

TERMS OF REFERENCE

CONSULTANCY SERVICES TO ASSIST WITH THE DEVELOPMENT OF A TRACER STUDY SYSTEM FOR THE BAHAMAS TECHNICAL AND VOCATIONAL INSTITUTE

1. BACKGROUND

1.01 The Bahamas Technical Institute (BTVI), which was established in 1980 as the Industrial Training Centre, was incorporated by an Act of Parliament in April 2010 and came into operation on July 1, 2011. BTVI's mandate, among other things, is to provide Technical and Vocational Education and Training (TVET) for employment and entrepreneurship in partnership with public and private sector stakeholders including employers. Through the 2010 Act, BTVI is established as a statutory entity with a governance structure which includes a Board, whose and Deputy Chairman is appointed by the Governor-General. The Institute is managed by a President, also appointed by the Governor-General, who is responsible for the administrative operations and instructional programmes. This 2010 Act confers on BTVI the authority to grant awards and was afforded greater autonomy for its financial and administrative affairs. The BTVI offers certificates, diplomas, associate degrees in a range of skills development programmes and has a student population of around 2,028 (Spring 2023). The Institute offers its programmes at campuses in New Providence and Grand Bahama. Periodically, outreach programmes are provided in the Family Islands.

1.02 BTVI's mandate of providing skilled, certified workers for the job market requires that an assessment of its external efficiency drives its strategic focus, in determining the extent to which its graduates are deemed adequately prepared for the workforce. According to the International Centre for Technical and Vocational Education and Training (UNEVOC,2021), Technical and Vocational Education and Training (TVET) is expected to facilitate the insertion of young people and adults into the labour market and their career progression. A 2012 Employers study noted that the major recruitment challenge continues to be the limited availability of persons skilled in technical skills employability skills. The survey points to the need for training providers such as BTVI to constantly evaluate the quality of its programmes by, among things, assessing the extent to which its graduates are easily absorbed into the work force. A recent 2020 BTVI Stakeholder Survey and Strategic Plan also highlighted industry stakeholder views on the BTVI graduate, some of which thought that trade programs provided a solid foundation but that some refinement to the current breadth of technical offerings would be encouraged. While this is identified as a corporate priority, there is an inadequate information system to support effective planning, and monitoring and evaluation (M&E) within the institution. Not only are key data such as graduation rates not generated, but little information is maintained on graduate placement and a systematic tracer study system is non-existent. This dearth of such relevant data constrains strategic efforts to promote enhanced relevance of BTVI's programmes and facilitate an evaluation of its institutional efficacy.

1.03 A Tracer Study is a key aspect of institutional efficacy, specifically its external efficiency – the extent to which BTVI's graduates are adequately prepared for the labour market and are able to transition to employment in areas consistent with their training. The Tracer Study is intended to:

- a. Analyze how long it takes graduates to secure employment in both formal and informal sectors.
- b. Assess the employment opportunities and conditions of graduates.

- c. Establish the extent to which graduates are engaged in self-employment both in the formal and informal sectors.
- d. Assess the relative standard of living of different categories of graduates such as those in the construction and beauty trades.
- e. Assess whether the competencies of graduates are sufficient to prepare them for jobs they are performing.
- f. Evaluate the level of graduate satisfaction with the training experience and the adequacy of their training for function effectively in the world of work.
- g. Evaluate the level of employer satisfaction with the quality of graduates.
- h. Evaluate the factors inhibiting unemployed graduates.
- i. Propose recommendations for improving the quality and relevance of BTVI's programmes and student services and the employment opportunities and competitiveness of BTVI's graduates.

2. OBJECTIVE

2.01 The objective of this consultancy is to assist BTVI with the development of a Tracer Study system that will facilitate the assessment of its external efficiency and derive information to improve its corporate mandate of providing demand-driven training and certification for a skilled labour force.

3. SCOPE OF SERVICES

3.01 The Consultant will work closely with the Registrar and report to the Project Manager, Institutional Strengthening, in carrying out this assignment. The Consultant will consult with the President and the Technical Working Group comprising other senior management officials as well as the BTVI Board, staff and student representatives. The team comprising the Registrar and other technical and administrative staff will serve as local counterparts to the Consultant for the purpose of understudying the Tracer Study process to enable its replication. The Study, using both quantitative and qualitative investigative methods, will be based on desk study and the review of existing relevant data/documentation; field survey/interview of a representative sample of employed and unemployed graduates and employers; and analysis of the data, presentation and preparation of the report. Specifically, the Consultant will:

- a. Conduct desk study review of all relevant documentation including, but not limited to, Past Tracer Study reports of similar institutions in The Bahamas, Labour Market Survey reports, Employer's surveys, TVET Policy documents and BTVI's programmes and graduation data.
- b. Develop a Tracer Study methodology including interview guide and questionnaire, designed to collect data on the following, but not limited to:
 - i. Employment rate - self and wage employment and formal and informal.
 - ii. Graduates' incomes.
 - iii. The duration of finding a job after training.
 - iv. Job retention rates.
 - v. Career differences by gender.
 - vi. Match between training and jobs taken up.
 - vii. Employers' perception of the quality of the graduate.
 - viii. Graduates' perception of the adequacy of the training for job readiness and functioning.
 - ix. Graduates who are not yet employed.
 - x. Recommendations from employers and graduates on programmes and training.

- c. Conduct data collection, analysis and report preparation.
- d. Prepare a Tracer Study Manual including the use of an appropriate information technology tools.
- e. Conduct of a presentation and capacity-building workshop involving BTVI staff.

4. TIMING AND QUALIFICATIONS

4.01 It is expected that the assignment will require a maximum of 45 days over a six-month period. The Consultant shall possess post-graduate qualifications in Social Sciences, Education, Economics, Statistics or a related field. Strong experience in planning, designing and implementing tracer studies and excellent report-writing skills are required. Knowledge and experience in TVET will be an advantage, and knowledge of the education system in The Bahamas and the Region will be an asset.

5. DELIVERABLES AND REPORTING REQUIREMENTS

5.01 The Consultant will be expected to provide the following on email, containing the text, tables and all appendices done in Microsoft Word/Excel:

- a. A Technical Proposal detailing the consultant's approach to the assignment, the scope and methodology, and comprising a work plan inclusive of tasks and responsibilities, projected outcomes and scheduling for completion of the assignment.
- b. An Initial Report, no later than two months after commencement of the assignment. The report should include the analysis of the desk review and the tracer study methodology. BTVI and CDB will provide comments upon receipt of the Report.
- c. A Draft Final Report, within two months of acceptance of the Initial Report by BTVI and CDB, which shall include the Tracer Study Report and Manual and a training proposal for capacity-building for staff. BTVI and CDB will provide comments upon receipt of the report.
- d. A Final Report, within one month of acceptance of the Draft Final Report by BTVI and CDB, incorporating feedback from the training workshops and comments from BTVI and CDB.