

TERMS OF REFERENCE

For

CONDUCTING A TRACER STUDY TO ASSESS EMPLOYMENT OUTCOMES OF GRADUATES FROM PROJECT ITIs AT NATIONAL LEVEL

I. Background of the Project

The Government of India (GoI) launched the National Policy for Skill Development and Entrepreneurship in 2015. A policy implementation framework was provided by the National Skill Development Mission (NSDM). The national Skills Strengthening for Industrial Value Enhancement (STRIVE) programme is being implemented by GoI with the assistance from World Bank (WB) to incentivize the critical institutional reforms required in the institutional training systems, defined as the Industrial Training Institute (ITI), and apprenticeship. The key objective of STRIVE is to meet the GoI's commitment towards skilling of economically disadvantaged sections of the society and creating a globally competitive workforce by improving the quality and market relevance of vocational training provided through ITIs and apprenticeship. It aims to do so by establishing outcome-focused training and enforcing cross-sectoral and nationally and internationally acceptable standards for skill training by creating a sound quality assurance framework.

The Program for Results (PforR) instrument, under which STRIVE is categorized by WB, is particularly suited to achieve the GoI's results-based objectives, as it allows for improvement of the systems and institutions that are critical to the implementation of various projects.

STRIVE is divided into four results areas:

a. Improved Performance of ITIs

The result area addresses key challenges of ITIs by supporting them in improving quality of their skill development programs, enhancing labor market relevance and efficiency of operations, deepening industry relations, industrial exposure and joint needs assessments, introduction of new trades (CTS trades and other National Skills Qualifications Framework (NSQF) compliant short-term courses) to respond to local market needs.

b. Increased Capacities of State Governments to Support ITIs and Apprenticeship Training

Under this result area, state governments are incentivized for policy and regulatory reforms that are aimed at improving the overall ecosystem for ITIs and apprenticeship. Funding is released to states/ UTs for achievement of annual targets for three Key Performance Indicators (KPIs):

- i. Conducting tracer studies
- ii. Reducing vacancy of ITI trainers

- iii. Development of career progression policy for ITI trainers (based on guidelines to be issued by the MSDE)

c. Improved Teaching and Learning

This result area covers activities that complement the institutional reforms in vocational training under DGT. The key objectives include:

- i) Improved curricula, teaching and learning materials in blended mode
- ii) Capacity Building Program, introduction of Continuous Professional Development (CPD) - technology based teaching and learning material for Craft Instructors Training Scheme (CITS) program

d. Improved and Broadened Apprenticeship Training

This result area focuses on encouraging Small and Medium Enterprises (SMEs), to engage in Apprenticeship Training through the Industry Apprenticeship initiative (IAI) grant. The IAI grant incentivizes Industry Clusters (ICs)/ Industry Associations to promote apprenticeship within its Member Business Organizations (MBOs).

Further details of each result area can be accessed via Operations Manual and Project Appraisal document of STRIVE from DGT website www.dgt.gov.in/strive/

Directorate General of Training, Ministry of Skill Development & Entrepreneurships is the National level Nodal agency for implementation of STRIVE. A National Steering Committee (NSC) has been formed to guide the implementation of project at national level. A National Project Implementation Unit (NPIU) is housed within DGT, to assist the NSC for the implementation of the project.

II. 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 ITIs in the country to understand their career progression in the labor market. The *Tracer Study* should provide 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, but the *Tracer Study* shall try to explain the causes of employment outcomes (professional success) and analyze the impact of various features of TVET.

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 analysis according to the expectations and protocols, and within a timeframe defined by the NPIU.

III. Scope of work

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:

- a) ITI Training Programs: Assess the impact of the ITI training programs in terms of relevance, effectiveness, efficiency and sustainability.
 - Usefulness of training obtained
 - Trainee satisfaction with training received
 - Labor force participation and employment rates of trainees with gender and social background (SC/ST) disaggregation
- b) Candidate Profile: Analyze the diversity and social- economic background of the trainees, assess graduate/pass-outs satisfaction level relating to the type of ITI training attended, job placement, future aspiration
 - Social and economic enablers and barriers facing graduates in securing valued employment
 - Employment and income status of the graduates prior to their training in ITI and post training during employment
 - Type of employment - wage employment, self-employment, apprenticeship; permanent/temporary, full-time/part-time
 - Wage levels of the trainees if employed-full-time/part-time; income levels if self-employed; and allowances if apprenticeship-formal or informal
 - Time taken to get first employment by the trainees and employment history and increase in wage with each change of job
 - Sector of employment (if employed in the same sector/skills the trainees learnt)
 - Job/occupation characteristics if employed or self-employed
 - Job search methods used
 - Reasons for unemployment or not joining the labor force and current activities (including further education and training etc.)
- c) Employer Feedback: Obtain the views and opinions of employers on the impact, quality and relevance of graduates from STRIVE ITI training programs.
 - Practical know-how of the trainees
 - Soft skills and professionalism
- d) State Impact: Map the findings from the Tracer Study conducted by the states with the national Tracer Study

IV. Target Population

The tracer study shall be conducted across project ITIs in line with scope of work mentioned in the section to assess the long-term training interventions of trainees graduated in August 2022 (from one year course in 2021-22 and from two year course in 2020-22). The graduates will be traced after six months of graduation (from date of result announcement) to check on his/her labour market outcome and career progression after graduation. Secondly, the target population must also include the employers of the graduate trainees.

Sample size of Trainees

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

- The study will cover sample from over 80% of the 500 ITIs of the program i.e. more than 400 ITIs (preferably 424).
- In reference to graduated trainee, the sample size should ensure capturing minimum of 10% of the population of ITI graduates from each of the project ITIs. The details of sample to be taken are as mentioned below in the table

Range of trainees passed from ITI	Number of ITIs whose trainee has passed in the range	Number of trainees to be taken as sample from each of ITI	Total
0-100	64	20	1280
100-250	194	20	3880
250-500	103	25	2575
500-1000	58	50	2900
>1000	5	100	500
Grand Total	424		11,135

Sample size of the employers

Employers of 30 percent of selected graduate to be interviewed who has provided wage employment. (Preferably employers who have provided employment to least 15 trainees to be considered for interviews).

V. Methodology

The methodology must be reflective of the analysis desired in the 'Scope of Work.' Further, it must 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. It must clearly outline the key approaches including the stages of the study, data collection methods, analysis and report writing. The methodology must ensure national representation of data including but not limited to urban/rural, SC/ST/ OBC status, minority status, disability, education, household economic status, age and sex segregation

of the findings of the quantitative aspects of the study. The sample should also include representation at the trade level and cover both engineering and non-engineering trades. 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. The study must include case studies of best performing ITIs and success stories of trainees. Wherever applicable it must highlight renowned industries where the candidates are placed nationally/ internationally, represented the country at national/ international forums (ex. World Skills Competition), have generated employment opportunities for others by starting their own business.

VI. Duration of the engagement:

The consulting services are being desired for a duration of 8 months from the date of contract signing.

The engagement should commence within 15 days from the signing of the contract.

VII. Outputs/Deliverables

S. No.	Phase	Key Deliverables	Timelines
1	Inception Phase	An inception report covering following: <ul style="list-style-type: none"> Roadmap of the project Detailed workplan of activities Defining project objectives and deliverables Detailed methodology List of stakeholders for interaction (Including Team Mobilization and Training of the Team to be positioned)	T+15 days
2	Tracer Study Framework: Design Phase	Finalization of Study Instruments (including Manual for Surveyors) <ul style="list-style-type: none"> Pilot Study (5% of sample size) Sampling type, sampling size Finalization of participants (sample groups) for surveys 	T+60 days
3	Data Collection:	Completion of Field Survey and submission of raw data	T+150 days

	Implementati on Phase		
4a		Clean Data in Agreed Electronic Format and Analysis (to be made available to the NPIU)	T+180 days
4b		Draft Report	T+205 days
4c		<ul style="list-style-type: none"> • Final Report • Workshops for NPIU & SPIU on finding post interaction with employer • Presentation on the Findings post compilation of f report post interaction and analysis with sample graduates and ITIs • Final preparation of a presentation which will need to be submitted to the World Bank upon completing the final report with feedback of intermediary workshops with Stakeholders. • Knowledge sharing – findings to be shared with all the key stakeholders 	T+240 days

T: Date of signing of contract

VIII. 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 is 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	Key Tasks	Minimum Qualification	Experience
Key Experts			
Team Leader (Program Management) 1 Position	Lead, manage, and supervise the assignment Co-ordinate with NPIU, World Bank and other client stakeholders	Master's degree or higher in management, statistics, economics, social science, social work, or related discipline.	Minimum of 10 years' total experience in designing and leading assessment studies in India out of which at-least 5 years to be related to education, skill development,

Designation	Key Tasks	Minimum Qualification	Experience
Duration of engagement: Complete duration of assignment	<p>Drive the project design, methodology, surveys, data analysis and report preparation</p> <p>Be responsible for the completion of deliverables/report</p>		<p>technical & vocational skills training Programs</p> <p>Demonstrated experience in conceptualizing and implementing impact evaluation / tracer studies.</p> <p>Experience of similar work in technical & vocational education sector shall be given preference</p> <p>Excellent communication and report writing skills in English</p>
Researcher – 2 Positions Duration of engagement: 6 months each	<p>Carry out research works, data analysis, train and supervise survey or field enumerators; ensures the quality of data collection.</p> <p>Work with the Team Leader in report preparation.</p> <p>Prepare analytical dashboards for client reference / project</p>	<p>Master's degree or equivalent in economics, statistics, mathematics or equivalent. Proficient knowledge of statistical software (STATA/SPSS/SAS).</p>	<p>At least 7 years of experience in managing data processing, data assurance and data transfers in surveys in India.</p> <p>Demonstrated experience/skills in data management and analysis using statistical software and econometric tools</p>

Designation	Key Tasks	Minimum Qualification	Experience
			such as SPSS, STATA, and R. Experience in the skill development / TVET domain is desirable
Non - Key Experts			
Field Team Members /Surveyors: For complete duration of data collection.	Carry out data collection	Master's degree with at-least 2 years of experience or Bachelors' Degree with at-least 4 years of experience.	At least 2 years of experience in implementing surveys in and managing fieldwork on surveys in India. Good knowledge of local language(s).

Note: 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 NPIU's approval.

The key experts are expected to be deployed in their own offices based out of Delhi for the entire duration of the engagement. The surveyors may be deployed or shall move to different locations basis the visit plan developed by the consulting firm as part of this engagement.

IX. Payment Milestones

S. No.	Milestones/Deliverables	Payment
1	Submission and Acceptance of Inception Report (T+15 days)	10%
2	Submission and Acceptance of Design Phase report (T+60 days)	20%
3	Submission and Acceptance of Implementation Phase report (T+150 days)	20%
4	Submission and Acceptance of draft tracer study report (T+205 days)	20%

5	Submission and Acceptance of Final tracer study report / dashboards acceptable to the client (T+240 days)	30%
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T= Date of Contract Signing

The agency shall submit invoices in accordance with the milestones and timelines defined in the tables above. A lump-sum price (fees + expenses) shall be quoted by the consultant and payment payable shall be aligned to the above table.

X. 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 public and private ITIs from which the study sample will be selected
- b) Review and approve the study design, plan, and draft tools in consultation with the World Bank.
- c) 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
- d) Review the data entry and analysis and approve the draft and final report in consultation with the World Bank.

XI. Copyright

All study materials and data from the study will be the sole property of the NPIU/MSDE. The Consultant will submit all the materials, secondary and primary, including the filled questionnaires, collected for the purpose of the study, and any password(s) to access the dataset.