

**SAINT VINCENT AND THE GRENADINES  
HUMAN DEVELOPMENT SERVICE DELIVERY PROJECT**

**MINISTRY OF NATIONAL MOBILISATION, ETC  
TERMS OF REFERENCE FOR TRACER STUDY  
SVG-HDSD-CS-INDV-27**

## **1.0 Background**

The Ministry of National Mobilisation, etc. (MoNM) has received financial support from The World Bank towards institutional strengthening of MONM, and intends to apply part of the proceeds towards payments under the contract for hiring the services of an individual consultant to undertake an evaluation of vocational skills training programmes conducted by the Ministry supported through a World Bank-loan and formal trainings conducted in the Technical Training Institutes (TTIs).

The TTIs have produced graduates in various occupational fields. Apart from these formal training programmes, the MONM has trained many Vincentian youth through various alternate modes of training such as, Apprenticeship Training Programme, Special Skills Development Programme, Special Training Programme for School leavers, etc. in partnership with the public and private training providers. A comprehensive tracer study for training evaluation has not been conducted so far.

Further, with increasing demand for skilled workers due to rapid economic growth of various sectors, the Ministry's objective is to increase access to quality Technical and Vocational Education and Training (TVET) through expansion of intake capacity of existing public institutes, diversification of courses and offer ad hoc demand based programmes as per the needs of the economy. Therefore, it is an opportune time to assess the relevance and impact of current courses in meeting the labour market needs and the success in preparing trainees adequately for the job market and also to understand the future training needs of the country to meet the changing needs of the labour market.

## **2.0 Objective**

The overall objective is to evaluate the impact of the training programmes on the graduates and the training relevance to job markets, and to assess the employment status of the graduates.

More specifically, this study/evaluation shall include, but not necessarily limited to, the following objectives:

- a) To assess the impact of training programs conducted under the World Bank-loan;
- b) To assess the impact of Competency based Training (CBT) and formal courses conducted by the TTIs.

- c) To assess the performance of graduate who had undergone CBT and awarded National Certificate (NC);
- d) To identify gaps still remaining in the trainings offered;
- e) To make recommendations for future training programs, including higher level programmes and fields of training.

### **3.0 Purpose of the Consultancy**

The Tracer study Consultancy is intended to cover mainland St. Vincent and the Grenadines. All relevant stakeholders (relevant government officials and representatives, target CSO's, community members, local partner NGO, & children) who participated in the implementation of the project will also be consulted. The Tracer study evaluation is expected to provide information that enables targeted evaluation and help the MONM to develop future strategies to further improve their programme interventions.

### **4.0 Scope of the Services**

The Tracer study will assess the employment status of graduates of TTIs, since 2008 and skills development programmes implemented by the MONM with support from the World Bank. The study will focus on the following:

- Information on the employment status of the graduates;
- Relevance of trainings offered by the institutes;
- Results on Employers' satisfaction with the graduates;
- Results on the performance of graduates who had undergone CBT;
- Recommendation on the future training areas to meet the needs of the labour market;
- Recommendation on the school to work transition programmes while at school and during training;
- Recommendations on strengthening linkages between employers and training institutes;
- Recommendation on the introduction of higher level course (s) and National Diploma Courses;
- Any other information that may be relevant toward enhancement of training programmes and services of training providers.

### **5.0 Qualification of the Consultant**

1. Minimum of a Master's Degree in Education, Social Science/Economics, or other appropriate subject area

2. Knowledge and experience of planning, designing, managing, and evaluating vocations skills/training programs;
3. Experience in developing and implementing training needs assessment and tracer studies;
4. At least 5 years of experience in quantitative research;
5. Should have undertaken similar study in the past and it must be authenticated with certificates or reference letters;
6. Excellent report writing skills.

## **6.0 Reporting**

For the duration of the assignment, the selected Consultant will be provided by the Ministry of National Mobilisation, Social Development, etc. with access to the data from internal management system and venue for meetings/workshop under this assignment.

The staff of Social Assistance Policy Department will:

- a) Provide coordination support (workshops, roundtables with decision makers, public events, etc.) and/or other inputs, as needed;
- b) Identify the need and coordinate the consultation/discussion of the product with key stakeholders within the ministry etc. to create an effective participatory environment.

The consultant will report to the Social Policy Department and seek guidance on any substantive issue from the Head of Department. Any administrative issues should be addressed to the Project team.

## **7.0 Deliverables**

The evaluation of the training programmes will be based on 1) desk study/ review of existing relevant data/ documentation 2) field survey/interview of a representative sample of graduates and employers 3) followed by its analysis of the data, presentation and preparation of report. More specifically the Consultant will be required to submit the following reports:

- An Inception Report
- An Interim Report laying out the research methodology complete with interview guides / questionnaires, sample size determination ensuring that the sample is representative of the trades/courses undertaken, gender, institutes, etc., etc.
- A Draft Final Report with preliminary data analysis including inter alia, identification of the locations at which graduates are employed; graduates' satisfaction of relevance of course content and other relevant information and employers' satisfaction of graduate's performance and other relevant information;
- A Final Report incorporating stakeholder comments on the Draft Final Report