**Recruitment of a Consultant / Consulting Firm for Operational Research on Youth in the South and West Department (Port-au-Prince)**

**Terms of reference – (TOR-HT4737)**

**ALL CANDIDATES ARE ADVISED TO READ CAREFULLY THIS DOCUMENT ENTIRELY BEFORE MAKING ANY BID.**

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1. **List of acronyms and abbreviations**

CRS: Catholic Reliefs Services

CV: Curriculum Vitae

FY24: Fiscal year 2024

MEAL: Monitoring Evaluation Accountability and Learning

PYD: Positive Youth Development

TOR: Terms of Reference

US: United States

1. **BACKGROUND**

More than half of Haiti’s population (about 54%) is under 25[[1]](#footnote-2). Haiti's youth are resilient, forward-thinking and motivated to actively participate in their communities. However, every day they become aware of a multitude of challenges in a fragile country. More than half of 20-year-olds have not completed their formal education and nearly half of young people in the labor market are unemployed. Moreover, women are more likely to drop out of school than their male counterparts, marrying young and juggling early pregnancy and household demands. Stagnant economic growth, social inequality, instability, and lack of social or economic support have left many young people unstable at early drop-out rates; lack of employment; early marriage; drug abuse; domestic violence and homelessness. At this critical time between childhood and adulthood, youth depend on role models, guidance counselors, parents, teachers and mentors to guide them through school and create opportunities for entrepreneurship and leadership in their communities.

The areas of lawlessness continue to multiply day by day in Haiti in relation to the country's socio-political situation. The integration of young people into society and the labor market is a critical issue for the persistence of social order. After nearly 6 years of implementation in vulnerable neighborhoods of Port-au-Prince (Solino) and Carrefour (Tesso), this year (FY24), the JEN ANGAJE project decided to pilot the project in the Southern Department. For the first year, the focus will be on engaging youth in their communities, providing them with training on peace building and social cohesion between communities by integrating the PYD component.

To provide a rational basis for decision-making with a view to improving the impact of current and future youth projects, it was decided to recruit a consultant/firm to conduct operational research on young people in Haiti, more specifically in the vulnerable neighborhoods of the communes of the Department of the South and in the West (vulnerable neighborhoods of Port-au-Prince: Solino, Tesso ...).

1. **GENERAL OBJECTIVE**

The general objective is to carry out a study on the socio-economic and psychological situation of young people (15-30 years old) in vulnerable neighborhoods of communes of the Department of the South and in the West (1 vulnerable neighborhood of Port-au-Prince: Solino and 1 vulnerable neighborhood of Carrefour: Tesso, due to Jen Angaje project past experiences there) to better understand their living conditions and their specific needs. The result of the study will provide a basis for the design of projects for young people.

1. **SPECIFIC OBJECTIVES**

* Analyze the level of involvement of young people in activities concerning their community.
* Analyze the impact of the political and security situation on young people.
* Analyze the resilience of young people in the municipalities covered by the study.
* Identify the main economic, social, and psychological needs of young people between the ages of 15 and 30 in the targeted areas by gender, age, rural, peri-urban and urban.
* Provide recommendations to address identified needs by gender, rural, peri-urban and urban.

1. **RESEARCH QUESTIONS**

* What are the main economic, social, and psychological needs of young people between the ages of 15 and 30 in the municipalities targeted?
* What are the socio-demographic profiles of these young people?
* What solutions could be envisaged to better contribute to the well-being of these young people from marginalized neighborhoods?
* How can we better help or support these young people?
* How involved are young people in their communities?
* What are their knowledge and attitudes about entrepreneurship?
* What are the impacts of the political and security situation on their living conditions?
* How can we build resilience in these young people in a sustainable way?
* In which sectors should we focus in the next five years?

1. **AREAS TARGETED BY THE STUDY**

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| --- | --- |
| **Departments** | **Municipalities** |
| South | All municipalities |
| West | 2 municipalities : Port-au-Prince (Solino) and Carrefour (Tesso) |

1. **SURVEY METHODOLOGY**

The methodology envisaged is both quantitative and qualitative. However, it is up to the consultant/firm to propose in detail the methodology including the sampling strategy.

1. **CONSULTANT/FIRM TASKS**

The consultant or consulting firm shall be responsible to:

1. Submit a proposed methodology to the team and then submit an updated methodology to the team that considers the team’s feedback.
2. Carry out the study on the socio-economic and psychological situation of young people as indicated in the methodology.
3. Develop data collection tools.
4. Test the tools in the field before validation.
5. Train the investigators (former young people from the Jèn Angaje project proposed by CRS) on the survey tools and methodology.
6. Ensure the processing of data to represent the different needs and priorities expressed by young people and institutions working in the youth sector.
7. Ensure the use of data to derive results.
8. Plan a meeting with project staff to present the findings of the report before a final copy of the report is approved.
9. Prepare a report in English on the results of the study.
10. **DELIVERABLES FROM CONSULTANT OR CONSULTING FIRM**
11. Methodology of the study ;
12. Data collection tools ;
13. Propose a detailed schedule for the implementation and delivery of deliverables to Team (MEAL) in the Start-up Report.
14. Study progress report ;
15. Database
16. Electronic copies of all data collection tools for evaluation.
17. Completed copies of consent forms and qualitative notes.
18. Preliminary report and final report of the study
19. **REPORTING PLAN**

The format of the report must be limited to 30 pages without the title page, list of acronyms, table of contents and annexes. The report should be structured in the following format :

* Cover Page
* List of acronyms and abbreviations
* Table of Contents
* Rationale
* Executive Summary
* Introduction providing an overview of the background of the study.
* Study objective and methodology
* Description of findings from the study
* Summary and Recommendations
* Annexes

1. **DURATION OF THE CONSULTATION**

The duration of the study is 4 weeks, from December 26, 2023, to February 06, 2024. The consultant will be required to submit a draft of the study report one week before the end of the study to receive feedback from the MEAL team, who will then send the revised report back to the consultant to finalize it.

1. **SUPERVISION OF THE AUTHORIZED REPRESENTATIVE**

The Senior MEAL Officer and the country MEAL Manager will provide direct supervision of this study and will be responsible for any contact and planning in the field with the consultant/consulting firm.

1. **METHOD OF PAYMENT**

This service will be the subject of a temporary contract between CRS and the Consultant or consulting firm. They will receive their pay in three installments: 40% at the signing of the contract, 30% after the submission of the first draft and 30% at the end of the consultation, after the submission and validation of the final report.

1. **OBLIGATIONS OF THE CONSULTANT/FIRM**

* Provide deliverables ;
* Have adequate and competent human resources to ensure the quality of the study.
* Conduct the study as explained in the validated TOR.
* Select investigators among young people from the Jèn Angaje project proposed by CRS.
* Comply with the service contract.
* Accept useful comments and feedback from the implementation Team (MEAL).
* Meet the deadline.
* Consultant agrees to: (1) adhere to CRS policy and procedures in performing the service: management rule, support rule.

1. **OBLIGATIONS OF CRS**

* Provide the necessary information for the consultant/firm to carry out his/its tasks.
* Provide the consultant with a list of former young people from the Jen Angaje project for field data collection.
* Provide feedback and confirm finalization of the methodology and final report.
* Ensure payment of the service in accordance with the defined procedure.

1. **CONSULTANT/FIRM QUALIFICATIONS**

Consultancy requires the following skills, qualifications, qualities, and requirements:

* Have very good expertise in quantitative and qualitative analysis and in methods for collecting and processing information on a large scale.
* Have experience working with youth in data collection.
* Capacity for conceptualization and analysis.
* In-depth knowledge of quantitative and qualitative data processing software.
* Experience in managing large surveys.
* Large-scale aggregation, organization, and analysis of quantitative and qualitative results
* Mandatory languages: English, French and Haitian Creole.

Consultants interested in this offer must submit their detailed CV, a technical offer, a list of their publications and at least two (2) copies of the reports already prepared.

Skills and qualifications :

* 5 years of experience in quantitative and qualitative research.
* Excellent communication skills, dynamic, methodical, timely and diligent.
* Master's degree in sociology or anthropology preferred or other fields such as statistics.
* Manipulation of software for processing quantitative and qualitative data.
* Writing ability.

The requirements:

Consultants must have their own equipment (laptop, camera, Android device for collection, etc.) and internet to ensure delivery.

1. **CONDITIONS FOR THE ELIGIBILITY OF COMPETITORS**

* Have Haitian or other US-recognized nationality (in the case of a consultant) or be authorized to operate on Haitian territory (in the case of a firm).
* Have residence in Haiti.
* Incorporate or operate under Haitian law.
* Not be in contravention of the Haitian tax authorities.
* Not be part of the project implementation team (partners included) or CRS.
* Not be engaged during the term of the contract in another similar consultation concerning the project or with another institution.
* Have a reputation for providing quality studies acceptable to partner institutions or others.

1. **ETHICAL CONSIDERATIONS**

As per CRS [MEAL Policy and Procedure 9.1](https://nam11.safelinks.protection.outlook.com/?url=https%3A%2F%2Fcrsorg.sharepoint.com%2Fsites%2FMonitoring-Evaluation-Accountability-and-Learning%2FSitePages%2FPolicy9_ResponsibleData.aspx&data=05%7C01%7CAmelia.Thompson%40crs.org%7Cefca683ebd3649f8299708db2c89ffc1%7Cb80c308cd08d4b07915c11a92d9cc6bd%7C0%7C0%7C638152743433493733%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=xt7K4XiXO2rEYU0wCh4YA6Vgm%2B%2BR2J3YPFRUZlmTaJs%3D&reserved=0), at a minimum the assent and consent forms must state:

* Purpose(s) and objective(s) of evaluation or research.
* The purely voluntary nature of participation.
* Potential risks related to participation in data collection, if any.
* Potential benefits related to participation in data collection, if any.
* What data is being collected.
* How long data will be kept.
* Who data will be shared with; and
* How respondent confidentiality will be maintained.

Personally Identifiable Information (PII) will be stored on secure and encrypted servers. They will not be included in the final report, and drafts that contain personal data will not be shared through insecure channels. Whenever possible, the PIIs will be hidden when encoding the data.

1. Concept note Jen Angaje [↑](#footnote-ref-2)