

**TERMS OF REFERENCES**  
**Mid-term review of Multi-Media Initiative for Youth (MIY) Project**

**1. Assignment Information**

<b>Assignment Title:</b>	International Consultant to Conduct Mid-Term Review of a Project Multimedia Youth Initiative 2014-2018
<b>UNDP Practice Area:</b>	Voice and participation (Governance)
<b>Cluster/Project:</b>	Multi-Media Initiative for Youth Project (MIY)
<b>Contract Type:</b>	Individual Contractor (IC)
<b>Duty Station:</b>	Phnom Penh, Cambodia with visit to selected province(s)
<b>Expected Place of Travel</b>	Phnom Penh with Selected provinces in Cambodia (maximum 2)
<b>Contract Duration:</b>	30 working days (Nov to Dec 2016)

**2. Background and Project Description**

The Multi-media Initiative for Youth (MIY) is a project that aims to support Cambodian young people (aged 15-30) to improve their knowledge and efficacy (confidence in their ability), individually and collectively, to work together better among themselves and with older people to achieve common goals. The phase I of the project had been implemented from November 2014 until June 2016 and moving to a second phase starting from July 2016 up to September 2018.

Even though Klahan9 phase one is implemented for just only 18 months, but the project has already made a contribution to building the knowledge and self-efficacy of young people in exploring suitable jobs for themselves. According to the Klahan9 impact assessment showed that young people who were exposed to Klahan9 reported of being braver in communication with others, facing up to problems, working hard, and struggling to overcome obstacles in life. The participants also felt the programme reinforced their existing knowledge, and motivated them to carry out their existing plans. For example, research participants said that, after watching Klahan9, they: felt motivated to take action to run and expand their own business; felt encouraged to continue studying; thought deeply about the risks before migrating for employment; and felt better prepared for job interviews. Although the majority of the audience have not done anything differently after engaging with Klahan9, some report the TV programme has motivated them to act differently to improve their livelihoods.

These results indicated that young people have achieved the first and second steps following determined theory of change by acquired necessary knowledge and skills and already started applying when opportunity arisen. However, a further intervention is needed to give them opportunities to advance their knowledge and further build up their confidence. Hence, the Klahan9 phase II has been initiated to continue the momentum of the success of Klahan9 phase one with the aims to give young people particularly urban and rural youth (aged 15-30), and especially young women, who are in unemployment or in vulnerable employment the knowledge, soft skills and the confidence they need to be able to both identify alternative jobs and mobilize support from their influencers (such as family members) to apply for these jobs or apply for training that will enable them to get such roles. In this second phase, the klahan9

project will focus more the participatory multi-media approach to ensure higher engagement from young people with the programme.

Throughout the phase I and II, the MIY will continue to consistently undertake two major tasks, which include:

- 1) Delivery of youth oriented employment education by establishing media platforms, programmes, and community outreach activities;
- 2) Capacity development for Cambodian youth through capacity strengthening activities with the National Employment Agency

During the duration of the phase I, MIY was set to achieve the following outcomes:

- Increase access to information for young people aged 15-30 in Cambodia about job opportunities; formal and informal ways to find employment; access to training and support; or ways to improve the way they make a living.
- Increase Cambodian young people's knowledge and skills in seeking employment/ an occupation that will meet their economic needs and provide good conditions.
- Increase Cambodian young people's confidence, and knowledge of strategies, to discuss and negotiate with parents and other community power holders about their livelihoods.
- Increase media production skills in the Cambodian media industry to contribute to improved programming on economic resilience.

In Phase II the project is working toward the achievement of the following specific outcomes:

- Unemployed or vulnerably employed youth especially female youth in Cambodia know what the various job options are, the advantages and disadvantages of focus jobs, and the skills needed to do these jobs.
- Unemployed or vulnerably employed youth especially female youth in Cambodia feel motivated to enrol onto TVET training or study STEM subjects.
- Unemployed or vulnerably employed youth especially female youth in Cambodia have negotiation skills to talk to gatekeepers about what they want to do and gain their support.
- Employed youth especially female youth in Cambodia have the analytical, attitudinal and decision-making soft skills needed by employers that would allow them to secure promotion.

### **3. Objective of the Assignment**

As stipulated in project document, Mid-Term Review (MTR) will be conducted to look at relevance, effectiveness, efficiency and sustainability of project intervention and results.

The MTR is intended to assess the overall progress towards project intended objectives, CPAP and UNDAF outcomes and to inform BBC Media Action and UNDP about possible necessary adjustments and future directions. With assistance of national consultant, international consultant shall examine both general and specific aspects of project, and then based on analytical finding; she/he shall address/propose applicable recommendation to improve project in terms of sustainability, efficiency, relevance and effectiveness

### **4. Scope of the Assignment**

The MTR consultant's assignment will be focused the following main aspects:

- i. Assessment of project formulation/design
- ii. Assessment of project progress/achievement
- iii. Assessment of challenges and risks facing during project's implementation
- iv. Proposed analytical recommendations for project's interventions

Section One	<p><b><u>Assessment of project formulation /design</u></b></p> <ul style="list-style-type: none"> <li>• Assess the project design in terms of its relevance and effectiveness to the overall development situation in Cambodia; relevance to national strategies, and relevance to beneficiaries</li> <li>• Assess relevance of the project’s management arrangements; identify advantages, bottlenecks and lessons learn with regard to the management arrangements</li> <li>• To assess the project's relevance and its alignment with Government reforms, policies and strategies on youth</li> </ul>
Section Two	<p><b><u>Assessment of project progress/ achievement</u></b></p> <ul style="list-style-type: none"> <li>• To review and assess the overall progress/achievement to date in the implementation of MYI project. In this effort, consultant shall carry out desk review on project document, quarterly and annual work plans and budgets, quarterly and annual progress reports and other relevant documents (to be advised by MYI project team and UNDP) and examine to what extent the project outputs are achieved or on/off track against project objectives, UNDAF and CPAP outcomes</li> <li>• review the effectiveness and efficiency, strategic directions and overall coordination and management of the project</li> </ul>
Section Three	<p><b><u>Assessment of challenges and risks facing during project's implementation</u></b></p> <ul style="list-style-type: none"> <li>• To identify and analyze factors that influenced performance of the project such as project ownership, partnership and coordination with other agencies</li> <li>• To identify major institutional and operational issues that impacted on the achievement of the project objectives review the effectiveness and efficiency strategic directions and overall coordination and management of the project; Review and assess UNDP's supporting and oversight roles</li> </ul>
Section Four	<p><b><u>Proposed analytical recommendations for project's interventions</u></b></p> <ul style="list-style-type: none"> <li>• To review current project framework and provide recommendations in terms of key milestones and strategic priorities and required core personnel or consultants for rest of project lifespan 2016-2018</li> <li>• To provide recommendations for adjustments and future direction of the project, possible cooperation mechanisms, partnerships and funding modalities, taking into account priorities and emerging issues,</li> <li>• Provide applicable/practical and analytical recommendations to key project stakeholders for follow-up activities into common comments received from stakeholders and interested parties</li> </ul>

	<ul style="list-style-type: none"> <li>Based on findings, to inform contributing donors on future strategic relevance with eyes on democratic accountability, you engagement and future policy oriented aspect.</li> </ul>
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## **5. Expected Outputs and Deliverables**

<b>Deliverables/ Outputs</b>	<b>Estimated Duration to Complete</b>	<b>Target Due Dates</b>	<b>Review and Approvals Required</b>
Submission of Inception report with detailed Work Plan and methodology for the assignment	5 days	Estimated November 25 <sup>th</sup> 2016	Programme analyst/ACD
After consultations with relevant stakeholders, submission of draft MTR Report to BBC Media Action UNDP for substantive comments and feedbacks.	20 days	Estimated Dec 15 <sup>th</sup> 2016	Programme analyst/ACD
Report finalized and approved by UNDP	5 days	Estimated Dec 25 <sup>th</sup> 2016	Programme analyst/ACD Project manager

## **6. Institutional Arrangement**

Once the contract agreement is signed between the consultants (one national and one international) and the UNDP Country Office, an initial meeting with BBC MA and UNDP teams will be convened to provide overall direction and guidance as well as to discuss arrangements of the exercise. The consultants will report to UNDP Programme analyst and UNDP Assistant Country Director (ACD) Programme through S/he will work closely with BBC Media action team.

The international consultant will be responsible for developing appropriate methodology for the review with assistance from national consultant. As this is a review and not an evaluation, it is envisaged that this would include a consultative and participatory methodology making full use of the experience and ideas emanating also from the BBC MA team, UNDP and key government and donor counterparts:

1. Review of project related documents and other relevant documents.
2. Conduct interviews or focus group discussions with key stakeholders.
3. Present the findings and key recommendations to BBC MA team and UNDP before submission of final report.

BBC MA team will facilitate the review by participating in consultations and interviews, by providing project documents, by identifying stakeholders, project beneficiaries and sources of information. UNDP will support the consultants in organizing some meetings with relevant stakeholders, partners and beneficiaries, if necessary.

## 7. Duration of the Work

The duration of this assignment is 30 days. The schedule of the assignment in terms of travel and in-country days will be finalized upon completion of selection process with most successful candidate. The consultant will be required to spend at least two weeks in country. Transportation to provinces will be supported by the project.

## 8. Duty Station

Home based with at least 2 weeks in Cambodia -Phnom Penh with visit(s) to selected provinces in Cambodia (maximum 2).

Selected individual contract(s) who is expected to travel to the Country Office (CO) to undertake the assignment in the country (Cambodia) is required to undertake the *Basic Security in the Field (BSIF) training* (<https://dss.un.org/dssweb/WelcometoUNDSS/tabid/105/Default.aspx?returnurl=%2fdssweb%2f>) prior to travelling. CD ROMs must be made available for use in environments where access to technology poses a challenge. <sup>i</sup>

## 9. Minimum Qualifications of the successful Individual Contractor

Education:	A Master's Degree or higher in Communication/Media, Public Administration, Business Administration, Public Policy, Social and Political Sciences or Development Studies. PhD degree is considered an asset.
Experience:	<ul style="list-style-type: none"><li>• At least 7 years of experiences in conducting assessments, mid- term review or final evaluations of development projects/programs, preferably in the area capacity development, media and communication, organizational development and advocacy.</li><li>• Strong interpersonal, communication and analytical skills, ability to coordinate and synchronize work with diverse cultural backgrounds and ability to work in different environments.</li><li>• Knowledge and experiences working in Cambodia and region are desirable</li></ul>
Competencies	<ul style="list-style-type: none"><li>• Excellent organizational and time management skills</li><li>• High skill in problem identification and strong analytical skill for recommended improvement and future intervention.</li><li>• Ability to deliver quality products in high stress or short deadline situations</li><li>• Strong interpersonal, communication and analytical skills, ability to coordinate and synchronize work with diverse cultural backgrounds, and ability to work in different environments</li></ul>

	<ul style="list-style-type: none"> <li>• Excellent written and English communication skills with a demonstrated ability to assess complex situations in order to succinctly and clearly distil critical issues and draw forward looking conclusions,</li> <li>• Ability to communicate in person and writing with a wide range of stakeholders, including government, UNDP, donors and civil society, and ability to work collaboratively on-line and via e-mail.</li> <li>• Be flexible and responsive to changes as part of the review and feedback process.</li> </ul>
Language Requirements:	English
Other requirement	Submission of proposed practical methodology for the assignment

### **10. Criteria for Evaluation of Level of Technical Compliance of Individual Contractor**

<b>Technical Evaluation Criteria</b>	<b>Obtainable Score</b>
A Master's Degree or higher in Communication/media, Public Administration, Business Administration, Public Policy, Social and Political Sciences or Development Studies	20
Quality of proposed practical methodology for the assignment	40
Minimum 7 years of experiences in conducting assessments, mid- term review or final evaluations of development projects/programs, preferably in the area of media and communication, capacity and organizational development and advocacy.	30
Knowledge of the country/regional context. Previous experience in Cambodia is an asset.	10
<b>Total Obtainable Score</b>	<b>100</b>

### **11. Payment Milestones**

The consultant will be paid on a lump sum basis under the following installments.

<b>No.</b>	<b>Outputs/Deliveries</b>	<b>Payment Schedule</b>	<b>Payment Amount</b>
1	After approval of submitted Inception report with detailed Work Plan and methodology for the assignment	Estimated November 25 <sup>th</sup> 2016	20%
2	After consultations with relevant stakeholders, submission of draft MTR Report to BBC Media Action UNDP for substantive comments and feedbacks.	Estimated Dec 15 <sup>th</sup> 2016	30%
3	Report finalized and approved by UNDP	Estimated Dec 25 <sup>th</sup> 2016	50%

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<sup>i</sup> POPP: <https://intranet.undp.org/global/popp/cap/Pages/administration-of-travel-of-ic.aspx>