Terms of Reference - Evidence and Learning Review

Youth Business International (YBI) is seeking support for a research project which will consolidate the learnings, successes and challenges which have emerged from within our global network and through our monitoring and evaluation work streams.

About Youth Business International

YBI is a global network of independent not-for-profit initiatives that support under-served young entrepreneurs to start and grow sustainable businesses. Youth is typically defined by members as aged 18-35, and under-served means: unable to access the financial, knowledge or human capital needed to start and grow a business.

Members provide services relevant to the needs and gaps in their local market, from expanding awareness of entrepreneurship to helping sustainable businesses grow, based on a shared network belief that supporting underserved young entrepreneurs through integrated financial and non-financial support is central to driving economic and social development.

Project Summary

Multiple initiatives exist to promote youth entrepreneurship, yet there is a lack of robust evidence of what works best in supporting young entrepreneurs in different contexts.

Between 2013 and 2016, the YBI Network Team in London has undertaken several programme evaluations, member accreditations, programme completion reports, member visits and surveys, research reports, Most Significant Change workshops and partnership reports.

These documents include invaluable key learnings, successes, challenges and implications for the practical delivery of youth entrepreneurship support programmes. In short, what works and what doesn’t in the youth entrepreneurship space.

YBI is seeking support for a research project which will consolidate the learnings, successes and challenges which have emerged from within our global network and through our monitoring and evaluation work streams. This research would then be shared on an international platform.

Objectives of the Evidence and Learning Review

This 2013-16 Evidence and Learning Review will synthesise and analyse key learnings and highlight implications for policymakers, practitioners and funders. Furthermore, the researcher will also assess any knowledge “gaps”. Both the Evidence and Learning Review and the knowledge assessment will help shape YBI’s Research and Learning Agenda.

In addition, this report would form part of YBI’s presentation at the 2016 Global Youth Economic Opportunities Summit in Washington DC (28-30 September). YBI will be presenting together with the Commonwealth Secretariat a session entitled “Promoting
Youth Entrepreneurship: A Guide for Policymakers and Youth Leaders”. The review will be a key resource to be shared and discussed.

**Methodology**

The Evidence and Learning Review should consist of punchy 16 to 20-page research report which synthesises key learnings, challenges and themes from YBI’s research and evidence bank. The type of work required will be desk based, and mostly remote. We expect the researcher to dedicate about 17 days to the task.

The research process will also highlight any knowledge “gaps” - helping to shape YBI’s Research and Learning Agenda.

The style of this review will have to be accessible to the general public, being jargon free, clear and simply written, avoiding academic language that would only speak to practitioners of the international development sector. It will have to represent a useful tool to contribute towards sector discussions about what does and does not work in youth entrepreneurship support and provide valuable collateral, content and discussion for YBI and helpful insights to policymakers, donors and partners.

The format of the research can be a Word document. A designer will then work on the reprographic in the following stage.

The researcher will be supported by YBI’s Evidence and Learning specialists, Partnership Programme Manager and Communications team in London. A useful “starter tool” will be available - a short overview developed by other consultants which maps and summarises YBI’s existing evidence base on key youth entrepreneurship issues.

The researcher will have access to YBI’s staff and systems, and network members, in order to gather required information; desk space and IT support will be available if needed.

**Deliverables**

Deliverables should include the following:

- Development of a 16 to 20 page research report which synthesises key learnings and highlights implications (of what works and what doesn’t) for policymakers, practitioners and funders.
- An assessment of knowledge “gaps” to help inform YBI’s Research and Learning Agenda.

We would expect the researcher to be able to visit the London office when needed, and to attend a minimum of two meetings in person to discuss brief and progress of the research half-way through the project.

**Indicative schedule of activities**

It is essential for the final report to be submitted to YBI before August 22nd.

We therefore expect the research to start working from the 18th of July.
Applications for this consultancy should be emailed to giancarlo.angelucci@youthbusiness.org by 9am (UK British Summer Time) on Monday July 4th, with ‘Evidence and Learning Review’ in the subject line.

An indicative timeline for the research is provided below:

<table>
<thead>
<tr>
<th>Key Tasks</th>
<th>Time Period</th>
<th>Location</th>
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<tbody>
<tr>
<td>Initial meeting to discuss scope</td>
<td>July 18th-20th</td>
<td>YBI Office (London Victoria)</td>
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<td>of the research and access materials available</td>
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<tr>
<td>Research, collation of available materials, analysis and report first write up</td>
<td>July 18th - August 8th</td>
<td>Remote</td>
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<tr>
<td>Project mid-term meeting to assess progress</td>
<td>August 8th - 10th</td>
<td>YBI Office (London Victoria)</td>
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<tr>
<td>Final write up</td>
<td>August 10th - 21st</td>
<td>Remote</td>
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**Contract and reporting details**

**Type of contract.** The consultant will be offered a fixed-price contract to include all the activities and deliverables listed above.

**Reporting.** The consultant will report to the YBI Evaluation and Learning Manager for evaluation deliverables.

**Qualifications, experience and skills.** Preference will be given to applicants with the following:

- A master’s degree, in any social science, preferably including youth, livelihoods, evaluation or social research;
- Proven experience in evaluations, including 5 years of working experience in carrying out evaluations;
- Demonstrated understanding of the entrepreneurship and livelihoods sector;
- Ability to produce well written, analytical reports in English is essential;
- Both quantitative and qualitative data analysis skills.

**Proposals should be no longer than 1 page, excluding CVs, budget and example piece of work. Proposals should include:**

- An up-to-date CV;
- Short overview of how the candidate meets the qualifications, experience and skills requirements (no more than one page);
- Detailed budget - all expenses to be included (e.g. travel to and from YBI office);
- An example piece of work from a similar assignment.

**Maximum budget available**

Please note, the maximum budget available for this evaluation is: **GBP £5,300**