

TERMS OF REFERENCE FOR PROGRAMME EVALUATION

ON BEHALF OF THE YWCA YMCA SWEDEN

The YWCA YMCA Sweden is seeking to engage consultant services to undertake an evaluation of its intervention S2C Youth Justice implemented by YMCA Togo.

1. BACKGROUND

1.1 INTRODUCTION TO YWCA YMCA SWEDEN

YWCA-YMCA of Sweden is a border-crossing Christian youth movement with a holistic view on the human being, providing a platform where young people can develop to their full potential, and meeting current needs of youth today. The YWCA-YMCA Sweden consists of 120 local associations with 45,000 members involved in sports, scouting, youth clubs, choirs etc.

The core of our international work is development of youth organizations so that they are effective and relevant for the youth. The International policy encompasses the basic principles of: Young people in focus; Mutual Learning; Reciprocity; Long-term perspective; Human rights; Equality and Environmental sustainability.

Currently, the YWCA-YMCA Sweden runs development interventions in Belarus and Ukraine (“Youth in Development 4”), Palestine (“Strengthening Young Women to be Change Agents in the Palestinian Society”), South Africa, Zambia and Togo (“From Subject to Citizen”). All programmes are supported by Sida through our membership in a framework organisation Swedish Mission Council (CIVSAM funding).

1.2 INTRODUCTION TO YMCA TOGO

YMCA Togo is a non-political movement founded in 1903. It is today one of the most respected youth organisations in Togo. It has received support from both European Commission and UNICEF and has regular contacts with the Togolese government and local authorities. The organisation has over ten years of experience working with young people in conflict with the law and at risk of offending. It is currently the only CSO working in all prisons in the country. YMCA Togo has also a strong network with other African YMCA's in Africa.

YWCA-YMCA of Sweden began its work with YMCA Togo in 2012 through the program Act 2 Live. The partnership between the organisations was further developed in 2015 when the Youth Justice program was initiated.

1.3 THE PROGRAMME “S2C Youth Justice”

Time period: March 2015 – 31 March 2018

Budget YMCA Togo: 2 280 000 SEK

The Project goal: Young people in conflict with the law and those at risk enjoy access to justice, protection and rehabilitation

Intermediate Objective 1: Support the development of an environment in prison that is conducive to the rehabilitation of young detainees re-integration into society.

Intermediate Objective: Progressively restore and equip all Y-Justice participants with work experience, basic skills and how they are seen and received in their community, for their reintegration into society

Intermediate Objective: Safe spaces provided for vulnerable young people

2. ASSIGNMENT

2.1 PURPOSE AND TARGET GROUP

The main purpose of the evaluation is to provide management of YWCA YMCA Sweden and partner organisations with a solid ground for the next programme, by capturing results and learnings and setting references.

The evaluation will review progress and evaluate results against established indicators as well as unanticipated results. The consultant must verify and validate the monitoring data collected during the implementation of the program.

The consultant will help identify baseline data for indicators of the next phase of the program.

The final evaluation will give important insights for future programming and also for strategy implementation of the partner organisations. It will also provide a solid basis for the final report to donor organisation SMC. The results of the evaluation will be shared with all stakeholders.

Target group: youth beneficiaries of the project, ex detainees, parents, managers of vocational training workshop, prison administration personal, local authorities, volunteer of YMCA Togo, detainees, project staff, other stakeholders.

2.2 EVALUATION QUESTIONS

The end of project evaluation should focus on identifying and assessing the changes brought through the project. The evaluation should be assessed in line with the following criteria:

- Asses the outcomes of the intervention, both expected and unexpected. What was the project's impact on indirect beneficiaries? (Outcomes and impact)
- What were the internal and external factors which contributed to or inhibited change?
- Has the intervention contributed to structural, sustainable change in the partner organization and/or in the target group? (Sustainability)
- To what extent has the relationship between partners and YWCA-YMCA Sweden effected impact of the project? What can be improved in future collaborations? (Partnership)
- Identify key lessons and recommendations. It is useful to divide these into project, sector and broader developmental lessons. Where possible, combine these lessons with action-oriented and specific recommendations that can be taken forward by partner organisations, donors and YWCA-YMCA of Sweden.

- Establish baseline references for phase 2 project indicators

3 METHODOLOGY

3.1 SUGGESTED METHODS

In dialogue with the YWCA YMCA Sweden the selected consultant(s) will suggest a detailed methodology during the inception phase. Methodology, limitations of data collection and detailed working plan shall be included in the inception report.

The evaluation shall have a strong learning focus. The use of Outcome Harvesting (or Most Significant Change) is recommended in order to capture results beyond the LFA Matrix.

Field study will be conducted in Togo, where the consultant can meet representatives of all three partner organisations (leadership, project managers, young leaders).

In order to increase internal ownership by the partners and build mutual accountability for results, an inclusive approach to the evaluation shall be systematically considered early in the process. Learning and Participation are the most essential aspects of evaluation process.

Suggestions for effective ways of disseminating results and learning within programme partner organisations and beyond should also be included.

The evaluation shall be carried out in line with evaluation policy of the SMC.

3.2 WORKING PLAN

The Consultant(s) shall share a working plan with the YWCA YMCA Sweden for approval before the field work commences. All deadline will be agreed on selection of the Consultant(s) however; it is expected that the whole assignment will be completed by 09 June 2018.

Suggested timeline:

1 May: Sign contract
7-20 May: Data collection
28 May: First draft of the evaluation report
9 June: Final draft

The consultant(s) will be expected to update partners on progress of the evaluation on a weekly basis and highlight any challenges or delays faced.

An indicative list of actions shall include but not be limited to:

- Inception meeting with consultant(s)
- Initial project document review
- Submission of Inception Report
- Desk review of available monitoring data from partner organizations
- Final agreement and finalization of tools

- Interviews with key stakeholders
- Field data collection.
- Additional interviews
- Triangulation of data and identifying observations and initial lessons learnt
- Validation workshop
- Submission of the Draft Report 1,2
- Submission of the Final Report
- Oral Presentation of the Final Report

4. DELIVERABLES AND REPORTING

The report should be no longer than 25 pages excluding cover page, table of contents, summary and appendices. The evaluation report is to be written in English and in a manner that is understood easily by the intended audiences. The report shall present facts, findings, conclusions and lessons learnt separately and with a clear logical distinction between them. Concrete examples and direct quotes - that can contribute to better understanding of the whole picture - from interviewed stakeholders are especially requested.

The report shall present any limitation in process, methodology or data collection during the assignment, and discuss its impact on the validity and reliability of the findings, and also indicate any obstruction of a free and open evaluation process which may have influenced the findings.

5. TENDER'S QUALIFICATIONS

The requirements to be met for evaluator(s):

- Documented theoretical and practical experiences of Swedish development cooperation and/or international aid
- Expertise in Human Rights Based Approach
- Experience of evaluating empowerment of vulnerable groups
- Evaluation and monitoring expertise of monitoring tools, especially Outcome Harvesting and qualitative data techniques
- Experience of participatory approach and strong communication skills
- Familiarity with the context of Togo and West Africa is an asset
- Proficiency in French and English
- Not be bankrupt, be convicted of crime in the profession, not have been guilty of serious professional misconduct nor have tax liabilities. Please include VAT-number.
- Follow Code of Conduct of YWCA YMCA Sweden

6. PROCUREMENT

The tenders will also be assessed in relation to:

- The experience of the team/consultant
- The evaluator(s) understanding of the assignment
- The methodology suggested and set-up of the work
- The evaluator(s) ability to guarantee the quality and utility of the final product
- Total cost, including travel and other costs (VAT)

- Disposition and presentation of the bid

The consultant shall submit ONE document in pdf-format with the following information:

- Profile of the consultants highlighting areas of expertise and their role in the evaluation process (for each consultant involved)
- References regarding similar assignments conducted.
- A methodological proposal.
- Suggested timeframe and budget, including all costs and VAT
- Suggested procedure for quality assurance, with focus on inclusiveness of key users
- All tenders must be written in English.

The budget shall include a breakdown as follows:

- Professional fees estimated on number of hours
- Estimates for reimbursable expenses (per diem, flights, accommodation, visa)
- Other costs (e.g. local translators)
- Total Amount (including VAT)

Tenders in English (one pdf- document) shall be submitted via e-mail to niclas.sannerheim@kfum.se no later **25th April, 2018**.

We welcome consultants both from Sweden and abroad.

For questions or clarifications please contact International Secretary of YWCA YMCA Sweden Niclas Sannerheim on niclas.sannerheim@kfum.se .