

## Terms of Reference (ToR) for Project Baseline Survey

### 1. Overview

<b>Title of Project</b>	Integrated Programme for Out-of-School Adolescents(IPOSA) in Tanzania
<b>Location</b>	6 regions in Tanzania (Manyara, Pwani, Simiyu, Shingyanga, Shingida, Tanga)
<b>Duration</b>	2022-2025
<b>Title of Assignment</b>	Baseline Survey of the Integrated Programme for Out-of-School Adolescents (IPOSA) in Tanzania
<b>Duration of Assignment</b>	March – May, 2024(Approximately 47 Working Days)
<b>Commence Date of Assignment</b>	Upon the date signing the Service Contract
<b>Due Date for Assignment</b>	After 47 working days* from the commence date * The number of working days mentioned in the RfP can be adjusted depending on project progress and local circumstances

### 2. Background Information

#### 2.1. Project Background Information

In the year 2015 the Ministry of Education, Science and Technology (MoEST) conducted an out- of-school profiling study and found that a total of 3.5 million children aged 7 to 17 (51 per cent girls) were out of school, including more than 2 million lower secondary school age and 1.2 million children who never attended school. As per the structure of Tanzania's education system, Adult and Non-Formal Education (ANFE) sub-sector was supposed to attend to these statistics in order to ensure opportunities for schooling are provided to the out-of-school children and youths.

To respond to the learning needs of the adolescents who are being missed out by the formal education system annually, the Integrated Program for Out-of-School Adolescents (IPOSA) was developed by the MoEST through the Institute of Adult Education (IAE), IPOSA is part of UNDP II Education Outcome and is aligned with the National Development Vision 2025, the ESDP 2017/2021 (and now ESDP 2021/2022 – 2025/2026) and SDG4. Overall, IPOSA enables youths and adolescents aged 14-19 years old to acquire knowledge, skills and self-perspectives which would enable them to contribute fully to social and economic development. Specifically, IPOSA aims at developing literacy and numeracy skills (reading, writing and counting) to adolescents who never attended school; develop life skills e.g. personal empowerment, good citizenship, living together and skills for employability; develop vocational and entrepreneurship skills which would enable an adolescent to cope up with life as well as the society around through self-employment.

The Government of Tanzania received financial and technical support from UNICEF and started developing the IPOSA program soon after the out-of-school study results were out.

IPOSA development process was completed in 2018; the official launching was done in March 2019 in Tabora region. The program is implemented by the Institute of Adult Education in collaboration with PO-RALG and MoEST.

In 2021, KOICA and the Government of Tanzania conducted a feasibility study which concluded that KOICA would be willing to support IPOSA in six regions. The Government of Tanzania has intended to use the proceeds to scale up the implementation of IPOSA in six new regions namely Manyara, Shinyanga, Simiyu, Singida, Pwani and Tanga for the period from 2022-2025, seeking to reach 30,000 youths. The project will be implemented in five Local Government Authorities (LGAs) per region., and it is expected that 30 IPOSA learning centers will be established the selection of the specific LGAs will be confirmed by April 2023. The project will also support the establishment of 3 IPOSA teaching centers.

## 2.2. Expected Results

The main objective of the project is enhanced, equitable and inclusive access to quality basic education and life-long learning for out-of-school adolescents.

The project has the following Outcomes:

**Outcome 1:** Out-of-school adolescents have increased access to skills-based education and life-long learning opportunities allowing them to become active contributors to their well-being and their communities.

**Outcome 2:** IPOSA graduates have enhanced capacity to engage in self-employment or access formal employment.

In terms of the information about the expected results in detail, please find the Project Design Matrix (PDM) in **Annex 1**.

## 3. Objectives and Scope of Baseline Survey

### 3.1. Objectives

The overall objectives of the baseline survey are:

- i) To determine the current situation of the target beneficiaries in six project regions.
- ii) To conduct market research and needs assessment in the initial stage of the project.
- iii) To establish baseline data on the basis of the current status of the indicators in the PDM of the project.

The survey will be used to gain more information to determine which districts and IPOSA centers will be selected as targeted areas, which trades are in the highest demand in each LGA, and which equipment and materials are needed in targeted IPOSA centers.

### 3.2. Work scope

The scope of the survey will fall within the following areas of tasks:

- i) Providing justification of the project implementation through desk research on the IPOSA program.
- ii) Establishing baseline values for each indicator of project outcomes and outputs according to the PDM.
- iii) Collecting related data including research design, survey methodology, sample selection method, data collection method, data analysis method and results.
- iv) Assessing needs of the targeted **six regions** through the results of the following surveys and literature reviews.
  - Market research by LGAs for the selection of vocational training subjects(short-term/long-term) to be offered from each targeted IPOSA center (disaggregated data by region).
    - Including establishment of checklists for mapping centers and trades for the vocational training programs through the market research
  - Research the needs in equipment and materials for vocational trainings of each targeted IPOSA center and identify the list of equipment and materials. (disaggregated data by region).
  - Survey on basic literacy levels among out-of-school adolescents (disaggregated data by gender and region).
  - Survey on vocational training needs of out-of-school adolescents with disabilities (disaggregated data by gender and region).
  - Literature review about the prevalence of adolescent pregnancy and child/early marriage among out-of-school girls. (disaggregated data by region)
  - Literature review about the labor market participation rate of out-of-school adolescents. (disaggregated data by gender and region)
  - Survey on the perceptions of community people including parents on education for out-of-school adolescents, especially girls. (disaggregated data by gender and region)

### 4. Geographical areas

The baseline survey will cover the six regions including **Manyara, Pwani, Simiyu, Shinyanga, Singida, and Tanga** in Tanzania. Interviews will also be conducted with selected key institutions and potential target beneficiaries that GDC Consulting has identified and will engage with during the project implementation stages.

A preliminary list of specific stakeholders and beneficiary groups will be shared by GDC Consulting to inform further development and finalization of the field visit plan by the consultancy firm/team.

### 5. Approach and Methodology

The consultancy firm/team is expected to propose appropriate mixed methods based on the stated objectives, including quantitative and qualitative, which will be used to

collect and analyze data/information to triangulate the information and promote the participation of different groups of stakeholders. However, the consultancy firm/team will elaborate on the methodologies and scientific sampling techniques for the survey as well as for the other qualitative methods such as focus group discussions and key informant interviews to be used in the baseline survey.

Based on the feasibility of their use, the consultancy firm/team may deploy both digital Data Collection and traditional/conventional data collection methods. This baseline survey encompasses administrative data as well as primary data based on the results framework.

The applying consultancy firm/team must propose a methodology including aspects of sampling, sample size, tools, design and administration, which will be reviewed and approved by GDC Consulting. The consultancy firm/team is also expected to provide a detailed methodology with tools for fieldwork as part of their inception report.

The above-mentioned approach is only the general approach as suggested through the TOR, however, there is no limitation to apply only the suggested approaches. The consultancy firm/team shall propose appropriate approaches/methodologies as per requirement.

## 6. Deliverables/Expected outputs and reporting

- i) **Research clearance.** Considering the lengthy process, it is required to proceed with the Tanzania Commission for Science and Technology (COSTECH) application as early as possible. The administrative support such as an issue of official letters will be provided when needed;
- ii) **Draft inception report** including a detailed work plan/Gantt chart, proposed report format/outline, a detailed methodology (including sample size and sampling plan), data collection tools, analytical framework, survey questionnaires and plan for fieldwork;
- iii) Oral presentation of the draft inception report (according to the circumstance, the oral presentation can be substituted by other formats of delivery.);
- iv) **Final inception report** including final translated survey tools, sampling, methodology, analytical framework and survey questionnaires. The report format and outline will be agreed during the inception phase;
- v) **Draft baseline survey report** including raw, cleaned data sets;
- vi) **Final baseline survey report** including datasets. The report should include at a minimum: executive summary, list of acronyms, introduction, baseline context and purpose, baseline framework and methodology, findings, case studies, conclusions and recommendations. Annexes should include the TOR, inception report, project indicators with baseline values from the baseline survey, list of documents reviewed, list of persons interviewed or consulted and data collection instruments.

The consultancy firm/team is expected to upload all relevant resource documents, raw,

clean data sets and draft reports collected or prepared for this assignment on SharePoint to be created by GDC Consulting. All deliverables are to be submitted in **English** language versions.

Ethical consideration should be ensured during the entire survey process, including data collection. The contracted consultancy firm/team explain the study's purpose clearly to stakeholders engaging in data collection, along with collecting the signed consent forms.

For quality control, regular brief updates and touch-base meetings will be required. The consultancy firm/team should organize touch base meetings to share updates of activities taking place to GDC consulting and to discuss any concerns/issues to ensure the survey progresses in line with the expected requirements and timeline.

## 7. Qualifications and expertise required

Eligible applicants include public, private, and non-governmental organizations, or individuals, registered under the authorized agency of the Government of Tanzania with proven experience in baseline surveys. The ideal consultancy firm/team will possess:

- i) Minimum 5 years' experience conducting a field assessment for baseline/midline/endline surveys, especially in the education sector.
- ii) Education, gender, and statistics expertise preferably with Master's degrees.
- iii) Good thematic understanding of out-of-school and dropout adolescents in Tanzania, youth entrepreneurship, economic empowerment for youth, basic education, prevocational training, and TVET.
- iv) Strong capacity and experience in planning and organizing survey logistics.
- v) Strong capacity in data management and statistics.
- vi) Relevant experience in working with international organizations on consultancy assignments, especially in baseline/midline/endline surveys.
- vii) Excellent proven written, spoken English and Swahili communication skills.

## 8. Timeframe

The number of consultancy days is **47 working days** from the date of signing of the contract. The survey is expected to commence in March 2024 and to be finalized within **ten weeks**. This timeline is preliminary and can be adjusted in consultation with GDC Consulting based on the survey's progress. The proposed work schedule is outlined in the table below:

Activity		Deliverables	# of days
<b>Phase I – Inception</b>			
I-1.	Comprehensive desk review with the PDM and all relevant documents	Desk review conducted	3 days
I-2.	Develop detailed inception report describing initial findings of the desk/literature review, methodology, draft set of tools, work plan, and	Draft of Inception Report including tools	5 days

	roles and responsibilities.		
I-3.	Addressing comments for the inception report including tools from GDC consulting	Revised and Final Inception Report including finalized tools	3 days
I-4.	Obtain research clearance	Approved Research Clearance	3 days

#### Phase II – Data Collection

II-1.	Data collection including field research/survey	Data Collection conducted	12 days
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#### Phase III – Analysis and Reporting

III-1.	Data cleaning, entry and analysis and develop a first draft report	Draft of Baseline Survey Report	14 days
III-2.	Addressing comments and produce updated draft for validation by GDC consulting	Revised Baseline Survey Report	4 days
III-3.	Develop the final baseline survey report	Final Baseline Survey Report	3 days
<b>Total</b>			<b>47 days</b>

## 9. Budget and payment schedule

The total budget for the baseline survey is **USD 10,000**(including VAT). The budget proposed by the consultancy firm/team shall include professional fees, fringe benefits, travel expenses, research and analysis equipment or programs, supplies, other direct and indirect costs, overhead costs.

It is important to note that should there be any problem in the delivery of outputs pertaining quality and schedule, the consultancy firm/team is expected to make the necessary corrective actions without affecting the overall deliverable delivery. This will have no additional cost charged to GDC Consulting.

The consultancy firm/team shall receive payment upon confirmation by GDC Consulting about the completed tasks satisfactorily, as per the milestones shown below.

Payment	Deliverables/ Outputs	Amount	Review and Approvals required
<b>1<sup>st</sup> payment</b>	Payment upon submission of and acceptance of the inception report	25% of Payment	Approval by the technical team in GDC Consulting <sup>1</sup>
<b>2<sup>nd</sup> payment</b>	Payment upon submission of and acceptance of the draft baseline survey report	40% of Payment	
<b>Final payment</b>	Payment upon submission of and acceptance of the final baseline survey report	35% of Payment	

<sup>1</sup> The approval by the GDC consulting shall be decided by review and approval by KOICA Tanzanian office.

## 10. Submission Instructions

The consultancy firm/team shall submit an application with the following documents:

### i) Technical Proposal

- A concept note including the approach, methodology and work plan, tools flowchart, and timeline of activities (maximum 5 pages)
- A field trip plan including the analysis of demographic characteristics and needs of targeted project regions and survey questionnaires.

### ii) Financial proposal

- Detailed budget breakdown including taxes and the all-inclusive fee in Microsoft Excel format.

### iii) Details of the consultancy firm/team

- a. Firm/team profile with relevant experiences
- b. CV of proposed firm/team highlighting relevant experience in conducting similar tasks
- c. A copy of firm/team registration, VAT registration
- d. A copy of the tax clearance certificate
- e. Any other relevant documents

All applications MUST be submitted by e-mail to: [gdc\\_tz@gdc.re.kr](mailto:gdc_tz@gdc.re.kr) and the deadline for submission of application is on **10<sup>th</sup> March 2024**. The application must be submitted in English.

## 11. Logistics

GDC Consulting **will not provide** office space, computers, copying, printing, and telephone services to the consultant, but facilities for the presentation of results to be made. GDC Consulting will not also provide vehicle and the company need to consider the details of the costs accordingly.

## 12. Evaluation Criteria

The technical proposal is evaluated and examined to determine its responsiveness and compliance with the requirements specified in this solicitation document. The quality of each technical proposal will be evaluated in accordance with the following evaluation criteria and the associated weighting (total possible value of 100).

## Evaluation criteria and weight

Category	Criteria	Weight
<b>Section 1</b>	<b>Bidder's qualification, capacity, and experience</b> <ul style="list-style-type: none"> <li>• Organizational architecture</li> <li>• General organizational capability which is likely to affect performance (i.e. size of the organization, strength of management support)</li> <li>• Quality assurance procedures, warranty</li> <li>• Specialized knowledge, experience in similar programs/projects</li> <li>• Experience on projects in the targeted six regions</li> <li>• Experience on other UN agencies/major multilateral/ or bilateral programs</li> </ul>	<b>20</b>
<b>Section 2</b>	<b>Interpretation and understanding of the ToR</b>  <b>Proposed methodology, approach and implementation plan</b> <ul style="list-style-type: none"> <li>• Analysis approach and methodology</li> <li>• Timeline and deliverables</li> </ul>	<b>30</b>
<b>Section 3</b>	<b>Resource management and key personnel</b> <ul style="list-style-type: none"> <li>• Composition of the team proposed to provide and the work tasks (including supervisory)</li> <li>• Competencies (i.e. academic qualifications, experiences, and skills) of team members</li> </ul>	<b>20</b>
<b>Section 4</b>	<b>Financial proposal</b> <ul style="list-style-type: none"> <li>• Composition and allocation of budget</li> </ul>	<b>30</b>
<b>Total</b>		<b>100</b>



## Annex 1. Project Design Matrix (PDM)<sup>2</sup>

Narrative Summary	Objectively Verifiable Indicators	Means of Verification	Important Assumptions
<b>Impact</b>			
Enhanced equitable and inclusive access to quality basic education and lifelong learning for out of school adolescents in Tanzania	Number of OOSC enrolled in non-formal education programmes [separation by gender]	Official statistic data from Basic Education Statistics in Tanzania (BEST)	<ul style="list-style-type: none"> <li>• Not dramatic policy/political change toward the inclusive education in Tanzania</li> <li>• Political stability during project period</li> </ul>
<b>Outcomes</b>			
1. Out of school youth have the knowledge and skills to enable them to improve their livelihoods	1.a. [SDG4.3.1] Participation rate of youth in IPOSA program (disaggregated by sex, institute)	<ul style="list-style-type: none"> <li>• List of graduates who have certificate</li> <li>• IAE reports</li> </ul>	<ul style="list-style-type: none"> <li>• Support from MoEST/IAE, PO-RALG, and LGAs and willingness to connect IPOSA graduates to internships and apprenticeships in the community</li> </ul>
2. IPOSA graduates improve their economic status	2.a. [SDG4.3.1] Participation rate of youth in internship program (disaggregated by sex, institute)		
<b>Outputs</b>			
1.1. Newly starting/operating IPOSA centres supported by KOICA's fund	1.1.a. Number of IPOSA centers newly established or operated with KOICA support	<ul style="list-style-type: none"> <li>• IAE's regular report including list of the teacher who are trained/certified and reallocated, etc.</li> </ul>	<ul style="list-style-type: none"> <li>• Enough equipment and materials for IPOSA training courses are in place.</li> <li>• Enough teacher workforce for IPOSA is ensured.</li> <li>• IPOSA can provide quality education and training to Out-of-School Adolescents.</li> <li>• The community's awareness of the out-of-school adolescents' problem and its willing to enroll</li> </ul>
1.2. Trained IPOSA instructors	1.2.a. Number of teachers trained		
	1.2.b. Number of teachers reallocated		
	1.2.c. Number of training programs offered by IPOSA centres		
	1.2.d. Number of government officials participating in overseas training program		
1.3. Out of school youth graduated IPOSA centres	1.3.a. % of out-of-school youth enrolled in IPOSA centers [separation by gender] [separation by IPOSA centre]	<ul style="list-style-type: none"> <li>• IAE's regular report including list of youth</li> </ul>	

<sup>2</sup> The PDM showed in this ToR can be adjusted during and after the mission trip of Korean experts' group in February and March, 2024.

	1.3.b. % of IPOSAs graduated students among the enrolled students [separation by gender] [separation by IPOSAs centre]	enrollment & student attendance sheet	<p>to the program based on IPOSAs center policy/LGAs's support.</p> <ul style="list-style-type: none"> <li>Market survey results are relevant to the real needs of community and market neighboring.</li> </ul>
2.1. Economic empowerment groups from the IPOSAs graduates	2.1.a. Number of IPOSAs Empowerment Clubs (IECs) formed by IPOSAs graduates	<ul style="list-style-type: none"> <li>IAE Report of the empowerment group including the member list and empowerments' constitution of each empowerment group, etc.)</li> </ul>	
	2.1.b. % of IPOSAs Empowerment Clubs (IECs) officially registered with the LGAs among among the formed groups		
2.2. IPOSAs graduates access internships or apprenticeships	2.2.a. Number of IPOSAs graduates who participated in internship	<ul style="list-style-type: none"> <li>IAE's regular report including list of the internship or apprenticeship opportunities and IPOSAs graduates participation</li> </ul>	
	2.2.b. Number of IPOSAs graduates who are employed		
	2.2.c. Number of IPOSAs graduates who have started their own businesses		
<b>Activities</b>			<b>Pre-conditions</b>
1.1.1. Construction or renovation of IPOSAs centres to create a training environment			<ul style="list-style-type: none"> <li>Pre-preparation for the newly starting IPOSAs center (classroom/vocational training space, etc.)</li> <li>A strong and unwavering willingness of MOEST/IAE, PO-RALG and IAE to conduct project as planned.</li> <li>Sustainable and mutual supports from related partners.</li> <li>Development of IPOSAs teacher training plan proper selection process and reallocate in time (before starting actual IPOSAs program)</li> </ul>
1.1.2. Print and distribute training materials to IPOSAs centres			
1.1.3. Procure and distribute equipment and raw materials			
1.1.4. Develop training modules for new IPOSAs trades			
1.2.1. In-service capacity building training for IPOSAs teachers			
1.2.2. Train quality assurers and administrators on the IPOSAs curriculum			
1.2.3. Reallocate trained teachers to IPOSAs centres			
1.2.4. Conduct specialised training abroad on integrating IPOSAs into NQF and management of OOS Programme			
1.3.1. Enroll Out-of-School Adolescents in the community to the IPOSAs centres			
1.3.2. Conduct/provide technical training for registered youth at the IPOSAs centres			
1.3.3. Conduct community awareness campaigns to encourage out of school youth to enroll in IPOSAs			
1.3.4. Issue certificates to Out-of-School Adolescents who graduate from IPOSAs centres			
2.1.1. Support the formation of IPOSAs economic empowerment groups (IPOSAs Empowerment Clubs, IECs)			
2.1.2. IPOSAs economic empowerment groups are registered with their respective LGAs			
2.1.3. Support activities of registered IECs			

2.2.1. Identify opportunities for internships	• Establishment of Project Implementation Unit with the key-stakeholders' working-level
2.2.2. Identify opportunities for apprenticeships	
2.2.3. Identify opportunities for entrepreneurship	

## **Annex 2. Technical Proposal template**

- 1. Executive Summary**
  
- 2. Relevance of Specialized Knowledge and Experience on Similar Projects**
  
- 3. Background**
  - 3.1. Objective**
  - 3.2. Scope**
  
- 4. Methodologies and approach**
  
- 5. Implementation plan**
  - 5.1. Demographic Information**
  - 5.2. Overall Findings (impact and outcome indicators)**
  - 5.3. Sectoral Findings (output level indicators)**
  - 5.4. Fieldtrip Plan**
  - 5.5. Timeline of Activities**
  
- 6. Resource Management Plan**
  
- 7. Summary and Conclusion**

**[NOTE]** This is the suggested template of technical proposal. The consultancy firm/team can use its own template to demonstrate understanding on ToR and workplan for the Service. In terms of **financial proposal**, please use Microsoft Excel format to show composition and allocation of Service budget.