**Terms of Reference (ToR) for Junior Labour Market Research Specialist (May – June 2025) (20 wd)**

**Supporting the International Expert in Skills Foresight Implementation (Activity 2.3.2.2)**

**Background**

The Quality Education Support Programme II (QESP II)[[1]](#footnote-1) aims to improve the Labour Market Information System (LMIS) in Tajikistan by enhancing evidence-based skills forecasting and aligning workforce development strategies with economic trends. As part of Outcome 2, the Skills Foresight initiative plays a critical role in connecting skills demand with education and training programs.

The Skills Foresight implementation (Activity 2.3.2.2) is designed to support Tajikistan’s economic and social development goals by identifying future skills needs in targeted sectors. This aligns with the National Strategy for Education Development (NSED) 2021-2030 and supports the Ministry of Labour, Migration, and Employment (MoLME) in preparing sectoral foresight strategies.

**Objective**

The **Junior Labour Market Research Specialist** will provide critical support to the **International Expert (INKE Cleofe Guardigli)** during the implementation of the **Skills Foresight Study**. The Specialist’s role will focus on:

* Organizing meetings and consultation events.
* Translating documents from **English to Tajik** and **Tajik to English**.
* Providing translation and logistical support during stakeholder meetings and workshops.
* Preparing comprehensive reports on meetings, workshops, and consultation events.
* Ensuring consistent communication with project stakeholders, including MoLME, MoES, and other partners.

**Scope of Work**

The **Junior Labour Market Research Specialist** will perform the following tasks:

**1. Administrative and Logistical Support**

* Organize logistics for meetings, workshops, and consultation events.
* Ensure meeting materials, agendas, and documents are prepared and distributed in advance.
* Support international experts in scheduling, participant coordination, and venue arrangements.
* Maintain accurate records of participant attendance and engagement during events.

**2. Translation and Interpretation**

* Translate documents, presentations, and reports prepared by the international expert from **English to Tajik** and **Tajik to English**.
* Provide real-time interpretation during meetings, workshops, and consultation events to ensure clear communication between stakeholders.
* Assist the international expert in preparing culturally appropriate materials to facilitate stakeholder engagement.

**3. Meeting and Workshop Support**

* Assist in preparing presentations, handouts, and visual aids for meetings.
* Provide on-site support during events, ensuring that logistical issues are managed smoothly.
* Take detailed notes during meetings and consultation events to support reporting.

**4. Reporting and Documentation**

* Draft comprehensive reports summarizing the content, outcomes, and recommendations from each consultation event and workshop.
* Ensure that all stakeholder feedback and meeting outcomes are accurately documented for follow-up actions.
* Assist the international expert in compiling a **Consultation Meeting Report** for each key milestone.

**5. Stakeholder Communication and Coordination**

* Act as a primary point of communication between the international expert and local stakeholders, including MoLME, MoES, the Agency of Statistics, and employer associations.
* Ensure that stakeholders are well-informed about upcoming activities and their roles in the Skills Foresight process.

**Expected Deliverables**

The **Junior Labour Market Research Specialist** will contribute to the following deliverables:

| **#** | **Deliverable** | **New Deadline** | **Contribution** |
| --- | --- | --- | --- |
| 1 | Translation of the **Recommendation Paper on Sectoral Focus** | **15 May 2025** | English-Tajik and Tajik-English translation |
| 2 | Support in organizing 3rd Consultation Meeting | **20-21 May 2025** | Meeting setup, translation, and logistical support |
| 3 | Preparation of detailed **Meeting and Workshop Reports** | Ongoing | Summary of discussions, outcomes, and stakeholder feedback |
| 4 | Translation of the **Report on Required Changes in Future Skills** | **18 June 2025** | English-Tajik and Tajik-English translation |
| 5 | Support in organizing the **4th Consultation Meeting** | **22-23 June 2025** | Meeting setup, translation, and logistical support |

**Timeline and Milestones**

| **Task** | **New Timeline** |
| --- | --- |
| Support for the 3rd Consultation Meeting | 20-21 May 2025 |
| Support for the 4th Consultation Meeting | 22-23 June 2025 |
| Preparation of Meeting Reports and Documentation | Ongoing throughout the period |

**Key Performance Indicators (KPIs)**

* Successful organization of **three consultation events** with full logistical support.
* Completion of translation of key documents including:
  + **Report on Identification and Classification of Trends**
  + **Recommendations Paper on Sectoral Focus**
  + **Report on Required Changes in Future Skills**
* Submission of comprehensive reports for all meetings and workshops within **3 working days** following the event.
* Effective communication and coordination with stakeholders to ensure active participation in meetings.

**Required Qualifications**

* Bachelor’s degree in **Economics**, **Labour Market Studies**, **Social Sciences**, or a related field.
* At least **2 years of experience** in project support, translation, or administrative roles.
* Demonstrated ability to translate complex technical documents between **English** and **Tajik** accurately.
* Strong organizational skills and experience in supporting multi-stakeholder events.
* Familiarity with labour market and skills forecasting concepts is desirable.
* Excellent communication and interpersonal skills to liaise effectively with government agencies and international experts.

**Reporting and Supervision**

The **Junior Labour Market Research Specialist** will report directly to the **International Expert (INKE Cleofe Guardigli)** and work closely with the **Labour Market Specialist (NNKE Loiq Mirov)**. Regular updates will also be provided to the MoLME to ensure alignment with national priorities.

**Application Procedure**

Interested candidates should submit:

* **CV** with relevant experience.
* **Cover letter** outlining suitability for the role.
* Two professional references.

Applications should be sent to [**loiq.mirov@eductrade.com**](mailto:loiq.mirov@eductrade.com) by **12/05/2025**.

**Conclusion**

The **Junior Labour Market Research Specialist** will play a vital role in ensuring smooth communication, documentation, and coordination of the Skills Foresight activities. By supporting the international expert and facilitating stakeholder engagement, the Specialist will contribute directly to strengthening Tajikistan’s LMIS and advancing skills development strategies for future economic growth.

1. https://maorif.tj/projects/qesp2/news [↑](#footnote-ref-1)