**Terms of Reference (TOR)**

**For an Assignment Requiring the Services of an Individual Contract (IC) to Conduct**

**Independent Final Evaluation for the Youth Volunteers Rebuilding Darfur Project**

1. **Project Title:** Youth Volunteers Rebuilding Darfur Project Phase 1
2. **Background and Project Description:**

**Background:**

The current conflict in Darfur has undermined livelihood coping strategies leaving millions reliant on food aid. Due to the conflict in Darfur, a whole generation of youth has suffered diminished educational and developmental opportunities. Youth constitute about 19.7% of the Darfur population and the youth employment across the three Darfur states is estimated to exceed 40%. The failure to provide educational opportunities, in combination with youth being cut off from their traditional livelihoods due to displacement, creates a double disadvantage for them. While in particular young people have a great potential to help build peaceful and prosperous communities, the pressure to make a living can even become a destabilizing factor fuelling violence and criminality. For the most disadvantaged group - illiterate youth in pre-urban and rural communities, agricultural vocation and businesses would provide suitable income generating opportunities. However, communities still lack access to skills, finance and markets.

**Project Description:**

The Youth Volunteers Rebuilding Darfur Project (YVRDP) is one of the components of the Darfur Livelihoods and Recovery Programme. It is a joint initiative led by United Nations Development Programme (UNDP) with the support of the Government of Sudan (GoS) and UNV, and with funding from the Republic of Korea. The project established a volunteer scheme in the universities of El Fasher, Zalingei and Nyala whereby trained youth volunteers under the scheme were deployed to work in local communities towards building the capacity community members in business and environmental management skills for improved economic development. By supporting the development of micro-enterprises and rebuilding capacity of communities, this project contributes to UNDP’s Country Programme Action Plan (CPAP) 2013-16; Focus Area 1: Poverty Reduction, Inclusive Growth and Sustainable Livelihoods” Output 1.2: Equitable livelihoods initiatives for rural and urban communities are supported for recovery and development.

The first Phase of the Project came to an end in June 2014 (January 2012 - June 2014) with an estimated total budget of USD 2,790,919. During the implementation period, keys results have been achieved. As primary implementation structure, one Project Coordination Unit (PCU) and three State Project Coordination Units (SPCUs) were established and are operational in the Universities of El Fasher, Zalingei and Nyala. During this phase, 205 volunteers were selected and trained of which 139 were successfully deployed to communities. These Youth volunteers trained 14,839 community members on business, environmental management,Micro-finance, Accumulating Savings and Credit Association (ASCA) and business idea development.

1. **Objectives and Scope of Work**

**Objective:** The purpose of this evaluation is to provide an independent assessment of the impact of the YVRDP during the first phase of the project and seeks to:

1. Measure the extent to which the YVRDP has implemented its activities, delivered outputs and how these contribute towards attaining the outcomes and development results.
2. Generate evidence-based knowledge by identifying best practices and lessons learned that could be useful for the improved design and development of future YVRDP Phase II in terms of scale-up and replicability.

The outcome of this evaluation will be used and shared by UNDP and other stakeholders to inform policy and guide similar future programmatic responses. The evaluation will focus on measuring development results and potential impacts generated by the **YVRDP**. It will examine the extent of delivery of outputs, activities and inputs detailed in the project document and in associated modifications made during implementation period (January 2012 – June 2014) within the five states of Darfur.

**Scope of Works:**

* ***1. Assess the results and achievements of the YVRD phase 1. In particular, the mission should focus on the following aspects:***
* Outline the main achievements of the project and assess the extent to which the YVRDP has contributed to solving the problems identified in the design phase;
* Assess whether the project has produced its outputs effectively and efficiently and identify the major factors, which have facilitated or impeded the progress of the project towards achieving its goal and desired results;

#### Determine the effect of the project on target groups, and in particular the quality, usefulness and sustainability of the project’s achievements and outputs;

* ***Review and assess the efficiency and adequacy of implementation arrangements and management of the project***
* In particular, the evaluation should assess the professional capacity and review the quality of inputs and activities implemented by the main national implementing partners of the programme: The PCU and the SPCUs.
* Assess whether these organizational arrangements were cost effective
* ***Review the effectiveness of the approach used to produce the project results. In particular, the mission should focus on the following aspects:***
* Review the management structure of the project and determine whether the structure of the project, the resources, the distribution of responsibilities and coordination mechanisms were appropriate for the achievement of project objectives.
* Review the project strategy and approach such as the selection of the volunteers, target groups, modalities for community deployment and engagement, microenterprise development, the management of the small grant and accumulating savings schemes.

#### Assess the support and roles of teams at project management level.

* ***Assess the views of the direct beneficiaries.***
* In particular, the evaluation should examine whether the participation of primary beneficiaries has been adequate in the preparation and implementation and evaluation of the activities.
* To the extent possible, the mission will collect the views and impressions of beneficiaries on the perceived impacts, shortcomings of the project and document beneficiary recommendations.
* ***Sustainability aspects of the project***
* Review approach, structures, strategies used by the project to involve local communities and build to technical and management capacities to implement and maintain the project;
* Assess to what extent the project managed to build community and national ownership.
* Assess the involvement of different stakeholders and inter-linkages and interactions at the local, state and national levels.

#### To the extent possible, highlight linkages and synergies; direct or indirect with other UNDP, government and other donor supported projects.

* An analysis of the underlying factors beyond UNDP’s control that influenced the outcomes;
* ***Document Findings , Best Practices and Lessons Learned***

#### Produce, as logically and objectively as possible, significant conclusions that are extracted from the evaluation in terms of project overall goals, approach, relevance, performance, success, failures, strengths and weaknesses.

#### Identify the main lessons learned during implementation, identify the major impediments encountered and make specific recommendations to address these findings in the next envisaged phase of the project.

* ***Recommendations***

#### The consultant is expected to outline the recommendations for the next phase of project. The recommendations must be objective, realistic, practical, understandable, and forward looking;

#### The recommendations have to be logically linked to the findings and assumptions that were based on.

#### Each recommendation has to bear its impact on the improvement of the design and implementing of any next phase of the project;

The evaluation will entail a combination of desk research, interviews, and focus groups undertaken in at least three of the five States of Darfur.

1. **Desk Research**

Prior to the commencement of the field work, the consultant will be expected to conduct desk review of available materials including project documents, reports, work plans, assessment reports, strategic plans, sectoral, government and UN documents related to the objectives of the project to obtain a broader view and insight to the context and frame for the evaluation.

1. **Inception Report**

Before the analysis is undertaken, an inception report will be written addressing the objectives of the study, and an outline of the entire evaluation exercise. The inception report should outline in detail the methodology and techniques to be used in the evaluation, information on the instruments to be used for data collection and analysis (interviews, field visits, questionnaires or participatory techniques). In addition, the report should outline the stakeholder list/map, proposed work plan of activities and submission of deliverables, interview checklists/protocols and the tentative outline of the main report. This report will be used as an initial point of agreement and understanding between the consultant and the evaluation managers. The format for inception report has been outlined in the Terms of Reference attached.

1. **Field Data Collection (Interviews & Focus Groups Discussions)**

Questionnaires and checklists will be designed by the evaluation team as deem necessary to collect sufficient information for analysis.

1. **Data Analysis, interpretation and Compilation**

The consultant will enter data collected using appropriate software for analysis and interpretation.

1. **Evaluation Reports**

The consultant will produce an evaluation report detailing the findings from the field data collected. The following reports will be expected after the field data collection.

* **Draft Final Report** (to be submitted 5 working days after the completion of the field visit. Format outlined in )
* **Debriefing at the stakeholder workshop:** Debriefing session on the draft evaluation report by the evaluation team.
* **Final Evaluation Report** (to be submitted within 4days after the debriefing workshop, and after incorporating all comments and revisions).
* **Power point presentation and evaluation brief** for dissemination to stakeholders

**Existing literature and Information**

In order to provide the consultant sufficient background for enriched analysis, the consultant may draw on the following documents that are currently available:

1. The Youth Volunteers Rebuilding Darfur Project Documents
2. Annual Work plans for the Darfur Livelihoods and Recovery Programme (2013 &2014)
3. Biannual Project Reports (Youth Volunteers Rebuilding Darfur)
4. Final Narrative and Financial Report (Youth Volunteers rebuilding Darfur)

Additional documents and information may be present prior to or on arrival of the consultant at the duty station.

1. **Expected Deliverables and Schedule of Payments:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Deliverables / Outputs** | **Estimated Duration to Complete** | **Due Dates** | **Submission Requirements** | **% of Payment** | **Review and Approvals Required** |
| 1. Conduct Desk Review | 3 working days | Within 3 working days from contract commencement | Draft Inception Report. | Nill | DLRP Programme Manager |
| 1. Final Inception Report | 3 working days | Within 6 working days from contract commencement | Final Inception Report. | 40% | Programme Officer |
| 1. Conduct field evaluation mission for data collection (visits to the field, interviews, focus group mission. | 14  working days | Within 20 working days from contract commencement | Detailed work plan  List of interviewees. | Nill | DRLP Programme Manager |
| 1. Submission of  the first draft evaluation report | 6 working days | Within 26 working days from contract commencement | First draft | 40% | Programme Officer /OSD |
| 1. Conduct stakeholder debriefing and Validation Workshop | 1 working day | Within 27 working days from contract commencement | Workshop Discussions, remarks and comments | Nill | DRLP Programme Manager |
| 1. Revision of final draft report and development of communication materials | 2 working days | Within 29 working days from contract commencement  Revision of draft final report. | PowerPoint Presentation and Briefing notes | Nill | Programme Officer |
| 1. Final evaluation report | 1 working day | Within 30 working days from contract commencement | Evaluation report | 20% | Head of Unit / OSD |

1. **Institutional Arrangements**

The evaluation team will have direct contact with a wide range of actors including government institutions, UN agencies, I/NGOs, CBOs, local communities and the private sector. Within state governments, the key institutions would be the Peace and Development Centers within the Universities of El Fasher, Nyala and Zalengei (in Geneina), selected key Ministries including the State Ministry of Finance and the Ministry of Agriculture. Within UNDP, the consultant will have close working relationships with the UNDP Darfur Livelihoods Team under the Leadership of the Programme Manager, the Head of CPRU and the Programme Officer responsible for Quality Control.

There will be weekly update report of the status of implementation addressed to the Programme Manager. The report will detail the level of implementation of the work plan and challenges being faced.

1. **Duration of the Work**

The total duration of this consultancy will be **30 working days** from desk review to the final evaluation report; commencing tentatively 14 June 2015 till 23 July 2015.

1. **Duty Station**

The main duty station will be el Fasher in North Darfur. The consultant is expected to carry out their activities in all relevant areas of Darfur where the project was implemented. Consultations and data collections with the PCU and the SPCUs will be concentrated in El Fasher, Nyala and El Geneina. Consultations with direct beneficiaries will be sampled from a number of locations where the project is being implemented including the following. 5 states in Darfur covering 13 localities:

* **ND:** Daresalam, Kelamindo and Al Laiet
* **WD:**Genaina and Beida
* **CD:** Mukjar, and Bendisi
* **SD:** Nyala, Katila, Kubum and Id al Fursan
* **ED:** Ed Daein and Adeela

1. **Qualifications and Experience**

**Minimum Level of Education Required:**

A master’s degree or equivalent in international development, policy studies, social science or related field is a requirement. Further education or a concentration in monitoring and/or evaluation would be an asset.

**Work Experience and Expertise:**

* A minimum of 7 years of experience in conducting or managing evaluations, assessments, audits, research or review of development projects and programmes;
* Track record in evaluating a wide range of donor funded projects;
* Excellent writing skills and ability to produce high quality evaluation reports and documents.
* Having thematic expertise in international development programmes and or assessing or evaluating Youth and Livelihoods projects in crisis and post-crisis-settings.
* Experience of working in Sudan, in particular the understanding of the context of Darfur would be an asset.
* Fluency in English required and Arabic proficiency highly desirable.

1. **Scope of Price Proposal and Schedule of Payments**

The consultancy fee will be determined on a lump sum basis. The lump sum amount must be all-inclusive and the contract price must be fixed regardless of changes in the cost components. Daily Subsistence Allowance (DSA) and travel fees to the duty station will be included in the lump sum. Payment will be made upon completion of key deliverables as outlined in section D above.

1. **Recommended Presentation of Offer**

Applicants are kindly requested to complete and sign and submit all the following documents:

1. Duly completed **Letter of Confirmation of Interest and Availability** using the template provided by UNDP;
2. **Personal CV or P11**, indicating all past experience from similar projects, as well as the contact details (email and telephone number) of the Candidate and at least three (3) professional references;
3. **Brief description** of why the individual/company considers him/herself/itself as the most suitable for the assignment, and a methodology on how they will approach and complete the assignment.
4. **Financial Proposal** that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs, as per template provided.
5. **Criteria for Selection of the Best Offer**

The offers received from the candidates will be evaluated using combined scoring method. The combined scoring method assesses the offers with technical merits of the proposals – where the qualifications and methodology will be weighted a maximum of 70%, and later combined with the price offer which will be weighted a max of 30%.

1. **Technical Scoring Grid (70 Points ; Pass Marks 49 points):**

| Assessment Criteria | Maximum Obtainable Points | Weightage (%) | Evaluated Points Obtained by the Offerors | | |
| --- | --- | --- | --- | --- | --- |
| **A** | **B** | **C** |
| A master’s degree or equivalent in international development, policy studies, social science or related field is a requirement. | 10 | 15% |  |  |  |
| A minimum of 7 years of experience in conducting or managing evaluations, assessments, audits, research or review of development projects and programmes; | 15 | 20% |  |  |  |
| Track record in evaluating a wide range of donor funded projects; | 10 | 15% |  |  |  |
| Excellent writing skills and ability to produce high quality evaluation reports and documents | 10 | 15% |  |  |  |
| Having thematic expertise in international development programmes and or assessing or evaluating Youth and Livelihoods projects in crisis and post-crisis-settings. | 10 | 15% |  |  |  |
| Experience of working in Sudan, in particular the understanding of the context of Darfur would be an asset. | 10 | 15% |  |  |  |
| Proficiency in English and (both spoken and written); Working level of Arabic is essential | 5 | 5% |  |  |  |
| TOTAL | 70 | 100% |  |  |  |

The price proposals of candidates obtaining 49 points and above (or 70% and above) will only be technically qualified; then their price proposals will be reviewed and compared for the assessment of overall ranking of the proposals. Those obtaining lower than 49 points (or lesser than 70%) will be technically non-responsive proposals; price proposals of such candidate will not be compared.

1. **Assessment of the Price Proposals (30 Points) or 30%**

The lowest priced bid from among the technically qualified Offerors will obtain the full marks of 30 points in the price proposal. Price proposals of remaining qualified bidders will be prorated against the lowest priced bid using the following formula to derive the marks in their price proposal:

Marks obtained by a Bidder = Lowest Priced Bid (amount) / Bid of the Offeror (amount) X 30 (Full Marks)

1. **Award of the Contract/Award Criteria:**

The contract will be awarded to the candidate (bidder) whose proposal obtains the highest cumulative marks (points) when the marks obtained in technical and price proposals are aggregated together.

1. **Annexes to the TOR**

The Please find attached to this TOR, a detailed TOR including Methodological approach and format for the final report.

1. **Approval**

This TOR is approved by:

**Name and Designation:** **Omer Elhag,** CPRU, UNDP Sudan

**Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_