures

- b. Actors concerned, with their roles and responsibilities, including the institutional coordination mechanism
 - c. Resources needed (financial, human, material), and proposed source of resources,
 - d. Monitoring and Evaluation, including Monitoring responsibility and risk management
- 2. Output 2: SOLIFEM Regional Closing Event Outcome Document developed and validated
A 3-to-4-page document developed in English and French that shall present the following:
 - a) Key results, lessons learned and takeaways of SOLIFEM in the four focus countries/territories
 - b) Persistent challenges to formalization and social dialogue and recommendations to overcome them
 - c) Highlights of future actions by the constituents to sustain, scale up and expand SOLIFEM results with linkages to national strategies and action plans, where they exist.
 - d) Support required from the ILO and the development partners

The incumbent will be expected to complete and submit the following deliverables:

- a) Deliverable 1: An inception report including a workplan, a guide for consultations with the constituents, an initial outline of the outcome document and the exit strategy based the desk review and the meetings with ILO SOLIFEM team and ILO technical specialists. constituents
- b) Deliverable 2: Report on the results of consultations
- c) Deliverable 3: Draft Project Exit Strategy shared with ILO team and SOLIFEM stakeholders
- d) Deliverable 4: Draft Outcome document shared with ILO team and SOLIFEM stakeholders
- e) Deliverable 5: 1 pager Guidelines document for Group Work and plenary discussion on the outcome document during the Regional Closing Event
- f) Deliverable 6: Presentation on the draft Outcome document + exit strategy updated based on ILO team and SOLIFEM stakeholders' feedback.
- g) Deliverable 7: Final Outcome Document, finalized based on the regional meeting discussions
- h) Deliverable 8: Final Exit Strategy

Calendar and Timeframe

	Activity	Estimated Timeframe
1.	Assignment Kick off and Submission of the inception report	15- 23 January
2.	Consultations Meetings	27 January to 5 February
3.	Drafting and submission of the Consultations report, Draft Exit Strategy and Outcome document	6 to 11 February
4.	Presentation during the Regional meeting, facilitation of discussions and submission of the final outcome document	19 & 20 February
5.	Finalization and submission of the final reviewed Exit Strategy	24 February to 10 March

Payment terms:

- 1st payment of 50%of the total amount upon submission of the deliverables 1 to 5, to the ILO's satisfaction due by 11 February 2025
- 2nd and final payment of 50% of the total amount upon reception of the remaining deliverables, to the ILO's satisfaction due by 10 March 2025

Duration

The assignment will take place from **15 January to 10 March 2025**

Required profile

- A good understanding of the informal economy, formalization and social dialogue in the southern neighbourhood region of the EU;
- Strong expertise in project management, monitoring and evaluation and in development of project exit strategies/sustainability plans;
- ILO experience will be an asset;
- Excellent capacity to communicate effectively with the representatives of the institutions/agencies; proven experience in facilitation;
- Excellent spoken and written French and English language skills; Command of Arabic is also an asset;
- Excellent ability to synthesise and organise information.

Supervision and coordination

The consultant will work under the supervision of the ILO SOLIFEM Project Technical Officer based in Algiers and in coordination of SOLIFEM Project Coordinators in Algeria, Egypt, Lebanon and OPT.

Expression of interest

Interested candidates are requested to send a technical and financial proposal, including proposed number of working days per deliverable and daily rate, together with their updated CV to the contact.solifem@ilo.org by **8 January 2024** at the latest.