**The World Bank**

**Terms of Reference**

**Evaluation of Adolescent girls initiative (AGI) In rwanda**

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| 1. **Project Background and Objectives**

The Promoting Economic Empowerment of Adolescent Women and Young Girls project in Rwanda is part of a Bank-led Adolescent Girls Initiative (AGI) to promote the economic empowerment of adolescent girls and young women in eight low-income and post-conflict countries (Afghanistan, Haiti, Jordan, Lao PDR, Liberia, Nepal, Rwanda, and South Sudan). All the projects in the AGI offer skills training and complementary services to facilitate young women’s transition to productive work. These programs are seen as pilots in which to experiment with innovative approaches, measure the results, and provide quantitative evidence for possible scaling-up of similar interventions in the future. The AGI in Rwanda has two main components: skills training and support for secondary education. The evaluation will focus only on the first component (skills training). The skills training component will cover approximately 2000 beneficiaries in three equal-sized batches. Each batch will include 675 beneficiaries and will last approximately 10 months, including a 2 week induction period, a 5 month classroom training period, and about 5 months of follow up support to transition the trainees to product work, primarily by facilitating the start-up of new cooperatives or microenterprises. The training program includes vocational skills in a choice of occupational areas (e.g., culinary arts, agro-processing), life skills, and a small stipend. The program is implemented in 4 districts in Rwanda: Rulindo, Gicumbi, Gasabo and Kicukiro. The program is administered by the Workforce Development Authority (WDA) under the leadership of the Ministry of Gender and Family Promotion (MIGEPROF). The dual objectives of the evaluation of the Rwanda AGI are a) to examine how well the project delivered the planned activities and b) to measure the change in beneficiary outcomes before and after the program. For the first objective, the evaluation will engage the beneficiaries in a participatory process to elicit their perception of the quality and usefulness of the services they received. In support of the second objective, the evaluation will conduct short surveys to capture information on a core set of quantitative indicators relating to the project’s objective of promoting productive work. Because the evaluation does not include a comparison group, the emphasis will be on developing a descriptive understanding of how well the program worked rather than demonstrating a causal impact of the program on specific outcomes. |
| 1. **SCOPE OF WORK**

In support of the objectives of this evaluation, the consultant (henceforth “survey firm”) will undertake a series of qualitative and quantitative data collection activities. The activities are limited in scope, in line with the narrow objectives of the evaluation. The evaluation will focus on the second batch of AGI skills training only, expected to start in Fall 2013 and last approximately 12 months. The specific activities to be implemented by the consultant are:1. Preparation of data collection instruments and training of survey team (before Month 0): The survey firm will assist the World Bank with the finalization of qualitative and quantitative data collection instruments, based on draft instruments to be provided by the World Bank. The survey firm will be responsible for formatting, translating, and pre-testing these survey instruments, as well as hiring and training a survey team of female Rwandan enumerators to conduct the data collection activities.
2. Baseline Survey (Month 0): a short quantitative survey will be administered to approximately 150 randomly sampled beneficiaries that have been chosen for the second batch of training. The survey will be conducted just prior to the program’s two-week induction period to collect demographic information and key outcome indicators (listed below). These surveys will take place in the training centers, to minimize transport and logistical costs of the survey team, and each one-on-one interview will take no more than 30 minutes. This baseline survey is expected to take place within a very short time period (2-3 days) so as not to delay the start of the program. We estimate that a team of approximately 5-10 Rwandan female enumerators, plus one supervisor, will be required.
3. Focus group discussions in the last month of classroom training (Month 5) to elicit feedback on the quality and usefulness of the classroom training. At least one focus group will be held in each of the four project districts, and the focus groups will contain a mix of students from various trades/ classrooms. Participants who have dropped out of the program will be actively recruited for a separate focus group in at least 2 of the 4 districts. The survey firm will be expected to take the lead on preparing the focus group discussion guides and proposing creative methods of eliciting information from the respondents on their perceptions of the impacts of the classroom training. We expect these focus groups to take place over the course of 7-10 days (1-2 days in each district), and will require at least 2 Rwandan female research assistants (1 to moderate the discussion, and 1 to take notes).
4. Focus group discussions in the last month of follow up (Month 10) to gain insight into the perceptions of participants on the challenges and successes they have faced in transitioning to work as well as the quality of the support services they are receiving from the project. The discussions will also examine some qualitative dimensions of social and economic empowerment, including aspirations. The discussions will also explore the decision-making processes used by participants around paid employment versus self-employment, what types of businesses to start, where to seek funding or other support for their businesses, their job search processes, and their perceptions of the desirability and feasibility of working in different sectors. At least one focus group will be held in each of the four project districts, with a mix of students from various trades/classrooms. If possible, the survey firm may also conduct separate focus group discussions with parents, spouses, and other family members of program participants to elicit their feedback on the program and how it has impacted households. We expect these focus groups to take place over the course of 7-10 days (1-2 days in each district), and will require at least 2 Rwandan female research assistants (1 to moderate the discussion, and 1 to take notes).
5. Quantitative follow-up survey in the last month of follow up (Month 10): a short follow-up survey will be administered to the same 150 beneficiaries that responded to the baseline survey. The survey will also include questions based on the findings of the focus group discussions. Special efforts will be made to follow up with individuals who did not complete the program. The survey will be short (30 minutes or less) and will focus on key outcome indicators (listed below), in addition to basic demographic information. Once again, we estimate that a team of approximately 5-10 Rwandan female enumerators, plus one supervisor, will be required.

In addition to these activities, the survey firm will also review training materials used, attendance registers, monitoring and progress reports, and conduct a limited number of classroom visits (if possible) and interviews with administrators and trainers to gain an overall understanding of the program as it was delivered. The World Bank will provide or facilitate access to all program documents and the project team from WDA and MIGEPROF will facilitate all field activities, including access to the training centers and classrooms. The following list of key outcome indicators for the quantitative surveys (baseline and follow-up) are based on a subset of outcomes used in other AGI impact evaluations. * ***Employment***: Does the respondent engage in any activities to earn money? What is the nature of that work (self or wage employment, nature of the enterprise, location of the work)? How many such activities does she have? How much time does she devote to employment?
* ***Earnings***: Does the respondent earn any money or in-kind payments? What are her individual earnings from the various income generating activities? How stable are these earnings? With whom does she share her earnings? Does she have any sources of non-earned income?
* ***Economic assets***: Savings, Debt, Access to credit, Physical assets (e.g., furniture, mobile phone), Productive assets (e.g., sewing machine)
* ***Social assets***: Friends, Mentors, Colleagues, Support from partner, Support from family
* ***Empowerment***: Self-confidence, control over household resources, access to money in an emergency
* ***Child well-being*** (if respondent has children): children’s educational enrolment, spending on children’s education and health, reliance on help from others for child-related expenses

Throughout all data collection activities, the survey firm is expected to adhere to the highest quality and ethical standards for research on human subjects. In order to ensure the quality of data collected, the survey firm will:* Assist the project implementation team to develop a complete and accurate sampling frame including each young woman selected to participate in the second round of skills training under Component 1 of the AGI. Following development of the sampling frame, 150 survey respondents will be randomly sampled by the World Bank team in Washington DC.
* Pre-test, finalize, and translate all data collection instruments (quantitative surveys and qualitative focus group discussion guides).
* Be responsible for the accurate reproduction (photocopying) of all survey instruments.
* Assign unique identifiers to each respondent for the quantitative survey, and maintain the contact information for all survey respondents between the baseline and follow-up surveys.
* Liaising with program staff from WDA and MIGEPROF to ensure that they are fully informed of all data collection activities.

Hire, train and supervise a highly-qualified team of local female enumerators and focus group moderators for the data collection activities. The training should last a minimum of two days and should provide enumerators with a chance to practice administering the survey in mock settings. * Ensure that voluntary informed consent is obtained for all survey respondents and focus group participants, in line with international research standards.
* Ensure that survey interviews and focus groups are conducted in a thoughtful and objective manner with vigorous attention paid to maintaining the privacy of respondents and focus groups participants and the confidentiality of data collected, especially with regard to information on sensitive topics.
* Monitor the quality of data carefully to ensure that survey instruments are filled in completely and accurately by enumerators.
* Maintain custody of all questionnaires, notes, and other documents throughout the field work, to prevent destruction, damage of theft of the questionnaires as well as ensure that no one gains improper access to the questionnaires or lists of respondents.
* Provide adequate levels of security to all field staff and taking appropriate precautions to avoid putting field staff in danger.
* Manage field work logistics, including transport and other support to interviewers, supply of materials, and other required goods and services.
* Provide refreshments to focus group participants for any focus groups lasting more than one hour.
* Develop a robust data-entry program with a user-interface in English and with adequate consistency checking, including automatic error checks to prevent invalid or out-of-range values from being entered. The data entry program should generate or assign variable names that correspond clearly and logically to the question labels used in the questionnaire.
* Provide clean data sets for both quantitative surveys (baseline and follow-up), and provide detailed notes, transcripts, and/or recordings of all focus groups.
* Maintain all data collected during the quantitative and qualitative research in a secure location (e.g., locked file cabinets and/or password protected hard drives) for a minimum of two years following the assignment.
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| 1. **DELIVERABLES/SPECIFIC OUTPUTS EXPECTED FROM CONSULTANT**

We anticipate there to be five separate deliverables for this assignment, but the content and length of each is subject to negotiation with the selected Consultant: 1. Finalized survey instruments (in English and Kinyarwanda) and Field Protocols: The survey instruments should be accompanied by a short summary of the pre-testing and the changes made to the survey instruments based on the pre-testing. The field protocols should include a description of how each survey and focus group discussion will be carried out, including scheduling of interviews/ focus groups, how respondents will be initially approached for participation in this evaluation, procedures to follow if respondents cannot be found or decline to participate, instructions to enumerators for how to collect data and fill out survey instruments, instructions to focus group moderators, procedures for note-taking and/or recording of focus groups. These deliverables are expected within 2-3 weeks of contract signing.
2. Clean baseline data set and short survey implementation report (no more than 15 pages): The data set should be provided in a standard statistical format (e.g., SPSS, Stata) and should include logical variable names and labels. The survey implementation report should provide details on how the survey was actually conducted, challenges encountered in the field, any deviations from the field protocols, a complete list of who was interviewed and who was not (with reasons why not), dates on which each training center was visited, and suggestions for the follow-up survey. The data set is expected to be delivered within one month of the baseline survey field work, with the report shortly thereafter. Please note that the report is not expected to include any statistical analysis on the survey data that has been collected.
3. Analytical report from first focus group discussions (FGDS- no more than 25 pages): The report should include details on how the first set of FGDs (after the classroom phase of the program) were conducted, how participants were chosen, a complete list of participants, and any deviations from the field protocols. In addition, the report should analyze the information gained from the FGDs and provide a set of key findings on the perceived quality and usefulness of the training program. The analysis should be supplemented with information from the program documents (e.g., progress reports) and monitoring records but should not repeat or dwell upon the information already available in these documents. This report is expected within 4-6 weeks after the FGDs are conducted.
4. Clean follow-up data set and short survey implementation report: Similar to the baseline survey deliverables. The data set is expected within one month of the follow-up survey, with the report to follow shortly thereafter.
5. A final evaluation report (not to exceed 50 pages): This report should synthesize the findings from all of the qualitative and quantitative data collected, including the second set of FGDs focused on the challenges and successes of the participants in seeking employment and/or starting up new enterprises. The perceptions and feedback of the participants’ family members (including parents, boyfriends, and husbands) should be incorporated, as well as participants that dropped out of the program. This report should build upon the findings of the first set of focus group discussions and incorporate some quantitative indicators from the baseline and follow-up surveys. The report is expected within 6-8 weeks after the second set of FGDs are conducted.
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| 1. **SPECIFIC INPUTS TO BE PRESENTED BY THE CLIENT**

The World Bank will work closely with the Rwandan implementing agencies (WDA and MIGEPROF) to provide the following inputs:* All project documents, including project design, monitoring frameworks, and operations manual
* Complete list of participants, with contact information, in the second batch of skills training under Component 1 of the project
* Access to training centers in each district at which survey interviews and focus groups can be held
* Draft survey instruments for the quantitative baseline survey
* Focus group discussion guides and final reports from AGI programs in other countries
* Project progress reports and monitoring records

In addition, the AGI evaluation team of the World Bank (based in Washington DC) will provide timely and substantive support to the consultants throughout the assignment, via Skype, phone, and/or email. This includes, but is not limited to, responding to questions promptly, providing feedback on report and instrument drafts, conducting the random sampling of survey respondents, and liaising with the project implementation team in Rwanda.  |
| 1. **SPECIAL TERMS & CONDITIONS / SPECIFIC CRITERIA**

Based on the estimates provided in the “scope of work” section, the estimated level of effort for this assignment is about 60 person-weeks (6 person-weeks for preparation, 18 each for the baseline and follow-up surveys, and 9 each for two rounds of FGDs). The recommended indicative pricing for this contract is a maximum of \_\_\_\_\_ inclusive of all taxes and expenses. If the Consultant wishes to submit a Proposal in excess of the indicative pricing recommended above, it may do so provided that it include in its Proposal (1) an explanation as to why the recommended indicative pricing is not sufficient to complete all deliverables consistent with the Scope of Work and/or (2) recommendations as to ways in which the Scope of Work may be adjusted to complete deliverables consistent with the objectives of the project. The resulting contract will be a lump sum contract and the selected Consultant will be required to complete the work for the amount of their proposal.Offerors are requested to present, in their technical proposal, a level of effort chart showing their expected chronogram and time allocation for the development of each of the deliverables and any assumptions made regarding the level of effort for each of the deliverables and the scope of work to be performed. |