TERMS OF REFERENCE

Request for proposals for the carrying out of data collection and processing activities within ‘Pathways to Employment: Vulnerability and Protective Factors for Youth in Ukraine’ study.

I. GENERAL INFORMATION

Representative office of the foreign non-governmental organization Plan International, Inc. (hereinafter referred to as **Plan International**)announces its interest in finding of a service provider for a supplier (companies, organizations or qualified specialists) for data collection and analysis activities aimed at obtaining insights into the main barriers to employment faced by youth, specifically youth and those with disabilities, in different settings, labour market dynamics.

The study will use a mixed-methods approach to collect and analyse data, incorporating both quantitative and qualitative methods. The study is planned to collect data remotely.

The term of service is July – September 2025.

Resources require:

Data collectors

Field officer

Data Processing Specialist

Research Specialist

II. AMOUNT OF WORK

Purpose: (1) to conduct survey, key informant interviews, and focus group discussion; (2) data processing (data cleaning, and analysis); (3) qualitative data analysis with the support of MAXQDA.

Expected results:

1. Conduct 300–500 individual interviews with young people across Ukraine over the phone (a contact base will be provided).

2. Conduct nearly 25 key informant interviews with state bodies, local authorities, NGO representatives, and business owners by phone (contact list will be provided).

3. Organise and facilitate 15 focus group discussions with various vulnerable groups (e.g. people with disabilities, ethnic minorities, and single parents) online through various platforms (e.g. Teams and Zoom).

Duties and responsibilities:

Task 1: Individual interviews

• Contact respondents, arrange the most suitable time, and conduct interviews by phone.

• Make sure receiving informed consent from the respondent and log it in accordance with the established procedures.

• Submit the filled-in questionnaire developed in KOBO through the web version.

Task 2: Key informant interviews

• Contact key informants, arrange the most suitable time for the interview, and conduct interviews by phone.

• Make sure receiving informed consent from the respondent and log it in accordance with the established procedures.

• Drawing the verbatim transcript of the interview according to the provided form.

Task 3: Focus group discussion

• Contact potential participants, arrange the most suitable time for the discussion, and conduct FGD via any online platform.

• Make sure to receiving informed consent from the respondent and log it in accordance with the established procedures.

• Drawing the verbatim transcript of the discussion according to the provided form.

Task 4. Field activities monitoring

• Coordinate the work of the enumerators on a daily basis and ensure that they have the contact details of respondents, key informants, and focus group discussion participants.

• Supervise the data collection process to ensure that the enumerators administer the interviews in line with the developed tools and interpret them correctly.

• Ensure all respondents gave informed consent by checking the consent log.

• Ensure the timely provision of the key informant interviews and focus group discussion transcripts in a timely manner.

Task 5: Data cleaning and processing

• Develop the quantitative data collection tracker.

• Quantitative data cleaning and analysis according to the established procedures.

• Dashboard development.

Task 6. Qualitative data analysis

• Key informant interviews and focus group discussion transcripts analysis via MAXQDA.

• Drafting the final report based on the quantitative and qualitative data analysis.

Requirements for applicants:

• Experience in the sphere of social sciences, data science, or information management is desirable but not required.

• Practical experience in the data collection processes.

• Good command of KoBo Collect.

• Experience in conducting surveys, interviews, and group discussions.

• Experience of work with local government authorities, international or local aid organizations.

• Experience using R, Power BI, or any other similar tools.

• Strong experience with Excel.

• Prior professional experience with Adobe products (InDesign in particular).

• Understanding and familiarity with structures of datasets and frequency tables.

III. RULES FOR SUBMISSION OF INTEREST (APPLICATIONS)

Documents to be submitted:

• General information about supplier of services – legal entity (**company, organization or private entrepreneur) or qualified specialists (not registered as legal entity).**

• Resume of the group of experts involved in the task with a description of relevant experience and skills, as well as examples of their previous work (such as narrative reports and cleaned and analysed data sets, for data processing and analysis specialists).

• Proposal description

• Financial proposal in UAH including VAT

• Registration documents for legal entities (LLC and Private entrepreneurs) or Resume with recommendation letters for specialists (not registered as legal entities)

Submission of proposals

• The deadline for submitting proposals is 18 July 2025 until 24:00.

• Proposals must be submitted exclusively in electronic PDF and Microsoft Excel format

• Files should be sent without archiving. as an e-mail attachment.

• If the document contains seals and signatures, it must be scanned in PDF format.

• In the subject of the letter, please indicate "Interest in the SOYEE Research"

• Applicants are responsible for ensuring that their proposals are sent in accordance with the instructions contained herein.

IV. EVALUATION CRITERIA AND DETERMINATION OF WINNERS

Proposal review process

Proposals will be reviewed by Plan International's responsible technical and programmatic specialists, namely the Procurement Manager, Program Director, Program Manager and Youth Economic Empowerment Research Manager.