

## Reference terms

### The ILO is recruiting a firm to support the conducting an impact assessment of the AcJEMP system in Tunisia

#### 1- Context

At its 101st International Labor Conference in June 2012, following the global economic crisis, the ILO adopted a resolution calling for the relaunch of a immediate and targeted action to tackle the youth employment crisis: "The youth employment crisis: A call to action". The resolution proposes a portfolio of measures in the following five areas: (i) macro-economic policies, (ii) improving employability, (iii) labor market policies, (iv) mentality entrepreneurship among young people and (v) rights at work. She emphasizes the need for a balanced and coherent action in these various political and economic.

In February 2016, the United Nations system launched a Global Initiative to decent employment for young people. It is a unique partnership between governments, the United Nations system, businesses, academic institutions, youth organizations and other groups. This partnership aims to create new opportunities and new pathways to quality employment in the economy world and help young people acquire the skills required for the job market. actual job. This initiative, whose leadership is provided by the Organization International Labor Organization (ILO), will also support national actions for the implementation implementation of the 2030 Agenda for Sustainable Development, including Sustainable Development Goal (SDG) No. 8 (Decent Work and Growth Economic).

To support these efforts at the national level, the ILO provides its expertise, both level of technical knowledge and that of strategic orientations, while

supporting inclusive development as well as institutional strengthening of the capacity of governments, social partners and the various actors who are interested in issues relating to the employment of young people, particularly young girls at local and regional level.

## **2- Presentation of the AcJEMP project**

The AcJEMP project "**Accompaniment and Coaching of Young People and Strengthening of their Employability**" is led by the Ministry of Employment and Training professional, implemented by the ILO and ANETI and financed by the AFD "the French Development".

This project targets the governorates of Tunis, Ariana, Nabeul and Zaghuan. Its setting work began in 2021. The beneficiaries of the project are young researchers Tunisian job seekers (women and men) already registered at least once in the offices of ANETI employment in the governorates of Tunis, Ariana, Nabeul and Zaghuan. 70% of beneficiaries will be women, and 70% will be registered job seekers For more than one year.

This project started in October 2020, plans to reach 20,000 young beneficiaries, create 8 job seeker clubs and 4 business coaching clubs, and strengthen the capacities of nearly 1,000 institutional staff at completion.

In February 2023, nearly 3,300 young Tunisians have already benefited from the system on the "soft skills coaching" component, 78% of which are women and approximately 400 young people benefited from GERME training.

The Job Seeker Clubs (CCE) should be operational in March 2023 and the Business Coaching Clubs (CBC) in June 2023.

The induced beneficiaries of the project will be the regional and local companies which benefit from researcher skills development programs employment.

In addition, the project will also contribute to building the capacities of the ANETI staff, Ministry of Employment and Training staff

Professional and their representatives at the local level, certain personnel academics, social partners, service providers and other institutions in the four target regions.

The overall development objective of this project is to ensure better access to salaried or self-employed jobs for young job seekers, women and men, governorates of Tunis, Ariana, Nabeul and Zaghouan.

This objective will be achieved through two interrelated objectives:

- Labor market institutions, social partners, universities and other stakeholders at national and local levels are better equipped to provide new support and coaching services for young people job seekers.
- The employability and entrepreneurial skills of young women and male job seekers are improved. It is more specifically about generalize to all the targeted governorates, at the level of the Offices Employment and Self-Employment, the results achieved by the JEMP project, namely, the offer of soft skills coaching services and the creation of two clubs of job seekers in each governorate. It is also about putting introduction of new activities aimed at promoting entrepreneurship, in particular through the establishment of business coaching clubs.

The project will also support the synergy of tools and resources support, particularly those relating to soft skills and other tools with the academic world through the Career and Certification Centers for skills (4C) as well as with the world of vocational training through the ATFP guides and CENAFFIF executives.

### **3- General framework of the mission and justification of the service**

This consultation is part of the work plan of the AcJEMP Project which provided for the definition and implementation of monitoring-evaluation tools to be part of integral part of the coaching and training process supported by the project, to better monitor its implementation and draw lessons before a possible generalization of

this experience throughout the country.

To do this and in order to be able to concretize this activity, an impact evaluation work will be carried out jointly by the Ministry of Employment and Training Professional and the ILO.

#### **4- Objectives of the mission**

**4-1 Overall objective :** The overall objective of this mission is to design, propose and implement an impact evaluation study of the AcJEMP project, according to a methodological approach based on the comparison between a group of beneficiaries and a control group.

This study aims more specifically to assess and analyze the impact of the project on beneficiaries and its evolution over time, and whether the project was able to achieve the objectives assigned to it at the start and to what degree.

**4-2 Specific objectives :** This mission aims in particular and in each of the four beneficiary regions of the AcJEMP project, namely:

1. If the Soft Skills Support and Coaching services as well as the Club job seekers were able to improve the employability of young people and female beneficiaries;
2. If the GERME training and the Club business coaching were able to acquire new or improved entrepreneurial skills;
3. The evolution of the impact of these new services over time, namely: 3 months, 6 months and 12 months after release of the device (if possible);
4. Identify the strengths and weaknesses that characterized the implementation of these services;

Finally, this work should lead to practical recommendations proposing improvements in the content of the various services offered, which would lead to more significant changes in expected results.

## **5- Methodological approach of the mission**

The service provider must propose an impact assessment methodology based on the comparison between beneficiary groups and non-beneficiary groups, adapted to the device, realistic and achievable, including the following elements:

- ÿ The most appropriate impact assessment method or technique for the adopter ;
- ÿ The scope of the evaluation work: this work will focus on the four services of the ACJEMP project namely: 1) Accompaniment and coaching in soft skills, 2) Club job seekers; 3) GERME training, and 4) Club business coaching;
- ÿ The choice of “beneficiary cohorts” and “non-beneficiaries”;
- ÿ The minimum sample sizes with which it is still possible to measure the impacts of the different services with a level of reliability acceptable ;
- ÿ The characteristics of the “beneficiary” cohort being monitored should be statistically representative of all participants in the program (gender, age, sector and level of study, place of residence, experience professional ... ) ;
- ÿ Frequency of follow-ups: the evaluation will be done over 3 periods, namely: 3 months after device release, 6 months and 12 months later;
- ÿ A schedule of the work to be carried out.

To do this, ANETI and the ILO will provide the service provider with all the documents as well as the data necessary for the smooth running of the work.

## **6- Progress of the mission and main activities**

The service provider will be in charge of:

- Design and propose an evaluation methodology based on this note ;
- Developing and proposing questionnaire and interview materials;
- Identify the “beneficiary” and “control” cohorts in connection with the structures operational including ANETI, ONEQ and ILO;
- Determine sample sizes and sampling method;

- Recruit and train investigators;
- Collect quantitative and qualitative data through field surveys, at each of the three waves of observation (3, 6 and 12 months after the release of the device, to the extent possible);
- Collect qualitative data through interviews with advisors of employment / coaches as well as with companies that have recruited young people beneficiaries of AcJEMP project services;
- Perform and secure data entry;
- Adjust the results if necessary in compliance with the statistical rules;
- Analyze the data and propose the main reports planned for the three waves observation (3, 6 and 12 months after the release of the device to the extent of the possible).

All these activities will be organized according to stages that the tenderer will propose and each of these steps, which will lead to deliverables, will be validated by an evaluation committee described below.

The contractual interlocutor will be the Principal Technical Advisor of the AcJEMP project at the ILO project office in Tunisia.

The technical interlocutors with the service provider will be the ILO and ONEQ which represents the structure responsible for monitoring and evaluating the AcJEMP project.

## 7- Main deliverables

- **Planning deliverables** : A methodological report that describes and plans the work to be done during this mission;
- **Data collection deliverables** : 1) A progress report for each series of interviews carried out, 2) The databases collected, 3) The mask of data entry, 4) Survey and interview guides;
- **Data analysis deliverable** : A summary report taking into account as far as possible releases from the device at 3, 6 and 12 months.

It should be noted that all deliverables must be provided in digital version, MS office format (Word, Excel, etc.), and in French.

## **8- Use and dissemination of data and results**

The data collected as well as the evaluation reports will remain the property of the ILO and of the Ministry of Employment and Vocational Training.

A copy of each report will be sent to each member of the committee devaluation. No external distribution of the evaluation reports will be authorized without the prior agreement of the ministry or the ILO.

No personal data should appear in the evaluation reports, in the compliance with statistical confidentiality rules.

### **Duration and volume of the mission**

The mission is scheduled to begin in April 2023 and end 12 months later in the possible.

## **9- Service provider profile**

### **9.1. Qualifications of the service provider**

The service provider may be a firm or a group set up to carry out said impact study.

In the event that a group of companies is formed for the purpose of carrying out the present study, a single company (lead partner) should ensure the vis-à-vis concerning all the missions covered by these terms of reference. The nature of the group must be clearly indicated, while providing the documents mentioning the nature of the group.

The tenderer must have duly carried out (started and completed):

- a)** At least two microeconomic impact assessment studies in the areas of economic development, public policy, labor market work and education and training over the last ten years (2013-2022);
- b)** At least two quantitative telephone surveys, and two surveys qualitative during the last ten years (2013-2022);
- c)** At least two surveys from a nominative sample of individuals drawn randomly, and which represents certain regions of the national territory, during the last ten years (2013-2022).

Each referenced study or project must be accompanied by all supporting documents necessary to know:

- Copy of completed procurement contracts;
- Copy of final acceptance report;
- Copy of work or summaries of work carried out (studies and surveys);
- Certificate of market settlement or any other equivalent document.

In the event of a consortium, the references of each office in the consortium are cumulative.

## **9.2. Qualifications of the proposed team:**

### **9.2.1. *Project leader* :**

- a) Hold a university degree of at least BAC+5 in engineering, management, econometrics, statistics, economics or a related field;
- b) Have carried out, as project manager, at least two evaluation studies programs or projects;
- c) Have carried out, as project manager, at least two surveys;
- d) He should preferably have knowledge of the market and policies of employment.

### **9.2.2. *An expert in evaluation and impact assessment***

- To. Hold a university degree at least BAC+5 in economics, econometrics, statistics, or in a related field,
- b. Have carried out, as a consultant or expert, evaluation studies impact microeconomics on behalf of national/international organizations or public administrations,
- vs. Have carried out, as a consultant or expert, evaluation studies in the areas of economic development, public policy, labor market work and education and training,
- d. Have participated in field surveys of quantitative and qualitative types.



### **9.2.3. A computer scientist**

- To. Have at least a university degree in computer science or equivalent;
- b. Have developed computer applications dedicated to telephone surveys with individuals;

The tenderer is called upon to present for **the project manager, the evaluation expert of impact** and **the IT specialist**: the proof of qualification of each of them:

- CV ;
- Copy of the last university degree obtained;
- Any document justifying the work he has carried out.

### **9.2.4. Data collection team:**

The tenderer must propose a data collection team between investigators, controllers and data entry agents;

#### **To. A team of investigators and data entry agents**

- Have at least the Baccalaureate diploma or equivalent.

#### **b. A team of controllers**

- Have at least the level of Bac+2 or equivalent,
- Have participated in the realization of telephone or face-to-face surveys;

The tenderer is called upon to present for the **investigators, controllers and agents input** :

A signed commitment for the recruitment of the data collection team (including the number will be proposed by the tenderer) divided between investigators, controllers and data entry clerks

The list of names of investigators, controllers and data entry agents as well as the documents justifying the level of qualification of each of them, mentioned above, will be presented by the successful tenderer before the start of the services:

- CV ;
- Copy of diploma;
- Any document justifying the experience of the controllers in the fields requested.

## 10-Technical selection criteria

The counting commission proceeds in a first step to a pre-selection which consists in verifying the conformity of the technical offer of all the bidders and assigns each technically qualified bid  $N_i$  scores. For proceed in a second step to the selection of the service provider who takes into account his financial offer.

The sum of the weighted  $N_i$  of the three (03) technical selection criteria constitutes the note technique  $NT$  :  $NT = \sum N_i \times P_i$

With

$N_i$ : the score of the criterion;

$P_i$ : the weight of the criterion;

The three criteria and their respective weights are :

| Criteria   | Weight |
|--|--------|
| Criterion 1: Methodological approach and work schedule | 40%    |
| Criterion 2: General Experience                        | 30%    |
| Criterion 3: Qualifications of the proposed team       | 30%    |

The score  $N_i$  of each criterion is in turn a weighted sum of the scores of the sub criteria (see below the scoring system for each criterion).

### CRITERION 1: Methodological approach and work schedule

The overall score for criterion 1 relating to the methodological approach and the work schedule, will be the weighted sum of the following sub-criteria scores:

| Sub-criteria                                 | Weight |
|--|--------|
| • Sub-criterion 1-1: Methodological approach | 75%    |
| • Sub-criterion 1-2: Work schedule           | 25%    |

The overall score of sub-criterion 1-1 and sub-criterion 1-2 will in turn be the sum weighted sub-criteria scores at a lower level that correspond to them (see Annex).

**CRITERION 2- General experience**

The overall score for criterion 2 relating to the general experience of the tenderer will be the weighted sum of the scores for the following sub-criteria:

| Sub-criteria   | Weight |
|--|--------|
| Sub-criterion 2-1: At least two microeconomic impact assessment studies in the areas of economic development, public policies, labor market and education and training during the last 10 years (2013-2022);                       | 50%    |
| Sub-criterion 2-2: At least two quantitative telephone surveys, during the last 10 years (2013-2022);  | 20%    |
| Sub-criterion 2-3: At least two qualitative surveys Or two collective interviews during the last 10 years (2013-2022);   | 10%    |
| Sub-criterion 2-4: At least two surveys from a nominative sample of individuals randomly drawn (excluding opinion surveys), and which represents certain regions of the national territory, during the last 10 years (2013-2022) . | 20%    |

For the details of each of the sub-criteria, see appendix.

**CRITERION 3: Qualifications of the proposed team :**

The score of the proposed team's qualification follows the weighting of the following sub-criteria:

| Sub-criterion  | Weight |
|--|--------|
| Sub-criterion 3-1: Qualification of the project manager                            | 30%    |
| Sub-criterion 3-2: Qualification of the expert in evaluation and impact assessment | 40%    |
| Sub-criterion 3-3: Qualification of the IT specialist                              | 20%    |
| Sub-criterion 3-4: Qualification of the data collection team                       | 10%    |

For the details of each of the sub-criteria, see appendix.

**If the tenderer has a mark equal to zero for certain sub-criteria that we calls eliminatory sub-criteria bearing (\*), it will be discarded directly (see Annex).**

**11- Evaluation Committee**

An independent evaluation committee will be created in order to validate all the steps of the work undertaken as well as the resulting deliverables. This validation will be done

step by step, once a step is validated, the service provider moves on to carrying it out of the next step.

The committee will be chaired by ONEQ and composed of:

- A representative of the donor: AFD;
- Two representatives of the ILO team;
- Two representatives of the DGPE;
- Two representatives of ANETI;
- Two representatives of ONEQ.

## **12-Documents to be presented by the firm**

Those interested in this mission must submit an offer including the following elements:

- To.** A presentation sheet of the design office ;
- b.** Supporting documents and relevant references of experience within the framework of the field of the mission and in particular on the realization of impact studies with cohorts;
- vs.** The CVs of the experts mobilized;
- d.** A technical offer for carrying out the mission;
- e.** A financial offer.

## **13-Submission of the offer**

The response files to this consultation, including the documents mentioned above, should be sent to the ILO by email to the following address :

[chaouachi@ilo.org](mailto:chaouachi@ilo.org) and [andrevon@ilo.org](mailto:andrevon@ilo.org), mentioning in the subject "AcJEMP - Evaluation ».

**The closing date for applications is 03/15/2023 at midnight.**

**Any incomplete file will not be accepted.**

## Annex

### CRITERION 1: Methodological approach and work schedule

- Sub-criterion 1-1: The overall score of sub-criterion 1-1 relating to the methodological approach will in turn be the weighted sum of the scores of sub-criteria at a lower level which correspond to it, namely:

| Sub-criterion 1-1: Methodological approach  | Weight |
|---|--------|
| <b>Sub-criterion 1-1-1</b> : The impact assessment method or technique to be used (*)                 | 30%    |
| <b>Sub-criterion 1-1-2</b> : Frequency of follow-up surveys (*)                                       | 10%    |
| <b>Sub-criterion 1-1-3</b> : Estimation of the sizes of the samples of the 4 products to be evaluated | 10%    |
| <b>Sub-criterion 1-1-4</b> : Data collection methods for each wave (*)                                | 10%    |
| <b>Sub-criterion 1-1-5</b> : Data analysis methods  | 10%    |
| <b>Sub-criterion 1-1-6</b> : Steps and tasks to be performed (*)                                      | 10%    |
| <b>Sub-criterion 1-1-7</b> : Deliverables for each of the three monitoring waves (*)                  | 10%    |
| <b>Sub-criterion 1-1-8</b> : Data collection and analysis tools                                       | 5%     |
| <b>Sub-criterion 1-1-9</b> : Methodological improvements to be made                                   | 5%     |

- Sub-criterion 1-2: The overall score of sub-criterion 1-2 relating to the work schedule, will in turn be the weighted sum of the scores of sub-criteria at a lower level which correspond to it, namely:

| Sub-criterion 1-2: Work schedule   | Weight |
|--|--------|
| <b>Sub-criterion 1-2-1</b> : Detailed work plan for each of the three waves of surveys (*) 40% | 40%    |
| <b>Sub-criterion 1-2-2</b> : Work planning tools   | 30%    |
| <b>Sub-criterion 1-2-3</b> : Compliance with deadlines (*)                                     | 30%    |

### CRITERION 2- General experience

- Sub-criterion 2-1 At least two microeconomic impact assessment studies in the areas of economic development, public policies, labor market and education and training during the last 10 years (2013-2022)

| Sub-criteria 2-1        | Note |
|-------------------------|------|
| Less than 2 studies (*) | 0    |
| 2 studies 3 studies 4   | 70   |
| studies 5 or more       | 80   |
| studies                 | 90   |
|                         | 100  |

- Sub-criterion 2-2: At least two quantitative telephone surveys, during the last 10 years (2013-2022);

| Sub-criteria 2-2              | Note |
|-------------------------------|------|
| Less than two surveys (*) 2   | 0    |
| surveys 3 surveys 4 surveys 5 | 70   |
| surveys or more               | 80   |
|                               | 90   |
|                               | 100  |

- Sub-criterion 2-3: At least two qualitative surveys Or two interviews collective over the last 10 years (2013-2022);

| Sub-criteria 2-3              | Note |
|-------------------------------|------|
| Less than two surveys (*) 2   | 0    |
| surveys 3 surveys 4 surveys 5 | 70   |
| surveys or more               | 80   |
|                               | 90   |
|                               | 100  |

- Sub-criterion 2-4: At least two surveys from a nominative sample of individuals drawn randomly (excluding opinion surveys), and which represents certain regions of the national territory, during the last 10 years (2013-2022). ).

| Sub-criteria 2-4            | Note |
|-----------------------------|------|
| Less than two surveys 2     | 0    |
| surveys 3 surveys 4 surveys | 70   |
| 5 surveys or more           | 80   |
|                             | 90   |
|                             | 100  |

### CRITERION 3: Qualifications of the proposed team :

- *Qualification of the project manager*

| Sub-criterion  | Condition                 | Rating | Weight     |
|--|---------------------------|--------|------------|
| <b>Degree</b> (in engineering, management, econometrics, statistics, economics or related field) | Less baccalaureate +5 (*) | 0 100  | <b>40%</b> |
|  | BAC+5                     |        |            |

|   |   |                         |            |            |            |
|---|---|-------------------------|------------|------------|------------|
| <b>SKILLS</b>                                   | <b>Experience as a project manager in program or project evaluation studies</b> | No studies (*) 0        |            | <b>40%</b> | <b>60%</b> |
|   |   | From 2 to 4 studies 80  |            |            |            |
|   |   | More than 4 studies 100 |            |            |            |
|   | <b>Experience as a project manager, in surveys</b>                              | No surveys (*)          | 0          | <b>40%</b> |            |
|   |   | From 2 to 4 studies     | 80         |            |            |
|   |   | More than 4 studies 100 |            |            |            |
| Market <b>knowledge</b> and employment policies | No knowledge  | 0                       | <b>20%</b> |            |            |
|   | having knowledge of the   | 100                     |            |            |            |

• **Qualification of the evaluation and impact assessment expert**

| <b>Sub-criterion</b>        | <b>Condition</b>   | <b>Rating</b>       | <b>Weight</b> | <b>0</b>   |
|-----------------------------|--|---------------------|---------------|------------|
| <b>Diploma</b>              | Lower than bac +5 in economics, econometrics, statistics, or in a field and related, and more (*)  |                     | <b>40%</b>    |            |
|                             | BAC+5 in economy, econometrics, statistics, or in a domain related, and more   | 100                 |               |            |
| <b>Number of references</b> | <b>Having carried out evaluation studies as a consultant/ expert, in the fields of economic development, public policies, education and training during the 10 last years (2013- 2022)</b> | No study (*) 1      | 0             | <b>10%</b> |
|                             |  | study               | 70            |            |
|                             |  | From 2 to 4 studies | 80            |            |
|                             |  | More than 4 studies | 100           |            |
|                             |  | No study (*) 1      |               | <b>70%</b> |
|                             |  | study               | 0 70          |            |
| From 2 to 4 studies         |  | 80                  |               |            |

|  |   |                        |     |            |  |
|--|---|------------------------|-----|------------|--|
|  | <b>Having carried out impact assessment studies as a consultant/ expert, on behalf national/international administrative bodies</b> | More than 4 studies    | 100 |            |  |
|  | <b>Having participated in quantitative survey work</b>  | No work (*) 1 job only |     | <b>10%</b> |  |
|  |   |                        | 0   |            |  |
|  |   | From 2 to 4 works      | 70  |            |  |
|  | <b>Having participated in qualitative survey work</b>   | More than 4 works      | 80  |            |  |
|  |   | No work (*) 1 job only |     | 70         |  |
|  |   |                        | 100 |            |  |
|  | From 2 to 4 works   | <b>10%</b>             | 80  | 100        |  |
|  | More than 4 works   |                        |     |            |  |

• **Qualification of the IT specialist**

| <b>Sub-criterion</b>  | <b>Condition</b>   | <b>Note</b> | <b>Weight</b> |
|---|--|-------------|---------------|
| <b>Diploma</b>  | Less than university degree (*)                                  | 0           | 50%           |
|   | University degree in a specialty other than computer science (*) | 0           |               |
|   | University degree in computer science                            | 80          |               |
|   | Engineer's degree, IT specialty                                  | 100         |               |
| <b>Number of references:</b> Having produced computer applications dedicated to telephone surveys, with individuals | Less than 2 references (*)                                       | 0           | 50%           |
|   | 2 references   | 70          |               |
|   | Between 3 and 5 references                                       | 80          |               |
|   | More than 5 references   | 100         |               |

• **Qualification of the data collection team**

| <b>Sub-criteria</b>  | <b>Weight</b> |
|--|---------------|
| Qualification of the team of investigators and data entry agents | 60%           |
| Qualification of controllers                                     | 40%           |

a- Qualification of the team of investigators and data entry agents:

| <b>Sub-criterion</b> | <b>Condition</b> | <b>Note</b> | <b>Weight</b> |
|----------------------|------------------|-------------|---------------|
|----------------------|------------------|-------------|---------------|



|                          |                               |     |      |
|--------------------------|-------------------------------|-----|------|
| <b>Educational level</b> | Less than high school diploma | 0   | 100% |
|                          | Baccalaureat diploma          | 70  |      |
|                          | University diploma            | 100 |      |

b- Qualification of controllers:

| <b>Sub-criterion</b>   | <b>Condition</b>           | <b>Note</b> | <b>Weight</b> |
|--|----------------------------|-------------|---------------|
| <b>Educational level</b>   | Bac +1 and less            | 0           | 50%           |
|  | Bac+2                      | 70          |               |
|  | University diploma         | 100         |               |
| <b>Number of references:</b> Having participated in the realization of telephone or face-to-face surveys | Less than 2 references     | 0           | 50%           |
|  | 2 references               | 70          |               |
|  | Between 3 and 5 references | 80          |               |
|  | More than 5 references     | 100         |               |