

**TERMS OF REFERENCE (TOR)
INDIVIDUAL CONTRACTOR**

1) ASSIGNMENT INFORMATION

Assignment Title	Final evaluation of the project “Poverty reduction among youth in Cambodia – Development of youth volunteers’ skill sets for increased employability”
Organization	UNV Cambodia
Project Name	Poverty reduction among youth in Cambodia – Development of youth volunteers’ skill sets for increased employability
Post Level	Technical Assistant (TA), Individual Contract
Cluster/Project	IBSA Project
Duty Station	Phnom Penh, Office-based with field visits
Duration	25 working days (February – March 2020)

2) GENERAL BACKGROUND

The United Nations Volunteers (UNV) intends to hire a National consultant in the capacity of Evaluator for the project “Poverty reduction among youth in Cambodia – Development of youth volunteers’ skill sets for increased employability”.

In 2017, UNV, the India, Brazil and South Africa (IBSA) Fund and the Ministry of Education, Youth and Sport (MoEYS) have partnered to pilot an innovative approach to youth skills development through volunteering. To ensure the enhanced employability of young people, the project facilitates more effective volunteering programmes for Cambodian youth and has begun the development of an accreditation policy to ensure that the skills developed through such opportunities are recognized and transferable to the job market. In addition, the project builds the capacity of the national partners in strengthening national volunteering structures while enhancing the cooperation with the private sector, civil society, and academia in youth employability.

The 2.5-year project aims to contribute to the following UNDAF 2014-2018 outcomes:

- Outcome 1: By 2018, people in Cambodia, in particular youth, women and vulnerable groups, are enabled to actively participate in and benefit equitably from growth and development that is sustainable and does not compromise the wellbeing, natural and cultural resources of future generations.
- Outcome 2: By 2018, more people, especially vulnerable, poor and marginalized groups, are equitably benefiting from and contributing to affordable, sustainable and quality social services and protection, and have gained enhance skills to achieve and contribute to social and human development.

The project’s outputs are as follows:

- Output 1: Strengthened national capacity to establish enabling policy environment for volunteerism and its recognition.

- Output 2: Promoted engagement of vulnerable youth in volunteerism as a means of employable skills development (Inclusion) – “Ensuring that no one is left behind”.
- Output 3: Advocacy, Information and Monitoring (AIM) – Strengthened national capacity to implement volunteer management mechanisms.

The project interventions have been carried out in 17 provinces and Phnom Penh as follows:

Output 1:

- Development of the National Youth Volunteering Implementation Plan in consultation with MoEYS, volunteer-involving organizations and private sector partners.
- Pilot 3 – “Volunteering during school holidays” rolled out in five provinces (Kampong Cham, Kampong Thorn, Kampong Chhnang, Takeo and Kandal) from September-October 2018 with the participation of 191 young volunteers.
- Under MoEYS’ initiative, Pilot 3 evolved into Volunteer for My Community (VMC), which is being implemented in 17 provinces.
- Organization of consultations workshops on the accreditation framework led by a consultant.

Output 2:

- Pilot 2 – Youth Volunteering for Social Entrepreneurship: 51 youth volunteers received training in entrepreneurship and capacitated to deliver trainings to youth in their communities. 988 youths trained by the youth volunteers gained entrepreneurial knowledge in the five target provinces.
- Pilot 2 evolved into an incubation program in partnership with the Young Entrepreneur Association of Cambodia (YEAC).

Output 3:

- A variety of advocacy and promotional events were organized such as a partnership with WEduShare on volunteerism mobilizing campaigns, publication of Dream Magazine, radio promotion, UN Day event, International Volunteer Day event.
- Launch of a Youth Volunteer Cambodia online platform to allow youth to find volunteering opportunities and volunteer-involving organizations to advertise volunteering positions.

3) EVALUATION PURPOSE, OBJECTIVES AND SCOPE

3.1 Evaluation Purpose and Objectives

As the project comes to an end on 31 March 2020, this final evaluation will assess the performance of the project in achieving its outcomes and outputs. The evaluation will support UNV Cambodia’s implementing team and the implementing team at MoEYS’ General Department of Youth in enhancing and expanding the volunteerism programs defined during the project.

Specifically, the evaluation has the following objectives:

- Assess progress achieved or being made toward the achievement of outputs 1, 2 and 3.
- Provide recommendation on sustaining and enhancing achievements of the project.
- Document lessons learnt, success stories and good practices in order to maximize the experiences gained.

3.2 Scope

The evaluation will assess the project's achievement of output 1, 2, 3 in 17 provinces. The evaluation will cover the entire project implementation period of July 2017 to February 2020.

3.3 Evaluation questions

Relevance

- To what extent has the project responded to the needs and priorities of Cambodian youth in accessing decent employment?
- To what extent has the project responded to the Government of Cambodia's needs and priorities in strengthening national volunteering structures?
- Were the expected project outputs relevant and realistic to the situation and needs of youth?

Effectiveness

- To what extent has progress been made toward outcome and output achievement? How have the achieved project outputs contributed to the outcome level changes?
- What have been the key results and changes attained?
- What are the greatest achievements of the project? How can the project build or expand on these achievements?
- Which output of the project has the least achievements? How can they be overcome?
- How have key stakeholders been involved in the project? What is their level of satisfaction?
- What alternative strategies would have been more effective in achieving the expected results?
- What unintended outcomes might be occurring because of the project? How did the project deal with these outcomes?
- To what extent has UNV been able to form and maintain partnerships with other actors to leverage results?

Efficiency

- Have resources (funds, human resources, time, expertise, etc.) been allocated strategically to achieve results?
- Have the project's funds and activities been delivered in a timely manner?
- How could the activities in output 1, 2 and 3 have been delivered with fewer resources without reducing their quality and quantity?

Sustainability

- What is the likelihood that the benefits that result from the project will continue at national and subnational levels?
- To what extent do national partners have the institutional capacities in place to sustain the results?
- What is the level of ownership of the project by its key stakeholders?

South-Cooperation

- To what extent has South-South cooperation contributed to the results attained?
- National Leadership and Ownership: Was the project sourced through a demand-driven approach? How did the government demonstrate its ownership of the projects?

- **Mutual Benefit:** To what extent the project supported mutual benefits through sharing of knowledge and experiences, training, technology transfer? Are there mutual gains?
 - **Equality and Horizontality:** To what extent the project utilized mutual exchange between developing countries? To what extent partners cooperated as peers; considering each other as equals and their relationship as horizontal (non-hierarchical)?
- Complementarity to North-South Cooperation:** To what extent the project served as complementary to North-South cooperation?

3.4 Methodology

The evaluator will determine the specific design and methods for the evaluation during the initial inception period. However, the contractor is expected to employ a combination of qualitative and quantitative evaluation methods and instruments.

The evaluator is also expected to:

- Conduct on-line/telephone and face-to-face interviews with relevant stakeholders, in full confidence and anonymity.
- Review relevant documentation, such as project document, results frameworks, quarterly and annual reports, activity reports, etc.
- Conduct field visits and on-site validation of key tangible outputs and interventions.

The final methodological approach, including interview schedule and data to be used in the evaluation should be clearly outlined in the inception report and be fully discussed and agreed between UNV and the evaluator.

4) EXPECTED DELIVERABLES AND PAYMENT SCHEDULE

4.1 Expected deliverables

The evaluator is required to produce the following deliverables, as specifically outlined in the timeframe below:

1. **Evaluation inception report** (10-15 pages) to be produced before the evaluation starts following preliminary discussions with UNV and desk review. The report will detail the evaluator's understanding of what is being evaluated and why, showing how each evaluation question will be answered by way of proposed methods, sources of data, data collection procedures, list of stakeholders to be interviewed, etc. The report should also include a proposed schedule of tasks, activities and deliverables.
2. **Evaluation debriefing:** immediately following the data-collection and interviews, UNV may ask for a preliminary debriefing and findings.
3. **First draft of evaluation report:** to be shared with UNV and relevant stakeholders for review and feedback.
4. **Second draft of evaluation report:** to be shared with UNV and relevant stakeholders for review and feedback. The second draft will include revisions based upon comments on the first draft.
5. **Final evaluation report:** will incorporate any final comments and revisions. It should at least cover methodology, findings, recommendations and lessons learned. It must include human-interest quotes and case studies and photos.

6. **Final evaluation brief and presentation** of the final report summarizing the final evaluation report in a concise, simple and visual manner for wide circulation.

4.2 Payment schedule

Deliverables	Percentage payment per deliverable
Inception report	20%
First draft of evaluation report	40%
Final evaluation report, evaluation brief and presentation	40%

5) TIMEFRAME

5.1 Duration: the assignment is expected to be performed within 25 working days over the period of 2 months from 3 February 2020 to 20 March 2020. The final deadline is absolute.

5.2 Duty station: Phnom Penh, either home-based or based at UNV Cambodia, with field visits. The daily subsistence allowance and transportation cost of field visits will be covered by UNV Cambodia.

5.3 Schedule

Activities	Working days	Date of completion	Responsible party
Phase 1: Desk review and inception report			
Inception meeting	-	At the time of contract signing 3 Feb. 2020	Evaluator
Sharing of relevant documents with evaluator	-	At the time of contract signing 3 Feb. 2020	UNV
Desk review and preparation of inception report	4 days	Within 7 days of inception meeting 3-8 Feb 2020	Evaluator
Submission of inception report	-	Within 7 days of inception meeting 10 Feb 2020	Evaluator
Comments and approval of inception report	-	Within 3 days of submission of the inception report 12 Feb 2020	UNV
Phase 2: Data-collection mission			
Data collection (desk review, interviews, field visits)	5 days	Within 3 weeks of contract signing 13-19 Feb. 2020	Evaluator
Data analysis	4 days	Within 1 week of data collection 20-25 Feb. 2020	Evaluator
Phase 3: Evaluation report writing			
First draft of evaluation report	4 days	Within 1 week of data analysis 26 Feb - 2 Mar. 2020	Evaluator
Submission of first draft of the evaluation report	-	Within 1 week of data analysis 2 Mar. 2020	Evaluator
Consolidated UNV and stakeholders' comments	-	Within 3 days of submission of 1 st draft 5 Mar. 2020	UNV

Second draft of evaluation report	3 days	Within 3 days of UNV's comments 6 - 10 Mar. 2020	Evaluator
Consolidated UNV and stakeholders' comments	-	Within 3 days of submission of 2 nd draft 13 Mar. 2020	UNV
Final evaluation report	3 days	Within 3 days of UNV's comments 13 - 18 Mar. 2020	Evaluator
Submission of final evaluation report	-	Within 3 days of UNV's comments 18 Mar. 2020	Evaluator
Brief and presentation	2 days	Within 2 days of submission of final report 20 Mar. 2020	Evaluator
Total	25 days		

6) QUALIFICATION OF SUCCESSFUL SERVICE PROVIDER

6.1 Required competencies

Education

- Advanced university degree (at least Masters) in a discipline relevant to youth development, volunteering, public administration, policy and planning, non-formal and vocational education and training, development studies, and other related interdisciplinary areas.

Professional experience

- Minimum five years' experience in programme evaluation, especially in youth, employment, and volunteerism programmes, and proven accomplishments in undertaking evaluations for international organizations, including the UN.
- Minimum seven years of professional experience related to policy and programming for youth, particularly in connection to non-formal education and volunteerism.
- Experience working with Cambodian national and subnational government.

Language skills

- Excellent written and spoken Khmer.
- Excellent written and spoken English.

Competencies

- Up to date with new developments, concepts and theories in youth development, non-formal education, employability and entrepreneurship.
- Good understanding of the governance and traditional institutions, and culture of Cambodia.
- Good understanding of the volunteering sector in Cambodia.
- High standards of integrity, gender sensitivity, age sensitivity, discretion and confidentiality.

The evaluator must be independent and objective and, therefore, cannot have any prior involvement in the design, implementation, decision-making or financing of any of the UNV interventions contributing to the project's results.

7) EVALUATION ETHICS

This evaluation will be conducted in accordance with the principles outlined in the UNEG ‘Ethical Guidelines for Evaluation’. The consultant must safeguard the rights and confidentiality of information providers, interviewees and stakeholders through measures to ensure compliance with legal and other relevant codes governing collection of data and reporting on data. The consultant must also ensure security of collected information before and after the evaluation and protocols to ensure anonymity and confidentiality of sources of information where that is expected. The information knowledge and data gathered in the evaluation process must also be solely used for the evaluation and not for other uses with the express authorization of UNV and partners.

8) IMPLEMENTATION ARRANGEMENTS

The consultancy will be performed under the direct supervision of the UNV Programme Manager at UNV Cambodia and work closely with the UNV Project Assistant and National Volunteer Specialists. UNV manages this evaluation, including clearing and approval of the evaluation products. Products approval will also be required from the Director General, Youth Department, Ministry of Education Youth and Sport.

Role of the evaluator:

- The evaluator is responsible to provide his/her technical expertise to produce the expected outputs;
- The evaluator shall arrange transportation for his/her mobility in Phnom Penh. For field visits, the travel cost and living allowance in the field will be covered by UNV.
- The evaluator is expected to report on progress to the UNV Programme Manager on a weekly basis.
- The evaluator shall report on and submit the above deliverables under this assignment to the assigned person, acting as the focal point of UNV Cambodia.
- The evaluator is expected to liaise closely with relevant government departments, in particular MoEYS, Cambodia Volunteering Network (VolCam), Young Entrepreneurs Association of Cambodia, and other UN agencies.

Role of UNV Cambodia

- UNV Cambodia will link the evaluator to key stakeholders, as needed.
- UNV Cambodia will provide overall quality assurance for this consultancy;
- UNV Cambodia will review deliverables for payment release;
- UNV Programme Manager will act as the focal person to interact with the evaluator to facilitate the assignment, field missions, review of each outputs and ensure timely generation of stakeholders’ comments on the expected deliverables.

9) EVALUATION CRITERIA

Technical Evaluation Criteria	Obtainable Score
- Minimum 5 years’ experience in programme evaluation, especially in youth, employment, and volunteerism programmes, and proven accomplishments in undertaking evaluations for international organizations, including the UN. - Minimum seven years of professional experience related to policy and programming for youth, particularly in connection to non-formal education and volunteerism.	30%

Demonstrated experiences in working with reputable organizations / academic institutions (internationally and nationally), Cambodian national and subnational government agencies, NGO's or United Nations, especially United Nations Volunteers, and/or private sector in carrying out similar assignments	30%
Quality of submitted technical proposal describing the methodology and approach for this assignment.	40%
Total Obtainable Score	100

10) DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSAL:

Interested individual consultants must submit the following documents/information to demonstrate their qualifications;

- Motivation Letter describing their interest in the assignment and why they are the most suitable for the work;
- Curriculum Vitae or Personal History Form (P11) including past experience in similar projects and at least 3 references;
- A technical proposal shall describe the methodology and the approach on how to fulfil the required deliverables as well as outline the major components of its implementation.
- Financial Proposal Form, providing a breakdown of the lump sum amount is to be provided by the offeror.