TERM OF REFERENCE

PROGRESS EVALUATION AND STRATEGIC PLANNING

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 the European Commission, CSDS has been involved in the project LABOUR since 2021 that aims to enhance the capacity of young researchers and development workers in Vietnam and Southeast Asia

CSDS is looking for a consultant/team to produce training material and discuss a “way forward” with the goal of developing a strategic view on future activities. The task shall be carried out between November 2022 and January 2023.

II. THE TASK

This task is about creating material that can be used to progress CSDS work and its performance with regards to project management and in particular monitoring and evaluation of projects

Objectives of the task:

* To produce material helping assessment of programme achievements in terms of relevance, efficiency, effectiveness, relevance, impact and potential sustainability
* To identify, thanks to the above material, good practices, key areas of success and the critical factors that contributed to the success and share them in an oral form with CSDS staff
* To identify critical areas for improvement in relation to the project design, implementation and monitoring
* To provide input for possible future recommendations that can then be taken into account in the future to inform formulation and planning processes of future programs or projects of CSDS and youth empowerment in Vietnam context.

III. 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, universities), sample of direct beneficiaries (youth and youth-led CBOs), focus group discussions, survey with direct beneficiaries.

IV. THE PROCESS: 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 identification of criteria for decision-making and data collection instruments (interview, focus group discussion, and/or observation guides or checklists); engagement and in-depth interviews and focus group discussions with key staff/co-applicant/partners involved in the implementation of key project activities.

V. OUTPUT & DELIVERABLES

It is expected that the consultant will produce material for theoretical and empirical assessment of CSDS activities. These may include but must not be limited to power point presentation, handouts, training material, report. They should be based on current project assessment and strategic planning techniques and be completed by the experience of the consultant.

The consultant should also be ready to deliver one or more training on the basis of the material delivered in the next months, upon agreement with CSDS

VI. 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 financial proposal covering all costs

• 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 • 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

11,950 (eleven thousand, nine hundred and fifty 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 November 2022 to 10 January 2023, which is also the final deadline for submitting the material. Proposals should be sent to director@csds.vn (Mr. Don Tuan Phuong) by October 29, 2022, at 23:59 (Vietnam time).