



Building Resilient Communities for Sustainable Development

**PROJECT: Empowering Livelihoods and Economic Vitality in Fragile and Conflict Zones
(ELEVATE) Africa**

**Terms of Reference for a Consultancy to conduct a Labor Market Assessment in Mandera East
Sub County , Mandera County**

REQUEST FOR PROPOSAL

Reference No: RACIDA/IOM/2025/DSO150

Consultancy for Labour Market Assessment Under RACIDA's IOM-ELEVATE Project

Document Release Date: 7 August,2025

Deadline for Submission of Bids: 21 August 2025

Time: 23:59 PM EAT

Submission Method: Email

Disclaimer: RACIDA reserves the right to determine the structure of the process, number of short-listed participants, the right to withdraw from the proposal process, the right to change this timetable at any time without notice and reserves the right to withdraw this tender at any time, without prior notice and without liability to compensate and/or reimburse any party

Synopsis of the Request for Proposal (Individual Consultant / Registered firm)

Solicitation Reference No.	RACIDA/IOM/2025/DSO150/01
Title of Solicitation	Consultancy for Labour Market Assessment Under RACIDA's IOM-ELEVATE Project.
Issuing Office & Address	Rural Agency for Community Development Assistance Website: www.racida.org
Point of contact for clarifications, questions, and amendments	RACIDA General Procurement, Procurement@racida.org
Email Address for submission of Proposals/ Quotes	RACIDA General Procurement, Procurement@racida.org
Initial Deadline for Submission of Proposals	21 August, 2025 23:59 PM East African Time
Anticipated Award Type	Consultancy Agreement



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Submission and Evaluation Criteria	<p>Bidder must provide the below listed information:</p> <p>Mandatory Eligibility Requirement</p> <ul style="list-style-type: none"> • Must be an Individual Consultant/ Registered Consultancy Firm • Must submit CV of Key Personnel • Must submit a certificate of Incorporation/ Business Registration • Must submit a certificate of Tax Compliance. • Must Submit Business KRA PIN • The firm shall not be sanctioned or blacklisted by any government or institution. <p>Technical Evaluation Criteria</p> <ol style="list-style-type: none"> i. Consultant Academic and Professional Qualification-20% ii. Consultant’s Prior Work Experience- 35%. iii. Methodology/Approach- 35% iv. Language and analytical skills -10% <p>NB. The minimum technical score shall be 75%. Only the best candidate shall be engaged for financial negotiations.</p>
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1. Introduction

RACIDA, in collaboration with IOM, is implementing a two-year project titled ‘Empowering Livelihoods and Economic Vitality in Fragile and Conflict Zones (ELEVATE) Africa which is targeting Mandera East and Lafey Sub Counties in Mandera County. The objective of the project is to enhance economic resilience of displacement-affected communities and empowerment of marginalized groups.

1.1 Key outcomes of the project include the following:

- Communities are provided with short-term livelihood opportunities through community projects, aiming to jumpstart economic recovery.
- SMEs have access to grants and other forms of support to rehabilitate and expand, creating sustainable job opportunities.
- Economic infrastructure in conflict and disaster-affected areas is enhanced through investments in essential systems and facilities, in partnership with local governments, to boost job creation and economic growth.
- Vulnerable individuals have increased income-generation capacity.
- Social cohesion and integration are improved, informed by conflict analysis, to mitigate factors that increase fragility.



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2. Purpose and Objective

To support the ELEVATE project, RACIDA, in partnership with IOM, plans to conduct a Labor Market Assessment using a Market Systems Development approach. The study aims to examine the role of individual and household labor as an alternative source of income contributing to the local economy. It will assess the alignment between labor demand and supply, identify existing and emerging economic and market opportunities, and explore the barriers and requirements for accessing gender-sensitive and decent employment. The assessment will focus on Mandera East Sub County, and its findings will guide the design of inclusive labor market strategies and programs that strengthen the economic resilience of displacement-affected communities and empower marginalized groups

The main objective of this study is to assess context specific information on existing and potential economic opportunities in the labor market, it also seeks to assess the associated priority skills needs demanded by the labor market currently and in the future compared with available skills and determine challenges individuals have in getting market relevant trainings and finding decent jobs both in wage and self-employment sectors in Mandera County. Specifically, labor market assessment will address the following objectives:

- Understand how different farm and non-farm employment opportunities contribute more/less to enhance economic resilience of displacement-affected communities, host communities and empowerment of marginalized groups
- Determine the key growth sectors of the economy that currently absorb labor, and which are likely to see significant increases and decrease in employment in the future in Mandera County and specifically in Mandera East Sub County
- Determine the current demand for specific job market skills and what market opportunities exist for self and wage employment for men and women in the formal and informal sectors
- Assess the profiles and preferences of workers, current level of skills and capacities in the local population, attitudes towards wage and self-employment and trainings and determining the skills gaps in relation to the job market requirements
- Map out the existing labor market institutions including training service providers in the target sectors and assess the relevance of skills training courses offered by the training providers against skills demand by the key employment sectors in the Sub County
- Understand the roles that informal and cultural norms play in shaping the labor market system
- Understand involvement and participation of women, youth, persons with disability in labor market ownership
- Understand seasonality of labor demands in various sectors
- Assess internal and external bottlenecks of market growth vis-à-vis a labor population
- Identify unique challenges that women, youth, minority communities, persons with disabilities face to participate in the labor market



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2.1 Specific survey questions

To achieve the above objectives, the study will seek to answer the following assessment questions.

1. The market system structures of Mandera East Sub County economy

- I. Where is the activity in the economy in Mandera East Sub County/Livelihood Zone? Which high potential growth sectors exist in each livelihoods zones of Mandera East Sub County and which of these are likely to see the largest increases in both wage and self-employment opportunities for women and men (disaggregated by age) in the future?
- II. What is the current structure of employment across these sectors, including wages and the quality of work in Mandera East Sub County? What characteristics do these take e.g. own production for consumption, incomes gained for purchases, remittances from rural urban migrants etc.? How do these vary for women and men (disaggregated by age, sex, etc)?

2. Profile of target beneficiaries

- I. Livelihood assets and strategies of men and women disaggregated by age categories
- II. The sectors where target beneficiaries are currently working in, the skill sets they possess, attitudes towards work by conflict and other natural disaster affected communities in project target areas

3. The demand for labour

- I. What is the percentage of new and better job opportunities across sectors and business types? What are the employment sectors and business types with best potential for supporting large numbers of new and better jobs, what risk factors or shocks are holding back the growth of the employment sectors and microenterprises? Which self and wage employment sectors have the largest numbers of job opportunities or unmet demand? What are the key constraints/skill gaps leading to unmet demand in these sectors? What are the seasonal labor demand and supply characteristics and how does this vary during seasons?
- II. What are the key pathways through which the target population reach self and wage employment outcomes currently and what opportunities exist? How do businesses recruit and manage staff? Are there opportunities for apprenticeships and internships?
- III. What are the trends in the labour market and how will these evolve in future within Madera East Sub County? What social-economic and political changes are informing these trends?

4. The supply of labor

- I. What are the characteristics of labor supply in Mandera East Sub County ? How is the skills development market structured? Who are the key skill providers (both public and private), what are their products, what are their capacities, incentives and major constraints faced. Who are the key customers of the skill providers' services, what's their willingness to pay? Who are the workers, and what are their common pathways to jobs?



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- II. What are the education and skill levels of existing workers and job seekers? What skill gaps exist in the respective labor market? What are the labor market characteristics and challenges of particular groups of interest – youth and women (disaggregated by age)? What strategies can be used in supply of training services aimed at addressing skills gaps so target beneficiaries can exploit available training opportunities for economic gain.

5. The potential of the Small and Medium Enterprises(SMEs) sector

- I. How do women, persons with disabilities, migrants and men-owned, microenterprises access markets and formal and informal financial services? Mapping of the existing formal and informal financial service providers outlining their services and requirements for access to their services. What limitations do marketplaces and finance providers face? What are the challenges faced by men, women and youth in accessing financial services? What are the opportunities for strengthening the link between business owners and Financial services? How can ELEVATE sustainably improve access to these services?

6. Supporting functions

- I. What range of supporting function services are available for skill providers, skill and job seekers? (including internship, mentorship, career guidance and counselling, teacher career advancement and refresher trainings, market driven curriculum development, job placement services, labor market information system, financial support to training institutions and students).
- II. How many actors are involved in labor market intermediation in helping people access self and wage employment opportunities in Mandera East Sub County? How well does this function operate? What are the capacities, incentives and constraints faced by labor market intermediation actors? How can this function be sustainably strengthened?
- III. What range of business development services are available for SMEs to improve business performance and survival.
- IV. Any support from the Governmnet to SME?
- v. Communities aware of National Government Affirmative action fund? And how to access the fund?

7. Rules and norms

- I. What are the key National and County Government policies, regulations and laws have the largest impact on labour market system In Mandera County? How are they affecting them?
- II. What are the key private, public sector and non-governmental organization programs affecting the labour market system in Mandera County?



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3. The survey Methodology and scope of work

3.1 Methodology

The labour market will engage a mixed approach for data collection, and this will consist of secondary data and primary data. Secondary data will include desk review of relevant documents and reports. Primary data which includes quantitative and qualitative data. Quantitative data will be collected through survey questionnaires while qualitative data will be collected through focus group discussions and key informant interviews. The consultant will be required to determine appropriate sampling procedure for the survey while ensuring statistical random sampling and providing appropriate number of KIIs and FGDs to be conducted while providing the details of the key stakeholders.

Among the key stakeholders from whom to gather insights and understand perspectives on the labour market will include government agencies, employers' associations, trade unions, educational institutions, training institutions, youth organizations, women's associations, association of persons with disabilities, and other relevant organizations. Conduct interviews or focus group discussions with stakeholders to gather insights and understand their perspectives on the labour market.

The consultant will also develop tools and share with RACIDA for review and input.

3.2 Team Composition / Team Lead Competencies

Academic qualification: The Lead Consultant must have a Masters degree in Statistics, Economics, Market Systems Development or related field.

Prior work experience: The consultant/ consultancy firm will have at least 10 years' experience in undertaking livelihood/Market system assessments in Kenya. Experience conducting labour market assessment and working with marginalized communities, especially in the Mandera Triangle is an added advantage. The lead consultant should demonstrate prior experience in qualitative and quantitative data analysis and reporting demonstrated through reference to similar assignments undertaken in the past. The team lead should have experience in research, market system Development, Linkages and value chain. consultancy team should be comprised of trained interviewers, transcribers. The consultant is required to have all equipment needed for data collection.

3.3 Expected roles of the consultant/consultancy firm

The lead consultant/ consultancy firm shall provide the following Services:

- Develop detailed work plan for the assignment
- Undertake secondary literature review.
- Design the assessment plan, sampling criteria, data collection tools and methodologies and develop data analysis plan.
- Develop the survey inception report and share with IOM through RACIDA for feedback
- Use feedback on inception report to refine the survey methodology and plan
- Recruit, train, supervise and deploy enumerators to the field
- Obtain approvals from relevant authorities
- Pre-test, adapt and finalize data collection tools
- Facilitate field data collection activities from approved tools



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- Plan, Manage and Supervise all aspects of data collection in Mandera East Sub County including logistics.
- Undertake data verification, cleaning and quality assessments
- Facilitate data analysis, write draft reports and share with RACIDA and IOM ELEVATE team for review
- Develop recommendation from the assessment
- Present draft reports to county authorities for validation
- Participate in check in calls with RACIDA team to update the team on progress of each step in the work plan.
- Use feedback from RACIDA and IOM ELEVATE and stakeholders to write a final report
- Share the final report with RACIDA

3.4 Ownership/Control of Work Product/Publication

Ownership and control of all work products and learning outputs related to this scope of work and partner engagement shall belong to RACIDA . Any use of material, learnings or publications derived from the work product will require prior written approval from RACIDA and IOM.

3.5 Specific Deliverables include:

- Inception report covering; Literature, review, study protocol and instruments (for RACIDA review and approval), Study work plan and detailed study budget covering consultancy fees, travel and accommodation, per diems, enumerators fees.
- All recordings, finalized data from quantitative survey, KII and FGD transcripts and analysis files
- Draft report
- Present the findings for validation
- Final report

Draft labour market assessment report will contain the following elements:

1. Table of contents
2. Executive Summary
3. Introduction
4. Objectives of the labor market assessment, Methodology, and any challenges encountered in the field
5. A presentation of the findings and the analysis
6. Conclusions
7. Recommendations with clear guidelines on how they can be implemented (Must be informed by the labour market assessment data findings).
8. Report Annexes:
 - Copies of original and cleaned data sets (with a codebook for both quantitative and qualitative data), including original field notes for KIIs and FGDs, as well as recorded audio material, if available, should be submitted with the draft report.
 - Hard and Digital Copies of Signed Consent provided by respondents (if available).



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- PowerPoint presentation highlighting key findings from the labour market assessment, presented at a feedback meeting to be held after completing the draft report.
- Final Labour Market Assessment report to be submitted as one digital copy and 2 bound and signed hard copies submitted to RACIDA by the agreed submission deadline.

4. Timeline, Budget & Terms of Payment

This consultancy will be effective for a period of up to 30 working days including 15 billable days, between the months of August and September 2025.

Please respond to this RFQ with a proposal that summarizes your suitability to complete the above assignment while highlighting your experience in delivering similar assignments including links to at least 3 relevant studies conducted or reports published by you/your organization. At a bare minimum, the proposal should contain:

1. **Executive Summary:** This should provide an overview of the organization, its service offering and markets/clients served.
2. **Team:** Team composition of the bidding firm including relevant work experience and current roles.
3. **Project delivery plan:** Should demonstrate how the consultant will work towards completing the project.
4. **Cost Summary:** A detailed cost for the services rendered including transportation, accommodation and meals etc during survey sessions.
5. **Work portfolio:** A brief bio description of at least (4) relevant past projects and accompanying documents, such as links to prior studies or reports undertaken in the past.
6. **References:** A minimum of three (3) references including the name of the person(s) who may be contacted, title of the person, email address and phone number. The reference list should be indicative of the scope and magnitude of previously completed works.

5. Application Evaluation Criteria

Evaluation Criteria	Sub criteria/Description	Score
Consultant Academic and Professional Qualification	Statistics, Economics, Market Systems Development or related field	20%



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<p>Consultant Prior Work Experience</p>	<p>Detailed and specific experience in undertaking similar roles highlighting.</p> <ol style="list-style-type: none"> 1. Demonstrated experience in conducting Post-Distribution Monitoring or related projects in the past three years (sample reports are required during the bid analysis). 2. Experience in Monitoring and Evaluation with more than 5 years proven experience of undertaking project evaluations, monitoring and assessments in the sectors of Agriculture, Food Security, WASH, Agriculture and Livelihoods/CVA. 3. Experience working in Kenya is preferred. 4. Fluency in English is Mandatory. 5. Knowledge and experience of emergency response and humanitarian response in East Africa is preferred. 6. Understanding of political, social and cultural context in ASAL counties in Kenya is essential. 7. Strong interpersonal and communication skills. 8. The consultancy team must have a statistician able to analysis quantitative and qualitative data. It is preferred that this person have both professional and academic background in statistics and econometrics. 9. Ability to write clear and useful reports (please provide examples of previous work). - Attention to details is essential <p><i>Bidder must attach detailed CV</i></p>	<p>35%</p>
<p>Methodology/Approach</p>	<p>Understanding of the terms of reference that includes:</p> <ol style="list-style-type: none"> 1. Outline of methodology and approach of implementing this assignment. 2. Proposed assignment plan that includes clear timelines for the assignment that demonstrates the understanding of the assignment expectation. 3. Firm/individual Experience Sample work done: Citation (web link) of at least of 3 knowledge products developed and disseminated 	<p>35%</p>
	<ol style="list-style-type: none"> 4. Detailed budget breakdown based on expected daily rates and initial work plan. 	



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Language and analytical skills	<p>Demonstrated capacity for high-level analysis and report writing, includes:</p> <ul style="list-style-type: none"> • Strong analytical and information presentation skills <ul style="list-style-type: none"> • Fluency in English is mandatory. • Organizing and facilitating capacity-building activities. • Mentoring and coaching colleagues at work. • Writing/reviewing strategic documents, monitoring and evaluation reports, systems and tools, and action plans. • Networking and partnership building. • Developed analytical skills. • Excellent interpersonal and communication skills, including the ability to communicate and work with a wide range of stakeholders in a participatory, respectful, collaborative manner, and to enhance effective work relationships. • Commitment to team building and a consensus-led approach to work. 	10%
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6. Application Requirements

Application materials should include the following:

- A Technical Proposal detailing the consultant's understanding of the task, proposed methodologies, expected activities and deliverables, proposed workplan, and the composition of the consultancy team to be engaged. The outline of the Technical Proposal is outlined in 6.1 and the team composition requirements are outlined in 6.2
- A Financial Proposal detailing the costs that the consultant expects to be required to complete the assignment. The consultant is expected to account for all logistics and travel costs associated with the assignment.
- Detailed CVs of all professional staff who will work on the consultancy team.
- Must submit a certificate of Incorporation/ Business Registration
- Must submit a certificate of Tax Compliance
- Must Submit Business KRA PIN
- Must Submit Business CR12 certificate.
- At least three professional references from previous clients and full contact details of the referees.

6.1 Technical Proposal Format

- 1) Introduction: description of the firm, the firm's qualifications, and statutory compliance. (1 page)
- 2) Background: Understanding of the project, context and requirements for services, Key questions (2 pages max)



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- 3) Proposed methodology - Indicate methods to be used for each indicator and highlight any areas where indicators may need adjustment. The targeted respondents should be indicated for each indicator. Proposed detailed questions should be indicated. Detailed sampling procedure needs to be indicated. (5 pages max)
- 4) Firms experience in undertaking assignments of similar nature and experience from the geographical area for other major clients (Table with: Name of organization, name of assignment, duration of assignment (Dates)) reference person contacts. (2 pages)
- 5) Proposed team composition (As per 6.2). (1 page)
- 6) Work plan (Gantt chart of activity and week of implementation). (1 page)

6.2 Proposed Team Composition Format

- Name of Team Member
- Qualifications
- Years of Experience Related to Consultancy
- # of Days to be Engaged
- Roles(s) under this assignment

6.3 Duration of the Consultancy

The Labour Market Assessment will be conducted within 21 days from contract signing to delivery of the final report.

6.4 Deliverables

The following deliverables are expected from the consultant:

1. Inception report, detailing the assessment design, sampling methodology and framework, survey tools, and agreed upon and workplan.
2. Draft evaluation report that will contain the following elements:
 - Table of contents
 - Executive Summary including a summary of key findings.
 - Introduction/background
 - Methodology - including limitations of the survey.
 - A presentation of the findings and the analysis.
 - Conclusions
 - Recommendations with clear guidelines on how they can be implemented.
 - Report Annexes:
3. Copies of original and cleaned data sets (with a codebook for both quantitative and qualitative data), including original field notes for KIIs and FGDs, as well as recorded audio material, if available, should be submitted with the draft report.
4. 2-binded and signed Final Labour Market Assessment Report and a signed digital copy submitted to RACIDA by the agreed submission deadline.



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6.5 Corruption or Fraudulent Practices

RACIDA requires that Bidders observe the highest standards of ethics during the procurement process and execution of contracts. A tenderer shall sign a declaration that he has not and will not be involved in corrupt or fraudulent practices.

RACIDA will reject a proposal for award if it determines that the tenderer recommended for the award has engaged in corrupt or fraudulent practices in competing for the contract or completing any contract awarded.

A tenderer who is found to have indulged in corrupt or fraudulent practices risks being debarred from participating.

Please report any malpractices to complaints@racida.org.

Submission of the Proposal

- Proposals MUST be submitted **via email** to RACIDA General Procurement: Procurement@racida.org on or before the deadline indicated on the synopsis of the RFP.
- The Technical Proposal **must** conform to the proposed outline provided in 6.1. The proposed Team Composition should conform to 6.2.
- Bidders' submissions of technical and financial proposal should be submitted via email with the subject line "**RACIDA/IOM/2025/DSO150/001**"
- All bidders **must** use the RFP reference number as the subject line of their email submission.
- Technical proposal and financial proposal shall be submitted as separate attachments.
- Neither technical nor financial proposals should exceed 10MB. The proposal with any subsequent modifications and counterproposals, if applicable, shall become an integral part of any resulting contract.
- Proposal must be written and submitted in English by **21 August, 2025 23:59 PM** East African Time .