

# TERMS OF REFERENCE

Title: Impact Assessment of Line Up Live Up life-skills training curriculum in South Africa (Western Cape province)  
Section/Unit: UNODC Vienna (Justice Section/DO)  
Project Number: GLOZ82 (Pillar II related to youth crime prevention)  
Location: South Africa (Western Cape)  
Duration: 1 May – 30 November 2019

## 1 Background of the assignment

Building on the 13<sup>th</sup> United Nations Crime Congress and UNODC's strong mandate and expertise in the field of crime and drug prevention, the Office has launched a global initiative aimed at youth crime prevention through sports. This initiative aims to build resilience of at-risk youth by drawing on sport as a vehicle to reduce anti-social behaviour and provide valuable life skills training. The objective is to increase adaptive and positive behaviour by addressing vulnerabilities that are linked to violence, crime, as well as drug use. Within this context, UNODC developed a sport-based life skills curriculum that may be incorporated in sport programmes in a wide-variety of settings. This curriculum has been tested in Brazil and is being piloted in Brazil, Colombia, the Dominican Republic, Kyrgyzstan, Peru, the State of Palestine, South Africa, Tajikistan and Uganda. A process and impact assessment is currently being carried out in Brazil.

The Line Up Live Up training curriculum<sup>1</sup> aims to utilise basic life skills that have been identified as significant in building resilience amongst young people to crime and violence, through a sports-based delivery mechanism.<sup>2</sup> Life skills are “a set of personal and interpersonal skills that enable individuals to deal effectively with the demands, stresses and interpersonal conflicts of everyday life.” Such skills help minimise the risk factors and enhance the protective factors, or resilience, related to antisocial behaviour, crime, violence and drug use. In addition, the curriculum aims to enhance knowledge of crime, violence and drug use and the risks involved.

The programme has been designed to be delivered over ten sessions to young people of both sexes, from 13 through to 18 years of age. The trainers' manual is intended to assist coaches, trainers, youth workers and others working with young people to deliver sports-based activities, through which engagement with basic life skills are facilitated.

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<sup>1</sup> Available at: <https://www.unodc.org/dohadeclaration/en/topics/sports/crime-prevention-through-sports---documents.html>

<sup>2</sup> Coping with stress and emotions; Critical thinking; Decision-making and problem-solving; Effective communication and relationship skills; Refusal skills; and Self-awareness and empathy.

The consultancy assignment for a company, will measure the short- term impact attributable to the programme. The aim will be to collect data to guide decisions concerning the continued implementation, discontinued implementation, replication or scale up of the Line Up Live Up training programme.

## 2 Purpose of the assignment

The assignment requires the services of a company or organisation, with the aim of assessing the short-term impact of the Line Up Live Up life skills training programme, in close coordination with the UNODC team in the country and at headquarters. **Another assignment under a separate contract will be carried out to conduct the long-term assessment.**

The assignment should be carried out in line with the methodology outlined in Annexes II and III, applying already designed data collection tools.

The following table provides an indication of the beneficiaries that the Line Up Live Up training programme in South Africa will target during its piloting.

**Table One: Training activities, estimated number of beneficiaries**

	Western Cape			Indicative Dates <sup>3</sup>
<b>Training of trainers [ToT]</b>	1 ToT (refresher) Target: 25 trainers			June 2019
<b>10 sessions Line Up Live Up training with youth</b>	Target: 1000 youth			Start date: /July 2019 End date: Sept 2019

## 3 Specific tasks to be performed

Under the supervision of the UNODC responsible officer(s), the organisation will perform the following tasks concerning the assessment of Line Up Live Up in South Africa, Western Cape:

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<sup>3</sup> Start and ending dates are possible to be reviewed by UNODC and adjusted if necessary depending on the actual implementation of the training.

- A. Carry out impact assessment of UNODC Line Up Live Up training curricula (impact of training of youth) with the use of semi-structured questionnaires with youth participants [target group] and non –participants [control groups], in the Western Cape province. This assignment entails:
- Sampling analysis and design;
  - Primary data collection for baseline research with youth (1 treatment group and 2 control groups) before the Line Up Live Up training;
  - Primary data collection for short-term impact assessment (1 treatment group and 2 control groups) immediately after the completion of the ten sessions of Line Up Live Up;
  - Data processing and analysis;
  - Drafting of technical and quality report for the short-term impact assessment.

#### **4 Methodology and data collection tools**

In the implementation of this assignment the service organization shall apply the research methodology and related qualitative and quantitative data collection tools that have already been developed in this regard. This is essential in ensuring comparability of research findings in the two pilot countries (Brazil and South Africa) where impact assessment is planned.

Any adaptations to the survey design, interview administration mode or data collection technique need to be approved by UNODC. More information on the suggested methodology and data collection tools is found in ANNEX II.

#### **5 Sampling design**

The company shall develop an overall sampling strategy and do the sample design for the impact assessment.

More information on the indicative sample design and size, based on the estimated number of trainers and youth participants reached by the project during its pilot phase i.e. 25 trainers and 1000 youth are provided in ANNEX III.

#### **6 Ethics and data protection**

The data collation involves interviews with persons below 18 years old and includes collection of personal data. Research with persons below 18 years old requires a specific methodology and procedures that includes permission from a national ethics committee/body.

The company shall comply with all relevant requirements when conducting the research and will, as needed, obtain the required permission from the relevant national body for conducting the research. The interviews with youth should be conducted in line with the national legal and

regulatory framework on conducting research with persons below 18 years old and research ethics. Informed consent should be provided by youth and - when required- by their parents or legal guardians in line with the procedure foreseen by the relevant national bodies.

Informed consent documents<sup>4</sup> from all youth participants and interviewees and of their parents or legal guardians must be fully collected and submitted to UNODC. All documents that contain sensitive personal data should be collected and stored in accordance with the national data protection framework.

Anonymity of participants should be guaranteed throughout the research. The company should demonstrate in its proposal under technical specifications - methodology how anonymity of participants will be ensured.

All data obtained as well as interview templates, notes and other research material and tools applied for the data collection as well as project outputs are UNODC property and cannot be used by the company without prior authorization. All outputs, data and project material should be submitted to UNODC by the Consultant.

The contractor should select the interviewers at an early stage of the project. The contractor is required to determine the number and type of interviewers required and to assign the sample and the maximum number of interviews per interviewer taking into consideration: sample size, mode of data collection, geographic distribution of the target groups and timing and duration of the data collection period. The contractor to select the sample with the relevant partners i.e Dept of Culture and Sport in the Western Cape.

## **7 Expected tangible and measurable output(s):**

The following tangible and measurable outputs are expected to be delivered by the Consultant:

- Inception report including (revised)work plan;
- Sampling design;
- Primary data related to baseline and short-term impact assessment digitalized and sent to UNODC;
- Report on short - term impact assessment;
- Coordination meetings with UNODC and partner organizations.

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<sup>4</sup> Informed consent forms will be provided by UNODC and will be finalized in cooperation with the Consultant.

## 8 List of deliverables and indicative timelines:

The successful enterprise or organisation will produce the following outputs. It should be noted that the dates may be subject to change. It is anticipated that the various outputs will be produced between January 2019 and June 2019. The table below indicates the specific work assignments during this period and are subject to change at the sole discretion of UNODC. All written deliverables shall be submitted in English.

**Table two: List of deliverables and indicative timelines**

Deliverables	Output	Indicative timeline
A.	<b>Phase1: Preparatory phase</b> <ul style="list-style-type: none"><li>• Inception meeting and report, including work plan</li><li>• Obtain clearance from ethics committee/body (if needed)</li><li>• Consultation meeting[s] with implementing partners</li><li>• Interviewers' recruitment and training</li></ul>	May/June 2019
B.	<b>Phase 2: Impact assessment – baseline</b> <ul style="list-style-type: none"><li>• Sample design for impact assessment</li><li>• Collecting, storing and analysis of data (1 treatment and 2 control groups in each province)</li><li>• Baseline data report</li></ul>	June 2019
C.	<b>Phase 3: Impact assessment - short term</b> <ul style="list-style-type: none"><li>• On completion of all ten training sessions (+/- 10 weeks after the start of the training to youth) data collection on short term impact with the use of questionnaires with both treatment and control groups</li><li>• Collection, storing and data analysis</li><li>• Short term impact assessment report</li></ul>	Sept-Nov 2019

Note:

- a. Payment schedule: in principle, payments will be processed upon completion of each deliverable.
- b. Travel costs: Travel costs related to the implementation of the assignment e.g. data collection, coordination and consultation meetings **in the Western Cape province** should be covered by the Consultant; additional travel costs, if so required, for participation in events requested by UNODC will be reimbursed in accordance with UNODC rules and procedures.

The outputs and services will be assessed against time of delivering and the quality of services and products delivered. The organisation commits to limit the occurrences of late delivery and unacceptable quality to the bare minimum. It is anticipated that:

- Outputs are of good quality, delivered timely, and according to the specifications outlined under “purpose of the assignment”, “specific tasks to be performed”, “expected tangible and measurable output(s) and the work plan submitted by the Institution and approved by UNODC following the inception meeting.
- Good and frequent communication with UNODC officers and experts is established.
- Comments and suggestions from UNODC are considered.

## **9 Experience and Qualification Requirements**

The overall responsibility for executing the contract, including the implementation of all measures necessary to provide UNODC with deliverables of the highest quality on time, lies with the Consultant.

The Consultant should be an institution/company with technical competence in the area that is the object of the assignment, and should demonstrate:

- A minimum of five (5) years of experience in conducting social science-based research in crime, violence and/or drug use prevention;
- A minimum of five (5) years of experience in carrying out data collection activities, including surveys, interviews and focus groups;
- Experience in impact assessment of prevention programs in crime, violence and/or drug use, life skills or youth development programs;
- Experience in applying qualitative and quantitative research/evaluation methods and statistical surveying instruments.
- Similar working experience with international organisations, private and government sector

The institution or company shall organise their own coordination team to oversee all aspects of work related to the assignment. The coordination team shall include a Project Coordinator, who is responsible for the project’s overall coordination and will act as UNODC’s focal point for this Consultancy. This person should have excellent spoken and written skills in English and Afrikaans, with Xhosa as an advantage. In addition, the institution must ensure the availability of support staff for the management of the project.

The project team should consist of staff with the relevant qualifications and skills to manage and implement the research. The contractor shall submit the CVs of the members of the project team as part of its proposal.

## 10 Evaluation criteria of proposals

Proposals should include the following completed sections:

### I. Experience and qualifications

- Provide a narrative of your institution/company's history including its location, length of time doing work in the relevant fields and describe previous projects and experience in primary data collection activities applying qualitative and quantitative methods, experience conducting research in crime, violence and drug use prevention. Previous experience in conducting research with children and youth is considered an asset.
- List key personnel that is going to participate in the project; describe their relevant qualifications, capabilities and experience, including degrees, language skills and international experience as described in section 9 above and submit their CVs. Also describe how roles and responsibilities for project activities will be allocated to the project members.

### II. Project proposal

#### Part 1: Technical specifications and methodology:

The proposal under technical specifications and methodology shall:

- Describe the methodology that is going to be used with specific reference to the data collection process, sample strategy and design, coding, processing and analysis of data.
- Describe the quality assurance and monitoring plan including the method and ways of documentation of the various activities and processes throughout the implementation of this assignment.
- Describe potential risks related to the assignment and correction actions.
- Describe the process for the selection and training of interviewers required for data collection and the interviewers' number and profile.
- Present a short but clear work plan for the task described above, including a list of activities and timelines within the given time frame work.
- Describe the required involvement of UNODC staff.

The following requirements are mandatory and need to be met. If no answer is given or if an affirmative answer is qualified in any way ("yes but ... answer"), the proposal shall be disqualified and shall not be further evaluated.

Mandatory requirements	Compliant	
	Yes	No

<p>The company has at least 5 years of experience in conducting social science-based research in crime, violence and/or drug use prevention;</p> <p>Please, provide evidence such as CVs, publications, references.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>The company has at least 5 five years of experience in carrying out data collection activities, including surveys, interviews and focus groups.</p> <p>Please, provide evidence such as CVs, publications, references.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>The company has experience in impact assessment of prevention programs in crime, violence and/or drug use, life skills or youth development programs.</p> <p>Please, provide evidence such as CVs, publications, references.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>The company has experience in applying qualitative and quantitative research/evaluation methods and statistical surveying instruments.</p> <p>Please, provide evidence such as CVs, publications, references.</p>	<input type="checkbox"/>	<input type="checkbox"/>

Proposals that fully comply with the mandatory requirements above will then be evaluated further and ranked in accordance with the following criteria and weightings:

Technical evaluation criteria	Maximum Score
<p><b>The Company has demonstrated technical capacity in responding to the current Terms of Reference (TOR):</b></p> <ol style="list-style-type: none"> <li>1. Institutional concrete experiences in conducting impact assessment of crime, violence, and drug prevention projects, including (reports, publications, and documents.</li> <li>2. <b>CVs of key experts</b> that will participate in carrying out the tasks in the TOR. Relevant qualifications, capabilities and experience, including degrees, publications, language skills and international experience should be included.</li> </ol>	50
<p><b>The company has presented a high-quality proposal responding to the current Terms of Reference (ToR):</b></p> <ol style="list-style-type: none"> <li>1. Technical specification and methodology according to the annexes I, II, and III.</li> <li>2. Quality assurance and monitoring plan, including the method and ways documentation of activities and processes.</li> <li>3. Workplan with list of activities and timelines.</li> </ol>	50



4. Selection and training of interviewers required for data collection, including number and profile.	
<b>Total possible points:</b>	<b>100</b>

The minimum technical score required to pass is: 60

Proposals which do not reach this minimum score are eliminated from further consideration.

For the award decision: A contract will be awarded to a proposal that attained the highest combined score. The method to be applied will be a Combined Scoring Method, using 60%-40% distribution for technical and financial proposals, respectively, where minimum passing score of technical proposal is 60%.

**Financial proposal:**

The proposal shall include a financial offer in local currency and US Dollars with a detailed breakdown of costs per activity. (pleas be guided by the submission form)

The financial offer shall be inclusive of all costs and expenses, directly and indirectly connected with the performance of this assignment to be supplied/provided and including all the charges (travel and subsistence), unless otherwise stated in this ToR.

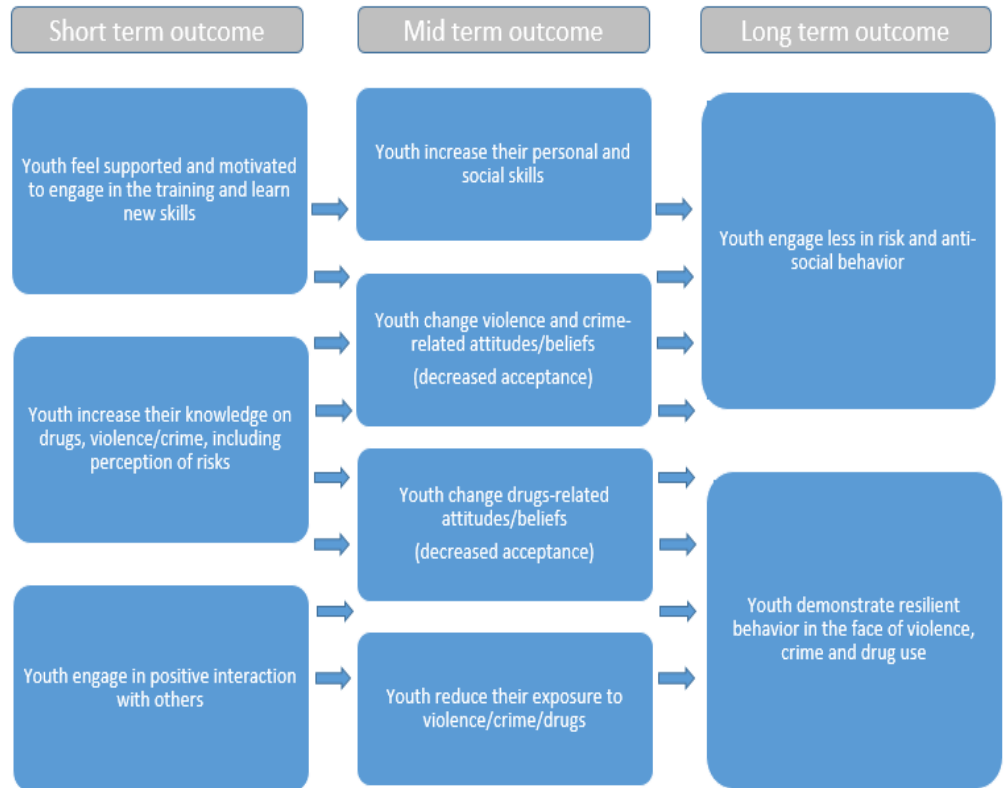
**III. Assessment of joint tenders/sub-contractors**

In case a consortium, partnership or similar structure is interested in the services, the qualification requirements should be filled by the consortium, partnership or similar structure as a whole, and the Application Forms be filled and the proposal to be submitted by the legal entity of such a structure.

## ANNEX I

### Theory of Change

**LINEUP**  
**LIVEUP**



## ANNEX II

### Indicative Impact Assessment Methodology

#### Impact Assessment

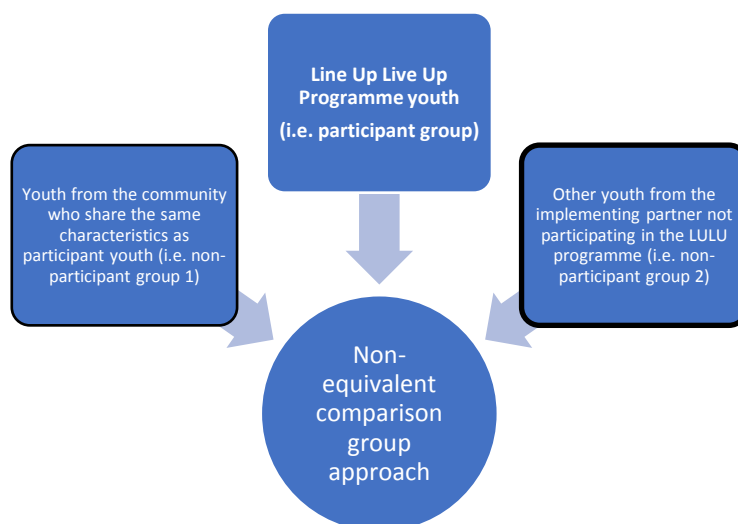
To establish the impact of an intervention, evaluators need to ascertain how the observed outcomes for the intervention participants would likely have changed in the absence of the intervention. This is determined by comparing the programme participant outcomes to the outcomes of non-participants who were not exposed to the intervention.

#### *Assessment design*

A non-equivalent comparison group design is suggested for the impact assessment of the Line Up Live Up skills training programme. This approach involves the comparison of programme participants with non-participants based on relevance and convenience rather than random assignment.

A second comparison group – consisting of other young people drawn from the other programmes offered by the implementing partner agency but not participating in the Line Up Live Up programme - should be included (breakdown of costs associated to this should be clearly identified in the financial proposal). This could also account for the influence of self-selection bias on the observed outcomes since it can be argued that the participants and non-participants who are involved with the implementing partner (with and without exposure to the Line Up Live Up programme), would share the same factors motivating their participation in intervention initiatives.

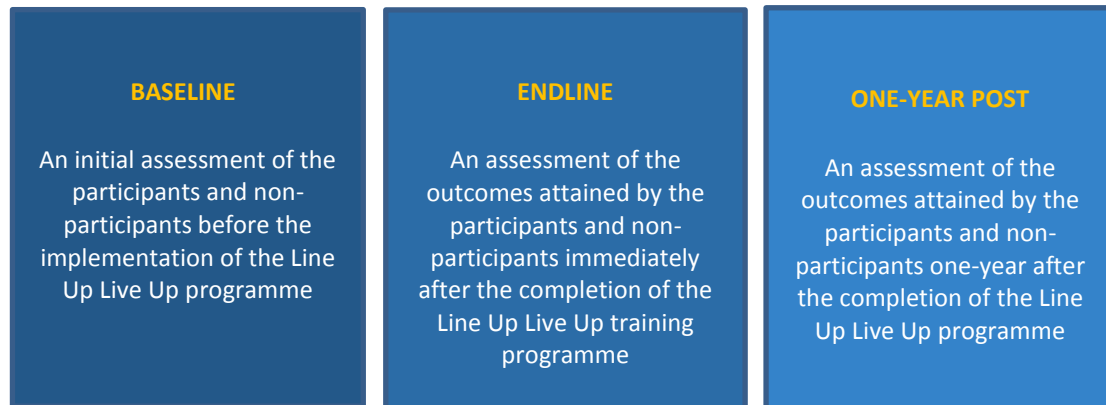
**Figure One: Impact Assessment Design**



Primary data should be collected using a structured questionnaire. The questionnaire is to be administered to all groups both before the Line Up Live Up programme has been implemented

(i.e. baseline), immediately following the completion of the programme implementation (i.e. endline), and again one-year post-implementation to explore both proximal and distal outcomes achieved. The estimate of the programme effect will then be produced by comparing these three data sets. The use of multiple outcome measures post-implementation will strengthen the degree of certainty about the impacts produced by the Line Up Live Up programme.

**Figure Two: Data collection intervals**



*Data collection tools:*

UNODC has developed an impact assessment questionnaire for semi structured interviews with youth participants.<sup>5</sup> The questionnaire is constructed using validated scales to measure the multi-dimensionality of the intended programme outcomes. It also collects data on any other interventions or services that the non-participant youths may be accessing in their communities, to determine their exposure to other programmes designed to produce similar changes or outcomes to the Line Up Live Up programme. This is vital to establish the extent to which the observed changes can be attributed to the Line Up Live Up programme, as well as determine how the programme produces impacts in conjunction with other interventions and contextual factors

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<sup>5</sup> The impact assessment questionnaire for semi structured interviews with youth is going to be shared with the organization prior to the inception meeting.

## ANNEX III

### Indicative sample design

*Note: The determination of the final sample size is to be provided and validated by the Institution in the technical proposal and is subject to approval by UNODC.*

#### 1. Suggested sample design for the impact assessment

A sample design for the treatment and control group[s] should be developed by the Consultant. After identifying the programme participant group, a comparison group should be drawn from the communities/geographical areas in which the Line Up Live Up programme is being implemented. This group should consist of 13 to 18-year-old youths who share the same characteristics as those participating in the intervention. As far as possible, the groups should be similar regarding the characteristics or variables that may have a strong influence on the outcomes that the Line Up Live Up programme is trying to achieve. For starters, these groups should be similar with regard to demographic variables such as age, gender, level of completed education, and socio-economic status.

There are many other personal, cultural, economic and other factors that may impact on the attainment of the desired programme outcomes. Given that the intervention is being implemented in different sites (i.e. countries and cities), these factors will vary to some extent. For this reason, the characteristics on which to base similarity should be informed by data that captures existing evidence describing the motivations underlying youth engagement in criminal and violent behaviour in the individual intervention sites, as well as, data that may hint at the youth motivations for selecting to participate in the Line Up Live Up programme (i.e. willingness to change or higher aspirations).

Once identified, data should be collected on these variables, and statistically controlled for in the analysis when determining the impact of the intervention. These factors should include parental monitoring and supervision, parental criminality, nature of parent-child relationships, exposure to violence in the home, having delinquent peers, parental and own substance use, prevalence of crime and violence in the community in which the young person lives, and participation in other pro-social activities.

##### 1.1. Sample size for the impact assessment

Impact assessment data should be collected from a representative sample of the Line Up Live Up youth participants, as well as the non-participant comparison group/s. Sample sizes should be determined by taking into consideration the overall populations reached through the Line Up Live Up programme in each site, as well as, the required confidence levels (usually 95%) and margin of error. It is recommended that samples for all groups be larger (at least 10%) than the required sample size suggested by power calculations to account for attrition.

See Table One below for approximate sample size calculations for the programme participant groups. Similar sample sizes will be suggested for the non-participant comparison groups.

**Table One: Approximate programme participant sample size proposed**

Tool		Total population	Suggested sample size
Structured impact assessment quest.	Youth	1000	300