

Terms of Reference for the "Imagine Y" project – Final online evaluation

1. Background

As a response to the 2020 political crisis in Belarus, a consortium of three organisations - DVV International, Goethe-Institut, and the BelBiz Association, with the support of the European Union has implemented the project “**Imagine Y(our) - SPACE for Learning, Engagement and Business**” in the years 2023-2024.

The Imagine Y project, designed to foster physical and online engagement, has been implemented to enhance the self-organization and confidence of youth and young adults in Belarus and those outside the country. Through a series of on-site and online activities, the project has aimed to prepare participants to adapt to new environments, launch their own business ideas, and address problems that are critical to the youth community.

The current ToR are designed to hire the evaluation team or specialist (hereinafter referred to as evaluator) for the Final evaluation, which will include assessment of the project's overall performance, efficiency, relevance, and sustainability throughout its entire lifecycle. A special focus will be given to the evaluation of the effectiveness of the project interventions and identification of changes that have occurred within the targeted communities.

2. Overview of the Imagine Y project

Duration: From January 1, 2023 till December 31, 2024

Location: Vilnius, Warsaw and online

Overall objective: to contribute to the empowerment and increasing of the voice of youth and young adults in Belarusian society and to strengthening the initiatives of the Belarusian diaspora in neighbouring countries.

Target groups:

- 1: Active Belarusians living in neighbouring countries (including teenage children) and relocated representatives of CSOs working with youth.
- 2: Youth in Belarus living in Minsk and outside of the capital area.

Specific objectives (Outcomes):

1. The use of a needs-based approach in non-formal education programmes for Belarusian youth and the diaspora is increased;
2. Active members of Belarusian diaspora including relocated CSOs and youth actively use the facilities and services of two Hubs for their own initiatives;
3. Belarusian youth use Online Camps and networking for learning, personal development and economic engagement.

These objectives are to be achieved by employing the following **project activities**:

Within the Outcome 1. The use of a needs-based approach in non-formal education programmes for Belarusian youth and the diaspora is increased:

- 1.1:** Preparation, implementation and presentation of the Baseline study, assessing the learning needs of Belarusian youth inside the country and abroad;
- 1.2:** Preparation and Implementation of an Endline study about project progress

Within the Outcome 2. Active members of Belarusian diaspora including relocated CSOs and youth actively use the facilities and services of two Hubs for their own initiatives:

- 2.1:** internal face-to-face workshop for the development of the Hub's concept
- 2.2:** 24 In-class and online training on entrepreneurial, digital and soft skills
- 2.3:** 2 Start-up schools
- 2.4:** Support for youth social start-ups (8 small grants and consultancy)
- 2.5:** 2 trainers/leaders courses
- 2.6:** 8 teen camps

Within the Outcome 3. Belarusian youth use Online Camps and networking for learning, personal development and economic engagement.

- 3.1:** Training for 30 "Digital" Youth leaders
- 3.2:** 5 Online Camps, implemented by the "Digital" Youth Leaders training alumni (and 3-5 additional Online Camps as part of the second wave of the activity)
- 3.3:** Establishing a digital youth network - Y-Community

3. Purpose and objectives of the Final evaluation

The **primary purpose** of this external Final evaluation is to assess project outcomes development, based on the project's actual and potential development impact and elaborate recommendations for further initiatives in this sphere.

The **objective** of the external evaluation is to assess the overall relevance, efficiency, effectiveness, timeliness of the project interventions, their sustainability and potential for long term impact. Final evaluation should:

- Assess the project achievements compared to the envisaged project results;
- Assess broader effects of the project on its beneficiaries: impact on self-organization, confidence, and readiness to act among the youth and young adults engaged in the project;
- Assess the extent and nature of involvement of target groups;
- Assess the capacity and efficiency of the project management;
- Elaborate recommendations for improving the implementation of similar projects in the future.

4. General evaluation questions

4.1 Relevance

- Were the objectives of the projects clearly defined and understandable for all actors?
- To what extent are the objectives of the project still valid and aligned to the beneficiaries/learners' needs?

4.2 Effectiveness

- Were those objectives met and to what extent?
- How successful were the project implementers in reaching their intended beneficiaries?
- What were the strengths and weaknesses of the project's design and implementation?
- Are the activities and outputs of the program consistent with the intended ones?
- How the project activities have influenced the ability of youth and young adults to organize themselves and build confidence in their capabilities, their readiness to adapt to and thrive in new environments, including willingness and preparedness to initiate business ventures and address issues relevant to the youth community?
- Were the methods used appropriate and effective?
- What are general and specific recommendations for similar further interventions?
- Are there any unintended or unexpected results, positive or negative?

4.3 Efficiency

- How efficient have resources (costs, timeframe, personnel, etc.) been used in achieving the objectives?
- How well did the project consortium work together?

4.4 Sustainability

- Will the outputs produced through the project be accessible to the beneficiaries after the end of the project?

5. Evaluation methodology

The evaluation will consist of both **desk study and online research**. A combination of primary data collection and secondary data review is expected during the evaluation.

Secondary data sources will be made available to the evaluator. The following secondary documents will be provided:

- Project proposal;
- Logical framework;

- Interim project report;
- Baseline study results, including data on baseline level of self-organization, confidence, and readiness to act among the youth and young adults;
- Partner documents of project implementation (as far as available)
- Etc.

To collect information from **primary data sources**, the evaluator is free to propose feasible methodological approaches (quantitative or qualitative). We recommend taking the following groups into consideration:

- Project Management Group: representatives of project consortium (DVV International, Goethe-Institut, and the BelBiz Association), involved in project implementation, including senior and financial management of the organizations;
- Project Steering Committee: representatives of Belarusian CSOs, involved in steering and consultancy for the project;
- Trainers and speakers, who delivered project activities;
- Different members of the target groups, involved in educational project activities;
- Representatives of the initiatives, who received small grants & consultancy support in the framework of the project.

The evaluator should determine the evaluation design and methodology in close cooperation with the DVV International. The evaluation has to be carried out according to the DAC Criteria for Evaluation Development Assistance (details can be agreed with the contractor upon conclusion of contract).

6. Deliverables

The following **deliverables** are expected:

- Inception Report: Detailed methodology, work plan, and timeline.
- Draft Evaluation report.
- Final Evaluation Report: Comprehensive report with findings, conclusions, and recommendations.

The **evaluation report** should include at least the following:

- Executive summary
- Description of the project
- Description of evaluation goals and objectives
- Description of evaluation methodology and data collection tools utilized during the evaluation process
- Presentation of main findings and conclusions
- Recommendations for DVV International and its partner organizations
- Annexes, including data collection tools, list of interviewees, sources, etc.

All deliverables must be prepared in English. The evaluator is responsible for editing and formatting the delivered documents.

7. Target group of the evaluation results

The target group of the evaluation results will be the project management team of DVV International, regional office for Ukraine and Moldova as well as the head office in Bonn. The results of the evaluation will also be sent to the Contracting Authority.

8. Timeframe

The Final evaluation is to take place in November 2024 - January 2025.

The evaluator has to prepare inception report on November 20, 2024 at the latest, first draft of the evaluation report before January 24, 2025, and after receiving feedback from DVV International (in the period 24 January - 12 February, 2025) to finalize the report before February 28, 2025.

The detailed schedule is to be agreed upon with the evaluator upon the conclusion of the contract.

9. Eligibility of the providers

Individual experts, teams of experts, research institutions, NGOs, and other agencies, familiar with the Belarussian context and subject of the Complex evaluation are invited to participate in the tender.

10. Qualifications of the provider

The evaluator should have:

- **Expertise in Project Evaluation:** Extensive experience in conducting comprehensive project evaluations of development projects (minimum 5 years, proofs might be requested).
- **Regional Knowledge:** Understanding of the sociopolitical context of Belarus and Belarussian communities abroad.
- **Field Knowledge:** Experience in the field of non-formal education will be considered as an asset.
- **Technical Skills:** Strong capabilities in both qualitative and quantitative research methods.
- **Reporting Skills:** Ability to present complex findings in a clear and concise manner.
- **Language skills:** Excellent oral and writing skills in English, knowledge of the Belarussian/Russian language.

11. Application package

All interested candidates should submit the following documents:

- CV(s) of person(s) to be involved in the assignment (in English). Please use the template provided ([Annex 1](#));
- Cover letter, describing compliance of the applicant with the expected qualifications mentioned above;
- Technical proposal covering the following aspects (maximum of 5 pages);
 - Narrative overview displaying an understanding of the task, including consideration of the specific context (country, topic);
 - Proposed methodology;
 - Work Plan, including detailed proposed steps of implementation;
- A detailed financial proposal with all expected costs. Please use the template provided ([Annex 2](#)).

The proposals should be submitted by October 15, 2024, 23.59 CET, to the following address: ImagineY@dvv-international.de (Volha Turlo, Project team leader).

The candidates will be informed of the selection results no later than October 30, 2024. Late submissions will not be accepted.

If you should have questions concerning this tender, please send your questions to to the e-mail address ImagineY@dvv-international.de. **The latest date for submitting questions is October 9, 2024.**

12. Evaluation criteria of proposals

The proposals will be assessed according to the following criteria:

- Qualifications of the evaluation team (counts one third) (based on criteria mentioned above);
- Technical proposal (counts one third) (based on criteria mentioned above; all of the above mentioned criteria for technical proposals will be taken into account);
- Financial proposal (counts one third) (best cost-service relation; please consider the envisaged total number of working days).

13. Right of use

DVV International has the exclusive and unlimited right to use the results fulfilled by the contract. The transfer of this Right of Use is complete with the payment made to the Contractor.

The Contractor has Right of Use permission strictly limited for personal non-commercial purposes. Transfer of the Right of Use to third parties is excluded.