



Terms of Reference

General Information

Project	:	DESTINATION EMPLOI
Activity Title	:	Development of Strategies and Procedures for the Implementation of the Traineeship Programme
ToR Number (Please refer to it when applying)	:	02/DESTINATIONEMPLOI/2025
Location	:	Tunisia
Date of Announcement	:	February 21, 2025

Leaders International

Leaders International is an international network of local organizations that plans, manages, and monitors innovation and economic development interventions in the region. Through its offices in Brussels, Tunisia, Amman, and Ramallah, Leaders International offers complete project-management services, focusing on private-sector development, enterprise development, job creation, entrepreneurship, D4D (Digital for Development), economic policy dialogue, and tourism value chain development.

Project Background

The project "**Destination Emploi**" seeks to strengthen socio-economic integration in Tunisia by addressing the skill gaps in responsible and sustainable tourism. One critical area of intervention is empowering young people and vulnerable groups to pursue self-employment and entrepreneurial opportunities in the tourism sector. This involves identifying existing skill gaps and designing targeted training and support programs to enhance their entrepreneurial capabilities and foster innovation.

Objective

The objective of this assignment is to develop comprehensive strategies and procedures for the effective implementation of the traineeship programme within the project. The selected expert will design a framework that aligns with project goals, ensures inclusivity, and meets the needs of the target groups while promoting responsible and sustainable tourism.

Scope of Work

1. Strategy Development:
 - Develop a comprehensive strategy document outlining roles, responsibilities, timelines, and processes for implementing the traineeship programme.
 - Establish eligibility criteria, selection procedures, and target groups for trainees.
 - Design a structured approach to link trainees with tourism sector employers, training providers, and entrepreneurship support mechanisms.
2. Procedure Development:
 - Develop a procedure manual with clear guidelines and processes for the traineeship programme, including application processes, placement protocols, monitoring and evaluation frameworks, and mentorship mechanisms.
 - Propose a sustainability model to ensure long-term impact beyond the project duration.
3. Pilot Phase Implementation:
 - Conduct a pilot phase of the traineeship programme to test implementation strategies.
 - Document lessons learned and key insights in a pilot phase implementation report.
4. Work Placement Strategies:
 - Develop a work placement report detailing strategies for linking trainees with potential employers and practical learning opportunities.
5. Phase Implementation Report:
 - Produce a final phase implementation report, consolidating lessons learned and recommendations for scaling the traineeship programme.
6. Capacity Building and Awareness:
 - Provide recommendations for capacity-building activities for training providers and employers to enhance the quality of traineeships.
 - Develop outreach strategies to encourage participation from youth, women, unemployed individuals, and other vulnerable groups.
7. Finalization and Reporting:
 - Present the draft strategies and procedures for validation by project stakeholders.
 - Incorporate feedback and finalize the framework for adoption.
 - Submit a final report detailing the approach, methodologies, and recommendations for successful implementation.

Deliverables

1. Comprehensive Strategy Document: A detailed strategy outlining roles, responsibilities, timelines, and processes.
2. Procedure Manual: A guide detailing all necessary processes and protocols for programme implementation.
3. Pilot Phase Implementation Report: A report summarizing lessons learned from the pilot phase.



4. Work Placement Report: Strategies and best practices for linking trainees with employment opportunities.
5. Phase Implementation Report: Consolidated lessons learned and recommendations for scaling the programme.
6. Validation Workshop: Presentation and discussion with stakeholders.
7. Final Report: Summarizing activities, findings, and implementation recommendations.

Qualifications Required

The selected expert should have:

- Advanced degree in Economics, Business Administration, Tourism Management, Social Sciences, or a related field.
- Proven experience in developing training and employment strategies, particularly in the tourism sector.
- Strong understanding of socio-economic integration and skills development initiatives.
- Experience working with youth, women, unemployed individuals, and vulnerable groups.
- Excellent analytical, writing, and communication skills.
- Knowledge of the Tunisian labor market and tourism industry is an asset.
- Fluency in French and Arabic; proficiency in English is desirable.

Taxes and Other Terms

- The offer should be including VAT
- For individual consultants, Applicable tax laws apply
- The selected expert shall be responsible for their transportation and accommodation, if needed
- Please address the offer to: **Leaders International/DESTINATIONEMPLOI**
- Please mention the ToR number **02/DESTINATIONEMPLOI/2025** in the email subject
- Please submit your application, in addition to your company profile or CV (Individual Consultants) to: procurement@leadersinternational.org, no later than **March 7, 2025** using **TND Currency**.

Disclaimer: This ToR does not form part of your consultancy contract and can be amended from time to time as the needs of the organization require.