**Terms of Reference**

**Final Evaluation: Asian Cities Climate Change Resilience Network Youth Program, Vietnam (“AYIP”)**

**February 2014**

General Methodology

* This is a participatory evaluation, engaging the main stakeholders of the project.
* The evaluation report will document points of view in three disaggregated categories: 1) the viewpoints of youth themselves; 2) the viewpoints of other main project stakeholders; 3) the viewpoint of the evaluator. It will give equal attention to the viewpoints of women and men. The full expected format of the report is attached to this TOR.
* The evaluator will make a first draft his/her report as a desk study and by telecommunication (phone, Skype) from Hanoi. He/she will then travel to the project ‘final workshop’ in (Da Nang or Quy Nhon?) to hear the reports of the project, to further clarify issues with the stakeholders, and to finalise the report.

Evaluation Objectives

1. To document how far AYIP achieved its objectives and outcomes, which were:

*AYIP objectives*

1. To enable ACCCRN and Local Youth to engage as strategic partners
2. To enable ACCCRN to build Urban Climate Change Resilience (UCCR) as perceived by Youth

 *AYIP expected outcomes*

1. Multiplication of the number of non-government participants in ACCCRN in Vietnam
2. A genuine network of ACCCRN participants, working through existing Youth networks
3. A range of flourishing small-scale, youth-led, UCCR initiatives
4. Spread of CC awareness through local Youth networks, creating conditions for CBA
5. City CRSs receiving support from Youth Groups and Youth Initiatives
6. The Rights of youth, to participate in decisions relating to CC resilience, are enhanced
7. New leads, lessons and innovations on building UCCR are uncovered
8. If the above objectives or outcomes were not achieved, then state why they were not achieved.
9. Describe any other achievements of AYIP which were not part of the original set of objectives.
10. To draw lessons learned on:
11. the nature and potential of youth’s contribution to building Urban Climate Change Resilience (UCCR) at the household, neighbourhood and local community level
12. the nature of UCCR in the eyes of Youth
13. the relevance and effectiveness (or otherwise) of AYIP as a ‘community-based approach’ to climate change adaptation
14. Suggested ‘next steps’ for AYIP, either for continuation, or replication, or scaling up of any especially valuation individual youth initiatives

Outputs

Evaluation report, written in English, according to the format attached. (CtC will have the report translated into Vietnamese after it has been finalised.)

Activities and Timeframe

|  |  |
| --- | --- |
| *Background* |  |
| 1. | Read the Project Document. Discuss with UK Director. Read other project documentation in Hanoi. Discuss with Vietnam Representative and Youth Program Manager. | 3 days |
| *Evaluation and write-up* |  |
| 2. | Da Nang. Phone and read and write | 2 days |
| 3. | Quy Nhon. Phone and read and write | 2 days |
| 4. | Can Tho. Phone and read and write | 2 days |
| 5. | Review, sorting and writing of first draft | 2 days |
| 6. | Travel and attendance at ‘Final Workshop’, and finalisation of draft report | 4 days |
| 7. | Adjustments to draft report, discussion of draft report with CtC staff, and finalisation of report | 3 days |
| *Total days* | 18 days |

Fee and Payment terms

USD 2,200 paid in VND, plus PIT, plus all expenses to attend ‘final workshop’.

To be paid 50% upon signing contract and 50% upon completion of final report and approval by the UK Director. The final report must be submitted to the UK Director by Friday 7th March.

**AYIP Evaluation Report, Format**

General

A4 paper, size 11 font, single line spacing.

Sections

1. Executive Summary

(approx. 1 full page)

1. Process, timeframe and methodology of the evaluation

(between 1.0 and 1.5 full pages)

1. How far did AYIP reach its objectives?

Divide into three sections: Points of view of Youth, point of view of other stakeholders, summary and point of view of the evaluator. (between 3 and 4 pages)

1. How far did AYIP reach its expected outcomes?

Divide into three sections: Points of view of Youth, point of view of other stakeholders, summary and point of view of the evaluator. (between 5 and 7 pages)

1. Why some objectives and outcomes were not fully achieved

(max 2 pages)

1. Other achievements of AYIP which were not part of the original set of objectives

(max 2 pages)

1. Lessons Learned

(between 4 and 6 pages, in the following subsections)

* On the nature and potential of youth’s contribution to building Urban Climate Change Resilience (UCCR) at the household, neighbourhood and local community level
* On the nature of UCCR in the eyes of Youth
* On the relevance and effectiveness (or otherwise) of AYIP as a ‘community-based approach’ to climate change adaptation
* Other?
1. Recommendations

Suggested ‘next steps’ for AYIP, either for continuation, or replication, or scaling up, or increased communication, relating to AYIP as a whole, and/or relating to any especially valuable individual youth initiatives (between 1 and 3 pages)

1. Appendix: Table of people interviewed (name, position, location)

Full pages of writing: minimum 22, maximum 30.

The evaluator is requested to follow this format exactly. Any change of format must be discussed and agreed in advance with the UK Director.

Please submit application and evaluation research framework to: myhanh@challengetochange.org