We Can Work Programme

Baseline Survey

Terms of Reference

Ethiopia, Ghana, Kenya, Nigeria, Rwanda, Senegal and Uganda

November 2023

Table of Contents

[**1.** **Survey Summary** 3](#_Toc141348378)

[**2.** **Description of programme** 4](#_Toc141348379)

[**3.** **Purpose of the survey** 6](#_Toc141348380)

[**4.** **Methodology and Scope** 6](#_Toc141348381)

[**5.** **Deliverables** 7](#_Toc141348382)

[**6.** **Work Plan and Timeline** 8](#_Toc141348387)

[**7.** **Budget** 9](#_Toc141348388)

[**8.** **Qualifications of the consultant** 9](#_Toc141348389)

[**9.** **Evaluation Criteria** 9](#_Toc141348390)

[**10. Application requirements** 10](#_Toc141348391)

## **Survey Summary**

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| --- | --- |
| **Programme Name** | We Can Work: Towards 1,000,000 young women and men with disabilities with dignified and fulfilling work |
| **Programme Location** | Ethiopia, Kenya, Uganda, Rwanda, Senegal, Ghana, Nigeria |
| **Programme Goal** | To contribute to a more inclusive society where young women and men with disabilities thrive and access dignified and fulfilling work.  |
| **Programme Number**  | 1731 |
| **Programme Outcomes** | * Strategic outcome 1: Young women and men with disabilities drive positive change around disability inclusion.
* Strategic outcome 2: Young women and men with disabilities have set up start-ups, agri-businesses or are growing their micro-enterprises or access waged jobs as a result of direct interventions.
* Strategic outcome 3: Young Africa Works program and other system actors intentionally and meaningfully reach out to young women and men with disabilities and ensure that they equally benefit from programs and services.
* Strategic outcome 4: Young women and men with disabilities enact agency through contributing to national and regional advocacy processes towards implementation of youth and disability-inclusive policies.
 |
| **Outreach Total** | 1,000,000 youth with a disability (of whom 60% female, and includes 50,000 refugees and/or displaced youth) |
| **Direct beneficiaries** | Young women and men with disabilities within the 18 - 35 years |
| **Key partners** | * Cross Wise Works
* African Disability Forum
* 7 national umbrella organizations of people with disability
 |
| **Programme Lifespan** | 8 years (FY23 – FY30) |
| **Donor** | Mastercard Foundation |
| **Primary Methods** | Quantitative and Qualitative methods |
| **Baseline Start and End Dates** | 6th January 2024 – 5th March 2024 |
| **Anticipated Report Release Date** | 5th March 2024 |

## **Description of programme**

Light for the World is leading a consortium with Africa Disability Forum (ADF) and Crosswise Works (CWW) to deliver the **We Can Work** (WCW) program. The WCW program is a regional signature disability program that uses a system and mindset change approach to impact the lives of at least 1,000,000 young women and men with disabilities and enables them to access dignified and fulfilling work.

The WCW program is funded by the Mastercard Foundation and was launched in April 2023. Over eight years, the program will work with Entrepreneurship Support Organizations (Hubs) with the technical support from Crosswise Works for entrepreneurship and business development. The program works with umbrella organizations of persons with disabilities and entrepreneurship hubs in the seven Young Africa Works (YAW) countries to champion disability inclusion in program cycle management. Country-based teams of Disability Inclusion Advisors and Facilitators with lived experience will support the development of internal and partner’s capacity to mainstream disability in-country programs. The program will further deploy targeted skills building and entrepreneurship support interventions for young women and men with disabilities to successfully transition to work.

With our partners, the program will influence change at the level of individuals (including households and communities), organizations and institutions. Young, transformative leaders will drive this change with youth disabilities acting as change agents. They will provide disability inclusion advisory services and confidently advocate for disability-inclusive policies and practices among key system actors, including the private sector, government, civil society, and financial and learning institutions.

The program will work with various global, national, local, state, and private sector actors to accomplish implementation in the following pillars:

**Pillar 1:** Supporting young women and men with disabilities in their transition to work and empowering them as agents of change towards a more inclusive society. The program aims to equip young persons with disabilities, particularly women, with core life skills and relevant technical skills training and in addition to targeted mentoring and coaching. The program will ensure the direct engagement of young persons with disabilities in developing and implementing appropriate interventions to successfully access waged employment and entrepreneurship opportunities. Young women and men with disabilities will also be empowered to lead by sensitizing caregivers, communities, and other stakeholders on their abilities as economic actors. This pillar will also allow us to set up youth-driven co-creation processes to develop context-appropriate and scalable solutions to leave no one behind.

**Pillar 2:** Embedding and institutionalizing disability inclusion in Young Africa Works strategies and interventions and among partner organizations and other key system actors. Preparing young people with disabilities to access dignified and fulfilling work is not enough. The program will focus on engagement with key system actors such as companies, government, civil society organizations, financial and learning institutions to champion disability inclusion in the workplace and learning environment, recruitment policies, accessibility of infrastructure and information, and much more.

**Pillar 3:** Ensuring meaningful participation of young women and men with disabilities in advocating for inclusive policies and environment. National and African policies and programs that promote economic development and youth employment should reflect the voices of young women and men with disabilities. We envisage a twin-track approach to more meaningful participation of young women and men with disabilities in advocacy processes, through more robust representation within OPDs on the one hand and through stronger representation in mainstream youth and women’s rights activism and organizations on the other. In addition, young women and men with disabilities should also meaningfully participate in research and monitoring the implementation of (youth economic and disability-specific) policies and programs.

The program will deliver interventions four core outcome areas:

**Outcome 1:** Young women and men with disabilities drive positive change around disability inclusion.

**Outcome 2:** Young women and men with disabilities have formed start-ups and agribusiness, are growing their micro enterprises or access waged jobs due to direct interventions.

**Outcome 3**: Young Africa Works program and other system actions intentionally and meaningfully reach out to young women and men with disabilities and ensure that they equally benefit from programs and services.

**Outcome 4:** Young women and men with disabilities enact agency by contributing to national and regional advocacy processes to implement youth and disability inclusive policies.

The program’s intended impact is We Can Work builds on and scales up proven good practices in Disability Inclusion Advisory Services, youth engagement and inclusive employment.

The WCW program is looking for a talented Baseline Study Consultant to lead a team to conduct the planning and implementation of the program’s Baseline Study. We would welcome applications for the entire regional body of work to coordinate the baseline across the seven countries, as well as separate applications for portions to East Africa (Rwanda, Uganda, Ethiopia and Kenya) as well as West Africa (Ghana, Senegal and Nigeria), with the Senegal study conducted in French. Consultants/Firms can submit multiple proposals. The consultant will work with the program team to develop the tools and resources to carry out the study and lead in the design and execution across the target areas to establish the baseline status for all program indicators. The consultant will work closely with the WCW Program Management Unit (PMU) and Country Management Units (CMUs), and especially with the Monitoring, Evaluation, Research, Learning and Adaptation (MERLA) Manager, Country Program Managers (PM), and MERLA Officers to deliver the assignment.

## **Purpose of the survey**

The purpose of the baseline survey is to establish a benchmark of the programme indicators across all the four outcomes to inform implementation. This will enable systematic measurement of progress towards the intended results annually and at final evaluation. The specific objectives of the baseline include:

1. To measure all goal, outcome and output level indicators as a benchmark for purposes of setting performance targets and measurement of the programme progress.
2. To provide relevant recommendations and insights that will further inform the programme design and adaptation during the implementation period.

## **Methodology and Scope**

The Baseline will cover seven YAW countries - Ethiopia, Kenya, Uganda, and Rwanda, Nigeria, Ghana and Senegal.

**Please note, LFTW will accept submissions to conduct the survey in all seven countries, or separate submissions for West Africa (Senegal, Nigeria and Ghana) and East Africa (Ethiopia, Kenya, Rwanda and Uganda).**

The Young Africa Works partners jointly identified by the Mastercard Foundation country offices and the program CMUs will participate in the baseline study.

The consultant is required to propose an appropriate methodology for the baseline survey, detailing the following:

* Baseline survey design,
* Sampling methodology and sample size,
* Data collection tools,
* Data management and quality assurance and,
* Ethical considerations.

The proposed methodology must take into consideration the gender equity and disability inclusion standards to ensure that all the categories of stakeholders including the marginalised groups participate meaningfully. Sampling of respondents should consider the different types of disabilities especially the marginalized groups and intersectionality in disability.

The choice of methods will be dependent on the anticipated information. The consultant will be required to use the most appropriate sampling technique that is relevant to the local contexts. A highly participatory design will need to be used for this survey.

The consultant will also be required to take into account different context and ethical considerations across the 7 countries including language differences.

In addition to institutional, country, and sector level data collection, supplementary data will also be collected at the regional level to measure the status of specific regional, sub-regional and national-level indicators, as guided by the program M&E Framework. All data will be disaggregated by sex and disability type. (see appendices).

## **Deliverables**

### 5.1 An inception report

### The inception meeting between the consultant and Programme Management Unit will detail the design and planned execution of the baseline study and a report will be shared by the consultant.

**Under this deliverable, the consultant will:**

* Review the existing relevant program documents, including the program theory of change, scoping & barrier analysis study and log frame.
* In consultation with the MERLA 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 and YAW partners.
* Submit baseline reports adhering to the MasterCard Foundation branding guidelines, which will be provided.
* 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.

### 5.2 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 MERLA 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, train, supervise, and be accountable for all other persons engaged during the study, including the field support staff. The entire research team (Lead consultant, Supervisors and Research Assistants) will be trained on disability Inclusion etiquette by LFTW before they commence data collection. The consultant will ensure that the data collection team (Research Assistants) also include young women and men with diverse types of impairments and budget for reasonable accommodation where required.
* Ensure collection of accurate baseline data for all program quantitative and qualitative indicators within the agreed timelines.
* Ensure diligence in the handling, management, and storage of all baseline data in accordance with LFTW data privacy policies. The Activity Info database will be used for data collection and storage.

### 5.3 Analyze data and write the baseline report.

The consultant will diligently analyze all the quantitative and qualitative data disaggregating them as required in the log frame for all the program indicators and write a baseline report. Specifically, in collaboration with the MERLA Manager, the consultant will:

* Organize the data and analyze according to the baseline study's objectives and disaggregate as specified in the indicators.
* Prepare a comprehensive and concise baseline report (50 pages) with meta-analyses to allow comparison across the 7 countries for input by the WCW program team.
* Prepare Country specific baseline reports (30 pages) for input by the CMUs
* Make a presentation on the findings during a validation workshop to a reference group of participants and provide a concise PowerPoint presentation.
* Facilitate virtual dissemination meetings with the PMU and the CMUs.
* Support the updating of the programme log frame with the baseline data.

## **Work Plan and Timeline**

The tentative timeframe for this consultancy is between 6th January 2024 to 1st April 2024. The consultant must ensure the completion of the entire baseline deliverables within this time limit.

The level of effort for this assignment is approximately 66 days, broken down as follows:

**Table 1: Suggested workplan**

|  |  |  |  |
| --- | --- | --- | --- |
|  **Activity** | **Duration** | **Start Date** | **Outputs** |
| Deadline | 2 weeks | 17th Nov |  |
| Evaluation of Bids | 2 weeks | 17th – 27th Nov 2023 |  |
| Contract Negotiations | 1 week | 4th – 8th Dec 2023 |  |
| Contract signing and Onboarding consultant/s | 5 days | 11th – 15th Dec 2023 | Signed contract |
| Inception meeting/workshop | 1 week | 8th – 12th Jan 2024 | Inception ReportFinal data collection tools |
| Data collection including:* Selection of RAs
* Stakeholder consultations
 | 2 weeks | 15th Jan - 2nd Feb 2024 | Summarized data (Qualitative & Quantitative) |
| Analysis and Reporting | 3 weeks | 5th - 16th Feb 2024 | Draft Report |
| Feedback from Mastercard Foundation, PMU/CMU on draft report | 2 weeks | 19th – 29th Feb 2024 |  |
| Finalization of report | 5 days | By 5th Mar 2024 | Final Report |
| Dissemination of the final report1. Overall report to PMU
2. Country specific report to CMUs
 | 5 days | By 1st Apr 2024 | Dissemination reports |
| **Total Days** | **66 days** |  |  |

## **Budget**

The consultant will be expected to develop a realistic budget to undertake the assignment. This will take on all deliverables of the assignment right from inception to submission of the final report. Please include budgeting to ensure that the baseline

activities are accessible for people a disability, who will be a key constituency of the survey. The contractual agreement will be a lump sum in nature, meaning that the consultant will be paid a consultancy fee inclusive of professional fees, data collection costs, and logistics related to the assignment. Details of the allowable costs will be spelt out in the contract.

## **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 people engaged during the study, including the field support staff.

The lead consultant will possess the following qualifications:

* Minimum of masters' degree qualification from a recognized university in monitoring and evaluation, education, social studies, development studies, economics, or any other relevant degree.
* At least 10 years' experience in project monitoring and evaluation studies, including inclusive economic strengthening, youth empowerment, and/or disability inclusive programs in East Africa.
* Must have good knowledge and understanding of issues around access to and quality of skills training, employment situations and the challenges faced by the young people with disability in African 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 WCW program target countries.
* Ability to work collaboratively with multiple individuals and groups.
* Demonstrated experience of working in MasterCard Foundation funded projects and Young Africa Works will be an added advantage.
* Must be available within the assessment period with the ability to produce high-quality work under tight time limits.
* Previous work experience with marginalized groups, including women, low-income youth, and persons with disabilities, will be an asset.
* (If the proposal includes Senegal) Must speak French or provide evidence of a French-speaking team member to lead the activities in Senegal.

## **Evaluation Criteria**

The consultant will be expected to submit the technical and financial proposal that will be reviewed and scored based on the evaluation criterion below.

|  |  |
| --- | --- |
| **Evaluation Criteria** | **Max. points obtainable**  |
| General Understanding of assignment Terms of Reference | 15% |
| Technical Feasibility of proposed methodology  | 40% |
| Experience of the consultant (s) | 20% |
| Consultant(s) Competencies  | 15% |
| Financial Proposal  | 10% |

The total minimum score to be considered technically competent is 70%. If a bid does not meet this minimum, it will be deemed technically non-compliant and will not proceed to the next level. This is an open and competitive selection process. The successful candidate will be selected following the review of each bidding consultant’s proposal documents.

## **Application requirements**

Please submit an Expression of Interest to wecanwork@light-for-the-world.org by 17 November containing the following:

* A detailed technical proposal, including a description of how your skills and experience match the TOR requirements, your understanding of the assignment and proposed methodology and work plan. The proposal should be either for:
	+ The survey in all seven countries (with a costing for both East and West Africa)
	+ The survey in East Africa (Ethiopia, Kenya, Rwanda and Uganda)
	+ The survey in West Africa (Ghana, Nigeria and Senegal)
* A financial proposal containing a detailed budget, breaking down all costs with distinct categories, e.g., professional fees, travel, accommodation, etc.
* CVs and profiles of lead and associate consultants, including track-record of recent projects, references of at least three (3) recent clients.
* Sample of 3 recent similar studies conducted for multi-country programs.

**Appendices**

1. Results Framework
2. Sample size estimate