

## Call for tenders

### **External evaluation of the project “EU-ROADMAP: Refugees and Orientation, Assessment Desk, Methodologies, Activities and Participation” funded under the AMIF call**

HOME/2015/AMIF/AG/INTE/9102

This call is issued by Il Cenacolo Società Cooperativa (acronym: Il Cenacolo), which intends to commission a contract for the provision of external evaluation services for the project “EU-ROADMAP: Refugees and Orientation, Assessment Desk, Methodologies, Activities and Participation” (project no. HOME/2015/AMIF/AG/INTE/9102), that has been funded through the Asylum, Migration and Integration Fund (AMIF).

#### **1. Summary of the project**

The EU ROADMAP Project offers an innovative approach to promote the access to work and integration in the work place of migrants, asylum seekers and beneficiaries of International Protection (with legal access to work). It will be implemented in five European countries (Italy, United Kingdom, Austria, Germany, Greece) in which migrations flows and refugees emergency have seen in last years a rising relevance in the national agendas.

The project develops a multidisciplinary methodology that is the result of the exchange of best practices in terms of socio-economic inclusion of the target group tested by the partnership in previous projects in the field. The core activity is the implementation of a Guidance Desk that will be set up in each partner country, open 12 hours a week for 15 months. The staff of the Guidance Desk, as short term beneficiary of the project, will be trained during a specific and participative training organized in the first phase of the project in order to draft a common European Guidance Desk Methodology and to have a unique EU approach in dealing with the target group.

The activities of the Guidance Desk (workshops to foster Active EU Citizenship, Vocational training courses, Start upper workshops, Seminars on active Job Search, Job shadowing experiences) will involve a minimum of 1500 direct beneficiaries (medium term beneficiaries), among migrants, asylum seekers and on International protection in the partner countries.

## 2. Tasks of the external evaluator

According to the project application form, the external evaluation will be appointed by a call and subcontracted to carry out the Quality Management of the project. The external evaluator, in the framework of Work Package 0 – Management and Coordination of the Project, will guarantee an objective feedback on the project processes and products. Furthermore, (s)he will attend 2 project meetings: the 2<sup>nd</sup>, to be held in Thessaloniki/GR on the 7<sup>th</sup> – 8<sup>th</sup> September 2017, and the 4<sup>th</sup>, to be held in Florence/IT (date to be defined), to support the partnership during the mid-term and final reporting period, in order to be on track both in terms of the timeline of the work plan and also concerning the quality of products.

The external evaluator will be in charge of carrying out quality management in 2 main areas: **PROJECT EVALUATION** and **PRODUCTS EVALUATION**. Transparency will be ensured since the beginning of the project, in order to have a clear overview on the evaluation procedure, the quality standards, indicators and benchmark that will be used and on the consequences of the results of evaluation activities. By covering all project levels and using various evaluation instruments and methods, as well as by involving different experts (applicant and co-applicants, beneficiaries, stakeholders, trainers, etc.) in the evaluation activities, the Quality Management process will be carried out on the basis of a holistic approach and will take into account the requirements of empirical social research.

### PROJECT EVALUATION

Specifically, the external evaluator will be responsible for preparing the following deliverables of Project Evaluation:

Deliverable No.	Deliverable name/type (a)	Format (b)	Language (c)
0.7	Evaluation Strategy and Quality Criteria document	Electronic, 40 p.	EN
0.8	4 evaluation monitoring reports	Electronic, 30 p. each	EN
0.9	Progress evaluation report	Electronic, 25 p.	EN
0.10	Final evaluation report	Electronic, 40 p.	EN
0.11	Impact and Exploitation report	Electronic, 50 p.	EN

Hereby we list the main indicators, both qualitative and quantitative, related to the above-mentioned deliverables:

DELIVERABLES	INDICATORS
Evaluation Strategy and Quality Criteria document	Containing all necessary information on evaluation activities, with tools and timetable
4 evaluation monitoring reports	Containing evaluation on a scale from 1 to 5, by each partner, concerning the main aspects of project meetings and phases (appropriateness of meeting agenda, support provided to organize travel, contribution of all partners etc.)
Progress evaluation report	Comparative report of the 1 <sup>st</sup> project year concerning project meetings and phases
Final evaluation report	Comparative report of the whole project period concerning project meetings and phases
Impact and Exploitation report including a section on the applicability of the EU dimension in the project activities	5000 people reached among beneficiaries, staff of EU-ROADMAP Guidance Desk, employers and companies, other public and private stakeholders.

## PRODUCTS EVALUATION

Specifically, the external evaluator will be responsible for preparing the following deliverables of Products Evaluation:

Deliverable No.	Deliverable name/type (a)	Format (b)	Language (c)
0.12	Training of Personnel evaluation report	Electronic, 30 p.	EN
0.13	Vocational Training evaluation report	Electronic, 60 p.	EN
0.14	Job Fairs evaluation report	Electronic, 25 p.	EN

0.15	EU-ROADMAP Final Conference evaluation report	Electronic, 25 p.	EN
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Hereby we list the main indicators, both qualitative and quantitative, related to the above-mentioned deliverables:

DELIVERABLES	INDICATORS
Evaluation of the Training of Personnel	Quantitative: <ul style="list-style-type: none"> <li>• 14 participants in total;</li> <li>• 2 days and half (20 hours) duration;</li> </ul> Qualitative: <ul style="list-style-type: none"> <li>• Relevance of the training and participants' satisfaction</li> </ul>
Evaluation of the Vocational Training	Quantitative: <ul style="list-style-type: none"> <li>• 20 trainings (4 per country);</li> <li>• 36 hours length each course;</li> <li>• 300 participants (60 per country)</li> </ul> Qualitative: <ul style="list-style-type: none"> <li>• Relevance of the training and participants' satisfaction</li> </ul>
Evaluation of Job Fairs	Quantitative: <ul style="list-style-type: none"> <li>• 5 Job Fairs (1 per country);</li> <li>• 250 beneficiaries and 75 companies (50 beneficiaries and 15 companies per country)</li> </ul> Qualitative: <ul style="list-style-type: none"> <li>• Relevance of the job fair to participants' need</li> <li>• Participants' satisfaction</li> </ul>
Evaluation of EU-ROADMAP Final Conference	Quantitative: <ul style="list-style-type: none"> <li>• 1 conference in Florence/IT;</li> <li>• half-day length;</li> <li>• approx. 150 participants</li> </ul> Qualitative: <ul style="list-style-type: none"> <li>• Relevance of the topics and participants satisfaction</li> </ul>

### 3. Time schedule and reporting

The contract shall have the duration from the 01.03.2017 to 31.12.2018. The subcontractor will be asked to prepare and submit the Evaluation Strategy and Quality Criteria document by 31.03.2017. The plan will be reviewed by Il Cenacolo and will be subject to change, based on acquired comments.

The evaluation reports are due to be submitted as follows:

Deliverable No.	Deliverable name/type	Deadline
0.8	4 evaluation monitoring reports	June 2017 December 2017 June 2018 December 2018
0.9	Progress evaluation report	December 2017
0.10	Final evaluation report	December 2018
0.11	Impact and Exploitation report	December 2018
0.12	Training of Personnel evaluation report	June 2017
0.13	Vocational Training evaluation report	December 2018
0.14	Job Fairs evaluation report	December 2018
0.15	EU-ROADMAP Final Conference evaluation report	December 2018

#### 4. Payment

The subcontractor will be chosen on the basis of the best offer. Please consider that the amount agreed will have to include also the travel and subsistence costs incurred for attending 2 project meetings:

- 2<sup>nd</sup> project meeting in Thessaloniki/GR on the 7<sup>th</sup> – 8<sup>th</sup> September 2017;
- 4<sup>th</sup> project meeting in Florence/IT (date to be defined).

#### 5. Selection criteria

Applicants should have significant experience and sound knowledge in the following domains:

- Quality Management in EU funded projects.
- Evaluation of programmes, policies or projects.

Applicants must have excellent knowledge of the English language and must be able to work within specified deadlines and respect budgetary limits.

The above criteria can be proven by the applicants' profiles and/or CVs of key staff involved in the offer.

#### 6. Award Criteria

The contract will be awarded to the tender offering the best value for money on the basis of the quality and price, taking into account the specific requirements and selection criteria of the tender. The principles of transparency and equal treatment will be respected with a view to avoiding any conflicts of interest.

#### 7. Submission of tenders

This call for tenders will be published on the website of Il Cenacolo, Co&So Gruppo Cooperativo and the partner organisations' website on 15/02/2017 and will be kept open for 11 calendar days. The deadline for the submission of bids is on 26/02/2017.

Tenders must be written in English. They must be signed by the tenderer's legal representative. All tenders must include the following documents and information:

- Description of professional experience with relevant examples of evaluation work performed;
- CV of the evaluator(s);
- Financial proposal with prices quoted in euros.

**Offers must be submitted by 26/02/2017 latest:**

- a) either by post, to be posted no later than 26/02/2017 (evidenced by the postmark), to the following postal address:

**Il Cenacolo Società Cooperativa**

**Via Pellas, 20 A/B**

**50141 Firenze**

**Italy**

**For the Attention of Edoardo Bonacchi**

b) **Or** by email to all of the following email addresses:

[bonacchi@coopcenacolo.it](mailto:bonacchi@coopcenacolo.it)

[giorio@formazione.net](mailto:giorio@formazione.net)

[cultraro@coopcenacolo.it](mailto:cultraro@coopcenacolo.it)

c) **Or** delivered in person at Il Cenacolo headquarters (see the address above).

The envelope/e-mail containing the tender must bear the caption

**“Call for tenders EU-ROADMAP project”**

**Name and Address of Tenderer**

Matteo Conti

President of Il Cenacolo



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