

Terms of Reference For

LIWAY PROGRAMME DECENT JOBS ASSESSMENT IN ADDIS ABABA AND SOME SELECTED REGIONS -Bid No. 057/2026/SNV

Project Name	Expanded LIWAY	SAP No. (budget line)	SP2336-4.03
Organizer (SNV staff name)	Helen Getaw and Gezahegn Bekele		
Place/s of the activity	At SNV Ethiopia, the assignment may involve two or three regional cities, in addition to the selected partners and beneficiaries in Addis Ababa.		
Duration	Start Date: November 10 th , 2026	End Date: December 15 th , 2026	
Request date	October 8, 2026		
Background	Livelihoods Improvement for Women and Youth (LIWAY), phase two is a four-year program from March 2025- December 2028 funded by Sweden. The programme is implemented by a consortium of partners comprised of SNV and Mercy Corps. LIWAY aims to contribute to sustainable poverty reduction and social stability in Addis Ababa by increasing incomes through improved wage and self-employment opportunities, primarily for poor women and youth. The objective is to increase incomes of 143,000 poor people in Addis Ababa, of which at least 71,500 (50%) are women (young and adult) via a climate smart well-functioning MSD program implementation approach. LIWAY operates across four interrelated market systems including Labor, Micro and Small Enterprises (MSE), Medium and Large Enterprises (MLE), and Skills. These systems were selected based on their relevance to the target group, potential for scale and systemic impact, and feasibility for sustainable intervention. The program works by facilitating systemic change, engaging both public and private sector actors to make markets more inclusive and responsive to the needs of women and youth. LIWAY follows a market system development (MSD) approach, identifying root causes of market failures that exclude disadvantaged or poor women and youth from wage and self-employment opportunities. It also identifies private and public institutions capable of driving change Intervention areas¹ are derived from relevant supporting functions tailored to the needs of women and youth. This Terms of Reference outlines an assessment of the quality of jobs created through LIWAY programme interventions using standardised decent-work assessment tools in and out of Addis Ababa this includes consistently verifying job quality, earnings and productive work, protection, progression, equal opportunity and treatment and worker and employer representation.		

¹Intervention Area is a strategic focus within the market system where a program chooses to act in order to stimulate systemic change that benefits the target population.

Purpose of the assignment	Objectives 2.1. General Objective This assignment aims to assess the quality and decency of jobs created for LIWAY's target groups—women and youth. The findings and recommendations will guide programme improvements and support learning with donors and other relevant stakeholders. 2.2. Specific Objective of the Assignment ○ Assess and analyse the quality of jobs created for LIWAY's target groups, including earnings, protection, and progression over time, using customised decent-work assessment tools. ○ Assess and evaluate employment opportunities, adequate earnings and productive work, decent working time, work–life balance, job stability and security, equal opportunity and treatment, occupational safety, social security, social dialogue, and worker and employer representation. ○ Assess a sample of 15 LIWAY's interventions to date in promoting decent work across the broader employment ecosystem. ○ Assess the inclusiveness and accessibility of LIWAY interventions for women and youth, including changes in their incomes after LIWAY interventions. ○ Identify key challenges affecting target groups, employers, and the wider employment ecosystem, including constraints in the business-enabling environment and their impacts related decent employment. ○ Assess the economic and social effects of LIWAY's interventions on women and youth, specifically in enhancing the decency level jobs created. ○ Provide evidence-based recommendations to strengthen LIWAY interventions and improve the quality of jobs created for women and youth. The primary intended users of this assessment are: ○ The LIWAY programme management team, to strengthen implementation strategies and improve the quality of jobs created and to be created for target groups. ○ the LIWAY programme consortium partners, and ○ the Embassy of Sweden in Addis Ababa.
Methodology and scope of work	Contrary to approaches centred on direct delivery, an actor-centric approach, and ex-ante design and control, MSD is characterized by an approach that is <i>facilitative, market systems-centred and adaptive</i>. The assignment will apply qualitative and quantitative methodologies, which may cover but are not limited to: ○ Desk Review: Review LIWAY programme documents and reports, focusing on jobs created and income gains among target groups, relevant policy and strategy review, intervention concept notes, relevant literature, updated Adopt, Adapt, expand and Respond (AAER) levels, and result chains for sampled interventions ○ Review results achieved to date, key challenges and measures implemented and key lessons related LIWAY target groups.

	○ Review and adapt relevant global decent-work assessment standards and tools and customize to this assignment. ○ Conduct fieldwork to collect data from: - Women and youth beneficiaries (targets). - Conducting consultations and discussions with selected implementing partners, employers and relevant stakeholders of the LIWAY programme. - Conducting Interviews of selected target groups (women and youths) of interventions across the market systems of the LIWAY programme. - Conduct an Interview with a sample of industries, employers, industrial parks, and policy actors to assess the decency of jobs created through the LIWAY programme specifically and employment conditions more broadly. - Other significant actors/employers influenced by LIWAY interventions activities, such as non-partners and other relevant market actors who replicated the business models. ○ Analysis and Reporting: Integrate qualitative and quantitative findings into a comprehensive report. These includes analysing the job quality across employment opportunities, adequate earnings and productive work, decent working time, work-life balance, job stability and security, equal opportunity and treatment, occupational safety, social security, social dialogue, and worker and employer representation. - Analyse barriers and enabling factors affecting women and youth within the employment ecosystem. - Identify and analyse the gaps and constraints affecting the quality and decency of jobs created for women and youth. - Analyse employers' and policy actors' perspectives on the decency and quality of jobs initiated to young people and women in Addis Ababa and Ethiopia. ○ Validation: Present key findings to LIWAY team first and based on feedback, it will be presented to partners, employers and other stakeholders in a validation workshop to gather feedback. ○ Produce a comprehensive assessment report including recommendations and lessons learned, and best-case studies.
Key Questions	Guiding questions for assessing the decency of jobs created for LIWAY target groups are annexed to this ToR. They are organised into three categories: guiding questions for employees, guiding questions for self-employed individuals (young entrepreneurs), and key informant interview/guiding questions for employers (companies). The assessment should address these questions and provide robust, evidence-based recommendations.
Management of the assignment	The LIWAY Programme MRM and Knowledge Management Advisor will lead and coordinate the assignment on behalf the SNV, consortium lead, in close collaboration with the programme team and consortium partner. The LIWAY Programme MRM Advisor will manage the assignment directly, with technical support from the Team Leaders and programme management.

	The programme team will support the effective implementation of the assessment by providing relevant programme documents and contact information for employers, private-sector actors, beneficiaries and relevant stakeholders. The consultant will lead the assessment, including designing the assessment framework and data-collection tools in line with the shared standardized guiding questions and submitting a comprehensive final report with raw data, findings, evidence-based recommendations and case studies.
Deliverables	4. Deliverables ○ An Inception Report with a detailed methodology, customized tools and work plan including risk analysis and mitigation strategies. ○ A Draft Report for stakeholder review. ○ Facilitate validation workshop to discuss preliminary findings and conclusions of the assessment feedback. ○ Final assessment report, that identifies constraints and opportunities for improvement. ○ A Final Report incorporating feedback, with raw data recorded, including an executive summary, including visualized data, key findings, lessons learned, recommendations in line with the findings and a strategic roadmap for the way forward.
Duration of the Assignment	5. Timeframe The assignment is expected to take place 25 working days, starting from November 10, 2026) and concluding by (December 15, 2026) as per the contract agreement. It will encompass the following phases: ○ Inception report (review documents, design review methodologies and tools, detail work plan and reporting format, etc.), after contracting. ○ Conduct data collection for the review, after the approval of the inception report: This includes time allocated for conducting the desk review, field research, analysis of partners dashboard and stakeholder, employers and private actors' interviews. ○ Data analysis: Following data collection, a thorough analysis will be conducted to synthesize findings and draw meaningful insights. ○ Validation workshop with consortium partners, programme team, partners, employers and other stakeholders to gather feedback. ○ Finalizing the report, submitting hard, soft copy and data generated from the assessment. The consultant will prepare the final report, incorporate feedback, ensuring clarity and alignment with the objectives of the assignment.

6. Proposal Evaluation Criteria

The following criteria will be employed for the evaluation of the proposals: -

a) Technical Criteria for evaluation (weight: 80 %)

A pre-defined technical criterion will be employed for the evaluation of applicants. Failure to secure 60% in the technical criteria (i.e 48 Points out of the 80) will automatically disqualify the applicant.

Technical Qualifications	Scoring Criteria	Max. Score
1. Page Limit on Technical Proposal	The technical proposal should be between 10 - 12 pages. CVs and other supporting documents should be included as annexes. Proposals that exceed this page limit may be automatically disqualified.	Mandatory
2. Solid Experience and Knowledge	Proven experience in better understanding of the private-sector and labour market dynamics, market systems development (MSD), particularly within the Ethiopian employment sector. In-depth knowledge of livelihood programs, experiences in employment and livelihood sectors, particularly, for women and youths, gender equality and social inclusion (GESI), youth, and women programmes, and MSD programming, decent employment, and conflict-sensitive approaches. Very good knowledge and experience in research and assessment methodologies – quantitative, qualitative and mixed approach.	35
	- More than 8 years of direct experience in similar assignments:	20
	- 5-8 years of relevant experience:	10
	- 3-5 years of relevant experience:	5
	- Less than 3 years of relevant experience:	0
3. Quality of Technical Proposal	Demonstrates a clear understanding of the assignment's objectives and scope. The proposed methodology is sound, and the work plan is clear, detailed, and logical.	25
	- Proposal clearly demonstrates a full understanding of the assignment with a high-quality, detailed methodology and work plan:	25
	- Proposal indicates a partial understanding of the assignment:	15
	- Proposal does not indicate a clear understanding of the assignment:	0
4. Team Capacity and Composition	The proposed team is multi-disciplinary and possesses the required technical expertise to cover all facets of the assignment. CVs of the proposed team members clearly demonstrate the necessary experience. Summary page showing team expertise and specific responsibility in the assignment.	20
	- A well-composed team with demonstrated senior-level expertise in all key areas: Market Systems Development, livelihood programs, GESI, Climate, livelihoods, decent jobs/decent employment, Conflict Analysis, and Mixed-Methods Research, qualitative in-depth analysis.	20
	- Team composition is acceptable, but lacks demonstrated expertise in one or more of the key areas:	10
	- Team composition is missing more than half of the required expertise:	0
Total Technical Score		80

b) Financial Evaluation Criteria (weight: 20%)

- ✓ The financial proposal, submitted in a separate document should be simple, and the proposals shall indicate all applicable taxes separately in a clear manner.

- ✓ If Applicants are legally registered consulting firms (copy of annexing of business license, tax registration certificate or any other legal documents need to be submitted). If the supplier is a Local supplier SNV shall deduct either 2% (if the company has valid license and tin number) or 30% (if the company has no tin number and/or license) of the contract amount in lieu of withholding tax and duly paid to relevant inland authority.
- ✓ Financial Proposal need to be submitted in Euro/Birr.

Important Notes:

- ✓ *technical and financial proposals will be submitted separately in marked separate envelopes. Only proposals that have a point of 48 /80 and above in the technical proposal are eligible for financial evaluation.*
- ✓ *SNV may invite candidates for a brief presentation as part of the technical evaluation.*
- ✓ *Proposals that have scored 48/80 on the technical proposal will have their financial proposals evaluated out of 20.*
- ✓ *Only shortlisted candidates will be contacted.*

Interested consultants (individuals or firms) are expected to meet the following requirements:

Educational Background: A Masters in a relevant field such as Development Economics, Labour Economics, Market Systems Development trainings, International Development, or other related social sciences.

Demonstrated Experience:

The evaluator firm (team/consultant) should demonstrate a mix of research, assessment and evaluation skill and experience of assessing/evaluating complex programmes, essentially programmes using an MSD approach.

Overall competencies:

- A proven track record in conducting comprehensive studies and assessments for development programs, particularly in the fields of market systems development (MSD) across the four lead systems (labour, Micro and Small Enterprises, Medium and large enterprises, and skills development), youth and women's economic empowerment, livelihood programs and private sector engagement.
- Strong knowledge of MSD approach and at least five years and above of recognised knowledge and experience in assessing and evaluating of MSD programmes.
- Very good knowledge and experience in research, assessment and evaluation methodologies – quantitative, qualitative and mixed approach.
- A strong record in designing and conducting/leading programme assessment and evaluations.
- Experience in labour market, employment sector, decent work, and some of the other decency criteria, etc.
- Private sector experience, informal businesses, gig work (as this is going to be difficult in our case), etc. Understanding of the Labor market regulations, policies, the informality and complexity of the employment sector, etc.

- Experience in urban context, youth, and women programmes; Gender equitable composition of teams with knowledge on Gender and social inclusion.
- Preferable experiences in Ethiopia, more specifically in Addis Ababa is a plus.
- Extensive experience in Ethiopia with a deep understanding of the MSME ecosystem, medium and large enterprises, labour and skills development for youth and women, and policies related to job creation and income growth.
- Demonstrated experience in conducting analysis and developing strategies related to the core themes of this assignment: livelihood programmes focused on women and youth, decent jobs assessment, Gender Equality and Social Inclusion (GESI).

Team Capacity: Ability to mobilize and lead a multi-disciplinary team with combined expertise covering the key assessment areas of the assignment. The CVs submitted must show relevant knowledge and experience market system development, effective mainstreaming of GESI and evaluation methodologies.

Research and Analysis Skills: Proven experience and expertise in designing and implementing mixed-methods research, including both qualitative (interviews, FGDs) and quantitative data collection and analysis, very good knowledge and experience in research, assessment and evaluation methodologies – quantitative and qualitative and mixed approach.

Language Proficiency: Excellent written and spoken proficiency in both English and Amharic.

Ethical Standards: Must adhere to SNV policies, principles, and core values, including a commitment to ethical standards and a code of conduct.

7. Submission of Proposals

The proposal will be submitted in two separates, clearly marked categories:

Technical Proposal

- **Cover Letter (One-pager highlighting capability & experience):**
 - Express clear interest in undertaking the assessment on decency level of jobs created by LIWAY programme.
 - Briefly summarize the consultant's/firm's/group's capacity and capability to deliver this specific assignment, emphasizing alignment with the programme objectives (economic empowerment for vulnerable women and youth in Ethiopia through market systems development).
 - Provide evidence of performing similar assignments within the last five years, specifically highlighting experience in:
 - Market Systems Development (MSD), particularly within the Ethiopian employment sector.
 - Decent employment related assessments or assessing the quality of wage and self-employment in Ethiopia.
 - GESI, Knowledge on women decision making, agency and economic empowerment.
 - Inclusion of conflict affected targets, IDPs, host communities etc.
- **Technical Proposal (Detailed):**
 - **Understanding of the Assignment:** Demonstrate a clear understanding of the programme's purpose, objectives, and scope, including job quality and decent-work

assessment; LIWAY's contribution to the employment ecosystem; inclusion, accessibility, and income changes for women and youth; employment conditions and worker representation; key challenges and business-environment constraints; socioeconomic effects; and evidence-based recommendations to strengthen interventions and job quality.

- Better understanding of the current dynamics: the recent job trends, among others.
- Understanding of the local or in general country context around employment
- Demonstrated experience in similar work specifically in MSD programmes research, assessments and evaluations.

- **Proposed Approach/Methodology:**

- Detail the mixed methods approach to be employed, specifically addressing how the desk review (relevant documents, reports, systems strategy, etc.) and field research (interviews, FGDs with beneficiaries, government, IPs and other private sector actors, employers) will be conducted.
- Explain the approach to synthesizing findings and developing actionable recommendations.
 - Experience in qualitative assessment, research, data-capturing tools, qualitative data analysis, and digital surveys for quantitative assessment and questionnaires.
 - Best practices and tools from DCED and Beam exchange Knowledge pool on MSD.
 - This section should reflect a sound and high-quality MSD methodology.

- **Work Plan:**

- Present a clear, detailed, and logical work plan, aligning with the "Duration of the Assignment" (November 10, 2026 – December 15, 2026).
- Allocate specific timelines for each phase: Data Collection (desk review, field research, interviews), Data Analysis, Report Preparation (draft, final), Validation steps, and Final Report submission.
- Include a detailed team allocation for each task and estimated man-days per team member for each component of the assignment.
- **Applicant's Own Ideas/Recommendations:** Include any innovative ideas or additional recommendations that could enhance the delivery of the assignment in line with but not limited to the explicit ToR requirements.

- **Updated CVs:**

- Provide updated CVs for the lead consultant and all proposed professional team members.
- Each CV must clearly demonstrate:

Demonstrated Experience: Proven track record and substantial experience aligned with the "Qualification of the Consultant" criteria, specifically highlighting:

- Direct experience in Market Systems Development (MSD) programming
- Inclusive developmental approaches (GESI,).
- Demonstrated experience in similar work specifically in MSD programmes evaluation.
- Mixed-methods research design and implementation.

- Awareness on DCED and/or Beam exchange MSD assessment methods (advantageous).
- Experience in the Ethiopian context (livelihood programs, MSME ecosystem, policy environment to livelihoods improvement for women and youths).
- Evidence of work done (e.g., recommendations from previous engagements, reports contributed to).
- **Language Proficiency:** Confirmation of excellent written and spoken proficiency in both English and Amharic.
- **Ethical Standards:** Commitment to SNV policies, principles, and core values.
- **Financial Proposal (in Euro/Birr).**
- **Breakdown of Relevant Cost Elements:**
 - Provide a clear, itemized breakdown of all anticipated costs.
 - For each cost element, include:
 - Description (e.g., Professional Fees, Administration and Logistics cost (Daily Subsistence Allowance, Travel Costs, Communication Costs, Report Production).
 - Unit (for professional fee).
 - Number of Units (for professional fee).
 - Unit Cost (for professional fee).
 - Total Cost for each item (professional fee and Administrative and logistics fee separate)
 - **Professional Fees:**
 - Indicate the daily rate for each professional team member.
 - Specify the number of days each team member will be engaged for the assignment.
 - **Daily Subsistence Allowance (DSA):**
 - Total Cost
 - **Travel Costs:**
 - Total Cost
 - **Communication and Other Costs:**
 - Total Cost

Application Procedure

- Both the Technical and Financial proposals should be in a separate sealed and stamped envelope. All physical submissions should be sent to: SNV Ethiopia, Mexico Sar Bet Road Next to African Union P.O. Box 40675, Addis Ababa | Ethiopia Fax + 251 (0) 11 616 6252

Tele + 251 (0) 11 616 6232 or via <**ettenders@snv.org**> by separately stating Technical and Financial on separate email.

• Or

- All technical and financial documents separately can be submitted via email **ettenders@snv.org** by writing the name of the specific assignment.

□ Proposals must be received by SNV Addis Ababa office no later than October 27, 2026,

until 5:00PM.