**The Aga Khan Rural Support Programme**

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**Concept Note/Plan**

**for**

**Tracer study for Youth Employment Initiative under Central Asia Poverty Programme (CAPP) Poverty Targeted Livelihood Initiatives component**

Submitted by

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# Background

The Aga Khan Rural Support Programme has trained thousands of community members in various skills over decades as part of its working mandate. These trainings are related to, but not limited to, agriculture and food security, institutional development, enterprise development and employable skills development.

As a part of its Central Asia Poverty Programme (CAPP), AKRSP has trained young men and women in TVET skills, enterprise development trainings and has also provided internships to many with an objective to improve employment status. During the year 2021-2022, youth were trained on an array of trades including automobile repairing, banking, beautician, business development, construction, gems and jewellery, handicraft, dress designing, heavy machinery, ICT/digital skills, medical technician, training on traditional music, tourism (hotel management).

As part of its M&E Plan, AKRSP plans to conduct a tracer study to evaluate the success/learnings of the support provided in the form of training and internships. For this purpose, AKRSP is seeking services of consulting firms/individuals.

# Purpose of the Study

This study will be carried out to achieve following three main objectives.

* Determine the traceability of the beneficiaries.
* Assess the effectiveness (in terms of enhancing employability and incomes of beneficiaries) of vocational training courses delivered, internship placements, and enterprise development trainings,
* Examine the outcomes of the trainings and internships in terms of career development of the graduates and income generation
* Study and compare trends of employment across valleys, and trainings sectors keeping in view the terms of trainings (short/medium),
* Test the satisfaction of graduates with the training/internship.
* To identify potential gaps and generate learnings as per benficary feedback to improve future interventions

# Scope of the study

The study will cover the beneficiaries of the project primarily focusing on employability The study will target beneficiaries graduated from the programme at least 6 months prior to the beginning of the study.

# Methodology

The study will mainly follow a quantitative approach. It will be conducted using a survey method with close-ended questions in an interview format. The questionnaire will be administered on a reasonable sample of graduates selected from the list. The participants of the study will be graduates of various TVET skill development trainings and internship programmes carried out under GBC RPVP project.

## Population Frame

The population frame for the study includes all the beneficiaries of support provided for improving employment status under the project. The beneficiaries come from the target valleys.

The below table reflects the population frame of the study.

|  |  |  |  |
| --- | --- | --- | --- |
| Components | Female | Male | Total |
| Youth Internship Programme (YIP) | 34 | 32 | **66** |
| Self-employment/micro-enterprise development training for youth | 122 | 97 | **219** |
| Micro Challenge Award for young women and young men | 47 | 55 | **102** |
| Grand Total | **203** | **184** | **387** |

## Sampling

The consultant will be responsible for drawing the sample from the above population frame. It is suggested that the consultant would take lean sampling approach. The sample should be drawn keeping in view that representation of valley as well as type of support is ensured along with gender balance in target group for sampling.

# Consultant ToRs

The consultant/firm will be responsible for following task.

1. Draft an inception report, receive feedback from AKRSP and incorporate feedback. The inception report should discuss in detail the study plan, methodology, sampling scheme, survey tool and survey protocols,
2. The consultant will work with the MIS coordinator of AKRSP in cleaning and aligning the data,
3. Recruit and train the enumerators for the survey,
4. Conduct pilot testing of the survey tool and revise and refine the tool (if it is required) in consultation with AKRSP,
5. Develop survey manuals,
6. Implement the full-scaled study,
7. Maintain database in MS Excel and submit the database with analysis to AKRSP at the end of the study,
8. Prepare and submit a draft survey completion report to the AKRSP on the agreed template and on agreed deadline,
9. Present findings based on the draft report in a workshop and receive feedback,
10. Incorporate any feedback provided by AKRSP on the report.

# Key Deliverables

The consultant/firm will submit the work in the form of a final report on a previously agreed template. Overall, the report should cover the overall objectives/purpose and scope of the work. Specifically, the report should discuss in detail:

1. Traceability rate,
2. Assessment of the effectiveness (in terms of enhanced employability and income) of the training and internships in terms of improved employment status,
3. Trends in employment across valleys, training sectors and term (short/medium) trainings,
4. Satisfaction level of the graduates of the trainings and internships.

# Qualification and Experience of individual/firm

The consultant/firm should include the technical expertise and practical experience required to deliver the scope of work and evaluation outputs, in particular, with regards to:

* Consultant or team of consultants should have a master’s degree in statistics, economics, or social sciences,
* Demonstrated experience in conducing similar studies,
* Knowledge and experience in conducting research and evaluation studies in Gilgit-Baltistan and Chitral.
* Demonstrated experience in safeguarding and respecting vulnerable populations,
* Fluency in English and Urdu is mandatory. Additional relevant languages (e.g., Khowar, Shina, and Wakhi etc), an asset.

# Timeline

The study is expected to take a maximum of 5 weeks starting on 14th of November 2022 and ending on 16th of December 2022.

# Hiring Process

As a normal practice AKRSP hires services of consultants through competitive process, inviting bids and evaluating bids. The normal hiring process takes 3-4 weeks on average. Alternatively, under certain circumstances, headhunting is opted as the most viable option.

AKRSP plans to invite EOIs from interested candidates by advertising the opportunity on the official website. The EOIs will be evaluated to hire the services of the best suited candidate for conducting this task. In worst case, however, the AKRP will take the headhunting approach by considering CVs and profiles from existing pool.

# Application Process and Evaluation Criteria

EOIs are invited from the interested candidates. The EOIs should consist of following details.

1. Willingness to work,
2. Relevance of the candidate with the scope of work,
3. Ability of the candidate to deliver the deliverables,
4. Plan for executing the task, and
5. Budget/renumeration expectations.
6. Detailed CV(s)

# Confidentiality and Ownership of the Data, Documents, and Equipment

* AKRSP shall be the owner of all the data collected, data sets, reports, documents, etc. prepared by the consultant,
* All the data collected must be handed over to AKRSP before final payment,
* All documents, reports and information from this assignment will be regarded as AKRSP's intellectual property, so the mentioned outputs or part of it cannot be sold or used in any case without the prior permission of AKRSP.