

TERMS OF REFERENCE (TOR)

For Hiring Consultant to conduct
Mid-term evaluation in Turning Job Seekers into Job Creators in Bangladesh project of B'Yeah
Project implemented by: Bangladesh Youth Enterprise Advice & Helpcentre (B'Yeah)
Supported by: Comic Relief, UK

Background of B'Yeah

Bangladesh Youth Enterprise Advice & Helpcentre (B'Yeah) aims to encourage and increase youth participation in the private sector. It is exclusively working on economic and social empowerment of Youth through entrepreneurship development. It aspires to build a strong community of Youth Entrepreneurs in Bangladesh which can become the platform for young entrepreneurs and to assist their growth of business to improve their socio- economic prospects. It has already gained increased acceptance among cross section of people at the national and the international level due to its tireless efforts to promote young entrepreneurs through support, mentoring and gender balanced policies.

B'Yeah joined the YBI Global network in 2009 and committed to organizing accessible financial support, mentoring and training to those who have a viable business idea but are unable to find necessary help.

The core activities of B'Yeah are:

- Increase number of youth entrepreneurs
- Ensure sustainability of startup business and its growth
- Increase number of youth job opportunities
- Encourage local business community to support as mentors
- Encourage local banks and financial institutions
- Create an enabling business environment
- Empower Bangladeshi youth, especially women
- Build partnerships with likeminded organizations

Project background

In order to develop youth entrepreneurship in Bangladesh, this time B'Yeah is implementing the project entitled '**Turning Job seeker into Job creators in Bangladesh**' is a 4-years project started in September 2015 with the technical and financial assistance of the Comic Relief and is being implemented by B'Yeah in the selected areas under Dhaka City Corporation.

The project aims to supporting 300 underserved young entrepreneurs with pioneering business ideas through a market-based holistic support package, including the organization of training courses (375 trainees), business plan consultancy, access to finance and innovative mentoring models, enabling them to start and grow sustainable businesses, creating jobs for 750 others, thereby enhancing quality of life of 1,050 disadvantaged young people.

1. Outcome of the project:

1. Underserved young entrepreneurs have enhanced entrepreneurial competencies, business knowledge and networks, so that they are able to put into practice to become more effective entrepreneurs
2. Underserved young entrepreneurs are able to start and grow sustainable businesses
3. Enhanced capacity of B'Yeah to provide a high quality holistic package of support to young entrepreneurs at scale, and monitor, evaluate and learn from their work

With a view to get the status of the project, a mid-term evaluation is planned for the project in 3rd year (revised) by an independent consultant. So, B'Yeah is willing to recruit a consultant to carry out the evaluation in the project area.

Purpose of the evaluation

The first two years of the Project implementation focused on evidence gathering and the upcoming two years will focus more on the monitoring of the strategy implementation processes. The current mid-term evaluation has an important timing for the project to reflect on the outcomes and to develop the learning for the improvement of upcoming activities, as well as for the identification of potential strategies for the sustainability of Project outcomes, especially the sustainability of the youth entrepreneurs. The evaluation should build upon the baseline and monitoring data, providing an opportunity for more in-depth analysis and understanding on why certain intended or unintended outcomes are/are not occurring. Moreover, this mid-term evaluation will provide the opportunity for accountability towards the project participants as well as stakeholders.

The mid-term evaluation results will give the possibility to use the findings for:

- Assessing the contribution towards the outcomes achieved by the project so far;
- Learning on best practices for enhancing the entrepreneurial competencies with the business skills to effectively manage their business, business knowledge and networks, start and grow sustainable businesses with the attitude towards lending to youth entrepreneurs from mainstream financial institutions to become effective entrepreneurs;
- Assessing job creation for others, thereby enhancing quality of life of disadvantaged young people;
- Assessing the capacity of B'Yeah staff to provide a high quality holistic package of support to young entrepreneurs at scale, and monitor, evaluate and learn from their work including Mentoring, which is a relatively new concept in Bangladesh in the area of youth entrepreneurship;
- Providing recommendations on focal areas such as entrepreneurship development, private sector engagement, job creation opportunity, relevance, sustainability of the outcomes and gender;

The primary users of the mid-term evaluation are:

Turning Job Seekers into Job Creators in Bangladesh Project team of B'Yeah: they will use the results and recommendations derived from the mid-term evaluation to improve the second term's activities for greater impact;

Based on above mentioned, the following two types of evaluation approaches will be applied:

1. The process evaluation in order to assess how and in what ways the Project is working;
2. The outcome evaluation in order to assess how and in what ways the Project is contributing to achieving its objectives.

The results of the evaluation will be gender-responsive, as well as the whole process of evaluation will be gender-sensitive, inclusive of all stakeholders.

Specific objectives of the evaluation

Based on above mentioned, the specific objective of the mid-term evaluation is to provide information on:

- To evaluate progress towards the projects outcomes and output based on the indicators of the project log-frame.
- To generate in-depth information, learning on existing business trends and practices (traditional and modern), disaggregated by targeted locations and disadvantages youth involvement in business;
- To evaluate the reasons behind the achievement (or not) of the objectives [e.g. if project is not achieving its objectives, whether the problem rests in the theory of change, or with difficulties in the implementation (including the institutional context), and whether these are leading to unintended (positive or negative) consequences];
- To evaluate B'Yeah's contribution and added value;
- To identify further needs of skills, technology, knowledge and information for sustainable of youth entrepreneurship.

Methodology

The Consultant will produce a brief methodological framework on how to evaluation the projects for conduct the study. The study will be facilitated following qualitative, participatory and multidisciplinary approach, including consultation with a broad range project participants (175-200) including mentors, stakeholders (PFIs and other relevant organizations) in the assessment. The process, as well as the final results should be gender-sensitive, addressing and incorporating the specific sensitive aspects and needs, as well as guarantying the participation of male-female respondents in the data collection and analysis process.

The methodology for the evaluation envisages both desk and field researches. The desk research will be the first step for the evaluation team for:

- Understanding the Project and its specifics;
- Assessing the process through project documentation;

The sources for the desk research include:

- Project activities plan
- Six months and the annual report of Year 1 and 2;
- Project log-frame, indicators, logic-model and MEAL Strategy & tools;
- Project audit reports and financial reports
- Online Monitoring System (OMS) reports;
- Other documentation, such as event reports, photographs, videos etc.

The field research will include face to face interviews with the project team member's, project participants (young entrepreneurs) and stakeholders through semi-structured questionnaires in order to guarantee the availability of both quantitative and qualitative evidence whenever appropriate. As the number of stakeholders is not large, the consultant is advised not to apply any sampling methodology and gather the data from stakeholders.

The sources of information for for the evaluation include:

- B'Yeah staff, members of Board and Project Coordination Committee (PCC);
- Representative of relevant organizations, such as relevant government agencies, private sector, NGOs etc.

The exact list of respondents should be elaborated with close consultations with B'Yeah. Due to the importance of the assessment of sustainability of the project, and the complexity of the methodology proposed.

Deliverables

Following Deliverables are expected from the consultant:

1. An inception report, no less than 10 pages, including team's understanding of the task, methodological and analytical framework, work plan, and table of content of evaluation report;
2. A set of checklists/guidelines/questionnaires of proposed tools and methods for data collection along with a field work plan;
3. A 30 to 40 pages draft report shall present the main findings and include recommendations based on information gathered on said issues in the scope of the evaluation;
4. Final report: 2 copies of final report (hard copy) and soft copy of the final report excluding annexes;
5. A synthesis report ;
6. Data set and other relevant output of the mid-term evaluation; and
7. A power point presentation in English and full time participation in the evaluation findings sharing meeting. The meeting will be organized by B'Yeah.

Timeframe

The mid-term evaluation is expected to start on **20 May 2018** for an estimated duration of **45 calendar days**. This will include desk reviews, field work, data collection and analysis and draft report sharing.

The consultant will submit a proposed work plan with key milestones within a week of signing the contract; this work plan will be reviewed and approved by B'Yeah. It is anticipated that the final report will be produced within **60 calendar days of signing of the contract**. While the draft report is produced, it should be shared with B'Yeah and B'Yeah will provide feedback on draft report by 10 days after receiving the draft report. During the whole period of the assignment, follow up meetings will be held between the contracted consultant/consulting firm and B'Yeah as possible.

Ethical Consideration/Contract and reporting details Type of contract:

All reports and documents prepared during the assignment shall be treated as the property of B'Yeah. The reports/documents or any part, therefore cannot be sold, used and/or reproduced in any circumstances without prior consent of B'Yeah. In case of the consultant requiring additional time to complete the contract, over and above the time previously agreed to, but without changing the scope of work, prior written approval for the same shall be necessary.

The consultant will have access to all relevant available materials written/web based background information necessary for the study.

The consultant/s will be offered a fixed-price contract to include all the activities and deliverables listed above.

Obligations:

- a) The consultant will closely work with the Executive Director/ the Project Manager and senior project staff to make the work done as per agreed work plan.
- b) Visit relevant areas and conduct the study through using different tools.
- c) Develop a report outline and share with Executive director/ the Project Manager and senior project staff and Comic Relief official (if needed) to make it final.

Qualifications, experience and skills - Preference will be given to applicants with the following:

- At least a master's degree in development-related field, social sciences, economics, rural development, business, or other relevant subjects.
- At least 5 years of experience and expertise in in the area of Proven research, project evaluation survey or economic analysis.
- Demonstrated understanding of the entrepreneurship and livelihoods sector specifically as it relates to start-up enterprises for youth, women entrepreneurs with low levels of educational attainment and non-formal skills.
- Good understanding of entrepreneurship development areas.
- Ability to produce well written, analytical reports in English essential
- Strong quantitative and qualitative data analysis skills.
- Flexible and responsive to changes as part of the review and feedback process.
- Work experience in city areas grassroots youth, government officials will be an added advantage.
- Knowledge of B'Yeah and it works (Desirable)

Key Competences of team members

- Excellent English written communication skills, with analytic capacity and ability to

- synthesize issues and relevant findings for the preparation of quality proposals and reports
- Ability to speak, read and write technical and conversational English
- Ability to understand concepts easily and to synthesize information from different sources into a coherent document
- Skill in facilitating meetings effectively and efficiently and to resolve conflicts as they arise
- Displays sensitivity and adaptability to different cultures, genders, religions, races, nationalities and age groups
- Good oral communication skills and conflict resolution competency to manage inter-group dynamics and mediate conflicting interests of varied actors
- Good team player, self-starter, has ability to work under minimum supervision and maintain good relationships

Proposals should include:

- Up-to-date CV
- Short overview of how the candidate meets the qualifications, experience and skills requirements
- Description of proposed approach and methodology
- Projected budget – including projected travel, VAT & Tax subsistence costs.

Criterion for submission of proposals

Responding consultants/firms should prepare and submit by **7 May 2018**, a financial and technical proposal including budget, and expression of interest to **byeahhr@gmail.com**. All Proposals must contain a copy of the proposer’s Tax Registration Certificate. All proposals must provide references including contact information, work plan including proposed timeline, detailed budget of costs, CV of lead or team of consultants (if applicable) and Evidence of similar previous works done for national and international organization. VAT & Tax will be deducted at source as per govt. rules.

Payment Schedule:

Activity	Payment	Remarks with due date of disbursement
1 st payment	20%	Upon signing the agreement with consultant
2nd payment	30%	Upon acceptance of the task, analytical framework, final methodology along with questionnaire, checklist, KII tools etc. for data collection and work plan.
Final payment (Report presentation and final report submission)	50%	Upon acceptance of the final report.

Payment mode: Payment will be made in a/c payee cheque or through bank transfer on submission of invoice.

Note: Failure to comply with any of the above requirement will cause the proposal to be rejected.