

Terms of Reference (TOR)

Researcher - for the Graduate Tracking System

Component 2: Graduate Tracking System (GTS)

Education to Work Transition Project

Project Background

The Ministry of Education & Higher Education (MoEHE) has received a grant from the World Bank, for the benefit of Education to Work Transition Project. The second component of the project is the Graduate Tracking System (GTS) that has been designed to enhance the capacity of the MoEHE and tertiary education institutions (TEIs) to collect, disseminate, and use labor market data to monitor graduates education to work transition and to inform education policy formulation and implementation.

The project will support the MOHE to become capable of conducting analytical reviews regarding the performance of the TEIs in terms of producing employable graduates with the knowledge and skills that are relevant to labor market needs and the economic development of West Bank and Gaza. The information available in Labor Force Surveys (LFS) is inadequate in providing the necessary information on the relevance of higher education programs and their outputs to labor market needs. The Higher Education Graduate Tracking System – including regular employer surveys - will fill this gap, thereby complementing the annual LFS to provide an in depth picture of the transition process from education to work.

Purpose of having a Graduate Tracking System (GTS):

The following categories are usually used to classify the aims of tracking:

1. Institutional or national quality assurance (QA)
2. Administrative and statistical purposes (administration & statistics)
3. Providing information for current and prospective students and counseling (information & counseling)
4. Allocation of resources to higher education institutions (resource allocation)
5. Supporting policy planning and the design of HE policy (policy planning)

Expected outcomes of implementing the GTS

- Surveys are expected to cover information on graduate employment characteristics, as well as different aspects of higher education provision (e.g. the curriculum, counseling, etc.).

- It is expected to reveal more details about job characteristics and job satisfaction and the usefulness of the degree. The survey should be used by institution management and leaders, student information services, as well as the national level leaders and government.

Current status of GTS: The Ministry of Education and Higher Education (MOEHE) has recently launched the Go Live version of the GTS at all TEIs. It is expected that during the coming year, all TEIs shall be able to use the GTS and obtain data from senior students at their final year of study as well as from graduates of the previous year. During the last period of designing and implementing the GTS, the Ministry has been working closely with a selected group of universities (used to be called the champion team or Colombia Group)¹. The group was considered as the Ministry consultative group that participated in a study tour to Colombia to learn more about similar systems there, reviewed the Terms of Reference of developing the system, and were the first group of TEIs to test the system at different levels and provide feedback for enhancement of the GTS. It is expected that this group will continue supporting the Ministry during the next phase of implementing the GTS, reviewing the surveys, setting the rules of using the GTS and other activities as explained below.

Tasks & Responsibilities:

1. In coordination with the Colombia Group (CG), establish a coordinated and appropriate set of tracking instruments and measures as well as data validation criteria combining different approaches (feedback questionnaires and focus groups whenever needed, etc.) to be afterwards disseminated and then adopted by the Ministry and all Tertiary Education Institutes (TEIs) counterparts.
2. Follow up with the Ministry and TEIs to ensure the active participation and engagement of different departments at the Ministry and at the institute level, including its academic, administrative staff and students this includes notifying the ministry of any failure from the institutes in complying with the requested data in a timely manner. This is essential for the implementation of the GTS, and for circulating the results and following up on them. The consultant should check in with the TEIs at regular intervals during data collection to monitor response rate. If response rate is too low, the consultant -with the GTS champion team- may propose corrective measures.
3. In collaboration with the Colombia Group (CG), set the vision, rules, data acceptance criteria and regulations about the use of the system, frequency of data collection from graduates, employers, data analysis, ...etc.

¹ The Champion team consisted of representatives from Najah National University, Birzeit University, Bethlehem University, Palestine Polytechnic University, Azhar University and Islamic University, Quds Open University as well as the Ministry representatives.

4. Build the MOEHE capacity on the use of data: Take stock of the Ministry capacities and means, particularly as regards research and data management, in the development and implementation of instruments, measures and data validation criteria, but also the analysis and presentation of results. The results of tracking do not usually indicate immediately how to act. A rigorous analysis of results should include contextual information from other sources and complementary measures, and also the validation of results, for example by discussing them in focus groups with staff, institutions and students. This should also consider lessons learned of other institutions and international good practices. The consultant shall suggest the best approach to build the needed capacities.
5. Upon Completing the first round of data collection using the three surveys (students, graduates and employers) at the different TEIs, the consultant may recommend adding functionality to existing surveys – if needed
6. Follow up what recommendations, follow up and decisions TEIs are implementing regarding the use of the results for a variety of purposes, such as enhancing study programs and student services, generating dialogue on strategic development between different institutional sectors and between leadership and faculties, and in information material for students and other external stakeholders. Tracking only makes sense when the results are known and followed up on.
7. Based on the data generated from the GTS three surveys, produce, in collaboration with the relevant departments at the Ministry, four policy papers as mentioned in the project's results framework -of the parent E2WTP and the new Additional Financing - about relevance of TEI study programs using information collected through the graduate tracking system". The first two policy papers should be issued by the end of 2017 while the other two papers shall be issued during the period 2018-2020.
8. In coordination with the Ministry counterpart at the D.G of Research and Development team develop an analysis plan. The data analyst should also generate a do-file (preferably in stata) that can be repeated with each survey so that in the future data analysis can be pretty standardized.
9. Assist the - Projects' coordination Unit (PCU) obtain a baseline data for the new coming QIF cycles under the additional financing, this includes obtaining the employment rate of the different sectors benefiting from the QIF grants before and after the QIF intervention at the national level and at the institute level.
10. Supervise the employers' survey implementation on behalf of the Ministry. Analyze the data generated from the GTS and come up with specific conclusions and recommendations to the different stakeholders at the Ministry and labor market.

Expected Outputs and Reporting /Deliverables:

1. An inception report one month after signing the contract that includes a more detailed action plan, proposed approach, measures and criteria to be taken to implement the different tasks and activities mentioned above.
2. Data analysis plan and actual analysis with a do-file for standardized analysis of future survey rounds.
3. Proposal of revision of the 3 questionnaires after first survey round.
4. Produce, in collaboration with the relevant departments at the Ministry, four policy papers as mentioned in the project's results framework -of the parent E2WTP and the new

Additional Financing - about relevance of TEI study programs using information collected through the graduate tracking system”.

5. A GTS manual that includes the vision, rules and regulations about the use of the system, frequency of data collection from graduates, employers.
6. Quarterly reports, semiannual and annual reports.

Time Frame and Level of Effort

The time frame of the assignment shall be during the period Sep 2017-December 2020.

Essential Required Qualifications, Skills, knowledge and Competencies

1. Advanced University degree Masters or PhD, in the a field of development, Statistics, education, social policy;
2. At least 7 years of relevant experience in socio-economic research design and analysis of economic and educational statistics;
3. Experience in database creation, data filling and large data sets;
4. Proven excellence in production of analytical work, both written reports and brief presentations of research;
5. Knowledge of the relevant software: SPSS or STATA or any statistical software is a must;
6. Excellent knowledge of English and Arabic languages.

Contract Type: Lump sum Contract