

EvalYouth Network Task Force II: Global Mentoring Program

Terms of Reference

Consultancy: Administrative Consultant for the Global Mentoring Program 2020

1. Background and Justification

EvalYouth is a global EvalPartners network that supports and promotes young and emerging evaluators (YEEs) to become future leaders in the evaluation profession. It was launched in Kathmandu, Nepal during the Global Evaluation Forum II in November 2015. Twenty-three YEEs who played an active role to help shape the Global Evaluation Agenda 2020 represented EvalYouth at the forum from the following regions: Africa, Asia, Europe/Eurasia, Latin America and the Caribbean, the Middle East and North Africa, and the United States / Canada / Australia. EvalYouth currently has four task forces and seven (7) regional and 15 national chapters across the globe.

EvalYouth's goals are:

2. To promote Young and Emerging Evaluators, including young women, to become competent, experienced and well-networked professionals who contribute to evaluation capacity at national, regional and international levels; and
3. To promote the inclusion of Youth and Young People (YYP), including young women, in evaluations conducted at the national, regional and international levels.

EvalYouth's goals are operationalized through four task forces with the EYMG guiding priorities. Task Force I is focused on promoting YEEs in VOPE leadership and governance, Task Force II is focused on implementing the Global Mentoring Program in order to build individual capacities, Task Force III is focused on the organization of EvalYouth conferences and e-learning webinars, Task Force IV launched in 2019 works on promoting Youth Focused Evaluations.

The EvalYouth Mentoring Program is an initiative to support novice evaluators and young professionals to become skilled and dependable professionals that can confidently take up evaluation roles in their communities and countries.

Objectives of the Global Mentoring Program are:

- To equip YEEs with the needed knowledge, skills, and capacities for a successful evaluation career;
- To help YEEs formulate an actionable professional development plan with clear steps

- towards developing those skills;
- To help YEEs identify and overcome challenges, barriers, fears of developing a career in evaluation;
- To aid YEEs in building stronger professional networks towards the advancement of the profession;
- To build linkages with internships and job opportunities in the field; and
- To increase the commitment of evaluation experts who contribute to the evaluation capacity development of YEE.

In 2016, Task Force II, a team of approximately 20 committed young evaluators, conducted a global online survey to help design a mentoring program by identifying priority areas and unmet mentoring needs. In alignment with the EvalYouth strategic agenda, Task Force II conceptualized, planned, and implemented two phases of the mentoring program between 2016 and 2019. The first—pilot phase of the Program began in October 2017 with 52 pairs who were matched using standard matching criteria. The second phase of the mentoring program was implemented between April and October 2019 with 214 participants, including mentors and mentees.

Task Force II is planning to launch its 2020 phase of the Global Mentoring Program in July 2020. The Task Force team is looking for an external consultant to support the administrative tasks related to the application, selection, matching and follow up processes. Since the program is expected to run between July - December 2020, the Administrative Consultant is expected to provide support over these six months.

2. Tasks and Responsibilities

Task Force II will be closely working with the consultant to provide guidance and instructions on the tasks and their prioritization. The consultancy will require an average of **7 hours/week** of time commitment over the period of assignment (July - December, 2020). The workload starts with a peak in the beginning and tends to decline over time.

The consultant is expected to perform the tasks listed below in consultation with EvalYouth and Task Force II leadership team:

- Provide support to the overall administrative processes;
- Support designing application forms;
- Coordinate the call for applications;
- Coordinate the reviewing process of mentors and mentees application
- Coordinate the selection and matching pairs process with Task Force 2 members involvement using a standard matching criteria
- Facilitate communication and respond to queries of the applicants during the application process;

- Lead the reconfirming process of pairs;
- Provide administrative to management and enrolment of selected participants in online learning platform;
- Provide the logistical coordination of the introductory meetings and orientation for participants
- Deliver a tracking report of mentor and mentee attendance and engagement on a monthly basis
- Present a lessons learned final report of the admin's work; and
- Any other task as assigned by the Task Force leadership team.

3. Deliverables

The consultant is expected to submit following deliverables:

- Application forms;
- Applicants lists and database;
- Results of applications reviewing;
- List of matched pairs;
- Trackers such as dropouts, changes in matching, individual project work, etc.; and
- A short report on tasks.

4. Essential Qualifications and Experience

- Be a young and emerging evaluator (see YEE definition on www.evalpartners.org/evalyouth);
- Bachelor's Degree in Evaluation, International Development, Public Policy/Administration, Development Economics/Planning, Management, and/or any related discipline. Master's degree will be an asset but not required;
- One to three (1-3) years of relevant work experience in international development and monitoring and evaluation;
- Excellent verbal and written communication skills in English;
- Excellent analytical skills and ability to formulate clear, actionable and evidence-based recommendations.
- Experience in assessing and or participating in mentoring programs is an asset;

5. Budget and payment

EvalYouth's budget for this assignment is **\$5,000**. The consultant will be paid over three installments agreed upon by the management and the consultant prior to signing the TOR

6. Application Process and Selection Criteria

To apply, please send your applications to EvalYouth@gmail.com no later than **June 22, 2020** with the subject “**Administrative Consultant for the Global Mentoring Program 2020**” The application must include:

1. Your resume;
2. A cover letter explaining how your academic background and skills meet the requirements of this consultancy;
3. A concise technical proposal illustrating how you plan to tackle the assignment, including a financial proposal inclusive of total price and breakdown of costs.
4. (when available) sample work

Resources:

- <https://evalpartners.org/evalyouth/mentoring-program>