**INDIVIDUAL CONSULTANT PROCUREMENT NOTICE** 

 Date: 01/03/2019

**Country: NIGERIA**

**Description of the assignment: CONSULTANCY TO EVALUATE “LAGOS STATE EMPLOYABILITY SUPPORT PROJECT”**

**Project Name: LAGOS STATE EMPLOYABILITY SUPPORT PROJECT**

**Period of assignment/services (if applicable): FIFTEEN (15) WORKING DAYS**

Proposal should be submitted at the following address icrecruitments.ng@undp.org no later than 15th March 2019

Any request for clarification must be sent in writing, or by standard electronic communication to the address or e-mail indicated above. UNDP will respond in writing or by standard electronic mail and will send written copies of the response, including an explanation of the query without identifying the source of inquiry, to all consultants.

**1. BACKGROUND**

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| The “Lagos State Employability Support Project” was designed by the Lagos State Government and United Nations Development Programme to respond to the unemployment challenge faced by youths residence in Lagos state. The project expected to last from 2017- 2019 aims mainly at increasing the pool of skilled manpower to alleviate the acute shortages of employable labour which has forced several private sector companies in Lagos State to rely on neighbouring countries for artisans and craftsmen and targets unemployed and under employed youths with or without skills aged between 18 – 35 years with special consideration for womenThe project is comprised of three outputs namely: a) A New/improved curricula and training materials designed for 25 VTCs to define the priorities, capacity gaps and technical assistance requirements for the project; b) Vocational trainings completed in private companies and or other institutions for youth (women and men) in manufacturing, construction, healthcare, entertainment, hospitality and garment making sectors; c) Job matching and skills promotion through employment mapping, skill promotion website, job fairs and provision of high-calibre advisory services.To address the challenge of lack of employability skills of the targeted group, the project provided youth with industry relevant skills to enable them to compete in the labour market. The project has helped them to seek job opportunities in private sector by providing internship opportunities after undertaking detailed training courses on employability and life skills. Through the VTCs, these skilled professionals have received industry standard training and were certified with a joint certificate endorsed by both the Lagos State Technical and Vocational Education Board (LASTVEB) and the Australian Vocational Training and Employment Group (AVTEG). The program objectives are:• Increase the pool of skilled manpower to alleviate acute shortages of employable labour.• Match skilled manpower with hiring opportunities & ensure that no less than 60% of manpower produced either have jobs or setup businesses in their skills areas. • Improve the quality of the curriculum offered by vocational training programmes for skills in identified the six sectors.• Improve the capabilities of the participating Vocational Training Centers (VTCs) to plan & manage the training programmes. |

**2. OBJECTIVES OF THE ASSIGNMENT**

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| An evaluation of this project is needed to objectively assess both on-going or completed aspects of the project, its design, implementation and results. The aim is to determine the relevance of activities and achievement of objectives; level of implementation efficiency and effectiveness; immediate impact and its sustainability. The evaluation report will also recommend how to improve the design and implementation of future Employability Support Projects building on findings from the evaluation. The objectives of the evaluation will mainly focus on:* Evaluating the achievements of the project outputs and their contribution to the outcome.
* Assessing the effectiveness and efficiency of the project.
* Identifying issues encountered through implementation.
* Drawing lessons learned through the project implementation.
* Recommendations on types of actions needed to address immediate problems and in designing similar projects in the future.
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**3. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED ANALYTICAL WORK**

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| **SCOPE OF WORK**Within the context outlined above, UNDP seeks to recruit a team of two national consultants to conduct an evaluation of the project.The scope of the evaluation should cover the following:* The project objectives, inputs, outputs and activities and their relevance to the outcome statement.
* The implementation and selection at geographic areas, and target groups.
* Issues and challenges related to the implementation of the project.
* Impact of the vocational skills program on enhancing the trainee’s chances to get jobs in the market place.
* Level of cooperation and support of the responsible and relevant parties especially the private sector.

**METHODOLOGY:**The consultants are expected to work with the Lagos State Employment Trust Fund, (the implementing Partners), the Global Education Management Systems Nigeria Limited (Arc skills) Technical partners, in Lagos and with the Inclusive Growth team in UNDP, Abuja,Nigeria. Based on the objectives and scope of work outlined above, the consultants are expected to undertake the following tasks during the evaluation process:1. Review of relevant documents including: documents on national and state policies related to the project, the Project Document, progress reports, and all relevant documentation related to implementation including: gap analysis, assessment reports and activity reports.
2. Conduct interviews and meetings with project stakeholders and partners.
3. Any other methods the consultant finds valuable to determine the best methods and tools for collecting and analyzing data.

Below are the criteria to be considered for the evaluation process and the main questions to be addressed:

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| Criteria | Main questions |
| Project Management  | * Are the Project Management arrangements and set-up appropriate to carry out its responsibility of implementation, monitoring, reporting and establishing partnerships? (This is not an evaluation of individual performance and capacity but of the appropriateness of the structure and set-up in addressing the management)
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| Project Design  | * To what extent did the design of the project help in achieving its own goals?
* Was the context, problem, needs and priorities well analyzed while designing the project?
* Were there clear objectives and strategy?
* Were there clear baselines indicators and/or benchmarks for performance?
* Was the process of project design sufficiently participatory? Was there any impact of the process?
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| Relevance and appropriateness  | * Was the project relevant, appropriate and strategic to national goals and challenges?
* Was the project relevant, appropriate and strategic to UNDP mandate?
* Was the outcome and associated activities relevant, appropriate and strategic to state goals, and UNDP mandate?
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| Effectiveness and efficiency | * Was the project effective in terms of design, relevance, efficiency, impact, sustainability, identifying challenges, constraints and success factors and providing conclusions and lessons learnt?
* Were the actions to achieve the outputs and outcomes effective and efficient?
* Were there any lessons learned, failures/lost opportunities? What might have been done better or differently?
* How did the project deal with issues and risks?
* Were the outputs achieved in a timely manner?
* Were the resources utilized in the best way possible?
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| Impact and sustainability | * Will the outputs/outcomes lead to benefits beyond the life of the existing project?
* Were the actions and results adopted by the local partners and stakeholders?
* Was capacity built through the actions of the project?
* Were the modes of deliveries of the outputs appropriate to promote sustainability of the results achieved?
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**Outputs and Timeframe:**Below are the required activities and expected outputs, based on the objectives and scope of work stated above, respective timelines/deadlines and number of working days:

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| **Output** | **timeline** |
| 1. Evaluation inception report containing proposed methods, proposed sources of data, and data collection procedures, proposed schedule of tasks, activities and deliverables. (20% payment)
 | After conclusion of necessary meetings.After Review of documents.Within 3 working days. |
| 1. A first draft of the evaluation results, including findings/ recommendations that should be considered in any possible next phase of the project. (30% payment)
 | within 5 working days |
| 1. Final evaluation report: the report should include the following sections: (50% payment)
* Title page
* List of acronyms and abbreviations
* Table of contents, including list of annexes
* Executive summary
* Introduction: background and context of the programme
* Description of the project – its logic theory, results framework and external factors likely to affect success
* Purpose of the evaluation; key questions and scope of the evaluation with information on limitations and de-limitations
* Approach and methodology
* Findings; summary and explanation of findings and interpretations
* Conclusions and recommendations; lessons learned.
* Annexes
 | within 3 working days  |
| 1. Debriefing meeting on evaluation results with stakeholders
 | Within 4 working days  |

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**3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS**

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| I. Academic Qualifications:* Advanced university degree in public administration, or related discipline

II. Years of experience:* Five years extensive experience in fields of employment and youth.
* Solid knowledge of the Lagos economic and labour market context, government structure and relevant state policies.
* Five years experience in youth employment issues and in conducting evaluation.
* Knowledge of local language relevant to the evaluation.

III. Competencies:* Work under pressure against strict deadlines,
* Think out-of-the-box,
* Present complex issues persuasively and simply.
* Contextualize global trends in accordance with the dynamics of the operating (working) environment.
* Proficiency in English language; both oral communication and report writing skills.
* Full computer literacy

IV. General professional experience:* Five years experience in fields of employment and youth.
* Solid knowledge of the Lagos economic and labour market context, government structure and relevant state policies.
* Five years experience in youth employment issues and in conducting evaluation.
* Knowledge of local language relevant to the evaluation.
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**4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.**

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| Interested individual consultants must submit the following documents/information to demonstrate their qualifications:1. 2-3 Pages Proposal:(i) Explaining why they are the most suitable for the work(ii) Provide a brief methodology on how they will approach and conduct the work (if applicable)2. Financial proposal3. Personal CV including past experience in similar projects and at least 3 reference**s** |

**5. FINANCIAL PROPOSAL**

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| The consultancy shall be for 15 working days (March to April 2019) and carries no expectation of continuity. The consultancy is deliverables based and the fees shall be paid in three installments and contingent on the deliverables specified against each installment. The milestones shall be paid upon satisfactory acceptance of the deliverable by UNDP. Upon acceptance of the deliverables, UNDP shall issue a Certificate of Satisfactory Performance to the consultant which shall form the basis for the payment of the due milestone.

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| 1st Installment (20%) | Upon submission of Inception Report/Plan |
| 2nd Installment (50%) | Upon submission of draft evaluation report  |
| 3rd Installment (30%) | Upon submission of Final Evaluation Report. |

The financial proposal should include a breakdown of consultancy fees and travel cost. |

**6. EVALUATION**

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| Individual consultants will be evaluated based on the following methodologies:*Cumulative analysis* *The award of the contract shall be made to the individual consultant whose offer has been evaluated and determined as:**a) responsive/compliant/acceptable, and**b) Having received the highest score* *\* Technical Criteria weight; [70%]**\* Financial Criteria weight; [30%]**Only candidates obtaining a minimum of 70 points would be considered for the Financial Evaluation*

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| ***Criteria*** | ***Weight***  | ***Max. Point*** |
| *Technical* | *70%* |  |
| * Relevant professional experience
 | *20* |
| * Knowledge and experience in enterprise development
 |  | *10* |
| * Previous working experience on similar assignments
 | *25* |
| * Sound in technical report writing skill and proven ability to engage with multiple stakeholders to achieve desired results
 | *15* |
| *Financial* | *30%* |  |

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**ANNEX**

**ANNEX 1- TERMS OF REFERENCES (TOR)**

**ANNEX 2- INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS**