



One Dupont Circle NW, Suite 420 • Washington, DC 20036-1193
P (202) 243-7680 • F (202) 637-2084 • E HED@HEDprogram.org • www.HEDprogram.org

Consultants for a Summative Implementation and Outcome Evaluation

Summary of Job

The American Council on Education office of Higher Education for Development (ACE/HED) is seeking two qualified candidates to conduct a summative implementation and outcome evaluation of a higher education development project in Barbados.

About HED

HED receives funding from USAID's Bureau for Economic Growth, Education and Environment, Office of Education (E3/ED), USAID's functional and Regional Bureaus and worldwide Missions, and the U.S. Department of State to support higher education partnerships to advance global development, economic growth, good governance, and healthy societies. These partnerships provide training, applied research, academic program development, program evaluation, policy analysis, and program implementation, which are critical to furthering the U.S. government's (USG) foreign assistance goals.

For additional information about HED, please visit www.hedprogram.org.

For additional information about USAID and its role in development worldwide over the past fifty years, please visit www.usaid.gov.

About the Project: Barbados JOBS

USAID's Job Opportunity for Business Start Up (JOBS) is an initiative to promote post-secondary skills training in entrepreneurship through partnerships among U.S. and developing country institutions of higher education. The Barbados JOBS partnership between the Kelley School of Business at Indiana University and the Cave Hill School of Business at the University of the West Indies focuses on the growth of an entrepreneurial culture and diversifying the service oriented economies in Barbados and neighboring countries. The partnership works to establish the Cave Hill School of Business Centre for Enterprise and Entrepreneurship at the University of the West Indies as the hub for innovative business training and growth in the Eastern Caribbean by concentrating on two objectives:

- To enhance CHSB's institutional capacity to serve as an entrepreneurship center for excellence in Barbados and the Organization of Eastern Caribbean States (OECS)
- To strengthen entrepreneurship knowledge and skills among diverse stakeholder groups in Barbados and the OECS through outreach and engagement



Objectives of the Evaluation

The objectives of this evaluation are to evaluate the:

- (1) efficiency of external stakeholder engagement
- (2) relevance of external stakeholder engagement and the intervention content
- (3) effectiveness of the intervention
- (4) potential for lasting effects of the intervention and provide recommendations for partnership sustainability

Scope of Work

To meet the objectives of this assignment, the consultants will conduct a comprehensive desk review, conduct key stakeholder interviews and analyze findings for each objective by considering the following questions.

On efficiency of external stakeholder engagement:

- What is the nature and extent of external stakeholder engagement in providing input on partnership implementation?
- What is the nature and extent of collaboration and coordination with other collaborators?
- What are the levels of satisfaction with services and products by all stakeholders groups?

On relevance of external stakeholder engagement and the development intervention content :

- External stakeholder engagement
 - To what extent is the intervention content aligned with national and local priorities, funder strategies, and recipients' needs?
 - To what extent is the program conducive to local ownership?
- Intervention content
 - To what extent is the intervention contextualized culturally, socially and environmentally?
 - To what extent does the program reflect commonly accepted best practices in its field or discipline?
 - To what extent are activities and outputs linked logically to program objectives?

On effectiveness of the intervention:

- Have outputs and outcomes been achieved?
- What are the positive or negative and intended or unintended effects of the intervention?
- To what extent are the results attributable to the intervention?
- What were the major factors influencing the achievement or non-achievement of results?

On the likelihood of lasting effects and provide recommendations for partnership sustainability:

- What is likely to be the impact as a result of the intervention?
- What is the likelihood that the intervention effect will continue over time after funding has ceased?
- What are the major factors that are likely to influence lasting effects of the intervention?

Evaluation Phases

Phase 1: Desk and Literature Review

The consultants will conduct a comprehensive desk review to inform their understanding of the overall framework and objectives of the partnership. HED will provide the consultants with a document review checklist to guide the partnership review. In this phase the consultants also will conduct a literature review to identify relevant, best practices for entrepreneurship education..

Phase 2: Methodology Development

Based on the desk and literature review, the consultants will develop an evaluation methodology and data collection plan that aligns with HED's evaluations needs. HED will make available to the consultants its evaluation tools and the consultants will submit their proposed methodology to HED for review prior to conducting activities in the field.

Phase 3: Field Work

The consultants will carry out the proposed research methodology in Barbados. Field work will require travel and logistical preparation that will be coordinated with HED's assistance prior to the trip.

Expected Outputs and Deliverables

The consultants will jointly submit the following deliverables. A schedule for the completion of deliverables will be finalized in close consultation and coordination with HED.

1. **A draft of the following sections of the report prior to field work:**
 - a. Desk and literature review, including:
 - Overview and background of the partnership
 - Review of relevant best practices in entrepreneurship education
 - b. Evaluation methodology, including:
 - Design and criteria
 - Proposed activities and data collection plan
 - Draft data collection tools (questionnaires, interview guides, list of documents, etc.).
 - Plan for structured data analysis and interpretation of findings.
2. **A draft of the evaluation report:** The consultants will submit a draft report on which HED and its partners can provide feedback. The report draft will include, at a minimum:
 - Executive summary
 - Introduction
 - Desk and literature review
 - Evaluation methodology
 - Findings
 - Discussion of findings

- Recommendations for sustainability
 - Conclusions
3. **Final report:** The final report should be submitted in MS Word format. It should be formatted for distribution and include all relevant data, materials, and tools as appendices.
 4. **Dissemination plan:** The consultants also should provide a list of recommended individuals, organizations and mailing lists through which the report can be disseminated by HED.

Timeline and Schedule

Selection of the consultants will be made mid-late May 2014 and the evaluation will begin in mid-June. All field work should be completed no later than July 1, 2014. Other activities, including the submission of all deliverables, should be completed no later than August 30, 2014. HED expects the consultants to spend a total of no more than xx working days on this assignment, which includes up to xx days of field work.

Staffing Responsibilities

The consultants will work as a team, complementing each other's disciplinary expertise and expertise in conducting evaluations. The consultants will report to HED Senior Specialist Omri Malul and are responsible for maintaining frequent communication with HED.

Requirements

Knowledge and Skills

- Demonstrated knowledge of trends in enterprise and entrepreneurship education, development in the Caribbean region, higher education development, and/or program design and evaluation theory
- Strong foundation in designing and implementing rigorous evaluations and/or research activities using both quantitative and qualitative data
- Excellent writing, analytical and communication skills in English.
- Ability to work collaboratively with national and local education stakeholders.

Education

- Master's or Doctorate degree or other advanced degree in Statistics, Economics, International Development or related field, preferably with a strong emphasis on evaluation and/or quantitative and qualitative research.

Experience

- At least 8 years of experience working with USAID and other international donors on program design, monitoring and evaluation methodologies and frameworks, preferably with a focus on higher education
- Experience facilitating collaborative communication among multiple stakeholders
- Demonstrated experience in human and institutional capacity development (HICD) processes within the public sector in developing countries
- Experience developing data collection instruments and designing evaluation methodologies