

## **Towards open, fair and sustainable Europe in the world – EU Presidency Project 2019-2021 (First phase: Romania, Finland and Croatia January 2019 – June 2020)**

### **TERMS OF REFERENCE**

#### **Tender invitation for evaluation of the project *Towards open, fair and sustainable Europe in the world – EU Presidency Project 2019-2021 (First phase: Romania, Finland and Croatia January 2019 – June 2020)*.**

EU Presidency Project is a project granted by the European Commission (DEAR programme) with the objective to increase public support for open, fair and sustainable European policies, especially regarding the 2030 Agenda, development cooperation, human rights, and civil society space.

EU Presidency project is now seeking an external evaluator to carry out the final evaluation to assess the effectiveness of the project. Deadline for receipt of applications is **12 April 2020**.

#### **I. About the project**

“Towards open, fair and sustainable Europe in the world – Presidency Project 2019-2021” is a common project of NGOs from six European countries and [CONCORD, the European confederation of Relief and Development NGOs](#). The project is implemented in two parts. In the first part, the project partners are [FOND](#) from Romania, [Fingo](#) from Finland and [CROSOL](#) from Croatia.

The project enhances a joint approach by European development NGOs towards EU development policy at member state and European levels. The engagement of CONCORD will bring a multiplier effect by involving its wider membership in Europe and giving wider European visibility to the project activities.

The project will have common objectives for all presidencies and consist of both national and European level activities. There will be four focus areas – red threats – running across the six presidencies: Agenda 2030 and policy coherence for sustainable development, European development cooperation, human rights, and the role of civil society. The project will also have specific priority themes for each presidency, following national priorities and presidency programmes.

The Project will be implemented in two parts with two separate contracts with the European Commission. The two contracts will share objectives and results framework, and they will be guided by a single steering group consisting of representative of the six national platforms and CONCORD. This tender covers the first contract that is the presidencies of Romania, Finland and Croatia from January 2019 to June 2020. As this is the first time that the Presidency Project covers longer period than one single Presidency, it is important to collect lessons learned on the planning, management and implementation of the project for the next rounds.

#### **II. Purpose**

The purpose of the evaluation will be to:

- To provide an assessment of the extent to which the desired impact and outcomes of the project has been achieved.
- To give recommendations for the project partners how to build on the results achieved through the project.
- To give recommendations for the upcoming presidencies.

The evaluation will be used by the implementing partners, the European Commission, and the DEAR support team. It will also be disseminated to relevant stakeholders.

### **III. Methodology**

The evaluation is expected to follow [OECD/DAC criteria](#).

The evaluator is invited to propose methodology in the proposal, but we recommend to study all the existing material and interview project partners and other relevant stakeholders. The project has used the Critical Friend evaluation throughout the project in order to support the partners to achieve the expected results, enable real-time learning and provide immediate feedback. The final evaluator is expected to coordinate the work with the other evaluation team so there will not be duplicate work and to take advantage of the materials that the Critical Friend evaluation has already produced.

### **IV. Tasks and deliverables**

The evaluator is expected to perform the following tasks:

- Review project documents to date, carry out a desk review of relevant project measurement tools and conduct inception meetings with the coordination team (on-line).
- Interview staff and Steering Group members, partners and other relevant stakeholders in order to gain an understanding of the project's aims.
- Conduct consultative workshop for the project partners (face to face meeting)

Main deliverables

- The evaluation report: The end product of the evaluation will be one overall report in English that describes the results in all countries and formulates the recommendations for the continuity of the work.

### **V. Management and support**

The consultancy work involves working in close collaboration with the project staff and Steering Group across 4 European countries. The overall management responsibility of the evaluation lies with the Finnish Development NGOs Fingo, the project lead based in Helsinki, Finland.

### **VI. Consultant Requirements**

Applicants may be individuals, groups of individuals with a designated team lead, or consultants. Applicants must have at a minimum the following qualifications:

- Experience in conducting evaluations to a high standard;
- Demonstrated experience of evaluation in the non-profit sector;
- Demonstrated experience of evaluation involving qualitative data and 'soft' outcomes;
- Demonstrated experience of evaluating projects that are funded by the European Union (experience of evaluating projects that are part of the EU's Development education and awareness raising (DEAR) programme is especially relevant);
- An understanding of the nature and capacity of development work;
- Excellent written and verbal communication skills in English language.

## VII. Application process

### Application process

Applications are to be sent no later than **12 April** to [anne.peltonen@fingo.fi](mailto:anne.peltonen@fingo.fi). Applications will be reviewed, and the candidates shortlisted by an evaluation committee set up for the selection. A few suitable candidates will be interviewed prior to final decision.

### How to apply

Interested applicants should submit a tender including the following:

#### A. Technical Offer

The technical offer (no more than 6 pages excluding annexes) should include the following sections:

- Evaluation methodology:** Describe your overall approach and evaluation methodology including, but not limited to, evaluation questions, evaluation design and methodology.
- Relevant experience:** Provide details of projects of similar scope, complexity and nature you have worked on previously.
- Specific expertise:** Describe your level of knowledge and expertise of development cooperation projects or/and EU-funded projects
- Key personnel and staffing:** Describe the key personnel. Include CVs (no more than 2 pages each and attached as annex) of key personnel who will be part of the proposed plan.
- Timeline:** Include a detailed timeline of key activities.
- Two references** (including telephone numbers) and **web links to previous work** (if available).

## B. Financial Offer

The financial offer should include a line-item budget and a budget narrative. The cost estimates used to prepare the budget should be presented in Euro. The tenderer should include his/her proposed daily rate, including all costs. Value for money will be considered in tender evaluation. Reasonable and receipted travel and accommodation costs related to the execution of the tasks in this Terms of Reference will be covered, based on prior agreement and subject to certain conditions.

The overall value for this contract is between € 15,000 and € 20,000.

## **VIII. Timeframe**

The proposed timeframe for the evaluation is the following:

Call for tenders issued: 4 March  
Deadline for receipt of applications: 12 April  
Review for applicants: 13 – 30 April  
Commencement of work: Mid-May  
Desk study of documents: May/June  
Interviews: June  
Report writing: July-August  
Workshop with the partners and feedback: End of August  
Report finalized: End of September  
End of Project: 31 October 2020

## **Contact details and further information**

Project documentation can be requested by sending an email to Project Manager

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