Filmmaker for EvalYouth Mentoring Programme
Terms of Reference

Introduction

EvalYouth (EY) was officially launched in November 2015 in Nepal, Kathmandu during the Second Global Evaluation Forum (GEF II). EY was represented by 23 young and emerging evaluators (YEEs) who played an active role during the EvalPartners (EP) Second GEF, and helped shape the Global Evaluation Agenda 2016-2020 (Agenda 2020). During the GEF, several sessions and activities related to the newly established global EY network of EvalYouth were held and the priorities and implementation strategies of the initiative for the coming two years were identified and agreed upon. Three task forces (TF) emerged and each EY member joined at least one of them.

Task Force II was tasked with designing and implementing the Mentoring Program for YEEs - a priority that was agreed upon during the GEF.

The EvalYouth Mentoring Program is an initiative that, through a capacity-building program and the development of a Professional Plan with milestones to develop the skills that mentees need to succeed in their preferred evaluation domain, aims to support upcoming evaluators mature into skilled and dependable professionals that can confidently take up evaluation roles in their communities and countries.

In order to meet the long term outcome of “YEEs are competent evaluators and contribute to the advancement of evaluation practice”, the following objectives and outputs cover what the program aims to achieve.

Objectives
  o To equip emerging evaluation professionals with the requisite knowledge, skills, and capacity for a successful evaluation career.
  o To help the YEE to formulate an action plan with clear steps towards developing/acquiring those skills.
  o To help YEE identify and overcome challenges, barriers, fears of developing a career in evaluation.
  o To equip YEE build stronger professional networks towards the advancement of the profession.
  o To build linkages with internship and job opportunities in the field.
  o To increase the awareness of evaluation experts of the importance of contributing to the evaluation capacity development of YEE.

Outputs
  o Participants clarify their specific interest within the field of evaluation and develop a Professional Development Plan with milestones to develop the skills they need to succeed in that domain.
Edited videos

The film maker is expected to submit the following deliverables:

- Reports of satisfaction, lessons learned and added value of the Program
- Summary of Action Plans developed through the Program
- Systematization of the experience
- Panel Presentations at International Conferences

Content

We define specific content and tools for each module in order to ensure progress of the overall mentorship program. We will use a learning management system via an online platform that will facilitate the implementation of the communication between the mentors and mentees, documentation of data, storage of data and presentation of data among other issues.

Below is a detailed table of modules, their needed resources and their learning outcomes. It is important to mention that these would be further unfolded and detailed with timeframes, methodologies and strategies when the program commences. In addition, the modules will be spread over a span of one year.

Module 1: Exploring mentor and mentee experience and a capacity assessment of the mentee
Module 2: Introducing monitoring and evaluation principles and common challenges and barriers
Module 3: Evaluation ecosystem: actors and opportunities
Module 4: Developing a professional plan: skills and methods needed for a career in evaluation in the different sectors
Module 5: Developing a 1 year timeframe
Module 6: Discussing the resources and ideas provided by the mentor and way forward

For every Module we will need to shoot videos of the leadership team, mentors, mentees and/or experts. The videos will range from 30 seconds to 3 minutes and will showcase the participants experiences, lessons learned and additional videos that may seem necessary for the success of the program.

Tasks of the filmmaker

The filmmaker is expected to perform the tasks listed below in consultation with EvalYouth and Task Force 2 leadership and active members.

- Create a video shooting guide for the participants to shoot good quality videos
- Receive videos from participants to edit
- Send edited videos back to the leadership team for feedback
- Publish around 27 videos (negotiable) (maximum 3 minutes each) videos on allocated outlet
- Provide recommendations on number of videos and content

Deliverables of the consultancy

The filmmaker is expected to submit following deliverables:

- Edited videos
Qualifications of the consultant
We are looking for a consultant who has:

- Up to 2 years of experience
- Can provide his own equipment
- Can provide clear instructions

Time frame and budget
The consultancy starts from the beginning of September 2017 and deliverables should be completed within the completion of the Modules.

- Application deadline is the 20 of August 2017 and selection will be finalized by the beginning of August.

- The fee for the total consultancy is USD 1000$ which will be paid after submitting the final products and approval of EvalYouth and TF2 leadership.

- Management of the consultancy and payments will be done in line with IOCE management and financial procedures.

- It is expected that the consultant will get input from stakeholders via electronic means (e.g., email, Skype); there will be no extra payments for communication, travel, or any other expenses.

Application and Selection
Please send your application (CV and portfolio) to evalyouth@gmail.com no later than August 20, 2017. Portfolio should showcase the applicant’s experience and past projects that will allow her / him to complete the assignment successfully with all its deliverables as per this ToR.

Only short listed applicants will be notified with next steps. Thank you!