



**Terms of Reference**  
**Tracer Study on MEEETA Project Beneficiaries**  
**by CEDA in Moldova**

**I. PROJECT BACKGROUND**

Secondary, post-secondary and post-secondary not-tertiary vocational education and training programs in the Republic of Moldova are being provided in vocational schools, colleges and recently created Centres of Excellence. Obviously, different institution performance indicators are being introduced and used while their importance will increase in the future. In this context, all VET institutions became more interested in improving their performance by making educational programs more attractive and by tuning their educational offer to the real structure of the Moldovan economy and to employment/self-employment opportunities.

One major innovation introduced in the Moldovan VET is the development and implementation of the new curriculum of “The Basics of Entrepreneurship” course for all VET institutions. It was developed and piloted for VET schools during the previous MEEETA project phase and implemented in all VET schools starting with September 2013. As a very positive appreciation of that MEEETA result one can regard the introduction of the Basics of Entrepreneurship in colleges starting with the school year 2014-2015.

The current MEEETA project phase addresses a relatively new sphere – income generation by VET schools. The topic is of major interest first of all for the VET schools but also for the colleges because of two reasons. Firstly, the harvesting of additional income can provide VET institutions with financial powers beyond the budgetary funding and, secondly, the practicing of income generation activities within a VET institution would have a major positive impact on the students giving them more possibilities to get practical training through the labour activities and to support the development of their entrepreneurial skills through the income generation.

The project aims to further improve employment and self-employment opportunities for young people promoting entrepreneurial education in Moldova’s VET sector, encouraging entrepreneurial planning and start-ups by youth and assisting VET institutions in developing entrepreneurial activities capable of both generating additional income for schools’ budgets and providing better opportunities for students’ practical training.

The idea of a Tracer Study was tested during the first phases of the MEEETA project, and CEDA finds it pertinent to conduct a second Tracer Study on the employment/self-employment situation of the beneficiaries who have received small grants and/or entrepreneurship training (basic or post-VET) within the current phase of the MEEETA project.

The Tracer Study, which will be conducted by a service Provider (national consultant or consultancy firm), aims to provide information about the relevance and effectiveness of the entrepreneurship training initiatives supported by LED and provided by CEDA and VET institutions.



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**II. PROJECT GOAL:** To further increase the chance for VET school graduates to find a job or to start a business

**III. OBJECTIVES/OUTCOMES:**

- Increased capacity for entrepreneurship education delivery available in VET schools
- VET school graduates have increased entrepreneurship skills
- Pilot VET schools are actively generating income by developing and implementing a business plan and thus serve as hands on example for students

**IV. PURPOSE OF THE STUDY:**

This tracer study is aimed at analyzing the current employment/self-employment status of a number of former VET students and to trace any correlation with the Basics of Entrepreneurship course, other post-VET entrepreneurship training received, eventual equipment grants awarding etc. The Tracer Study will explore the quality and relevance of training received, and the interrelation between their training/studies and their business or employment.

**V. SCOPE OF THE STUDY**

In general, the study will analyze the effects of the trainings provided under the MEEETA project with respect to graduates' employment, competitiveness and income earned.

More specifically, the study will:

- Identify employment destinations/career paths of MEEETA graduates, factors determining post-training careers and performance in their different career destinations. In this regard it is expected that the Provider will collect information/data on employment rate (Self and wage employment (formal & informal), graduates' incomes, the duration of finding a job after training, job retention rates, career differences by gender, match between training and jobs taken up as well as overall economic and social empowerment of the graduates.
- Review and evaluate the effectiveness and relevance of the training from both the graduates and employers' perspectives to assess whether trainees get the quality of training that matches job situations and standards
- Make recommendations for improving employment opportunities and competitiveness of VET graduates as well as effectiveness and relevance of the entrepreneurship training.

The study will cover all regions of the RM. VET graduates who have had received training in the Basics of Entrepreneurship and, eventually, post-VET entrepreneurship training will be included in this study

**VI. Methodology**

The Provider shall be required to carry out a tracer survey among graduates and among a limited number of employers that employ VET/MEEETA Project beneficiaries and teachers involved in teaching "Basic Entrepreneurship" discipline. Draft Questionnaires will be developed by the Applicant as Annex A to be attached to these ToRs.

**Data collection:** The study shall apply both qualitative and quantitative data collection methods as suggested below



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- Desk study review of all relevant documentation, including but not limited to: The project document (proposal); Past Tracer Study report (from MEEETA II project); Labour Market Survey report; Local Economic Development reports; VET Policy Documents; MoE standardized VET curriculum materials and training guides used by the VET schools and Centres of Excellence.
- Structured questionnaires for a sample of trainees that will have had completed their training by time of the study. Administration of these questionnaires by telephone might be necessary where the trainees are not reachable physically.
- Semi-Structured Interviews (SSI): SSIs will be carried out with VET instructors/teachers, with a number of employers.

The Tracer Study will examine four groups of CEDA beneficiaries.

The first group will consist of VET students – 2014 and 2015 graduates of the former pilot schools (15 institutions), 10 students per each school and graduation year. A total minimum amount of around 150 students is expected to be found and questioned. This category of beneficiaries will be questioned over their current occupational status, their in-school entrepreneurship training and their emigration prospects.

The second group will consist of 2014/2015/2016 VET graduates who benefited from post-VET entrepreneurship training and did or did not receive an equipment grant from CEDA. 100 beneficiaries from this category will be questioned over their current occupational status, their in-school and/or post-VET entrepreneurship training and their emigration status/prospects.

The third group to be examined consists of “Basics of Entrepreneurship” teachers from 10 selected MEEETA II pilot VET institutions. Teachers will be questioned over their perception of the “Basics of Entrepreneurship” course current status, their contentedness with the scope of the course, provision with didactic materials, students’ attitude towards the subject, etc.

The fourth group of beneficiaries to be examined consists of 10-15 employers of VET graduates. This group will answer questions regarding their satisfaction with both technical and general skills developed by their employees at the VET school with special focus on entrepreneurship skills. They are supposed to come with recommendations and suggestions.

Data collection will be undertaken by telephone, mobile phone, e-mail or other communication channel in case of the first two groups and via standardized face-to-face interviews with beneficiaries in case of the third and fourth groups. Interviews will be conducted at the respondent’s place of business, or other location convenient for him/her and will be conducted based on a questionnaire approved by CEDA.

The questionnaires answered will be collected and processed in order to produce a final report summarizing and discussing all findings, including recommendations for making improvements to the programme. Provider’s responsibilities will include identifying, training and overseeing the work of interviewers who will conduct the interviews, collecting and analysing the data, drafting a final report, and presenting these findings to CEDA.

### **VII. Duration and Place**

The Tracer Study should be conducted within 1 month from 26 September through – 26 October 2016 in the Republic of Moldova.



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### **VIII. Reporting**

The study report will comprise both quantitative and qualitative findings, and include a 1-2 page summary. The study report should be written in Romanian and English. Both versions should be submitted in 5 days after the approval of the final draft of the report in Romanian.

Comments on the study report will be made by CEDA within 5 days and possible amendments discussed with the Provider within 5 days, so that the final report will be shared with the other concerned stakeholders, especially LED.

A roundtable discussion will be held in Chisinau, involving the concerned CEDA project team and other stakeholders in order to discuss the Tracer Study main results and to summarize the major recommendations of the Provider.

### **IX. Administrative Aspects / Time Schedule**

Annex B of this TOR includes a tentative timeline of the assignment and Annex C a detailed budget proposal, both of which are subject to approval by CEDA.

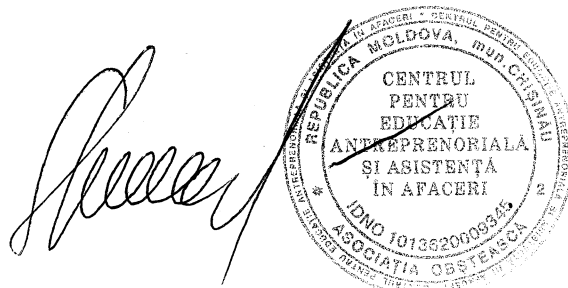
The Provider will have full access to the available documents of the MEEETA III project from CEDA. The staff of CEDA is also at his disposal for interviews. Further, CEDA will coordinate the preparation of the assignment.

The Provider will be provided with independent means of transport and permitted free access to all areas where the grant beneficiaries reside and/or operate their businesses. Two weeks before the assignment the Provider will receive a list of the grant beneficiaries as well as other project reports and documents provided by CEDA. All documentation concerning the mandate must be treated confidentially. Declarations to third parties who are not directly involved in the project and the press are subject to the prior agreement of CEDA. No press releases or conferences may be given without the advance permission of CEDA.

Chisinau, 23 August 2016

Sofia Suleanschi

Director





ANNEX C

**Budget Proposal**

	unit	Qty	per unit	Subtotal MDL	Subtotal USD
<b>Description</b>			Lei or USD	0	
<i>I. Team</i>				0	0
1					
2					
3					
4					
5					
				-	0
<i>II. &lt;Activity 2&gt;</i>				0	
1	day			-	
2	pc			-	
3	pc			-	
4	pc			-	
5	pc			-	
<b>GRAND TOTAL</b>				<b>0</b>	<b>0</b>