

Terms of Reference (ToR)
for
The Final Evaluation of Work 2 Learn Advanced Project

A. GENERAL INFORMATION:

- **Title of the Assignment:** Final Evaluation of the Work2Learn Advanced project
- **Project Name:** Work2Learn Advanced Project
- **Program:** Education for Youth Empowerment (EYE)
- **Agency:** Save the Children in Bangladesh
- **Timeframe of the assignment:** 60 calendar days
- **Geographical location:** Dhaka and Gazipur

B. BACKGROUND:

Save the Children's Education for Youth Empowerment (EYE) program aims to transform the life outcomes of vulnerable adolescents and youth through accelerated education, vocational training and employability skill training and using the influence of global brands in value chains to improve working conditions in Bangladesh. The key target groups of EYE program are youths aged 15-24 from slums and rural areas working in hazardous conditions in the informal sector.

The Work2Learn Advanced Project began in August 2010 as part of Save the Children's Education for Youth Empowerment (EYE) program. The project successfully completed phase I and II and based on the achievements and learnings from two phases, the third phase has been continuing from July 2017. Over the three phases the project contributed to build the skills of target youth in the apparel screen printing technology and thereby engage them in decent employment.

To date, the project has fulfilled most of the planned input and outputs. Over the three phases 565 young people of 16 years and above have been graduated on apparel screen printing training and 70% of which gained jobs in the formal sector. This evaluation is intended to focus on measuring changes in the lives of beneficiary's children and families targeted by the project and the impact of interventions over the life of the program period. We also wish to understand the impact of the project on both the graduates' families and the wider community.

C. OBJECTIVES OF THE FINAL EVALUATION:

Overall objective: The overall objectives of the final evaluation is to assess the evidence-based impact of the project considering project's performance. It will also review the recommendations from the mid-term evaluation and the tracer study of the project. The evaluation will assess the project's relevance, efficiency, effectiveness, sustainability and intended and/or unintended impacts that are contributed to change the deprived youths' lives and livelihoods.

Specific objectives: The specific objectives of the assignment are-

- To evaluate the relevance, the extent to which the project has been consistent with, and supportive of the policy and program framework within which the project is placed
- To explore and evaluate the effectiveness of the project achievements compare to the project targets considering the implementation strategy for the deprived youths to measure the benefits of the project
- To evaluate the efficiency of the operational work plan and implementation in different stage like inputs, resources, funds and time are converted to results as well as management of the budget including minimum cost with maximum benefits approach (value for money)

- To explore and evaluate the intended and unintended impacts that the project made in the life of the targeted deprived adolescent and youth
- To explore and evaluate the sustainability criterion relates to whether the positive outcomes of the project and the flow of benefits are likely to continue after external funding ends
- To identify the extent to which the project succeeded in ensuring the girls' participation in training and employment
- To identify the major challenges and gaps for the project as well as lessons learned and recommendations so that these can be guided to replicate to the future projects

D. SCOPE OF THE FINAL EVALUATION:

The scope of final evaluation given below are indicative but not exhaustive.

- Evaluate the pre-technical education, vocational skills development training, apprenticeship, job placement support and awareness programs under Work2Learn Advanced project. To do, consultant(s) should –
 - Assess both qualitative and quantitative progress against the program framework (logical framework). Specifically looking into (i) to what extent have the outputs been achieved? (ii) Have the outputs of the program resulted in progress towards the program purpose? (iii) What initial impact has the program demonstrated? (iv) How successfully have identified risks been managed and what has been the impact on achievement of outputs? and (v) Assessment of program effectiveness
 - Analyze progress against recommendations made by the previous review if there is any.
 - Analyze socio-economic changes happened to the graduates of previous phases (I and II)
 - Analyze professional/career growth of the graduates of previous phases considering their challenges, opportunities and enabling factors.
- What are the lessons that should be learned, especially in terms of innovation and best practice, program management, developing strategic partnerships/linkages with relevant stakeholders?
- Determine the consequences of COVID 19 to the graduates in employment as well as those who lose the job due to the pandemic and enablers for finding decent employment of the graduates.
- Understand the capacity status of the targeted parents and community people and learn whether they allow their children in the pre-technical education and vocational skills training.
- Explore the knowledge, attitude and practice of the targeted industry representative's awareness on child rights and are taking actions to improve children and youth's wellbeing.
- Evaluate behavioral changes of the targeted parents, community people and industry representative
- Assess and make recommendations on the project's monitoring and evaluation processes.
- Overall, the evaluation will provide insight into how the program has been contributing to the SDG and the development goals of the Government of Bangladesh.

E. METHODOLOGY:

The individual consultant(s) or team of consultants are required to prepare appropriate methodology (including sampling strategies) for the final evaluation to meet the above-mentioned objectives. Final evaluation can be included a comparative analysis by after and before interventions. The consultant

should propose the review indicators, checklist and methodologies. However, a mixed method is being expected to achieve the objectives. The methodology and relevant tools should be developed and finalized in consultation with the Agency of the assignment before field work for the assignment. The methodology could include, but not limited to desk reviews, interviews, focus group discussions, key informant interview, small-scale surveys and field visits. The reviewers/consultants should consult various project and research reports, relevant GoB documents in TVET and education sector, relevant skills and education of other agencies and relevant global studies/researches.

Primary data collection: Data is to be collected through interviews, focus group discussions, key informant interviews, small-scale surveys and field visits with the key stakeholders, the graduated trainees, their families and employer(s). Professional data collectors should be involved in collecting data who would be provided training on data collection by the consultant.

Secondary data collection: The assessment will include a desk-based review of relevant documentations, including but not limited to the project document and reports.

The evaluation should be considered the gender-sensitive and will have sex- and age-disaggregated data.

It may be mentioned here that the Agency (Save the Children) will conduct field visit during field works and data collection by the data enumerators/consultant(s) to monitor data collection process and will randomly check at least 5% of soft data with the hard copies to ensure quality of the data. However, the consultant should give a detail description in the technical proposal that how they will ensure the quality of data for the final evaluation.

F. KEY GUIDING QUESTIONS OF THE FINAL EVALUATION:

The final evaluation will address the following guiding questions to explore pertinent information. The tools of the evaluation will be developed in light with the key questions, document review and consultation with relevant stakeholders in the critical areas of relevance, efficiency, effectiveness, impact and sustainability. The consultant(s) should take into consideration the below key questions on the mentioned critical aspects of the project.

Relevance: Are we doing the right thing? How important is the relevance or significance of the intervention regarding local and national requirements and priorities? Are the activities and outputs of the programme consistent with the intended impacts and effects?

Efficiency: How well are resources being used? Were activities cost-efficient? Were objectives achieved on time? Was the program or project implemented in the most efficient way compared to alternatives?

Effectiveness: Is the intervention achieving its objectives? Did the program/project contributing its intended outcomes, and what extent the result achieved by this time? What extent the outputs achieved? Are there any differences in outcomes achieved by different groups? Were there any unintended outcomes? Are the objectives of the program/project being achieved? How big is the effectiveness or impact of the project compared to the objectives planned?

Impact: What difference does the intervention make? What has happened as a result of the program or project? What real difference has the activity made to the beneficiaries? How many people have been affected? Does the development intervention contribute to reaching higher

level development objectives (preferably, overall objective)? What is the impact or effect of the intervention in proportion to the overall situation of the target group or those effected?

Sustainability: Are the positive effects or impacts sustainable? How is the sustainability or permanence of the intervention and its effects to be assessed? To what extent did the benefits of a program or project continue after donor funding ceased? What were the major factors, which influenced the achievement or no achievement of sustainability of the project?

G. TASKS AND TIME FRAME OF THE ASSIGNMENT:

The assignment is expected to be executed within time limit of 60 calendar days from the date of contract signed. Below is a tentative timeframe for the phase-wise tasks, however consultant(s) need to review and submit a timeframe for the assignment with the technical proposal.

Phase	Key Tasks	Key Deliverables	Timeframe
Phase-1: Inception and Desk Review	1. Contract sign and inception 2. Finalize methodology 3. Study tools development and finalization 4. Work plan of field activities	Inception Report including final methodology, study tools, and field work plan	10 days
Phase-2: Field Work	Conduct field works as per agreed plan and final methodologies	Raw data sets (qualitative and quantitative) both from primary and secondary sources	25 days
Phase-3: Data analysis and report preparation	1. Data processing and analyzing 2. Prepare draft report	Draft report including case stories	10 days
Phase-4: Report submission and closing	1. Review and incorporate feedback of the Agency in the draft report and finalize the report 2. Prepare PPT on final report	Final report including final case stories and PPT	15 days

H. DELIVERABLES:

The consultant(s) will submit the following outputs/deliverables.

1. A detailed methodology (including sampling strategy and data collection tools) of the project evaluation submitted to SCI prior to data collection
2. Draft and final report to include, but not limited to:
 - Executive summary (2-pages)
 - Methodology
 - Results and Findings
 - Conclusions
 - Recommendations
 - Limitations and challenges
3. All data and other collected information:
 - Evaluation tools/questionnaires, sample, and stakeholders for the tracer study as agreed during the preparation period
 - Final data file (both hard copy and soft copy) including raw data entry, cleaned data, and data analysis
 - All pictures/photos.
4. A PPT (PowerPoint presentation) on key findings, results, and recommendations
5. Case Story (20 case stories, at least 50% are from first two phases of the project)

I. **CONTACT PERSON:** Senior Manager-Work2Learn, EYE Program, Save the Children

J. REQUIRED QUALIFICATION OF CONSULTANT/FIRM:

The consultant/firm should have the following experience and expertise: technical knowledge on non-formal education and TVET field; labor market understanding; and sufficient writing skills to carry out the tasks. The consultant(s) must be able to take a collaborative approach as they will work closely with Government, project staff, partner staff, and other stakeholders throughout this process.

- Post-graduate degree in Social Sciences, Education, Economics, Statistics or related field
- Minimum of 5 years' relevant professional experience in research for any national/international agencies
- Knowledge and experience in education and vocational skills training programs review and evaluation
- Strong experience in conceptualizing and implementing assessment within the context of education and TVET and preferably in the context of Bangladesh.
- Excellent communication and report writing skills in English.
- Fluency in English

K. CHILD SAFEGUARDING POLICY:

According to the policy of the Save the Children the assignee will sign the 'Safeguard Policy' of the organization and during the contract period consultant will not violate any policy. In case of any policy violation of Save the Children 'Safeguard Policy' (if noticed) the contract will be automatically cancelled.

Interested individual consultant, may submit their technical and financial proposal along with CV and TIN certificate copy to the following email address: prosanta.roy@savethechildren.org. Application closing date: **October 22, 2020**.
