# JSDF P143795: Youth Employment and Rural Entrepreneurship Project Terms of Reference (ToR) of Consultancy Firm to Conduct Impact Assessment.

# PROJECT BACKGROUND

JSDF P143795: "Youth Employment and Rural Entrepreneurship Project" is a Japan Social Development Fund-supported and World Bank Group-managed project with the objective to generate new and more productive employment for the poor and vulnerable youth in selected Dzongkhags in southwestern Bhutan. The 12th Five Year Plan (FYP) identified employment generation, in particular youth employment as one of the priorities. The strategies to generate youth employment include enterprise development and implementation of value-addition through appropriate value-chain development. Agri-business and agro-processing has immense potential for creating employment opportunities in the Renewable Natural Resources (RNR) sector. It is envisaged that promoting viable agro-enterprises through the development of post- production processes will stimulate the younger generation to take greater interest in the sector as a source of self-employment and businesses. The potential areas identified for employment creation in the sector include:

* 1. Job creation in farmers group and cooperatives;
  2. Non-Wood Forest Products;
  3. Community based eco-tourisms in the protected and recreational areas; and
  4. Commercial farming.

The priority policy response will be on strengthening access to farm credit through priority sector lending (such as availing loan without collateral), allotment of land use rights and access to State Reserved Forest (SRF) land, training of youth, and fiscal incentives and subsidies. Investment in the area of providing assured irrigation, addressing human wildlife conflict, land development and farm mechanization, and strengthening market infrastructures will also receive priority to leverage youth participation in agriculture.

Generating employment for rural youth requires access to finance, business, and technical training as well as life skills and orientation toward making the most of local opportunities. Specifically, the youth require support in the form of start-up grants, technical training in business management, project mentoring, startup technical support, and idea generation workshops to stimulate their interest and confidence. Considering the country’s cultural traditions and current state of development, youth especially in rural areas, need support in accessing income-generating opportunities during non-farming seasons that do not require capital investment and professional education. In addition, the lack of engagement and motivation in the depressed regions needs to be addressed in order to develop local entrepreneurship. This is feasible if the youth are empowered with self-confidence, knowledge, appropriate skills, and start-up opportunities.

The project’s development objective is to generate new and more productive employment for the poor and vulnerable youth in selected Dzongkhags in southwestern Bhutan. The proposed project will achieve this objective by promoting establishment or upgrading of youth-led, managed, and operated business enterprises that aim at generating employment for poor and unprivileged youth. In achieving this objective, the project will contribute to the national goal of enhancing economic opportunities for unemployed youth, alleviating rural poverty and rural- urban migration, and reducing the vulnerability of local populations in the poor and remote areas of the country – which are also the most vulnerable to climate variability.

The achievement of the Project Development Objective (PDO) will be measured by the following key result indicators:

1. Number of youth who are employed or are self-employed after at least six months of receiving grants and/or trainings (target: 400, disaggregated by gender);
2. Percentage of pre-existing 100 Youth Led Enterprises (YLEs) supported by JSDF grants that are operating with a 20% increase in net profit, at least six months after receiving grants/support (disaggregated by gender) (target: 60 percent);
3. Number of new YLEs supported by the Japan Social Development Fund (JSDF) still in business, at least six months after receiving grants/support (target 100, disaggregated by gender).

A total of 877 youths has availed training on business proposal development and life skills through the project funding. After the completion of capacity building, a technical committee called the Project Advisory Network (PAN) had received 300 youth business proposals submitted by trained youths and selected 189 best proposals under different categories (agriculture primary production, livestock, eco-tourism, and crafts /handicrafts) for funding, which was endorsed and approved by the Project Steering Committee (PSC). However, 39 youths have withdrawn the proposals. The actual grant recipients consist of 155 including additional 7 grant recipients. The recipients are distributed in 35 Gewogs of six project Dzongkhags (Chhukha, Haa, Dagana, Samtse, Trongsa, and Wangdue Phodrang).

**Project Beneficiaries:** The direct beneficiaries of the project will be around 500 out of school, unemployed and underemployed young people of age up to 35 located in 6 Dzongkhags – of which 30 percent are women.

While youth from these Dzongkhags will benefit directly from the youth-led enterprise development, capacity building programs, value added production and marketing activities, residents of the surrounding communities where these enterprises is established will be indirect beneficiaries through the development of job opportunities and income generating youth-led enterprises that would be expected to improve the overall economic status of these Dzongkhags.

# OBJECTIVES OF HIRING CONSULTANCY FIRM

The objective of hiring a consultancy firm is to carry out impact assessment of the project to learn the impacts of the project on its beneficiaries and to assess how much of the project goals (project development level results indicators and intermediate results indicators) have been achieved. The assessment should pay particular attention to gender differences with regard to the manner in which young men and women were notified about the project, the project activities responded to their specific targets, responded to any concerns and risks that may have arisen in the course of project implementation and the results achieved.

# EXPECTED OUTCOME

The consultancy firm is expected to provide independent assessment on the impact of the project in six project districts.

# SCOPE OF WORK

* 1. The consultant firm is required to provide detailed information (with data to substantiate) on the following:
     1. Ascertain and record achievements towards targets, success stories critically reflecting on the implementation performance, and assess how project implementation is succeeding in reaching its stated objectives and goals;
     2. Enabling and identifying ways and means to enhance sustainability of project supported initiatives:
     3. Holistically assess and find out if adjustments need to be made both in physical targets and financial allocations for smoother implementation in similar future project.
  2. Analyse and interpret the collected data and present a report on the impacts of the project on its beneficiaries and to assess how much of the project goals have been achieved.

**Please note that the study will focus on a total of 35 Gewogs in the six project Dzongkhags of Chhukha (10 Geowgs), Dagana (9 Geowgs), Haa (3 Gewogs), Samtse (5 Gewogs), Trongsa (3 Gewogs), and Wangdue Phodrang (4 Gewogs).**

The project impact assessment must be done through field visits to project sites in the Six Dzongkhags viz. Chhukha, Dagana, Haa, Samtse, Trongsa and Wangdue Phodrang and should cover 155 youths who have received grant to start enterprises ranging from agricultural primary production, eco-tourism, crafts/handicrafts and value addition.

# DELIVERABLES:

* 1. Task 1: Submission of an inception report.

The consultancy firm will prepare and submit an inception report / work plan describing the survey methodology and a detailed action plan.

* 1. Task 2: Presentation of surveying tools.

The consultancy firm will prepare and submit detailed drafts of questionnaires for all survey tools that it plans to use in the study.

* 1. Task 3: Survey Administration.

The consultancy firm will administer the finalized surveying tools and collect data from the designated project areas.

* 1. Task 4: Data Analysis:

The consultancy firm will collect the data from the designated project areas and conduct data analysis.

* 1. Task 5: Presentation of Findings

The consultancy firm will present the preliminary survey findings to the PMU.

* 1. Task 6: Report Submission

The consultancy firm will submit the final report to the PMU after incorporating necessary comments from the PMU.

# QUALIFYING AND SELECTION CRITERIA:

# Qualifying Criteria:

# The firm must have the following minimum qualification criteria

* + 1. Experience carrying out at least 3 (three) complex (multi-activity, multi-regional) project evaluations, at the level of results and/or impacts, of which at least 1 (one) must be in agriculture.
    2. Experience carrying out at least 2 surveys in rural areas, including sampling design, data collection, data analysis and reporting.
    3. Experience working with development partner-funded projects preferable.
    4. Average revenue/turnover of over Nu. 0.5 Million for 3 (three) consecutive years. .
  1. **Selection Criteria:**

The following are the selection criteria, sub-criteria, and point system used for the evaluation.

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| --- | --- | --- |
| **Sl.No** | **Criteria** | **Points** |
| 1 | Methodology | 30 |
| 2 | Number of Assignments related to impact assessment or evaluation in the past 5 years   * 1-2 Assignments 5 marks * 3-4 Assignments 10 marks * More than 5 20 marks | 20 |
| 3 | Key experts’ qualifications and competence for the assignment\*   * Project Lead (30 points) * Researcher/Analyst (20 points) | 50 |
|  | **Total** | 100 |

\*The number of points to be assigned to each of the key expert positions shall be determined considering the following sub-criteria and relevant percentage weights:

* + 1. Educational qualifications (as explained below): 25%
    2. Adequacy for the assignment (experience in the sector/similar assignments): 75%

|  |  |
| --- | --- |
| **Team**  **Member** | **Minimum Qualification and Experience** |
| Project Lead | 1. Minimum qualification Masters in Management/ Finance/ Business (25%) 2. Minimum of 8-10 years of relevant experience in leadership /   management positions with additional experience in conducting impact assessment/evaluation (60%)   * More than 10 years (100 points) * More than 8 years (50 points) * More than 5 years (25 points) * Up to 5 years (10 points)  1. Fluency in Dzongkha and English language and other local dialects (5%) 2. Good writing and communication skills – please submit a cover letter stating your interest in the consultancy and why you should be chosen (10%) |
| Researcher/ Analyst | 1. Minimum qualification Masters in Social Sciences/ Development Studies/Management (25%) 2. Minimum experience of at least 3-5 years in conducting impact assessment/evaluation (50%)    * More than 5 years (100 points)    * More than 4 years (50 points)    * More than 3 years (25 points)    * Up to 3 years (10 points) 3. Significant prior experience in providing Monitoring and Evaluation training in the field of expertise (15%) 4. Knowledge of Dzongkha language and other local dialects (5%)   v. Good writing, communication and analytical skills (5%) |
| Enumerators | The consultant will have to recruit and train an appropriate number of Enumerators for the successful conduct of the survey. The enumerators will have to be deputed in the field as scheduled to ensure timely completion of the study. |

## Kindly provide substantial details substantiated by adequate documents to prove the above criteria.

1. **PROJECT DELIVERABLES AND TIMELINE:**

The duration of the assignment is two (2) months. The deliverables and timelines are as follows:

|  |  |  |
| --- | --- | --- |
| **Sl.No** | **Deliverable** | **Timeline** |
| 1 | Submission and presentation of inception  Report | 7 days from the date of signing  Contract |
| 2 | Final Submission and presentation of all surveying tools, including questionnaire  for surveys | 10 days from the date of signing the contract |
| 3 | Submission and presentation of draft final  baseline study report | 45 days from the date of  signing contract |
| 4 | Submission of final baseline study report  after incorporating PMU’s feedback | 60 days from the date of  signing contract |

\*All activities must be approved by the PMU before moving to the next step.

# PAYMENT SCHEDULE:

The payment will be made as per the following milestones:

|  |  |  |
| --- | --- | --- |
| **Sl.No** | **Payment milestone** | **% of contract**  **value** |
| 1 | Acceptance of inception report | 10% |
| 2 | Acceptance of surveying tools after pre-testing and  incorporating PMU’s feedback | 20% |
| 3 | Submission and acceptance of interim findings after field  Surveys | 30% |
| 4 | Submission and acceptance of final baseline study report  after incorporating PMU’s feedback | 40% |

\* The payment will be done in Bhutanese Ngultrum (Nu.) and T.D.S. & other applicable taxes will be deducted from the remuneration amount as per existing government rules.