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Call for an external evaluator EUROCITIES - PROGRESS 2014

1. Title of the contract

Evaluation of the EUROCITIES operating grant PROGRESS 2014

2. Background

EUROCITIES is the network of major European cities bringing together the local governments of more than 135 large cities in over 35 European countries.

Among other priorities, EUROCITIES and its members are committed to tackling the causes of social exclusion, eradicating all forms of discrimination and ensuring equal opportunities for all. The EUROCITIES Social Affairs Forum (SAF) supports exchanges of experience and know-how among cities pertaining to these goals.

Since 2008, these activities have been supported by the European Commission under PROGRESS (the European Community Programme for Employment and Social Solidarity). This programme will be continued for the period 2014-2020 in the fields of employment, social protection, social inclusion and reduction of poverty and working conditions through the Programme for Employment and Social Innovation (EaSI). The third 4-year partnership with the European Commission began in 2014.

The 4-year strategic plan and the ensuing annual work plan were drafted from the four cross-cutting priorities defined by the European Commission:

1. Support the development, implementation, monitoring and evaluation of initiatives undertaken to support the policy objectives of the Europe 2020 Strategy and in particular the Social Investment Package through the main EU-driven processes such as the Open Method of Coordination (OMC) on social protection and social inclusion and the European semester.
2. Support stakeholder involvement in the policy process: activities should in particular directly relate to the support of national member organisations in their involvement in the implementation of the main political EU-driven processes. In addition, EU-level networks should encourage cooperation with other civil society and social partner organisations both at EU, national, regional and local levels.
3. Strengthen the capacity of EU-level NGO networks and their national members to support implementation of EU priorities including their knowledge of relevant EU matters.
4. Providing data and a strong evidence base on policy developments and trends, as well as collection of relevant information about citizens' concerns and good practices (using the knowledge bank) in the social policy field in the Member States, so as to contribute to



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better policy making.

3. Objective and scope

To assess the effectiveness of the EURO CITIES programme of actions implemented in 2014 under the 4-year partnership with the European Commission within the EaSI programme.

4. Tasks to be performed by the contractor

The objective of the evaluation requires a number of tasks to be undertaken by the contractor. These five tasks are listed below.

Tasks 1, 2 and 5 represent the core of the evaluation while tasks 3 and 4 will require only some considerations so as to allow EURO CITIES to improve the implementation of the programme in future years.

Task 1: to assess to what extent the EC grant has helped EURO CITIES to engage in European policy making in the social affairs policy field;

Task 2: to assess to what extent the EC grant has enabled EURO CITIES to raise awareness of the European social agenda amongst member cities;

Task 3: to assess to what extent the EC grant has increased the visibility of social issues within the EURO CITIES network and contributed to the better integration of other thematic forums through crosscutting activities;

Task 4: to assess to what extent EURO CITIES is working effectively to achieve the EaSI priorities established by the European Commission and the relative strategic objectives identified by EURO CITIES for 2014;

Task 5: to draw up conclusions and recommendations.

5. Suggested methodology

The bid should contain a description of the methodological approach to this evaluation. Given EURO CITIES previous experience with EC funding, some methods and tools which have proved to be successful and useful in the past funding period are proposed below.

Meetings:

- One focus group meeting with EURO CITIES staff to be held in Brussels; and
- Attending the Social Affairs Forum (SAF) meeting.

Interviews:

- Interviews with European Commission officers (up to three, to be identified with EURO CITIES);
- Interviews with EURO CITIES officers ;
- Phone interviews with the chairs of the Social Affairs Forum and its working groups (up



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to four).

Online survey:

- Online survey of cities.

Desk review:

- Desk review of key documents and communication activities; and
- Analysis of evaluation forms of events organised by EURO CITIES under the PROGRESS programme.

6. Suggested time schedule

The contract will be signed under Belgian law and will end in mid February 2015. The main activities suggested and their timing are specified below. The bidder is invited to further detail the work plan.

Signature of contract	End of May 2014
Kick off meeting (in Brussels)	End of June/early July 2014
Analysis of evaluation forms	June-December 2014
Desk review of documents and communication activities	June-December 2014
Focus group with EURO CITIES staff (in Brussels)	September 2014
Interviews with EURO CITIES officers	September-November 2014
Phone interviews with SAF chair, vice-chair and WG chairs	September-November 2014
Attending one high-level event financed by the EC grant (to be decided)	September -November 2014
Interviews with European Commission officers	October-November 2014
Online survey of cities	November 2014
Presentation of preliminary conclusion in a draft document to be discussed in a meeting in Brussels with EURO CITIES staff	December/January (tbc) 2015



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7. Deliverables and deadlines

Draft final report including draft executive summary	Required length: <ul style="list-style-type: none">• Draft final report - max. 15 pages;• Executive summary - max. 3 pages.
	Suggested structure: <ul style="list-style-type: none">• Introduction;• Assessment of achievement of objectives ;• Conclusion and recommendations.
	Deadlines: <ul style="list-style-type: none">• To be delivered at the end of January 2015.
Final report including final executive summary	Required length: As above.
	Suggested structure: <ul style="list-style-type: none">• As above.
	<ul style="list-style-type: none">• To be delivered by the 10th of February 2015.

8. Payments and standard contract

Payments shall be made only if the contractor has fulfilled all his or her contractual obligations by the date on which the invoice is submitted.

The payment will be made in three instalments:

- A first payment of 20% of the total amount agreed in the contract shall be made at the end of July 2014 upon submission of the relevant invoice;
- A second intermediate payment of 40% of the total agreed amount shall be made at the end of November 2014 upon submission of the relevant invoice;
- The balance payment shall be made no later than the 15th March 2015 upon the receipt of the final invoice and of the completed deliverables.

More detailed information on payments and requirements will be outlined in the contract.

9. Price

The maximum amount available for this call is 9,000 EUR (VAT excluded). Bidders should note that any bid exceeding this amount will not be considered.



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These fees do not include travel, accommodation and subsistence costs, which will be reimbursed separately if necessary.

The maximum amount has been calculated considering 18 working days with a daily rate of 500 EUR according to the following suggested distribution:

- Meetings - 3 days
- Interviews - 3 days
- Online survey - 3 days
- Desk review - 3.5 days
- Reporting - 5.5 days

However, the bidders are invited to suggest their preferred allocation of working days.

10. Selection criteria

The candidates will be selected on the basis of their professional and technical capacity.

Experience in evaluation of European projects in urban issues, employment and social fields is desired.

11. Deadline

The bid must be sent by 12 May 2014 to

Hajar El Rhouati,

EUROCITIES Programme Officer Finance and Admin:

hajar.elrhouati@eurocities.eu

12. Additional information

For any additional information, please contact:

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