

Terms of Reference

Contract for Services: Conducting a Survey on Life-long Learning in Fiji

General information:

Type of contract: Contract for Services

1. General background:

The RESEARCH Department's main research objective is to investigate the labour market consequences of major transformative changes (including those related to new technologies, demographic shifts, climate change and globalisation) and the role that policies play in shaping such transformations and their consequences.

The Research Department publishes the ILO World Economic and Social Outlook (WESO) Thematic Report every other year. The upcoming 2026 edition of the report will focus on Life-long Learning (LLL) and Skills Dynamics. The objective is to provide a comprehensive and evidence-based analysis of the issue, which is currently lacking. The report defines LLL based on the ILO's three-pronged framework, which encompasses educational, the world of work and broader societal dimensions and focuses on the world of work realm.

In order to provide an overall picture of how learning activities are taking place across countries and regions, the report then seeks to measure the state of lifelong learning in the world. Based on an extensive mapping exercise, it shows that the existing indicators are not sufficient to adequately measure the different aspects of LLL, especially with regards to the world of work in low and middle-income countries.

Therefore, the ILO aims to complement the current knowledge by conducting household/individual surveys for the working age population (15-64 years) in selected low and middle-income countries. The surveys focus on indicators that have not yet been sufficiently assessed, such as those on the distinction between formal non-formal, and informal learning; the usefulness of learning activities, including their contribution to reskilling and upskilling; the barriers preventing people from getting more learning activities and specific learning needs. In addition to questions related to LLL, the survey also contains questions on the labour market based on national labour force surveys (LFS), including the employment status, contract type, registration status of the business.

This survey has already been successfully carried out in Bangladesh with a sample of over 6000 individuals. **An average of 12 interviews** were carried out by enumerators each day and each interview took **an average of 20-25 min.**

From the region of Pacific Islands, **Fiji** was selected as the country of interest. The selected institution will be responsible for conducting an individual/household survey on LLL in Fiji based on the standardised questionnaire provided by the ILO (see Annex 1) and will report to the Skills, Active Labour Market Policies and Policy Evaluation Team of the Research Department.

2. Duties and Responsibilities:

The institution is expected to carry out face-to-face interviews with the working age population (15-64 years) using the questionnaire on various aspects of lifelong learning **provided by the ILO (see Annex 1)**. This comprises:

- 1) Providing an inception report setting out the survey work plan including:
 - a. Survey design, including probability-based sample design and weighting strategy that will be finalised in consultation with the ILO.
 - b. Data collection management plan, data protection plan, and data quality assurance plan
 - c. Experience of the firm and the project staff with data collection using CAPI (computer assisted personal interviewing) software on electronic devices (phones or tablets)
 - d. Timetable
 - e. Other relevant information
- 2) Adapting the questionnaire to the local context in collaboration with the ILO. (see Annex 1 for the draft questionnaire) and translating it as necessary into local languages.
- 3) Making arrangements for and carrying out training of enumerators, supervisors, IT support (for management of data-entry software and tablets, and data storage and transfer), data entry and editing staff, and any other staff necessary.
- 4) Conducting a pilot test with a sample of 150 individuals (ensuring good coverage of key demographics through use of quotas) before deploying the full-scale survey and submitting to the ILO a summary of the main issues arising during the pilot test.
- 5) Making revisions based on the reviews by the ILO and findings of the pilot testing.
- 6) Administering the survey to a sample size of around 5'000 individuals of the working-age population (15-64 years). The sample size will be finalised subject to the final sample design, considering the share of working age population and costings analysis.
- 7) Providing bi-weekly survey progress reports to the ILO and regular meetings with the ILO team on the progress of data collection.
- 8) Cleaning and making available the primary data collected (in csv, STATA etc)
- 9) Calculate and provide sample weights based on the demographic characteristics of the population.
- 10) Providing a survey codebook including a complete list of variables and their explanations.
- 11) Providing a final report with tabulations of main indicators, including an explicit description of the final methodology used to gather data and calculate statistics. (The analysis of the data to be included in the report will be undertaken by the ILO team and not by the firm).

3. Project Deliverables

As detailed in section 2. Duties and Responsibilities, the project deliverables are as follows:

- 1) Inception report setting out the survey work plan.
- 2) Bi-weekly survey progress reports.
- 3) Primary data collected (made available in csv, STATA, or other suitable formats).
- 4) Survey codebook with a complete list of variables and explanations.
- 5) Final report with tabulations of main indicators, final survey methodology, sample weights and descriptive statistics.

4. Payment schedule:

Start date: 10 September 2024 and shall expire on 09 January 2025, and progress according to the workplan established.

The total amount will be made in 3 instalments:

- First instalment: **15 per cent of the total amount** upon the completion of the inception report and in order to cover **advances** for the field work, by 25 September 2024.
- Second instalment: **40 per cent of the total amount** upon the collection of 50 per cent of data and bi-weekly survey progress reports, by 20 November 2024.
- Final payment: **45 per cent of the total amount**, upon the completion of data collection, data cleaning and the final report, to the satisfaction of the ILO, by 09 January 2025.

5. Selection criteria

Interested firms must have demonstrated experience in conducting large-scale household/individual surveys. They must submit a firm profile that shows proven track record in similar projects, especially with international organizations or UN agencies. The firms must also provide evidence of past performance, including project reports, client testimonials, and case studies demonstrating quality and relevance. In addition, the firms must submit the CVs of the proposed team members that show relevant expertise in data collection, management and cleaning, and statistical analysis and experience in managing and executing similar surveys, particularly in low and middle-income countries.

The technical proposal must include a well-structured work-plan outlining phases, timelines and key milestones. Interested firms must also demonstrate firm capacity to perform the engagement within the specified timeframe. The methodology proposed in the proposal must reflect the understanding of the ToRs and the objectives of the project. Sample size determination and sampling techniques, including strategies for addressing potential sampling errors and biases, must be clearly explained.

The financial proposal must include a clear budget breakdown, indicating daily fees, and all foreseen expenses related to travel and operations.

6. General conditions:

- 1) All data compiled by or received by the Contractor under the Contract shall be the property of ILO and shall be delivered to ILO authorized officials on completion of work under the Contract.
- 2) In the management of the data used for this contract, the contracted company commits not to share or disseminate the data or related files with any third parties unless authorized by the Research Department of the ILO.
- 3) If relevant, the contracted company commits to permanently delete any data stored outside the ILO's server environment after the termination of the contract, unless agreed otherwise with the ILO.
- 4) Additionally, the contractor commits to use the databases only for the purposes stated in this contract, in accordance with international standards of statistical privacy and not to use the information with the intention to identify individuals in the sample.