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## **TERMS OF REFERENCE FOR THE YEP – Project Mid Term Evaluation**

### **A. Project Title – General Information:**

**Title :** The National Youth Employment Programme (YEP) of Samoa

### **B. Project Description or Context and Background:**

The One UN Joint Youth Employment Programme of Samoa (the YEP) is guided by Samoa’s Youth Policy (2016 – 2020) and the National Action Plan for Youth Employment (2016 – 2020).

The YEP focuses on two strategic priorities:

- Increasing the employability of youth through improved alignment of education and skills supply to labour market demand; and
- Catalyzing youth entrepreneurship for village-based economic development and job creation, while strengthening the enabling environment for the empowerment of youth in the informal economy.

To achieve the two strategic priorities above and ensure their sustainability, the YEP is building the capacity of youth groups, organisational stakeholders and Government Ministries to enable a fully integrated approach to youth employment.

Increasing the employability of youth through improved alignment of education and skills supply to labour market demand is being achieved by supporting the development of a national level electronic platform of comprehensive labour market information (e-Hub). Analysis of this information will provide the basis for policies and corporate plans that ensure the supply of education and skills is aligned to the current and emerging demands from the labour market. The Ministry of Commerce, Industry and Labour (MCIL) will manage the national level e-platform, with youth profiles being provided from the e-Hub database developed by the Samoa National Youth Council.

Youth entrepreneurship is being catalyzed by the creation of a Small Business Incubator (SBI) for youth. This facility is being developed through a public-private partnership, and will provide youth-led micro and small business start-ups with a range of services to support micro-enterprise development. The delivery of micro-enterprise support services will be coordinated through the Small Business Enterprise Centre (SBEC), with inclusion from other stakeholders including the Samoa Association of Manufacturers and Exporters (SAME), Samoa Culinary Association and Women in Business Incorporated (WIBDI). An innovative ‘with and without walls’ approach to micro-enterprise incubation will ensure support for both urban and village-based economic development, and community-based initiatives that create employment for youth. The Small Business Incubator for Youth is also focusing on developing ‘green’ enterprise initiatives in sectors including agriculture, tourism, the creative industries, community-based environmental conservation and climate change adaptation.

The YEP is being managed by the Economic Development Division (formerly known as the Youth Division) in the Ministry for Women, Community and Social Development (MWCSO). Technical, financial and programmatic support is being provided by the UNDP Multi-Country Office in Samoa in a One-UN approach to service delivery to the Government of Samoa. Participating UN agencies include the United Nations Development Programme (UNDP), the United Nations Educational, Scientific and Cultural Organisation (UNESCO), the International Labour Organisation (ILO), the Food and Agriculture Organisation (FAO) and the United



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Nations Volunteer (UNV) programme.

Delivery of the YEP is characterized by an integrated approach, building strategic and sustainable partnerships with local organisations and other national programmes impacting on youth development and economic growth.

**C. Expected Outcomes and Deliverables:**

- Inception phase planning note including a reference to the desk-based review of background documents, the suggested evaluation methodology and the main conclusions from briefings & discussions by telephone with relevant key stakeholders.

No later than 1 week before the MTE mission. To be sent to the UNDP Samoa MCO and project management.  
Approximate due date: End of July

- Debriefing note on the field mission to Samoa, including relevant information about interviews and observations, and main feedback from the initial findings presentation given to the UNDP Resident Representative.

Approximate due date: Beginning of August

- Preliminary Mid Term Evaluation report drafted, submitted for review and feedback and validated by UNDP MCO.

Within 2 weeks of the MTE mission. Approximate due date: Mid-August

- Mid Term Evaluation Report received, incorporating all feedback and validated by UNDP MCO.

To be sent to the UNDP Samoa MCO within 1 week of receiving UNDP comments on draft. Approximate due date: End of August

The principal responsibility for managing this MTE resides with the UNDP Samoa MCO.

**D. Institutional Arrangement:**

**Resources Provided**

- The consultant will be provided administrative support from the MCO in terms of a confirmed schedule of meetings and other reasonable logistical support when/where required, inclusive of a field visits to rural villages and outer islands of Samoa where the YEP activities have been implemented.
- All necessary project related documents including Project Board meeting reports; key output documents and reports; financial reports; MOUs and agreements; quarterly and annual progress reports; etc.

**Management and Coordination Arrangements**

- The consultant will have the overall responsibility for the design and implementation of the evaluation, writing of the report and timely submission of the deliverables, including the inception report, preliminary drafts and the final version;
- **The consultant will refer to the UNDP Pacific Office in Fiji Inclusive Growth Team Leader who shall exercise technical oversight throughout the duration of the consultancy engagement**, and to the Assistant Resident Representative – Governance and Poverty Reduction Unit in the UNDP Samoa MCO;



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Copies of all work will be delivered to the UNDP Samoa MCO and UNDP Pacific Office in Fiji in electronic format. Resilient nations.  
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**E. Duration of the Work:**

The assignment will be for 25 working days spread over from July – September 2017

**F. Duty Station:**

The consultant will be home-based with at least 1 mission to Samoa.

**G. Competencies:**

**Corporate Competencies:**

- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.

**Functional Competencies:**

*Knowledge Management and Learning*

- Shares knowledge and experience
- Actively works towards continuing personal learning, acts on learning plan and applies newly acquired skills

*Development and Operational Effectiveness*

- Ability to perform a variety of specialized tasks related to administrative supports, including project data management support, reporting, and logistics for project implementation.
- Ability to provide input to business processes re-engineering, implementation of new system, including new IT based systems

*Leadership and Self-Management*

- Focuses on result for the client and responds positively to feedback
- Consistently approaches work with energy and a positive, constructive attitude
- Remains calm, in control and good humoured even under pressure
- Demonstrates openness to change and ability to manage complexities
- Good inter-personal and teamwork skills, networking aptitude, ability to work in multicultural environment

**H. Qualifications of the Successful Contractor:**

**Evaluation criteria: 70% Technical, 30% financial combined weight:**

Technical Evaluation Criteria (based on the information provided in the CV and the relevant documents must be submitted as evidence to support possession of below required criteria:

- Degree in political science, development studies, economics, public administration or related field; 20%
- At least 10 years of relevant experience in inclusive growth work at senior; 25%
- Proven experience in undertaking evaluation projects; 20%
- Global experience in engaging with inclusive growth development is highly desirable; 20%



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- Excellent interpersonal and cross-cultural communication skills; and ability to meet tight deadlines; 10%
- Excellent English written and communication skills; 5%

**I. Scope of Bid Price & Schedule of Payments:**

Deliverable	Weighting % and Expected Due Dates of Deliverables	Due Dates	AMOUNT IN USD TO BE PAID AFTER CERTIFICATION BY UNDP OF SATISFACTORY PERFORMANCE OF DELIVERABLES
Upon approval and certification by UNDP of the Inception Report:  Planning note including a reference to the desk-based review of background documents, the suggested evaluation methodology and the main conclusions from briefings & discussions by telephone with relevant key stakeholders	20%	TBC	xxxx
Upon approval and certification by UNDP of the Report:  Debriefing note of the mission to Samoa, including relevant information about interviews and observations, and main feedback from the initial findings presentation given to the UNDP MCO .	10%	TBC	xxxx
Upon approval and certification by UNDP of the Report:  Preliminary draft of evaluation report drafted, submitted for review and feedback, and validated by UNDP MCO.	50%	TBC	xxxx
Upon approval and certification by UNDP of the Report:  Final Terminal Evaluation Report addressing received feedback and validated by UNDP MCO	20%	TBC	xxxx
TOTAL	100%	25 days	xxx



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**J. Recommended Presentation of Proposal:**

Given below is the recommended format for submitting your proposal. The following headings with the required details are important. Please use the template available

CVs with a proposed methodology addressing the elements mentioned under deliverables must be submitted by **11<sup>th</sup> July 2017** electronically via email: [procurement.ws@undp.org](mailto:procurement.ws@undp.org). Incomplete applications will not be considered and only candidates for whom there is further interest will be contacted.

Proposals must include:

- **P11 – Template attached**
- **3 professional references most recent**
- **A brief methodology** on how you will approach and conduct the work,
- **Financial Proposal** specifying the daily rate and other expenses, if any
- **Letter of interest and availability specifying the available date to start and other details**

Queries about the consultancy can be directed to the UNDP Procurement Unit [procurement.ws@undp.org](mailto:procurement.ws@undp.org).