

Aus4Skills Request for Proposals (AM11747): Case Study on Vocational Education and Training Graduate Outcomes

Dear prospective service provider,

Tetra Tech International Development Pty Ltd (Tetra Tech International Development), as the managing contractor of the Aus4Skills Program in Vietnam on behalf of Australia's Department of Foreign Affairs and Trade, is seeking a consultant (the "Consultant") to conduct a case study on **Vocational Education and Training (VET) Graduate Outcomes** (the "Case Study"). The Case Study will gather evidence from graduates and industry regarding post-college outcomes to enable assessment of the employability of logistics graduates, the extent to which graduates are meeting industry needs, and the relevance and effectiveness of Aus4Skills VET Project activities. The Terms of Reference for the Case Study are attached at Annex 1.

Proposals and supporting documentation must be submitted by email to the following contact officer by **12 August 2024, 17:00 (Hanoi time)**:

Name: Andrea Wilson
Title: Contracts and Services Director
Tel: + 84 024 3939 3991
Email: procurement@aus4skills.org

It is your responsibility to ensure that your proposal reaches the email address above on or before the deadline. Proposals that are received by Aus4Skills after the deadline indicated above will not be considered for evaluation.

Proposals will be deemed valid for 90 days from the date of submission. At any time during this period, no price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factor will be considered by Aus4Skills.

Thank you and we look forward to receiving your proposal.

Aus4Skills

ANNEX 1: TERMS OF REFERENCE

1 BACKGROUND

The Aus4Skills Program supports Vietnam to access and use high level professional and technical knowledge, skills and competencies, to contribute to the country's sustainable economic and inclusive development. The Program also aims to deepen Vietnamese and Australian people-to-people and institutional links and therefore strengthen the partnership between the two countries.

Aus4Skills seeks to achieve the following three whole-of-program outcomes:

- Inclusive alumni use new skills and knowledge to make positive contributions to targeted areas of Vietnam's development.
- Selected Vietnamese Government, private sector, civil organisations and other partners demonstrate organisational change through improved policies, practices or performance standards in targeted areas.
- Australia and Vietnam have stronger sustainable links and partnerships in selected agencies.

Gender equality, disability and social inclusion are integrated into all Aus4Skills activities.

Aus4Skills is implementing five activity components, one of which is Promoting Logistics Industry Linkages with Vocational Education and Training (VET). This VET Project aims to contribute to vocational education and training policy refinement through the application of a sustainable and replicable, high quality, inclusive, industry-led skills development model that equips VET graduates with the competencies for working in the logistics and allied sectors.

The Project is aligned to the Australian VET model which is demand-driven, competency-based and formed on a tripartite partnership between government, industry and VET. The end-of-program outcomes for the VET Project under Aus4Skills Phase 2 are:

- (i) the pilot Logistics Industry Reference Council (LIRC) is established and implements its activities effectively and sustainably
- (ii) targeted VET colleges and enterprises deliver training in logistics-related occupations based on the knowledge and requirements that learners need to acquire after graduating
- (iii) targeted VET colleges and enterprises implement education quality frameworks for skills development in the logistics and allied sectors
- (iv) targeted VET colleges and enterprises promote inclusive skills development and employment in the logistics and allied sectors.

In the Aus4Skills VET Phase 2 Project Document approved by MOLISA, there is a targeted outcome that by the end of 2025, 75% of 60-80 surveyed enterprises confirm that alumni of training courses and study programs have the necessary competencies to improve the skill quality of human resources in the field of logistics.

Case Study on VET Graduate Outcomes

The purpose of the Case Study is to gather evidence from graduates and industry regarding post-college outcomes to enable assessment of the employability of logistics graduates and the extent to which graduates are meeting industry needs. The key findings will also help to indirectly assess the relevance and effectiveness of supporting activities being provided by Aus4Skills VET project.

The Case Study will investigate the following key research questions:

- After graduation, what proportion of logistics students have obtained relevant employment?
- To what extent are logistics graduates meeting the job requirements (from an enterprise/employer perspective)?
- What are the strengths and shortcomings of logistics students graduating from Aus4Skills VET partner colleges at work? To what extent and in what ways are employers supplementing college training with on-the-job and enterprise training?
- What challenges do logistics graduates face in obtaining and maintaining relevant jobs? To what extent do they feel prepared for the demands of the workplace?

2 CASE STUDY REQUIREMENTS

2.1 Case Study Approach

The Case Study will apply a mixed-method approach by using qualitative and quantitative data from primary and secondary sources based on the following principles:

- The data gathering process will be Gender Equality, Disability and Social Inclusion (GEDSI)-sensitive and participatory
- Ethical research practices will be used, including gaining the consent from people interviewed for the use of their information and photos
- Efficient and effective utilisation of previous project studies and reviews.

This Case Study has both formative and summative elements. It is intended to provide a picture of the effectiveness of the Aus4Skills VET Program to date and to provide ideas and options for future Program design and delivery.

2.2 Case Study Tasks

A local team of up to two consultants (the “Consultant”) with proven experience in monitoring, evaluation and knowledge of the Vietnamese VET sector will be responsible for the following key tasks:

a) Case Study Plan

Prior to contracting the Consultant must submit the following documents to Tetra Tech for approval:

- Case Study Plan that effectively responds to this Terms of Reference, including a specification of proposed methodology’, sampling strategy, approach to the survey and interviews, analysis plan, and timeframe for completion of deliverables. The Case Study Plan will be presented to the Aus4Skills Monitoring, Evaluation and Learning (MEL) team for inputs and agreement prior to contract commencement.
- Budget (using the template provided by Aus4Skills).

b) Desk Review

Key documentation to be provided by Aus4Skills to the Consultant to inform development of the survey and interview questions will include:

- VET Project Document approved by MOLISA
- VET Program logic and MEL framework
- 2021 Survey on the Work Readiness of VET Logistics Graduates¹
- VET Organisational Change Case Study (2023)
- Review of the Logistics Industry Reference Council (LIRC) (2023)
- Targeted VET College Capacity Assessment (2022)
- Case Study on Gender Equality, Disability and Social Inclusion (GEDSI) achievements, challenges and possible directions in the Aus4Skills Program (2023)
- Other Aus4Skills Program documents and reports as directed by the Aus4Skills MEL Manager.

c) Online Graduate Surveys

Following the desk review the Consultant will deliver two online surveys:

Graduate survey

The Consultant will liaise with the 14 Aus4Skills partner VET colleges² to survey individuals who have graduated with a Certificate in Logistics or Logistics Administration since 2022. Note that the Aus4Skills team will help to collect the list of logistics graduates and local enterprises from VET partner colleges.

The Consultant will need to demonstrate a clear understanding of the total sample size and the response rate required to have confidence in the findings, and work with the colleges to maximise participation in the survey.

The survey will consider graduate self-assessment of their workplace readiness, the relevance of their training, graduate employment rates, and GEDSI.

Enterprise survey

The Consultant will survey target local enterprises who have recruited logistics graduates to obtain their perspectives on the extent to which graduates are meeting industry needs.

The Consultant will also engage with partner VET colleges regarding the graduate outcome data they may have collected through the annual surveying of enterprises and graduates. Any additional data collected in this way can be taken into account when preparing the findings of the Case Study.

d) Focus Group Discussions and Key Informant Interviews

After the survey, the Consultant will arrange a focus group discussion (8 to 12 participants per group) with a sample of graduates to follow up on key themes arising from the survey data.

¹ The 2021 survey gathered extensive data on the proportion of graduates/near graduates obtaining logistics-related employment, and graduate and employer perceptions of graduate work readiness. The data collection approach and the findings will be an important reference point for the consultant.

² At present, 14 VET partner colleges have graduated students from logistics programs.

Key informant interviews will be held with representatives from logistics enterprises (6 to 8 interviews), management and trainers from participating VET colleges (2 to 4 interviews), graduates (2 to 4 interviews), and other VET stakeholders (representatives of General Directorate of Vocational Training (DVET), the Vietnamese Chamber of Commerce and Industry (VCCI) and LIRC representatives, and Australian Embassy in Hanoi) using a semi-structured interview format.

The Consultant will engage with DVET, the LIRC and the VCCI as appropriate.

e) Data Analysis and Reporting

The Consultant will compile and summarise his/her findings from the desk review, surveys, focus groups and key informant interviews in a draft report in English for review by Aus4Skills (maximum 10 pages in length). The report is expected, among other things, to address any remaining gaps in the employability and work-readiness of graduates for careers in logistics, and recommendations from stakeholders on how these gaps might be addressed.

Following submission of the draft report, the Consultant will hold a session with a small group of enterprise and college representatives and other key VET stakeholders to share and discuss key findings.

The Consultant will then produce a final report in Vietnamese for review by Aus4Skills (maximum 20 pages in length not including annexes). The Consultant will revise and finalise the final report after receiving feedback from Aus4Skills.

2.2 Key Deliverables and Timeframe

Tasks/Key deliverables	Responsibility	Timeline
Contracting Consultant	Aus4Skills	30 August 2024
Finalise Case Study Plan including methodology, targeted sample, tentative KII/FGD schedule, analysis plan, quality control plan, timeframes and team member roles and responsibilities.	Local consultant Aus4Skills MEL team	13 September
Complete Desk Review	Local consultant	27 September
Finalise two sets of online survey questionnaires <i>Deliverables: Completed online surveys in Vietnamese</i>	Local consultant, consulting with Aus4Skills MEL and VET team	13 September – 7 October. Circulate survey links on 7 October at latest
Implement the Graduate Survey – distribution, data collection and analysis completed <i>Deliverables: Dataset (both raw data and processed dataset); data tables finalised</i>	Local consultant	25 October
Develop interview plan and arrange interviews/FGD schedule Aus4Skills VET and MEL team will invitation letters/emails to target participants. The Consultant will follow up and confirm the final schedule <i>Deliverables: Finalised interviews/FGD schedule</i>	Aus4Skills VET-MEL team and local consultant and	28 September to 25 October
Complete key stakeholder interviews and focus groups <i>Deliverables: Completed notes of interviews and focus group discussions in electronic formats – required careful coding of participants for full details provided in future Aus4Skills flyer/communications products</i>	Local consultant	28 October to 22 November
Submit draft report in English to Aus4Skills <i>Deliverables: data result in tables, draft report in English (maximum 10 pages) and a presentation of the key preliminary findings</i>	Local consultant	6 December
Hold dissemination workshop (TBD)	Local consultant	December (TBC)
Submit final report submission in <u>Vietnamese</u> to Aus4Skills <i>Deliverables: final report in Vietnamese (maximum 20 pages not including annexes)</i>	Local consultant Aus4Skills Program Director and MEL team	17 January 2025

3 REQUIRED INPUTS

3.1 Local consultant input

The Case Study will be implemented by the Consultant under the direction of the Aus4Skills VET and MEL teams and with the engagement and support of DVET and the LIRC where applicable. The Aus4Skills MEL team will provide technical inputs in the process of designing the survey tools/methods and monitoring the Case Study quality.

The Consultant will provide up to **45 days of intermittent inputs** from August 2024 to January 2025. The Consultant may propose inputs from additional team members to perform specific tasks as there will be a need for both technical knowledge of the VET sector and experience in monitoring and evaluation.

The Consultant will be remunerated in accordance with the National Consultants Rates, UN-EU Guidelines for Financing of Local Costs in Development Co-operation with Vietnam Version 2017 available at: [2022 UN-EU Cost Norms 9 MAR 2022 English.pdf \(europa.eu\)](https://ec.europa.eu/europeaid/press_corner/news/2022/20220309_un_eu_cost_norms_en.pdf).

The Consultant will work online and from his/her own office in completing the desk review, in designing and administering the survey, and in designing the interview questions. The Consultant is expected to conduct the key-informant interviews face-to-face in Ho Chi Minh City, Hanoi and other locations. Logistics arrangements will be discussed and agreed with Aus4Skills, and associated costs will be covered by Aus4Skills. The Consultant will receive support in administering the survey and scheduling interviews from an Aus4Skills administrator.

3.2 Key Competencies and Experience

The Consultant must demonstrate the following:

- at least 5 years of substantial monitoring, evaluation and research experience
- knowledge of VET sector concepts and practices, and experience in working with both private sector and governmental agencies in Vietnam
- excellent written and spoken Vietnamese and English skills
- demonstrated experience in conducting interviews, analysing, compiling and synthesising information and preparing reports and case studies
- experience in compiling good practice documents on development-related issues.

4 SUBMISSIONS

The Consultant's submission in response to this Request for Proposals must include the following:

- (i) CV outlining relevant experience
- (ii) Case Study Plan outlining how the Consultant proposes to approach the Case Study
- (iii) an example of a similar case study or report prepared by the Consultant
- (iv) proposed daily rates.