

HUMAN DEVELOPMENT SERVICE DELIVERY PROJECT (HSDP)
TERMS OF REFERENCE
CONSULTANCY FOR TRACER STUDY
Youth and Adults Training for Employment (YATE)
SVG-HSDP-CQS-6

1. Background

The development of the Technical and Vocational Education and Training (TVET) sector in St. Vincent and the Grenadines (SVG) has become a strategic priority for the Government. The significant skills deficits within the economy and labour market points to then end to expand access to training in a range of occupational areas and certify persons for employment. However, one of the key issues to be addressed is the relevance of the training system to meet the skills needs of the labour market, by providing adequate numbers of certified persons in vocational programmes that are aligned to the employment needs of the economy.

The Government of St Vincent and the Grenadines (GOSVG) is committed to providing opportunities for appropriate training and certification in a range of occupational areas to produce a sustainable, efficient and productive workforce. To this end, GOSVG has adopted Competency Based Education, Training and Assessment (CBETA) and Caribbean Vocational Qualifications (CVQ) framework as the principal means to enhance the relevance of training and to certify skills for employment. GOSVG is promoting a TVET system that is to be inclusive, demand-driven, and competency-based.

In 2017 The Government of St. Vincent and the Grenadines (GOSVG) signed an agreement with the World Bank (WB) to finance the Human Development Service Delivery Project (HSDP). The project is estimated to cost US\$10.7 million and is 100% Bank funded. The Government will provide in-kind contribution to support the successful execution of the project.

The HSDP Project is structured around four components. The first component will provide support for pedagogy for basic and special needs education; the second component will build responsive social protection service delivery systems; and the third component will strengthen labour market systems and improve skills training for poor and vulnerable populations. The fourth component will support project implementation, monitoring and evaluation. The third component is focused on addressing the support to the Technical and Vocational Education Certification Framework and is a direct response to the GOSVG focus on TVET. Specifically, this sub component with an overall commitment of US\$3.36M will help the National Qualifications Department (NPD) strengthen the certification framework by financing technical assistance, investments, and training to fill remaining gaps in service delivery. This will include: (i) expanding access to training for poor and vulnerable youth and adults, and (ii) enhancing the system's capacity for TVET delivery through improving the learning environment and TVET delivery in selected secondary schools and improving human resource capacity for TVET training and administration.

2. Context for Assignment

This Assignment is focused on sub component 3.1.1 of the HSD Project, *Expanding Access to Training for Poor and Vulnerable Youth and Adults*. This Sub-component will train a cohort of approximately 1,000 poor unemployed youths and adults in Caribbean Vocational Qualification (CVQ) Level I unit programs to provide quality, competency-based certification consistent with labour market needs. Training will include a combination of competency-based technical training, core-skill training, applied learning and simulation activities, individual career guidance, and interview coaching sessions. The National Training Agency will develop the curricula based on CVQ occupational standards, which will allow trainees to obtain regionally recognized certification at the end of their training. The training will take place at the four-major public TVET institutions in SVG.

This training program under this Sub-component is called the Youth and Adults Training for Employment (YATE) Programme. It will provide competency-based technical training, core-skill training, applied learning and simulation activities, individual career guidance, and interview coaching sessions consistent with labour market needs¹. Training will employ incentives to encourage female participation and prioritize participation of the poor, with a share of beneficiaries to be referred from the Public Assistance register. Each training session will run for four hours per day, four days a week, for twelve weeks. Each week will include a combination of competency based technical training with literacy, numeracy and entrepreneurial skills, life skills training, and individual career guidance and coaching sessions.

The objectives of YATE are to enable poor and unemployed youth and adults to acquire technical and employability skills necessary to function in entry-level employment or acquire the prerequisites for further employment-related training. Following completion of in-class training, trainees will participate in at least three-week work attachments within two months of completion of the 12 weeks training. They will participate in two days of engagement with the trainers, one day prior to placement and day after their attachments/internships with employers. It is projected that there will be a total of 9 Cohorts with an average of 150 participants in each Cohort

It is expected that as part of the training, these institutions will secure internship programs with local employers and agencies for trainees. A tracer study will be conducted at the beginning of the project to analyze the labor outcomes of graduates from previous trainings to improve training design.

3. Objectives

To determine the impact that participation in the YATE Programme has had on the economic and social quality of life of graduates from the training programme the project requires a series of tracer studies on 2 Cohorts of YATE Participants.

¹ Some of the main programs are expected to be Electrical Installation, Plumbing, Data Operations, Food Preparation, Food and Beverage, Cosmetology, Auto Mechanics, Data Operations, Welding, and House Keeping.

Specific Objectives of the study are to:

- 1) Identify the employment and income status of YATE Participants at the start of their training
- 2) Track and monitor participants employment and income status following YATE Training
- 3) Map the job history/enterprise start-up of YATE graduates and identify the challenges for sustainability in jobs
- 4) Access the views and satisfaction level of the employers on skills, aptitude and attitude of YATE graduates
- 5) Assess the social-economic impact of the YATE training on graduates and their families
- 6) Identify the social and economic 9i) enables and (ii) barriers facing graduates in securing valued employment
- 7) Explore the gap of the YATE Programme vis a vis industry requirements
- 8) Identify the efficiency, relevance and quality of the YATE programme

4. Scope of Work

The scope of work will include the following but is not limited to:

- 1) Develop appropriate methodology for the tracer study which would include baseline and monitoring and tracking graduates over a period of 6-12 months following end of training;
- 2) Develop survey instruments, stakeholder interview guide and a toolkit for Focus Group Discussions (FGD);
- 3) Provide data collection and data entry services for all field work;
- 4) Collect data and Trace graduates from two selected cohorts;
- 5) Receive feedback from YATE Participants on the training provided and their perception of employability as a result of training;
- 6) Evaluate employment and income status of graduates considering access to a decent job;
- 7) Evaluate employer satisfaction on the performance of the graduates;
- 8) Employer the challenges for sustainability of employment and career progressions of the graduates as a result of the training;
- 9) Evaluate socio-economic changes of graduates and their families;
- 10) Assess Value for Money of skills and job placement;
- 11) Provide data driven recommendations for improving the employment opportunities and competency of the YATE graduates and YATE program design.

5. Methodology

The consultant/firm is expected to use both quantitative and qualitative data collection techniques to undertake this assignment. This would include baseline survey, beneficiary satisfaction/performance survey, focus groups and stakeholder interviews. The population of the study is an estimated 300 participants, a combination of participants from two selected cohorts.

Specifically:

- 1) The consultant will be first expected to conduct a baseline survey of all participants and an exit survey at the time of graduation for both cohorts being considered for this assignment
- 2) The consultant/firm will then through an agreed sampling methodology select a sample of graduates for monitoring for a period 6-12 months, the sampling will be expected to ensure gender representation, area of vocational study, performance during the programme and institution attended.
- 3) The consultant/firm will conduct scheduled interviews with stakeholders including parents, graduates, employers and instructors.
- 4) The consultant will be expected to conduct secondary research including any review of labour market studies, reports prepared by instructors and life skills trainers.
- 5) Data collection should be digital where possible to ensure efficiency and quality control.

Ethical considerations: The Consultant is expected to follow ethical standards for research and data collection. As a required minimum the research should 'do no harm'.

6. Time Frame of Research

The assignment is expected to be conducted over a s eighteen month period from November 1st, 2020, The Consultant will be required to provide an in country team to support data collection at required intervals.

7. Procurement Selection Method

The assignment is for a firm/team and the procurement selection method will Consultants' Qualification Selection Method (CQS).

8. Deliverables for Assignment

The following reports will be submitted by the consulting firm in soft and hard copies:

- Convene a **Briefing Meeting** with Client's Team within **7 calendar days** after the contract is signed. The objective of this meeting is to review the TOR and establish a common understanding about the contract's objective. Among the topics for this meeting will be the Client's goals and expectations for the work, a preliminary discussion of the proposed methodology, review of project schedule, and administrative details related to reports and ongoing communication.
- Inception Report detailing
 - General observations of the monitoring records of YATE Participants,

- o Revised technical approach and methodology to/for assignment
 - o A revised work plan which will indicate inputs required from NQD.
 - o Final approach to the sampling process to select participants to be included in the Tracer Study, inclusive of recommendations of number to be tracked for each cohort.
 - o Draft Survey instrument and data collection tools proposed for the baseline and follow up of selected participants,
 - o A Data Analysis Plan shall specify the methods by which data collection will occur, and from whom, including a timetable for any development, **pre-testing and revision of data collection instruments. Both quantitative and qualitative research and analysis is to be undertaken for this assignment.** The Data Analysis Plan shall include a description of the data and its sources required to complete the analyses.
 - o The FGD toolkit and the structured instrument for stakeholder interviews.
- An Interim Report on the baseline study for each of the two cohorts tracked in the tracer study, the report would include triangulation of focus group feedback, elite/stakeholder interviews and quantitative data.
 - Quarterly tracking reports for the first and subsequently second cohort being monitored. This would include recommendations to address issues observed from the ongoing monitoring of participants post training and internship;
 - Twelve months following start of the consultancy host a stakeholder engagement session to present findings, receive feedback and make recommendations for improvements in the delivery of the YATE Programme;
 - A combined Draft Final report of for both of the cohorts being monitored;
 - Stakeholder presentation on findings from the combined Draft Final report.
 - Final Report after integrating feedback from workshop including a Power Point presentation which can be used by the Project; and
 - Complete data base in soft copy inclusive of recordings from FGDs.

9. Qualifications & Work Experience

a) The Firm should have a minimum of the following:

General Experience

A minimum of eight (8) years demonstrated competence in conducting similar consultancies in this field by submitting a list of clients with a brief description of services provided (dates of consultancies must be included). Information should include data on the following:

- Evidence of field work for monitoring and evaluation of social development projects
- Use of triangulated qualitative and quantitative research methodologies
- Countries research conducted in.
- Report preparation for Government Agencies or International organizations.

Specific Experience of Firm

At least three(3) similar consultancy assignments previously undertaken (briefly state the project objectives and outline the consultancy services provided (dates of consultancies must be included) Information should include data on the following:

- Type and duration of each assignment
- PLA and other participatory research methodologies utilised
- Data Analysis tools used.
- Countries research conducted in'
- If assignment included working with vulnerable populations – unemployed/underemployed youth and young adults male and female, persons with disabilities

Monitoring and evaluation of training and placement projects.

b) A multi-disciplinary team will be required to undertake the assignment. The Consultancy firm's team should possess at the minimum the following qualifications and work experience in two of the proposed team members.

i) The **Lead Researcher/Consultant** should possess:

- o An Advanced Degree in a related Social Science Discipline such as Community Development, Public Safety, Development Studies, Social Policy, Behaviour Change and Sociology or Social Work
- o At least seven (7) or more years' experience working on similar assignments requiring:
 - Design and implementation of tracer studies within the context of programmes for the education and/or employment of youth/young adults/vulnerable populations Inter-agency partnerships at the community/organizational level
 - Designing and managing monitoring and evaluation of policies and programmes
 - Use of triangulated qualitative and quantitative research methodologies
 - Report preparation for Government Agencies or International organizations.
 - Statistical Package for Social Sciences (SPSS) Proficiency in Microsoft Word, Excel, and Access.
 - PLA and other participatory research methodologies

o Knowledge and experience of vocational training and job placement programmes would be an asset.

ii) Team Member, Social Development/M&E Specialist should possess:

- o A minimum of a First Degree in related Social Science Discipline such as Statistics, Economics, Business Analytics, or a related field.
- o Knowledge and at least four (4) years' experience with the following:
 - PLA and other participatory research methodologies
 - Conducting qualitative and quantitative research with vulnerable populations.
 - managing field teams conducting quantitative research

- Knowledge and experience with the required techniques, approaches, software tools and methodologies for effective application of socio-economic cost benefit, sensitivity and risk analyses

iii) Team Member, Data Collection & Data Analyst

- A minimum of a First degree in related Social Science discipline
- Knowledge and at least 3 years' experience in the following:
 - Survey design
 - Training and managing data collection teams
 - Managing the preliminary review of data
 - Conducting stakeholder interviews