

TERMS OF REFERENCE (ToR)

Final External Evaluation “VIBEs for Youth: Vision building, Identity, well-Being and Employability for Youth”

December 2025

1. INTRODUCTION

These Terms of Reference (ToR) outline the purpose, scope, methodology and requirements for conducting the Final External Evaluation of the regional project **“VIBEs for Youth: Vision building, Identity, well-Being and Employability for Youth”**, funded by the German Federal Ministry for Economic Cooperation and Development (BMZ) and implemented by SOS Children’s Villages associations in Belarus, Georgia and Kyrgyzstan, with the support of SOS Children’s Villages Worldwide (CVW) and SOS Children’s Villages International (CVI).

The ToR serve as an official invitation for qualified external evaluators—individual experts, consulting teams or evaluation companies—to submit proposals to carry out the evaluation. The evaluation should be independent, impartial, methodologically sound and participatory, ensuring meaningful engagement of young people, civil society partners, state actors, employers and project teams in all three countries.

The evaluation should assess the project’s performance against its objectives, impact matrix and BMZ requirements, focusing on relevance, effectiveness, efficiency, impact, sustainability, gender sensitivity and cross-cutting issues. The findings will be used for organizational learning, accountability to BMZ and CVW, and strategic planning for future youth empowerment programming.

The evaluation should be conducted in the period from 2 February to 27 March 2026 (8 weeks total), including the inception phase, field missions, data analysis and submission of the draft final report. The final approved evaluation report is expected by 27 March 2026.

About SOS Children’s Villages

SOS Children’s Villages is an independent, non-governmental, non-profit international organization working to ensure that every child grows up with the care, protection and support they need to thrive. Established in 1949 in Austria, the organization now operates in more than 130 countries and territories.

SOS Children’s Villages focuses on strengthening families, providing alternative care for children without parental care, supporting young people on their path to independence, and working with communities and partners to create safe and nurturing environments for children and youth. The organization is guided by the principles of the UN Convention on the Rights of the Child, placing child well-being, safeguarding, participation and non-discrimination at the center of its work.

SOS Children’s Villages works across five main programmatic areas:

- Family Strengthening: preventing family separation and supporting vulnerable families.
- Alternative Care: providing quality care for children who cannot live with their families.
- Education and Vocational Training: promoting access to learning and skills development.
- Youth Empowerment: supporting young people toward independence, employability and well-being.
- Emergency Response: protecting children and families affected by crises.

About the commissioning organizations

SOS Children's Villages International (CVI) provides global strategic direction, programme quality standards, safeguarding policies and support to national associations, including coordination of donor-funded initiatives such as VIBEs.

SOS Children's Villages Worldwide (CVW) is the private German sponsor that supports SOS Children's Villages through fundraising, public relations and donor cooperation, including the management and coordination of BMZ-funded projects.

2. **BACKGROUND AND RATIONALE**

SOS Children's Villages Worldwide (CVW) and SOS Children's Villages International (CVI), together with the national associations of SOS Children's Villages in Belarus, Georgia and Kyrgyzstan, have been implementing the regional project "VIBEs for Youth: Vision building, Identity, well-Being and Employability for Youth" since November 2022. The three-and-a-half-year project, funded by the German Federal Ministry for Economic Cooperation and Development (BMZ), focuses on strengthening the socio-economic integration, personal development and well-being of 1,325 vulnerable young people aged 15–35.

The project responds to the multifaceted challenges faced by young people growing up in alternative care or disadvantaged family environments. These include limited access to vocational training, high unemployment, low levels of psychosocial readiness, social exclusion, skills mismatches, and restricted opportunities for work experience or entry into the labour market. Structural gaps in social services, insufficient intersectoral cooperation and limited organizational capacities of local civil society organizations further exacerbate the difficulties faced by this target group.

A transnational feasibility study conducted prior to project start confirmed the need for a holistic, multi-level approach combining life skills, employability skills, coaching, vocational training, practical work experience, entrepreneurship and institutional capacity building. The VIBEs project therefore introduces and contextualizes the Next Economy methodology, strengthens the capacities of local actors, and creates structured opportunities for youth to gain the skills, confidence and resources necessary for economic participation and social inclusion.

TARGET GROUPS	
Direct target group	1,325 vulnerable youth aged 15–35, including those from alternative care, socio-economically disadvantaged families, young parents, internally displaced youth and others facing exclusion due to poverty, disability, migration or discrimination.
Institutional target group:	140 representatives of ministries, municipal authorities, employment agencies, vocational training centers, social service providers and civil society organizations.
Multipliers	Seven local civil society organizations (CSOs) whose capacities are strengthened and who act as co-implementing partners.
Indirect target group	At least 430 additional young people benefiting from strengthened structures, improved services and enhanced community-level support.

Expected Results of the Project

- Local actors have strengthened capacities and apply a holistic training curriculum for the socio-economic integration of vulnerable youth.

- Vulnerable young people have improved their life skills, employability skills, vocational competencies and overall socio-economic integration.
- Young people gain initial work experience through internships, apprenticeships or similar practical opportunities that facilitate their entry into the labour market.
- Entrepreneurially motivated youth are equipped with the skills and support needed to develop viable small business ideas and pursue self-employment.
- Decision-makers and key stakeholders have increased awareness of the needs of vulnerable youth and of effective strategies and practices to improve their socio-economic inclusion.

The evaluation findings will form the basis for future planning, possible continuation and scaling of the VIBES approach, and strengthening cooperation between SOS Children's Villages associations, CVW and BMZ. It will also provide an opportunity to critically assess strengths and weaknesses of the implementation model, and to identify innovations or improvements for future projects.

3. PURPOSE, OBJECTIVES AND USE OF THE EVALUATION

The overall purpose of the Final External Evaluation is to determine the extent to which the VIBES for Youth project has achieved its intended results and contributed to the socio-economic integration and well-being of vulnerable young people in Belarus, Georgia and Kyrgyzstan. The evaluation should assess the project's relevance, effectiveness, efficiency, impact and sustainability, as well as the extent to which cross-cutting issues such as gender sensitivity, inclusion and safeguarding were integrated into the intervention.

The evaluation should be independent, objective and participatory, involving a wide range of stakeholders, including youth beneficiaries, civil society partners, state institutions, employers, project teams and organizational management. The findings should provide credible, evidence-based insights into the project's achievements, implementation processes and long-term potential.

Specific Objectives of the Evaluation

- Assess the impact and effectiveness of the activities implemented within the project, including how the holistic VIBES methodology contributed to changes in the lives of vulnerable youth.
- Evaluate the efficiency of the project in relation to resources used, implementation processes, cost-effectiveness and timeliness.
- Verify the status of indicators as outlined in the project's impact matrix and analyze reasons for under- or over-achievement.
- Assess the sustainability of project achievements at the levels of youth, CSOs and local actors.
- Examine gender sensitivity and inclusion, considering barriers and outcomes for both young women and young men.
- Evaluate the implementation of the project in accordance with donor (BMZ) requirements, organizational policies and standards, and the achievement of results as defined in the approved project proposal.
- Identify lessons learned and provide recommendations for improving future youth employability and empowerment programming.

Key Persons to Be Targeted During the Evaluation

- Young people who participated in project activities (direct beneficiaries).
- Young people who did not participate but may have been indirectly affected.
- Representatives of civil society organizations (CSOs) acting as co-implementing partners.
- Representatives of relevant governmental and non-governmental institutions at local and national levels.

- Employers and private-sector representatives engaged in providing internships, apprenticeships or entrepreneurship support.
- National project teams and programme staff in Belarus, Georgia and Kyrgyzstan.
- National management: National Directors, Programme Development Departments, Finance Departments.
- Regional project management: Regional Project Manager and Regional Finance Manager.
- Representatives of SOS Children's Villages Worldwide (CVW).

Key Users of Evaluation Results in Each Project Country

- Project level: National project teams and CSO co-implementing partners.
- Management level: National Directors, Programme Development and Finance Departments.
- SOS Children's Villages Worldwide (CVW): for donor reporting and strategic development.
- Regional level (CVI): International Office Region CEE/CIS/ME – for programme quality, learning and strategic planning.
- Global level: SOS Children's Villages International – for organizational learning and donor compliance.
- Donor: BMZ – for accountability, compliance and future cooperation.

Intended Use of the Evaluation. The evaluation findings will be used to:

- Assess the overall performance of the VIBEs project and document achievements.
- Inform strategic planning for future youth employability and empowerment interventions.
- Provide evidence and guidance that will be directly relevant for the planning and implementation of potential future phases or continuations of the VIBEs initiative.
- Strengthen organizational learning across national associations, CVW and CVI.
- Ensure accountability to BMZ and provide evidence for future cooperation.
- Enhance collaboration with governmental and civil society stakeholders working with vulnerable youth.

The evaluation should provide practical, actionable and context-specific recommendations to support programme development, policy dialogue and future donor-funded initiatives.

4. SCOPE OF WORK

The External Evaluator will conduct field evaluation in the three VIBEs project countries — Belarus, Georgia and Kyrgyzstan. The evaluation questions should revolve around the criteria Relevance, Effectiveness, Efficiency, Impact, Sustainability, and Project Management and Coordination, as well as gender mainstreaming and inclusion. Based on these criteria, the evaluator should prepare relevant instruments and tools for data collection during the field missions.

Evaluation Issues and Key Guiding Questions

Relevance	<ul style="list-style-type: none"> • To what extent was the project focused on the intended target group? • Were the selection criteria appropriate and consistently applied? • To what extent did the project respond to the needs and priorities of vulnerable youth in each country? • How well did the project align with national policies, labour market needs and SOS CVI/CVW strategic priorities? • To what extent were mid-term adjustments relevant and justified?
Effectiveness	<ul style="list-style-type: none"> • To what extent were the project objectives and planned results achieved?

	<ul style="list-style-type: none"> • How effectively did the training methodology (life skills, employability, coaching, vocational training) contribute to the outcomes for youth? • Were targeted youth aware of project services and did they access them as planned? • How satisfied were beneficiaries, CSOs and institutional actors with the interventions? • Did the project effectively build the capacities of CSOs and key institutions? • To what extent were local authorities and employers involved in supporting youth?
Efficiency	<ul style="list-style-type: none"> • Were activities implemented in a cost-efficient manner? • Were project objectives achieved within the planned timeframe? • Were financial, human and technical resources used efficiently across the three countries? • How effective were coordination mechanisms between national teams, CSOs, the Regional Project Manager, the Regional Finance Manager and CVW?
Impact	<ul style="list-style-type: none"> • What changes occurred in the lives of young people due to their participation in the project? • What was the impact against the planned results in terms of employability, skills, well-being and social inclusion? • Did the project generate broader effects at community, CSO or institutional levels? • Were there any unintended positive or negative outcomes? • Did the project contribute to transformative or systemic changes?
Sustainability	<ul style="list-style-type: none"> • To what extent are the achieved results likely to continue after the project ends? • Will strengthened CSOs and local partners continue applying the methodology and supporting youth? • What mechanisms or relationships support sustainability at local and national levels? • What are the key risks affecting the durability of outcomes?
Project Management and Coordination	<ul style="list-style-type: none"> • To what extent were project management and coordination structures adequate and effective? • How well did national teams, CSOs, the Regional Project Manager, the Regional Finance Manager and CVW coordinate implementation? • How effective were monitoring, reporting and communication processes? • How well were challenges managed and mitigated during implementation?
Gender Mainstreaming and Inclusion	<ul style="list-style-type: none"> • To what extent was gender incorporated in planning and implementation? • Were the specific needs and barriers of young women and men addressed? • To what extent did the project ensure inclusion of marginalised and underrepresented youth sub-groups?

5. METHODOLOGY AND APPROACH

The External Evaluation should be based on a participatory, mixed-methods approach, involving and engaging a wide and diverse range of stakeholders. Stakeholder participation is central to ensuring accountability, promoting ownership, strengthening sustainability, and supporting the practical use of the evaluation findings. The participatory approach is essential for gaining insights into the experiences, perceptions and outcomes of young people, CSO partners, institutional actors and project teams.

In general, the evaluation methodology should focus on objective observation, verification of results and evidence-based analysis of changes that occurred in the lives of beneficiaries as a result of their participation in the project. The evaluation should be results-oriented, examining both quantitative and qualitative achievements, outputs and outcomes of the programme.

Both primary and secondary data should be used, collected from a wide and diverse range of sources across the three project countries.

Overall, the methodology of the evaluation should include the following:

- **Document review:** Analysis of key project documents, including the approved proposal, impact matrix, progress reports, financial reports, training materials, CSO reports, feasibility study and other relevant sources.
- **Case studies:** Analysis of a sample of beneficiary files (both active and exited) to understand individual progress, challenges and contribution of project services.
- **Interviews:** Structured or semi-structured interviews (in-person or remote) with key informants, including youth, CSO partners, government representatives, employers, trainers, national project staff, regional management and CVW.
- **Focus groups:** Group discussions with selected youth, CSOs and institutional partners to explore collective perspectives, experiences and lessons learned.
- **Other methods:** Any additional qualitative or quantitative tools deemed relevant for achieving the evaluation objectives.

The data collection process should include:

- ✓ Reviewing project documentation and other relevant information at regional and national levels.
- ✓ Identifying key stakeholders to be interviewed during field missions.
- ✓ Agreeing on the type of information to be collected and the questions to be addressed.
- ✓ Developing methodological tools for data collection and consulting with project teams at national and regional levels.
- ✓ Conducting interviews, focus groups, surveys (if applicable), case file reviews and on-site observations.
- ✓ Analyzing data using triangulation to ensure accuracy, credibility and reliability of findings.

Safeguarding, Ethics and Protection Measures

- Full compliance with SOS Children's Villages Child Safeguarding Policy and Code of Conduct.
- Safe, respectful and confidential participation of children and youth.
- Protection of personal data in line with GDPR and SOS policies.
- Prevention of harm, discrimination or undue pressure during interviews and focus groups.
- Culturally appropriate and gender-sensitive methods.
- Voluntary participation and informed consent for all interviewees, especially minors and vulnerable groups.

Inclusive Participation of Vulnerable Youth

Given the project's strong focus on vulnerable youth, the evaluation must ensure that particularly marginalized sub-groups are systematically and meaningfully included in the data collection. This

includes, but is not limited to: young people with disabilities, young women, young parents, internally displaced youth, youth from minority backgrounds and those living in remote or rural areas and others. The External Evaluator is expected to:

- Define a sampling strategy that intentionally includes these sub-groups and allows for disaggregated analysis (e.g. by gender, age, disability, location, status of care, parental status).
- Ensure that youth with different participation trajectories (active participants, drop-outs, and those indirectly affected) are represented.
- Use youth-friendly, accessible and context-appropriate tools (e.g. simple language, visual aids, storytelling, participatory ranking, mapping exercises).
- Organize separate or small-group discussions for young women and other groups where mixed settings might inhibit open sharing.
- Adapt the length, pacing and facilitation style to participants' needs, including breaks and sufficient time for reflection.
- Select physically accessible venues for participants with mobility impairments, or provide alternative arrangements (e.g. home visits, online interviews).
- Where relevant and feasible, provide interpretation (including sign language) or support persons, and ensure that written materials are understandable for participants with low literacy.
- Avoid questions or formats that may re-traumatize participants or expose them to stigma or negative consequences.
- Ensure that participation is fully voluntary, that informed consent (and assent/parental consent for minors where applicable) is obtained, and that confidentiality is strictly respected.

The evaluator should describe in the Inception Report how the participation of vulnerable groups will be operationalized and how their perspectives will be reflected in the analysis and recommendations.

Risk Analysis and Mitigation for the Evaluation

RISKS	MITIGATION MEASURES
Access to target groups and stakeholders. Limited or delayed access to young people, especially from remote areas, marginalized groups, or those who have exited project activities; competing time demands of youth, employers and institutional partners.	Use of flexible interview and focus group schedules (including evenings/weekends where appropriate); collaboration with CSO partners and national SOS associations for outreach; use of remote/online tools if in-person access is constrained.
Political, socio-economic and security context. Changes in the political or regulatory environment, sensitivities around civil society engagement, or local security concerns that may restrict travel or open dialogue.	Close coordination with national SOS associations on context analysis; adapting data collection plans (locations, formats, sequencing) as needed; prioritizing safe and neutral venues; using remote methods where in-person visits are not advisable.
Participation of vulnerable groups. Under-representation of particularly vulnerable sub-groups (e.g. youth with disabilities, young women, minorities, young parents, internally displaced youth) due to accessibility barriers, stigma, safety concerns or lack of information.	Targeted sampling strategies, proactive outreach via CSO partners and social services, use of accessible and gender-sensitive formats (small groups, single-gender discussions where appropriate), and reasonable accommodations for participants with disabilities.
Data quality and response bias. Social desirability bias, reluctance to share critical feedback, incomplete or inconsistent documentation, and difficulties in tracing former participants.	Triangulation of data sources (documents, quantitative monitoring data, interviews, focus groups, case files); assurance of confidentiality and anonymity; use of neutral, non-leading questions;

	clearly explaining the independent status of the evaluation.
Time and logistical constraints. Limited time for field missions in three countries, travel delays, overlapping processes (e.g. audits, project closure activities) or unforeseen events (e.g. health-related restrictions).	A realistic and phased work plan; early agreement on country visit schedules; prioritization of key sites and stakeholders; contingency time reserved in the timeline for unexpected delays.

The evaluator should include a brief risk analysis and mitigation plan in the Inception Report and update it as needed throughout the evaluation process.

6. TIMING AND DELIVERABLES

The evaluation is planned to be conducted within the period from 2 February to 27 March 2026 (8 weeks total), covering preparation, field visits, data analysis and report writing. The External Evaluator should propose a detailed work plan and timeline, ensuring that all activities are completed within the agreed timeframe.

Proposed Evaluation Work Plan

Activity	Place	Duration	Expert A	Expert B	Dates
Preparatory work (planning, methodology, coordination)	Remote	... days	Feb 2026
Desk review of project documents	Remote	... days	Feb 2026
Field visits - Belarus - Georgia - Kyrgyzstan		... days	Feb 2026
Data analysis and drafting of the report	Remote	... days	by 13 March 2026
Finalization of report (after feedback)	Remote	... days	by 27 March 2026

(Exact number of days to be proposed by the evaluator.)

Key Deliverables

- Evaluation Design – including the evaluation framework, detailed methodology, sampling strategy, data collection tools and work plan.
- Inception Report – outlining final methodological design, evaluation matrix, stakeholder list, field visit plan, risks and mitigation strategies.
- Developed Evaluation Tools – questionnaires, interview guides, focus group outlines, case study templates and consent forms.
- Country Debriefings – short debriefs (oral or written) after each field visit, summarizing preliminary findings and observations.

- Draft Evaluation Report – prepared according to the agreed structure and submitted electronically for feedback from national associations, CVW and CVI.
- Final Evaluation Report – a comprehensive report incorporating feedback from all stakeholders, submitted by 27 March 2026, in English, in electronic format.
- Attachments – including evaluation tools and templates, list of persons interviewed, list of documents reviewed, focus group notes, completed evaluation matrix and any additional materials relevant to the findings.

7. EVALUATION REPORT STRUCTURE

The final evaluation report should follow the structure below. The maximum length of the report is 30 pages (excluding annexes).

TABLE OF CONTENTS

- Table of contents
- Figures and tables
- Acronyms

SUMMARY

- Background and project context
- Key findings and conclusions
- Recommendations and lessons learned

1. INTRODUCTION

- 1.1. Scope of Evaluation – Brief description of the project
- 1.2. Background and Rationale – Purpose and justification of the evaluation; Objectives of the evaluation; Key guiding questions
- 1.3. Evaluation Mission – Duration and process of the evaluation; Team composition and independence (no conflicts of interest); Participation of partners and target groups; External factors influencing the evaluation process

2. METHODOLOGY

- 2.1. Evaluation Approach and Methodology – Methodological design and instruments; Measures ensuring protection and safeguarding of participants
- 2.2. Critical Assessment – Suitability, strengths and limitations of the methodological approach

3. CONDITIONS FOR EVALUATION

- Local context and problem analysis
- Project's initial potential and changes over time
- Presence and actions of other stakeholders
- Risk factors affecting achievement of project objectives

4. PERFORMANCE OF GERMAN AND IMPLEMENTING PARTNERS

- Staff qualification and expertise
- Changes at CVW, CVI and implementing SOS associations
- Internal coordination mechanisms

5. DEVELOPMENTAL EFFECTIVENESS

- 5.1. Relevance – Alignment of objectives with target group needs and donor priorities; Adequacy of project design and approach
- 5.2. Effectiveness – Quality of planning; Quality of indicators and monitoring system; Quality of implementation; Motivation and ownership of project partners; Quality of project management; Achievement of planned objectives; Other effects at output and outcome level

- 5.3. Efficiency – Cost-effectiveness and optimal use of resources
- 5.4. Impact – Achievement of overall objective; Broader impact, model character and systemic influence; Additional positive or negative effects
- 5.5. Sustainability – Durability of positive effects after project completion; Risks and potential for sustainable impact at organizational and target group levels

6. CROSS-CUTTING ISSUES

- Gender equality
- Human rights
- Inclusion of vulnerable and marginalized youth
- Environmental considerations (if applicable)
- Contribution to organizational goals

7. CONCLUSIONS AND RECOMMENDATIONS

- 7.1. Conclusions
- 7.2. Recommendations
- 7.3. Lessons Learned

ANNEXES

- Terms of Reference
- Composition and independence of the evaluation team
- Evaluation matrix
- Evaluation plan and time diagram
- List of stakeholders consulted
- Bibliography / References
- Questionnaires and other data collection tools
- Debriefing notes
- System of objectives and indicators
- Any additional annexes as required

8. EVALUATION TEAM COMPOSITION AND REQUIRED COMPETENCIES

The External Evaluator may be an individual consultant or a team of experts. In the case of a team, roles and responsibilities should be clearly defined, based on the competencies of each member, and aligned with the requirements of this ToR. The evaluation team must act independently and must not have any conflicts of interest with regard to the project, SOS Children's Villages, CSO partners or any other stakeholders involved.

Method. The quality and appropriateness of the proposed evaluation methodology, including:

- clarity of the methodological approach;
- alignment with evaluation objectives;
- soundness of data collection tools;
- participatory and ethical considerations;
- safeguarding measures for working with youth.

Timetable / Work Plan

The work plan should be realistic, feasible and aligned with project requirements and the evaluation timeline (2 February – 27 March 2026).

Cost

The financial proposal must be reasonable and feasible given the scope of work, number of countries involved, methodological requirements and expected deliverables.

Qualifications and Experience

- Advanced university degree (Master's or higher) in Social Sciences, Public Policy, International Development, Economics/Planning, Public Administration, Education or a related field.
- Proven experience in monitoring and evaluation of international development projects, preferably within the sectors of youth employability, education, vocational training, social inclusion or empowerment.
- Demonstrated ability to apply qualitative and quantitative research methods, participatory approaches and triangulation of data.
- Strong analytical and reporting skills, with experience producing high-quality evaluations for international organizations or donors.
- Very good oral and written communication skills in English.
- Experience with BMZ-funded projects is a strong asset.
- Knowledge and/or experience with SOS Children's Villages programmes is considered an advantage.
- Understanding of the socio-economic context in Eastern Europe and Central Asia, including Belarus, Georgia and Kyrgyzstan, will be an asset.

In the case of a team, roles should be distributed appropriately, such as:

- Team Leader (overall coordination, methodological design, lead author of report)
- Qualitative Research Specialist
- Quantitative/Statistical Analyst
- Local Research Assistants (optional)

Responsibilities of the Evaluation Team Leader

- Overall coordination and quality assurance of the evaluation;
- Delivering the evaluation design and inception report;
- Leading the development of methodological tools;
- Ensuring ethical, safeguarding and data protection standards;
- Coordinating data collection across all countries;
- Leading data analysis and synthesis;
- Drafting and finalizing the evaluation report;
- Ensuring that deliverables meet the required quality standards and deadlines.

Independence, Ethics and Confidentiality

- Be fully independent and impartial;
- Avoid conflicts of interest with SOS Children's Villages, CVW, CVI or CSO partners;
- Respect local cultures, norms and values;
- Maintain confidentiality of all information obtained during the evaluation;
- Ensure safe, voluntary and informed participation of all stakeholders;
- Comply with SOS Children's Villages' Child Safeguarding Policy and data protection standards.

9. MANAGEMENT ARRANGEMENTS

The logistics and coordination of the evaluation will be supported by the national associations of SOS Children's Villages in Belarus, Georgia and Kyrgyzstan, and by the Regional Project Management team.

The External Evaluator will be responsible for organizing travel, accommodation and field logistics, in coordination with the respective national offices. Local project teams will provide support in arranging interviews, focus groups, and access to documentation and beneficiary files, as needed.

The main point of contact for all technical, coordination and contractual matters related to this evaluation will be:

Beksultan Rustamov

Regional Project Manager, VIBEs for Youth

SOS Children's Villages International

Email: beksultan.rustamov@sos-kd.org

All communication, clarification requests and submissions related to this evaluation should be directed to the Regional Project Manager.

10. BUDGET AND PAYMENT

The financial proposal should include all costs related to the evaluation, including:

- professional fees;
- travel expenses (international and in-country);
- accommodation;
- local transportation;
- translation or interpretation (if required);
- data processing and analysis costs;
- any other operational expenses.

The evaluator should provide a detailed and itemized budget in EUR, distinguishing between:

- daily rates for each expert;
- number of working days;
- travel and field visit costs;
- additional costs.

Payment Schedule

- Pre-payment: A portion of the agreed contract value will be paid upon signing the contract and acceptance of the inception report.
- Final payment: The remaining amount will be paid after the submission and approval of the Final Evaluation Report, incorporating feedback from the national associations, CVW and CVI.

All payments will be made via bank transfer to the evaluator(s) or the contracted company, according to the terms agreed in the contract.

11. PROPOSAL SUBMISSION

Deadline for submission	Technical and financial proposals must be submitted by: 12 January 2026
Recipient	Beksultan Rustamov Regional Project Manager, VIBEs for Youth Email: beksultan.rustamov@sos-kd.org
Required documents	<ul style="list-style-type: none"> • Technical proposal • Financial proposal • CV(s) of evaluator(s) • At least two examples of previous evaluations

Selection criteria	<ul style="list-style-type: none">- Methodology- Timetable and feasibility- Cost- Qualifications and experience of the evaluator(s)
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