**ANNEX A**

**Mexico**

**Labor Markets and Social Security Division (SCL/LMK)**

**Summary terms of reference for technical cooperation**

Support to Mexican labor market policies

ME-T1392

**Context and justification of TC Support:** The TC’s main objective is to offer client support to the STPS by strengthening its effectiveness in new areas particularly related to the operation of the National Employment Service Offices (OSNEs) and the Youth Building the Future Program (JCF). This TC will promote various activities related to designing technological improvements that will result both in increased user satisfaction and higher services’ effectiveness: development of new functionalities in the National Employment Service (SNE) platform, refinement of JCF matching algorithm, and improvement of the occupational taxonomy of the JCF platform. The TC consists of the following three components: i) Strengthening the processes, procedures, and labor market policies of the STPS; ii) Evaluation and strengthening of the Youth Building the Future Program; iii) Improvement of information and communication technologies.

**Component I – Strengthening the processes, procedures, and labor market policies of the STPS**

**Consultancy 1:** Design of a strategy to support job seekers to learn about demand needs and job descriptions

**Activities:**

* **Analysis of the SNE’s datasets.** The Provider will analyze vacancies’ and job-seekers’ information registered in the SNE’s platform in order to develop an application prototype that draws on existent data.
* **Develop a strategy.** The Provider will hold meetings with stakeholders and focus groups with job seekers that attend OSNEs in order to identify users’ needs, and to develop and test the prototype.
* **Design a strategy to support job seekers learn about the labor market.** The Provider is expected to design, based on the prototype results and in coordination with the IDB and the SNE, an application that serves to pursue the objectives outlined in section 2.
* **Pilot the strategy in Mexico City.** The Provider will be responsible of piloting the strategy among the users of Mexico City’s OSNE and of internalizing the lessons learned from the pilot to make necessary adjustments, in coordination with the IDB and the SNE.
* **Dissemination:** The Provider will develop and execute a dissemination strategy for the strategy internationalization by the OSNEs nationally.

**Consultancy characteristics:**

* **Type of contract and modality:** Firm consultancy
* **Contract Duration:** 12 months
* **Location:** Mexico City, Mexico
* **Responsible Person:** David Kaplan, Senior Specialist (SCL/LMK), [dkaplan@iadb.org](mailto:dkaplan@iadb.org)
* **Requirements:** Firm or team of consultants specialized in institutional development and data science. Strong communication and drafting skills. At least one member of the team must have a doctorate in economics or related discipline.

**Consultancy 2:** Definition of job profiles and design of a training strategy for the National Employment Service

**Activities:**

* **Mapping of positions at the National Employment Service Offices (OSNEs).** The Provider will generate a map of all existent positions at the OSNEs, identifying functions, and interconnections between positions.
* **Define profiles.** Based on the map of OSNEs’ positions, the provider will define required education, experience, and skills for each position.
* **Design a training strategy for OSNEs’ employees.** The Provider is expected to design, based on the map and positions’ profiles, a training strategy to professionalize OSNEs’ employees according to their responsibilities.
* **Pilot the strategy in Mexico City.** The Provider will be responsible of piloting the strategy with the employees of Mexico City’s OSNE.
* **Scale the strategy:** The Provider will implement the training strategy in other OSNEs out of Mexico City.

**Consultancy characteristics:**

* **Type of contract and modality:** Firm consultancy
* **Contract Duration:** 12 months
* **Location:** Mexico City, Mexico
* **Responsible Person:** David Kaplan, Senior Specialist (SCL/LMK), [dkaplan@iadb.org](mailto:dkaplan@iadb.org)

**Requirements:** Firm or team of consultants specialized in institutional development, labor intermediation services, capacity building, and training services.

**Consultancy 3:** Design of a strategy to generate partnerships between the National Employment Service and other public employment services in the Region

**Activities:**

* **Mapping of public employment services in the region.** The Provider will define relevant criteria to classify all public employment services in the region and identify those that can potentially establish a partnership with the SNE.
* **Identify relevant occupations.** For each potential partner, the Provider will identify occupations with demand for Mexican job seekers and define needed professional profiles.
* **Design a partnership model.** The Provider will be responsible of developing a coordination mechanism and operation model to facilitate SNE’s partnerships with other public employment services.
* **Pilot the model with one partner.** The Provider will be responsible of supervising and evaluating a pilot to refine the partnership model.

**Consultancy characteristics:**

* **Type of contract and modality:** Firm consultancy
* **Contract Duration:** 12 months
* **Location:** Mexico City, Mexico
* **Responsible Person:** David Kaplan, Senior Specialist (SCL/LMK), [dkaplan@iadb.org](mailto:dkaplan@iadb.org)

**Requirements:** Firm or team of consultants specialized in institutional development, labor intermediation services, capacity building, and training services.

**Component II – Evaluation and strengthening of the Youth Building the Future Program (JCF)**

**Consultancy 1:** Cost-Benefit analysis of the Youth Building the Future Program.

**Activities:**

* Present a description of JCF and conduct a literature review on existent evaluations of this type of program.
* Define the hypothesis, conditions, and methodology used for the cost-benefit analysis of the program.
* Present a detailed description of the benefits and costs of each component of the program.
* Estimate the net benefits and costs of the program.
* Develop policy recommendations based on the results.

**Consultancy Characteristics:**

* **Type of contract and modality:** Individual consultant/Lump sum
* **Contract Duration:** 2 months
* **Location:** Mexico City, Mexico
* **Responsible Person:**  David Kaplan, Senior Specialist (SCL/LMK), [dkaplan@iadb.org](mailto:dkaplan@iadb.org)
* **Requirements:** Consultants specialized in quantitative evaluation of social programs with a doctorate in economics or related discipline.

**Consultancy 2:** Design of a program to enhance training efficacy in firms participating in JCF.

**Activities:**

* Identify most needed skills among young people enrolled the JCF program according to firms.
* Develop a curriculum and materials to support skills’ development among young people enrolled in the program.
* Develop a train-the-trainers strategy and materials to support JCF tutors.
* Pilot the program in one firm.

**Consultancy Characteristics:**

* **Type of contract and modality:** Consultancy firm
* **Contract Duration:** 5 months
* **Location:** Mexico City, Mexico
* **Responsible Person:**  David Kaplan, Senior Specialist (SCL/LMK), [dkaplan@iadb.org](mailto:dkaplan@iadb.org)
* **Requirements:** Consultants specialized in training, education, skills, and curriculum development.

**Consultancy 3:** Assessment of young women labor participation

**Activities:**

* Conduct a literature review of existent programs intended to increase women’s labor participation.
* Conduct a quantitative analysis of existent National surveys to identify trends in young women’s labor participation in Mexico in the past 20 years.
* Conduct field visits to five firms participating in the JCF program to collect information about young women’s personal and professional dynamics.
* Develop policy recommendations to increase young women retention in the JCF program and their labor participation after their year in the program.

**Consultancy Characteristics:**

* **Type of contract and modality:** Consultancy firm
* **Contract Duration:** 6 months
* **Location:** Mexico City, Mexico
* **Responsible Person:**  David Kaplan, Senior Specialist (SCL/LMK), [dkaplan@iadb.org](mailto:dkaplan@iadb.org)
* **Requirements:** Consultants specialized in gender, evaluation of social programs, youth, labor policies. At least, one member of the team most have a doctorate in economics.

**Component III - Improvement of information and communication technologies (ICTs)**

**Consultancy 1:** Design of a matching model for the youth registered in JCF.

**Activities**

* Develop a taxonomy of training opportunities available in JCF, considering their occupational classification and associated skills.
* Develop a profiling instrument for the youth, based on their academic background, professional experience, interests, and geographical location.
* Develop an algorithm to match the youth with training opportunities offered by JCF.
* Train the algorithm.

**Consultancy Characteristics:**

* **Type of contract and modality:** Individual consultant/ Lump sum
* **Contract Duration:** 6 months
* **Location:** Remotely
* **Responsible Person:**  David Kaplan, Senior Specialist (SCL/LMK), [dkaplan@iadb.org](mailto:dkaplan@iadb.org)  **Requirements:** Bachelor’s degree in computing science or related field; b) experience with labor intermediation services; c) knowledge of artificial intelligence, big data, and Linux.

**Consultancy 2:** Development of protocols for an ethical use of technology in the JCF program.

**Activities**

* Map all the processes of the JCF platform.
* Analyze potential risks and violations to young people personal data privacy and rights.
* Develop a protocol for the JCF platform to ensure an ethical use of technology.

**Consultancy Characteristics:**

* **Type of contract and modality:** Individual consultant/ Lump sum
* **Contract Duration:** 3 months
* **Location:** Remotely
* **Responsible Person:**  David Kaplan, Senior Specialist (SCL/LMK), [dkaplan@iadb.org](mailto:dkaplan@iadb.org)  **Requirements:** a)Bachelor’s degree in engineering or related field; b) knowledge of security processes in new technologies; c) experience with ethics protocols.