

TERMS OF REFERENCE

Conducting a Baseline survey and Completion of the Employability Market Assessment Report

I- Background

Aide et Action (AEA) is an international solidarity organization for development which was created in 1981, with its headquarters located in Geneva, Switzerland. It is present in 19 countries in Africa, Asia and Europe. With the vision of Changing the World through Education, AEA adopts a lifelong learning approach targeting the most vulnerable children and youth. AEA has been working in Viet Nam since 2003 in Phu Yen, Khanh Hoa, Thai Nguyen, Hoa Binh, Lai Chau and Lao Cai provinces and focuses on three main themes:

- Access and Quality of Primary and Secondary Education
- Early Childhood Care Education
- Livelihood Education.

Under the theme Livelihood Education, in 2019, AEA in Viet Nam conducted an Employability and Entrepreneurship Potential Assessment (EEPA) in Hoa Binh and Lao Cai provinces. The main scopes of this EEPA were to i)Analyze and assess the demand for labor use from the market of Lao Cai and Hoa Binh; ii)Analyze the effectiveness of entrepreneurial initiatives in the market; iii)Evaluate the job training needs of young people; and iv)Evaluate the quality and efficiency of vocational training of vocational training centers/colleges in these 2 provinces. The findings from this assessment are the inputs for AEA to implement its interventions in promoting career orientation, vocational training, employment and entrepreneurship for youth, particular those from ethnic minorities (EM).

In 2020, AEA and the Northwest Cooperation and Development Centre (NWD) are implementing a project **“Increasing access to livelihood opportunities for ethnic minority youth through the promotion of career development entrepreneurship initiatives”**. The project is co-funded by the European Union and implemented in 42 months in Da Bac and Mai Chau districts, Hoa Binh province and Bac Ha, Sa Pa districts and Lao Cai city, Lao Cai province. The target groups of the project are 7,165 EM youth aged from 16 to 30 (of which 5088 are secondary students; 1441 are vocational students; and 636 are youth at communities); 365 teachers of the vocational training centres; 584 teachers of secondary schools; 74 local authorities; and 50 local businesses/enterprises. The overall objective of the project is **to improve income for EM youth (ages 16-30 years) through the promotion of career development and entrepreneurship initiatives** in two mountainous provinces of Lao Cai and Hoa Binh. This will be achieved through the incorporation of market-oriented learning materials for upper secondary students, students at district-level Vocational Training Centres (VTCs) and rural youth

currently out-of-school; improved access to livelihood opportunities for EM youth; and effective advocacy of policymakers on best practices in market-based vocational training.

The design of the project's intervention will be based on the results of the EEPA. They will be assessed through a set of indicators (as per appendix I attached). AEA is inviting a consultant to conduct a baseline survey for this project in combination with completion of the EEPA report.

II- Purpose of the assignment

The main purposes of this assignment are to collect baseline data for the indicators listed in the LogFrame of the project and use the data to complete the EEPA report which was drafted based on the assessment conducted by AEA in 2019 (draft report is in appendix II).

III- Scope of work and timeframe

The assignment involves desk study, discussions with AEA staff in Hanoi and field work in 04 districts and 01 city Hoa Binh (Da Bac and Mai Chau districts) and Lao Cai (Lao Cai city, Sapa, Bac Ha). In addition, the consultant will be asked to make presentation in workshops organised by AEA in either Hoa Binh, Lao Cai or Hanoi. The selected consultant will work with a project team to do the field work. The desk study, field work and reports should be complete within March 2020 while presentation in the workshop will be in April or May 2020.

IV- Expected deliverables

At the end of the assignment the consultant will submit:

1. A Baseline report associated with a baseline database detailing baseline data for each and every indicators and tools to conduct baseline surveys;
2. An update EEPA report incorporating the results from the baseline survey; and
3. A PowerPoint Presentation on the results of the EEPA and report of the workshop in English and Vietnamese.

All the expected reports and database must be written and submitted in English and Vietnamese.

V- Proposal requirements

Individual/firm are requested to submit a proposal detailing conceptual framework including methodologies that s/he will use in this assignment and rationale of using that methodology; proposed outlines of each deliverable mentioned above; proposed workplan, budget, experiences in similar jobs (preferable with example) and at least 3 references.

VI- Evaluation process

There will be two stages to assess the proposal.

6.1 Stage one: submitted proposal will be assessed based on the following criteria:

#	Criteria	Maximum Score
1	Proposed conceptual framework including methodologies are relevant and corresponding to the need to deliver the respective tasks; reasonable sampling	30
2	Proposed outlines of the reports/presentation	20
3	Concise and feasible workplan for each and every task, including human resource and time required	20

4	Budget of the assignment	20
5	Qualifications and Experiences of the same job	10
	Total	100

6.2 Stage 2: interview

Shortlisted candidates will be invited to an interview with the AEA team to further discuss the her/his suitability and terms and conditions.

VII- Application process

Interested individual/organisations should send their proposal package via email to:
Info-vietnam@aide-et-action.org

Dateline for submission: 17:00, 10 March 2020.

Appendix I

List of indicators (attached)

Appendix II

EEPA Executive Summary report 2019 (attached)