

Terms of Reference

Title of Assignment	International consultancy End Line Survey on Youth Service Initiative and Study on skills development needs and adolescent mental health	
Purpose	Assessment of benefits of Youth Service Initiative, obtaining information on situation of youth, including skills development needs and mental health.	
Section	Youth and Adolescent Development	
Contracting type	International institutional contract	
Location	Baku, Azerbaijan	
Duration	56 days	
	From: 20 October 2021	To: 31 of January 2022

1. Background

Azerbaijan is a young country with over one-third of its population under the age of 24. The well-being of young people is a major determinant of economic and social development and a key indicator of the potential progress of a country. Azerbaijan recognizes how critical this is for achieving national strategic goals. Since 2002 when the Law on Youth Policy was passed, Azerbaijan has been increasing its focus on and investment in its young people. The State Youth Programme 2017-2021 laid out the implementation of the Youth Policy, including main objectives, timelines, budget, and an action plan that assigns specific activities to specific Ministries.

UNICEF Azerbaijan, through its Country Programme of Cooperation with the Government of the Azerbaijan in 2016-2020 implemented a comprehensive Adolescent Development and Participation Programme. The Baseline Survey carried out in 2016-2017 in 6 districts across the country identified challenges of adolescents and young people in physical and mental health, education and learning, economic opportunities, protection and participation/engagement. Several programmes were implemented to address some of the challenging areas particularly in youth-friendly services and youth participation through the projects such as the UN-Joint UN House programme, the Basic Life Skill Education initiative, and the Azerbaijan Youth and Adolescent Participation (AYAP) programme. However, interventions in some other areas such as adolescent and youth mental health, skill development and employment support were still insufficient. The COVID-19 pandemic has increased the challenges particularly in these areas that adolescent and young people will continuously face in the coming years.

Since the State Youth Programme had been ended by 2020, the Ministry of Youth and Sports (MoYS) is planning to conduct a review and assessment of the State Youth Programme and develop a new State Programme for the future years. From UNICEF, the previous Country Programme 2016-2020 required an endline survey to assess the outcomes of the programme interventions, and the new Country Programme 2021-2025 also defined new focuses on the two critical areas of adolescent and youth mental health and skill development.

The proposed End Line Survey on Youth Service Initiative and study on skill development needs and adolescent mental health serves multi-purposes, aiming to provide the most updated information about the situation of adolescents and youth development in Azerbaijan, and set up a new baseline for the future government and UNICEF's programme interventions.

More specifically, the study will use mixed (quantitative and qualitative) research methods to:

- Collect information to support assessment of the State Youth Programme 2017-2021;
- Collect information to support assessment of the Adolescent and Youth Programme of the UNICEF Country Programme 2016-2020;
- Referring to international methodologies and good practices, collect information and analyze situation of adolescent and youth development with special focus on mental health and skill development needs for employability.
- Propose key recommendations for the future youth policies and programmes in Azerbaijan.

Key stakeholders for this study include:

- Ministry of Youth and Sports (MoYS);
- Ministry of Education (MoE);
- Youth Foundation;
- NGO/CSO partners and Youth Organizations;
- Other UN Agencies and international organizations;.

2. Purpose

The international consulting Agency is expected to provide technical guidance and leadership on implementation of the End Line Survey on Youth Service Initiative/Youth Situation Analysis and Assessment Study to achieve above mentioned objectives. The consulting Agency will ensure the design of the study, both quantitative and qualitative methodologies that would meet the study objectives. By working with a national research team and a national consultant, the international consultant(s) will ensure quality of the data collection, data processing and analysis, and development of a comprehensive study report with recommendations to UNICEF and government partners on further enhancement of youth development and participation in the country.

3. Description of tasks

Within this assignment the following tasks should be fulfilled:

1. Undertaking desk review of the existing documents, including but not limited with the State Youth Programme 2016-2020, the UNICEF Country Programme Document (CPD) 2016-2020, and the new CPD 2021-2025, the UNICEF Baseline Survey Report (2018), the Youth Study by MoYS (2019), as well as global and regional guidelines, framework and research methodologies on youth development, in particular the area of mental health and skill development, and any other references identified by the consultant(s)
2. Defining the scope of the research and developing qualitative and quantitative methodologies, tools and implementation plan including identification of target population, defining indicator framework and key questions, developing quantitative methods and tools including sampling methods and framework, questionnaire(s), digital or face-to-face data collection tools and training package for the national research team in implementation of the survey, developing qualitative research such as Focus-Group Discussions, individual interviews and observations etc. with key stakeholders focusing on skill development and mental health, preparing the implementation plan with clear time-frame and logistic requirements for the study; and together with UNICEF defining a report structure for the final report.
3. Providing technical guidance on data collection by managing the selection of a national research team in field data collection, developing data entry and data analysis programs and ensuring quality of data entry and data processing results Providing technical support to the local research team for quality assurance including proper

training and guidance to the implementation of data collection, field supervision and monitoring.

4. Conducting analysis and assessment and preparing the full research report. Conducting some qualitative information collection in particularly with national stakeholders. Analyzing data with special attention on equity analysis with disaggregation by sex, age, geographic location, disability and IDP communities. Preparing a draft report with comprehensive analysis and recommendations and consulting with relevant stakeholders through a validation workshop. Finalizing the research report including a high-quality Executive Summary/Policy Brief, and a PowerPoint Presentation.

Deliverables and timeframe

Tasks/Milestone:	Deliverables/Outputs:	Suggested delivery duration to be proposed by applying institution:
1. Preparing and revising detailed task breakdown for the assignment. Undertaking desk review of relevant documents and international experience in research tools and approaches for measuring issues related to adolescents. In consultation with the UNICEF Country Office team, preparing preliminary study methodology and scope, and developing an inception report	An Inception Report not more than 15 pages with additional Annexes, covering: <ul style="list-style-type: none"> - Defined study methodology, including sampling methods, sample size, and qualitative study proposals that would to the extent possible explore the possibility to use innovative approaches to data collection, such as online surveys, with the consideration of reaching the most disadvantaged groups¹. Ethnic, gender and vulnerable population (including disability and IDPs) with equity lens should be considered in the methodology development. - A detailed work plan for the study with a timeframe and requested local support. - A Technical Note on the survey to be shared with the Ministry of Youth and Sports and Ministry of Education, Youth Foundation of Azerbaijan. - A proposed study report structure with proposed table of contents and key study question 	26 October, 2021
2.Design of data-collection tools and forms; Coordinating assignment with contact person; hiring and training	A set of documents of the study tools and materials:	10 Nov. 2021

¹ The methodology should specifically describe an ethical approach to obtaining information from the 10 – 14 years age group and other key informants. In addition, the research organization will provide an appropriate informed consent approach, including consent forms for research participants and where necessary, their parents. Most importantly the plan should describe how to ensure ethical and meaningful participation of adolescents throughout the process.

data collectors; and setting up of data aggregator.	<ul style="list-style-type: none"> - Sampling framework and sample size; - Survey questionnaires and instruments for field data collection, including innovative data collection methods and tools; - Qualitative data collection instruments such as focus group discussion, individual interviews and observations, etc - List of selected local data collectors with clear roles and responsibilities - Training package for the local data collectors - Training conducted with a briefing training report - Field data collection plan and timeframe, including management guidelines 	
3. Field work and data collection data including management and supervision of data collection, quality assurance and setting up of online surveys in campaign platform.	Field data collection work completed with the set of databases	5 Dec. 2021
4. Data processing and analysis, and preparing the draft report	Draft Study Report including key statistics tables	20 Dec. 2021
5. Incorporating comments from UNICEF to the draft report. Preparing an Executive Summary and a presentation and delivering the report in a verification workshop.	<ul style="list-style-type: none"> - An Executive Summary not more than 20 pages - A PowerPoint presentation and delivered in the Verification Workshop - Final Study Report 	20 Jan. 2022
6. Finalize and submit the final report	<ul style="list-style-type: none"> - Final Study Report - All original datasets 	31 Jan. 2022

6. Qualification requirements

- International Consulting/research agency;
- Minimum 5-7 years' experience of supporting and conducting similar qualitative and quantitative study, survey and assessments in the related field;
- Knowledge and experience on youth-related researches. Knowledge and research experience on mental health, skill development and employment will be an asset;
- Strong computer skills and expertise in statistical analyses (experience in data processing and data analysis software).;
- Excellent analytical and report writing skills;
- Familiarity with UNICEF's mission and mandate. Experiences of working with UNICEF/UN and working in the Europe and Central Asia region will be an added benefit.

7. Supervision

The services will be directly supervised by the Adolescent Development Specialist of UNICEF Azerbaijan with the support of the Child Rights Monitoring Specialist and overall supervision of the Deputy Representative.

8. Application

Interested institutions should send:

Application Cover letter:

- Company portfolio that demonstrates the range of services and experience the company offers. The description should include the most compelling cases showcasing company's expertise in the service categories the company is applying for, including the company's main creative strengths and approach
- Description of the availability of human resources – describe the structure of proposed personnel/team with CVs.
- Previous and current partnerships.
- Methodology used to provide the services, including approach to quality assurance, urgent services, delays in timelines, correction of mistake and mitigation of risk in these areas.

Technical proposal:

The applicant is required to submit a Technical Proposal using the company's preferred template based on advertised TOR.

The Technical Proposal shall not include any price or financial information. A Technical Proposal containing material financial information may be declared non-responsive.

Financial proposal:

The Financial Proposal shall be prepared using the company's preferred format. It shall list all major cost components associated with the services, and the detailed breakdown of such costs.

Any output and activities described in the Technical Proposal but not priced in the Financial Proposal, shall be assumed to be included in the prices of other activities or items, as well as in the final total price.

Prices and other financial information must not be disclosed in any other place except in the financial proposal.

Both proposals must be submitted at the same time. No amendments to the proposals are accepted after the deadline unless specifically solicited by UNICEF.

Submission:

The applicant shall submit a duly signed and complete Proposal comprising the documents and forms in accordance with the requirements in the TOR.

The Proposal shall be signed by the Applicant or person(s) duly authorized to commit the Applicant. The authorization shall be communicated through a document evidencing such authorization issued by the legal representative of the bidding entity, or a Power of Attorney, accompanying the Proposal.

Electronic files that form part of the proposal must be in a PDF format.

The Technical Proposal and the Financial Proposal files **MUST BE COMPLETELY SEPARATE**. The financial proposal shall be encrypted with password. The files must be sent to the dedicated email address specified in the TOR (baku_tenders@unicef.org) .

The password for opening the Financial Proposal should be provided only upon request of UNICEF. UNICEF will request password only from applicants whose Technical Proposal has been found to be technically responsive. Failure to provide correct password may result in the proposal being rejected.

Deadline for submission: 15 October 2021, 18:00

9. Evaluation and Process Method

Proposals will be reviewed following a three-step process:

1. An initial administrative check for completeness and compliance: Proposals will first be reviewed for their completeness and their compliance with its requirements. Only proposals that successfully pass the administrative check will be subject to technical evaluation.
2. Technical evaluation (70 points)

The Technical Proposals will be evaluated against the following:		
Technical Criteria	Technical Sub-criteria	POINTS
Overall Response (TE1)	<ul style="list-style-type: none"> • Completeness of response • Overall concord between TOR requirements and proposal 	20
Relevant Work Experience/Technical Capacity and Key Personnel/Individuals (TE2)	Key personnel have: <ul style="list-style-type: none"> • Five (5) years professional work experience, ideally with the UNICEF and/or other organizations. • Relevant background with main strengths and approach to the assignment • Description of the availability of human resources – describe the structure of proposed personnel/team with CVs. • Previous and current partnerships. • Portfolio that demonstrates the range of services. • Applicants should include at least three (3) client references, along with a brief description of the services provided. 	30
Proposed Approach to the Assignment (TE3)	<ul style="list-style-type: none"> • Identification of main tasks and key stage outputs. • Vision and sound methodology of achieving key outputs of the study. • Methodology proposed for the study, including approach to quality assurance, delays in timelines, correction of mistake and mitigation of risk in these areas. • Innovations and creativeness. • Realistic and timed plan of action. 	20
Total Technical		70

Only proposals which receive a minimum of 50 points will be considered further.

3. Evaluation of financial proposal (20 points): Proposals judged to be technically qualified will then be evaluated on their financial proposal which should be submitted in the company's preferred format.

Ref	CATEGORY	POINTS
1	Financial Proposal – Mandatory. Fees for providing the services laid out in this TOR. Price Schedule – Mandatory. <ul style="list-style-type: none">• Proposed payment schedule.• If applicable/offered discount payment terms. Detailed breakdown of the price proposal should be for each component of the proposed work and in line with the technical proposal. You may suggest the schedule linked to clearly proposed deliverables. All prices/rates quoted must be exclusive of all taxes as UNICEF is a tax-exempt organization.	30
Total Technical and Price		100

Price quotations will be awarded a relative score, with a maximum score allocated of 20 points.

A maximum of 70 points will be allocated to the technical aspects of the proposal, with a further 30 points for the price component, for a maximum possible score of 100 points.

Payment schedule

Budget is to be proposed by potential applicants and agreed with UNICEF in line with UN rules and regulations and based on optimal cost of services. Payments will be processed based on satisfactory completion of the tasks and submission of narrative and financial reports.