**TOR for external evaluator – TVET Toolbox Programme**

**programme background - TVET Toolbox**

The European Commission decided to launch a new support facility, the TVET Toolbox. This facility will provide and deploy high level expertise, develop tools and instruments and other learning and support actions, based on support requests introduced by DCI partner countries (excluding ENPI and central Asia) on themes such as TVET policy and reform, labour market intelligence, private sector engagement in TVET and inclusiveness. The TVET Toolbox will also financially support local non state actor initiatives on inclusiveness, through a series of call for proposals.

The programme will be implemented as Delegation Co-operation Agreement under the indirect management modality through an implementation partnership consisting of the following European Member State agencies: the Belgian Technical Cooperation (Belgian Development Agency) (BTC), Belgium (lead agency of the implementation partnership), British Council, UK, Gesellschaft für internationale Zusammenarbeit (GIZ), Germany and the Agence luxembourgeoise pour la Coopération au Développement (LuxDev), Grand Duchy of Luxembourg. The Agence Française de Developpement (AFD), France, which is not an implementing Agency but a financing Agency, will only be part of the Steering Committee.  
 **General objective and specific objective**

The **overall objective** of the TVET Toolbox is *“To improve the effectiveness of TVET reforms so that they are more demand-driven and responsive to labour market needs and provide increased access to (self-) employment, including for disadvantaged groups”.* The **specific objective** is *“To provide partner countries with know-how, tools and advice in order to improve the labour market responsiveness of TVET reforms, strategies and action plans, in particular the ones supported by the EU (EC and EU Member States), thereby also enabling the orientation towards an inclusion of disadvantaged groups”.***Expected results**

* **Result 1:** Tools and advice for TVET system and labour market analysis are provided to assist local stakeholders to improve evidence-based TVET programming, and serve as basis for informed strategic decisions in response to demographics, economic development and labour market needs.
* **Result 2:** Tools and advice necessary to put in place sustainable mechanisms of consultation and active participation of the private sector in TVET are developed and delivered.
* **Result 3:** National and sub-national stakeholders are capacitated in promoting inclusive TVET training for the formal and informal sector.
* **Result 4:** Methodologies and approaches to support the integration of disadvantaged groups into TVET learning and into the labour market are piloted as a learning Toolbox for national stakeholders and donor-funded programmes.  
    
  **Thematic scope and priorities of the TVET Toolbox:**  
    
  The TVET Toolbox has a clear thematic focus, prioritizing the three major themes for the project namely:
* Evidence –based TVET and labour market programming;
* Private sector involvement in TVET and labour market activities,
* Inclusiveness in TVET and labour market activities

. **Scope of work**The attached indicative M&E framework and the indicators are the basis for the programme monitoring and will provide the data sources for the planned mid-line and end-line evaluations as well as providing the framework for formative learning.

**Who is it for and how will they use the results**

The M&E framework and system is primarily aimed at the TVET Toolbox Coordination Hub, the EU programme sponsors and project managers in countries where it will be delivered. It will be used for both accountability and learning purposes, providing evidence of the value of the efforts and investment while also getting feedback to improve work and adjust it accordingly where necessary. The improved M&E Framework and system will also support the cost effective and systematic gathering of impact evidence to meet the needs of different stakeholders (partners, donors, supporters, colleagues). The aim is to use the M&E findings to improve the programme quality and evaluate performance to OECD DAC requirements. The consultancy will be divided into two phases with the consultant being required to:

**Phase 1: M&E framework review and baselining**

The consultant will be required to review the existing material and lead a partnership-wide initial meeting to review the M&E framework and assess needs for the reviewed framework (week commencing 29 January 2018). The output of the meeting will be a baselining and review workplan. This will include coordination and consultation points with the Co-ordination Hub and partner liaisons.

The work plan will also include:

* Development of feasible and verifiable indicators for inclusion in the M&E framework to support the measurement of programme outputs and results.
* Propose methodology for evaluating the effects of the programme in the 4 result areas. This could include a Theory of Change if it would add value to the evaluation system.
* Review and develop further the indicative indicators, targets, baseline values and evaluation of the 4 result areas
* Propose methods for evaluating how the TVET tool has improved the effectiveness of TVET reforms - to measure the success in building capacity (learning) and influencing policy (action).
* Propose indicators for evaluating the learning from the TVET tools and expert mission and zebra support[[1]](#footnote-1) and the changes implemented and knowledge generated as a result of using the TVET tool
* Propose indicators for evaluating the learning from the VET seminars and the changes implemented and knowledge generated as a result of using the TVET tool.
* Propose indicators for evaluating the learning from the grants to organisations and the changes implemented and knowledge generated as a result of using the TVET tool.
* Review the assumption underlying the intervention logic and assess risks allied to those assumptions for the four result area. This will form the basis of the risk mitigation planning.
* The primary output from the baselining and review work plan will be the baselining and review report. This will be submitted to the Steering Committee for assessment and review and will include a revised M&E framework with recommendation for the development of an M&E system to be developed in phase 2.

**Phase 2: Developing the M&E system**

This phase is indicative as it is necessarily contingent on the output and recommendations of phase 1 and the remaining resources. Further additions or amendment could be made to the phase 2 deliverables following the completion phase 1. However, some indicative requirements are:

* The consultant will expand and develop the approved M&E Framework into an M&E system and develop appropriate tool and instruments for evaluation of the processes, effects and results of the programme.
* The consultant will ensure inclusive decision making, enable learning and maximise transparency to support both upward and downward accountability. The M&E framework and system should outline performance indicators (output and outcomes) with clear definitions, milestones, data collections strategies and frequency of collection. It should include methodologies for measuring these and who is responsible for collection. It should also clearly demonstrate how the impacts outlined will be measured and evidence for the evaluations will be generated. Systematic disaggregation of data including by gender and geographical location will be important throughout.
* Develop an M&E implementation plan for the programme to be used for assessing and understanding the progress of the programme outputs and outcomes. The plan should include relevant practical procedures, tools, and measures to evaluate impact and capture reach. The indicators should be aligned with the EU and OECD DAC requirements.
* Develop tools and instrument including report and survey formats for evaluating the learning from the TVET tools and expert mission and zebra support and the changes implemented and knowledge generated as a result of using the TVET tool
* Develop tools and instrument including report and survey formats for evaluating the learning from the VET seminars and the changes implemented and knowledge generated as a result of using the TVET tool.
* Develop tools and instrument including report and survey formats for evaluating the learning from the grants to organisations and the changes implemented and knowledge generated as a result of using the TVET tool.
* Clarification of follow-up mechanisms for monitoring and learning, particularly the roles and responsibilities of all stakeholders including (Steering Committee, Coordination Hub, Operational Monitoring and Expert Advisory Committees, implementing agencies (and their contractors).
* Deliver familiarisation and training on the use of M&E framework to the delivery partners particularly the Coordination Hub
* Liaise with the digital team in the programme management unit to ensure the approved M&E framework and system is designed into the digital knowledge sharing platform.

**Methodology and processes**

The M&E framework and system development entails the following methodology and processes.

* Comprehensive desk review of all relevant documents – initial M&E framework, TVET Toolbox programme documents other relevant documentation
* The consultant will be required to travel to Brussels and plan and facilitate and initial participatory meeting to establish a common understanding of the consultancy and direction of travel (w/c 23 January 2018)
* Deliver capacity building activities for the programme partners - training and familiarisation with the M&E Framework baseline study requirements and impact reporting.

**Time Frame -** The assignment will be for 30 days for phase 1 and 35 days for phase 2.

* Phase 1 to be completed by the end of February 2018.
* Final report for phase 2 to be submitted by the end of March 2018.
* Final report presented to the Steering committee - 18 April 2018.

**Reporting and Presentation**

The consultant will:

Phase 1

* Develop a comprehensive M&E review and baselining report for the TVET Toolbox programme including a detailed recommendation for phase 2
* Deliver a Power-Point presentation before finalising the M&E framework for the programme steering committee.

Phase 2

* Develop an M&E System with appropriate instruments and tools in collaboration with the Coordination Hub and partner liaisons. This will be with a final report to the Programme Steering Committee.

**Copyright and ownership of data**

Copyright of the final version of the M&E framework, baseline case studies guidance and all other information lie with the TVET Toolbox partners

**Confidentiality:**

All the outputs e.g. M&E framework, Baseline study guidelines etc. produced by this assignment will be treated as the TVET Toolbox partners’ property. So the above mentioned outputs or any part of it cannot be sold, used or reproduced in any manner by the assigned consultant without prior permission from the partners.

**Qualifications and experience required**

**Essential**

* Proven experience of working with international organisations and/or government agencies on monitoring and evaluation, knowledge management or results based management
* Knowledge and understanding of EU programmes and requirements
* Experience in working in the TVET sector – knowledge and understanding of EU TVET policies and priorities
* Experience in monitoring and evaluation of large, complex, long term EU funded programmes
* Significant professional background in M&E with a minimum of 8 years’ experience in M&E
* Previous experience in conducting similar work for international donors.
* Strong analytical aptitude and effective interpersonal, communication and reporting skills

**Desirable**

* Experience of developing M&E frameworks for multi-country interventions
* Master’s Degree or equivalent in a relevant subject

1. A number of small support activities provided over a period of time. [↑](#footnote-ref-1)