

Terms of Reference for Baseline Study Consultant Skills for Prosperity – Kenya

1. Purpose

Leonard Cheshire is leading a consortium to deliver a new programme called Skills for Prosperity Kenya (S4PKe). We are looking for a talented Baseline Study Consultant to lead the planning and implementation of the Baseline Study for the (S4PKe) Programme. **The consultant will develop all tools and resources to carry out the study in Kenya and lead in the design and execution across all target areas to establish the baseline status for all programme indicators.** The consultant will work closely with the S4PKe team, especially with the Monitoring Evaluation and Learning Manager (MEL), Programme Manager (PM), and the Head of the Consortium (HoC) to deliver the assignment.

2. Context

Leonard Cheshire is a leading pan-disability organization supporting inclusive programmes on employment. Internationally we have placed over 80,000 people with disabilities in jobs and livelihood programmes.

Skills for Prosperity Programme (S4PKe) is a new FCDO-funded programme which began in October 2020. Over 2.5-years, S4PKe will provide technical assistance **to improve the quality, relevance, equity, and cost-effectiveness of higher education (HE) and technical and vocational education and training (TVET) in Kenya.** The programme aims to improve the skill levels, employment rates, and productivity of beneficiaries, **particularly for women, low-income youth, and persons with disabilities.** A key pillar of the programme will include providing technical assistance towards the National Open University of Kenya set-up. Leonard Cheshire is leading the S4PKe consortium, which consists of the ILO, The Open University (UK), Federation of Kenyan Employers, Forum for African Women Educationalists, Warwick Institute for Employment Research, Edukans and Capital Strategies.

The programme will deliver three core strands of activity,

Strand 1: Strengthening education to industry links at the institutional level, tailored to priority sectors key to county or national development.

Strand 2: Developing an enabling environment for a strong skills eco-system through technical assistance and capacity building – including enhanced institutional capacity and capability.

Strand 3: Improving access to HE and TVET education for marginalized and unemployed youth.

The programme's intended **impact** is increased capacity for inclusive economic growth due to increases in labour productivity, which will contribute to poverty reduction.

The programme's expected **outcomes** are Improved skill levels, employment rates, and productivity of beneficiaries (HE and TVET students), particularly for the priority target groups of women, low-income youth, and people with disabilities.

3. Deliverables

3.1 An inception report detailing the design and planned execution of the S4PKe programme baseline study

Under this deliverable, the consultant will:

- Review the existing relevant programme documents, including the programme document and log frame
- In consultation with the MEL manager, design the baseline study methodology, sampling plan, data collection tools (survey questionnaires, key informant Interview guides, focus group discussion guides, observation guides, etc.) as necessary. **The study design and sampling plan must be in line with the Gender Equality and Social inclusion principles**
- Develop a practical work plan for the execution of the baseline study as per the agreed timelines in consultation with the consortium partners
- Suggest a report structure for the baseline report
- Assemble a research assistant team as necessary and train them on the baseline design and data collection tools.
- Submit a concise inception report within the agreed timelines, detailing the baseline study design and work plan before starting any data collection.

3.2 Execution of the baseline study plan as per the agreed work plan and timelines

Under this deliverable, the consultant will: oversee the baseline study's successful execution, ensuring the completion of data collection within the agreed timelines. Specifically, in collaboration with the MEL Manager, the consultant will:

- Assume overall leadership in the baseline data collection exercise
- Ensure the effective and efficient deployment of any support staff and quality assurance of all the deliverables
- Recruit and be accountable for all other persons engaged during the study, including the field support staff.
- Ensure collection of accurate baseline data for all programme quantitative and qualitative indicators within the agreed timelines
- Ensure diligence in the handling, management, and storage of all baseline data

3.3 Analyse data and write the baseline report

The consultant will diligently analyse all the quantitative and qualitative data disaggregating it as required in the log frame for all the programme indicators and write a baseline report. Specifically, in collaboration with the MEL Manager, the consultant will:

- Organize the data and analyse it according to the baseline study's objectives and disaggregated as specified in the indicators.
- Draft a comprehensive and concise baseline report for inputs by the S4PKe team.

- Make a presentation on the findings during a validation workshop to a reference group of participants and provide a concise ppt
- Submit a final report reflecting the inputs from the S4PKe team. The report should be no more than 30 pages long (excluding the annexes).
- Support the updating of the project log frame with the baseline data.

4. Methodology and Scope

The study will employ a mix of qualitative and quantitative methods to gather data on key performance indicators, ensure diverse perspectives to the baseline, and promote different stakeholder groups' participation. The evaluation will establish the baseline for the programme's key indicators and provide the benchmarks to measure the programme performance and form the final assessment basis. Besides, the baseline will inform the programme target setting at various result levels.

The scope of the baseline will include the following

- All the five target Counties** (Mombasa County, Nairobi County, Kisumu County, Trans-Nzoia County, and Busia County)
- All four TVETs that cater for people with disability** (Karen Technical Training Institute for the Deaf In **Nairobi County**, Machakos Technical Institute for the Blind in **Machakos County**, St. Joseph's Technical Institute for The Deaf, Nyang'oma in **Siaya County**, and Sikri Technical Training Institute for the blind and deaf in **Homabay County**).
- Five Vocational Rehabilitation Centres.** The identity and location of the five centres will be confirmed before data collection.
- In addition to institutional, county, and sector level data collection, supplementary data will also be collected **at the national level** to measure the status of specific national-level indicators, as guided by the programme logical framework (Refer to the annexed log frame).

5. Timeline

The timeframe for this consultancy is between 24th November to 15th of January 2021. The consultant must ensure the completion of the entire baseline deliverables within this timeframe. The level of effort for this assignment is approximately **36 days**, broken down as follows.

Table 1: Suggested workplan

Activity	Duration	Start Date	Outputs
Contract Signing	-	24 th November	Signed Contract
Desk Review and inception report	5 days	25 th November	Inception Report-with tools
Data collection stakeholder consultations	15 days	3 rd December	Collected data
Analysis and Reporting	12 days	28 th December	Draft Report
Finalization of report and Support updating of the programme Log Frame	4 days	10 th January	Updated Log Frame
Total Days	36 days		

6. Qualifications of the consultant

The consultant will be responsible for planning and delivering the baseline study within the agreed standards and timelines. The consultant will recruit and be accountable for all other persons engaged during the study, including the field support staff.

The lead consultant will possess the following qualifications:

- Minimum of a masters' degree qualification from a recognized university in monitoring and evaluation, education, social studies, development studies, economics, or any other relevant degree
- A minimum of 10 years' experience in conducting project monitoring and evaluation studies, including education initiatives or programmes and experience in Kenya
- Must have good knowledge and understanding of issues around access to and quality of education at vocational and tertiary levels and employment situations and the challenges faced by the marginalized groups, including People Living with Disability (PLWD) in accessing training education and employment opportunities within the Kenyan context.
- Must possess solid methodological and research skills demonstrated through several research pieces and evaluations.
- Must possess excellent report writing, analytical, interpersonal, and communication skills.
- In-depth knowledge of the socio-cultural, economic, and political context of the S4PKe target counties in Kenya
- Ability to work collaboratively with multiple individuals and groups.
- Demonstrated experience of working in Foreign and Commonwealth Development Office (FCDO) funded projects will be an added advantage.
- Ability to produce high-quality work under tight timeframes
- Must be available within the period of the assessment
- Previous work experience with marginalized groups, including women, low-income youth, and persons with disabilities, will be an asset.

7. Application requirements

Please submit an Expression of Interest:

In your Expression of Interest, including the following.

- A detailed technical proposal including
 - ✓ Description of how your skills and experience match the TOR requirements,
 - ✓ Your understanding of the assignment
 - ✓ Proposed methodology and work plan
- A financial proposal: Should include a detailed budget breaking down all costs by different categories, e.g., professional fees, travel, accommodation, etc.
- Your CV, including track-record of recent projects, references of at least three (3) recent clients.
- Sample of 3 recent similar studies conducted

8. Application submission

Please respond with your Expression of Interest to Charles.Munene@leonardcheshire.org and copy Marjorie.Okora@leonardcheshire.org by close of business on Friday 20th November 2020.

Contract: Contractual obligations will be defined through a standard consultancy agreement, outlining deliverables, timelines, payments, and stating that the intellectual property will belong to Leonard Cheshire.