

TERMS OF REFERENCE

INSTITUTIONAL CONSULTANCY/CONTRACT

Section:	PRIME / Youth and Adolescents	Date:	April 2021
Title:	Impact Evaluation of the TVET Programme	Duty station:	Beirut, Lebanon
Reporting to:	Research & Evaluation Officer (PRIME)	Contract type:	Institutional
Duration:	12 months	Start date:	May 2021

Section	Content
	<p>Given the compounded crises that Lebanon is facing, unemployment figures are at unprecedented heights while the job-marked outlook is bleak. Moreover, the young and adolescent beneficiaries of the Programme are exposed to high levels of economic and psychologic stress which has further been exacerbated by the outbreak of COVID19 and the economic meltdown that Lebanon is experiencing. Finally, the traumatic experiences caused by the War in Syria and/or the Beirut Port Explosion weigh heavily on those affected. Therefore, the Study shall look beyond the mere employment situation of the participants and also investigate impacts of the Programme on their psychosocial wellbeing. While employment and income generation is the main targeted outcome of the Programme, participation in this regular, skills-improving activity may stabilize and improve psychosocial wellbeing, adding to any employment/employability effects. In addition, psychosocial wellbeing is a precondition for livelihood improvements.</p> <p>Programme details:</p> <ul style="list-style-type: none"> - UNICEF Lebanon Technical and Vocational Training, Phase V, Lebanon, BMZ no. 2020 40 590, EUR 15,000,000.00, 2020 - 2023 <div data-bbox="459 1137 1316 1691" style="border: 1px dashed gray; padding: 10px;"> <p>Overall objective: Improve livelihoods through the provision of technical and vocational training to young people and ensure job seekers are accessing employment and income generating opportunities</p> <p>Assessment: A placement test establishes whether an applicant is required to attend the BLN courses prior to choosing a TVET course of her or his liking.</p> <p>BLN Basic literacy & numeracy Duration: 300h Target: 4,505</p> <p>BLN Advanced BLN + English Duration: 300h Target: 4,505</p> <p>TVET 1. Plumbing 2. Sewing 3. Hairdressing (...) 20. Computer literacy Duration: 150 - 200h Target: 12,137</p> <p>On-the-job training (CFW) Work experience Duration: <40d Target: 4,855</p> <p>Life-Skills Training: learning to know; to be; to do; and to live together → healthy lifestyles and non-violent behaviors Duration: >50h Target: 12,137</p> </div> <p>With the objective of <i>[improving] livelihoods through the provision of technical and vocational training to young people and [ensuring] job seekers are accessing employment and income generating opportunities</i>, the Programme offers an educational package tailored to the competencies and interest of the beneficiaries. In addition to the employment/employability objectives, the Programme aims to stabilize and improve psychosocial wellbeing by adding life-skills training elements to the educational package.</p> <p>Prior to any enrolment, the basic numeracy and literacy skills of the applicants are assessed. Applicants with sufficient literacy skills are eligible to enrol into a TVET course of their choice. Applicants with deficiencies are required to</p>

attend the first and/or second level of Basic Literacy and Numeracy (BLN) training before joining the TVET courses. Following the graduation from one or multiple TVET courses, the most diligent TVET graduates are offered an on-the-job training through UNICEF Cash-for-Work (CfW) programmes, in which the beneficiaries are given the opportunity to gather hands-on work experience in a relevant (however, often technical) occupation. The course levels BLN 1&2 and TVET– are coupled with integrated life-skills training sessions, in which the beneficiaries discuss and develop their understandings of healthy lifestyles and non-violent behaviours.

Youth BLN 1&2: Consecutively building on each other, the first YBLN course offers basic literacy and numeracy training in Arabic, while the second offers advanced training including English as foreign language. The duration of both courses is 300 hours each. Both BLN courses are offered to 4,505 Beneficiaries throughout the Programme.

TVET: The TVET courses are the core of the programme, offering approx. 20 different vocational courses in sectors determined by a market needs assessment performed by UNICEF and ILO. While the market needs assessment and final courses design has not been finalized yet, the selection of courses ranges from technical profiles such as plumbing, over sewing and welding to services (e.g. hair-dressing, make-up artist), arts (video- /photography) and to cross-sectoral offers such as computer literacy. Each student may choose a course according to his/her interest and may enrol in a second or third course. The duration of the courses ranges from 150 to 200 hours. Throughout the Programme places for 12,137 Beneficiaries are provided for 2020 to 2023.

On-the-job-training/Cash for work: To provide hands-on job experience, the Programme offers the opportunity for on-the-job trainings (C4W) to a limited number of TVET graduates (min. 4,855). Depending on the availability of the on-the-job training slots, the interests of the TVET graduates and the nature of their respective TVET courses, the most diligent Beneficiaries can opt to participate in the paid on-the-job training before completing the Programme. This is done following BMZ and non-BMZ guideline (see Annex).

Life-Skills Training: The life-skills training is integrated into all above mentioned course levels. Therefore, all Beneficiaries irrespective of their individual course requirements and/or choices take part in this training activity aiming to discuss and promote healthy lifestyle and non-violent behaviour for a minimum of 50 hours.

The geographical area includes the following Governorates:

The TVET programme, is implemented by the partners mentioned in the proposal which operate in 7 governorates, which are Beirut, Mount Lebanon, North, Akkar, Baalbeck/El Hermel, and Bekaa. Within all the governorates, the programme covers around 200 cadastres (out of around 1200 cadastres).

Annexes:

- Programme Proposal Technical and Vocational Training, Phase V (TVET) – Annex I
- Progress Report – Annex II
- Tracer and Impact Study 2018
- Labour Market Assessment
- Logframe – Annex III

Additional references available online:

- WHO & MEHE. (2011). Global School Health Survey.
- UNFPA, UNICEF, UNESCO, Save the Children, & UNHCR (2014). Situation Analysis of Youth in Lebanon Affected by the Syrian Crisis.
- World Bank (2015). Promoting Poverty Reduction and Shared Prosperity: A Systematic Country Diagnostic.
- Lebanon Crisis Response Plan (LCRP) 2017-2020
- Central Administration of Statistics (CAS) & International Labour Organization (ILO). 2018-2019 Labour Force and Household Conditions Survey.
- UNHCR, UNICEF, WFP (2020) Vulnerability Assessment of Syrian Refugees in Lebanon.
- Further publications can be found on www.unicef.org/lebanon/research-and-reports
- Further information on UNICEF research and evaluation can be found on www.unicef-irc.org.

Objectives and Purpose	<p>The Study, thus, includes an analysis of qualitative outcomes, and is more comprehensive compared to general tracer studies and must be adapted to the predominant situation in Lebanon.</p> <p>The Study shall examine the Programme’s impact on the lives of its participants in terms of:</p> <ol style="list-style-type: none"> 1. Employment (and quality of employment) and other labour market outcomes (including informal employment and income generation) 2. Employability and other learning outcomes (including but not limited to employers’ perspective) 3. Healthy Lifestyles & social cohesion 4. Psychosocial Wellbeing and self-efficacy <p>Furthermore, the Study shall look for evidence of why, whether, or how these results are linked to the intervention and seek to identify the factors driving or hindering progress. To clearly distinguish the identified impacts from external factors, an appropriate control group or comparison group shall be established. To allow for tracking of changes in impacts over time, a baseline survey shall also be conducted. The systematic analyses of causes and effects shall disclose the impact mechanisms from inputs and activities to outputs, outcomes and short- to medium term impacts. This shall serve to adjust and improve training content, study conditions, improve the transition of graduates from training to labour market and better match supply of skills with demand for them. To this end, the Study shall provide consolidated information and lessons learned regarding the adequacy and success of the programme.</p> <p>In addition, the Study shall elaborate mechanisms and tools to integrate tracing into the Programme (and following phases) as a standard, which makes results systematically comparable over time.</p>
Intended Users	<p>Primary intended users are UNICEF’s management and UNICEF’s Youth & Adolescents team and implementing partners and KfW. The primary intended users will benefit from the evaluation to adjust programme design, implementation, improve its quality and guide the future direction of the programme, including its continuity.</p> <p>Secondary users include TVET sector in Lebanon and government entities and other relevant entities such as the GIZ, ILO. Also, the results of the evaluation are expected to benefit other UNICEF operations in the region and in similar settings. Globally, the German Federal Ministry for Economic Cooperation and Development (BMZ) as well as other donors and stakeholders</p>
Scope and Methodology	<p>The scope of the Study can be broken down into the following three phases:</p> <ol style="list-style-type: none"> 1. Conceptualization (elaboration of methodological approach and inception report) 2. Collection of Data with reminder actions (resulting in preliminary findings) 3. Data analysis and report writing, deriving lessons learned and recommendations (resulting in the final report) <p>Initially only the first phase will be awarded and the second and third phases being included in the contract as an option. Since the study design and methodology will first be elaborated in detail during the first phase, the scope and requirements for data collection and data analysis cannot be concisely estimated at present. Nevertheless, it is intended that one consultant conducts the Study throughout the three phases subject to good performance in the first phase and an adequate financial offer for the second and third phases</p> <p>1st Phase Conceptualization (elaboration of methodological approach and inception report)</p> <p>To prepare the Study, the consultant shall analyse independently the Programme documents provided and meet with relevant stakeholders (including but not limited to KfW, UNICEF, local implementation partners and beneficiaries) in order to ensure an accurate grasp of the Programme, its environment and stakeholders. After having developed the necessary understanding of the Programme, the Consultant is requested to specify the objectives including the respective Theory of Change and develop a design for the Tracer and Impact Study incl. development of concept and instrument as well as preparation of data collection. The design shall take into consideration the complexity of the</p>

programme as a result of the various courses and levels and the multiple pathways possible for beneficiaries to complete the programme.

The development of the Study design shall be done in collaboration with KfW, including the KfW evaluation unit. The KfW evaluation unit has an agenda of supporting Impact Studies of KfW interventions and will assist and interact with the consultant in this regard.

Methodological Approach:

The Consultant will develop a methodology that includes both quantitative and qualitative approaches for conducting the Study. The methodology shall incorporate a baseline survey as well as a control group or a comparison group, in order to assess the changes over time and to clearly attribute the measured changes to the Programme as opposed to external factors, respectively. The methodology shall be gender sensitive and cater for the circumstance that the beneficiaries are of various nationalities. It shall operationalize relevant key concepts including but not limited to employment, employability, healthy lifestyles, psychosocial wellbeing and non-violent behaviour.

The methodology shall lay the groundwork for integrating regular tracing into the Programme as a standard which makes results systematically comparable over time.

The methodology and concept shall consider but is not limited to:

Quantitative study

- Assessing impacts on the above specified four outcome variables (please refer to I - Context and objectives) using rigorous impact evaluation (RIE) – also called counterfactual impact evaluation – methods. The methodological concept shall delineate what specific method(s) are planned to be used and how they relate to the data that need to be collected.
- Quantitative study based on a sound statistical approach with systematic sampling, testing of questionnaire and sound data analysis.
- Standardized (quantitative) questionnaire to be used systematically for data collection throughout the Programme and in subsequent Programme phases (e.g. adaptation of ETF and/or ILO tracer study methodology to the specific context). This includes elaboration of empirical concepts to measure the four outcomes using survey data (e.g. enquiring about employment status to measure employment, and adapted standardized psychometric indices to measure psychosocial wellbeing, etc.).
- Baseline survey and control group

Qualitative elements for validation and triangulation

- Desk review of key documents, including analysis of existing qualitative and quantitative programme data (e.g. previous Tracer 2019) and information from other relevant players in the sector.
- Participatory methods to seek the more subjective views and perceptions of the targeted beneficiaries, their communities and key stakeholders (e.g. with elements of Knowledge, Attitude and Practice (KAP), Most Significant Change (MSC) study approaches).
- Semi-structured interviews and focus group discussions with beneficiaries, key informants and stakeholders to validate the survey results.

Sampling Method & Sample Size:

With regard to the sampling method, the Consultant shall propose data collection processes for the quantitative study as well as the validation and triangulation. The proposed data collection processes shall include a sampling framework including target population and selection of cohorts (sample size), timing of the survey(s), additional data sources, data collection methods and tools such as questionnaires and interview guides, respectively. All collection methods and tools shall be pre-tested.

The sampling method and sample size shall take into consideration that batches are starting and ending not at the same time due to different durations, starting points and combinations of different courses/levels.

1st Deliverable - Inception Report

A resumé of the Programme and its context, the detailed study design and a workplan with timeline, study steps shall be provided in an Inception Report (max 15 pages).

2nd Phase: Collection of Data with Reminder Actions

After the formal approval of the Methodological Approach (Inception Report) and in accordance with the contractual arrangements regarding the second (b) and third (c) phase of the assignment, the Consultant shall commence the data collection activities including but not limited to the training of a survey team, distribution and collection of questionnaires, additional data collection and follow-up surveys as well as assurance of high participation (reminder actions).

The Consultant shall provide updates on the data collection upon request.

3rd Phase: Data analysis and Report Writing (deriving lessons learned and recommendations)

Following the data collection phase, the preliminary results shall be consolidated into a final report. To this end the coding system for the responses to open questions shall be defined, responses coded, data entered and edited (including quality control). Data analysis workshops and/or focus group discussions shall be held to review, validate and triangulate the collected data before lessons learned and recommendations are derived.

2nd Deliverable - Interim Report: Preliminary results regarding the analysis of the data collected, lessons learned and recommendations for improvements of the programme based on the collected data available at that moment in time shall be presented in an Interim Report to be submitted no later than end of January 2022.

3rd Deliverable – Draft & Final Report: The date of submission of the Draft Final Report shall be agreed upon during contract negotiations. Feedback will be provided within 2 weeks from the receipt of the draft report. The draft report shall include at least: an executive summary (max 2 pages), analysis of the data collected, lessons learned and recommendations for improvements of the programme and further improvements of tracer actions (15-20 pages). Annexes shall include at least the study design, questionnaires, target group and response rates, interview partners, data set. The Final Report shall be submitted no later than 1 month after the feedback on the Draft Report.

Technical Evaluation Criteria

Criteria	Maximum Score
Overall Response: Completeness of response Overall concord between requirements and proposal, with clear methodology and approach based on understanding of the research requirements.	10
Demonstrated experience in writing logical reports, similar to the ones mentioned in the ToR, English is a must. Two published reports to be submitted. Proven experience in managing impact evaluations, experience with the UN, government, statistical offices, NGOs are an added value. Knowledge of the Lebanese context (Lebanese communities, Palestinian refugees and Syrian refugees in Lebanon).	40
Clear for phase 2 and phase 3. Clear mechanisms to ensure gender dimensions, contextual, age related, and disability factors are explored and considered. Clear description of anticipated or actual ethical issues as well as measures and methods to address or mitigate against these issues.	20
Total <i>Passing Grade 49/70</i>	70

Ethical Considerations

In line with the Standards for UN Evaluation in the UN System (developed by the UN Evaluation Group), all those engaged in designing, conducting and managing evaluation activities will aspire to conduct high quality and ethical work guided by professional standards and ethical and moral principles. The proposal must identify actual or potential ethical issues, as well as measures and methods adopted to mitigate against these issues. All interviewees will be informed with the purpose of the evaluation and their role and what information is required specifically from them. No deceptive practices are adopted in the research methodology. Confidentiality of participants and right of withdrawal are ensured. If interviewees will include minors, a written consent should be taken from the persons in charge of their care. Most importantly, the research methodology and every personnel involved in the evaluation must ensure and abide by the “Do No Harm” principle. This means that during all the stages of the research, the team needs to avoid putting the participants at any risk, providing false information, or giving false promises. The harm can be physical, psychological, social, or financial. The three pillars of the Do No Harm are Respect, Beneficence and Non-maleficence, and Justice. The least to

ensure Do No Harm, the research team must abide by the aforementioned considerations (see UNICEF Procedure for Ethical Standards in Research, Evaluation, Data Collection and Analysis for details).

Timeline and Payments	Phase	# of Days
	Phase 0: Introductory and kick-off meeting	1
	Phase 1: Conceptualization	20
	1st Deliverable: Inception Report - 1st Payment: 20%	
	Based on the result of phase 1 and good performance, the second and third phase will continue.	
	Phase 2: Collection of Data with Reminder Actions	40
	2nd Deliverable: Interim Report - 2nd Payment: 40%	
	Phase 3: Draft and Final Report	20
3rd Deliverable: Final Report – 3rd Payment: 40%		

Implementation Arrangements
The Contractor is expected to recruit a competent local partner to carry out the data collection. The Contractor leads the day to day implementation of the impact evaluation in close partnership with the local research firm, and in close consultations with KfW and UNICEF Lebanon.

Timing
May 2021 – May 2022

Reporting Requirements

- The Contractor will report to UNICEF Lebanon Research & Evaluation Officer on the progress of the evaluation to ensure that the analysis represents the needs and expectations of UNICEF and KfW.
- The reports will be electronically submitted to the Research & Evaluation Officer.
- All deliverables are expected to be in accordance with the terms of this contract as described in the section on Scope. All deliverables including annexes but excluding collected data (under the 2nd Phase) shall be prepared in English language. In addition, executive summaries shall be translated into Arabic.
- The final report must adhere to standards of evaluation report as outlined in [UNICEF-Adapted UNEG Evaluation Report Standards](#).
- All the products developed during the course of this consultancy must comply with the standards of research integrity, i.e. plagiarism- free.
- The final report will be submitted in the evaluation database Evidence Information System Integration (EISI). The Global Evaluation Reports Oversight System (GEROS) will report on the quality of the evaluations, by reviewing and assessing the quality of final evaluation reports commissioned by UNICEF Offices. The quality of the evaluation report is then reported to senior management mainly through three channels: a) annual report of the EO Director to the Executive Board; b) the Global Evaluation Dashboard, and c) inclusion of this information in the Global Evaluation database.

Management and Travel Arrangements

Management: The Consultant performs all contractual services in line with the content requirements set out in UNICEF's terms of reference and on the basis of the offer submitted, taking into account the precise definition of the tasks and goals as provided by UNICEF in the service contract. Apart from this and the joint conceptualization of the study design, however, the Consultant performs all services independently and under his own responsibility as part of the performance of the evaluation and the preparation of the products described under III until the acceptance of the deliverables by UNICEF.

All text documents, which the consultant creates in the course of independently executing the evaluation, are to be approved by UNICEF and sent to UNICEF Research & Evaluation Officer.

The development of the Study design shall be done in collaboration with KfW, including the KfW evaluation unit: the unit has an agenda of supporting Impact Studies of KfW interventions and will assist and interact with the consultant in this regard. The close collaboration shall ensure that in-depth understanding of the local context, a clear understanding of donor expectations, international experience of similar programmes and impact studies as well as the latest academic approaches feed into a study design, which shall be geared to the unique programme set-up. The collaboration shall take the form of minuted online meetings. A meeting schedule and further details on the process of collaboration shall be agreed upon during contract negotiations and kick-off meeting. Additionally, KfW reserves the right for no-objections for the following milestones:

- Contract award
- Inception Report and Methodology

	<ul style="list-style-type: none"> • Final Report <p>Travel: Any travels shall be included in the costed proposal. The unit cost for each travel shall be stated in the financial proposal. The following conditions apply:</p> <ul style="list-style-type: none"> ▪ Economy class travel, regardless of the length of travel. ▪ Accommodation, meals and incidentals shall not exceed applicable daily subsistence allowance (DSA) rates. UN DSA rates are publicly accessible at: http://icsc.un.org/map/ ▪ Travels and other incidental expenses not known ex ante to be justified and accepted by UNICEF before they are incurred. These expenses may be reimbursed against supporting documentation, e.g. receipts.
<p>Profile Requirements</p>	<p>UNICEF is seeking proposals from experienced research companies with at least five years of experience in respective research as well as impact- and tracer studies. The company should have at least one previous experience with KAP studies.</p> <p>The research team must have the following qualifications:</p> <ul style="list-style-type: none"> • Team leader should have an Advanced University Degree in social sciences, research or statistics with at least 10 years of experience with the • Research team should have university degrees in social sciences, research or statistics. • Research team should have at least 5-7 years of work experience in conducting surveys, data collection, data analysis for studies, formative research. • The research team should have outstanding skills in statistical analysis. • The research team should have demonstrated experience in. • Knowledge of the Lebanese context and proven experience in managing impact evaluations, with the UN, international organizations, donors, and government, statistical offices are an added value. • Enumerators should be Lebanese and speak Arabic.