

Terms of Reference (ToR)
Consultant for Rapid Labor Market Assessment
Project: Economic Inclusion of Young Persons with Disabilities through Skills Development and Livelihood Opportunities in Sindh, Pakistan

1. Background

The National Disability and Development Forum (NDF Pakistan), with financial support from UNICEF Pakistan, is implementing a 12-month project to improve economic inclusion of young persons with disabilities (YPWDs) in four districts of Sindh: **Hyderabad, Karachi (Korangi), Shaheed Benazirabad, and Sujawal**.

The project entails to enrol **200 YPWDs** (ages 18–35) in market-driven skills training, followed by job placement, apprenticeships, and seed grant support for self-employment.

The assignment will conduct a rapid, district-level and disability-inclusive labour market assessment to identify and prioritize feasible wage-employment, apprenticeship, and self-employment pathways for young persons with disabilities.

2. Purpose of the Assignment

Identify and rank three to five priority trades or occupational pathways per district. Each recommendation must be supported by triangulated evidence of labour demand, entry requirements, earning potential, training availability, accessibility and accommodation requirements, employment or enterprise risks, and suitability to the expressed preferences and functional requirements of young persons with disabilities. Some of the key parameters might include:

1. Which **trades/sectors** have current entry-level demand in each district?
2. Which **TVET/training providers** are available, accessible, and capable of delivering inclusive training?
3. Which **employers** are willing to offer internships, apprenticeships, or jobs to YPWDs?
4. What are the **viable self-employment pathways** for YPWDs in each district?
5. What **practical recommendations** will guide project implementation (trade selection, partnerships, pathways)?

3. Objectives

Overall purpose of this assignment is to identify viable self-employment and wage-employment pathways by assessing occupational requirements, individual aspirations, functional accessibility, reasonable accommodation needs, assistive technology requirements, safety considerations, and market viability. Recommendations should not restrict occupational choices solely on the basis of impairment category.

The consultant will:

1. Identify **3–5 priority trades per district** with documented entry-level demand for YPWDs.
2. Map **existing TVET providers** in each district, including courses, capacity, accessibility, and willingness to partner.
3. Identify **at least 5 employers per district** willing to engage (internships/apprenticeships/employment).
4. Identify **viable self-employment options** suitable for different impairment types in each district.
5. Provide **clear, practical recommendations** for trade selection, training providers, employer engagement, and livelihood pathways.

4. Scope of Work

A. Desk Review (Secondary Data)

- Review existing reports: PBS Labor Force Survey, TEVTA/STEVTA data, ILO reports, disability employment studies, district economic profiles.
- Compile existing skills programs and training providers in each district.

B. Key Informant Interviews (Primary Data)

The consultant shall propose a justified sampling plan in the inception report. The sample must ensure adequate representation by district, stakeholder category, gender, disability-related access requirements, and employment pathway. Final sample sizes will be agreed during inception.

Conduct **targeted KIIs** with:

- **TVET providers** (3–5 per district) — assess courses, capacity, accessibility, inclusive practices
- **Employers/business associations** (3–5 per district) — assess demand, willingness to hire, recruitment practices
- **OPDs** (1–2 per district) — understand barriers, opportunities, and aspirations of YPWDs
- **Government officials** (DEPD, TEVTA, District Administration) — validate findings and identify linkages

C. Focus Group Discussions

- **1 FGD per district** with YPWDs (mixed impairments, gender-balanced) to understand aspirations, barriers, and preferred trades.

D. Accessibility Assessment

- Use a **simple checklist** to assess physical and communication accessibility of shortlisted TVET providers.

5. Methodology

The consultant will use a **rapid, proportionate mixed-method approach**:

Method	Purpose	Estimated Number
Desk review	Establish baseline economic context and existing data	N/A
Key Informant Interviews	Gather primary intelligence from employers, TVETs, OPDs, government	30–40 total
Focus Group Discussions	Understand aspirations and constraints of YPWDs	4 (one per district)
Accessibility checklist	Assess shortlisted TVET providers	Per provider identified

Sampling will ensure adequate district-level coverage. Findings will be presented per district and comparatively.

6. Deliverables and Timeline (30 Days)

Deliverable	Description	Timeline
Inception Report	Refined methodology, work plan, draft data collection tools	Day 5
Draft Report	District-wise findings, priority trades, TVET mapping, employer list, self-employment options, recommendations	Day 22

Deliverable	Description	Timeline
Validation Session	Presentation of key findings and recommendations to NDF and UNICEF (virtual or in-person)	Day 26
Final Report	Incorporating feedback, with annexes (tools, respondent list, data summary)	Day 30

7. Final Report Structure

The final report shall be **concise (max 30–40 pages)** and include:

1. Executive Summary
2. Background and Purpose
3. Methodology (including limitations)
4. District-wise Findings:
 - Priority trades/sectors with demand rationale
 - TVET provider mapping (with accessibility notes)
 - Employer identification and willingness
 - Self-employment opportunities
5. Comparative District Matrix — trades suitable across districts vs. district-specific
6. Recommendations:
 - Recommended trades for training (with selection rationale)
 - Recommended TVET partners (with partnership rationale)
 - Recommended employers for engagement (with engagement pathway)
 - Recommended self-employment pathways (with support requirements)
7. Implementation risks and mitigation measures
8. Annexes: Data collection tools, respondent list, cleaned dataset, presentation slides

8. Geographical Coverage and Duration

- **Districts:** Hyderabad, Karachi (Korangi), Shaheed Benazirabad, Sujawal
- **Duration:** 30 calendar days from contract signing

9. Consultant Qualifications

- Master's degree in Economics, Development Studies, Social Sciences, Business Administration, or related field
- Minimum 5 years of experience conducting labour market assessments or livelihoods programming
- Demonstrated experience in TVET, skills development, or employment programs
- Experience with disability-inclusive programming (highly desirable)
- Strong analytical, quantitative, and qualitative research skills
- Excellent report-writing skills in English
- Experience working with UN agencies, INGOs, or development partners (desirable)

10. Reporting and Supervision

The consultant will report to the **Program Manager, NDF Pakistan**, with technical oversight from the President, NDF, and coordination with UNICEF as required.

11. Payment Schedule

Deliverable	Payment
Approval of Inception Report	50%
Submission and approval of Draft Report	30%
Submission and approval of Final Report Package	20%

12. Ethical Considerations

The consultant shall:

- Obtain informed consent from all participants.
- Ensure disability-inclusive, gender-responsive, and rights-based data collection practices.
- Use accessible communication formats and provide reasonable accommodation where required.
- Maintain confidentiality and protect the privacy of all participants and project data.
- Adhere to UNICEF's safeguarding standards and Prevention of Sexual Exploitation and Abuse (PSEA) requirements.
- Comply with all UNICEF policies and protocols related to Sexual Exploitation, Abuse and Harassment (SEAH) and ensure that all personnel engaged in the assignment understand and abide by these standards.
- Comply with NDF Pakistan's Code of Conduct