

OPEN CALL: RAPID EVALUATION LEAD EVALUATOR

SAMEA RAPID EVALUATION: PHAKAMANI YOUNG MINDS ACADEMY (PYMA)

Introduction

Between 8-22 October 2021, SAMEA organised an evaluation hackathon which aimed to:

- Co-create solutions to pertinent, and agreed local M&E challenges. Some will become M&E products developed further beyond the hackathon.
- Build M&E capacity and skills, including amongst emerging evaluators (EEs).
- Facilitate networking and generate positive energy during challenging times and create a sense of connectedness and community in South Africa's M&E community and beyond.

The themes focused on were:

- M&E in times of crisis (with teams working on plans for rapid evaluations, and a guideline on virtual evaluations).
- Made in Africa Evaluation (with teams working on case studies of use of African indigenous knowledge, and conceptualising the topic).
- Using M&E to Address Systemic Crises (with teams focusing on a criteria and guideline on climate and ecosystems health, and one on equity).

The rapid evaluations plans were developed using the Department of Planning, Monitoring and Evaluations guideline on rapid evaluation¹, which assumes that the evaluations take 6-12 weeks to produce the final report. It also proposes three possible models for conducting rapid evaluations, done internally by the organisation's staff, outsourced, or a hybrid model where an evaluator facilitates and leads the evaluation, but the work is conducted primarily by the organisations team, and in this case also by emerging evaluators, to build their capacity.

The Phakamani Young Minds Youth Academy (PYMA) is a youth-led non-profit organisation that provides academic assistance, support, and mentorship to learners from the foundation phase to matric through a number of afterschool programmes. In addition, they also provide a youth readiness programme, which seeks to support youth increase their employability.

PYMA seeks to develop a Rapid M&E plan for the afterschool programme. As part of the plan, PYMA seeks to review the design of the programme, its theory of change (ToC), its target audience, outputs and outcomes and adaptations made due to COVID-19.

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<https://evaluations.dpme.gov.za/images/gallery/GL%202.2.21%20How%20to%20Undertake%20Rapid%20Evaluations.pdf>

Overview of the brief

The South African Monitoring and Evaluation Association (SAMEA) would like to commission an experienced evaluator to facilitate a rapid evaluation for the Phakamani Young Minds Academy. The lead evaluator will facilitate a development of an M&E Rapid Evaluation Plan and the evaluation of the programme design and adaptations made due to COVID-19. Further to this, the lead evaluator will support the evaluation team comprising EEs and the organisation's staff to undertake the evaluation, consciously building their capacity in the process.

The purpose of the evaluation is to develop a M&E rapid evaluation plan, as well as an evaluation of the design of the after-school programme, as well as the theory of change, outcomes and outputs. Further to this, the evaluation should include the key stakeholders that benefit from the programme as well as those that manage the programme including the organisation's board of directors. The different stakeholders need to buy into the evaluation process for it to be a success.

Minimum requirements

Interested persons/organisations must fulfill the minimum requirements listed below:

- Masters' qualification preferably in M&E or an equivalent. A PhD qualification will be an advantage.
- Interested parties should have experience in working on at least five (5) evaluations of any value.
- Experience in fulfilling the role of a lead evaluator in large evaluation projects of R500 000 or above.

The following **skills and competencies** are required:

- Evaluation conceptualisation and design skills.
- Experience of leading evaluations, including using virtual methods.
- Ability to lead a team using a facilitative style, working collaboratively, and supporting volunteers including emerging evaluators.
- Experience facilitating learning processes.
- Experience developing and delivering evaluation training (preferred).
- Quantitative and qualitative instrument design, data collection and analysis experience.
- Excellent writing skills.
- Attention to detail.
- Excellent verbal communication skills.

Duration and compensation

The project will run for a period of 12 weeks starting from 1 December 2022. In December 2022, the team will be expected to complete the design. The implementation of the RE will commence in January 2023. The lead evaluator will be compensated for 20 days of work. The compensation for the completion of the project will be shared with shortlisted candidates.

Scope of work

The lead evaluator will undertake the following, with indicative timings provided:

No	Activity
1.	Completion of the RE design for the evaluation of the PYMA afterschool programme.
2..	Conduct any supplementary training for the specific methods needed for the evaluation in question
3.	Revise the evaluation plan with the team
4.	Work with the team to develop the detailed implementation plan, report structure ² and allocating responsibilities for writing which sections of the report
5.	Develop an evaluation matrix with the team building on the structure, identifying the methods needed.
6.	Work with the team to develop detailed instruments
7.	Support the team to identify stakeholders to interview, survey etc.
8.	Pilot the instruments with the team
9.	Revise the instruments with the team
10.	Check fieldwork being undertaken by the team
11.	Undertake key interviews, with at least one team member
12.	Support the team on analysis
13.	Write key sections of the report and edit the overall report, incorporating contributions from team members
14.	Support running of a validation workshop to test the findings from the report (host organisation to lead on this)
15.	Finalise the report based on feedback from the client and stakeholders
16.	Hold a post evaluation learning session with the team to reflect on lessons learned
17.	Write a 2-page report to SAMEA on the lessons learned from the exercise and recommendations for the future

² This should include a 5-page executive summary and maximum 40-page main report.

How to apply

Interested persons/organisations should submit a five-page CV / company profile that summarizes your evaluation, facilitation, and capacity building experience. In the case of a company, the CV of the lead evaluator that will be facilitating the rapid evaluation must also be included. Kindly email the required documents to the SAMEA secretariat by **25 November 2022** using the following email address: support@samea.org.za with the subject line: **Phakamani Young Minds Academy Rapid Evaluation Lead Evaluator.**