

Request for Proposals

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1. BACKGROUND

The International Youth Foundation (IYF) invests in the extraordinary potential of young people. Founded in 1990, IYF builds and maintains a worldwide community of businesses, governments, and civil society organizations committed to empowering youth to be healthy, productive, and engaged citizens. IYF programs are catalysts of change that help young people obtain a quality education, gain employability skills, make healthy choices, and improve their communities.

In partnership with the Mastercard Foundation, IYF is implementing *Via: Pathways to Work* (hereafter, “the program”), a five-year initiative that aims to improve economic opportunities for underserved youth in Mozambique and Tanzania through sustainable changes in the national technical and vocational (TVET) and entrepreneurship systems. The program, which launched in October 2015, employs a systems change approach, intending to influence the collective behavior of TVET system actors and seeks to reach over 20,000 youth directly with enhanced technical and vocational training and related services. The legacy of the program will be the systemic changes made at the institutional level and across an array of stakeholders that lead to mutual benefit for Mozambican and Tanzanian young people and the TVET ecosystem.

2. SCOPE OF SERVICE

IYF seeks an evaluator or firm to design and carry out a Youth-Level Tracer Study in Tanzania with a comparison group to identify outcomes of youth participants, as well as teachers in training at the Morogoro Vocational Teachers Training College (MVTTC), that have completed training delivered by TVET system partners in Tanzania. This tracer study should include participants of the Via program from the three partner VETA Centers and MVTTC as well as youth that enroll in training in non-Via VETA Centers¹. Part of this activity shall include the development, contextual adaptation, or implementation of a reliable and valid competency-based assessment to measure skills and behavior outcomes.

The study will be conducted in only one of two of the Via countries of operation (Tanzania) and for only the TVET track (entrepreneurship will be excluded) because of the depth of the scope, reach of youth participants in each country, and limited resources. The program’s implementing partners in Tanzania are detailed below:

Tanzania Implementing Partners

1. TVET
 - a. Vocational Education and Training Authority (VETA) Headquarters
 - i. VETA Dar es Salaam
 - ii. VETA Dodoma

¹ IYF proposes sourcing the comparison group from VETA Centers in the same geographic zone as the partner VETA Centers, as they offer similar short courses as the Via partner VETA Centers and because IYF expects support of the study from the Zonal Directors and Vocational Coordinators. These are Lindi for Southern zone, Singida for Central Zone and VETA Kibaha for Dar es salaam Zone

- iii. VETA Mtwara
 - iv. VETA Morogoro Vocational Teachers Training College (MVTTC)
2. Entrepreneurship
 - a. Tanzania Entrepreneurship Competitiveness Centre (TECC)

Tanzanian Government Entities Engaged

1. Ministry of Education, Science and Technology

3. PROGRAM MODEL AND GOALS

The program seeks to improve economic opportunities for underserved youth in Mozambique and Tanzania through sustainable changes in the technical and vocational training and entrepreneurship systems. The stated goal of the program is that the collective behavior of the TVET system actors (inclusive of government, employers, civil society, and youth) is responsive to the labor market so that young people have improved economic opportunities.

Program objectives are:

1. TVET actors to leverage systems-based resources and incentives to adopt Via's capacity strengthening products and services; and
2. Youth inclusion in entrepreneurial market systems and services is improved.

The program seeks to achieve the objectives through capacity strengthening of partner organizations. This includes the development and support of capacity strengthening plans for internal systems, processes, and technical capabilities, as well as the incorporation of IYF's signature life skills curriculum, Passport to Success (PTS), which applies a youth-focused pedagogy and experiential learning to delivering training on key soft skills, and innovative approaches to provide training and support for young entrepreneurs. Capacity strengthening of TVET partners includes enhancements to career guidance and job placement services.

The following resources are attached as appendices:

1. Theory of Change
2. Logical Framework

4. CURRENT DATA COLLECTION ACTIVITIES

Internal Performance Measurement System

The program has a robust internal performance measurement system which routinely tracks information on the participant and partner levels. This includes administration of surveys to participants at baseline, exit, and ex post (sample) to measure outputs and outcomes of the program. Performance measurement on the partner level includes assessing capacity through IYF's Quality Standards Toolkit (QST), which will be completed three times throughout the life of the projects (baseline, mid-term, and endline) and tracking the extent to which PTS is integrated into the partner organizations operations and training to

youth. In addition, the program monitors the process to certification for PTS Trainer Certification through coaching records and training feedback.

IYF employed a participatory approach in developing the performance measurement framework, data collection and utilization plan, and data collection instruments, working with implementing partners to identify existing MEL systems and processes as well as gaps in access to data and information that could support partners as they manage and deliver programming to youth. IYF prioritizes understanding local partner capacity and has elevated strengthening partner capacity in MEL as one of the key project components. The program utilizes the below data tracking tools to track aggregated performance and holds quarterly performance and learning workshops as pause and reflect sessions:

- Participant Database;
- Institutions Tracker;
- Cohort Tracker; and
- Indicator Tracking Table.

Data Management System

Historically, participant and partner-level data has been tracked and managed in Excel spreadsheets. However, the program is in the final stages of transitioning its data tracking, management and analysis to IYF's *Systematic Tracking and Organization Records Management System (STORM)* system. STORM is a comprehensive, cloud-based IT solution built on the Salesforce platform. This holistic and adaptive system allows IYF to track constituents – both beneficiaries as well as implementing partners, deploy custom surveys, track data and outcomes on individual participants, track and manage interventions, assess capacity strengthening services, and report on project performance. Through the integrated third-party application FormAssembly, custom surveys can be administered electronically and responses are fed automatically into a unique constituent record.

5. THE EVALUATION

5.1 PURPOSE

The overarching objective of the Youth-level Tracer Study is to identify youth-level outcomes for TVET programming and to answer the youth-level questions on the program's learning agenda. Outcomes to be measured include skills acquisition, behavior change (as a medium-term outcome following the acquisition or strengthening of life skills), status following the training (working, in education or training, other), satisfaction with training and employment, income, and wellbeing. This will be accomplished through a rigorous tracer study with a comparison group and comparative analysis of the outcomes of each group, including a robust analysis of outcomes for youth with different descriptive characteristics as well as the program's contribution to these outcomes. Youth-level data disaggregations will include: sex, age, type of residence area,

Information from the study will be used by IYF and key program stakeholders in future youth agency and economic opportunity programming. IYF and program stakeholders will use this information to understand the extent to which the program's strategic and operational approaches were effective in the

given contexts. More broadly, IYF will use the findings to inform its strategic programming approach across global programs.

5.2 AUDIENCE

The target audience are the main project stakeholders, including: International Youth Foundation (IYF), as the primary implementer of the program, the Mastercard Foundation, as funder, and implementing partner organizations of the program as well as the broader field of youth empowerment and economic opportunity and the stakeholders in the development community that partner with education and training institutions to incorporate life skills content and/ or a learner-centered experiential pedagogy.

5.3 EVALUATION QUESTIONS AND INTERNAL PERFORMANCE MEASUREMENT INDICATORS

Findings from the Youth-Level Tracer Study will contribute to the youth-level question in the program's learning agenda:

VIA: PATHWAYS TO WORK LEARNING AGENDA – SELECT QUESTIONS

Youth -level Impact: To what extent does youth livelihoods programming improve the well-being of young people?

The Tracer Study should broadly address the question “What are outcomes for youth in terms of learning and competencies and increased income?” by addressing the below evaluation questions:

- To what extent have program participants gained a meaningful increase in socio-emotional skills (also referred to as life skills, soft skills, transferrable skills, and non-cognitive skills)? To what extent is this attributable to the program?
- To what extent have TVET trainees gained market-responsive technical or vocational skills? To what extent have these skills facilitated employment (formal, non-formal, self-employment, etc)?
- To what extent have program participants gained a clear and actionable pathway to a livelihood? To what extent is this attributable to the program?
- What is the impact of the program, measured by socio-emotional learning, labor market outcomes, and wages?

Via: Pathways to Work Performance Measurement (Logframe)

Indicators included in the program's internal performance measurement system expected to be measured through the Youth-Level Tracer Study activity are:

Indicators: Employability Objective

- # and % TVET youth transitioned into work: self-employment or entrepreneurship or jobs, by job type
- # and % TVET youth transitioned to further training
- # and % TVET youth transitioned to further education
- youth satisfaction score with the quality of employment
- % change in income
- # and % youth demonstrate change in market-responsive technical skills

- # and % youth demonstrate change in market-responsive life skills
- youth satisfaction scores with technical and life skills training

5.4 DELIVERABLES

The deliverables for this engagement are:

1. Inception Report or Design Document of the Youth-Level Tracer Study activity;
2. Periodic Reports and documentation of outcomes achieved;
3. Final evaluation report, inclusive of analysis responding to the program’s key learning agenda questions, conclusions, and recommendations on both the program and site (country) levels;
4. Complete datasets; and
5. Presentations to IYF in Baltimore and remote presentations to the IYF Tanzania and IYF Mozambique teams.

The Youth-Level Tracer Study activity timeline will be finalized in coordination with the evaluation sponsor POC.

5.5 BUDGET

The available budget for this evaluation is \$90,000 - \$100,000.

6. EVALUATION LOGISTICS

The primary point of contact (POC) for the evaluation is Pia Saunders Campbell, Director, Measurement, Evaluation, Research and Learning, IYF. The IYF POC will be available as needed for guidance and provision of resources throughout the evaluation. Regular meetings with the evaluator/ firm will be set up for communication and progress updates.

The evaluator(s) is expected to have at least the following qualifications and experience:

- Advanced university degree, PhD preferred, in the social sciences, economics, statistics, public policy or related field;
- Minimum 5 years of relevant experience implementing projects and/or evaluations Sub-Saharan Africa;
- Expertise and experience in designing and conducting program evaluations and Tracer Studies;
- Experience or knowledge of youth economic opportunities, youth employment, youth skills building initiatives;
- Proven thematic knowledge on topics such as measuring socio-emotional learning and/or outcomes of life skills training, youth, livelihoods, youth employment, and youth agency;
- Proven leadership / project management skills;
- Excellent analytical and communication skills;
- Report writing and/or copy-editing skills that adhere to professional writing conventions; and
- Fluency in English, fluency or proficiency in Kiswahili a plus.

IYF will provide the following support to the selected evaluator:

- Project orientation and provision of relevant program documents and reports;
- Facilitate introductions to partners and evaluation work planning (with the evaluator leading on the latter), and providing ongoing partner management and troubleshooting support as required; and
- Provision of quality assurance and input to the selected evaluator, based on input from the technical proposal (see 'Relevant Experience' section of the evaluation matrix). Provision of quality assurance and input is available from IYF staff.

The selected evaluators/ firm will be responsible for:

- Managing the planning, design, and implementation of the Tracer Study activity; working directly with IYF staff to coordinate data collection; preparing reports and responding to and incorporating feedback from IYF where agreed to; and
- Organizing and managing all logistical and operational requirements for the evaluation, including transport, printing, travel, etc.

7. RFP LOGISTICS

7.1 TECHNICAL PROPOSAL

The technical proposal shall describe the approach and methodology that will be applied to meet the objectives and scope of the assignment and shall include the following:

- Evidence of capacity to undertake the evaluation;
- Reports from at least 2 evaluations conducted in the past 5 years, one must be a Tracer Study (or similar);
- CVs of all team members illustrating their relevant qualifications and experience;
- Two references from client organizations;
- Evidence of research team's knowledge of working in Sub-Saharan Africa, especially Tanzania;
- A detailed evaluation methodology; and
- Implementation plan.

7.2 PROPOSAL ASSESSMENT

A quality and cost-based selection methodology will be followed in the selection of the evaluator/ firm. The decision therefore will be made based on best value for money, taking into consideration both the quality of the technical proposal and the associated budget and total costs involved. The proposals will be evaluated and scored in two stages, first the quality of the technical proposal and then the quality of the price proposal.

The technical and price proposal should have, in total, at least 75 points out of 100 in order to be considered. The technical components comprise 80 available points, and the price proposal comprises 20 points, both of which are detailed in the evaluation matrix below.

7.3 EVALUATION MATRIX

	Maximum points
Bidder profile	25
Does the evaluator or team leader have experience in at least 2 evaluations in the past 5 years, at least one of which was a Tracer Study? (The team leader's CV and examples of relevant evaluations are required)	10
Does the evaluator or team leader have experience in research or publications in topics similar to the program intervention, such as measuring socio-emotional learning or skills and/or outcomes of life skills training, youth, livelihoods, youth employment, and youth agency? (The team leader's CV and examples of relevant work are required)	10
The evaluator or team leader has proven ability to manage a research/evaluation project, organize and motivate a team well. This can be demonstrated through an explanation of how the project would be effectively managed and by at least one reference about team leader's leadership skills from an organization for which they have delivered a project.	5
Relevant experience	20
Does the evaluator or team have relevant field experience in evaluation, data collection, or research in Sub-Saharan Africa, in social science research or evaluation of social programs? (Please include an overview of each team members' experience and qualifications)	10
Does the evaluator or team have adequate knowledge of and experience in evaluating programs related to youth economic opportunities, youth employment, skills building?	5
Has the evaluator or team have proven abilities to produce a professional report and presentation experience, particularly experience adhering to standard report writing conventions for the international development sector? (Has the proposal identified a plan for producing a professional report?)	3
The bidder provides an assessment of which technical areas of the RFP it would require quality assurance support and input from IYF, and how it would like such quality assurance support and input to be structured.	2
Methodology and implementation plan	35
Does the technical proposal include an appropriate approach and methodology that adequately responds to the TOR and can demonstrate capacity to design and carry out a Tracer Study?	20
Does the proposal reflect a good understanding of measuring socio-emotional skills (also referred to as life skills, soft skills, transferrable skills, and non-cognitive skills)?	15
Price proposal	20
Price proposal demonstrates strong value for money, evaluated against the following value for money metrics: - Economy: Are per unit costs for inputs (i.e. time, travel, supplies, overheads, etc.) proposed at a competitive market rate?	15

- Efficiency and Cost Effectiveness: How efficient is the proposal in converting input costs into outputs (i.e. comparing the overall cost of the proposal against the proposed quality of deliverables, both in terms of approach and strong implementation/management of the process)?	
In completing the price proposal, the applicant should include a price proposal narrative that explains the value for money of their approach, analyzed against these two criteria.	
Applicant adhered to the budget template and completion guidelines (Annex 4)	5
TOTAL NUMBER OF POINTS (TECHNICAL & PRICE PROPOSAL)	100 points

7.4 QUESTIONS TO THE RFP

Submit questions to this RFP by **Monday, 6 May 2019**. Questions should be sent to n.minadakis@iyfnet.org, with the email subject line: *Via Tracer Study - RFP Questions*.

IYF will post a response to all questions received by **Friday, 10 May 2019**. The responses will be posted at the 'Via Tracer Study' link on the IYF Jobs website: <http://iyfnet.org/work-iyf>.

7.5 SUBMISSION INSTRUCTIONS

Proposals are due to IYF by **Tuesday, 28 May 2019**.

Please submit proposals to n.minadakis@iyfnet.org, with the email subject line: *Via Tracer Study – Insert Consultant/Firm Name*.

8. RFP ANNEXES

See separate attachments for:

- **Annex 1:** *Via: Pathways to Work* Theory of Change
- **Annex 2:** *Via: Pathways to Work* Logical Framework
- **Annex 3:** *Via: Pathways to Work* Learning Agenda
- **Annex 4:** *Budget template*

The [full RFP and supporting annexes](#) can be found by visiting this link below:

<https://www.iyfnet.org/jobs/request-for-proposals-via-tracer-study>