

## **Impact Evaluation: Youth Integration Program Terms of Reference**

Europe Foundation (EPF) seeks a qualified international consultant or a team of consultants to conduct an impact evaluation of its Youth Integration Program. The evaluation is to focus on assessing the program's achievements, including its quality and results as related to the overall mission of the Foundation. More specifically, EPF seeks an independent assessment of the program's impact on female and male youth volunteerism and civic engagement to address the targeted communities' needs, throughout Georgia, including Abkhazia. Europe Foundation expects that the consultant will identify key lessons learned and provide recommendations on the development trajectories of its Youth Integration Program, most especially as it relates to achieving policy-level acknowledgement of the Youth Bank model as way of enhancing youth engagement.

### **About Europe Foundation**

Europe Foundation's mission is to empower people to effect change for social justice and economic prosperity through hands-on programs, helping them to improve their communities and their own lives. To achieve its mission, EPF strives (1) to strengthen the capacity of individuals and institutions, empowering them to address pressing issues and (2) to mobilize relevant stakeholders in issue-based dialogue, through raising public awareness and creating various coalitions, platforms or working groups, so as to effect positive change. EPF's work is guided by the following approaches: (1) creating opportunities for civic participation in public policy making, (2) engaging youth, (3) fostering culture of corporate and community philanthropy, including through formation of public-private-NGO partnerships, (4) promoting evidence-based advocacy and decision making, and (5) building confidence across religious, ethnic, and community divides. Some of EPF's flagship programs include: (1) *Engage and Monitor for Change*, (2) *European Integration*, (3) *Youth Integration*, (4) *Social Enterprise and* (5) *Open Door Grantmaking*. Together, they feed into achieving the Foundation's mission and provide opportunities for Georgians to engage in social, economic, and political developments, in order to effect substantive and sustainable positive change at the local and national level.

### **About Youth Integration Program**

Over the years, EPF's Youth Integration Program has worked with youth people from 29 different communities of Georgia with aim to enhance female and male youth volunteerism and civic engagement to address targeted communities' needs. Currently, the YB Program covers the following towns and communities throughout Georgia, including Abkhazia: Akhaltsikhe, Akhalkalaki, Akhmeta, Aspindza, Poti, Borjomi, Chokhatauri, Dedoplistskaro, Gali, Gardabani, Gori, Gudauta, Khobi, Khoni, Lanchkhuti, Marneuli, Martvili, Bolnisi, Ninotsminda, Ochamchire, Sokhumi, Tkibuli, Tserovani, Zemo Bargebi, and Upper Adjara.

To achieve the desired outcomes, EPF has been following the Youth Bank (YB) methodology, an innovative way of increasing youth participation through creating groups of young people (aged 16-21) in a given community (the Youth Banks) and empowering them with training and resources to find, fund, and oversee small youth-led initiatives that address salient for local communities issues. The YB concept is founded on the premise that involving young people in projects they design and manage is the most potent way to develop civic participation among youth. Thus, grantmaking serves as a mechanism with which young

grantmakers improve their self-esteem and learn about leadership, team-work, fair decision-making, problem-solving, communications, financial and narrative report-writing, and event management.

The uniqueness of the YB model is that young people are given the opportunity to independently undertake all the activities involved in the YB grantmaking cycle without constant supervision from adults. Each year, the YBs fund roughly 110 local youth-led initiatives in their communities, which range from 500-800 GEL in value and could address needs as diverse as cleaning a community park through promoting gender equality to preparing first-time voters for elections.

Apart from encouraging youth civic engagement, the YB model provides young people opportunities to engage in a dialogue in a safe environment, learn about each other first-hand, participate in community development, and demonstrate models of tolerance, respect for diversity, and understanding of common values. As a result, youth engagement in the YBs contributes to empowering young leaders from different backgrounds or from various sides of the conflict divide to act as agents of change within their communities and contribute to initiating the development of mechanisms for managing grievances perpetuating the conflict.

## **Evaluation Goal**

The overall goal of the evaluation is to provide an independent impact assessment of EPF's Youth Integration Program, so as to ascertain the extent to which the Foundation's programming has enhanced female and male youth volunteerism and civic engagement in the targeted communities and contributed to collaboration, respect for diversity, and understanding of common values among the participating youth. EPF is seeking a contextualized assessment of progress toward outcomes, keeping in mind the Foundation's overall mission. It is expected that the evaluation will set baselines for the future impact evaluation of the Program in 3-4 years' time. In addition, it is expected that the consultant will provide recommendations on the development trajectories of its Youth Integration Program based on the lessons learned drawn from the evaluation.

Below are the evaluation objectives, which are of particular interest to EPF. However, the consultant(s) will be expected to complete this list with additional questions to better assess the relevance, effectiveness, impact, and sustainability of the Program.

**Objective 1.** Evaluate to what extent the Program contributed to enhanced community activism among youth.

- Did the Youth Integration Program's capacity building activities strengthen the capacity of young people to become active members of their communities?
- Was the number and type of the trainings provided to program beneficiaries sufficient and tailored to their needs?
- To what extent did the YB grantmaking mechanism contribute to improved civic engagement of local youth (the YB members, their grantees, and other young people)?
- Did the program lead to increased participation of the targeted youth in community life during the post-project period?

**Objective 2.** Assess the impact of the Program regarding collaboration, respect for diversity, and understanding of common values among the participating youth.

- Has the Program succeeded in reaching youth from diverse backgrounds?

- Did the attitudes toward “the other” improve among the targeted youth? If yes how and if not what are the causes of lackluster performance?
- To what extent and how did the Program contribute to cooperation among young people with different backgrounds?

It is expected that the consultant will identify key lessons learned and provide recommendations on the development trajectories of its Youth Integration Program, most especially as it relates to achieving policy-level acknowledgement of the Youth Bank model as way of enhancing youth engagement.

### **Evaluation Methodology**

The consultant(s) will be responsible for developing the evaluation design and methodology in order to meet the evaluation’s goal and objectives. Details about the approach and the data collection methods to be employed to undertake this task should be included in the bid. EPF expects that the Consultant(s) will conduct a participatory evaluation, providing for active and meaningful involvement of all stakeholders, namely the relevant EPF staff, partners, grantees, donors, etc.

The evaluation is to be conducted following ethical practices in evaluation, which should be outlined in the proposal.

The work to be carried out by the consultant(s) will be based on the following three criteria:

- **Relevance**, including the extent to which various problems and needs addressed by EPF’s Youth Integration Program are relevant in the Georgian context;
- **Effectiveness**, including the extent to which the Program’s objectives have been met;
- **Impact**, the extent to which EPF’s efforts contributed to the achievement of the Program’s overall goal.

### **Sources of Information**

EPF documents available for review include files of the projects funded within the Program, programmatic reports, publications, and related documents. The available program documentation also includes various training materials, training reports, training participant evaluation forms. Most of the information on the Program is available in English, except for the training evaluation forms. For broad overview of the work please visit the following web page: <http://www.epfound.ge/english/current-programs-activities/youth-bank.html>

In addition to studying these documents, the evaluator should conduct interviews with the Program beneficiaries and their grantees, EPF staff, other partner organizations.

### **Intended Use of the Evaluation**

In addition to EPF, the evaluation may also benefit other organizations that are utilizing the Youth Bank methodology in other countries. It will also be useful for the Foundation’s past, current, and future donors, as well as national and international implementers supporting youth integration programming in Georgia.

### **Timeframe and Reporting Requirements**

The expected duration of the evaluation is 2 months.

The Consultant(s) will produce the following deliverables (all in English):

1. Inception report (due on October 5, 2016), which will address the following components:
  - a. Overview of the project
  - b. Expectations of evaluation
  - c. Evaluation methodology and data collection methods (derived from methodology)
  - d. Evaluation framework
  - e. Synthesis of the collected data
  - f. Indicative timeline
2. Data collection instruments (due on October 15, 2016)
3. Draft of the evaluation report (due on November 15, 2016)
4. Final report (due on November 30, 2016). The final report will include the following sections:
  - a) Executive summary (max. 2 pages);
  - b) Evaluation summary in PPT form;
  - c) Brief description of the context and the project;
  - d) Description of evaluation goals and objectives;
  - e) Description of evaluation methodology and data collection tools utilized in the course of the evaluation;
  - f) Presentation of main findings and conclusions of the assessment (including both generalized part, as well as individual grant projects);
  - g) Discussion of lessons learned;
  - h) Recommendations (programmatic and otherwise);
  - i) Annexes as provided in the inception report, including the reviewed project fiches, all data collection tools, list of interviewees, etc.

The draft reports do not have to include executive summary and annexes. The evaluation report will be the sole property of EPF, which will retain the right to use it for internal and external purposes.

## **Budget**

The budget of the evaluation should not exceed USD 10,000 (GROSS) for evaluation services, including expenses for transportation to and within Georgia, accommodation, per diem, and Georgian taxes (if applicable). Price competitiveness will be a consideration during the selection process, and all proposals exceeding the maximum will be ineligible.

## **Request for Bids**

EPF seeks bids from individuals or organizations to conduct this evaluation. Applicants should submit a proposal in English that includes:

- Detailed description of the Consultant's qualifications, with a list of previously undertaken assignments;
- Description and justification of proposed evaluation methodology including sampling strategy, description of tools and techniques that will be used to collect and analyze information;
- Draft work plan and budget.
- Copy of an evaluation report completed by the applicant during the past three years;

Only complete applications will be considered.

### **Selection Criteria**

EPF will select the winning candidate among the companies or individuals submitting a complete bid by the proposal deadline.

The selection criteria will include the following:

- Degree to which proposal adheres to evaluation questions listed above;
- Quality of the proposed methodology;
- Qualifications of the bidding organization and the personnel involved in the project, including past experience in evaluation of similar program;
- Cost-effectiveness of the proposal;
- Feasibility of proposed methodology and work plan;

### **Review Process**

Proposals can be submitted in by email to Nino Zubashvili, Program Assistant at [nzubashvili@epfound.ge](mailto:nzubashvili@epfound.ge). Please indicate “Youth Integration Impact Evaluation” in the subject line of your email. Interested persons who have questions about this tender should email their inquiries to **Mariam Kobalia, Program Manager** ([mkobalia@epfound.ge](mailto:mkobalia@epfound.ge)). The deadline for the submission of applications is September 5, 2016, 17:00 Tbilisi Time. EPF senior management, program, and evaluation staff will review the proposals. The decision on the selection of the winning evaluation team will be announced no later than September 20, 2016.