



Consultancy Terms of Reference (ToRs) for a study on Skills Development Sector in the Rwenzori sub-region.

Background:

JESE in partnership with WHH and funding from BMZ have been implementing a project named Skill Up! since 2020. The Skill Up! project delivers vocational training to young women and men aged 18 to 30 years using the non-formal TVET approach, which is integrated with entrepreneurship and life skills training. On completion of training, the trained youth are assessed by DIT and awarded worker's PAS certificate. The training cycle takes eight months and targets vulnerable youth with the aim of improving their chances of employment for a better livelihood. Some of the parameters of vulnerability include school dropout with limited literacy, young motherhood, economic hardship, and unemployment. Under this project alone, already 340 youth have been reached with the said training in nine different trades (carpentry, welding, BCP, motorcycle mechanics, motor vehicle mechanics, plumbing, electrical and solar installation, tailoring and hairdressing).

This Skill up! project is under the Skill Up! multicounty programme that aims to sustainably improve the livelihood of young women and men in 11 countries in Asia and Africa through the establishment of (non-formal) TVET structures using the skills development approach - Skill Up! The programme has four principles and ten quality standards that give direction to interventions of all projects under this programme.

Prior to this partnership, both JESE and WHH had been implementing skills development projects in Rwenzori sub-region using different approaches. Equally other development partners and local institutions have conducted skills development in the region reaching many youth using multiple approaches. Currently, JESE and WHH desire to undertake Skills Development Sector study within the region to generate further understanding of the sector regarding sector status, issues, challenges, trends, opportunities, threats, best practices, and lessons learnt.

Main objective.

To generate knowledge and understanding of the Skills Development Sector in the Rwenzori sub-region with the aim of improving our own skills development interventions and enhancing cooperation with like-minded actors.

Specific objective

1. To provide an overview of the skills development sector in the Rwenzori sub-region.
2. To ascertain the challenges and opportunities in the Skills Development Sector in the Rwenzori sub-region regarding contributing to meaningful employment.
3. To ascertain the economic sectors in the Rwenzori sub-region that have high potential for growth, decent (self)employment, and high return on labour.

4. To collect best practices and lessons learnt from the different actors in the Skills Development Sector and utilise them to make recommendations for improvement.
5. To identify advocacy issues at regional and national level for decision makers to review and act accordingly.
6. To explore how contemporary subjects such as food systems transformation, climate action, Inclusion, e-skills/e-commerce, and revitalisation of indigenous knowledge are being mainstreamed into Skills Development.

Key Study Questions.

1. What is the status of the Skills Development Sector in the Rwenzori sub-region?
2. What are the challenges and opportunities in the Skills Development Sector in the Rwenzori region regarding contributing to meaningful employment?
3. What are the economic sectors in the Rwenzori sub-region that have high potential for growth, decent (self)employment, and high return on labour?
4. What are the best practices and lessons learnt by different actors in the Skills Development Sector that Skill Up! can utilise for improvement?
5. What are the advocacy issues at regional and national level for decision makers to review and act accordingly?
6. How can contemporary subjects such as food systems transformation, climate action, Inclusion, e-skills/e-commerce and revitalisation of indigenous knowledge can be mainstreamed into Skills Development?

Scope:

The study is limited to four districts of Kasese, Ntoroko, Kyenjojo and Fort Portal City out of the nine districts in the Rwenzori Sub-region and a few selected individuals from the Directorate of Industrial Training (DIT) and the Skilling Wing of Ministry of Gender in Kampala. This study will take three months and will end when all interviews with selected actors and resourceful persons in the sector have been conducted. It will be limited to understanding the skills development actors, challenges and opportunities in the sector, advocacy issues, best practices, inclusion of contemporary subjects, new developments in the sector and best ways of collaborating with like-minded actors.

Study design and Methodology

1. Study design

Skill Up! will conduct this study in three stages as follow:

Stage 1: mapping of skills development actors in the Rwenzori sub-region.

To understand skills development actors in the region and to explore best ways of collaboration with the like-minded actors, the study will first focus on identifying key skills development actors, document their address, roles and responsibilities, interests, influence, capacities, interventions and good practices. For the purpose of stakeholder analysis, and to have a comprehensive study sample, this study will group the actors before selecting individuals among them for key informant interviews. The groups shall include:

- Ugandan government line ministries and agencies.

- Local government leadership and technocrats.
- Private sector (SMEs).
- Public and private TVET institutions.
- Graduates of TVET.
- Resourceful individuals (e.g. consultants, retired civil servants) who worked in the sector for a long time.
- CSOs in skills development sector and self-help groups.
- Sector-corresponding offices withing cultural institution

Stage 2: Consultations with skills development actors and resourceful persons

To get first-hand information and to collect views of the actors and resourceful persons in the skills development sector, the study will use **key informant interview**. The interviews will focus on identify and understanding the sector needs, gaps, challenges, opportunities, advocacy issues, good practices, best ways of integrating contemporary subjects in the skill development and the best ways of collaboration between likeminded actors in the skills development sectors.

Stage 3: workshops that bring together skills development actors to validate and deliberate on the findings and advocacy issues raised during key informant interviews and the surveys.

Skill Up! will organise a workshop that shall bring together relevant skills development actors, project stakeholders, and resourceful persons in skills development sector. This workshop will be facilitated by experienced consultant to guide the topical discussion and to interrogate issues to their logical conclusion.

The purpose of the workshop is to validate and deliberate on the advocacy issues, gap, needs, challenges, and opportunities in the Skills Development Sector in this Rwenzori sub-region as captured from interviews conducted.

The outcome of this workshop will culminate into development of the advocacy strategy for the Skill Up! project. Also, the outcomes will shape the development of the skills based curricular in the project selected trades.

2. Methodology:

The methodology to be applied before the workshop include the following

- 1) Desk Review: desk review will be used to cover secondary data from existing literature documents.
- 2) Survey (questionnaire): The questionnaires will be through face to face and Telephone interviews by JESE team. Survey tools (questionnaires) will be developed by JESE team and reviewed by the consultant. The questionnaires will be administered to staff of skills development projects, SMEs proprietors (private sector), graduates of vocational training, staff of public and private TVET institutions and district youth leaders.
- 3) Key Informant Interviews: These will be administered to, District/principal community development officers, DEOs, Secretary of education, secretary for labour, LC 5 chairpersons, and resourceful staff from Uganda Association of Private Vocational Institution, Vocational Training Institutions, CSOs, USSIA, and DIT and Resourceful individuals.
- 4) Observation: Throughout the field data collection, the study team will use observation for deeper insight into the application of good practices and the integration of contemporary subjects.
- 5) Case Studies: The study team will document three case studies from Kasese and Kyenjojo districts and Fort Portal city (one case study from each district). The case studies will highlight how one advocacy issue identified in the Key Informant Interviews has impacted an individual or the institution.

Sample population and sample size

The sample population will be Ugandan government ministries and agencies in line with skills development sector, Local government leadership, local government technocrats in line with skills development, potential employers of TVET graduates in the private sector, administrators of public and private TVET institutions, Graduates of TVET, CSOs in skills development sector, and Resourceful individuals who worked in the sector for a long time.

Samples for quantitative study will be statistically calculated, considering probability of true values at 95% confident interval and - or+ 5% margin of error. For qualitative information, purposive methods will be applied in identifying respondents for qualitative data collection.

Data collection.

The data will be collected by JESE team and the consultant. The JESE team will provide quality assurance and ensure ethical considerations during and after the evaluation processes. The structured questionnaire will be printed on a hard copy. JESE team will develop the tools and the consultant will provide technical review of the tools for data collection, for both quantitative and qualitative.

Data analysis, Presentation and Reporting.

Quantitative data analysis will be done using MS Excel. The same application will be used in the entire management. Analysis will be conducted based on question types and information need (objectives). Common analysis such as Frequency, Multiple response and Cross-tabulation analysis will be adopted. The unit of analysis will be percentages, absolute figures/averages, and ratio. Data will be presented in form of graphs, tables and pie-charts.

The qualitative data from Key Informant Interviews, observations, and documentary reviews will also be used to triangulate the findings from quantitative survey. The analysis of qualitative data will be guided by content, themes, pattern, summarizing and conclusion.

Having completed all the analysis, the consultant will write a detailed and fact based, well-analysed draft study report in an agreed upon format and submit to JESE for comment. Upon receipt of comments from the project team, the consultants will prepare the final report.

Team that will conduct the study.

JESE will hire experienced individual consultant to work with the JESE team in the process of this study. The consultant will review the study tools, partly collect qualitative data, facilitate the validation workshop, analyse the data and write the study report. The JESE team will develop the study tools, collect data, organise the validation workshop, disseminate the information and implement the recommendations. The roles and responsibilities will be shared between JESE and the consultant as shown in the table below.

PHASE	ACTIVITIES	% SHARE OF RESPONSIBILITIES BETWEEN JESE AND THE CONSULTANT.	
		JESE	CONSULTANT

Tools Development	<ul style="list-style-type: none"> • Determine data demanded. • Develop data collection tools. • Reviewing and realigning the tools 	80%	20% (only reviewing and re-aligning the tools)
Data Collection	<ul style="list-style-type: none"> • Testing the tools. • Collecting the data • Cleaning the data 	75%	25% (partial data collection)
Data Validation	<ul style="list-style-type: none"> • Data validation • Organising workshop to validate and deliberate on the findings. • Facilitating the workshop to validate and deliberate on the findings. 	60%	40% (facilitating the workshop)
Data Analysis	<ul style="list-style-type: none"> • Exporting and transforming the data. • Analyse and visualise the data. 	20% (exporting and transforming the data)	80%
Reporting	<ul style="list-style-type: none"> • Share data analysis. • Write the report 	00%	100%
Learning and adopting	<ul style="list-style-type: none"> • Draw implementation plan for the recommendations. • Implement the recommendations. 	100%	00%

Required Qualifications and Experience of the Consultant

- Have at least a master's degree or equivalent in Monitoring and Evaluation, Technical Education, social science, or other relevant fields.
- Strong understanding of social research methodologies and research ethics.
- Experience in conducting sector studies/situational analysis.
- Technical skills in data management (data collection. Analysis and interpretation)
- Experience in writing quality reports and presentations to diverse audience.
- Experience in workshop facilitation.
- High level of professionalism.
- Knowledge of Rwenzori sub-region and skills development sector are added advantages.

Deliverables

- Project stakeholder database detailing their address, roles, responsibilities, interest, influence, and capacity, interventions, good practices in the skills development sector in the Rwenzori sub-region.
- workshop that shall bring together relevant skills development actors, project stakeholders, and resourceful persons to deliberate on the study findings.
- Draft report that provides comprehensive and well-structured information on the advocacy issues, needs, challenges, and opportunities in the sector and possible ways of collaboration with skills development actors in the region.
- Final report incorporating comments and feedback from the draft report.

How to apply.

Interested individual consultants who meet the requirements above can submit to JESE

1. An expression of Interest to conduct the Skill Development Sector study.
2. Technical proposal using the format in Annex1.
3. Financial Proposal detailing all costs using format in Annex 2

Please email all applications both the technical and financial proposals (not exceeding 10 pages) to jese@jese.org and copy to kaihurageorge@jese.org not later than 05:00pm on Friday 25/08/2023. Only the successful consultant will be notified and invited for interviews.

Annex 1: Format of Technical Proposal (Max 10 pages)

1. Cover page
2. Preliminary pages
3. Introduction/Background
4. Understanding of /comments on the ToRs.
5. Capability statements
6. Deliverables
7. Methodology (study design, sample size, data collection methods, analysis and reporting, ethical assurance, and quality assurance)
8. Related assignments
9. Implementation schedule
10. CVs/Resumes of applicant
11. Appendices (e.g., report of past assignment, certificate of completion,)

Annex 2: Format Financial Proposal (Max 3 pages)

1. Financial Bid Submission Sheet (Addressee, the total price of the Bid, Name and Signature of submitting person and date of submission).
2. Summary of bid price (Technical Fees, Reimbursable, Miscellaneous Expenses & 6% Withholding tax)
3. Breakdown of technical fees (days for work, daily rate & amount)
4. Breakdown of reimbursable (transport, communication, stationeries, training, per diem....)
5. Breakdown of miscellaneous expenses.
6. Term of payment and currency.