

TERMS OF REFERENCE (TOR)

LOCAL SERVICE PROVIDER (LSP) FOR ASSESSMENT OF EFFECTIVENESS OF YOUTH INTERNSHIP AND EMPLOYMENT IN MOYO, OBONGI, MADI OKOLLO, TEREKO DISTRICTS, WEST NILE REGION, UGANDA.

BACKGROUND:

Security, Protection and Economic Empowerment in Uganda (SUPREME) is a 4-year program funded by the European Union (EU) and Co-funded by Embassy of the Kingdom of Netherlands (EKN) for SNV Project activities only. The project is implemented by a consortium of 4 development organisations i.e., SNV Netherlands Development Organisation, World Vision UK, ZOA and RICE West Nile targeting 25,000 beneficiaries overall both refugees and host communities in the 4 districts of Madi Okollo, Terego, Moyo and Obongi.

The goal of the program is improved economic well-being of refugees and host community which is to be realised through increased access to decent employment and economic opportunities for both the refugees and the host community.

The project has 3 distinct but complementary output areas:

output 1: Financial inclusion and social cohesion among refugees and host communities

output 2: Sustainable agricultural value chains and non-agricultural enterprises developed.

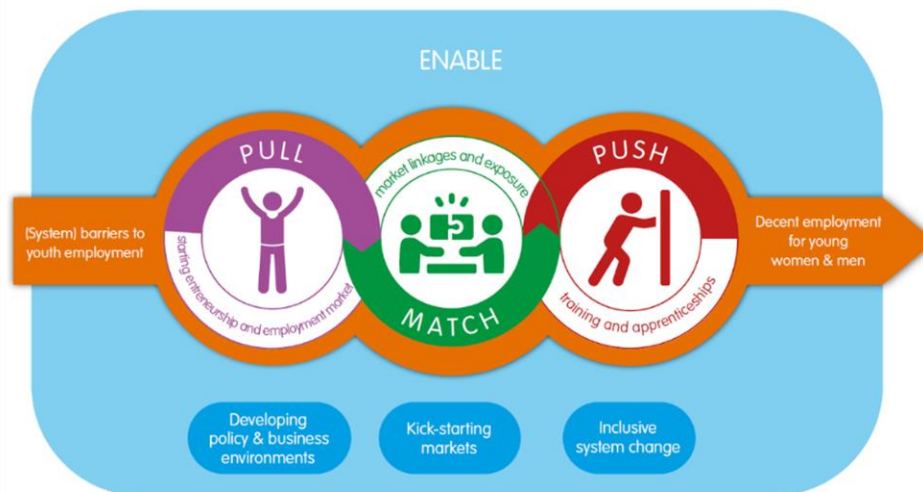
output 3: Young women and men (aged 18-30 years) from refugees and host member households linked to private sector employment.

SNV has been implementing output 3 that targets to link 2,000 young men and women (18-30 years) who are both refugees and host community to private sector employment opportunities. This is done through skills training, job internship and enterprise skills training in partnership with BTVETs and private sector actors.

SNV Youth Employment and Enterprise Development (YEE) approach.

The implementation of the SUPREME program component 3 is based on the SNV "Opportunity for Youth Employment (OYE)" model, currently known as the "Youth Employment and Enterprise Development (YEE) approach. Through the OYE/YEE model, SNV recognises that youth unemployment and underemployment are major obstacles to human and economic development and that unemployment is more prevalent among young women. To give young women and men access to improved livelihoods, SNV's Youth Employment and Enterprise Development strategy, applies a market systems development [approach](#) **Push, Match, Pull, Enable (P-M-P-E) to contribute to systems change**. The *Push* trajectory focuses on youth skills development and capacity strengthening of local service providers and institutions. The *Match* trajectory facilitates access to finance and market access for sustained economic opportunities in agriculture and related value chains and with private sector firms. The *Pull* component stimulates private sector engagement and the provision of business development services, including mentoring and coaching for young agripreneurs. Finally, the *Enable* component allows for the identification of systemic barriers; [evidence-based policy dialogue and influencing](#). This *Enable* component also involves engagement with the key stakeholders and related market support functions to share good practices and to sustainably contribute to a conducive environment that supports young people's entry into the workforce and enterprise development.

Illustration of the SNV Youth Employment and Enterprise Development (YEE) model



With this background, SNV would like to identify a potential local service provider (LSP) to assess the effectiveness of the vocational youth skilling, internship placement and employment linkage with the private sector actors. The key consumers for this assessment are the donors-European Union and Embassy of the Kingdom of Netherlands, SNV, and Consortium Partners (World Vision UK, ZOA, RICE West Nile), and government.

Project Context and Key Progress To date

From the beginning of the project SNV conducted "gender inclusive, marketable, and green labour and employment opportunities assessment" and identified top ten (10) trades/occupations where there was demand for non-formal skilled workers but where there are no or limited formal vocational training opportunities. These occupations include:

1). Tailoring and garment design, 2). Hairdressing/Saloon, 3). Welding and metal design and fabrications, 4). Mechanics for motorcycles repairs 5). Carpentry, Joinery, and wood works, 6). Poultry farming, 7). Horticultural farming, 8). Block laying and concrete practice, 9). Bee farming/ honey value addition, 10). Bakery. A baseline evaluation was conducted, and key finding revealed that a total of 16% of youth employment in the 4 targeted districts.

It then profiled a total of 1000 youth in cohort 1 and enrolled 986 youth (F-54%, M-46%); (refugees-32%, host 68%) for vocational skills training for a period of 3 months (short technical training (STT)). There was development of manuals and curriculum for life skills and leadership training and entrepreneurship & business skills training followed by Training of Trainers (TOTs) of mentors for delivery of training to profiled youth. A total of 917 youth successfully completed soft life skills and leadership skills prior to enrolment in the vocational/technical skills training. A total of 873 youth (266 refugees, 607 nationals) successfully obtained DIT certificates. Further SNV worked with Directorate of Industrial Training (DIT) – MOEs to strengthen capacity of 56 instructors & principals of vocational training institutions on content delivery of national curriculum called "Assessment and Training Packages" (ATPs) for the top ten (10) trades. It then mapped, trained, and attached the youth to 100 private sector employers (8 refugees, 90 nationals) where they further did on-the-job skilling based on learn-work model. A total of 690 youth (224 refugees, 466 nationals) successfully completed internship with the private sector employers.

Purpose of this assessment

The purpose of this assessment is to establish the effectiveness of the youth skilling approaches (both occupational and life skills) and, private sector internship and employment linkages. The ultimate result of this assessment is to establish whether half of the skilled youth are engaged in decent/dignified employment opportunities through self-employment or working with other established private sector business entities within districts of Moyo, Obongi, Madi Okollo and Terego or outside their district localities. The assessment will trace the beneficiaries of the vocational skills training in cohort 1 to establish what they are currently doing to provide *early* evidence of the project's relevance, effectiveness, impact, scalability, and sustainability and provide key recommendations for effective internship placements and youth employment opportunities. Consequently, the assessment will account for the youth's engagement in internship placement, decent employment (including engagement in income generating activities), and formal employment (including employment with private sector employers, NGO,

or government). Special attention needs to be given to the gender inclusive accessibility and attractiveness of the program for young women and men aged 18 – 30 years, as well as the levels of success they have been able to achieve. This assessment will also establish employment status and income status following their graduation from the vocational skills training.

Specific Objectives

1. Identify the status employment and incomes achieved by the graduates of vocational skills training and internship placement internship placement.
2. Establish the employability of the skills and training offered in both vocational training institutions and Community-based training centers.
3. Assess which modalities of the vocational skills training, among those offered by the training institutions are more effective for youth skilling for employment.
4. Examine the adequacy of training materials and resources used during training and internship placement.
5. Establish the factors inhibiting youth employment (wage/formal or self-employment) in Moyo, Obongi, Madi Okollo and Terego districts.
6. Establish to what extend Private sector entities are contributing to youth employment.
7. Determine satisfaction levels of the youths regarding their participation in the technical skills training, life soft skills and leadership training, entrepreneurship & business skills training, mentorship, and internship placements/internship placement implemented.
8. Establish best practices/lessons learned from the project implementation of (Curriculum, Training quality, Training content delivery, Internship Placement Services, mentorship).
9. Establish factors that influenced achievement or non-achievement of sustainability of the vocational skills training OYE/YEE model.

Scope of the assessment

1. **Employment and income status:** To what extent have youth's economic status changed between enrolment in the SUPREME project vocational skills training and 6 months after completion of internship placement with Private Sector Employers (PSEs)?
 - a) Employment status (including self-employment, formal employment with PSEs, part-time/full time job)
 - b) Employment quality
 - c) Youth incomes
 - d) Continued with employment or relapsed
 - e) New youth led businesses/enterprises created by youth
2. Which skills training approach is more effective whether classroom/institution-based is more effective than on-the-job training (work-based learning) or a combination of both institutional-based learning and on-the-job-training?
3. Examining whether SUPREME project enabled the vocational skills training graduates to be employable.
4. Whether the skills and entrepreneurship and business skills training proved relevant, adequate, need based and productive for employers and the local job or labour market.
5. The time it took for youth who successfully completed skills training (graduates) and internship placement in different sectors and specific trades to get employment?
6. Relevance & adequacy. How useful and adequate the training materials and tools distributed by SNV were for effective training/content delivery
7. Whether there are vocational skills training graduates who have thus far directly received or benefitted from the other component of the SUPREME project either Enterprise Development Grants (EDGs), or Block Grants (BGs)?
8. If the vocational skills training graduates are meeting the knowledge, technical skills, confidence, and attitudinal expectations of private sector employers and are more productive in their jobs/work?
9. The effectiveness of the vocational skills training model (OYE) which links youth to private sector employers (PSEs) or private sector businesses/companies for internship placement and whether it has increased demand and ownership for this model.
10. What do other people (consortium partners, UNHCR, OPM, other organisations doing similar work, community leaders (RWCs, SDCs), local government, etc) think about SNV youth employment initiative? *"know what others think"*
11. Assess involvement of local government actors and other key actors and their willingness/plan in up scaling of employment opportunities for youth on short, medium and long term.
12. Extrapolate good practices, lessons learned and recommendations for the improvement, low-cost innovation or scale-up of skills training activities of SNV SUPREME Project.

13. Establish the factors inhibiting youth employment (wage/formal or self-employment) in Moyo, Obongi, Madi Okollo and Terego districts.
14. Determine satisfaction levels of the youths regarding their participation in the technical skills training, life soft skills and leadership training, entrepreneurship & business skills training, mentorship, and internship placements/internship placement implemented.

METHODOLOGY

Assessment Methodology

This assessment will be conducted using methodologies and techniques suitable for the assessment purpose, objectives and assessment questions as described in this TOR. In all cases, the Local Service Provider (LSP) is expected to analyse all relevant information sources, such as reports, project documents, and any other documents that may provide evidence on which to form judgements. The LSP is also expected to use interviews, surveys or any other relevant quantitative and qualitative tools as means to collect data for this assessment. The LSP will make sure that the insights, voices, opinions, and perceptions of key stakeholders and significant change stories from youth beneficiaries and *systemic changes* are captured and analysed.

The methodology and techniques to be used in the assessment and the assessment questions should be agreed upon with SNV as clearly outlined and described in detail in the Inception report and final assessment report, and should contain, at minimum, information on the instruments used for data collection and analysis.

Selection process:

1. Open invitation for Expression of Interest (EOI) (online via smart recruiters)
2. Potential LSPs submit their EOI in three weeks from date of advertisement.
3. A committee shall be set up for evaluation of EOI.
4. Evaluation of all bidders (both technical and financial proposals) by the evaluation committee.
5. Interviews and due diligence of shortlisted LSPs
6. Final selection of Local Service Provider
7. Contract signing
8. Training in safeguarding and signing of safeguarding policy.

Required Responses to the TOR

- A one-page capability statement detailing previous experience, similar assignments and how it is relevant to this proposed assignment
- A technical and financial proposal based on this TOR is requested from the consultant or consulting firm. At minimum, the proposal should contain:
 - ✓ Consultants understanding of the TOR, introduction, methodologies including survey/research design, sampling approach, field procedures for data collection and analysis plan, workplan (preferably a Gantt chart of key activities), detailed budget indicating fees in UGX, operational costs with clear justification for such expenditures.
 - ✓ The financial proposal should contain detailed budget with justification. The detailed budget should cover all costs associated with the tasks. This should be submitted by major activities and line items for SNV review and decision.
- Updated CVs of Team Leader and core assessment team members showing relevant experience and their technical contribution in the areas required by the ToR
- A profile of the LSP including at least two (2) past evaluation or assessment report/s of similar assignments attached.
- A statement/declaration confirming **the availability of the team leader and core assessment team members** to successfully conduct this assessment.
- Contact details (e-mail address and phone number) for at least three (3) references, two of whom must be of similar work assignments.
- Certified registration certificates (for firms).
- Tax and income clearance certificate.

Consultant's qualifications

- The lead consultant must have a minimum of Masters' degree in relevant disciplines to this assessment.
- General professional experience: At least 10 years of professional experience in relevant discipline.
- Specific professional experience: Proven experience in conducting impact assessment, evaluation and research in the agri-food systems sector in many of the following areas: skills development/vocational skilling program, enterprise development, agriculture, economic/women empowerment, market

systems development, life skills, youth employability program, labour market assessment or livelihoods projects will be considered as an asset;

- Proven experience in gender responsive/transformational programming/evaluation, TVET and youth/women economic empowerment, youth mentorship, etc. will be considered as an asset;
- Experience with M&E within a results-based management framework
- Proven experience in life skills for success and entrepreneurship/business skills training evaluation will be considered as an asset;
- Proven experience in development of evaluation reports with potential donors, humanitarian and development partners;
- Strong experience in working with key stakeholders relevant to this study in both development and humanitarian contexts including Vocational Training Institutions (BTVEs), local government authorities, Office of the Prime Minister (OPM), UNHCR, mentors, Private Sector Employers/Artisans/businesses (PSEs).

Required documentation for the consultant (MUST HAVE for FIRMS/ COMPANIES)

- Company Legal registration documents (Articles of Association and Powers of Attorney)
- Tax Compliance Certificate
- Valid trading license
- Company profile
- CVs of all the proposed staff for the assignment
- References for earlier comparable assignments undertaken

EXPECTED DELIVERABLES

1. Inception Report

The inception report should provide a detailed methodology outlining how the consultant carry out the evaluation. The consultant will also be expected to develop and share an inception report within 5 days before commencing fieldwork. The consultant will lead an inception meeting with SNV MEL and technical staff to agree on appropriate assessment/evaluation protocol.

2. Appropriate Data collection Methods, tools and template

The LSP will be expected to develop tools and templates based on appropriate agreed upon data collection methods. These will be shared with SNV for review and approval in accordance with the agreed-upon deliverables and timeline. The Research Assistants (RAs) to be used in the data collection exercise will be recruited by SNV and trained jointly by the consultant and SNV.

3. Assessment report including project results as well as the raw data set

The assessment report must be submitted to the SNV designated contact person within 15 working days after completion of fieldwork and data analysis. The final report to be submitted 5 working days after integration of the various comments made from SNV.

4. A five-page summary of the final assessment report to be submitted together with the comprehensive final assessment report.

5. Timelines: This assessment will take 50 working days commencing tentatively on 14th November 2022. The final assessment report to be submitted by end of January 2023.

Reports:

- The LSP is expected to submit a draft assessment report 15 working days after completion of field data collection.
- The LSP is required to submit a final evaluation report following this format:
 - Executive Summary
 - Introduction
 - Methodology
 - Main Findings
 - Recommendations
 - Conclusions
 - References
 - Annexes: List of documents consulted or reviewed; List of persons interviewed; Other data sources; Utilized tools; Scripts of all interviews for this assessment.
- Final assessment report must incorporate and address all key assessment questions agreed with SNV.
- The LSP is expected disseminate key findings to SNV and key stakeholders including representative of beneficiaries, consortium partners, etc to get feedback on critical areas, incorporate comments before submission of final report and approval.

- Both electronic copy and hard copies of the final assessment report to be submitted to SNV by the LSP.
- LSP will be required to submit to SNV all raw data sets, scripts and final tools used during data collection

Intellectual property rights

All products developed under this TOR belong to the project exclusively. Under no circumstances will the LSP use the information of this assessment for publication or dissemination without official prior permission (in writing) from SNV.

Submission of expressions of interest (EOI).

All interested LSP/individuals are requested to express interest following the TOR by email to be submitted in soft copy (**Zip folder**) to: ugandatenders@snv.org within three weeks from the date of advert. The applications close on **Monday 31st October 2022 at 11:59pm (EAT)**.

Late submissions and canvassing will lead to automatic disqualification.

Evaluation and award of contract

SNV will evaluate the proposals and award the assignment based on technical and financial feasibility criteria guided by this TOR. SNV reserves the right to accept or reject any proposal received without giving reasons and is not bound to accept the lowest, the highest or any bidder. The assignment is subject to SNV policies and Safeguarding Policy.

Tender disclaimer.

SNV reserves the right to either accept or reject any or all bids submitted. SNV reserves the right to either increase or decrease the assignment scope depending on budget availability. SNV can stop this procurement at any time without the need to give an explanation or can extend the deadline for submission once it sees fit. In case you do not hear from SNV within 3 weeks of closure of the bid receipt date, consider yourself unsuccessful. SNV also reserves the right to reject and cancel the tender in case any illegal, corrupt, coercive, or collusive practices are noticed. Late bids will be rejected. Please note that viewing, downloading or otherwise using the TOR constitutes acceptance on your part of all the above-noted statements and conditions.