

TERMS OF REFERENCE

For

CONDUCTING A TRACER STUDY FOR TECHNICAL VOCATIONAL EDUCATION AND TRAINING (TVET) EMPLOYMENT OUTCOMES OF GRADUATES FROM ITIs IN MEGHALAYA

Background of the Project

The Government of India (GoI) introduced its National Policy for Skill Development and Entrepreneurship in 2015. A policy implementation framework is provided by the National Skill Development Mission (NSDM). The mission reflects the Government's commitment to skilling opportunities for economically disadvantaged/underserved communities and developing a globally competitive workforce. The mission also seeks to shift toward outcome-focused training provision and establishes and enforces cross-sectoral, nationally and internationally acceptable standards for skill training by creating a sound quality assurance framework. The national Skills Strengthening for Industrial Value Enhancement (STRIVE) project has been developed by the GoI with World Bank assistance to incentivize the critical institutional reforms required in the institutional training systems—defined as the Industrial Training Institute (ITI) and apprenticeship—to meet the GoI's commitment to provide skilling opportunities for economically disadvantaged/underserved communities and developing a globally competitive workforce. The key objective of STRIVE is to improve the quality and market relevance of vocational training provided through ITIs and apprenticeship.

The Program for Results (PforR) instrument is particularly suited to achieving the GoI's results-based objectives, as it allows for improvement of the systems and institutions that are critical to the implementation of the GoI project. The instrument will ensure a sharp focus on the most important results the GoI wants to achieve (that is, improve relevance and efficiency of vocational training), allow for flexibility in the end use of funds by states and training institutions, support the development of state-level capacities to manage ITIs more effectively, incentivize introduction of performance-based management principles, and strengthen output and outcome monitoring.

STRIVE is divided into four results areas:



The major activities under STRIVE includes:

- a) Performance-based grants for upgradation of selected ITIs
- b) Performance-based funding to state governments to incentivize reforms

- in state management of ITIs and apprenticeship training
- c) Overhauling curricula and TL resources in selected key Craftsmen Training Scheme (CTS) programs
 - d) Enhancing distance and blended learning in pre-employment and in-service teachers training
 - e) Incentivizing SME participation in modern apprenticeship training through grant funding of industry apprenticeship initiatives (IAIs)
 - f) System development, capacity development, and advocacy for apprenticeship training

Directorate of Employment & Craftsmen Training is actively participating in implementing the STRIVE project in the state of *Meghalaya*. A State Steering Committee (SSC) has been formed to guide the implementation of project in the State. A State Project Implementation Unit (SPIU) has been formed, to assist the SSC for the implementation of the project. At the state level, State Project Implementation Units (SPIUs) will be responsible for providing fiduciary guidance, implementation, monitoring, and facilitation of STRIVE.

Specific information regarding the assignment

The SPIU intends to hire/engage a firm/agency/organization to carry out a tracer study of trainees graduated from all ITIs in the state (both project and non-project).

There are 11,000+ private and 3000+ public ITIs in India. Out of which Meghalaya has 1 private and 11 public ITIs.

The SPIU wishes to hire the services of a consultant to carry out a tracer study of trainees from the project and non-project ITIs.

Objective of the Assignment

The objective of this consulting assignment is to engage a consulting firm or consortium (“Consultant”) to carry out a tracer study of trainees from project and non-project ITIs in the state to understand their career progression in the labor market. The *Tracer Study* should provide a feedback for improvements in TVET. A broad range of aspects of employment and work as well as prior learning experiences shall be included. Not only simple descriptive findings will be produced. The *Tracer Study* shall try to explain the causes of employment outcomes (professional success) and to analyses the impact of various features of TVET.

A standardized questionnaire will be the research instrument to be used by all TVET institutions in order to allow comparability of the findings. Adaptations to institutional and sectoral specifics shall be made possible. The survey will be a multi-purpose survey: it will not only serve to give a general feedback to the TVET institutions and other stakeholders in an identical way. Many versions of questionnaires might be created which should comprise the questions presented to all graduates from TVET institutions (core questionnaire), field-specific questions, Trade specific and institution-specific questions. The information will be collected through a questionnaire with a dominance of “closed questions” (categories for response provided) and some open questions (like job title, economic sector, work tasks). This is the most preferable option of collecting information from a large number of graduates, while interviews could be undertaken at most for small samples of graduates.

The objective of this Terms of Reference is to select an organization/Firm (Consultant) that will

be responsible for conducting a survey and delivering quality data according to the expectations and protocols, and within a timeframe defined by the NPIU/SPIU.

Experience, Resources and Delivery Capacity Required:

A national/international Research Organization/ Consulting Firm will be selected following the Consultants' Qualifications Selection (CQS) method in accordance with the procedures set in the Procurement Guidelines. The Expression of Interests (EoIs) will be evaluated based on the complete information provided in the prescribed Template. The Organizations/Firms must provide information and documentary evidences to establish that they have - technical knowledge on TVET field, labor market and sufficient writing skills to carry out the tasks, Minimum of 3 years relevant professional experience in research for any national/international agencies, knowledge and experience in vocational skills training programs, strong experience in conceptualizing and implementing tracer studies within the context of TVET and preferably in the context of India and excellent communication and report writing skills. The firm(s) should include in their expression of interest the following information:

- a) Supporting documents for experience and qualifying Criteria, CVs of proposed Key personnel, audited financial statement, certified copy of incorporation/constitution, for this project as per the ToR.
- b) Minimum qualifying criteria, which includes number of years of experience, turnover requirement, and required infrastructure. Eligible entities to participate must indicate the number of successfully completed training.
- c) Management competence, which includes Conducting Tracer Studies, quality control and assurance of TVET
- d) Coordination and Approach and Methodology
- e) Technical competence, which includes Firm's specialization vis-à-vis the sectoral focus of the assignment in ToR, number of similar projects undertaken and proposed team for the assignment
- f) Experience working in similar geographic regions of countries specially in India

Scope of work/Essential duties

The Consultant/Firm will be responsible for collecting and analyzing quality data according to the expectations and protocols, and within a timeframe. For the survey, the major duties of the agency will include:

- To measure the labor market performance of STRIVE supported ITIs;
- Reasonableness testing of the data (with SPSS syntax) as a part of data quality controls.
- Assess the impact of the ITI training programs in terms of relevance, effectiveness, efficiency and sustainability.
- Obtain the views and opinions of employers on the impact, quality and relevance of ITI training programs.
- Assess graduate/Pass-outs satisfaction level relating to the type of ITI training attended
- Clear methodology: tracer study instruments and indicator measurement, analytical approach and robustness check approach

Methodology

The Consultant should come up with a detailed analytical strategy based on the following guidelines:

- a. Elaborate the tracer study methodology and key approaches including the stages of the study, data collection methods, analysis and report writing
- b. Finalize a detailed methodology for tracing the trainees in the sample in consultation with the SPIU and NPIU. The methodology will include steps for visiting ITIs, obtaining list of trainees from which to sample, preparing the random sample of trainees to be traced and the procedure to be followed by field investigators for reaching the trainees and interviewing them. The sample of trainees will include a buffer number to replace those trainees who cannot be traced within a 100 KM of the ITI they attended
- c. Plan and conduct the study on sampling basis in a representative manner to ensure national representation of data as well as urban/rural, age and sex segregation of the findings of the quantitative aspects of the study.

Suggested sample size and mode of data collection envisaged for this study is as follows:

- i. The total sample size envisaged for this study is 70% of 12 ITIs in the state across project and non-project ITIs.
 - ii. The sample may be further stratified according to rural/urban location, minority criteria and other criteria. The sample size should ensure capturing minimum of 10% of the population of ITI graduates of the state.
 - iii. To select sample of trainees from each project ITI, 30 trainees who have passed out from the ITI would be selected. A considerate representation at trade levels should also be considered.
 - iv. To select sample of trainees from each non-project ITI, 20 trainees will be randomly selected from among those who have passed out *<within 2 years>* [10 from among those who have completed one year of training and 10 from among those who have completed two years of training.]
- d. The ITI sample should cover both rural and urban areas. The sample should aim to capture the diversity of trainees in terms of their age, SC/ST/ OBC status, minority status, disability, education level and household economic status. The sample should also include representation at the trade level and cover both engineering and non-engineering trades.
 - e. The main data collection tool will be the trainee questionnaires which will be administered to the sample selected trainees from all sample ITIs. (Project, non-project).

The Consultant shall develop appropriate data collection tools (in English, Hindi and other regional languages if required), surveys, and protocols that allow data to be disaggregated by SC, ST, OBC, minority status, disability and age.

- f. The sample trainees will be physically traced and interviewed face-to-face with a structured interview schedule.

Even within subgroups—single, married, disabled—there may be significant differences in education and skills levels, which may have implications for tracer study output. Survey questions about employment status/occupation should consider several response

options to account for the many roles trainees may play, including their unpaid household work and farm labor.

- g. The ITI trainee questionnaires will focus on inter alia the following key questions for trainees from both project and non-project ITIs. The study will also collect personal and socio-economic background of trainees to generate disaggregated findings (by gender, SC/ST, rural-urban location etc.) and as controls.
- h. The Tracer study should be planned and conducted to ensure representation of all categories of ITI Graduates/Pass out in order to reduce bias in the results. For sample selection both the Stratified and systematic random sampling procedure should be adopted for the study, details of which are given below:

(a) Stage-I

Gender (Men & Women) wise distribution of ITI Graduates in proportionate to their respective share to the total ITI pass outs in the selected academic year should be finalized.

(b) Stage -II

Gender wise distribution data is further classified based on the representation of social class wise (SC, ST, OBC and General) in proportionate to their respective share to the total ITI pass outs in the selected academic year.

(c) Stage – III

Systematic random sampling method is to be adopted to arrive at the sample size (Minimum 5% of total ITI pass outs in the selected academic year) from the above data for each stratum (SC/ST/OBC/General)

Key questions to be covered are:

- i. Employment and income status of the graduates prior to their training in ITI
- ii. Current employment and income status of ITI trained trainees
- iii. Social and economic (i) enablers and (ii) barriers facing graduates in securing valued employment
- iv. Labor force participation and employment rates of trainees with gender and social background (SC/ST) disaggregation;
- v. Type of employment-wage employment, self-employment, apprenticeship; permanent/temporary, full-time/part-time;
- vi. Wage levels of the trainees if employed-full-time/part-time; income levels if self-employed; and allowances if apprenticeship-formal or informal;
- vii. Time taken to get first employment by the trainees and employment history and increase in wage with each change of job;
- viii. Sector of employment (if employed in the same sector/skills the trainees learnt);
- ix. Job/occupation characteristics if employed or self-employed;
- x. Job search methods used;
- xi. Usefulness of training obtained;
- xii. Trainee satisfaction with training received;
- xiii. Reasons for unemployment or not joining the labor force and current

activities (including further education and training etc.)

- xiv. Document about 50 good cases of trainees (including a few from Minorities ITIs) who are doing well in the labor market.
- xv. Personal details including information on the socio-economic background of the graduate.
- xvi. Graduate's perceptions of the quality and usefulness of the trade(s) studied
- xvii. Employment history of the graduate from the time he/she passed out from the ITI
- xviii. Suitability and employment potential of trade acquired in ITI.
- xix. The sectors in which the ITI graduates received training and the sectors in which they ultimately secured employment needs emphasis to find out the relationship between training received and employment.

Outputs/Deliverables and Payment terms:

S. No.	Key Deliverables	Time-line	Payment (indicative)
1	Inception report with summary appreciation of ToR, detailed methodology, draft questionnaire and work plan. Finalized questionnaires and other data collection tools Detailed Study Design and Plan (including Team Mobilization and Training of the Team to be positioned)	Within 2 weeks from the date of award of contract	10%
2	Pilot Study (10% of sample size) and Finalization of Study Instruments (including Field Manual for Investigators)	3 weeks after the study design and plan approval by the SPIU	20%
3	Completion of Field Survey	4 weeks after the pilot is conducted	20%
4	Data Entry in Agreed Electronic Format and Analysis (to be Made Available to the SPIU)	2 weeks after the field survey is completed	-
5	Draft Report	2 weeks after data analysis completed	20%
6	Final Report	1 week after the comments on the draft provided by the SPIU and finally accepted by NPIU.	30%

Team Composition of the Firm/Organization Required

The team members of Firm/Organization should comprise of following team / manpower to conduct the study. The number of positions are indicative, the actual number of positions to be decided by the firm/organization in order to ensure timely accomplishment of the assignment. Position wise required qualification and experience depicted in the table below.

Designation	Number of Positions	Minimum Qualification	Experience	Engagement time period
Key Experts				

Designation	Number of Positions	Minimum Qualification	Experience	Engagement time period
Team Leader	1	Master's degree or higher in management, statistics, economics, social science or equivalent discipline.	At least 10 years of experience in designing and leading assessment studies in India. At least five years research experience and knowledge of the research methods and survey methodology	1 man-month
Senior Analyst	1	Master's degree or equivalent in economics, statistics or equivalent. Proficient knowledge of statistical software.	At least 8 years of experience in managing data processing, data assurance and data transfers in surveys in India.	2-man months
Analyst	1	Master's degree or equivalent in economics, statistics or equivalent. Proficient knowledge of statistical software.	At least 5 years of experience in managing data processing, data assurance and data transfers in surveys in India.	2-man months
Total				5 man-months
Non-Key Experts				
Field Team Members	5	Bachelor's degree in social work or equivalent; preference would be given to Master's degree or equivalent in social work, social science or equivalent discipline. Good knowledge of local language(s).	At least 2 years of experience in implementing surveys in and managing fieldwork on surveys in India.	As required
Data Entry Operators and sufficient number of Computers, Desks, printers,	Estimated based on expected work plan	N/A	N/A	As required
Designation	Number of Positions	Minimum Qualification	Experience	Engagement time period

vehicles for transportation and any other required logistics and supplies				
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* The estimated number of personnel is tentative, and the Consultant may deploy personnel based on the timeline of requirement and deliverables within the time period—all subject to SPIU’s approval.

Activity Plan

The consultant should complete the study in 14 weeks from the start date of the consultancy. The consultant selected to conduct this study will do the following:

- a) Prepare a study design and plan, which will include the following:
 - b) A detailed sampling frame with proper representation of all types of project and non-project ITIs. This will include statistical methods for selecting the sample ITIs and trainees for the tracer study;
 - c) Preparation of data collection tools and interview schedule for trainees;
 - d) Plan for piloting the research tools.
 - e) Prepare a field-manual based on the pilot findings to be used as reference guide by field- investigators.
 - f) Final data collection tools.
 - g) Main field survey including plan and calendar for field investigations and quality monitoring of field investigations.
 - h) Composition of the research team, field investigators, and plan for their training
 - i) Data entry details
 - j) Data analysis framework and plan
 - k) Data analysis and prepare the report of the tracer study.

Reporting

The agency will work closely with SPIU on the engagement.

Additionally, SPIU will perform the following activities:

- a) Provide a complete list (name, address, etc.) of project and non-project public ITIs and private ITIs from which the study sample will be selected;
- b) Review and approve the Study design, plan, and draft tools ;
- c) Review and approve the pilot study plan and findings and final tools;
- d) Facilitate the field-investigators work with respect to state and ITI cooperation such as by providing a letter of introduction and endorsement of the study;
- e) Undertake visits to triangulate work of field investigators;
- f) For quality assurance, at least 5 percent of the total sample size should be supervised and

verified by SPIU to ensure that the data collected are in accordance with the research questions set and sample size are entirely covered.

- g) Review and approve the data entry and analysis;
- h) Review and approve the draft report;
- i) Review and approve the final report.

Copyright

All study materials and data from the study will be the sole property of the SPIU. The Consultant will submit all the materials, secondary and primary, including the filled questionnaires, collected for the purpose of the study.