

TERMS OF REFERENCE AND SCOPE OF SERVICES

**MICRO AND SMALL ENTERPRISES
AUTHORITY**

**NATIONAL YOUTH OPPORTUNITIES TOWARDS ADVANCEMENT
(NYOTA)**

TERMS OF REFERENCE FOR CONSULTANCY SERVICES

***Individual Consultant to Support Monitoring and
Evaluation under NYOTA Component 2***

January 2025

1 INTRODUCTION

The National Youth Opportunities Towards Advancement (NYOTA) is a project fully funded by an International Development Association (IDA) credit to the Government of Kenya (GOK). NYOTA will build upon the Kenya Youth Employment and Opportunities Project (KYEOP) and will focus on establishing a foundation and systems for the sustained creation of opportunities for employment, earnings, and savings to improve economic empowerment among youth in all 47 counties. It will also leverage partnerships with private sector employers and counties to generate meaningful employment for a large number of vulnerable youth in Kenya.

The project comprises the following components:

- Component 1: Improving youth employability.
- Component 2: Expanding employment opportunities.
- Component 3: Supporting youth savings.
- Component 4: Strengthening Youth Employment Systems, Capacity, and Project Management.

1.2 Component 2: Expanding Employment Opportunities

This component aims to expand employment opportunities through entrepreneurship development and support to social enterprises. The objective is to address key constraints and market failures that limit the participation of vulnerable youth in productive entrepreneurship. The primary beneficiaries of this component are youth aged between 18 and 29 years. The upper age limit for Persons with Disabilities (PWDs) will be 35 years, with a Form Four level of education or below.

2 SPECIFIC ASSIGNMENT AND OBJECTIVES

The overall objective of this assignment is to support NYOTA Component 2 monitoring, evaluation, accountability and learning (MEAL) function by developing high quality tools and frameworks to ensure that meaningful data is collected, analysed and disseminated.

MSEA invites eligible individual Consultants to undertake the (i) development of a monitoring, evaluation, accountability and learning framework and plan, (ii) development of a data management system (iii), development of pragmatic

approaches for the reconstruction of baselines or midlines for assessing Project outcomes and impact, and (iv) capacity building MSEA on monitoring, evaluation, accountability and learning. Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to deliver the services.

3 SCOPE OF WORK

The scope of work for possible assignments under the consultancy includes but not limited to;

- 1) Development of a monitoring, evaluation, accountability and learning framework and plan.
 - a) Conduct a thorough literature and desk review of key strategic documents relating to NYOTA Project including the Project Appraisal Document (PAD), Project Implementation Manual (PIM) and Project Operations Manual (POM).
 - b) Interview key personnel at MSEA headquarter and in the field and other Project partners to identify opportunities and gaps relating to Component 2 monitoring and evaluation.
 - c) Define an overall approach to Component 2 monitoring, evaluation, accountability and learning in the context of the existing and potential capacity, needs and expectations of stakeholders.
 - d) Guided by the NYOTA Project Results Framework, develop Component 2 specific processes, output, outcome and impact level indicators for progress monitoring.
 - e) Develop a monitoring, evaluation, accountability and learning Framework in consultation with Component 2 activity heads and other key stakeholders.
 - f) Prepare an annual monitoring and evaluation plan consistent with Component 2 design and Project roll out plan.
 - g) Develop simple and user specific monitoring guidelines to be used in monitoring process.

- 2) Development of a data management system including mobile data collection methods and tools, manuals, protocols, methodologies and information visualization dashboards.
 - a) Develop information recording and reporting formats that meet reporting requirement of the MSEA Project Implementation Unit (PIU), NYOTA Project Management Unit (PMU) and the World Bank.
 - b) Develop relevant tools for data collection and analysis based on the needs identified and develop corresponding guidance for users with specific reference to NYOTA objectives and results framework.
 - c) Identify appropriate principles and guidelines to ensure ethical use of data to support decision making and advocacy.
 - d) Design relevant dashboards and data visualization tools that can be adopted for different audiences.
 - e) Prepare a data collection and management plan detailing the data sources, intervals, durations and collection modalities for routine monitoring, tracer studies and evaluations.
 - f) Design mechanisms to strengthen knowledge management and learning to include but not limited to data triangulation across the different Component 2 activities, sharing the information/data across the different implementation agencies as well as with the other stakeholders.
- 3) Project evaluation and development of pragmatic approaches for the reconstruction of baselines or midlines for assessing Project outcomes and impact.
 - a) Identify an appropriate evaluation methodology for Component 2 including approaches for reconstructing baselines or midlines.
 - b) Develop an evaluation framework that includes sampling strategy and methods, data collection tools and management system to extract valuable insights on Project impact.
 - c) Develop a Project evaluation indicators data collection methodology.
- 4) Capacity building MSEA on monitoring, evaluation, accountability and learning.
 - a) Develop an appropriate capacity building package for MSEA staff to address potential gaps and strengthen the monitoring, evaluation, accountability and learning function.

- b) Capacity build MSEA staff on the monitoring, evaluation, accountability and learning framework and plan.

4 MSEA's OBLIGATIONS

- a) Verify that the monitoring, evaluation, accountability and learning Framework and all the accompanying documents, tools and reports meets the expected standards.
- b) Advise improvements to the developed tools based on stakeholder feedback, pilot experiences and evidence.
- c) Review and provide feedback for on data management tools and dashboards.
- d) Organise workshops to share findings and progress of the assignment.
- e) Review and approve submitted reports.

5 DELIVERABLES /SPECIFIC OUTPUTS EXPECTED FROM THE CONSULTANT

- i. A comprehensive Inception report detailing the consultants' understanding of the assignment and methodology, as well as the structure or content of other deliverables including a desk review report and an analysis report of existing monitoring, evaluation, accountability and learning processes. This will also include interviews with staff at Headquarter and the counties.
- ii. Zero draft framework and plan document detailing the expected monitoring, evaluation, accountability and learning needs under NYOTA Component 2 including strengths, weaknesses and challenges in existing data collection and reporting tools.
- iii. Draft 1 framework and plan document and a Workshop 1 report, this will include mapping of indicators.
- iv. Draft 2 framework and plan document and a Workshop 2 report.
- v. Data collection tools on a digital platform.
- vi. Information visualization dashboards.
- vii. Validation Workshop Report.
- viii. A data collection and management plan detailing the data sources, intervals, durations and collection modalities for routine monitoring, tracer studies and evaluations.
- ix. Tested, reviewed and approved data collection tools.

- x. Final monitoring, evaluation, accountability and learning framework.
- xi. MSEA staff monitoring, evaluation, accountability and learning capacity building workshop report.

6 CALENDER OF ACTIVITIES

Activities and corresponding outputs are summarized in the table below;

| Activities | Deliverables/Outputs | Timelines |
|--|---|-----------|
| PHASE 1 | | |
| Inception Report detailing understanding of the assignment with the proposed methodology, desk review of relevant documents including existing policies, guidelines and strategies related to NYOTA. | Inception report detailing the structure of the Framework including a Desk Review report and an analysis of existing processes. | 4 days |
| Inception meetings with key MSEA staff at HEADQUARTER and in the counties to analyse of existing M&E processes to identify gaps and opportunities. | Inception meetings report. | 4 days |
| PHASE 2 | | |
| Prepare a Zero draft of the framework and identify the necessary tools to be developed. | Zero draft framework document. | 4 days |
| Workshop 1 to present the Zero draft. | Workshop 1 report. | 3 days |
| Consolidate input from Workshop 1 and prepare Draft 1. | Draft 1 framework document. | 3 days |
| Workshop 2 with specialists and experts from other Project implementing agencies to review draft 1. | Workshop 2 report. | 2 days |
| Consolidate input from workshop 2 and prepare Draft 2. | Draft 2 framework document. | 3 days |
| Prepare data collection tools on a digital platform. | Data collection tools on a digital platform. | 4 days |
| Design data visualization dashboards | Information visualization dashboards | 4 days |
| Prepare a data collection and management plan detailing the data | A data collection and management plan | 3 days |

| | | |
|--|---|----------------|
| sources, intervals, durations and collection modalities for routine monitoring, tracer studies and evaluations | | |
| PHASE 3 | | |
| Validation workshop with various key stakeholders at the National and County levels to review and validate draft 2, tools and dashboards. | Validation Workshop Report. | 1 day |
| Test and review the data collection tools and dashboards. | Approved data collection tools and dashboards. | 3 days |
| Consolidate input from validation workshop and prepare the final NYOTA monitoring, evaluation, accountability and learning framework and plan. | Final NYOTA Component 2 Monitoring, Evaluation, Accountability and Learning Framework and Plan. | 4 days |
| Training workshop for staff on the NYOTA Component 2 M&E system. | Training workshop report. | 3 days |
| Total | | 45 days |

Table 1: Schedule of activities and payments

7 MINIMUM QUALIFICATIONS AND EXPERIENCE

1. Master's Degree in Economics, Entrepreneurship, Project Management, Business Administration, Development Studies, Statistics or related field from a recognized University;
2. A minimum of eight (8) years' experience in project monitoring, evaluation, accountability and learning. Experience in a similar role within the last 3 years;
3. Experience in designing and developing mobile data collection tools on versatile data management platforms;
4. Experience in designing and integrating data visualization dashboards using interactive analytics platforms;
5. Good command of relevant computer applications with significant capabilities in data management and analysis software;
6. Experience and expertise in conducting and managing surveys;
7. Capacity to work under pressure and meet tight schedules and deadlines

with minimal supervision;

8. Excellent data analysis, report writing and organizational skills;
9. Excellent communication, analytical, and interpersonal skills; and,
10. Proficiency in written and spoken English and Kiswahili.

8 LOCATION

The assignment will be carried out primarily in Nairobi. The consultant may be required to travel and interview staff and stakeholders in some select counties.

9 TIMEFRAME, DURATION AND COMMENCEMENT

The monitoring and evaluation consultant will be engaged for 45 business days spread over a period of 12 months. The assignment will commence immediately after the contract is signed.

10 REPORTING

The consultant will report to the Chief Executive Officer, Micro and Small Enterprises Authority (MSEA).

11 PROPOSAL SUBMISSION AND SELECTION

Selection of the Individual Consultant will be done in accordance with the applicable Kenyan laws and World Bank's Procurement Regulations for IPF Borrowers' July 2016, updated September 2023 Fifth Edition". MSEA reserves the right to terminate contracts for non-performance or emergent capacity constraints of the Consultant.

Applications with detailed Curriculum Vitae and copies of relevant documents and testimonials (paginated and stamped/signed on each page) should be submitted in a plain sealed envelope, clearly marked with the contract reference number and title of the consultancy in two sets with Sealed financial proposal labelled 'FINANCIAL PROPOSAL' sent or delivered to the address below by **Thursday 16th January, 2025**. The rates in the proposal shall include all of the costs including the applicable statutory deductions.

**Director General / Chief Executive Officer
Micro and Small Enterprises Authority
Utalii House , Utalii Lane Mezzanine one
Nairobi, Kenya
Email: info@msea.go.ke**

Only successful consultants will be contacted.