Project title	Mongolia Emergency Relief and Employment Support Project IDA credit-P174116
Location	Ulaanbaatar, Mongolia
Title of the assignment	Consulting services to support an evaluation of the Demand-based Skills Program
Post title	A national consultant to provide coordination support for the Demand-based Skills Program Evaluation
Contract type	Consultancy services
Languages required:	English and Mongolian
Contract duration	Twelve (12) months

BACKGROUND

The Ministry of Labor and Social Protection (MLSP) of Mongolia implements the Mongolia Emergency Relief and Employment Support Project (MERESP) which aims to provide jobseekers and micro-entrepreneurs in Mongolia with improved access to labor market opportunities and to provide temporary relief to eligible employers and workers in response to COVID-19. The project is implemented with loan and technical assistance by the World Bank between 2020 and 2024.

The project, consisting of four components, supports:

(1) A comprehensive realignment of the current public employment service system to serve greater numbers of employers and job seekers in a more client-driven approach and in greater collaboration with private intermediation services;

(2) Strengthening the design, relevance, and demand orientation of select active labor market programs; (3) Improving the quality and availability of labor market information and analysis;

(4) Providing temporary social insurance contribution relief to eligible workers and their employers to mitigate the impact of the pandemic on businesses and workers.

Under component 2, the project will strengthen the design, relevance, and demand orientation of select active labor market programs. It will finance skills development interventions that aim at meeting the labor market demand with notable innovative features. In particular, the "Demand-based Skills Training Program" (which corresponds to the Skills Innovation Program, or SIP) will feature demand-based consultations and engagement of industry associations/councils, independent assessment, the inclusion of socioemotional skills training modules, upskilling, and recognition of prior learning, among other innovations. The program expects to provide demand-based occupational and socio-emotional skills training to at least 700 jobseekers and to provide upskilling to up to 300 workers and to undertake recognition of prior learning for up to 200 workers. The MLSP intends to scale the program up as one of its key active labor market programs after the project ends.

The SIP was approved by the National Employment Council in February 2023. The Training, Assessment and Research Institute for Labor and Social Protection (TARILSP) under the MLSP will be responsible for managing the program implementation, coordination, monitoring, and results reporting. The Implementation Guidelines of the SIP were approved by the Order A/145 of the MLSP in October 2023 and implementation is expected to begin soon after. Therefore, there is a need to design and implement a thorough process and outcome evaluation of the SIP.

The evaluation of the SIP will be managed separately by the Project Implementation Unit (PIU) of the MLSP and a national consulting firm will be responsible for data collection, data quality and data analysis as well as drafting the outcome evaluation and process evaluation reports. The MLSP therefore seeks to hire an experienced local consultant who will support the MLSP and the national consulting firm in designing and undertaking an evaluation of the piloted interventions under the SIP. Specifically, the evaluation should provide a thorough understanding of how the program was implemented, identify areas for improvement, and assess the outcomes of the program on beneficiaries.

DUTIES AND RESPONSIBILITIES

Scope of Work:

The local consultant will perform as an Evaluation Coordinator under the MLSP/PIU and work with regular inputs and feedback from the World Bank team, MLSP/PIU and TARILSP teams and consultation with all relevant stakeholders thereof. Specifically, the consultant will be supporting the MLSP/PIU, TARILSP and a consulting firm in designing the evaluation methodology and tools and monitoring the implementation of the evaluation to ensure that the processes and products are undertaken with high quality. The consultant will also support the consulting firm in finalizing the evaluation reports, summarizing its main findings and formulating lessons learned and recommendations for the scale-up of the program.

Tasks: In particular, the consultant will undertake the following tasks:

1. Together with the World Bank team, PIU and TARILSP team, finalize 1) the design of the process evaluation and 2) outcome evaluation for the SIP;
2. Draft the data collection, data quality assurance and data analysis strategies for the process and outcome evaluations;
3. Draft, incorporate comments received from WB, MLSP/PIU and TARILSP teams, and finalize the data collection instruments;
4. Regular monitoring and quality assurance of all aspects related to the evaluation, including the data collection and data analysis processes;
5. Assist and take part in the training of enumerators and survey supervisors;
6. Oversee the overall quality of the information collected;
7. Review all products generated by the consulting firm responsible for data collection and provide feedback in a timely manner;
8. Support data analysis and drafting of evaluation reports, including formulation of lessons learned and recommendations.

It is to be noted that due to the plan that the training will be organized in batches, baseline and endline data collection will need to be implemented/repeated several times.

Deliverables:

The consultant is expected to develop a work plan that will indicate the timelines of the key deliverables and be approved by the MLSP. A consultant will produce the following deliverables:

Deliverable 1: *to be delivered by December 20, 2023:*

1.1. Finalized concept note of the SIP outcome and process evaluations;
1.2. Data collection & data quality assurance & analysis strategy for outcome and process evaluations
1.3. Draft TOR for a national consulting firm to undertake data collection & analysis;

Deliverable 2: *to be delivered by January 17, 2024:*

2.1. Finalized baseline data collection instruments and methodology for outcome evaluation (in any case, to be completed before registration of training participants of the first batch);
2.2. Finalized process evaluation data collection instruments and methodology;

Deliverable 3: <u>*to be delivered by May 15, 2024:*</u>

3.1. Baseline survey final report for outcome evaluation [1] , including report on data quality, and its ppt slides;

3.2. Finalized endline data collection instruments for outcome evaluation;

Deliverable 4. <u>*to be submitted by September 30, 2024:*</u>

4.1 Endline survey final report for outcome evaluation, and its ppt slides;

4.2 Finalized process evaluation report, and its ppt slides;

Deliverable 5. <u>*to be submitted by November 15, 2024:*</u>

5.1. Finalized synthesis report including lessons learned and recommendations, and its ppt slides.

Contract duration:

A contract will cover the period from December 1, 2023 to November 30, 2024 (12 months).

Contract Price:

The contract price is negotiable with the consultant. The total price of the contract will be up to MNT 50,000,000 and include all costs required to perform the deliverables identified in the TOR.

A consultant will deliver the products at no cost if any of the deliverables stipulated by this TOR cannot produced before the contract ends due to justifiable circumstances, and for this reason, extending the contract duration.

Monitoring and progress control:

A consultant will work under the supervision of the MLSP and the MERESP PIU while performing the activities in this contract. The performance of a consultant is evaluated based on the following indicators:

1.   Completion of tasks specified in ToR;
2.   Compliance with the established deadlines for submission of deliverables;
3.   Quality of work.

Reporting:

The consultant will report directly to the MERESP team (MLSP/PIU and World Bank). The MERESP team will be responsible for the technical and administrative supervision of the work to be carried out under these terms of reference. A consultant will fill out a Deliverable acceptance form for each scheduled deliverable to the MLSP/PIU before receiving the contract payments.

Schedule of payments:

The contract price is output-based regardless of the extension of the herein-specified duration. Payments shall be in three installments based on the list of deliverables.

The consultant will be paid in the following schedule:

Deliverable	Payment as % of total contract price
Deliverable 1.1; 1.2 and 1.3	20%
Deliverable 2.1 and 2.2	20%
Deliverable 3.1 and 3.2	20%
Deliverable 4.1 and 4.2	20%
Deliverable 5.1	20%

Terms and conditions:

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[1] Drafting and finalizing of the baseline and endline reports and the process evaluation report will be responsibility of a consulting firm, with support from the local consultant.

The data collected and the reports produced in relation to this assignment are the property of the Ministry of Labor and Social Protection (MLSP) and the World Bank. The selected consultant shall not use this data for its own research or use it for commercial purposes.

REQUIRED SKILLS AND EXPERIENCE

The following qualifications, experience and skills will be required:

Educational Qualifications:

- A consultant should have at least a master's or higher degree in economics, sociology, public administration, or other related fields;

Experience:

- Proven experience in designing impact/and or outcome/and or process evaluation of social programs and projects or at least 5 years of extensive experience in monitoring and evaluation of social programs;
- Work experience in implementing /monitoring/evaluating the WB and other international donor organizations' projects would be an advantage;Experience in workforce development and active labor market programs will be an asset

Competencies:

- Ability to work independently and guide others;
- Proficiency in written and spoken English and Mongolian;
- Good teamwork skills and ability to manage complex tasks.