

Terms of Reference

Baseline Survey “Building Skill for Job (SIU/DIKU)” in Afghanistan

1. About NCA

NCA has been working with the Afghan people for nearly four decades, engaged in long-term development, humanitarian support and advocacy work. This long presence has allowed NCA to build solid relationships with national civil society organizations, including NCA partners, government agencies, and other related formal and informal institutions at the national and local level. NCA Afghanistan’s strategic vision is **“A stable Afghanistan with a socially inclusive society that lives a life of durable peace and prosperity.”** To contribute positively towards this goal, NCA will be working on Peacebuilding, Climate Resilience WASH and Climate Smart Economic Empowerment programmes and recognizes civil society as a key driver of change for the strategic period of 2020-2024. Based on its commitment to, and length of, service in the country, together with the well documented quality of its work and its ability to access hard to reach communities, NCA is seen as a respected development actor in Afghanistan.

2. Background of the SIU/DIKU Project

Unemployment and underemployment are among the main problems in Afghanistan, particularly among men youth 28 age (27.9 percent) and women (36.8 percent). Nationwide, almost half of the unemployed are below the age of 25 (45.6 percent)¹. Most youths have very low levels of education and lack necessary technical and vocational skills to secure paid or self-paid employment. Lack of job experience and employment opportunities are other barriers.

To address the above mentioned challenges NCA came with a project agreement with Norwegian Centre for International Cooperation in Education (SIU/DIKU). The intended project aims to address youth unemployment, social exclusion of and integration constrains among youth girls and boys. Therefore, NCA Afghanistan will facilitate to create an environment where educational centre capacity has been developed to provide private demanded related vocational skills to unemployed youth has per the national and International Labour Organization certification standards. Private sector will be motivated to absorb newly graduated youths for apprenticeship and job placement.

The project aims to bridge the skills-gap in the furniture sector by providing job-relevant vocational education to unemployed youth. NCA signed a partnership agreement with Nejat Centre and established partnerships between the Nejat Centre and a private company (Union of Wood and Furniture) and the Technical, Vocational and Education Training (TVET) centres under the Ministry of Labour, Social Affairs, Martyrs and Disabled (MoLSAMD). Utilising a comprehensive approach, the project is aligned with national and international policies requirements, and comprises of: a) developing a feasible and relevant curricula for the furniture sector; b) promoting collaboration with the private sector to facilitate an apprenticeship within furniture sector and c) coordination and certification of graduated trainees from the Ministry of Labour, Social Affairs, Martyrs and Disabled (MoLSAMD). In the first and second years (2018-2019), the project has been implemented in three provinces (Kabul, Balkh and Nangarhar) and according to project plan the project activity will be expanded in the third and fourth years (2020-2021) to two other provinces (Herat and Kandahar). A total number of 440 youth (220 male and 220 female) will be targeted in the four years of the project. As per the giving context, the project goal is **“More people are employed in the local job market”**. To reach towards the goal of the project the following are the outcomes of the project:

- ✓ Increased number of people complete documented and transferable TVET training
- ✓ Increased number of people complete internship, apprenticeship or other type of work placement as part of the TVET-training programmes
- ✓ TVET institutional development

3. Purpose of the Baseline

NCA seeks to conduct an external baseline survey of the project “building skill for job (Diku project)” through independent consultancy. However, the project is already in progress in Kabul, Jalalabad and Mazar cities and a baseline survey was conducted for these provinces. But, according to project plan the project activities will be expanded to Herat and Kandahar cities and baseline survey is required for these two province.

Through the baseline it is aimed to better understand the employment situation at starting point of the project in Herat and Kandahar cities. The baseline survey will help to measure changes through the project.

Following are the objectives of the baseline survey:

- a) Data Collection
 - i) To collect, analyse and present baseline data for project outcome and output indicators aligned with the project objectives. All data should be gender disaggregated as well as age disaggregated²
 - ii) To collect data about the need of furniture sector (design, process, finish and selling) in the targeted provinces
 - iii) To collect data about opportunities in furniture sector in the targeted provinces.
- b) Identify Challenges and opportunities:
 - i) To identify challenges in promoting furniture sector in the targeted provinces
 - ii) To explore perspectives of stakeholders in the market (in furniture sector)

4. Expected Outputs

Initially an inception report is required to illustrate the baseline methodology and tools and after review and approval of NCA the consultant can start the assignment. It is recommended to produce two brief reports, one per each of the sub-group of objectives proposed above. For the first reports (baseline values for the results framework), the outline of the report should be different. A table with the values, adding one column with comments (technical, related to the data collection) and add one page with overall observations and other necessary issues to present them to NCA. The second report should be cover the followings: executive summary, methodology, finding and recommendation. The annexes should contain list of literature reviews, data collection tools, list of interviewees and any additional information incorporate. Prior to finalizing the baseline survey report, the consultant/consultancy will submit a draft of the report to NCA for review, comments and inputs.

5. Ethics

The consultant or consultancy organization must be independent and impartial in the approach of the baseline survey with personal and professional integrity and preparedness in the business conduct. The consultant must pay attention to strictly follow conducting baseline ethics pertaining to protect the privacy of the persons interviewed and confidentiality of their feedback. Proper consent should be taken prior to starting the interview. In case an individual refuses to participate; s/he should not be compelled to participate or demoralized by any means and these cases will be treated as no-response under this survey.

6. Methodology

The consultancy will need to provide methodology for the baseline survey with the consideration of the following points: (The methodology needs to be aligned with the indicators and it can possibly be “very simple)

- The consultancy is required to design, plan, carry out and present the project’s baseline survey for results at all levels and the survey is to be conducted in the target areas of Herat and Kandahar cities.
- A quantitative methodology is recommended for conducting the baseline survey. The consultant/consultancy organizations should submit detailed inception report proposing tools (including questionnaires), sampling criteria, and sample size and detailed methodology.
- The consultancy should use a participatory approach (gender disaggregated) in order to ensure participation of men, women, boys and girls, including representative sample of ministry of Labour, Social Affairs, Martyrs and Disabled (MoLSAMD), private sectors and provincial directorate of National Skill Development Programme (NSDP).
- The survey tools (questionnaires) for the quantitative survey should be developed by the consultant/consultancy organisation and finalize it in consultation with NCA.

² To better illustrate about the type of indicators, project result framework will be shared with selected consultant

- The survey should be conducted with furniture companies in each province (Herat and Kandahar cities), interview furniture skills trainers, institution in targeted cities, students in the institutions (vocational skills in the cities). The consultant / consultancy organisation in consultation with NCA have to identify the target audience and the sample size before starting the fieldwork.

| S/N | Province | Students (Male & Female) ³ | Teachers (Male & Female) ⁴ | Private Companies Owner | Government Officers (Ministry of Labour) | # of Interview per Location | |
|--------------|--------------|---------------------------------------|---------------------------------------|-------------------------|--|-----------------------------|-------|
| | | | | | | Per Province | Total |
| 1 | Kandhar City | 125 | 20 | 10 | 5 | 160 | 160 |
| 2 | Herat City | 125 | 20 | 10 | 5 | 160 | 160 |
| Total | | 250 | 40 | 20 | 10 | 320 | 320 |

7. Time frame

The consultancy is planned to be undertaken in May and June 2018 with a total of 18 working days for the entire baseline survey. The following is a proposed timetable, subject to mutual agreement during the selection process.

| No | Date | Activity Description |
|----|---------------------------------|--|
| 1 | 29-30 Nov 2019 (2 day) | Submission of inception report with all data collection tools (questionnaires) methodology and work plan |
| 2 | 10-12 Dec 019 (3day) | Feedback of NCA for go ahead or revision of questionnaires |
| 3 | 20-24 Dec 2019 (5 working days) | Interview data collection in field (Herat and Kandahar Provinces) |
| 4 | 05-10 Jan 2020 (6 working days) | Submission of draft baseline report |
| 5 | 15 -17 Jan 2020 | Draft version reviewed and commented by NCA. Consultant / consultancy organization have to address and revise the report |
| 6 | 18-20 Jan 2020 (3 Working Days) | Submission of the final report to NCA |

8. Skills and Competencies

The consultant/consultancy must have documented ability to undertake the baseline survey, preferably with long and direct experience of carrying out baseline and end-line survey in Afghanistan.

The consultant/consultancy organisation should have the following competences and skills:

- At least 5 years' experience in carrying out baseline survey
- The consultant / consultancy should have familiarity with Afghanistan context.
- Experience in Vocational Skills baseline survey or assessments
- Understanding of unemployment causes in Afghanistan
- Extensive knowledge in economic empowerment, technical vocational education training (TVET) and gender mainstreaming
- Knowledge and working experience with network of private sector in Afghanistan

9. Technical and financial Proposals

Interested consultant/consultancy organization should provide the following information to elicit their comparative advantage in undertaking this survey.

- A statement on organization's capabilities including:
 - Consultant/consultancy profile outlining areas of expertise with samples of select works;
 - Past and Current list of clients;
 - Any direct or relevant past experience of undertaking similar initiatives
- Names and CVs of the professionals who will be the lead and associated with the baseline survey and how the survey will be managed. A brief CV of the staff to be assigned to the baseline survey must be enclosed.

³ Existing student of MLSAMD

⁴ Existing teacher of MLSAMD

- c. Detailed proposal that draws upon the scope of the work outlining the approach and plan to accomplish the assignment.
- d. A proposed timelines indicating activities/sub-activities to be undertaken

Depending on the technical approach, the financial costs should be worked out and should be in line with the proposed design of the survey. Consultancies are requested to quote only genuine costs in their financial proposal and should use the **USD** currency only in their proposal

The financial proposal should include the following:

| No | Item | Description | Amount In USD |
|-----------------------------------|--|-------------|---------------|
| 1. | Professional fee | | |
| 2 | Field Cost for data collection (please provide detailed breakup of field cost) | | |
| 3 | Printing, stationery and communication | | |
| 4 | Cost of data process and analysis | | |
| 5 | Report writing | | |
| 6 | Any other (please specify and justify the cost line item) | | |
| Total Cost in USD currency | | | |

Note: More details about financial proposal should be attached as an annex.

10. Submission

The consultant/consultancy shall submit the following:

- The proposal, expression of interest no more than five pages (short CV/s as an annexes).
- Financial proposal as stimulated above
- All should be sent by email to Afghan.Operations@nca.no with Cc to abd@nca.no by 20:00 (GMT +4:30) on 15 Nov 2019.
- The timeframe for the baseline survey will be from 29 Nov 2019 to 20 January 2020 (19 Working Days)
- Only shortlisted candidates will be contacted