

## TERMS OF REFERENCE

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### National Consultant for Reporting and Learning to support the final reporting and documenting lessons learnt of the Entrepreneurship-focused Socioemotional Skills for the Most Vulnerable Youth in Rural Mongolia Project (2019 - June, 2025)

<b>Country</b>	Mongolia
<b>Consultancy contract duration</b>	3 months
<b>Consultancy working days</b>	50 days
<b>Location</b>	Ulaanbaatar city
<b>Report to</b>	Project Manager
<b>Payment method</b>	Output-based
<b>Child safeguarding</b>	Level 3. The responsibilities of this post may require the post holder to have occasional contact with children and young people.

#### **Background and Project Brief**

The Entrepreneurship-focused Socioemotional Skills for the Most Vulnerable Youth in Rural Mongolia Project aims to train vulnerable, disadvantaged youth in 29 of Mongolia’s poorest rural soums across 5 provinces for improved entrepreneurship-focused socioemotional knowledge and skills. This objective is to be achieved through a school-based, community-driven program targeting 8,000 school-enrolled and out-of-school youth to support the acquisition of entrepreneurship-focused socioemotional skills that are not only linked to success in school but are also highly valued in the labor market. The project addresses the largely unmet need for socioemotional and entrepreneurship skills stemming from extremely limited labor market opportunities that lead to high inactivity among youth in these locations, and a job profile dominated by traditional herding, unpaid work, and self-employment in the informal sector. Since the project became effective in November 2019, it has been implemented by the Save the Children Japan Mongolia Office (SCJM) and managed by the World Bank (WB), with the financing support of a Japan Social Development Fund (JSDF).

#### **Project overview**

The project consists of three components:

##### ***Component 1: Development and implementation of an innovative community-driven program on entrepreneurship-focused socioemotional skills for vulnerable rural youth***

Component 1 of the project is designed for the development and introduction of a community-driven, locally-tailored, innovative socioemotional skills program for vulnerable rural youth. In support of the aforementioned project development objective (PDO), Entrepreneurship-focused Socioemotional Learning (ESEL) training program was developed, and over 500 teachers were trained as ToT for this training program. Since spring 2021, the ESEL training program has been delivered to 8,773 children and youth through a total of seven (7) training sessions. In addition to the target secondary schools and Lifelong Education Centers (LLECs) in the project-supported

soums, the training program has been extended to and scaled up to include youth enrolled in Technical and Vocational Education and Training (TVET) institutes.

### ***Component 2: Introduction of a small grant mechanism to enable target youth to apply their entrepreneurship knowledge***

Within the scope of Component 2, small grant mechanisms for the target youth to gain experience by practically applying socioemotional learning and entrepreneurship knowledge to meet school or community needs and grasp business opportunities have been established. Pitch events are organized at the soum-level and provide opportunity for children and youth who have successfully completed the training program to present their business ideas by exercising their newly acquired ESEL knowledge and skills. Under the project, 8 pitch events have been held, involving over 3,000 children and youth. Of those who pitched their business ideas, more than 1400 have been awarded with small grants (a financial support of US\$1,000 per team) and implementing their projects. Moreover, the component II of the project supports the establishment and the implementation of School-Based Enterprise (SBE) with objectives to leverage untapped resources available in schools, and help advance economic opportunities amongst the participating youth within the project. Through their involvement in the operation of SBE, school children have been provided with a possibility to hone their ESEL knowledge, skills and mindset that they can utilize when doing a business as well as entering the labour market upon their graduation.

### ***Component 3: Project Management and Administration, Monitoring and Evaluation (M&E), and Knowledge Dissemination***

This Component of the project aims at enhancing the policy environment in support of entrepreneurship education through evidence-based advocacy and public outreach campaigns and provide support for participatory M&E and project management. Under the Component III, baseline survey was conducted with objectives to determine the pre-project conditions against which the project's progress and achievement of development objectives, and to prepare and build evidence as a basis for further project evaluations. As a part of the ESEL training program, a beneficiary satisfaction survey was administered to the training participants at the conclusion of the ESEL training to determine their level of satisfaction with the training, gauge their perceptions and experience of the training, and identify the areas of improvement in the training delivery to better meet their expectations and needs. Moreover, led by an external survey firm, an endline impact evaluation of the project is underway to assess the improvement in a set of ESEL knowledge, skills and mindset among the target children and youth that can be attributed to the ESEL training program. The project sustainability strategy was drafted and discussed at National Workshop in December 2024.

## **I. Objective of Consultancy**

These Terms of Reference are for a **Natioanl Consultant for Reporting and Learning** to provide technical support in producing the project's Implementation Completion Report (ICR) in compliance with the World Bank's reporting criteria by conducting analysis on the project's 5.5-year outcomes, results, and impact, and documenting the best practices and lessons learnt to ensure the sustainability of the project results beyond the project implementation.

Under the consultancy, the **National Consultant for Reporting and Learning** will be responsible for the preparation of comprehensive reporting of the project outcomes, results, and impact through ICR and producing a document to help ensure scaling up the project results by analyzing and employing the project best practices and lessons learnt over the 5.5 years of project implementation period.

It is expected that the consultancy will be completed within 3 months of period since the actual start of the consultancy.

## II. Scope of Work

Reporting to Project Manager, the **Natioanal Consultant for Reporting and Learning** will have responsibilities for preparing well-rounded Implementation Completion Report (ICR) by compiling and analyzing the available data and information on the project outcomes, results, and impacts whilst closely collaborating with the project MEAL officer. The Consultant will prepare: (a) Comprehensive **ICR** in English language. The report shall be written in alignment with the provided reporting template with necessary readjustments as required by the World Bank, and (b) **Document** will be generated based on the best practices and lessons learnt of the project to be utilized for ensuring the project scalability.

SCJM will monitor the implementation of overall consultancy services.

## III. Key deliverables

	<i>Deliverables</i>	<i>Description</i>	<i>Working days</i>	<i>Payment schedule</i>	<i>Performance indicator</i>
1	<b>Review the existing reports, data and information on the project to summarize the project key achievements</b>	Available reports and data will be provided by the project team.	7	25%	Summary of key findings in English
2	<b>Provide technical support in writing ICR by submitting key results</b>	In alignment with the ICR outline, summarize the project outcomes, results and impact and provide inputs per report readjustment as required.	15	35%	Inputs for ICR and required readjusted inputs. ICR will be prepared in English.
3	<b>Deliver a Document on project scalability</b>	By analyzing project best practices and lessons learnt, produce a document by proposing ideas that help ensure project sustainability and scale up its results. The Document will be prepared in English.	23		Finalized Document in English

	<i>Deliverables</i>	<i>Description</i>	<i>Working days</i>	<i>Payment schedule</i>	<i>Performance indicator</i>
4	<b>Other relevant tasks assigned by PM on the project existing strategy and sustainability</b>	Providing inputs to the project sustainability strategy, facilitating meetings with stakeholders on sustainability and organizing the project closing workshop etc	5	40%	Produced achievements
	<b>TOTAL</b>		<b>50</b>	<b>100%</b>	

#### **IV. Required skills and experience:**

The selected candidate should have the following qualifications and skills:

- Master’s degree in an area relevant to the assignment, such as economic development, business administration, social science, or any other related field;
- At least 10 years of working experience in project development with skills in data analysis, research methods, and proven capacity of delivering high quality evidence-based reporting;
- Strong background and applied experience in the areas of education or other relevant fields;
- Understanding of soft skills and knowledge of varying local contexts;
- Experience in writing successful concept notes and proposals for donors
- Ability to work in a collaborative environment that emphasizes quality, adaptability and critical thinking;
- Strong organizational, time management, analytical, detail orientation and writing skills;
- Experience of working on international/donor-funded projects;
- Excellent interpersonal, written and verbal communication skills in English and Mongolian language

SCJM expects all candidates to align with our values such as Accountability, Ambition, Collaboration, Creativity, and Integrity.

**Contract term:** 3 months

**Working Condition:** Ulaanbaatar city

#### **V. The submission of proposal:**

The required documents for the submission of consultancy include the followings and must be submitted in English:

1. CV
2. Cover letter
3. Samples of similar works performed in the past

Note: The deadline to apply for this consultancy services is by **25 February 2025**.