Terms of Reference

Development of Toolkit/Guidelines for the Involvement of Engaging Young and Emerging Evaluators (YEEs) in Voluntary Organizations for Professional Evaluation (VOPEs) Activities and Leadership Structures

1. Background and Rationale of the Assignment

EvalYouth is a global network of young and emerging evaluators, which was launched in November 2015 in Kathmandu, Nepal during the Second 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 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, namely: Task Force 1 (Promoting YEE in VOPE activities and leadership); Task Force 2 (Development and implementing the EvalYouth Global Mentoring Program); Task Force 3 (Organizing EvalYouth virtual conferences); and Task Force 4 (Promoting youth-participatory and youth-led evaluation).

This call is made under Task Force 1 (TF1) which focuses on increasing the involvement of YEEs in VOPE activities, committees, and governance.

According to the IOCE/EvalPartners VOPE Toolkit, a VOPE - Voluntary Organization of Professional Evaluators - is established by evaluation practitioners with the intent of creating a space to share professional experiences, learn from one another, engage in professional development, and discuss the future of the field. The number of VOPEs has expanded dramatically over the past decade as represented by this map. Many organize annual professional conferences engage in some form of advocacy at the national level, and provide professional development for their members. They are often managed by volunteer boards who create bylaws, and support the vision for the association over time.

2. Objectives of the Assignment

TF1 is seeking to hire a Consultant to support the development of toolkit/guidelines to be shared with VOPE (leaders, boards, and members) at the national and regional levels that describe how they may better engage YEEs in their VOPEs’ activities, committees, and leadership structures. The deliverables include outlining the importance of engaging YEE’s in VOPE leadership, the value YEE’s bring to VOPEs, and ways/concrete actions to build this engagement into the structure of VOPE policy and operations. Overall, the objective of the
assignment is to assess the nature, scope and extent of YEEs engagement in VOPEs, but also generate useful knowledge on the status quo, shortcomings and opportunities with the ultimate goal of developing specific toolkit/guidelines to set out priorities, strategies, and interventions on the engagement of YEEs in VOPEs.

Some of the specific objectives of the assignment include to:

1. Identify and understand the various VOPE current policies, strategies, and structures in engaging YEEs;
2. Identify barriers, challenges, and opportunities for engagement of YEEs in VOPEs and propose solutions;
3. Identify lessons that can be drawn from VOPEs that have successfully engaged YEEs in their leadership, committees and activities;
4. Analyze current capacities for partnerships, dialogue, integration, innovation(s), and cross-sectoral linkages;
5. Identify recommendations that VOPEs can use to advocate for YEE involvement in their activities, committees, and governance structures;
6. Identify recommendations that TF1 and EvalYouth Global Network overall can use to advocate for YEE leadership and involvement in VOPEs around the world; and
7. Produce an evidence-based and utilization-focused toolkit/guidelines on YEE engagement in VOPE activities, committees, and governance structures.

3. Methodology

This work is expected to incorporate interviews via phone, Skype, or equivalent methods with VOPE leaders and YEEs who have had successful engagement in VOPE activities, committees, and leadership, as well as those who have not, to learn from their experiences. It is highly recommended that focus group discussions be organized to inform this assignment when possible. The TF1 leaders and the EvalYouth Global Network will help the Consultant identify and connect with these leaders and other relevant respondents. The Consultant would be responsible for developing a robust and appropriate research plan/protocol with input from Task Force 1 members to undertake this assignment, which should be approved by TF1 focal persons prior to the implementation of the assignment data collection activities. The research plan should detail research questions matrix, methodology, data collection approach, sample sizes, analysis plan, and preliminary outline of the final report. The final product will incorporate recommendations of VOPE leaders and TF1 members and leaders into evidence-based and utilization-focused toolkit/guidelines on YEE engagement in VOPE activities, committees, and governance structures.

As part of this work, the consultant will be expected to focus when collecting data on regions where there are active EvalYouth regional chapters, including:

1. Latin America and Carribbean (LAC);
2. Middle East and North Africa (MENA);
3. Sub-Saharan Africa (AfrEA);
4. Europe (EES and ECA);
5. Francophone countries (RF-Ee);
6. North America (AEA and CES); and;
7. Asia.

The work shall include a review of existing policy guidelines and practices for evaluation or non-evaluation professional associations around the world who have successfully integrated a component that supports the engagement of young professionals. This is seen as relevant for understanding what kind of policies should be included, how they might be drafted, and any potential downsides for developing such a policy.

The findings may also be non-policy related recommendations. Through this inquiry, the Consultant may propose alternative approaches to developing YEEs to assume leadership positions in VOPEs. These may include mentoring programs, a model incorporating sub-committees, or other ways to engage YEEs in VOPEs.

4. **Anticipated activities/actions**

Activities to be conducted as a part of this assignment may include, but are not limited to:

- Consultation and provision of updates to TF1 focal persons;
- Development of a research plan/protocol;
- Development and finalization of data collection tools;
- Interviews with VOPE representatives from around the world taking into account various regions;
- Qualitative and quantitative data analysis and the generation of themes from the interviews conducted;
- Literature review of policy guidelines from evaluation and non-evaluation associations on successful engagement of YEEs;
- Summaries of findings and developing recommendations in form of a toolkit/guidelines;
- Presentation to TF1 about findings from the study to EvalYouth audiences through a webinar.

5. **Deliverables**

The main deliverables for this assignment includes the following:

- A detailed research plan/protocol outlining the approach, methodology, research questions, data collection tools, and analysis plan;
- Draft Toolkit/Guidelines that includes key findings, recommendations and proposed steps for ways that VOPEs can include YEEs in their leadership structure;
• Final Toolkit/Guidelines (incorporating EvalYouth comments) that includes key findings, recommendations and proposed steps for ways that VOPEs can include YEEs in their leadership structure; and

• An online presentation to EvalYouth TF1 members and webinar to EvalYouth audience.

Consultant

We are seeking a suitable YEE (see YEE definition on EvalYouth’s website) to lead the assignment who has 3 or more years of relevant experience. Membership/experience with an existing national and/or regional VOPE is required, and experience in VOPE leadership is preferred. The consultant should have strong communication skills including the ability to write clearly and succinctly in English.

The language for this project is English so the Consultant is expected to be a fluent English speaker and writer.

This assignment will require an estimated 20 work days, to be completed over a period of one month.

6. Budget

The total budget allocated for this assignment is $2,000 USD.

7. Required documents

The following should form part of your application for this ToR:
1. CV (max 3 pages);
2. Motivation and capacity statement (no more than 1 page);
3. Sample of previous work in the same or related area and;
4. Proposed work plan to complete the assignment within the required timeframe.

8. Application submission

Please send your application to evalyouth@gmail.com not later than 17:00 GMT on 3 May 2020 with the subject line “TF1 - Consultancy Application to Develop Toolkit/Guidelines for YEE Engagement in VOPEs”