



## **Terms of Reference**

### **Consultancy to Document Success Stories of EvalYouth ECA (East Central Asia) Chapter**

#### **Background and rationale of the assignment**

EvalYouth (EY) is a global network of young evaluators, which was launched in November 2015 in Kathmandu, Nepal during the Global Evaluation Forum. The overarching goals of EvalYouth are:

- To promote Young and Emerging Evaluators (YEE), including young women, to become competent, experienced and well-networked professionals who contribute to enhance evaluation capacity at national, regional and international levels; and
- To promote the inclusion of Youth and Young People (YYP), including young women, in evaluations conducted at the national, regional and international levels.

EvalYouth is organized into four task forces that conduct training, capacity building, networking and advocacy activities. Task Force 1 (TF1) focuses on increasing the involvement of YEE in Voluntary Organizations for Professional Evaluation (VOPE) governance, committees and activities.

Since EY's inception, many national and regional chapters under the initiative have been successfully created. Considering the importance of sharing this experience, TF 1 aims to showcase these stories from national and regional chapters across the world. Hence, TF 1 seeks the services of a consultant(s) to document and showcase success stories from EY national and regional chapters, especially the EvalYouth East Central Asia (ECA).

#### **Objectives of the assignment**

The objectives of this assignment are to:

- Document experiences and lessons learned (opportunities & challenges) from the ECA region/EY ECA chapter
- Highlight the role and importance of EY ECA chapter in creating an enabling environment for strengthening evaluation practice especially among ECA young, women and emerging evaluators.
- Showcase the experience of the EY ECA chapter and how it emphasizes the synergy effects with other networks and VOPEs.



- Compile a series of lessons learned to enhance YEE leadership actions and activities within regional and national VOPEs in the ECA region.

The following outputs are expected:

1. Draft Report (MS Word) showcasing the success stories of EY ECA in English including the list of all ECA YEEs interviewed as an Annex to the report.
2. Draft of the Final Report (MS Word) in English including all inputs from TF 1 reference group and EY ECA (if requested by them) at least two weeks before the final report.
3. Final Report (MS Word and PDF) in English and in Russian with all the final inputs.
4. Presentation of the Final Report and key findings and recommendations upon submitting and the approval of the Final Report.

The report, in the two languages (English and in Russian), will be submitted at the end of the assignment.

## **Scope of work**

The appointed consultant<sup>1</sup> is expected to develop a working agenda and description of methodology, including data collection and analysis methods with the support of TF 1 working group. On this basis, the consultant will initially refer to the TF 1 reference group for the review of the draft methodology before delivering the final report to TF 1. The consultant will then be responsible for undertaking data collection and cross-check, interviews, data analysis and write up and submit a draft report in English (to be reviewed by the TF1 reference group). A final report will be completed and submitted by the consultant in English and Russian.

## **Proposed EY ECA chapter/VOPEs experiences to be documented:**

The consultant should refer to the following criteria in documenting the success stories of functional active YEE networks (in VOPEs) in the ECA region:

- YEE networks that have been functional for more than a year
- YEE networks that have active members
- YEE networks that have an action plan in place

Some initial details on the method to be used by the consultant are described below.

## **Methodology**

The methodology for this assignment is based on the case study approach to address the following areas:

---

<sup>1</sup> Consultant refers to an individual or a team



- Brief description of the YEE network/VOPE profiling.
- Identification of YEE representativeness within the Network/VOPE to be interviewed (set of criteria based on which the consultant chooses the VOPES and interviewees).
- Documenting the YEE leadership status within the Network/VOPE considered.
- Obtaining YEE leadership perspectives from across testimonies of leaders and selected YEEs of the Network/VOPE considered.
- Highlights of YEE leadership process and experiences in the Network/VOPE considered.
- Challenges faced and lessons learned.

### **Anticipated activities/actions**

The following are activities this assignment may include but are not limited to:

- YEE Network/VOPE analysis
- Questionnaire design and administration
- Undertaking up to 5 interviews per network (with mentioning the duration of the interviews conducted)
- Development of an Analysis Plan and methods
- Qualitative data capturing template
- Analysis and Interpretation of data
- Write up of Story (using agreed upon template)
- Final Report(s) in English and Russian

### **Eligibility of Consultant**

The consultant/team must meet the following eligibility criteria:

- Must have an evaluation background with a minimum of 1 years of experience in communication, research or monitoring and evaluation.
- Must have strong writing ability in Russian and English
- Have experience in translation from Russian to English and vice versa.

Preference may be given to a Young and Emerging Evaluator (YEE). Refer to the [EvalYouth Concept Note](#) for the definition of YEE.

### **Deliverables and Timeline**

From the assignment, the following deliverables are expected:

- A detailed working agenda, outline of work scope, understanding of the assignment, methodology description and draft report layout, approved by the TF 1 working group;
- A series of success stories short document structure of which will be approved in the mid-term of the assignment;



- Final series of success stories report in English and Russian and
- Participation in a webinar to share the outcome of the work.

Existing material of the network and previous success story (LAC and RF-Ee networks) will be provided for further background.

This assignment's expected duration is 60 days starting from September 1st, 2020. The consultant will be paid the total amount upon submission of the final deliverables.

The payment request after approval of the final report must be submitted to [evalyouth@gmail.com](mailto:evalyouth@gmail.com) with copy to Task Force 1 leadership.

## **Budget**

A maximum of USD 1500 per one success story has been allocated for the completion of this assignment. The consultant will be paid on completion of the assignment.

## **Application submission**

The following should form part of your application for this ToR:

1. Detailed CV of consultant(s)
2. Motivation Letter
3. Proposed work plan to complete the assignment within the required timeframe
4. A sample of previous work in the same or related area written in English and Russian.  
The consultant can send a similar work proving his writing and understanding capacity in both languages.

Note that applications must be submitted in English. In the absence of proof of written English and Russian, such applications will be rejected (see point 4 above).

Applications should be emailed to [evalyouth@gmail.com](mailto:evalyouth@gmail.com) by no later than 5pm GMT on the **14th of August 2020** with the subject line "**Consultancy to Document Success Stories of the EvalYouth ECA Chapter**"

## **Potential benefits of working with EvalYouth Task Force 1.**

- Exposure to youth experiences in the region
- Exposure to regional VOPEs within the region
- Opportunity to share the results at an EvalYouth TF 1 webinar
- Acknowledged by EvalYouth as an author of the final report document (2)