

## Terms of Reference

### General Information

<b>Project</b>	:	DESTINATION EMPLOI
<b>Activity Title</b>	:	Coordination & Logistical Support for Traineeship, Work Placement, and Virtual Acceleration Programme Implementation
<b>ToR Number (Please refer to it when applying)</b>	:	03/DESTINATIONEMPLOI/2025
<b>Location</b>	:	Tunisia
<b>Date of Announcement</b>	:	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 as follows:

- Enhance the quality and relevance of traineeship programmes: Through the design of tailor-made placement schemes and structured supervision that connects theoretical training with practical experience.



- **Boost youth employability:** By creating clear pathways for work placements, internships, and innovative training that meet the current needs of the responsible tourism sector.
- **Support virtual acceleration:** By ensuring smooth operational execution, providing critical logistical assistance, and gathering feedback to continuously improve programme delivery.

## Scope of Work

The selected expert will be responsible for the following key areas:

### **Traineeship and Work Placement Programme Coordination**

1. **Design of Tailor-Made Placement Schemes:**
  - Develop placement schemes that are customized to the needs of young people and enterprises operating within responsible and sustainable tourism.
2. **Supervision of Placement Design:**
  - Implement a structured placement system combining practical and theoretical learning opportunities.
  - Document processes and roles to ensure consistency and quality in trainee supervision.
3. **Integration of Practical Internships:**
  - Organize and integrate four-week internships in relevant enterprises for participants completing their training phases.
4. **Strengthening Employability of Youth:**
  - Facilitate hands-on experience and skill acquisition, enhancing the employability of youth within the tourism sector.
5. **Collaboration with Key Partners:**
  - Work in synergy with institutes, and various enterprises to promote self-employment and sustainable tourism practices.
6. **Fostering Innovation & Labour Market Integration:**
  - Stimulate innovation by bridging practical internships with theoretical training.
  - Create enhanced pathways for young people to integrate into the responsible and sustainable tourism labour market.

### **Logistical Support for Virtual Acceleration Programme**

1. **Operational Assistance:**
  - Provide end-to-end logistical support to ensure the seamless execution of the virtual acceleration programme, including coordinating virtual events, training sessions, and communication channels.
2. **Documentation and Feedback:**
  - Document all operational procedures and collect structured feedback on programme implementation to inform continuous improvement.

## Deliverables

The selected expert should submit the below Deliverables:

1. Documented Facilitator Roles & Guidelines: Clear descriptions of responsibilities and procedures for coordinating and supervising traineeship and work placement activities.
2. Tailor-Made Placement Schemes: Customized training and internship plans designed to meet the needs of both young participants and enterprises in sustainable tourism.
3. Structured Placement System: A comprehensive framework that integrates both practical internships and theoretical learning, ensuring consistent quality and measurable outcomes.
4. Integration Plan for Practical Internships: Detailed planning and scheduling for internships, including alignment with training phases and collaboration with partner enterprises.
5. Operational Plan for Virtual Acceleration Programme: A detailed plan outlining the logistical support required for the virtual acceleration programme, including timelines, technical support, and coordination of virtual events.
6. Feedback & Documentation Reports: Regular reports documenting operational performance, feedback from participants and partners, and any lessons learned to refine ongoing and future activities.
7. Stakeholder Collaboration Reports: Documentation of coordinated efforts with institutes, and enterprise partners, highlighting the synergies achieved between practical training and virtual programme components.

## Qualifications Required

The selected expert should have:

- A bachelor's degree in tourism, business administration, project management, or a related field is required. Advanced degrees or relevant certifications are a plus.
- Proven experience in coordinating and supervising internship or traineeship programmes.
- Strong understanding of employment integration strategies in the tourism sector.
- Experience working with youth, women, and other vulnerable groups.
- Excellent organizational and communication skills.
- Experience in developing guidelines, reports, and feedback documentation to support continuous improvement and transparency.
- Knowledge of the Tunisian tourism industry and labour market dynamics 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 **03/DESTINATIONEMPLOI/2025** in the email subject
- Please submit your application, in addition to your company profile or CV (Individual Consultants) to: [procurement@leadersinternational.org](mailto: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.*