



UNITED NATIONS DEVELOPMENT PROGRAMME
Terms of Reference - Consultancy

I. Assignment Information

Country: **South Africa**

Assignment Title: **End of Project Evaluation Report on Automotive Training and Re-Skilling in the Post-COVID Economic Recovery for Vulnerable Youth and Women in South Africa**

Period of assignment/services (if applicable): 40 days over a period of 2.5 months

Type of contract: Team

II. Background and Context

The COVID-19 pandemic has amplified many of the challenges already facing youth unemployment in South Africa. Prior to the advent of COVID-19, approximately 8.2 million (40.3%) out of 20.4 million young people aged 15-33, were not in employment, education or training (NEET), according to the Statistics South Africa (StatsSA) Quarterly Labour Force Survey. As a result of the pandemic, most schools and universities were closed due to social distancing measures that were introduced prior to the lockdown at the end of March 2020. The closure of schools carries high social and economic costs, especially for households that are not able to access online learning. Interrupted learning deprives South African youth of opportunities for growth and development and has long-term effects on prospects for their employment.

As South Africa seeks to rebuild the economy from devastation from COVID-19, there is an urgent need to equip youth and women with relevant job skills required in the post-COVID-19 economy and enhance the capacity of vocational training, particularly through Technical and Vocational Education and Training (TVET) colleges. Although approximately 40% of both the imports and exports of automotive units were underperforming during the lockdown, they are expected to fully recover in two to three years, reaching back to the pre-COVID volumes. The automotive sector employs workers across various skills levels and is also central to re-industrialising the economy of South Africa. As the economy recovers from the COVID-19 crisis, there is a need to provide the right type of skills for the automotive industry to meet labour demands in the automotive industry.

Against this backdrop, the United Nations Development Programme (UNDP) South Africa in partnership with the Department of Higher Education and Training (DHET) commenced the implementation of a project titled **“Automotive Training and Re-Skilling in the Post-COVID Economic Recovery for Vulnerable Youth and Women in South Africa”** with funding support from the Government of Japan. The project was implemented from March 2021 and comes to an end in June 2022. The overall objective was to support TVET colleges towards South Africa’s economic recovery from the COVID-19 crisis and to equip youth and women with the relevant job skills in a post-COVID economy, including digital skills. Focus was on the automotive sector. Three TVET colleges selected for the project are:

- **Coastal KZN TVET College** (KwaZulu-Natal), Durban and Swinton Campuses
- **Northlink College** (Western Cape), Bellville and Wingfield Campuses
- **Tshwane South TVET College** (Gauteng), Centurion Campus

With the project coming to an end in June 2022, UNDP wishes to engage the services of a competent consultant team to conduct project evaluation. The main output from this assignment will be an evaluation report that will highlight results achieved, challenges encountered, good practices and lessons learned, and recommendations.

Preliminary results indicate that the project has empowered youth and women through provision of skills relevant to the automotive industry. It has also supported the capacity of the three TVET colleges through equipment support and lecturer development to align with the post COVID-19 economy and labour market needs. Through project support in promoting online platforms to link to industry, TVET college students and graduates have gained better access to employment and learning opportunities.

Key project activities and achievements include the following:

- A rapid needs assessment of TVET colleges was conducted to identify their challenges and needs in terms of alignment with automotive industry needs and digitization of education post COVID-19 and recommended areas of support.
- Automotive and ICT equipment and tools valued at R5.6 million have been procured for the three TVET colleges to enhance the training capacity of the three TVET colleges and youth employability. Additional equipment valued at R2.0 million is undergoing procurement. All inclusive, this includes:
 - ICT equipment comprised of 100 laptops, 6 projectors, 6 interactive whiteboards and 30 desktops.
 - Mechanical, electrical, and electronic workshop equipment
 - Automotive components
 - Digital content for soft skill development
- Lecturer development in blended teaching methods has also been undertaken.
- Trained 64 youth in KZN through accredited skill training for entry-level manufacturing operators. Four of them have been on work placement to date with others currently undergoing interviews for consideration of placement.
- Two online platforms linking youth to industry have been supported. The first is the SAYouth platform ([link](#)) with 11,500 students having been registered on so far, and with 530 having found employment or income generating opportunities. The second is the automotive online career experience platform, *Yakh'iFuture* (Build Your Future) ([link](#)), launched in April 2022.

Evaluation Objectives

As the project will be concluded at the end of June 2022, the UNDP South Africa is seeking a competent consultant team to render services for conducting the End of Project Evaluation of this partnership project. The evaluation findings will be shared with key project partners and will be used to inform the project's potential next phase or similar interventions. Therefore, it will be imperative to review, evaluate and document the project's achievements, challenges, lessons learnt, relevance, effectiveness, efficiency, impact on the beneficiaries, and sustainability, and avenues for scaling and deepening the initiative.

III. Scope of the Assessment

The successful team will be responsible for developing the End of Project Evaluation Report. The purpose of the evaluation report is to compile project closeout results, draw lessons learned and recommendations for reporting and knowledge management purposes. It is also to form the basis for deepening and scaling the project to further advance TVET and youth development.

The topics of the report will include, but not limited to, the following:

- Landscape of and challenges in TVET and youth development in South Africa
- Project overview, such as the background, timeframe, and partners
- Project activities, results, challenges facing the project throughout the project cycle including the design and preparation phase
- Success stories and voices of the project beneficiaries, such as the TVET colleges and trained youth
- Project evaluation including relevance, effectiveness, efficiency, impact, sustainability, lessons learned, and recommendations
- Areas for further support in TVET and youth development
- Conclusion and Way forward

The consultant team will prepare the report in a format that can be communicated clearly and easily to a wide range of stakeholders, including the Government, the project donor, TVET colleges, industry, academic, and development partners. The consultant team will be available to present the report to UNDP and the project stakeholders. The final report will therefore include:

- a comprehensive, professionally edited report with high-quality graphics
- a presentable, professionally edited summary version of the report with high quality graphics used for presentation and dissemination purposes
- a professionally developed, high-quality PowerPoint presentation that will be used in all forums

The consultant team will be required to attend the 1.5-day Close-out Workshop that is planned for mid-June 2022 in Pretoria physically or in a hybrid format in order to deepen their understanding of the project. The purpose of the workshop is to share the project results and lessons learned, map existing and potential partners' work and opportunities for collaboration in the spaces of TVET and youth development, and discuss the way forward. The anticipated attendees will be project stakeholders, such as government departments, the TVET colleges, implementing partners, and industry and development partners, as well as other key actors in TVET and youth development, such as Sector Education and Training Authorities (SETAs).

IV. Evaluation Criteria and Key Questions

The successful consultant team is expected to generate and present in the proposal key questions that are relevant to the project intervention, outcomes and impact. The consultant team shall use **the Organisation for Economic Co-operation and Development (OECD) Development Assistance Committee (DAC)'s evaluation criteria of relevance, effectiveness, efficiency, impact, and sustainability**. Key questions should be clear, well defined and manageable. **At least one evaluation question should address the issue of gender and disability**. Upon receipt of relevant documents after appointment, the consultant team shall further amend, adjust, elaborate on them. They should be agreed through the inception report and submitted as part of the final report annexes.

V. Methodology

Guiding methodology is shown below. However, the consultant team should propose an approach to the assignment in the proposal and will be responsible for revising it when necessary. The detailed and final methodology shall be discussed with UNDP after appointment. The final project evaluation methodology should include well-thought-out sampling methods for selecting key informants, sampling methods for selecting beneficiaries, and methods for assessing results stated in the project document. The End of Project Evaluation Report will be compiled, using both primary and secondary data. The sources and references should be indicated appropriately.

Primary data will be collected through site visits to, interviews with, and/or questionnaires to the project stakeholders. The sources of primary data will include, not limited to:

- Government departments (Department of Higher Education and Training, Department of Trade, Industry, and Competition, Presidency, etc.)
- Project beneficiaries (Coastal KZN TVET College, Northlink College, Tshwane South TVET College, and youth trained through the skill training)
- Implementing partners (Harambee and IYF)
- Industry partners (Toyota South Africa Motors, NAACAM, etc.)
- Development partners (Japan International Cooperation Agency (JICA), GIZ, International Finance Corporation, etc.)

Secondary data will include publications and learnings from previous and ongoing projects that support the TVET Colleges, including the JICA's Artisans Project that support the capacity development of Northlink College and Tshwane South TVET College in fitting and turning, and IYF's High Gear project that works with the Coastal KZN TVET College. Other sources of information will include, but not limited to, Government plans for TVET, youth development, and industry development, particularly the automotive sector, academic research, and work of other development partners, to identify areas for further interventions in TVET and youth development.

The UNDP project management team will work closely with the consultant team to facilitate this process, including:

- Providing relevant documents related to the project for desk review
- Assist in identifying stakeholders and sources of information
- Where necessary, assist in organizing meetings with stakeholders, while the consultant team will be fully independent and will retain enough flexibility to determine the best approach to collecting and analyzing data for the evaluation.

In conducting the assignment, COVID-19 safety protocols should be observed.

VI. Evaluation Ethics

- Evaluation consultants will be held to the highest ethical standards and are required to sign a code of conduct upon acceptance of the assignment. UNDP evaluations are conducted in accordance with the principles outlined in the United Nations Evaluation Group (UNEG) 'Ethical Guidelines for Evaluations'.
- The consultants must read to be familiar with the evaluation ethics and procedures of the UN System to safeguard the rights and confidentiality of information, for example: measures to ensure compliance with legal codes governing areas such as provisions to collect and report data, particularly permissions needed to interview or obtain information about children and young people; provisions to store and maintain security of collected information; and protocols to ensure anonymity and confidentiality.

VII. Reporting Arrangements

The assignment will be conducted under the direction of the UNDP Inclusive Growth Programme Manager and the project management and monitoring and evaluation (M&E) teams. The consultant team will have a series of structured engagements with UNDP to report on the status of deliverables and revised iterations of draft reports until UNDP’s expected standard of quality is reached. The Inclusive Growth Programme Manager will sign off deliverables.

VIII. Duration of the Work

The assignment will be completed in 40 working days spread within two and a half months after appointment. It should be completed by **26 August 2022**.

IX. Deliverables

The consultant team will work closely with the UNDP project management and M&E teams to produce the following deliverables:

Deliverable 1: Inception report

The purpose of the inception report is to provide an opportunity to verify and share the same understanding about the assignment and clarify any misunderstanding at the outset. The inception report will explain a proposed timeframe, workplan, and methodology for tasks and deliverables. A mandatory briefing session will be required to show the consultant team’s understanding of the assignment and how the assignment will be conducted.

Deliverable 2: Draft End of Project Evaluation Report

The draft report will be presented to the UNDP project management and M&E teams and project stakeholders for inputs and comments. All the comments, questions and inputs shall be responded to and incorporated into the final report.

Deliverable 3: Final End of Project Evaluation Report

The final report will include an executive summary, annexes, and a PowerPoint presentation with quality graphics. It must be professionally edited before submission.

Expected timeline and payment terms are as follows:

Deliverables	Timeline	Payment Terms
1. Inception report	Within five days after appointment	20%
2. Draft End of Project Evaluation Report	By 15 July 2022	40%
3. Final End of Project Evaluation Report	By 26 August 2022	40%

X. Recruitment Qualifications

The consultant team must be independent from both the policy-making process and the delivery and management of assistance. Therefore, **the consultant team that has had any direct involvement with the design and/or implementation of the project will not be considered**. This may apply equally to evaluators that are associated with organisations, universities or entities that are, or have been, involved in the project policy-making process and/or

delivery of the project. Any previous association with the project or other partners/stakeholders must be disclosed in the application.

A dedicated team of at least 2 consultants is required to undertake this assignment.

The Team Leader should hold a master’s degree, preferably in project management and evaluation, development, education, economics, or other relevant fields in social science. He/she should have at least 15 years’ experience in project management and evaluation and research, including experience in conducting research on TVET and youth development with an emphasis on TVET colleges in South Africa. He/she should demonstrate experience in leading teams in similar assignments and ability to converge or persuade differing groups towards a common goal.

The other Team Member(s) should have minimum of 3- or 4-year university qualification in the same disciplines as above and a minimum of 5 years of experience in the same fields as above.

XI. CRITERIA FOR SELECTION

The evaluation system will be as per UNDP supply chain management processes.

Technical Proposal (70% of the overall proposal - 100 points) (minimum qualifying score – 70 points)

Criteria for Selection			Points Allocated
1		Technical Proposal	50
	a	Institutional Technical Capacity: <ul style="list-style-type: none"> - Technical expertise in project management and evaluation and/or quantitative and qualitative research, ideally in the fields of TVET, youth development, industry development, and economic development in South Africa - Experience in conducting similar assignments in the country/region and internationally. Experience in evaluations of UNDP projects is an asset. - Proficient IT skills in Word, Excel, and PowerPoint at a minimum - Excellent English communication skills - Ability to professionally edit reports/documents and produce high quality graphics with a list of previous related work or links - Knowledge of the automotive industry in South Africa is an advantage 	20
	b	Proposed Work Plan and Approach: <ul style="list-style-type: none"> - Well defined scope of tasks responding to the TOR - Clear presentation - Logical and realistic sequence of activities and planning - Efficient implementation of the assignment 	30
2		Background of the Team	50
	a	Team Leader: <ul style="list-style-type: none"> - Master’s degree, preferably in project management and evaluation, development, education, economics, or other relevant fields in social science - 15 years’ experience in project management and evaluation and research - Experience in conducting research on TVET and youth development with an emphasis on TVET colleges in South Africa - Demonstrated experience in leading teams in similar assignments - Ability to converge or persuade differing groups towards a common goal 	35
	b	Other Team Member(s): <ul style="list-style-type: none"> - Minimum of 3- or 4-year university qualification in the same disciplines as above - A minimum of 5 years of experience in the same fields as above 	15

TOTAL TECHNICAL SCORE	100 pts
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Financial Proposal (30%)

To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.

XII. Briefing Pack

Links will be provided to supporting background documents and more detailed guidelines on evaluation in UNDP after appointment:

- Key stakeholders and partners
- Documents to be reviewed and consulted
- Evaluation matrix template
- Outline of the evaluation report format