

EMPLOYERS FEDERATION OF PAKISTAN

Building No. 2 Wallace Road Off Chundrigar Road, 74700, Karachi, Pakistan

TERMS OF REFERENCE

Rapid Labour Market and Baseline Assessment: Green Construction Workforce in the selected districts of KP

1. Background and context

The Employers' Federation of Pakistan (EFP), under an Implementation Agreement with the International Labour Organization (ILO), is implementing the first phase of the Recognition of Prior Learning (RPL) and National Skills Passport (NSP) initiative for Green Construction in Flood-Affected Districts of Khyber Pakhtunkhwa. This initiative is a component of the ILO Skills for Employment / Just Transitions Project (S4E-KP), funded by the Italian Agency for Development Cooperation (AICS).

Before RPL assessments can be designed and delivered at scale, the initiative requires a rigorous, evidence-based picture of the construction labour market across the four target districts.

This baseline serves a purpose beyond description. It establishes the zero-point reference against which the initiative's 6000 worker employment and income tracer surveys, conducted at 6 and 12 months after assessment, will be measured. Without a credible baseline of current wages, employment conditions, and worker profiles, the initiative cannot demonstrate the outcomes it is designed to achieve.

2. Support already provided by EFP

EFP has already prepared the following, so that the Consultant's task is to review, adapt, and administer rather than build from a blank page:

- A structured worker questionnaire and an employer/contractor interview guide, provided as Annex A and Annex B to these Terms of Reference. The Consultant is expected to review both tools, propose any adaptations needed for local context or trade coverage, and pilot-test before full deployment; not to design new instruments.
- An indicative sampling framework and minimum sample sizes by district, set out in Section 4 below, based on the initiative's district-level assessment targets.
- Field access and introductions in each district, facilitated through EFP's Field Coordinator and its existing relationships with KP-TEVTA, KP-TTB, and district employer associations (ABAD, PEC, PTC, and local Builders' Associations).
- Female mobilisers already engaged under the initiative's Gender Outreach and Mobilisation Plan, available to support access to women workers and the minimum 30% sample target.
- A short coordination briefing with the TVET Technical Advisor engaged in parallel under the same Implementation Agreement, to share overlapping district and sector information and avoid duplicate groundwork.

3. Objectives of the assessment

The assessment will achieve the following objectives within the assignment period:

- Establish a statistically credible baseline of current employment conditions, wage levels, and worker profiles among construction workers in the four target districts, disaggregated by sex, age, and disability status.
- Map skills demand among construction employers and contractors active in the four districts, including specific green construction and OSH competency gaps.

- Produce worker profile data, covering trade, years of experience, literacy, current income, formality status, and migration history, sufficient to inform trade prioritisation and district-level mobilisation planning.
- Establish the zero-point baseline for the initiative's M&E tracer system, against which 6- and 12-month post-assessment outcomes for 3,000 tracked workers will be measured.
- Deliver a rapid, field-validated report that can inform both the RPL Methodology Framework and the initiative's ongoing M&E reporting.

4. Scope of work

4.1 Tool finalisation and preparation

- Review the worker questionnaire (Annex A) and the employer/contractor interview guide (Annex B) provided by EFP; propose any adaptations needed for local trade coverage or district context.
- Ensure a minimum of 30% female worker representation.
- Pilot-test both tools with a small number of respondents in one district and finalise; recruit, brief, and train local enumerators.

4.2 Field data collection

- Recruit, train, and supervise local enumerators to administer the worker survey across all four target districts.
- Conduct key informant interviews with construction employers, contractors, and site supervisors, prioritising firms and sites active in flood-reconstruction work.
- Apply basic quality control measures: spot-checking of completed questionnaires, back-checks on a sample of respondents, and daily data review during the fieldwork.
- Maintain a clean, dataset with unique worker identifiers to support future linkage with the 6- and 12-month tracer surveys, subject to informed consent and data protection safeguards.

4.3 Analysis and reporting

- Analyse survey data to produce district-level and consolidated findings on worker profiles, wage levels, employment conditions, and skills demand.
- Disaggregate all findings by sex, age, and disability status where sample size permits.
- Identify trade-level skill gaps and green/OSH competency gaps to inform the RPL Methodology Framework and Training of Trainers curriculum being developed by the TVET Technical Advisor.
- Establish the baseline values for relevant M&E indicators, including current average wage and employment status of the worker sample, to serve as the zero-point for the 3,000-worker tracer system.
- Submit a draft Baseline Assessment Report to EFP for review, incorporate feedback, and submit a final version.

5. Deliverables and payment schedule

This is a deliverables-based contract. Payment will be made only upon EFP's written acceptance of each deliverable.

Del.	Deliverable	Content requirements	Due date	Payment
D1	Finalised tools and fieldwork plan	Comprising: • Adapted and pilot-tested worker questionnaire and employer/ contractor interview guide	10th September 2026	30% of total fee

		- Confirmed sampling approach and district-level sample sizes - Enumerator training plan and fieldwork schedule		
D2	Field data collection completed	Comprising: - Clean, worker survey dataset (min. 3000 respondents across 4 districts) - Employer/contractor interview records (min. 40 across 4 districts) - Quality control summary (spot-checks and back-checks completed)	15th October 2026	40% of total fee
D3	Baseline Assessment Report	A structured report (minimum 10 pages, draft acceptable) comprising: - District-level and consolidated worker profile findings - Wage levels and employment conditions by trade and district - Skills demand and gap analysis, including green/OSH gaps - Sex-, age-, and disability-disaggregated findings - M&E baseline values for the 3000-worker tracer cohort	30th October 2026	30% of total fee

6. Required qualifications and experience

6.1 Education

- University degree (Bachelor's minimum; Master's preferred) in Economics, Social Sciences, Statistics, Development Studies, or a closely related field.

6.2 Essential experience

- Minimum 3 years of experience conducting labour market assessments, household or worker surveys, or fieldwork-based socioeconomic studies in Pakistan; experience in Khyber Pakhtunkhwa or a comparable provincial context is an advantage.
- Familiarity with quantitative survey administration and standard sampling approaches for informal or hard-to-reach populations.
- Experience managing field enumerator teams, including training, quality control, and data management.
- Working knowledge of the construction sector, informal labour markets, or TVET/skills systems in Pakistan.
- Data collection experience using mobile survey tools, for example KoboToolbox, ODK, or SurveyCTO.
- Excellent written and spoken English required for reporting. Fluency in Urdu required; working knowledge of Pashto strongly preferred given the KP field context.

7. Application requirements

Interested candidates (individuals or small firms) should submit the following to EFP by 07th September 2026. Applications received after this date will not be considered.

- **Technical proposal (maximum 3 pages):** Understanding of the assignment; comments on the provided tools and any proposed adaptations; enumerator recruitment and quality control plan; risks to the timeline and mitigation measures.
- **Updated CV(s) (maximum 3 pages each):** Highlighting survey/assessment experience in Pakistan, KP-specific field experience if any, and names of two professional referees.
- **Financial proposal:** A lump-sum cost covering all expenditure for the assignment.
- **Sample work (maximum 1 document):** A previous labour market assessment, baseline study, or household survey report authored or co-authored by the applicant. This is a mandatory submission requirement.

Applications to be submitted by email to: project@efp.org.pk

Subject line: *Application: Baseline Labour Market Assessment Consultant*

8. Evaluation and selection

Applications will be assessed on relevant field experience, the quality of prior sample work, the soundness of the proposed fieldwork and quality control plan, and value for money. Final selection is subject to ILO written approval of the selected candidate's CV and Terms of Reference.