

## **Terms of Reference**

### **BARBADOS**

#### **SKILLS FOR THE FUTURE PROGRAM**

##### **Project No. 2739/OC-BA**

##### **Creation of Employer Database**

## **1. INTRODUCTION**

1.1. On November 02, 2012, the Government of Barbados (GOB) and the Inter-American Development Bank IDB entered into the Loan Contract No.2739/OC-BA for the implementation of the *Skills for the Future Program*, hereafter referred to as the Program.

1.2. The overall developmental objective of the Program is to support the GOB's Human Resource Development Strategy with an emphasis on improving the quality and relevance of Secondary Education and the effectiveness of Technical Vocational Education and Training (TVET).

1.3. In particular, the Program aims at expanding opportunities for demand driven training and skills certification by supporting the implementation of a National Qualifications Framework that incorporates the National Vocational Qualifications (NVQs), Caribbean Vocational Qualifications (CVQs) and/or international qualifications for the occupations for which competency-based training is being demanded by the employers and workers of Barbados and financed by the Program.

1.4. The above-mentioned objectives are to be achieved through the implementation of the following 4 components:

1.5. Component 1- *Support for an employer driven training system* - will support a better alignment of the supply of training with market demand, by creating a pilot competitive Competency-Based Training Fund (CBTF) parallel to the existing Employment and Training Fund (ETF). The CBTF is being managed by the TVET Council;

1.6. Component 2 - *Improving the quality and relevance of secondary and post-secondary education* - will improve the quality of secondary and post-secondary education so that, upon graduation, students have the core and life skills necessary to enter the labour market or continue studying;

1.7. Component 3 - *Institutional strengthening* – will support the Ministry of Education, Science, Technology and Innovation (METI), the Ministry of Labour, Social Security and Human Resource Development (MLSD), the Erdiston Teachers' Training College (ETTC) and TVET institutions in the following areas: (i) business plan development and implementation for the institutions involved in the Project; (ii) leadership and capacity development to respond to the challenges of revamping the TVET system; and (iii) improved data and information systems in the Ministries involved for better analysis, policy making and dissemination to the general public; and

1.8. Component 4 - *Communication Campaign* - will be used to finance a communication strategy to disseminate the objectives of the Project, promote the development and implementation of NVQs and CVQs and to raise the overall profile of TVET in Barbados. In addition, materials will be designed to promote gender equality in TVET.

## **2. BACKGROUND**

2.1. Barbados is facing the challenge of strengthening the skills of its Human Resources in order to improve its competitiveness and productivity in the context of the 21st century global economy. This requires gathering information about the skill needs and skill gaps in the Barbados labor market and in particular, better matching the skill needs of employers to the competencies developed by the education and training sectors.

2.2 As part of the implementation of the GOB/IDB Skills for the Future Program the Ministry of Labour, Social Security and Human Resource Development will coordinate the development of a set of Employer Surveys with the purpose of gathering qualitative information from employers about the skills needs in the main productive sectors of the Barbadian economy. Four strategic sectors have been identified based on their economic importance, their contribution to employment and their potential for growth, they are: i) Hospitality and Tourism; ii) Financial and Business Services; iii) Manufacturing; and iv) Cultural/Creative Industries.

2.3 The employer's surveys will require developing an updated database of firms and contact information for each of the chosen sectors. This mapping exercise will serve as a basis for designing the sample of firms and employers to be included in the Employer Surveys on skill needs. In the case of Manufacturing, the mapping exercise should also serve as a basis for selecting a few strategic subsectors to be part of the Employer Surveys, based on their economic importance, size and growth potential.

2.4 This consultancy will focus on the provision of data collection services. The primary aim is to ensure the provision of timely and relevant data to facilitate the Employer Surveys' Consultancy being undertaken in conjunction with the Ministry of Labour, Social Security and Human Resource Development.

## **3. OBJECTIVE OF THE CONSULTANCY**

3.1. The objective of this consultancy is to develop a database of employers from the four economic sectors in which employers' surveys will be administered under the Skills for the Future Program. These employers' surveys will provide information on skills needs, specifically in the sectors of Tourism, Manufacturing, Cultural/ Creative and Business/ Financial Services.

3.2. The database developed should be an up to date map of the targeted sectors in terms of the number, size of firms, contribution to employment and should include the updated addresses and contacts of a representative list of firms in each sector.

#### **4. ACTIVITIES OF THE CONSULTANCY**

4.1. The consultant selected for the position will be supervised by and report to the Programme Director of the Programme Coordinating Unit (PCU) through the Chief Planning and Research Officer, Ministry of Labour, Social Security and Human Resource Development.

4.2 To achieve the objectives of this consultancy, the consultant will:

- Consult the relevant umbrella bodies to identify possible sources of information on the employers in the sector
- Acquire membership lists of relevant umbrella bodies and other key stakeholders if available, and any additional information identifying the employers in the four sectors from the recommended sources
- Collect and verify contact information for all the employers identified for the four sectors, including the mailing addresses, telephone numbers (including fax) and email addresses
- Create an electronic database of the names and contact information of the employers, organized by sector and subsector where applicable

#### **5. DELIVERABLES**

5.1. An electronic database of employers in the four sectors Tourism, Manufacturing, Cultural/Creative and Business/Financial Services. The Consultant must use software readily available in the MLSD which includes Microsoft Excel, Microsoft Access or Statistical Package for Social Sciences (SPSS). Information from this database must be easily edited, retrieved and printed.

#### **6. CHARACTERISTICS OF THE CONSULTANCY**

- 6.1. Type of Consultancy: Individual Consultant
- 6.2. Place of Work: Ministry of Labour, Social Security and Human Resource Development, Barbados

6.3. Qualifications, Skills and Competencies: The consultant must possess the following qualifications and skills requirements:

- I. An Undergraduate Degree in management, business administration or in a related discipline.
- II. Excellent communication and organizational skills.
- III. Excellent analytical and computer skills.
- IV. Experience working with Microsoft Office, SPSS or other related software for database management.
- V. Ability to work with minimum supervision

## **7. TIMEFRAME**

- 7.1. Duration: Two months - April to May, 2014 (two months)  
7.2. Level of Effort: Forty (40) non-consecutive working days.

## **8. COMPENSATION**

8.1. The Consultant will be paid a fixed fee commensurate with the services required upon the delivery and approval of the products listed below. The Consultant shall make his/her own arrangements to pay income tax and to meet any other statutory obligations arising from the Agreement.

- 10% upon signature of contract.
- 25% upon submission and acceptance of workplan.
- 35% upon submission and acceptance of mid-term report
- 20% upon submission and acceptance of Draft final report on the work undertaken
- 5% upon submission and acceptance of Final report

## **9. CONFIDENTIALITY**

9.1. The consultant shall maintain full confidentiality of all documentation and discretion in the dissemination of any information collected. The consultant may not utilize, without prior approval from the MLSD, any information or data related to this consultancy.