



**TERMS OF REFERENCE FOR A SERVICE PROVIDER
TO DEVELOP AND CONDUCT CAPACITY BUILDING
WORKSHOPS ON THE M&E FRAMEWORK ON
IMPLEMENTATION OF THE NATIONAL YOUTH
POLICY**

1. Background

The National Youth Development unit in the Department of Women, Youth and Persons with Disabilities (DWYPD) has partnered with the United Nations Population Fund (UNFPA), in developing the Monitoring and Evaluation (M&E) framework of the National Youth Policy (NYP) 2030. The M&E framework is intended to track implementation of the National Youth Policy. A wide range of youth development stakeholders namely, young people, government, civil society as well as the private sector organisations were consulted for comment into the framework.

The framework outlines the Theory of Change; M&E Plan; Guideline document; and M&E data collection tools that include outcome and output indicators along the five key NYP policy imperatives. The M&E framework is currently being processed to Cabinet for approval. However, it is important to note that, on a quarterly basis, data will be collected from various role players and analysed to assess the extent to which the youth policy is being implemented.

To this end, a skilled and experienced service provider is being sought to conduct capacity building sessions with relevant government youth focal persons responsible for implementation, nationwide. The aim is to help create capacity to youth focal points and a national network of M&E focal persons who are implementing agents and coordinators and expected to serve as master trainers in rolling out capacity building training at sectoral, provincial and local levels and or across all spheres.

The successful service provider to undertake the capacity building workshops must be available for the duration of the project.

2. Context

A situational analysis that was conducted during the development of the M&E framework for the 2015-2020 youth policy found that stakeholders at various levels within the country were aware of the NYP but observed that it is not being implemented in an integrated way. Additionally, there was lack of an overarching strategy and operational plan for the NYP and issues of turf, limited leadership on youth related matters and lack of institutional mechanisms were barriers to coordination. This created the rationale for the development of a clear Theory of Change (TOC) in the M & E framework, on youth development so that all in the youth sector understand how their work is contributing to the overall change. The situation analysis also found that whilst data was being collected on implementation of youth services and programmes, these were for the most part at output level. The gap in outcome indicators and baseline data meant that there was limited insight into impact or answering the 'so what?' question. Within this context, the implementation of the M&E framework for the youth policy will strengthen evidence-based planning amongst stakeholders at different levels, as well as reporting on youth development across government.

3. Purpose

The overall purpose of the task is to facilitate training sessions physically, virtually and in hybrid format for each province to build the capacity of M&E focal persons in key provincial departments as well as M&E and youth focal persons in Offices of the Premier from all provinces on the implementation of the M&E framework for the youth policy.

3.1 Objectives

- a. The trainings will target the youth focal persons as well as M&E specialists at government, non-government and private sector levels.
- b. The service provider should develop a training manual for the NYP 2030 M&E Framework.

- c. The service provider will conduct capacity building training in all nine provinces as well as one national workshop.
- d. The training will familiarize participants with the M&E framework, M&E Plan, Guideline document as well as M&E data collection tools including the online reporting system.
- e. The service provider will administer and pilot the M&E tools to a representative sample, and ensure refinement thereof should the need arise.
- f. The service provider will be expected to develop the inception report, report of the pilot stage as well as the comprehensive final report for submission at the end of the project.
- g. Prices must be inclusive of VAT (if VAT registered) and must include costs to fully execute all the deliverables indicated in these ToR's. No variation in contract price will be permitted.

3.2 Expected outcomes

- Increased knowledge on the M&E framework for the monitoring of the youth policy;
- Increased understanding of roles and responsibilities of the key stakeholders in the youth sector;
- Draft follow up training plans for M&E focal points representing all key departments implementing youth programmes as well as civil society partners engaged in youth development developed;
- National network of M&E focal persons and master trainers for M&E framework initiated.

4. Venue

The workshop will take place in the nine provinces, through a mixture of physical, virtual or in hybrid format. The specific venues for physical and hybrid venues to be confirmed by DWYPD. The appointed contractor should be able to transport themselves and any support staff to the venues of the workshops.

5. Dates

The contract will start from 05 May to 25 October 2022.

6. Methodology

The workshop program will include plenary presentations for key content, interactive, participatory discussions, panel discussions and group work to consolidate recommendations and plans. The content that will be covered during the workshops will include the following; background to the policy and key policy imperatives; legislative and policy framework; purpose of the M&E framework; the situation of M&E in the Youth Development sector; theory of change, NYP 2030 goal; outcomes; outputs and indicators; institutional arrangements and reporting flow; SDGs relevant to NYP; M&E plan with: objective; indicator; disaggregation; baselines; targets; indicator definitions (guideline); NDP sections relevant to the NYP and Annual Indicator Collation Tool.

7. Participants

The one-day workshop is expected to involve M&E focal persons in key provincial departments and M&E and youth focal persons in Offices of the Premier from all provinces. The envisaged national workshop will have key national department M&E and youth focal point personnel (no more than 50 participants in each workshop).

8. Assignment Duration, Budget and Schedule of Payment

The selected service provider will be contracted from 02 May 2020 until 15 October 2022. The overall maximum amount that can be allocated to the development, management, facilitation and evaluation of the aforementioned training workshops is 10 000USD (including human resources and support costs).

UNFPA will however select the most competitive proposal based on cost-effectiveness and value-for-money. The total amount for the development of training material and implementation of capacity building workshops will be disbursed in two tranches based on the following schedule:

- 40% upon submission of the inception report
- 60% upon completing the training workshops and submission of the final report.

9. Institutional Arrangement and Monitoring Progress of Assessment

The consultant will be under the close supervision of the UNFPA Program Officer and M&E specialist and focal persons from DWYPD Youth Unit.

The service provider will be expected to submit a written report in electronic format.

10. Required Competencies

- a. The service provider should have a degree in Social Sciences/ Youth Development or related fields;
- b. Five to ten years of facilitation experience;
- c. Experience to facilitate training sessions physically, virtually and in hybrid format will be an added advantage;
- d. Relevant previous experience in capacity building, particularly on policy frameworks, including monitoring and evaluation frameworks;
- e. Experience in the youth development field will be an added advantage.

11. Required Qualifications and Expertise

The applicants need to submit a short proposal, a proposed work plan and detailed budget to implement the training workshops contained in the Terms of Reference.

The proposal should also include their company profile, CV of all the people that will be working in the management, implementation and monitoring of the project. Any incomplete application will be dismissed automatically.

Interested applicants are requested to submit the following to zaf.admin@unfpa.org by midnight (South African time) on the 28 April 2022.

12. Evaluation criteria

Functional Criteria	Weight
Technical approach, training methodology and level of understanding of the objectives and scope of the assignment	40%
Profile of the organization and relevance to the project; professional experience of the staff that will be deployed to the project	25%
Proven expertise and experience in working on the development and training of M & E frameworks and Policy analysis	25%
Participation of previously disadvantaged and vulnerable groups in the development and facilitation of the programme	10%

