

Project Name : Design and Development of a Monitoring and Evaluation Framework for the E-TVET Fund		Country: Jordan
Project Location Within Country: Amman		Professional Staff Provided: No. Of Staff: 2 Canadian Person-Months: 3.5
Client: E-TVET Fund		
Start Date: June 2009	Completion Date October 2009	Approx. Value of Services: Fees: \$ 35,000 Reimbursable Expenses: \$ 10,000 In-Kind Contributions:
Associated Firm:		Professional Staff Person-Months Provided by Associated Firms:
Senior/Key Staff Involved and Functions Performed: David Comerford, Monitoring and Evaluation Specialist		
Detailed Narrative Description of Project: <p>The E-TVET Council reporting to the Ministry of Labour has the overall responsibility to oversee the Employment –Technical Vocational Education (E-TVET) Fund and its training for employment and projects submitted by the private sector and training providers. The Fund’s current revenue is based on a 1% tax levy collected from the private sector.</p> <p>The E-TVET Reform is still at its early stages and the outcomes and long term impact of the Fund’s projects on training and employment are still unknown. Baseline data is neither readily available nor reliable. The existing monitoring and evaluation system in the E-TVET Fund does not satisfactorily collect suitable information for decision makers to monitor the progress of the projects and to assess the overall results of Fund activities. Progress reporting links are also missing with other stakeholders such as the DCU /WB and the Ministry regarding the Fund’s training and employment project outputs and how they relate to the larger reform agenda.</p> <p>One of the key objectives of the BEST Project is to assist the Fund to improve its operational efficiency and effectiveness. Some of the interventions include: institutional strengthening of management processes, capability building of staff, instilling a new demand driven culture within the E-TVET Fund program and overall, to have the Fund become more responsive to employers’ skill needs in priority industry sectors.</p> <p>As part of the institutional capacity building, the BEST Project is also supporting the development and implementation of a Management Information System (MIS), to improve information gathering on the progress and results in the Fund’s sub-projects for the benefit of the Fund’s management, Board of Directors and E-TVET Council. Closely linked to the MIS is the need for a systematic monitoring and evaluation framework to determine the type of information needed by Fund stakeholders. This includes reviewing and testing the Fund’s performance indicators to ensure their complementarily with stakeholders’ key performance indicators and progress reporting formats.</p> <p>This assignment is establishing an operational framework to build the institutional capacity of the Fund’s management and staff to implement and sustain an effective monitoring and evaluating system that provides SMART data on the progress and results of the Fund’s various sub projects.</p> <p>Objectives of the assignment:</p>		

1. Design a strategic framework for an effective M & E system that captures and reports on the performance of the Fund and its sub projects' linked to key stakeholder indicators and the planned Fund MIS. Some of the areas to enable more effective decision-making by stakeholders include:
 - a. the tracking and reporting of the sub project's progress towards stated objectives and training and employment targets;
 - b. the responsiveness and effectiveness of training providers to develop demand driven training programs and
 - c. the level of demand from the private sector for skills upgrading
2. Develop a Quality Control process related to the training providers' capacities to develop and deliver demand-driven training.
3. Prepare a set of Key Performance Indicators (KPIs) for M & E purposes.
4. Develop a roll out plan to operationalize the strategic framework and guidelines to build the Fund's institutional and human capacity to operate and sustain the performance measurements and reporting processes.
5. Develop templates for baseline and tracer studies and employer/trainee satisfaction surveys to assess the performance of training providers, quality of the training process, employer responsiveness and program satisfaction, employability of graduates, technical skills development, etc.
6. Conduct baseline and tracer studies and employer/trainee/graduate satisfaction surveys on selected Fund activities
7. In the second, later phase of the assignment, provide advice and guidance in the implementation of the M & E framework and capacity building of the Fund staff.

Expected Outcomes

- The Improved performance measurement, progress reporting and decision making processes of the E-TVET Fund.
- Closer integration of Fund's M and E approach with other stakeholders' processes.
- Greater transparency and understanding of the Fund's operations

The consultancy is employing a variety of standard analysis, needs identification and data collection techniques including document and desktop review, interviews and field visits. The Consultant is also drawing on the expertise of a Jordanian consultant in the design, implementation and analysis of project baselines, surveys and tracer studies of employers and beneficiaries of TEF supported projects and for research support in the development of the M & E Framework.

Funding Agency: SIAST/ CIDA

Firm: IDEA