

Terms of Reference

Impact and Outcome assesment Youth Participation and Employment (YPE) programme 2017 - 2022

1. Background

The YPE is 5-year programme with a total funding of 181 million DKK from the Danish Arab Partnership Programme (DAPP). It covers Tunisia, Morocco, Egypt and Jordan. As the YPE program comes to an end in 2022, the impact must be captured and assessed for learning purposes and helping to scale up and develop new programs for youth economic empowerment and employment. Unemployed among youth is increasing in the MENA region and the countries are under pressure due to the impact of Covid-19 pandemic. DAPP provided critical support to youth through YPE innovative and inclusive interventions that addressed needs of vulnerable and marginalized young people helping them to integrate into the economy and society.

Engagement objective

Improved economic opportunities for young men and women

YPE Impact indicators:

- **9,450** additional targeted youth employed
(Morocco: 2,500; Tunisia: 1,200; Egypt: 1.250; Jordan: 4,500)
- Of which **3,500** vulnerable youth employed
(Morocco: 1,100; Tunisia: 400; Egypt: 1000; Jordan: 1,000)
- **1,400** young women feeling safe in work
(Morocco: 550; Tunisia: 350; Egypt: 250; Jordan: 250)

2. Point of departure and scope of the assignment

The impact assessment shall provide feasible recommendations on how to improve the strategic approach and implementation practices in designing future project activities. The assessment will analyse long-term and/or significant changes brought about through a series of interventions and pathways of change adapted by the program. It will focus on change on impact and outcome level. It will contain of three main elements:

- 1) Assessment of the impact achieved of YPE according to the overall engagement objective outlined above
- 2) Assessment of the Theory of Change and strategic approach of YPE to job creation for youth and womens safety at work
- 3) Outcome harvesting to capture wider intended and unintended outcomes of YPE

The *outcome harvesting approach* can help in capturing changes that have taken place, and then ascertaining whether, and to what extent those may be linked to YPE interventions. Thus, it will also help in capturing unintended outcomes of interventions, which can be very valuable in environments where multiple factors are at play. Critically, the findings of this process can help inform how the project design and implementation evolve within the project's lifetime and in future programming¹.

The impact assessment will consist of desk reviews, key informant/stakeholder interviews and field studies. The consultant will also participate in an internal YPE learning event scheduled to take place in Morocco around 7-10th of June. This will be a kick-start of the impact assessment.

¹ [Outcome Harvesting: Best Practices for Learning & Reflection, Relief Web, January 2021](#)

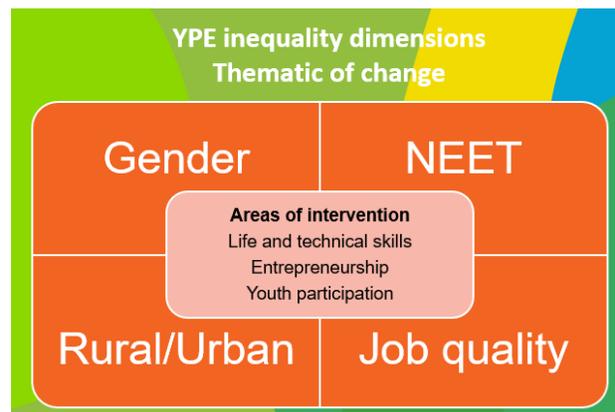
The desk analysis will include the Annual Status Reports and Annual Work Plans submitted to DAPP as well as outcome measurements and partner learning events carried out at country level. A full list of relevant documents will be provided by the YPE programme management Unit (PMU) and the Consultant will also engage with the PMU regarding the overall methodology and data collection tools to be used prior to conducting the evaluation.

Data collection will be done using online and face to face methods. It is expected, however, that there will be field studies conducted in a *minimum of 2 YPE countries*, but preferably in all 4 countries. It will be up to the consultant to design an adequate methodology in the bid for the assignment, but for cost-effective purposes, it is recommended that a field study is carried out in Morocco right after the learning event on June 7-10th.

3. Objectives

The overall objective of the proposed impact assessment shall be:

- To assess the impact of YPE achievements that contributed to the youth employment and participation.
- To validate the YPE Theory of Change components and pathways; special focus on capturing the linkages of interventions different levels and the effectiveness of the diverse models of youth employment.
- To assess the progress towards the YPE program outcomes as well as identifying additional outcomes generated by the YPE programme interventions
- To produce learning from desk review, key informant/stakeholder interviews and field missions containing partners and project visits to identify best practices, challenges and gaps in approach and methodology that can be used to strengthen future actions.



4. Key deliverables

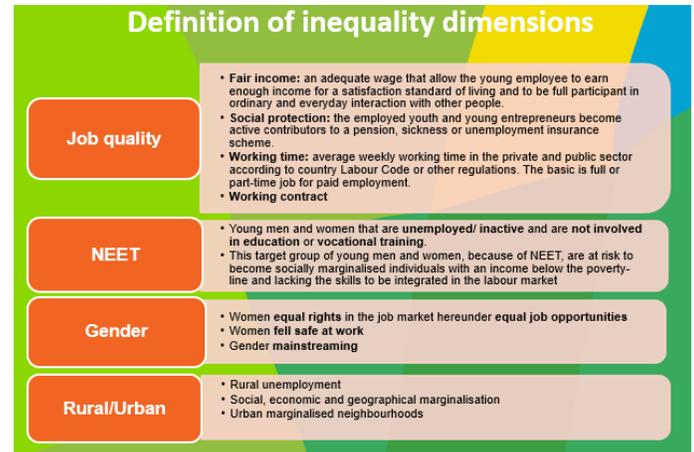
- Inception report, to be delivered and approved based on the desk review and prior to field studies
- Final report capturing the three dimensions outlined above (Impact, ToC/approach, Outcomes) containing gender disaggregated findings and recommendations
- A powerpoint presentation summarising the process, methodology, findings, and recommendations.

5. Content and guiding questions

The overall guiding question is: “What are the good practices that improved individual skills, partner capacities and promoted inclusion of young people - and young women and other vulnerable groups in particular - and helped youth achieving decent jobs through employment match-making and support to entrepreneurship?”

More *specific, guiding questions* are the following (non-exclusive list):

- How far the community-based approach has impacted the YPE youth employment pathways and participation?
- How was it ensured that women and youth are targeted in inclusive manner?
- How the public institutions supported the YPE? What were the entry points and how this can be scaled-up in the future?
- How the project empowered youth and women and addressed their needs in relation to employment and to become proactive in their local communities?
- To which extend is the YPE ToC and strategic approach relevant in relation of the MENA context and the priorities of partners and targets groups
- Effectiveness and sustainability of the interventions and impacts.
- What specific aspects of the YPE interventions have been addressing or sensitive to gender, NEET and quality of jobs?
- How the partners played an instrumental role in facilitating interventions to the youth?
- How have project interventions helped improve capacity of partners?
- What policies have been strengthened (or can be identified) for youth employment programs?
- What was achieved in the YPE program and how this was achieved?
- How and to what extent YPE has led to changes among different stakeholders concerned with the project including local communities, private companies and governments through dialogue and advocacy?
- What are the different entry points and interventions that have worked well at the community level, at partners/ stakeholders' level and at policy level? What worked and not worked and why?
- Are there areas that can be improved to capture youth skills, tracking employment, entrepreneurship, innovation and financial inclusion?



6. Methodology

A detailed description of the approach and methodology shall be presented in the technical proposal explaining the integration of the outcome harvesting approach (based on the classical 6-stage model) and use of other data collection methods.

The methodology shall be based on a participatory approach that combines qualitative and quantitative methods to ensure that the perspectives and voices of key stakeholders and beneficiaries were taken into consideration. It will assess change generated by the YPE programme through comparing a pre and post situation and measure to what extent the beneficiaries were satisfied with the services and the process of implementation. A key element will thus be the proposed methodology for the field studies, which should take place in a minimum of 2 YPE countries and preferably all 4.

An outline of expectation from the methodology is presented in the table below:

Process	Outcomes	Who should be interviewed/ consulted	Possible Methods and Types of Data collection
Impact assessment	Assessment of impact achieved according to overall engagement objective	Partners, MEAL officers, project team, youth representatives, key stakeholders	Desk Analysis Key informant interviews
Assessment of ToC and Strategic approach	Critical analysis of relevance, coherence, intervention logic, assumptions, risks, challenges, best practices, gaps, lessons learnt	Partners, MEAL officers, project team, youth representatives, key stakeholders	Desk Analysis Key informant interviews
Outcome Harvesting	Changes within the main outcomes as well as the unintended outcomes.	Innovation fund recipients, young entrepreneurs, other beneficiaries. Partners, other associated organisations, consultants participated in capacity building of partners, project team, MEAL Officer, Project Managers. Participants from campaigns, key stakeholders.	Project visits Focus Group Discussions Qualitative or self- assessment methods Interviews with key informants, project staff Young people received training Partners received training Review of minutes of meetings

7. Guidelines

YPE Responsibility

- Provide relevant project and/or agreement documentation required to conduct assessment.
- Availability to discuss the observations and recommendations as well as challenges to perform the assignment.
- Oxfam and partners will facilitate the process through provision of relevant information and linkages to project beneficiaries and stakeholders
- Payments as per the contract.

Expected duration of the contract/assignment

- The evaluation is expected to start by May, a draft report will be provided by the end of July, and it will be concluded by 20th of August.
- The expected number of workdays will be 40 days within this period.

- The consultant will present an inception report including a plan for field studies in 2-4 countries and list of key informant interviews. It will be preferred that the consulting team is readily available or based in YPE program countries to ensure smooth data collection within stipulated time.
- The consultant will also propose an approach where both online and face2face data collection can be done.

Geographical Coverage

- The project areas will be in Jordan, Egypt, Morocco and Tunisia. Oxfam project team will provide details of project intervention sites and connect with the partners.

Qualifications of the Proposing consultant /Organization

The selected consultant must:

- Be a legally registered entity with an ability to visit project locations.
- Have a minimum of five years' experience in provision of similar services other projects in the MENA region.
- Ability to design and plan the evaluation approaches and methodologies, including a mixed methods approach (quantitative and qualitative methods)
- Ability to manage a multi-year multi-partner evaluation and research process, including interpreting project results data and conducting an outcomes evaluation herunder Outcome Harvesting.
- Experience in organizing, and conducting desk review and field research, organizing workshops and FGDs and conducting interviews, data analysis
- Experience in working with young people, women, and vulnerable populations, familiarity with the employment issues.
- Arabic, English and French skills are essential for the primary data gathering while English is required for producing the report.

Main contractor

Consultant(s) are expected to accept and execute the full assignment. An international consultant can enter into cooperation with other (regional) Consultants to bring together necessary expertise. The proposal needs to clearly indicate which Consultant is the main contractor and leads the assignment, and which Consultant/s co-operate.

Qualifications / Profile / Competences / Skills

In their proposal, Consultant(s) are requested to pay attention to relevant technical skills, qualifications and experience that they deem appropriate for the assessment of their qualifications to conclude the proposed assignment successfully. All the Consultants participating in the assignment are expected to submit a detailed CV and reference materials (sample of previous similar reports).

Compensation

Consultant(s) are requested to propose a fixed fee reimbursement including VAT and indicating cost estimates based on price per hour or day, number of days of work for different activities, and out of pocket expenses.

Proposal

Consultant(s) are requested to elaborate on their understanding of the assignment, general approach, work plan, methods, and reporting. The proposal should include a price including rationale (see above). Consultant(s) are invited to share initial ideas on potential best practices. The proposal (including price) should be max 8 A4, plus relevant CVs (max 2 A4 per person) and sample of previous similar reports.

8. Review of proposals:

A selection committee from YPE program management unit will review all submitted proposals to select the most suitable consultant(s)/research institute based on the following evaluation criteria.

Technical Proposal

The consultant is expected to propose an appropriate approach and methodology to meet the objectives of the impact assessment. The technical proposal submitted by the consultant should include the following information:

- Full curriculum vitae
- Summary of previous experience in undertaking tasks of this type
- A proposed workplan & methodology for conducting the impact assessment
- Management of the assignment

Budget

- A budget (indicating rate per day and expected related expenses to the assignment and clearly including the VAT)

Presentation/interview

- Following submission of proposals, we might invite selected Consultant(s) to present their approach in a short (Skype) meeting.

Negotiations

Negotiations may be held to work out contract details and other expectations.

Disclaimers

Oxfam IBIS reserves the right to stop the purchase procedure completely or partly, temporarily or permanently until the moment of contract signing. In these situations, suppliers are not entitled to reimbursement of any costs or damages incurred in connection with this purchase procedure.

* Quotations should be valid for at least three months after the deadline for submission.

** Oxfam IBIS cannot be charged in any way for costs related to preparation and submission of a quotation. This can also include interviews and/or providing further information about the quotation.

*** The risk of any costs and/or damages which may arise by not awarding this contract to a supplier lay solely with the supplier. Oxfam IBIS cannot be held responsible for any such costs or damages.

By submitting a quotation, the Consultant/research institute agrees all the terms and conditions specified in this ToR. The quotation will not contain any reservation(s) to these terms and conditions. A quotation with one or more reservations can be excluded from the procedure.

9. Timeframe:

The assignment is envisioned to take up approximately **40 working days** over the timespan of maximum 2,5 months starting from signing of the contract and according to the consultant's proposal. With an indicative distribution:

- Up to 5 working days for inception meetings and report
- Up to 5 working days for desk review
- Up to 15 working days for learning event and field studies
- Up to 5 working days for key informant interviews
- Up to 10 working days for data analysis and reporting

The following timeframe is proposed to start after contract signature and no later than Mid-May. The total period is 2,5 months including time taken by Oxfam and country teams to provide feedback. The consultant will revise this and present a more practical timeline in the inception report together with the methodology and tools. The tentative workplan is the following:

Dates	W1	W2	W3	W4	W5	W6	W7	W 8	W9	W10	W11	W12
Start date 23 May Desk Review and PMU consultations	23-30 May											
Inception Report		5 Jun										
Oxfam consultaion on inception report												
Learning Event participation in Morocco			6-10 Jun									
Field studies- Morocco, Tunisia, Egypt, Jordan				10 - 20 Jun								
Virtual interviews/ Key informant interviews						20-30 Jun						
Data analysis and draft report submission								31 Jul				
Oxfam inputs on draft report									1-15 Aug			
Final report and power point presentation												20 Aug

10. Budget

The maximum budget for the assignment is DKK 180.000. This is inclusive of all the costs of travel and fees. The consultant is expected to present realistic activities within the budget in the financial proposal.

11. Management of the consultancy assignment

The overall management of the assignment will be done by the YPE Team Leader and Oxfam IBIS MENA coordinator who will be assisted by the PMU members. More specifically the MEAL Advisor in the PMU will be the point person for implementation of the agreed activities and approach.

12. Submission and deadlines:

Research institutions/organisations or independent consultants meeting the above qualifications are invited to submit a technical and financial proposal by email to Oxfam IBIS at: Morten Gøbel Poulsen mgp@oxfamibis.dk with a copy to Jonas Devantier jde@oxfamibis.dk

This offer/proposal should be received no later than **Friday 22. April 2022**, close of business day.