**Terms of Reference and Scope of Services**

**The Social Inclusion and Poverty Reduction Unit – E2E**

**Support to the Ministry of Education, Science and Technological Development in order to develop sector profiles**

**Position:** Consultant for development of profile for the subsector *Hotels, restaurants and catering*

1. **Background**

The accession to the EU is one of the key priorities of the Government of Serbia and at the same time the main driver of structural reforms. Negotiations for EU acquis chapter 19 – Social Policy and Employment – and relevant Action plan concluded that Serbia is moderately prepared in the area of social policy and employment. Some progress was made in further aligning the legislation with the acquis, mainly in the area of working conditions. In the coming period, Serbia should ensure adequate financial and institutional resources for employment and social policies to more systematically target the young, women and long-term unemployed, a priority indicator of the E2E in the second phase. The Social Inclusion and Poverty Reduction Unit (SIPRU), a part of the Prime Minister’s Office, will support this process of social dimension of EU accession and relevant youth employment policies.

In the previous period, the Instrument for Pre-Accession Assistance (IPA) funds were unsuitable for developing and testing ideas for policy reforms before the wider implementation. The Government of Serbia (GoS) has invited Switzerland to support the ESRP process within the E2E main phase, as the Swiss support to the GoS reforms so far has been assessed as the very influential in the social and economic field. As Switzerland also leads the Human Resources and Social Development (HRSD) Sector Working Group, in the frame of donor coordination, and within the already established strategic partnership with SIPRU, Switzerland is well positioned to influence positively youth employment policy framework through proposed interventions. The good reputation is further supported by the excellent results of the Swiss engagement in the education reform support.

The Project “From Education to Employment – E2E“ is part of the larger E2E program launched by the *SwissAgency for Development and Cooperation* (SDC) in April 2015 with the overall goal to increase decent youth employability in Serbia in a socially inclusive and sustainable way. E2E improves the position of youth on the Serbian labour market through modernization of youth employment policies and the development of young skilled labour demanded by the private sector.

The E2E program supports evidence-based approaches in the youth employment policies in Serbia. Under the lead of the SIPRU, it facilitates the policy dialogue between key national and local stakeholders. By including good practices from the 1st phase pilot regions, SIPRU advocates changes in the youth policy framework. Through NIRAS - IP, E2E creates WBL opportunities for young jobseekers from selected regions of Central Serbia. To better match private sector needs with labour supply, it cooperates with five local partners (brokers) from Novi Pazar, Knjaževac, Pirot, Kruševac and Kragujevac that facilitate the WBL programs and offer career guidance and matching services for youth and companies.

The key line ministry in charge of the implementation of the youth employment and employability policies in Serbia relevant for implementation of the E2E is the Ministry of Labour, Employment, Veteran and Social Affairs (MoLEVSA) with the support of the Ministry of Education, Science and Technological Development (MoESTD). Line ministries were actively involved in the design and implementation of the 1st phase and the 2nd phase is continuation of the joint efforts for youth employment up to 2021.

1. **Introduction**

The E2E have two outcomes:

Outcome 1: Relevant national and local key stakeholders apply effective and evidence-based policies on youth employment and employability through increased performance capacities and diversified funding portfolio.

Outcome 2: Young jobseekers are better able to position themselves on the labour market through employment promotion measures and non-formal training offers required by the private sector in selected regions of Serbia.

2nd phase of E2E will contribute to employment post-2020 framework by supporting the following concrete measures:

* Legal Framework: 1) the amendments to the Law on Employment and Unemployment Insurance in order to align with the Law on Planning System including institutional framework for NSCO will be revised; 2) the amendments to the Labour Law, and with an particular focus on improving the quality framework for traineeships and youth employability (Action Plan for Chapter 19);
* Strategic Framework: 1) Employment Strategy for the next multiyear period from 2021; 2) National Employment Action Plans (NEAP); 3) National Standard Classification of Occupations (NSCO);
* In line with the Law on Planning System, evaluation of the previous Employment Strategy 2011-2020 will be conducted in addition to regular NEAP reports adopted by the GoS.
* Creating evidence-based education policies based on results of market-oriented non-formal adult education and training relevant to the needs of the labour market, economy, social and personal development.

Following the adoption of the Law on NQF and the establishment of the National Agency for Qualifications and Sector Skills Councils, the framework is created to increase the supply and diversification of relevant and certified non-formal courses and accredited adult training providers, leading to nationally recognised qualifications. Also, in addressing the education shortcomings, a comprehensive competence-based curricula reform has been ongoing in the formal VET system. The introduction of the national work-based learning model in vocational education (dual education) aims to improve the relevance of education. The adoption of the Law on NQF is part of a progressive reform of the education system at all levels, including non-formal and informal learning.

Furthermore, the National Standard Classification of Occupations, that will be developed in upcoming period will be an important measure that supports institutional cooperation linking education and labour market and an efficient matching of job seekers with job vacancies in Serbia. Finally, the rulebook on standards of career guidance and counselling services has been officially adopted by the MoESTD in June 2019, whereas the standards will be used by and relevant also to the MYS and MoLEVSA.

These recent reform progresses are considered as driving forces for the development of a functioning non-formal training market. The SDC supports the VET reform through its Policy VET project, whereas the E2E addresses the reform of the non-formal training sector. E2E will make its contribution to make use of this framework by building capacities of relevant stakeholders, the development of occupational standards and the accreditation of training programs in those occupations that industries with growth potential need the most. The planning process has shown the interest of the MoESTD in further developing occupations in the interest of the private sector; above that, the experiences of the 1stphase of E2E indicate a certain commitment to invest human resources to contribute to the development of occupational profiles and work-based trainings.

Within the 1st phase of the E2E Program, five sector profiles were developed: Geology, Mining and Metallurgy sector profile, Hostelry and Tourism sector profile, Civil Engineering sector profile, Transport sector profile and Education sector profile. Taking into account that mentioned sector profiles were developed according to different (at that time only available) methodologies, within the IPA 2014 project, a new methodology for the development of the sector profile was developed in the meantime.

This methodology for the development of the sector profiles, among other things, contains reporting tables related to the analysis of the supply-demand relationship for sectoral occupations and qualifications and as such they predominantly rely on data from the Central Register of Compulsory Social Insurance (CROSO) and National Employment Services (hereinafter: NES). The basic preconditions for the development of the sector profiles in accordance with the developed methodology are: the existence of a List of Qualifications and a List of Occupations (used by relevant institutions in the Republic of Serbia); the existence of links between the "old" and the "new" Occupation List; the existence of links between the "old" and the "new" List of Qualifications; mapped sectoral occupations and sectoral qualifications. During the development of methodology and conducted series of consultative meetings with the social partners, numerous challenges were identified. Among others, it was determined that the basic preconditions for the development of the sector profiles were not provided. Accordingly, within the project "Education to Employment" several experts were hired to establish these links and their work is almost finalized. It is important to point out that Sector Skills Councils have been constituted in the meantime and they use sector profiles as an analytical basis for decision-making. Taking into account that the Methodology for the development of sector profiles has been developed and that the Sector Skills Councils, in accordance with their competencies, have the opportunity to recommend, introduce, innovate, terminate certain qualification, there is a need to continue, in accordance with available data, with the development of sector profiles in order to provide an appropriate analytical basis for data-based decision making.

1. **Objective of the Assignment**

Objective of the assignment is to support development of Sector Profile for the subsector *Hotels, restaurants and catering* (ISCED 2013F classification of education) in accordance with the *Methodology for the development of the sector profile* as a single analytical framework that enables efficient collection, processing and analysis of relevant data on economic and labor market needs for skills (sectoral occupations and sectoral qualifications) and to ensure quality of the other two sector profiles in regard to *Hairdressing and cosmetic services* (1012) and *Protection of people and property* (1032).

1. **Scope of Work and Tasks**

The Consultant is expected to fulfil the following tasks:

* Preparation of the data specification from defined points within the *Methodology for development of sector profiles* that need to be provided by competent institutions for subsectors *Hairdressing and cosmetic services* (1012), *Hotels, restaurants and catering* (1013), *Protection of people and property* (1032).
* Drafting a list of reporting tables from defined points within the *Methodology for the development of sector profiles* that can be prepared on the basis of data provided by the competent institutions and bodies for the subsectors *Hairdressing and cosmetic services* (1012), *Hotels, restaurants and catering* (1013), *Protection of people and property* (1032), and its submission to the MoESTD for approval;
* Development of a final list of reporting tables from defined points within the *Methodology for the development of sector profiles* that can be prepared on the basis of data provided by competent institutions and bodies for subsectors *Hairdressing and cosmetic services* (1012), *Hotels, restaurants and catering* (1013), *Protection of people and property* (1032), in line with MoESTD comments;
* Processing, data analysis and preparation of agreed reporting tables on the needs of the economy and labor market for skills (sectoral occupations and sectoral qualifications), from defined points within the *Methodology for developing sector profiles* for subsectors *Hairdressing and cosmetic services* (1012), *Hotels, restaurants and catering* (1013), *Protection of people and property* (1032), and in accordance with available data;
* Integration of prepared reporting tables and development of profile proposals for the subsector *Hotels, restaurants and catering* (description of the sector and its key characteristics) in accordance with the *Methodology for the development of the sector profile* and its submission to the MoESTD for consent;
* Support in the development of the subsector *Hairdressing and cosmetic services* (1012) and *Protection of people and property* (1032), by preparing and analyzing the reporting tables from item 10.2.7 Replacement of employees - inflow in employment and outflow from employment up to item 14.4 Comparison of supply and demand for sectoral occupations and qualifications within the *Methodology for the development of sector profiles;*
* Development of a profile for the subsector *Hotels, restaurants and catering* in accordance with the recommendations of the MoESTD;
* Presentation of the profile of the subsector *Hotels, restaurants and catering* -description of the sector and its key characteristics.

1. **Outputs/Deliverables**

* **Output 1** - Report on the needs of the economy and labor market for skills (sectoral occupations and sectoral qualifications), in accordance with the agreed reporting tables of defined points within the *Methodology for developing sector profiles* for subsectors *Hairdressing and cosmetic services* (1012), *Hotels, restaurants and catering* (1013), *Protection of people and property* (1032), and in accordance with available data;
* **Output 2** - Final profile report for the *Hotels, Restaurants and catering* subsector.

1. **The dynamics of payment:**

Payment of the total contracted funds will be delivered in two tranches, as follows:

* **First instalment**–50% of the total contracted funds after the preparation of the *Report on the needs of the economy and labor market for skills* (sectoral occupations and sectoral qualifications), for the subsectors *Hairdressing and cosmetic services* (1012), *Hotels, restaurants and catering* (1013), *Protection of people and property* (1032), and in accordance with the agreed reporting tables and defined points within the *Methodology for the development of sector profiles*, including *development of specification of data* provided by the competent institutions and *list of reporting tables* that can be prepared based on the provided data;
* **Second instalment** - 50% of the total contracted funds after the adoption of the *Final Profile Report for the Hotels, restaurants and catering* subsector and the accompanying presentation.

1. **Responsibilities:**

The selected consultant is responsible for the tasks listed by this ToR to the SIPRU E2E Public Policy Team leader and MoESTD Head of Dual Education Group and National Qualifications Framework. All tasks will be undertaken in close collaboration with the MoESTD.

The selected consultant is obliged to closely cooperate and exchange data with consultants engaged in the development of other profiles of the sub-sector within the project "Education to Employment - E2E".

The Ministry of Education, Science and Technological Development will provide the experts with a list of sectoral qualifications and sectoral occupations, and will request from the competent institutions and bodies the data necessary for the development of the sub-sector profile, in accordance with the experts' specifications.

1. **Consultant Requirements**

* University degree in social sciences and humanities, at least 240 ECTS;
* Experience relevant for the sector profile development, i.e., development of analyses that pertain to the employees shifting - inflow into the employment and outflow from the employment, as well as to the comparison of the supply and demand for sector occupations and qualifications and/or the experience in the development of a methodology for the sector profile development;
* Experience in monitoring and analyzing labor market needs and/or analysis of mismatch between supply and demand for knowledge and skills in the labor market and/or forecasting future labor market needs for knowledge and skills;
* Experience in using national standards for the classification of occupations and qualifications, where knowledge of international ISCO-08 and ISCED 2013f standards will be taken as an advantage;
* Participation in projects in the education and/or employment sector, where participation in projects for the development of sectoral policies and the development of the National Qualifications Framework will be taken as an advantage;
* Knowledge of strategic documents in the field of employment and education and the national legislation in the field of education;
* Excellent verbal and writing communication skills in Serbian and in English

1. **Reporting**

Here bellow you can find a reporting process and schedule for delivering of all reports for the assignment:

* **Report 1** - Report on the needs of the economy and labor market for skills (sectoral occupations and sectoral qualifications), in accordance with the agreed reporting tables defined in the *Methodology for the development of sector profiles* for subsectors *Hairdressing and cosmetic services* (1012), *Hotels, restaurants and catering* (1013), *Protection of people and property* (1032), and in accordance with the available data, must be submitted to the MoESTD no later than 15.11.2021;
* **Report 2** - Final profile report for the *Hotels, restaurants and catering* subsector and presentation must be submitted to the MoESTD no later than 15.12.2021.

Contractor shall deliver any ad hoc report if requested by the representative of MoESTD.

1. **Duration of the Assignment**

The contract shall cover period between June 2021 and 31st December 2021.