Terms of Reference – IT Consultant for Job Placement Platform

Deadline: 5th of May, 2025

1. Introduction:

1.1 Background:

The project "Promotion of Employment and Socio-economic Development Opportunities through a better quality TVET System in Sharkeya" (PESDO) is part of the Multi-Educational Programme for Employment Promotion in Migration-Affected Areas, implemented by AICS in Egypt and funded by the EU Emergency Trust Fund. PESDO aims to address the root causes of youth emigration from Sharkeya Governorate by enhancing the local Technical and Vocational Education and Training (TVET) system. The project leverages the expertise of the Don Bosco Technical Institute of Cairo (DBTIC) to improve the efficiency and effectiveness of TVET and increase employability and self-employability of graduates. A key component of the project is the development of market-driven vocational training paths, particularly in the industrial and energy sectors, at the 10th Ramadan City VTC, focusing on sustainable resource management and renewable energy systems.

1.2 Purpose:

The purpose of this consultancy is to support the launch and maintenance of a platform dedicated to 2,500 students for the 10th Ramadan VTC. The platform managed by 5 Job Placement Officers aims to facilitate the students' access to decent job opportunities through partnerships with local companies, aligning with the project's objective of enhancing graduate employability. The IT consultant will ensure the platform's efficiency before the final submission from the software development company, which is currently at the second draft of the platform, maintain its functionality, troubleshoot issues, and train JPO officers on its operation.

The specific services provided by the contracted software development are the following:

Platform Development

Profile Creation & Management

- Student Profiles: Students will create profiles with personal information such as Name, Date of birth, Age, Gender, ID, address and Location, Contact information, experience, and qualifications. Additionally, there will be a section for the job roles the students are seeking, and the status of the vacancies they have applied for. Profiles can be completed by students themselves or by JPOs if needed. The platform should include sections for students to upload relevant documents and certificates.

- Company Profiles: Companies will create profiles, upload necessary documents for verification, and post job vacancies. Profiles will include company information, and the company can modify certain sections (e.g., description, location), while others require JPO (admin) approval. The number of applications for each vacancy published should also be included.
- Admin Profiles (JPOs): JPOs will have a comprehensive admin profile with functions including creating student profiles, approving modifications to profiles, verifying company information, managing job postings, and tracking applications. Additionally, access to backend data will be provided to extract critical statistics, including the number of vacancies, the most in-demand jobs, the most accepted educational specializations, sectors that are particularly attractive to males and females, and the most sought-after skills.

Search & Filter Functionality

The platform will include advanced search filters for both students and companies to refine their searches by criteria such as age, experience, sector, job type, location, and salary range.

Admins should be able to extract Excel sheets containing information regarding companies and students directly from the platform.

Job Matching & Notification System:

- Companies can express interest in students by clicking an "I am interested" button, which will notify JPOs to facilitate contact between the student and the company.
- Students can apply for job vacancies, triggering notifications to the company and JPOs. The system will confirm the application to the student through their profile.
- Notifications will also be sent to JPOs when companies post new vacancies or update profile information.

Platform Accessibility:

The platform will primarily function online but will include offline capabilities for JPOs to register students when internet access is unavailable.

Visual & User Interface:

The platform will open with a horizontal toolbar featuring information about the center, courses, services, and other relevant content. The main page will include buttons for "I am a student," "I am a company," and "I am an administrator (JPOs)." Collaboration with the graphic design team will ensure the platform is visually appealing and user-friendly.

Domain & Hosting:

The platform needs to be developed under a domain that will be purchased for life, and it should be included and specified in the financial offer

2.Scope of Work

2.1 Tasks and Responsibilities:
- Actively coordinate with the contracted software development company.
- Oversee the final stages of platform development and launch
- Identify and resolve technical issues promptly.
- Manage the database of the platform users and report it to the project manager.
- Develop and deliver training sessions for JPO officers on platform operation.

2.2 Deliverables:
- Nr. 1 assessment of the second platform draft with the company in charge of the Platform creation before the final submission to be submitted as a written report;
- At least 3 meetings with the company in charge of the Platform creation before the final submission to confirm that the necessities raised during the assessment have been implemented;
- 5 meetings of 2h each with the JPO officers in the 10th of Ramadan VTC for the functioning of the platform;
- Draft of a comprehensive guide for the 5 JPO officers.

2.3 Duration

The consultancy is expected to last one month until May 31st, 2025.

3. Consultant Qualifications

- A minimum of 3 years of experience in IT consultancy, with a focus on platform development and maintenance.
- A Bachelor's degree in Computer Science, Information Technology, or a related field.
- Certifications would be advantageous.
- Strong technical skills in web development and database management.
- Excellent problem-solving and analytical skills.
- Excellent training and communication skills, with the ability to explain technical concepts to non-technical stakeholders.

4. Reporting and Supervision

The consultant will report to the Project Manager of PESDO. Weekly progress updates are required.

5. Application Process

- Interested consultants should submit their technical and financial offer along with CV.
- Applications should be emailed to alice.salvadego@donboscomor.org with a subject of "IT Consultant_Vacany" and add assistantpm.pesdo@donboscocairo.org in cc.
- **Deadline of submission is the 5ᵗʰ of May 2025, at 5.00 PM (Cairo time).**

6. Technical Offer

The technical offer must include the following:

a.   "Technical proposal" highlighting the tenderer's reflections on the TOR of the Request for Services (not simply repeating the TOR).

b.   Completed and signed Annex 1: IDENTIFICATION FORM NATURAL PERSON https://wikis.ec.europa.eu/spaces/ExactExternalWiki/pages/152798822/Annexes?preview=/152798822/152800140/b8j3_annex_vi_ifind_en.pdf

7. Financial Offer

a.   Financial offer signed and dated.

Payments under this contract will be made in EURO or EGP currency according to the bank account provided by the contractor.

The project is exempted from VAT.

*** End of the ToR***