



# Youth Challenge Vanuatu

## EYEL Mid Term Review

Youth Challenge Vanuatu wishes to engage a consultant for a midterm review of its Enhancing Youth Employment and Leadership (EYEL) project.

### TERMS OF REFERENCE

#### **1. BACKGROUND**

Youth Challenge Vanuatu (YCV) is a registered charitable organisation in Vanuatu and has been working with Vanuatu's young people since 2001. YCV aspires to empower young people to reach and realise their potential through community development, leadership, business, career and employment programs and services.

Oxfam and YCV are collaborating on a five-year project, known as Enhancing Youth Employment and Leadership in Vanuatu (EYEL), which aims to empower young women and men to lead economic and social development in Vanuatu. To achieve this, YCV will improve and expand its services in youth employability, entrepreneurship and leadership; strengthen its organisational, academic and programme management; and develop income generating products.

Gender equality and social inclusion are central to EYEL, and all activities and outputs of this contract must consider, integrate and promote gender equality and social inclusion.

#### **2. Purpose and focus**

The goal of the EYEL project is that young women and men, including marginalised youth, lead economic and social development in Vanuatu.

The primary purpose of the midterm review is formative: to provide guidance for EYEL implementation through to project end in 2023 to maximise development outcomes, in view of changes in the external and internal context, and what has been learned through project implementation to date. A secondary purpose is to build evaluation capacity and awareness in YCV staff and board members.



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The objectives of this review are:

- 1) To assess progress against desired outcomes;
- 2) To work with the YCV team and stakeholders to identify and understand (A) successes to date and (B) problems that need to be addressed, and provide stakeholders with an external, objective view on the project's status, its relevance, how effectively it is being managed and implemented, whether the project is likely to achieve its development and immediate objectives, and whether YCV is effectively positioned and partnered to achieve maximum impact.
- 3) To reassess the project's relevance and its likely sustainability and impact in view of social and economic changes associated with the Covid-19 pandemic;
- 4) To help YCV project management and stakeholders set the course for the remaining duration of the project;
- 5) To recommend changes to project implementation in order to assist YCV, its youth members, and partners to improve the efficiency, effectiveness, relevance, sustainability and impact of the EYEL project;
- 6) To draw initial lessons about youth employment and leadership in Vanuatu; and
- 7) To enhance accountability for results to the project's financial sponsors, stakeholders and beneficiaries.

The following key questions will guide the review:

1. Where efforts should be directed in the remaining project period to maximise progress toward the project's three long term outcomes?
2. What adjustments are advised to project and/or organisational outcomes, priorities and strategies in view of the social and economic changes associated with the Covid-19 pandemic?
3. Are there new opportunities that YCV could take up to progress desired outcomes?
4. To what extent are YCV's partnerships, relationships and positioning adequate to achieve its desired outcomes?
5. To what extent are YCV's and the EYEL project's management, governance and coordination arrangements supporting desired outcomes?



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6. To what extent has YCV progressed its aim of becoming an inclusive organisation that caters for the needs of rainbow youth, youth with disabilities, young mothers, and other marginalised young people?
7. To what extent are YCV policies adequate to address the organisation's needs and emerging lessons?
8. What key steps should Oxfam and YCV take to plan and prepare for exit at the end of the EYEL project?

### **3. Methodology**

Consultants are invited to propose a suitable participatory methodology for the evaluation. As well as giving priority to the voices and views of youth, and facilitating reflection, it is also important to Oxfam and YCV that the evaluation provide YCV staff with opportunities for learning about evaluation processes and techniques.

The consultant will design and facilitate the evaluation in collaboration with YCV, and will be solely responsible for writing the resulting reports and other deliverables. YCV and Oxfam will make staff with relevant experience and expertise available to collaborate with the consultant, including for data collection and collation. The consultant will be transparent, independent and operate collaboratively with YCV, Oxfam and all other parties to the greatest extent possible.

Design methods are expected to include, but not be limited to, the following:

- Desk review of relevant documents and data
- Key informant interviews
- Surveys
- Focus group discussions and/or workshops

### **4. Deliverables**

The outputs to be delivered are:

1. An evaluation plan, including proposed methodology and schedule
2. A presentation of key findings to stakeholders in Port Vila in an appropriate format and language
3. A 20-30 page draft report in English, to include:
  - a. Executive Summary
  - b. Methodology and limitations
  - c. Findings
  - d. Recommendations
  - e. Any lessons learned



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- f. Annexes containing the review TOR, survey questions and results, interview questions and FGD guides
4. A final report in English, addressing feedback from the steering committee and stakeholders
5. A summary report in English presenting key findings in a brief, accessible and readable format such as a handout or blog post.

## 5. Schedule and milestones

The consultancy is expected to take place in November and December 2020 and to be completed by 31st December 2019. It is envisaged that the consultancy will require a maximum of 23 working days; however, consultants are encouraged to propose alternative timeframes in their expressions of interest if considered necessary.

Indicative milestones for deliverables and associated payments are as follows:

No	Output	Indicative due date	Proportion of fees payable
1	<ul style="list-style-type: none"><li>• Review of all documentation</li><li>• Preparation of instruments</li><li>• Evaluation plan</li></ul>	4 <sup>th</sup> Dec 2020	20%
2	<ul style="list-style-type: none"><li>• Data collection and analysis</li><li>• Draft report</li></ul>	15 <sup>th</sup> Jan 2021	20%
3	<ul style="list-style-type: none"><li>• Presentation of findings</li><li>• Final report</li></ul>	5 <sup>th</sup> Feb 2021	60%

## Governance and management

A review steering group comprising representatives from YCV, Oxfam in Vanuatu, Oxfam New Zealand and Oxfam Australia will oversee the midterm review. The consultant(s) will report to Sawia Noel Steven, Executive Director of Youth Challenge Vanuatu.

## Performance standards and conditions

The content of the Deliverables must be based on the consultant's research and consultation with relevant stakeholders; address all criteria in these terms of reference; and adopt a straightforward, logical and practical approach.

All documents must be provided in a manner which is professional, provides the best development outcomes, and does no harm. The consultant must adhere to Oxfam's Child Protection and Safeguarding Policies and relevant Codes of Conduct at all times.



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Oxfam and YCV are committed to protecting the health, safety and wellbeing of staff, managers, workers and others while work is carried out. The successful consultant is expected to operate in accordance with the standards and good practice and obligations contained in the New Zealand and Safety at Work Act 2015 (effective 4 April 2016) and Australian Work Health and Safety legislation.

Quotes and/or tenders should be inclusive of all costs in relation to travel, meals, accommodation and other expenses related to the assignment, clearly distinguishing between fees and expenses.

- All equipment and materials required for the assignment are to be provided by the contractor, except where otherwise indicated in these Terms of Reference.
- Payment will be on submission of a Tax Invoice.
- Oxfam or YCV may request written evidence of necessary coverage in relation to insurance (including workers' compensation), superannuation and taxation prior to commencement of the assignment.
- The consultant will be responsible for their own workspace in Port Vila and travel around Port Vila.

## **Key selection criteria**

The following knowledge, skills and experience are required in order to provide the Services. Expressions of interest from individuals and teams will be considered, in order to ensure expertise across the different required fields:

- Sound knowledge and demonstrable experience of conducting development project evaluations, including competence with both qualitative and quantitative methods as well as participatory methodologies;
- Sound understanding of youth economic empowerment programming, including employment and leadership education;
- Extensive knowledge of and experience in project management, organisational management and governance, in particular as it relates to charitable organisations;
- Excellent understanding of the Vanuatu economic, social, political and educational environment;
- Deep understanding of gender and social inclusion issues;
- Ability to work in a participatory, empowering, culturally sensitive and gender-responsive manner;



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- Excellent communication skills and ability to articulate concepts and communicate in a clear, concise, logical and accessible manner;
- Excellent relationship management skills;
- Excellent English language writing skills;
- Bislama communication skills an advantage.

## Process for expressing interest

Consultants or firms wishing to express interest in the consultancy should submit the following documents to Sawia Noel Steven at [noel.steven@ycv.vu](mailto:noel.steven@ycv.vu) by **9am** Vanuatu time on **23 November 2020**:

1. Cover letter briefly outlining relevant experience with this type of assignment and addressing the selection criteria set out above.
2. A brief proposal (1p) outlining the proposed approach and methodology for the consultancy.
3. Curriculum vitae with three references.
4. A full budget, clearly outlining all fees and expenses.
5. Confirmation of availability to undertake the consultancy within the timeframe set out above, and preferred dates (if any).
6. Confirmation of place of current residence and right to work in Vanuatu.