

## **Terms of Reference**

### **Skills for the Future Program**

### **Loan Contract No.2739/OC-BA**

### **Programme Coordinating Unit**

### **Project Research Administrator**

## **1. BACKGROUND**

- 1.1. On November 02, 2012, the Government of Barbados (GOB) and the Inter-American Development Bank IDB entered into the Loan Contract No.2739/OC-BA for the implementation of the *Skills for the Future Program*, hereafter referred to as the Program, for an amount of twenty million United States dollars (US\$20 million). The disbursement period of the Loan is forty-eight (48) months from the effective date of the contract.
- 1.2. The overall developmental objective of the Program is to support the GOB's Human Resource Development Strategy with an emphasis on improving the quality and relevance of Secondary Education and the effectiveness of Technical Vocational Education and Training (TVET). The Project has four components including an Institutional Strengthening Component. As part of the Institutional Strengthening component, the Skills for the Future Program will support the Ministry of Education (METI), the Ministry of Labor (MLSD), and Post-Secondary Training Institutions in gathering critical labor market data and information on the skills needs as perceived by the employers as well as on the performance of graduates of Secondary Schools and Training Institutions in the labor market, both in terms of employability and wages.
- 1.3. This consultancy will support the capacity of the METI to coordinate, and manage the work of a set of consultancies aimed at strengthening capacity of the METI to gather relevant data and to use it for Policy Planning and System Monitoring as well as to channel relevant information from the labor-market as feedback to Education and Training institutions regarding the relevance of their programs and the employability and performance of their graduates in the labor market.
- 1.4. This consultancy will focus on the following main tasks: i) providing technical and administrative coordination and oversight of the Tracer Studies of graduates of Secondary Schools and of Post-Secondary TVET institutions, to be contracted out by the METI and to provide evidence based feedback to the Education and Training institutions on the relevance and effectiveness of their programs; ii) providing support to the METI in the implementation of recommendations from the consultancy aimed at strengthening the capacity to gather, analyze and use educational data for planning and system monitoring, including the revision of statistical products produced in the Ministry, the

development of new or additional indicators for use at the school and system levels, and the development of a new geographical information system and school location plan and associated database and maps; and c) coordinating the consultancy for an assessment of the current counseling system in both secondary and post-secondary educational institutions.

## **2. OBJECTIVE OF THE PROJECT RESEARCH ADMINISTRATOR**

- 2.1. The main objective of this consultancy is to provide technical coordination, and administrative support for the execution of Tracer Studies to be coordinated by the METI. In addition, the consultant will support capacity building and educational planning activities in the METI supported by the Skills for the Future Program.

## **3. ACTIVITIES**

- 3.1. The consultant selected for the position of Project Research Administrator will be supervised by and report to the Programme Director of the Programme Coordinating Unit (PCU) through the Senior Education Officer Planning and Research.

The specific tasks/duties of the Project Research Administrator will be to:

- To provide technical and administrative support and coordination to the work of the Tracer Studies.
- To support the work of the consultancy to strengthen the strategic planning and analysis capacity of the Planning and Research Unit of the METI.
- To support the consulting team for the assessment of the existing counselling system in both secondary and post-secondary institutions,
- Assist in the monitoring and reporting on the progress of implementation of these consultancies
- Liaise with the consultants to ensure that all logistical matters such as organising meetings, consultations and workshops, as required, are satisfactorily and timely completed

## **4. DELIVERABLES**

- A detailed work plan and timeframe for the development and implementation of the various consultancies to support capacity building in the METI, finance by the Skills for the Future Program. This should be submitted within the first month of being hired
- Fortnightly administrative, technical, and analytical briefings
- To develop quarterly monitoring briefs of status, progress, results and next steps of each of the main consultancies (using the indicators for the relevant activities from the results framework of the loan)

- To prepare and present the directors of the PCU and the Planning Unit, as required, with updated summaries of the status and highlights of research conducted as part of the consultancies being undertaken

## **5. PROFILE AND QUALIFICATIONS OF THE CONSULTANT**

5.1. The consultant will meet the following qualification requirements:

- A minimum of a Bachelor's Degree in Statistics, Economics or Social Science and not less than five (5) years' relevant experience in coordinating research consultancies or applied research projects
- Knowledge and experience in quantitative and qualitative educational research methods and data analysis
- Project management experience will be highly valued

### **SKILLS AND ABILITIES:**

- Be proficient in statistical and data analysis
- Ability to interpret statistics
- Possess excellent planning and coordination skills
- Excellent report writing, presentation and oral communication skills
- Excellent time management and organizational skills
- Ability to provide timely and accurate advice on research issues
- Communicate technical and statistical information clearly and logically in the most appropriate format for the intended audience
- Strong interpersonal skills
- Ability to work well under pressure with minimum supervision

## **7. TIMEFRAME**

7.1. The consultant will be hired for a period of one year.

7.2. The consultant will be subject to an initial three-month period of probation. The services of the consultant may be terminated at the end of the probation period, if his/her performance is found to be unsatisfactory.

7.3. At the closing of the contract, the consultant's performance will be assessed by the METI to determine whether it should be renewed.

7.4. The consultant's performance will be measured against the deliverables contained within these TORs.

**8. COMPENSATION**

- 8.1. The consultant will be paid a fixed monthly fee commensurate with the services required. The consultant shall make his/her own arrangements to pay income tax and to meet any other statutory obligations arising from the Agreement.

**9. CONFIDENTIALITY**

- 9.1. The consultant shall maintain full confidentiality of all documentation and discretion in the dissemination of results. The consultant may not utilize, without prior approval from the METI, any information or data for presentations or studies related to this consultancy.