



Terms of Reference

Livelihood Implementation Arrangement

1. Background

Somalia faces significant challenges with internal displacement, with approximately 3.8 million people forced to flee their homes. The Saameynta (Impact in English) Joint Programme has been developed to address Somalia's internal displacement challenges innovatively, seeking durable solutions that are affordable and sustainable by addressing specific interrelated systemic blockages, challenges, and create new opportunities in Baidoa and Bosaso. Key to durable solutions is to empower internally-displaced persons (IDPs) with capacity, tools and resources to enhance their economic prospects and build resilience in the face of socio-economic challenges, providing employment and livelihood opportunities.

Bosaso, a major economic hub in Puntland, faces high unemployment rates particularly among youth, IDPs and vulnerable host communities, also due to a mismatch between available skills and market needs. Strengthening job placement services, business matchmaking, and job readiness training that encompasses both technical and foundational, core and workplace competencies is essential to bridge this gap. As businesses struggle to find qualified workers, while job seekers lack information about job openings, equipping individuals with market-based skills and creating direct links between job seekers and employers is needed to reduce reliance on informal daily and low-wage work. This is particularly important as the labour market access hinges on trust and perceived skills, with clan and ethnicity acting as proxies, making it even more difficult for IDPs and marginalised groups to compete for jobs. Enhancing these services will not only improve livelihoods but also contribute to economic stability and social cohesion by reducing reliance on informal and precarious employment.

Under Saameynta, the International Organization for Migration (IOM) is seeking proposals from qualified partners for the implementation of a six-month livelihood project in Bosaso. This project aims to provide market-driven skills training and facilitate job placements and apprenticeships in high-demand productive sectors. The selected entity will be expected to develop and implement a comprehensive job readiness training program, support a structured job placement mechanism, and ensure strong cooperation between private sector businesses, the Bosaso Municipality, and training institutions. The project will begin in May 2025 and conclude in October 2025.

The selected entity will be responsible for developing and delivering modular, competency-based training in key economic sectors. Training programs should align with the needs of Bosaso labour market, as identified in recent assessments carried out under Saameynta, like the Gribble Economic Study, Employment and Livelihoods in Bosaso, and the Bosaso Labour Market Assessment. The training must integrate either technical or soft skills, ensuring that participants not only gain industry-specific expertise but also develop workplace readiness skills such as financial literacy and communication. Certification must be provided upon completion to enhance participants' employability.

In addition to training delivery, the partner will be responsible for supporting the municipality in facilitating a structured job placement and apprenticeship system. This will involve direct engagement

with businesses in Bosaso, ensuring that trainees are linked to potential employers. A municipal matchmaking mechanism should be supported to facilitate transitions from training to employment through apprenticeships, with businesses committing to hiring a percentage of the trained workforce. A job placement desk should be established to coordinate these efforts in future.

To ensure effective implementation and sustainability, the project must adopt a strong cooperation mechanism involving IOM, the Bosaso Municipality, the private sector, and training institutions. The partner will be required to facilitate monthly coordination meetings with these stakeholders to assess progress, adapt training content to evolving labor market needs, and refine job placement strategies. The Bosaso Municipality will play a central role in supporting workforce integration, ensuring that businesses are incentivized to hire IDPs and providing institutional support to promote inclusive economic opportunities. The private sector's active engagement will be crucial in shaping training curricula, offering apprenticeships, and committing to hiring trained workers.

A comprehensive monitoring and reporting system must be established to track project outcomes, including training completion rates, job placement success, and retention levels. The partner will be required to submit monthly progress reports detailing key achievements, challenges, and adjustments made to the program. A final evaluation report must be submitted at the conclusion of the six-month period, assessing the impact of the project and providing recommendations for future employment interventions targeting IDPs.

Through this Request for Quotation, IOM aims to engage a local entity that is legally registered in Somalia and Puntland State. The entity will be contracted to provide livelihood programming for individuals in Bosaso and provide a level of oversight and accountability for fund management. This call is open to all non-governmental entities (NGOs, centres, firms, companies, educational institutions, etc.) that are legally registered in Somalia, and meet the eligibility criteria as outlined in section 4 below.

Organizations interested in implementing must provide a detailed technical concept note and a financial plan. The concept note should outline the proposed methodology for beneficiary selection, training delivery, job placement, and private sector engagement. The financial plan must include a clear budget breakdown, ensuring cost-effectiveness while maintaining high-quality implementation. Applications must also include an organizational profile highlighting relevant experience in vocational training, livelihoods programming, and employment facilitation.

2. Objective

The aim of this intervention is to enhance employment opportunities through job readiness training in Bosaso, Puntland, by developing market-driven training curricula, delivering modular training programs for 100 trainees, and facilitating job placements through a strengthened municipal matchmaking office. The project also seeks to build the capacity to sustain job placement services, engaging with the private sector and establishing a scheme to connect trained individuals with employment opportunities, including by the provision of incentive packages to apprenticeship.

3. Scope of Work

The partner will be expected to:

1. Deliver job readiness training

a. Curricula development

- Conduct desk review of relevant economic assessments produced under Saameeynta and by other actors to identify market-driven sectors with employability potential.
- Conduct stakeholder engagement, focusing on the private sector, to consolidate a list of three to five productive sectors with employability potential, that will serve as basis for the curricula development.
- Develop modularised training curricula and kit packages for the labour sectors identified.
- Ensure that all the curricula integrate trainings in foundational, core and workplace skills (literacy and numeracy, communication, financial and computer literacy, MHPSS, etc.).

b. Beneficiary selection

- Community engagement to raise awareness on this project among all the communities.
- In collaboration with IOM, the municipality and private sector stakeholders, define the criteria for beneficiary selection, balancing vulnerability and viability to be employed.
- Identification, selection, group division and registration of beneficiaries to be trained, balancing market needs and personal aspirations.

c. Training period

- Provide and manage training venues (for both lectures and practical classes) with adequate learning equipment and teaching materials, to facilitate both theory and practical lessons.
- Deliver modular job readiness training through qualified and practically experienced instructors/trainers for each group of trainees in a timeline of maximum three months (training schedule to be adjusted to the needs of trainees over a period of maximum three months, i.e., shorter sessions during late afternoon to allow for fulfillment of other daily duties)..
- If possible, provide mentorship services.
- Conduct final exams (both on technical and on foundational elements) and provide the trainees with certificates at the end of the training modules.

- 2. Strengthen the capacity of the matchmaking office at the municipality** (all the activities should be led by the municipality with technical assistance from the selected organisation and overall oversight from IOM)

a. Capacity building

- In collaboration with the municipality and IOM, obtain the buy-in of the Chamber of Commerce and the local branch of the Ministry of Labour.
- Conduct Training of Trainers for matchmaking officers on foundational, core and workplace skills.
- Sit with the municipality and other relevant stakeholders to agree on a (technical) skills framework aimed at standardising certificates, to ensure harmonised educational standards.
- Sit with the municipality and IOM to come up with a sustainability strategy with the view of defining a way to make the office financially autonomous in the long term.

b. Facilitate placement services

- Sit with the municipality, IOM, beneficiaries and other relevant stakeholders to set up an apprenticeship scheme for absorption and retention of trainees into the job market, taking into consideration existing Puntland regulations (i.e., Private Sector Employee Law - Labor Code No. 65).
- Develop a physical desk for daily labourers in Bosaso, allowing IDPs to search for work based on their skills and interests. Promote this platform especially to prospective employers.

- Create incentive packages for apprenticeships to accept and train apprentices for a minimum of 3 months.

c. Private sector engagement

- Support the office in organising business roundtables with the Chamber of Commerce and business associations from the identified market sectors for networking.
- Support the office in organising B2B business matchmaking meetings to bring businesses together, raise awareness on job placement services, and streamline the recruitment process.
- Support the office in organising hackathons directed at youth on specific topics relevant to the identified market sectors.

Project Proposal should follow the guidelines below:

- 1) **Project Duration:** Proposed project should be for **Six months** to be implemented from **1 May 2025** and end by **31 October 2025**.
- 2) **Beneficiaries:** Proposed project will target 80% of beneficiaries coming from IDP populations and 20% of vulnerable host community members, with a special focus on youth. Among all participants, at least 50% should be women. Having a strategy for the inclusion of people with disability will be of added value.
- 3) **Geographical Coverage:** The proposed project shall cover the district of Bosaso.
- 4) **Key skills in demand:** In line with the findings from the Gribble Economic Study, the following sectors that shown demand for skilled employees should be prioritised to deliver the technical trainings: IT and communication (digital skills, programming skills, computerised accounting, marketing), solar energy, construction (plumbing, aluminium works like fixing door and windows, house decoration, painting, carpentry), mechanics and electronics (mechanical engineering including engine repair, air conditioner maintenance, electricity).

4. Deliverables

I. Inception Report and Work Plan

- A detailed inception report outlining the implementation strategy, beneficiary selection criteria, training timeline, and coordination mechanisms. This should be submitted shortly after project start (e.g., within the first two weeks).

II. Training Curricula and Materials

- Finalized, modular, competency-based curricula for all identified sectors (including soft-skills components), along with teaching materials and assessment tools. These should align with local labor market needs and be ready prior to commencing the job readiness training. Alongside curricula, sit with relevant stakeholders to agree to a city-wide, standardized technical skill framework and harmonized certification process.

III. Completion of job readiness Training for 100 Participants

- Delivery of at least three months of job readiness training to 100 beneficiaries (80% from IDP populations, 20% vulnerable host community, with at least 50% women). Evidence of training completion includes participant attendance records, exam results, and issuance of commonly recognized training certificates.

IV. Municipal Job Placement Mechanism Operationalized

- A functioning matchmaking desk/office within the municipality, supported by private-sector engagement activities (e.g., roundtables, B2B meetings) and an apprenticeship scheme. This deliverable should include incentives for apprenticeships and a sustainability plan to keep the office active.

V. **Final Evaluation and Project Completion Report**

- A comprehensive report submitted at the end of the six-month period, detailing achievements, challenges, lessons learned, and measured impact (e.g., number of placed trainees, retention rates). This should include recommendations for future programming and sustainability strategies.

5. Eligibility for Application

Local and international Somalia-based organisations/centres/entities are eligible for this Request for Quotation.

Organizations interested in implementing must provide a detailed technical concept note and financial plan. The technical concept note should outline the proposed methodology for beneficiary selection, training delivery, support to job placement schemes through the municipality, and private sector engagement. The financial plan must include a clear budget breakdown, ensuring cost-effectiveness while maintaining high-quality implementation. Applications must also include an organizational profile highlighting relevant experience in technical vocational training, livelihoods programming, and employment facilitation. Letters of support from private sector partners willing to participate in the project will be of added value.

Candidate are requested to have:

- Three years of working experience in providing mentorship and vocational trainings and activities.
- Adequate staff in relation to the needs required for the proposed project.
- Be legally registered to operate in Somalia and Puntland State
- Letter of Endorsement from the local municipality, ensuring local ownership.

6. Evaluation Criteria

IOM shall evaluate the Proposals on the basis of their responsiveness to the above-mentioned guidelines and compliance with the other requirements of the Request for Quotation.

IOM shall apply a point-based evaluation as shown below:

- Experience in facilitating technical trainings and apprenticeships (20 points).** The applicants should provide clear evidence of previous working experience. Added value will be granted to organisations with experience in undertaking training sector analysis and in boosting youth employment and employability, as well as to organisations with strong relationship with the private sector to facilitate practical work, enterprise, and employment promotions.
- Proven effective work relationships (30 points)** with the local government
- Clear and cost-effective budget (20 points).** The cost application should include a detailed overview of all costs for proposed activities, specifying the targeted number of beneficiaries.
- Organizational Capacity (15 points).** The candidate should demonstrate both physical capacity (e.g. physical presence in the target area, human resource capacity, financial condition) and technical knowledge and expertise, and experience working with vulnerable categories such as women, displaced communities and disabled persons.
- Quality of Concept Note (15 points).** The Concept Note should be written in English, clearly outlining the activities and the implementation strategy and approach, and in line with the IOM

expected objectives and organisational policies, values and principles. Target groups and indicators should be realistic and measurable. A proposal which contravenes fundamental ethical principles such as Do Not Harm principle, gender inclusion and respect for diversity or fails to comply with the relevant security procedures shall not be selected.

Each proposal shall be given a total technical score by IOM review committee. IOM will conduct due diligence on any entities that is short-listed.

6. Reporting Requirements

The selected organisation will work in close collaboration with IOM staff throughout all the implementation phases, establishing clear communication channels for formal and informal exchange of information and updates. Any challenge or potentially fraudulent activity shall be promptly reported to IOM at any time it may arise.

In terms of reporting, the successful firm must provide IOM with:

- Inception report with a clear implementation strategy.
- Monthly coordination meetings with all the relevant stakeholders to assess progress and share updates on implementation of activities.
- Monthly progress reports detailing key achievements, challenges, and adjustments made to the program, together with monthly submission of attendance sheets of the trainees.
- Final report, including impact assessment and completion report for all activities undertaken under the project (no later than three weeks after the completion of the project).