TERMS OF REFERENCE
FOR AN INDEPENDENT EXTERNAL CONSULTANT

Project topic: Building the capacity of employers' and business organisations (EOs) to support industry and services in the Adriatic region and the Balkans.

Organisation requesting the consultancy: The International Organisation of Employers (IOE)

Organisational Background: The International Organisation of Employers (IOE) is the largest network of the private sector in the world, with more than 150 business and employer organisation members. In social and labour policy debate taking place in the International Labour Organization, across the UN and multilateral system, and in the G20 and other emerging processes, the IOE is the recognised voice of business.

Background: The Adriatic Region Employers’ Center (AREC) was created in 2008 under the auspices of IOE with initial financial support from the Swiss Agency for development and cooperation. The purpose of AREC – which is also open to other business associations from the Balkans and Central Asia who share many similar challenges – was to promote cooperation and peer learning in the area of employment creation, economic growth sustainable development. However, AREC impact and activities have declined over time. It is essential for AREC to rebuild its capacity in key areas to effectively serve employers and societies in the region. This includes strengthening institutional capacity, advocating for an enabling environment for business to operate, enhancing understanding of the future of work and skills, addressing corruption and the informal economy, as well as engaging in collective bargaining and sectoral/company level social dialogue.

Aim: The aim of this consultancy is to obtain an outcome research document that can be utilised by employers’ and business organisations in the AREC region to:

▪ Facilitate peer learning
▪ Support EOs in strengthening their service offers to member companies
▪ Strengthen EOs’ capacity to engage in policy exchanges
▪ Support EOs in accessing funding in order to enhance their advocacy work

Description of tasks:

▪ Provide an overview of the impact of COVID-19 on industry and services in countries covered by AREC;
▪ Document the role of employers’ organisations in combating the consequences of COVID-19 on the economy and identify best practices if any;
▪ Provide guidance on the ways AREC can effectively represent employers’ and business organisations and what it needs to be able to do so;
▪ Review recommendations from international institutions to improve business environments (IOE, OECD, ILO, BUSINESS EUROPE, etc.).
Examine funding possibilities from multiple institutions to support in building the capacity of employers’ and business organisations in the AREC region.

**Target audience:**
- Employers’ and business organisations from the Adriatic region, the Balkans, and EU Neighbourhood
- The International Organisation of Employers

**Timing and deliverables**
- Outline to be ready for digital discussion on 1st October 2020
- The draft will be populated with the inputs received in October
- Final document to be provided by February 2021
- Final document to be presented during a face-to-face or digital meeting (date to be defined)

**Required competencies**
- Excellent Serbo-Croatian and good English.
- Local or regional consultant is preferred
- Knowledge of the business context in the region is essential
- Knowledge of employers’ and business organisations is preferred
- Knowledge of Slovenian or Albanian would be preferred but not essential.

The consultant will be asked to demonstrate previous work as well as provide recommendations

**Budget and Payment**
Kindly send us your budget/salary expectations.

**Application information**
You may send your updated CV and financial quote to: projectprocurement@ioe-emp.com to the attention of Ms Caroline Balikungeri.
The subject of your email should clearly indicate: AREC – YOUR NAME
Deadline 15 September 2020