

## **TERM OF REFERENCE**

### **FINAL EVALUATION OF YOUTH DRIVERS FOR CHANGE PROJECT**

#### **I. BACKGROUND**

Center for Sustainable Development Studies (CSDS) is a non-profit organization based in Hanoi that works to promote education for sustainable development.

CSDS works with youth and empower them through capacity building and civic engagement. CSDS provides training on leadership, critical thinking, personal development, volunteer management and social entrepreneurship using a non-formal education approach that enhances personal growth and social impact.

With the support from Irish Aid, CSDS has been implementing the Youth Drivers for Change Project since 2014 that aims to enhance youth active citizenship toward sustainable development in Vietnam.

#### **Outcome 1:**

***Active participation of youth and youth-led CBOs in sustainable development in Vietnam will be enhanced.***

- Output 1.1: Capacity of core youth led CBOs in addressing challenges toward SDGs will be strengthened, leading to better governance and more effective/innovative community work
- Output 1.2: Cooperation among youth-led CBOs will be fostered, and promotion of youth participation to the public audience and government structure will be enhanced
- Output 1.3: Incubation space (physical and virtual) for youth social innovation will be facilitated (SOCI HUB)

#### **Outcome 2:**

***Systemic structure that enables youth active citizenship in the society, especially those in higher academic institution will be established.***

- Output 2.1: Community engagement will be fostered for students in the academic institutions.
- Output 2.2: The network of practitioners and researchers in community-engaged learning will be strengthened.
- Output 2.3: Awareness among the public and relevant stakeholders about community engaged learning will be fostered.

CSDS is looking for a consultant/team to assess the final results of the project for the duration from 2019 - 2021, and propose recommendations for further intervention in the field of youth development and civil society growth. The implementation of the evaluation should take place between September – November 2021 with final report to be submitted by 31 December 2021.

## II. THE EVALUATION

This final evaluation is requested to provide an external appreciation of the Youth Drivers for Change project in relation to five criteria: relevance, efficiency, effectiveness, impact and sustainability. The final evaluation primarily serves the purpose of accountability towards the donor, collaborating partners and project beneficiaries. The results from the evaluation are expected to offer key insights and recommendations that are useful for the learning of CSDS and its partners in the country.

### Objectives of the Final Evaluation:

- To assess programme achievements in terms of relevance, efficiency, effectiveness, relevance, impact and potential sustainability
- To identify good practices, key areas of success and the critical factors that contributed to the success.
- To identify critical areas for improvement in relation to the project design, implementation and monitoring
- To generate conclusions and recommendations to inform formulation and planning processes of future programs or projects of CSDS and youth empowerment in Vietnam context.

## III. EVALUATION CRITERIA AND KEY QUESTIONS

The evaluation is expected to address the following criteria:

**Relevance:** The extent to which the project responds to needs/challenges and is suited to the priorities of the target groups and partners – taking into account that the context is susceptible to change over time.

**Effectiveness:** The extent to which the intended objectives and outputs have been achieved as planned in the Logical Framework by the end of the project;

**Efficiency:** The extent to which funding, personnel, regulations, administration, time, other resources and procedures contributing to, or hindering, the achievements of results.

**Sustainability:** The degree of probability of sustaining the benefits of the intervention in the long term (after completion of the project). This criterion assesses the potential of continuation of the intervention (or key elements of the project) beyond the current funding period. To this end, four aspects of sustainability are assessed, i.e. financial, social, technical and institutional sustainability.

**Impact:** The extent to which the intervention has generated or is expected to generate significant positive or negative, intended or unintended, higher-level effects. Beyond the immediate results, this criterion seeks to capture the indirect, secondary and potential consequences of the intervention. It does so by examining the holistic and enduring changes in systems or norms, and potential effects on people's well-being, human rights and equity.

#### **IV. METHODOLOGY**

The consultant(s) is expected to use a combination of desk review (including relevant policies, project documents, project interim reports and others), activity (training, forum, ...) observations, in-depth interviews with implementing organization (CSDS), key partners (e.g., other NGOs), sample of direct beneficiaries (youth and youth-led CBOs), focus group discussions, survey with direct beneficiaries.

#### **V. THE PROCESS OF THE EVALUATION:**

Taking the purpose, criteria and guiding questions of this final evaluation into account, the consultant is invited to elaborate upon his/her choice of methodology and tools:

- Detailed and focused desk review, including review of key project documentation and consultations with CSDS staff
- Development and validation of a detailed evaluation methodology with CSDS staff. The delivery of this includes evaluation matrix, program for the field visit, and data collection instruments (interview, focus group discussion, and/or observation guides or checklists) for each target group. Identification of target groups/people to meet/interview.
- Engagement and in-depth interviews and focus group discussions with key staff/co-applicant/partners involved in the implementation of key project activities.

#### **VI. OUTPUT & DELIVERABLES**

The following outputs are envisaged:

- Inception report with relevant findings from the desk review, a programme with timeframes and activities guiding the fieldwork and evaluation matrix.
- Preliminary report on the findings and conclusions of the fieldwork, including preliminary recommendations
- Debrief meeting with YDC project staff
- Draft Final Evaluation Report
- Final Final Evaluation Report (ideally no more than 20 pages plus annexes)
- All written reports must be submitted in both English and Vietnamese.

Proposed report structure:

- Executive summary
- Project background
- Evaluation objectives and methodology
- Findings for each criterion (relevance, effectiveness, efficiency, impact and sustainability)
  - Data analysis (e.g. perceptions of direct and indirect beneficiaries)
  - Strengths and weaknesses
  - Key insights, lessons and good practices
- Analysis
  - Key areas of success
  - Critical areas for improvement
- Conclusions

- Recommendations
- Annexes (Terms of Reference, list of persons or groups consulted, documents reviewed, etc.)

## VII. EXPECTATIONS REGARDING PROPOSALS

CSDS is inviting to come up with a proposal containing at least:

- A detailed outline of the envisaged activities and outcomes, including an introduction of the evaluation tools which will be used
- A detailed financial proposal covering all costs, including an estimation of the time to be invested in working hours (a daily rate and an estimated number of days for each part of the assignment)
- An updated CV of the **local** consultant(s)/ service provider (s) is (are) to be attached to the proposal
- If the consultant includes in her/his proposal one or more assistants in the interventions, then the CVs of the latter should be included in the proposal as well
- References and other information supporting the required expertise listed in the qualitative requirements
- Ethical aspects of the consultancy, such as data collection from human subjects and their consent, should be covered in the technical proposal. The proposal and the evaluation reports have to be submitted in English to CSDS Vietnam.

## VII. QUALITATIVE REQUIREMENTS

CSDS invites service provider(s)/consultant(s) with the following expertise to submit a proposal:

- Proven knowledge and understanding of youth and/or capacity development issues in Vietnam
- Proven knowledge and understanding of youth issues within the Vietnamese context
- At least 5 years of experience with conducting research, monitoring and/or evaluation in the education sector
- At least 5 years of experience with the evaluation of donor driven projects
- Strong analytical and reporting skills
- Experience with participatory assessment processes
- Knowledge of Vietnamese is an asset – if the consultant is not a Vietnamese speaker, the budget should include high-quality translation service in all necessary phases of the assignment
- The service provider(s)/consultant(s) should be highly reliable and organised, excellent in communication skills in English and work in a results-oriented way.

### **VIII. MAXIMUM BUDGET & METHOD OF PAYMENT**

5,000 Euro (five thousand Euro) inclusive of all costs, taxes or insurances. CSDS will deduct 10% Personal Income Tax (for residents, foreigners who have stayed in Vietnam for 183 days and above in a tax year) or 20% PIT (for non-residents, foreigners who have stayed in Vietnam for less than 183 days in a tax year) on the payment and submit to the Tax Department.

The incurred for the organisation of the meetings at field, per diem, transport of consultant, meals, accommodation and materials should be included.

Payments will be made in three installments (30%, 30% and 40%).

### **IX. SUBMISSION, AWARDING PROCEDURE & TIMEFRAMES**

This Call will be awarded on the basis of a negotiation procedure with restricted notification. The procedure will be conducted in both Vietnamese and/or English.

The consultancy will take place between **10 September 2021 to 30 November 2021**. Final report should due by 31 December 2021.

Proposals should be sent to [director@csds.vn](mailto:director@csds.vn) (Mr. Don Tuan Phuong) by August 29, 2021 at 23:59 (Vietnam time). Interview and negotiation will take place during 30 August – 7 September and the final decision will be made by September 8, 2021.