



NATIONAL EMPLOYMENT AUTHORITY

TERMS OF REFERENCE (ToR) FOR CONSULTANCY SERVICES (INDIVIDUAL CONSULTANCY) – M&E SPECIALIST FOR POST- PILOT MONITORING, EVALUATION, AND DATA ANALYSIS NATIONAL EMPLOYMENT AUTHORITY (NEA) – SKILL ASSESSMENT PILOT

1. INTRODUCTION

The **National Employment Authority (NEA)** seeks to engage a consultancy services specializing in **Monitoring, Evaluation and Data Analysis** to evaluate the performance of the Skill assessment platform pilot in terms of design, implementation, user engagement, and outcome.

1.1 Background

The Government of Kenya in Partnership with the World Bank is supporting youth employment in Kenya through the National Youth Opportunities Towards Advancement Project (NYOTA). The Project Development Objective (PDO) is “To increase employment, earnings and promote savings for targeted youth, at national scale.” The Project targets vulnerable youth aged 18-29 and 35 years for Persons with Disabilities (PWDs), with little or no education, who are unemployed, underemployed, or in low-tier employment with very low earnings. The project will be implemented in all 47 counties of Kenya.

The project aims to support better employment outcomes and improved savings through integrated interventions that address the multitude of constraints that individuals face. Component 1 of the project focuses primarily on labour supply side constraints and offers skills training and intermediation related initiatives. The component also addresses child-care related constraints for young women. Component 2 focuses on the labour demand side constraints and facilitates youth with aptitude for entrepreneurship with training on core business skills and provides them with seed money to start their businesses. It also supports social enterprises to provide similar support to the hard-to-serve youth. Component 3 of the project focuses on helping increase opportunities for savings among targeted youth, and component 4 supports systems strengthening and project management.

The State Department for Labour and Skills Development will implement Subcomponent 1.2: Operationalization of labour market observatory and supporting intermediation. Specifically, the National Employment Authority (NEA), a state corporation under the State Department for Labour and Skills Development will deploy a skill craft tool to support intermediation. The Skill Craft platform is envisioned to support vulnerable youth/beneficiaries of the project through; skills profiling; defining career pathways; access to free online training resources; skills certification; and labour

market linkages and employment opportunities. To achieve this, an IT firm will be contracted to customize, deploy, and maintain the platform, ensuring it meets the specific needs of Kenyan users.

2. OBJECTIVE OF THE ASSIGNMENT

The consultancy aims to evaluate the performance of the Skill Assessment platform pilot in terms of design, implementation, user engagement, and outcome achievement. The findings will inform NEA and the World Bank on key lessons, gaps, and opportunities for national scale-up.

3. SCOPE OF WORK

The selected individual consultant will be expected to:

- Conduct a comprehensive review of the project's results framework, pilot design, and M&E tools.
- Design an evaluation framework including qualitative and quantitative methodologies to assess platform usability, youth engagement, job-matching effectiveness, and institutional performance.
- Conduct field-level data collection in all counties involving youth users, employers, NEA officers, county labour officers, and other stakeholders.
- Analyse performance against key indicators, including reach, adoption, usability, satisfaction, and career outcomes.
- Develop dashboards and summary briefs to support data-driven decision-making.
- Identify gaps, limitations, and opportunities for improvement.
- Propose a revised M&E strategy for full-scale deployment of the Skill Assessment platform.

4. DELIVERABLES

The consultant will be expected to submit:

1. Inception Report: Detailing the consultant's understanding of the assignment, the approved methodology, data collection tools, and a comprehensive work plan.
2. Data Sets: Cleaned and anonymized raw data sets collected during the evaluation process.
3. Draft Evaluation Report: Highlighting the initial findings, gaps, and recommendations, submitted to NEA for technical review and to SDL&SD for contractual record.
4. Final Evaluation Report: A comprehensive final report that incorporates all feedback and inputs from NEA, SDL&SD, and other relevant stakeholders.
5. Presentation of Findings: Formal presentation(s) of the evaluation findings to the management teams (NEA and SDL&SD) and key stakeholders of the NYOTA project including World Bank Team.
6. Scale-up M&E Roadmap: A strategic framework including revised Key Performance Indicators (KPIs) and reporting tools to guide the full-scale national deployment of the platform.

5. DURATION

The assignment will span **six (6) months**, including planning, fieldwork, analysis, and validation.

6. ROLES & RESPONSIBILITIES

6.1 State Department for Labour and Skills Development (SDL&SD) – Procuring Entity

- **Contractual Oversight:** Act as the primary contracting authority, managing the administrative and legal obligations of the consultancy contract.
- **Fiduciary Responsibility:** Process and disburse all milestone-based payments to the consultant, contingent upon technical validation and approval of deliverables by NEA.
- **Reporting & Compliance:** Receive copies of all formal reports, deliverables, and presentations to ensure the evaluation aligns with the broader objectives of NYOTA Subcomponent 1.2.
- **Contract Administration:** Manage any necessary contract variations, extensions, or formal administrative actions in accordance with World Bank and Government of Kenya procurement guidelines.

6.2 National Employment Authority (NEA) – Implementing Agency

- **Oversight & Governance:** Provide day-to-day strategic direction and technical oversight for the M&E process.
- **Data Provision & Access:** Provide the consultant with baseline data, pilot implementation reports, and access to project sites, users, and beneficiaries.
- **Quality Assurance:** Review and validate the technical quality of methodologies, tools, and reports produced by the consultant before recommending them to SDL&SD for payment.
- **Uptake & Dissemination:** Utilize M&E findings for program improvement and policy formulation, and disseminate findings to relevant stakeholders.

6.3 The Consultant

- **Design & Execution:** Design the M&E Framework and lead all qualitative and quantitative data collection and analysis.
- **Reporting:** Provide periodic progress updates and submit all required deliverables on time to both NEA and SDL&SD.
- **Compliance:** Ensure all activities comply with best practices in M&E, ethical standards, and Kenyan data protection laws.

7. REQUIREMENTS FOR PREQUALIFICATION

Interested individual consultants must meet the following minimum criteria:

A. Academic & Professional Qualifications

- **Education:** A Master's degree in Monitoring & Evaluation, Economics, Applied Statistics, Data Science, Project Management, Public Administration, or a related field from a recognized institution.
- **Compliance:** Be a Kenyan citizen with a valid Tax Compliance Certificate.

- Professional Standing: Be in good standing with relevant professional and regulatory bodies in Kenya.

B. Work Experience

- General Experience: Have at least seven (7) years of verifiable professional experience in Monitoring and Evaluation, particularly within the public sector or donor-funded programs.
- Specific Experience: Provide evidence of successfully conducting at least three (3) similar assignments within the last five (5) years, including verifiable client references.
- Sector Expertise: Demonstrate the capacity to deliver mixed-methods evaluations, with specific experience evaluating digital platforms, youth employment initiatives, labour market programs, or digital learning tools.

C. Technical Skills & Competencies

- Analytical Skills: Possess deep expertise in evaluation design, qualitative research methodologies, digital platform assessment, and advanced report writing.
- Software Proficiency: Demonstrate proficiency in data analysis software (e.g., SPSS, STATA, R) and data visualization tools (e.g., PowerBI, Tableau).
- Field Capability: Demonstrate the logistical and organizational ability to mobilize and manage county-level data collection teams across various counties.

8. REPORTING & COMMUNICATION

The consultant will report to **NEA's Director General and the Project Coordinator IT & Digital Services Department**. Progress meetings will be held **bi-weekly**, with formal reports submitted **monthly**.

9. BUDGET & PAYMENT TERMS

Payment will be **milestone-based**, subject to NEA approval.

- Payment structure:
 - **30%** on inception report approval.
 - **30%** on Draft evaluation report with initial findings and recommendations.
 - **40%** final approved evaluation report.

10. ETHICAL STANDARDS AND COMPLIANCE

The consultant must comply with NEA's data protection policy and relevant Kenyan laws, including the Data Protection Act, 2019. The consultancy must also ensure informed consent, confidentiality, and non-discrimination in all phases of the assignment.

11. SUBMISSION

Individual consultants seeking prequalification must submit the following documents:

- Individual profile and registration documents.
- List of completed and ongoing assignments relevant to this ToR.

- Curriculum Vitae (CVs).
- Two reference letters from previous clients.
- Valid Tax Compliance Certificate and registration with KRA/PPOA.
- Summary of tools and technologies used for past assignments.

12. APPLICATION PROCESS

Qualified individual consultants are invited to submit their **Expression of Interest (EOI)** with the required documentation to:

**The Principal Secretary,
State Department of Labour and Skills Development
P.O. Box 40326 – 00100
Nairobi, KENYA.**

Tel: Nairobi 020 2729800

Email: ps@labour.go.ke

Web site: www.labour.go.ke

Subject Line: *Prequalification – M&E consultant for NYOTA Skill Assessment Post-Pilot Evaluation*
Deadline for submission: