



Youth Employability in the Informal Sector Project (YEIS)

EXTENSION OF MIDTERM REVIEW FROM 18th -23rd JULY 2017

CALL FOR EXPRESSION OF INTEREST BY COMPETENT CONSULTANTS/ FIRMS TO CONDUCT

MIDTERM REVIEW OF YOUTH EMPLOYABILITY IN THE INFORMAL SECTOR PROJECT

AJPRODHO JIUKIRWA

Who are we.

The Youth Association for Human Rights Promotion and Development (AJPRODHO-JIUKIRWA) is a national level, non-profit organization with a mission to empower youth for Human Rights respect and advocate for socio-economic betterment. The organization targets mostly the youth, women, children, people with disabilities and the historically marginalized groups. The core activities are: (1) To raise awareness on human rights, providing legal advice; (2) legal representation to vulnerable youth, (3) awareness raising and youth influencing public policies, (4) strengthening youth participation and

engagement into governance, (5) conducting advocacy on issues affecting youth and children, and educating youth to improve their socio-economic situation by fostering the culture of saving.

About YEIS project

The Youth organization for Human Rights Promotion and Development (AJPRODHO-JIJUKIRWA) is implementing the **Youth Employability in the Informal Sector Project (YEIS)** in partnership with Young Women's Christian Association (YWCA) and CARE International with funding from European Union and Care Austria.

Objective of the project: The overall objective of the project is to contribute to the elimination of poverty of youth between (16-30 years) dependent on the informal sector in Rwanda. Indirectly, through evidence-based advocacy for a more appropriate legal and policy framework and its efficient implementation, the project will have a positive impact on all youth currently dependent on the informal economy.

The project was designed to improve the situation of the youth in the informal sector by increasing their technical, financial and entrepreneurial skills and enable them to take steps towards the formalization of their activities.

Project approach: The project approach to achieve the above objective involves voluntary Savings and Loans Associations (VSLAs), Access to finance (financial literacy and financial linkage) entrepreneurial skills, Technical Vocational Education and Training (TVET)formation of cooperatives and linkage with trade unions, awareness raising to increase access to information and business services ,advocacy for improved legal and policy frameworks for youth in the informal sector and enabling them to take steps towards the regularization or formalization of their activities.

Area of operation: The project is implemented in 7 districts: Nyarugenge, Kicukiro, Rulindo ,Gakenke, Nyabihu, Rubavu and Ngororero.

1. OBJECTIVES OF THE MIDTERM REVIEW

The main objectives of the evaluation are to provide the relevant information to the external co-operation services of the European Union, the implementing partners of the project ,the Care Austria , Austrian Development Cooperation and, when appropriate, the wider public(the partner government) with:

- an overall independent assessment of the past performance of the *intervention of the 'Youth Employability in the Informal Sector Project'* paying particularly attention to the results of the project against its objectives;

- key lessons and recommendations in order to improve current and future action

The midterm review will be conducted against logical frame work and indicator matrix to inform implementing partners about the status of the project, changes made during the implementation, key lessons learned and recommendations. The project implementing partners, donors, and key stakeholders are the primary users of the evaluation results while other development partner organizations are the secondary users. The evaluation will furnish them with the project progress in relation to the set plans and activities as well as the extent to which it is on course of producing the planned results, and thus achieving its objectives. The evaluation report is expected to recommend the YEIS team how to engage implementation of the remaining 2 years of the project.

2. EVALUATION SCOPE, INTERVENTION LOGIC AND EVALUATION QUESTIONS

2.1. SCOPE

The mid-term review shall comprise but not necessarily be limited to the following:

- Assess whether the project is moving towards reaching its objectives. Are activities sufficient to realize agreed outputs? Is it likely that the project will have the planned impact? The consultant will pay special attention the economic aspects of the project activities with reference to intervention logic.
- The geographical scope of the project evaluation 7 districts: Kicukiro Nyarugenge, Rulindo, Nyabihu, Gakenke Rubavu and Ngororero Districts .
- The number of project beneficiaries is 9323 youth (70% women and 30% men) however a consultant will choose the standard sample for evaluation.
- All key actors of the project, implementing partners and donors will be consulted. Assess the impact of gender aspects to the development of project beneficiaries Intervention Logic of the Project.

2.2. INTERVENTION LOGIC OF THE PROJECT

The evaluation will assess the progress of the project activities towards its objectives with reference to the Logframe indicators. YEIS' three Specific Objectives to be looked at are:

SO.1: “xx% of 8,000 project beneficiaries have increased their income over the project period by 20%.”
Target value: 90%

SO.2: “xx% of 8,000 project beneficiaries are part of the formal sector at the end of the project.” Target value: 40% - Baseline Value: 2% of the beneficiaries surveyed were in the formal sector.¹

SO, 3: “The protection and empowerment of young people in the informal economy is taken into consideration by government Institutions, Labour Unions, Employers, TVET Centres and Private Sector Actors”.

The Focus will be but not necessarily limited to the following areas:

- Participation in formal versus informal sector for youth, in rural versus urban areas.
- Increment level of income for the youth in the informal sector in targeted districts
- Enterprise income and expenditure for youth in rural versus urban areas.
- Levels of savings for youth in rural versus urban areas in comparison prior to the project
- Levels and type of financial inclusion accessed, by VSLA groups, individuals, loan willingness and loans taken out.
- Level and type of productive assets owned before joining the project, if any, and the type of productive assets owned by youth currently as result of the project activities.
- Make comparison of the economic/employability level of the beneficiaries at the inception of the project (base line) and the current situation as well as rates of employment and self-employment for youth, in rural versus urban areas.
- Main sources and sectors of income and diversification levels for youth sofar in rural versus urban areas compared to prior situation
- Levels of self employment and/or hiring other staff sofar
- Level of those who have grown up their business or switched up to other more income generating activities
- Kind of jobs /business/enterprises owned by youth in informal sector.

- Socio-economic and cultural factors that negatively affect young people in their communities (both girls and boys) and limit their participation in and/or benefit from education, entrepreneurship opportunities and community development.
- Levels of awareness of laws, policies and social protection programs available for the youth.
- Levels of capacity of the National Youth Council to Advocate for the youth in the informal sector.
- Levels of awareness of the advantages of formalization of business and steps taken to formalise business
- Number of registered businesses/and or formalisation stapes taken

2.3. OTHER ASPECTS TO BE CONSIDERED IN THE EVALUATION

In evaluating the project, the consultant will consider the standard 5 DAC evaluation criteria, namely: relevance, effectiveness, efficiency, sustainability and impact. In addition, the evaluation will assess two EU specific evaluation criteria:

The EU added value of the project include design and implementation, the coherence of the project/programme itself, with the EU strategy in Rwanda and with Member States, *and other donors where relevant.*

The consultant/ team should also assess whether the cross-cutting issue of gender was taken into account in the identification/formulation documents and the extent to which they have been reflected in the implementation of the project and its monitoring. The evaluation criteria are to be translated into specific evaluation questions. The questions may be discussed with the experts during the Inception Phase. However, once agreed the evaluation questions are contractually binding. The evaluation questions will be designed by the consultant and be discussed with the technical team.

In reference to the YEIS baseline survey, the MTR should revisit the recommendations made in the baseline survey. In particular, assess the quality of capacity building trainings such as business development training, entrepreneurship, financial management as well as life skills, to see whether YEIS project has been able to deliver knowledge and minimise GBV and drug abuse.

3. METHODOLOGY, TOOLS AND MAIN DELIVERABLES

AJPRODHO welcomes methodological proposals that meet the evaluation objectives outlined in this ToR. However, it is expected that the evaluation will use participatory methods to collect both qualitative and quantitative data. It is expected that evaluation team/consultant will use a mixed method approach,

combining qualitative and quantitative data, and all data collected through the assessment must be disaggregated by sex

3.1. EVALUATION APPROACH AND MAIN DELIVERABLES

The evaluation process will be carried out in five phases: an Inception Phase, a Desk Phase, a Field Phase, a Synthesis Phase and finally a Dissemination phase. Deliverables in the form of reports and/or slide presentations should be submitted at the end of the corresponding stages.

Synthetic table of phases/deliverable.

Phases of the evaluation:	Methodological Stages:	Deliverables	Duration/No of days
1. <u>Inception Phase</u>	<ul style="list-style-type: none"> Structuring the evaluation 	<i>Inception phase report/ Note,</i>	
2. <u>Desk Phase</u>	<ul style="list-style-type: none"> Data Collection Analysis 	<i>Desk Report / Note</i>	
3. <u>Field Phase</u> (Mission in the country)	<ul style="list-style-type: none"> Data collection Analysis Verification of hypothesis/preliminary findings 	<i>Intermediary report / Note</i>	
4. <u>Synthesis phase</u>	<ul style="list-style-type: none"> Analysis and Judgements (recommendations for year 3 and 4 implementation) Drafting and Finalisation of the report 	<i>Final report</i>	
5. Dissemination phase	<ul style="list-style-type: none"> Publication of the report Dissemination of the findings 	<i>Seminar / Publication / Conference / ...</i>	

3.1.1. Inception phase

The process will start with a briefing session that will take place at AJPRODHO –JIJUKIRWA office with a half-day presence of the consultant /experts and the technical team. In the inception phase, the relevant documents including Project proposal, baseline study, YR 1 + Yr 2 progress reports, TVET market survey, a report on study of Ratification of ILO convention 189 and signing of contract to 16 and 17 years old and training manuals will be reviewed. The evaluation team will then analyse the Intervention logic *[as set up at the beginning of the project/programme cycle] or [as reconstructed by the project/programme manager retrospectively]*. On the basis of the information collected the evaluation team (AJPRODHO and partners) will:

- Comment on /analyse the project intervention logic / logical framework aspects to be assessed.
- Comment on the consistency and validity of the evaluation questions proposed or, whether relevant, propose an alternative or complementary set of evaluation questions justifying their relevance.
- Comment on the methodology for the overall midterm assessment of the project
- Comment on the approach for answering each evaluation questions.
- Confirm the final schedule for the evaluation exercise

3.1.2. Desk phase

In the Desk Phase, the consultant/evaluation team shall carry out the following tasks:

- Analyse systematically the relevant available documents; interview the project /programme management and key partners, including sample of beneficiaries of the project.
- Provide preliminary responses to each evaluation question stating the information already gathered and their limitations
- Identify the issues still to be covered and the assumptions to be tested
- Identify and present the list of tools to be applied in the Field Phase;
- List all preparatory steps already taken/to be taken for the Field Phase.

At the end of the desk phase a desk report/presentation will be prepared. A presentation by the evaluation team to the Reference Group will take place at AJPRODHO office. *One* day presence of technical team and evaluation team is required.

3.1.3. Field phase

The Field Phase starts after approval of the inception phase and desk phase reports by the evaluation manager. Before going to the field, the evaluation team/consultant must submit detailed work plan, including the list of people to be interviewed, and other data collection tools to be used, dates of visits, itinerary, and names of team members in charge. If any significant deviation from the agreed work plan or schedule is perceived as creating a risk for the quality of the evaluation, these should be immediately discussed with the evaluation manager.

In the first days of the field phase, the evaluation team shall hold a briefing meeting with YEIS project /programme management team (technical team) at AJPRODHO Office and thereafter with local authorities and other relevant key stake holders will be informed. During the field phase, the evaluation team shall ensure adequate contact and consultation with, and involvement of the different stakeholders; working closely with the relevant government authorities and agencies; using the most reliable and appropriate sources of information. At the end of the field phase, the evaluation team shall summarise its work, discuss the reliability and coverage of data collection, and present preliminary findings in a meeting with the project Program Management Team/ Technical Team.

Synthesis phase

This phase is mainly devoted to the preparation of the draft final report. The evaluation team will present in a single document their findings, conclusions and recommendations in accordance with the agreed structure

The evaluation team will make sure that:

- Their assessments are objective and balanced, statements accurate and verifiable, and recommendations realistic.
- When drafting the report, they will acknowledge clearly where changes in the desired direction are known to be already taking place.

The evaluation team/consultant will have a meeting (one day presence maximum is required) with the Programme Management Team at AJPRODHO office to present the draft final report to the reference Group to discuss the draft findings, conclusions and recommendations.

3.1.4. Dissemination phase

Prior to the dissemination of the findings, other communication modalities for better preparations will be done; the venue and the number of participants will be communicated. The evaluation team/consultant will present the research findings to the Project implementing partners, key stake holders, private sector, local and government levels. Comments from the Validation meeting will be adopted and in 8day normal working calendar days after the workshop the final report will be submitted.

4. ROLES AND RESPONSILITIES

4.1. Consultant Responsibilities

The consultant is expected to carry out the following tasks:

- Develop an inception report and work plan
- Review key project documents, including; baseline, log-frame/indicator matrix, etc
- Review of existing secondary information (eg policies, laws,etc)
- Hold discussion with the stakeholders
- Collect data using approved tools
- Analyse data and findings, and submit a draft report to AJPRODHO for comments
- To incorporate comments and produce final report to submit to AJPRODHO
- Present the findings in a stakeholder workshop

4.2. AJPRODHO and partners

Support provided by AJPRODHO will include:

- Introductory briefings with the consultant(s)
- Logistical support including providing contact details
- Assist in the identification of key informants including Ministry of Public Services and Labour (MIFOTRA), National Youth Council (NYC), Ministry of Local Government, Ministry of commerce and Industry, Ministry of Youth & ICT (MYICT) ,Workforce Development Authority, Rwandan Cooperative Agency (RCA),CESTRAR, Technical and Vocational Education and Training Centres (TVET Centres) Formal Financial Institutions (FFIs)and sector-level SACCOs,District level local Government officials, Private Sector Federation, The Civil Society Platform and CSOs intervening

in the informal sector and contribute to the wellbeing of the community, and project implementing partners to be interviewed as part of the evaluation

- Mobilising community members to be involved in the evaluation, including informing the project beneficiaries, local community structures, and other identified stakeholders that the evaluation is going to be conducted.
- Providing an Introductory letter to the consultant
- If required, recommendations for research assistants
- Making available all relevant project documents including Project proposal, baseline study, YR 1 + Yr 2 progress reports, TVET market survey, study of Ratification of ILO convention 189 and signing of contract to 16 and 17 years old and training manuals.
- Support with collation of key project documents as required
- The M&E officer will liaise with the consultant reviewing and providing feedback on first and all subsequent drafts of the report.
- To ensure that the evaluation team has access to and has consulted all relevant information sources and documents related to the project/programme.

5. **Duration of the assignment:** The duration of the assignment is 60 calendar days from the next day after signing a contract .

6. REPORTING

The Consultant will report directly to AJPRODHO JiJUKIRWA specifically to the Project coordinator and Project monitoring and Evaluation officer who will supervise the assignment.

6.1 Deliverables

The consultant is expected to submit:

- a) An inception report with a detailed methodology
- b) Preliminary report with preliminary findings
- c) A final report including among others: an executive summary, Introduction describing the project background, scope and objectives of the evaluation, MTR methodology, Findings, Lessons learned, conclusions and recommendations, Annexes: details of data collection tools; schedule of field visits and meetings; list of people interviewed; bibliography of key documents consulted; ToR for the evaluation.

All reports/documents should be produced in English. The Consultant will provide an electronic version of all the required deliverables, and also, the consultant shall provide three high quality printed and spiral bound original copies (After approval by AJP). The reporting will be completed in form and substance acceptable to AJP per the format below.

7. FORMAT OF THE FINAL REPORT

The format for the final evaluation report will cover the following components:

The report should not exceed 30 pages (excluding annexes) as a word document written in clear and concise English. The report will include:

- Cover page (title of the evaluation report, date, name of consultant)
- Contents table
- Executive summary of no more than four pages outlining the purpose of the evaluation, main points of analysis, key findings, conclusions and recommendations
- Introduction describing the project background, scope and objectives of the evaluation
- MTR methodology
- Findings
- Lessons learned, conclusions and recommendations
- Annexes: details of data collection tools; schedule of field visits and meetings; list of people interviewed; bibliography of key documents consulted; ToR for the evaluation;

Qualifications and Requirements

- Master's degree in social sciences, economics, development studies, Research Methodology , Law or other related field
- At least five (5) years' experience in conducting project/ program evaluation;
- Experience in conducting evaluations of EU-funded projects
- Strong research and analytical skills with special emphasis on qualitative and quantitative data collection and analysis methods ;
- Proven experience to wear a gender lens when conducting evaluations;
- Proven experience in evaluating projects with an advocacy/ policy review element;
- RDB certificate of registration, RRA and RSSB clearance certificates
- EBM certificate is required
- Technical and financial proposal (three copies each)

- Cover letter addressed to the chairperson -board of directors AJPRODHO
- Fluency in English and Kinyarwanda.
- Experience in working with local communities is an added advantage.

How to apply

Qualified and interested candidates or consultancy firms are requested to submit their application files addressed to the Chairperson, Board of Directors of AJPRODHO and physically deliver the sealed application to the Head Office in Kacyiru KG 688 ST, , or by email with a letter head mentioning “**Mid-Term Review of Youth Employability in the Informal Sector Project (YEIS) Project**” not later than 23rd July 2017 from 8:00 am – 5:00 pm . with the following documents

- a) Cover Letter,
- b) CV including reference details of previous clients,
- c) Experience of previous work in similar consultancy work (assessment/surveys),
- d) A detailed technical and narrative offers, a proposal with a clear timeframe and a description of the proposed methodology for each specific objectives of these TORs, detailing how the deliverables will be achieved.
- e) Both Technical and Financial Proposal sealed in different envelopes each in three copies.
- f) If the consultant/firm intends to work in a team, he/she indicate the team members and attach their CVs. Clearly highlight the team leader whose minimum qualifications should be at Masters Level.

N.B the office will be open on 22nd and 23rd July 2017.

For more information contact us on 0788308964 or 0788762884

Done at Kigali, 18th July, 2017

Muhigirwa Louis
Chairperson

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