

TERMS OF REFERENCE

Service Provider for Employer Engagement and Organisation of Working Group Consultations

Development of Occupational Standards and Qualification Standards (Batch II)

Project: EU Support to Improved Quality of VET Education – EU4Education and Employment

Implementing Agency: International Labour Organization (ILO)

Location: Bosnia and Herzegovina

Contract Type: Service Contract

Estimated Duration: April – September 2026

1. Background

The project “EU Support to Improved Quality of VET Education – EU4Education and Employment” is implemented by the International Labour Organization (ILO) with financial support from the European Union.

The project supports reforms aimed at strengthening the quality and labour-market relevance of vocational education and training (VET) systems in Bosnia and Herzegovina. A core component of the project focuses on the development and validation of Occupational Standards (OS) and Qualification Standards (QS) aligned with labour market needs.

Occupational Standards describe the key tasks, competencies, knowledge and skills required for specific occupations and serve as the foundation for the development of qualification standards and modernized curricula.

Following the successful completion of the first cycle of Occupational Standards, the project will initiate the second batch of Occupational Standards covering ten occupations identified through labour market consultations.

The development process requires structured participation of employers through:

- labour market consultations
- employer surveys
- participation in sector-specific Working Groups responsible for drafting and validating Occupational Standards.

To ensure effective participation of employers, the ILO intends to engage a service provider capable of mobilising employers and supporting the organisation of Working Group consultations.

2. Objective of the Assignment

The objective of this assignment is to support the ILO project team in ensuring structured and representative participation of employers in the development of ten Occupational Standards and five Qualifications Standards through:

- systematic outreach to relevant employers
- distribution and follow-up of employer questionnaires
- organisation and logistical support for Working Group consultations
- consolidation of employer inputs for use in the Occupational Standards development process.

3. Scope of Work

The selected service provider will work under the supervision of the ILO National Project Coordinator and in coordination with technical experts responsible for Occupational Standards development.

The assignment will cover activities related to ten Occupational Standards and support to five Qualification Standards to limited extent as relevant for engagement of employers. Working groups for Qualifications Standards are relying mostly on education authorities.

The service provider will undertake the following tasks:

Task 1: Employer Identification and Outreach

The service provider will:

- identify employers relevant to the selected occupations
- ensure participation of employers from different sectors, company sizes and geographic regions
- establish contact with employers through professional networks including:
 - employer associations
 - chambers of commerce
 - sectoral organisations
 - direct company contacts.

The service provider will develop an employer outreach list and engagement plan to ensure adequate representation.

Task 2: Dissemination and Follow-up of Employer Questionnaires

The service provider will:

- disseminate the online employer questionnaire prepared by the project
- monitor participation rates
- follow up with companies to encourage completion of the questionnaire
- provide clarification to respondents where necessary.

Employer responses will be compiled and submitted to the ILO project team in a structured format.

Task 3: Organisation of Working Group Consultations

The service provider will support the organisation of Working Group consultations for the development of Occupational Standards.

Activities will include:

- identification and invitation of employer representatives
- coordination of meeting schedules with the ILO project team
- logistical arrangements for meetings (venue coordination, invitations, confirmation of participants)
- support to meeting facilitation where required.

Each Occupational Standard will involve two Working Group consultations, one online and one in-person, bringing together employers and other stakeholders.

Task 4: Documentation and Consolidation of Inputs

The service provider will:

- document key conclusions of Working Group meetings
- prepare concise summaries of discussions and agreed recommendations
- consolidate employer feedback gathered through questionnaires and consultations.

Documentation will be submitted to the ILO project team for integration into the Occupational Standards development process.

4. Deliverables

The service provider will be responsible for delivering the following outputs:

| Deliverable | Description |
|--------------------------------|--|
| Employer outreach plan | Identification of relevant employers and engagement strategy |
| Employer consultation database | List of contacted employers and participation tracking |

| Deliverable | Description |
|---|---|
| Employer questionnaire dissemination | Distribution and follow-up with employers |
| Organisation of Working Group consultations | Logistical and coordination support for meetings |
| Meeting documentation | Summary reports of Working Group consultations |
| Final summary report | Consolidated overview of employer engagement and consultation results |

5. Duration of Assignment

The assignment is expected to take place between **May and September 2026**, aligned with the timeline for the development of Occupational Standards.

6. Institutional Requirements

The service provider should demonstrate:

- experience working with employers, private sector organisations or labour market stakeholders in Bosnia and Herzegovina
- capacity to mobilise employers across sectors
- experience organising stakeholder consultations or workshops
- demonstrated organisational and coordination capacity.

Experience in skills development, labour market analysis or vocational education reforms will be considered an advantage.

7. Reporting and Coordination

The service provider will report directly to the ILO National Project Coordinator.

All activities will be implemented in close coordination with the ILO project team and technical experts responsible for Occupational Standards development.

8. Payment Modalities

Payments will be made based on completion and acceptance of agreed deliverables.

Specific payment milestones will be defined in the contract.

9. Proposal Submission Requirements

Interested service providers should submit:

1. a technical proposal describing the proposed methodology and approach



2. description of relevant organisational experience
3. information on key personnel involved in the assignment
4. a financial proposal.