

IRISH DEVELOPMENT EDUCATION ASSOCIATION (IDEA)
TENDER INVITATION FOR EXTERNAL EVALUATOR OF EU-FUNDED PROJECT



TERMS OF REFERENCE

About IDEA

The Irish Development Education Association (IDEA) is a national platform for organisations and individuals engaged in the provision, promotion and advancement of development education throughout the island of Ireland. For IDEA, development education is an educational response and process aimed at increasing awareness and understanding of the shared development of our world. By engaging people critically in and with our increasingly interdependent world, development education aims to challenge global inequalities, and works towards creating a more just and sustainable future for our planet. IDEA's mission is to work with our members to promote, support and enhance development education throughout the island of Ireland.

About the Project

'Challenging the Crisis – Promoting Global Justice and Citizens' Engagement in a Time of Uncertainty' (the 'Project') is a development education project funded for 3 years by the European Commission. The Project's main aim is to support young adults in highly-indebted EU countries to become advocates for change for global justice at home and in communities suffering poverty and inequality around the World. A major output of the Project is an international campaign (a "European's Citizen Initiative") on a related global justice topic led by young people within the Project. The Project is implemented by 7 partner organisations from 6 countries (Greece, Ireland, Italy, Portugal, Spain and Slovenia) in total, and IDEA is the lead partner with overall responsibility to the funder for implementation.

Purpose

IDEA is now seeking an external evaluator for the Project to monitor the expected results and outcomes of the Project as specified in the Contract and other Project documentation. This role is to be carried out on a consultancy basis from September 2013 for 3 years. Terms of the agreement will be reviewed and set annually.

Tasks

The evaluator will:

- Devise in collaboration with the Project team the Monitoring and Evaluation Framework for the Project

- Engage with the Project over the implementation period to advise the Project team and partners on matters arising related to Monitoring and Evaluation
- Produce two annual “progress reports” by April 2014 and April 2015 to inform IDEA’s annual reports to the European Commission
- Produce the final project evaluation at the end of year three, in line with the contractual requirements of the European Commission

The external evaluator must be available to carry out all tasks over the 3 year implementation period.

Outputs

- Monitoring and Evaluation Framework for the Project (including supporting documents such as templates, online data recording system etc.)
- Two annual progress reports
- Final Monitoring and Evaluation report of the Project

Methodology

The Monitoring and Evaluation is a crucial aspect of this project, both in terms of accountability to funders, as well as the outcomes and impact of the activities. We therefore envisage that it will be undertaken through:

- Becoming familiar with the existing and upcoming Project documents (Project Contract, Logical Framework, Implementation Plan, Memoranda of Understanding with partners etc.) as well as IDEA’s relevant organisational material including Monitoring and Evaluation plan, Logic Model and Results Framework
- Setting up a Monitoring and Evaluation Framework to be used by all Project partners for all activities. This framework should include quantitative and qualitative evidence and indicators
- Contact with IDEA as appropriate on the utilisation of the framework and communication of any matters arising
- Completion of the final evaluation including interviews with relevant stakeholders (travel to other Project partners is foreseen and costs will be covered by the budget within certain conditions)
- Submission of draft and final versions of the final report to IDEA within an agreed timeframe (bearing in mind that IDEA must submit the final report to the European Commission by 1 July 2016)
- The identification of any other relevant details to inform the Project Monitoring and Evaluation Framework

Support

The consultant will be supported by and work in close collaboration with the Project Coordinator in IDEA.

Timeline

The Project team foresee at least 6 working days for the external evaluator in each of the 3 years of project implementation. The timeframe and key milestones for this task are as follows:

- Project Implementation period start date: 2 April 2013
- Commencement of work by evaluator: September 2013 (date to be agreed)
- 6-monthly/Annual reports to IDEA from project partners: Oct 2013, April, 2014, Oct 2014, April 2015 and Oct 2015
- Project implementation period end date: 1 April 2016
- Final reports to IDEA from project partners: April 2016

It is foreseen that the evaluator would need to engage initially with IDEA in setting up the Monitoring and Evaluation framework by September 2013. The other working dates throughout the implementation period can be agreed upon jointly between IDEA and the external evaluator. The final report needs to be submitted to the European Commission within 3 months after the implementation period.

Budget

The maximum budget during project implementation for the external evaluator is €2,280 per year (for 3 years). The proposed daily rate should include all costs related to equipment and workspace. Value for money will be taken into account in tender evaluation. A separate, additional cost should be detailed for the production of the final report. The consultant bears full responsibility for all tax and financial obligations towards authorities in his or her country of residence. IDEA will retain the property rights for all material produced under this agreement. Reasonable travel and accommodation related to the execution of the tasks in this Terms of Reference will be covered, based on prior agreement with IDEA and subject to certain conditions.

Person Specification

- Demonstrated experience of evaluation of international projects between multiple partners and countries
- Experience of evaluating educational projects as well as campaigns
- Experience of evaluating EC-funded projects is an asset
- Excellent written communication skills and precise use of language
- Ability to work with Project partners from different countries as necessary

- Oral and written fluency in English
- Proficiency in other EU languages (in particular Greek, Italian, Portuguese, Slovenian, Spanish) is an asset

Tender Methodology

Please submit your CV and your Tender under the following headings:

1. Contact Information
 2. Relevant Experience
 3. Proposed methodology
 4. Work plan including timeframe
 5. Budget - including daily rate of consultant over 3 years, plus a separate, additional cost for production of the final report (in addition, where necessary, include provisional travel/accommodation costs to be agreed as appropriate between IDEA and the evaluator)
 6. Two references (including telephone numbers) and web links to your previous work (if available)
- Deadline for receipt of applications: 31 July 2013
 - Commencement of work: September 2013 (date to be agreed)

Maximum Tender Document: 4 pages

Submit to: elaine@ideaonline.ie by 31 July 2013

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