

Annex-1: TORs

Terms of Reference

To develop Monitoring and Evaluation Framework and carryout Evaluation of the Project on Strengthening NYKS and NSS

1. Background

The United Nations Volunteers in India is implementing the Project on “Strengthening Nehru Yuva Kendra Sangathan (NYKS) and National Service Scheme (NSS)” in collaboration with the Ministry of Youth Affairs and Sports, Government of India and United Nations Development Programme (UNDP). The Project was initiated in September 2014 and aims to provide catalytic support to the existing youth volunteer schemes of the Ministry i.e. NYKS and NSS. Together, these two schemes reach out to over 11 million youth in the country.

As part of this Project, the national youth volunteer infrastructure of the Ministry of Youth Affairs and Sports (MoYAS) has been strengthened by placing one National Project Manager along with three national United Nations Volunteers (UNV) at MoYAS at national level and 29 UNV District Youth Coordinators (DYCs) (one UNV in one district in each of 29 states of India).

Within a short span of its implementation, the Project has been able to demonstrate substantial expansion in terms of mobilization of volunteers, youth clubs as well as activities by NYKS and NSS.

It has been recognized that the placement of UNV District Youth Coordinators has energised the work of NYKS in the 29 districts and this has not only led to the formation of additional youth clubs but also expansion of innovative activities engaging youth in volunteering for community development, skills development, and awareness generation on Government of India’s programmes at grassroots levels. The Project has been instrumental in enhancing the reach of Department of Youth Affairs in the 29 districts due to the presence of UNV District Youth Coordinators (UNVDYCs).

Monitoring and evaluation is viewed as critical factor for building a strong, evidence for the impact of youth volunteerism in the existing NYKS and NSS infrastructure wherein they have been successful in strengthening the key youth associations in the country. While consultations held with the State and district counterparts and performance assessment of UNV DYCs under the Project by State Directors, NYKS highlight the achievements made under the Project, there is no mechanism to continuously monitor and periodically evaluate the progress made in implementation of various activities of the Project.

In this regard, the UN Volunteers in India is looking for a Consultant to develop a comprehensive monitoring and evaluation framework (M&E) for the Project “Strengthening NYKS and NSS” and conduct a mid-term evaluation of the Project. The M&E Framework should be designed in such a manner that it could be applied for all NYKS/NSS activities across districts and states.

2. Objectives for the assignment

The objective of the assignment is to evaluate the progress made in implementing various activities and measure the impacts of the Project on the ground in order to facilitate greater youth participation in development activities. It is proposed to develop a comprehensive monitoring and evaluation framework with specific tools to effectively monitor Project progress and achievement, and to carry out a mid-Project evaluation with sufficient information to assess the Project’s success.

Duties & Responsibilities of the Consultant:

- To carry out desk research in consultations with NYKS, NSS, UNV, UNDP for a comprehensive M&E framework;
- To develop a result based M&E framework outlining performance indicators (output and outcomes) with clear definitions, milestones, data collections strategies etc.;
- To prescribe methodologies and tools for monitoring progress and measuring results;
- To identify structured set of indicators covering: inputs, process, outputs, outcomes, impact, and exogenous factors having impact on Project results;
- To clearly indicate how the impacts outlined will be measured and evidence for the evaluations will be generated;
- To facilitate systematic disaggregation of data including by sex, disability, geographical location etc;
- To undertake field visits and collect feedback/inputs from the target group for the evaluation of the Project;
- To carry out mid-term evaluation of progress made under the Project;
- To prepare a comprehensive Evaluation Report capturing impact of the Project and suggesting measures for improvement;
- To capture good practices with potential of replication and scaling up;
- To identify mechanisms by which to strengthen results of the Project, with attention to benchmarking cross cutting issues such as gender and differently abled youth;
- To suggest measures to increase communication and exchange good practices with agencies in the district and states

3. Deliverable and Timeframe

Consultant is expected to produce the following deliverable by the suggested completion date.

Sr.	Deliverables	Suggested Completion Date	Payment schedule
1	Inception Report	30 September 2017	25%
2	Draft Framework of M&E	31 October 2017	25%
3	Draft Evaluation Report	30 November 2017	25%
4	Final Evaluation Report	15 December 2017	25%

Duration of Assignment : 3 months (15 September 2017 – 15 December 2017)

Start Date : 15 September 2017

Duty Station : Home based

Management

The assignment will be carried out under the overall guidance of the UNV India team. The consultant will work closely with all the UNV-DYCs stationed at 29 districts identified under the Project and report to the UN Volunteers National Team in New Delhi. A minimum of 10 district level visit to be done as suggested by the UNV National Team.

4. Qualification and Experience

Competencies

- Strategic vision, strong technical and analytical capabilities and demonstrated ability to gain the assistance and cooperation of others in a team endeavor through technical leadership in a broad range of operational issues
- Strong interpersonal skills and communication skills, resourcefulness, initiative, maturity of judgement, tact, and negotiation skills, and the ability to cope with situations which may pose conflict
- Demonstrate integrity by modeling the UN's values and ethical standards
- Proven ability to work in a team, develop synergies and establish effective working relations with UN Agencies, government counterparts and NGOs
- Demonstrate openness to change and ability to receive/integrate feedback
- Ability to handle effectively multiple tasks without comprising quality, team spirit and positive working relationship
- Strong analytical aptitude and effective interpersonal, communication and presentation skills
- Ability to solve complex problems with minimal supervision

- Ability to lead formulation and evaluation of development programs and Projects
- Ability to work with small multi-disciplinary, multi-national teams to deliver quality products in high stress, short deadline situations
- Ability and demonstrated capacity to work in complex environment
- Facilitation and training skills
- Proficient in computer skills

Qualification

Education

Master's degree in a field relevant to the assignment, for example in development studies, statistics, result based management related social science fields, or business administration.

Technical Experience and Requirements

- At least 15 years of experience in strategic planning, Project management and M&E related work;
- Proven experience in developing M&E results framework and monitoring and evaluation of development Projects of UN agencies;
- Good understanding of both qualitative and quantitative M&E approaches;
- Good knowledge of UN system and procedures will be an advantage

Language

Excellent English writing and oral skills. Command in Hindi language would be preferred.

5. Documents

Interested candidates must submit the following documents/information to demonstrate their qualification:

- **Proposal**
 - i. Explaining why they are the most suitable to perform the work and deliver the outputs
 - ii. Provide a brief methodology on how they will approach and conduct the work
- **Financial proposal**
- **CV** – this should highlight past experiences in similar Projects/assignments and indicating at least 3 references.
- Examples of M&E results frameworks and progress reports, preferably for the UN, national Government or Donors

6. Evaluation

Criteria	Max. Point
Technical	
• Experience with conducting M&E	20
• Examples of M&E products (results framework & progress report)	20
• Experience working with United Nations	20
• Experience with coaching/capacity development of teams in M&E	10
Financial	30

This TOR is approved by : _____
 Signature : _____
 Date : _____