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Invitation to tender for external evaluator

Terms of Reference

BOTTOM-UP TALKS – Preventing teen-dating and school-related gender-based violence and promoting psychological well-being from the bottom-up

101195032 - BOTTOM UP TALKS
CERV-2024-DAPHNE

Funded by the European Union. Views and opinions expressed are however those of the author(s) only and do not necessarily reflect those of the European Union or European Commission. Neither the European Union nor the granting authority can be held responsible for them.

CESIE ETS

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Co-funded by
the European Union

1. Information about the Funding programme

The Bottom-Up Talks project is funded by the Citizens, Equality, Rights and Values Programme (CERV). This programme aims to protect and promote Union rights and values as enshrined in the EU Treaties and the Charter of Fundamental Rights. It contributes to sustaining and further developing open, rights-based, democratic, equal and inclusive societies based on the rule of law. Citizens, Equality, Rights and Values programme consists of four strands:

- 1) Union Values
- 2) Equality, Rights and Gender Equality
- 3) Citizens' engagement and participation
- 4) Daphne

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2. Bottom-Up Talks: General information about the project

The Bottom-Up Talks project is funded under the call *CERV-2024-DAPHNE - Call for proposals to prevent and combat gender-based violence and violence against children* and has an overall project budget of 859 633.05 EUR. The project is **coordinated by CESIE (Italy)** and is implemented together with partners from Greece, Cyprus, Lithuania and France. Bottom-Up Talks is a 24-month project spanning **from 01/04/2025 to 31/03/2027** aimed at tackling teen dating violence and school-related gender-based violence among young people by supporting their mental health and equipping the whole school community with knowledge and skills on Comprehensive Sexuality Education.

2.1. Objectives

- 1) **To support young people who have experienced violence or might be at risk to address teen-dating violence or school-related gender-based violence and improve their psychological health**, by establishing evidence-based replicable school counselling desks, also addressed to their families and school staff.
- 2) **To empower teenagers to build safe and healthy relationships and improve their wellbeing through the delivery of Comprehensive Sexuality Education programmes** based on peer-education approaches and directly engaging youth.
- 3) **To improve knowledge and awareness in the general public on the needs of young people to be psychologically supported and trained on affectivity and sexuality**, in educational and public environments, through positive actions including information campaigns and networking activities.

2.2. Activities

- Training for partner organizations on the REBOOT NOW methodology and its impact
- Recruitment and training for BOTTOM-UP TALKS experts
- Setting up, opening and running the counselling desks
- Monitoring, data collection and reporting of lessons learned through the service involving schools, families and stakeholders
- Establishment of a Youth Advisory Board (YAB) in each partner country
- International Youth Advisory Board Camp
- Peer-education and training activities, targeted at young people
- “Job shadowing” experience for YAB members
- Creation of country-based multidisciplinary Sex-Ed & Wellbeing Councils of relevant stakeholders working on the field
- Joint Awareness-Raising Media campaign, online and offline
- Specific advocacy actions targeted at policy makers from public educational authorities and EU level institutions with the aim of lobbying for the needs of having more and better CSE programmes

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- Implementation of the national school festivals

2.3. Public Resources

- Manual of Lessons Learnt from Counselling Services
- Youth Camp Experiential Video
- Peer-education and training Digital Guide for peer training activities
- EU Manifesto of Policy Recommendations advocating for CSE

2.4. Expected Impact

- **Strengthened peer support to deliver CSE and raise awareness on gender-based violence**, through the establishing of 5 Youth Advisory Boards (YAB) of young people aged 16-18 years and organising a series of peer-education and training activities for and by young people, reaching to 1000 young people to enhance their ability to work on relationships, gender diversity, sexual health, interdisciplinary aspects such as culture and disability with relation to CSE.
- **Increased access to concrete psychological services for min. 500 young people**, especially those facing difficulties in relation to peer dating and SRGBV, and their families and school staff, by establishing 5 itinerant counselling desks (in Italy, Greece, Cyprus, Lithuania and France).
- **Increased wellbeing and mental health of 300 (50% of the total) young people**, their families and educational staff through access to counselling services and WP3 peer training activities.
- **Increased awareness among +15k individuals/public educational authorities/policy makers/local NGOs/schools about the need to prevent school-related gender-based violence** through the delivery of CSE, in educational and public environments, through networking, social events and campaigning leveraging on the Lettes of Support signed with Public Authorities.

2.5. Partners

- [CESIE ETS](#) (Italy, Coordinator)
- [C.O.I.R.A.G. ETS - Confederazione di Organizzazioni Italiane per la Ricerca Analitica sui Gruppi](#) (Italy)
- [KMOP - Kentro Merimnas Oikogeneias Kai Paidiou](#) (Greece)
- [CSI - Center for Social Innovation](#) (Cyprus)
- [House of Diversity Education](#) (Lithuania)
- [FEA - Femmes Entraide et Autonomie](#) (France)

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3. Evaluation approach and activities

According to the project description, evaluation and quality assurance procedures for the Bottom-Up Talks project should be carried out by an external evaluator **to carry out impartial evaluation at mid and final stages of the project and provide recommendations** in relation to:

- all project activities, their progress and their impact, relevance and applicability
- monitor quality of deliverables produced throughout the project's cycle and their consistency with the set objectives and outcomes
- monitor participation of target groups and propose mitigation actions if needed
- partner cooperation
- provide recommendations

The External Evaluator will be **responsible for the supervision of both external and internal evaluation methodologies and tools for evaluating the project**. In fact, evaluation will be carried out through a detailed **Quality Assurance & Evaluation Plan** including project indicators and methods, based on the project's Project Management & Ethics Handbook and Gantt chart and some of the already existing tools. The Plan will pay particular attention to the measurement of gender equality; the inclusion of people with different backgrounds and special needs in line with the intersectional approach of the project. The Plan will also contain information on data collection for evaluation purposes including indicators disaggregated by age and gender. Among others, the Plan will also include progress of indicators measured through quantitative and qualitative evaluation methods including questionnaires and semi-structured interviews.

Moreover, the evaluator will develop tools for the impact assessment and will support the desks' impact evaluation conducted by a partner KMOP (as a part of WP2).

The outcomes to be evaluated include:

O1 - Increased access to concrete psychological services aiming to address teen-dating violence.

O2 – Increased wellbeing and mental health of 300 (50% of the total) young people, their families and educational staff through access to counselling services and WP3 peer training activities.

O3 - Strengthened peer support among young people to receive and deliver CSE thus raising awareness on peer dating and SRGBV among young people, through the establishment of 5 Youth Advisory Boards aged 16-19 years (gender balanced, incl. non binary and trans* people) who will organise a series of peer-education and training activities for and by younger peers focusing on the importance of building safe and healthy relationships, reaching to 1000 young people.

O4 - Increased awareness among of individuals/public educational authorities/policy makers/local NGOs/schools about the need to prevent teen dating and SRGBV through the delivery of CSE, in educational and public environments.

In order to improve the project and conduct remedial actions if needed and to ensure further adaptability and replicability of the Bottom-Up Talks in different contexts, two Evaluation reports will be produced (Mid-term

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and Final). The reports will be based on data collected through tools developed by the External Evaluator for impact assessment, among others, together with the coordinator, CESIE ETS.



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4. Tasks of the external evaluator

The evaluator is expected to carry out the following tasks:

Task	Description	Period/Deadlines
Quality Assurance & Evaluation Plan + tools	<ul style="list-style-type: none"> • Creation and execution of a Quality Assurance & Evaluation Plan to carry out impartial evaluation of all project activities and their impact and provide recommendations. • The Plan will include project indicators and methods and will consider project documentation such as Project Management & Ethics Handbook and Gantt chart (done by CESIE). • Development of tools for the psychological counselling desk impact assessment, to be annexed to the Plan. • The Plan and following evaluations will pay particular attention to the measurement of gender equality; the inclusion of people with different backgrounds and special needs in line with the intersectional approach of the project. 	July 2025
Participation in partner meeting (online)	<ul style="list-style-type: none"> • Presentation of the plan, its methodology and steps for the Mid-Term report. 	July 2025
Implementation of the Quality Assurance & Evaluation Plan	<ul style="list-style-type: none"> • Implementation of the Plan following the methodology and tools identified. 	August 2025 – March 2027
Mid-term External Evaluation Report	<ul style="list-style-type: none"> • Production of the report. • The report will include analyses on achievements, through the comparison of indicators and means and recommendations. Templates of the tools used for data collection will also be provided. • Electronic, EN, ~50 pp 	April 2026
Participation in partner meeting (online)	<ul style="list-style-type: none"> • Update on the Mid-term report 	April 2026
Participation in partner meeting (online)	<ul style="list-style-type: none"> • Presentation of the methodology and steps for the Final report 	July 2026
Participation in partner meeting (online)	<ul style="list-style-type: none"> • Update on the Final report (draft) 	February 2027
Final External Evaluation Report	<ul style="list-style-type: none"> • Production of the report. • The report will include project achievements vs plan, impact and recommendations for further adaptability and replicability in different contexts & sustainability recommendations. Templates of the tools used for data collection will also be provided. Final Report will include 	March 2027

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	<p>an impact assessment of the psychological counselling desk.</p> <ul style="list-style-type: none">• Electronic, EN, ≈50 pp.	
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5. Budget

The maximum budget for the external evaluation is EURO 10.000 (incl. VAT). Offers exceeding this amount shall not be considered.



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6. Exclusion criteria

6.1. Exclusion from participation

Tenderers will be excluded from participating in this procurement procedure if:

- 1) they are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- 2) they have been convicted of an offence concerning their professional conduct by a judgment which has the force of res judicata;
- 3) they have been guilty of grave professional misconduct proven by any means which the Beneficiary can justify;
- 4) they have not fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the Beneficiary or those of the country where the contract is to be performed;
- 5) they have been the subject of a judgment which has the force of res judicata for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the Communities' financial interests.

6.2. Exclusion from the award of contracts

Contracts may not be awarded to tenderers who during the procurement procedure:

- a) are subject to a conflict of interests;
- b) are guilty of misrepresentation in supplying the information required by the Beneficiary as a condition of participation in the contract procedure or fail to supply this information.

Tenderers must certify that they are not in one of the situations listed above by filling in the declaration of honour attached to this invitation.

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7. Award criteria

7.1. Pre-requirement

Availability for the remainder of the project's implementation period (15/05/2025 – 31/03/2027).

7.2. Selection criteria for the external evaluator

The external evaluator will be selected based on a number of technical criteria. These include the following competences and experiences:

- Knowledge and expertise in gender mainstreaming for social programmes.
- Knowledge and expertise in gender equality from a non-binary and intersectional approach.
- Knowledge and expertise in gender-based violence prevention including Comprehensive Sexuality Education and youth empowerment.
- Knowledge and expertise in non-discrimination issues.
- Experience in evaluation of EU funded projects (evaluation experience of at least two projects, incl. projects co-funded by the CERV programme)
- Proficiency in English language (at least C1), very good writing skills.

Further to this, the quality of candidatures will be evaluated based on:

- Quality of the proposed evaluation plan (including methodology to be used).

Financial evaluation will be carried out based on the cost proposal (total price including VAT).

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8. Selection procedure

The contract will be awarded to the tender **offering best value for money**. All requests to participate and tenders declared as satisfying the requirements and criteria announced in advance will be evaluated by a committee. The commission's reports and written records are for official use only and may not be communicated to the tenderers nor to any party other than CESIE ETS, project partners and Directorate- General for Justice and Consumers.

The quality of the candidatures will be evaluated by assigning a maximum of 100 points to candidates for qualitative criteria (competences and experiences: max. 60 points; proposed evaluation plan: max. 40 points). Each tender reaching a minimum of 60 points in the technical criteria will be included in the financial evaluation.

Financial evaluation will be carried out as follows: the candidate with the lowest Total Price will be awarded 100 points for the financial score. The other candidates will be awarded points based on the following formula:

Financial score = (lowest Total Price/Total Price of the bid in question) x 100

In order to determine the best value for money tender for the award of the contract, the quality/price ratio of 80/20 will be applied in the following way:

- The points awarded for technical quality (overall technical score) multiplied by 0,80
- The points awarded for the price (financial score) multiplied by 0,20

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9. Language of the tender

The tender must be submitted in English. Tender submitted in any other language will be automatically rejected.



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10. Submission requirements

The tender must be submitted filling in the template of Annex 1. Tenders submitted in any other format will not be considered.

The Declaration of honour duly filled in and signed must be attached to this template (Annex 2).

The tender and the declaration of honour must be submitted in electronic version (PDF version) to the following email addresses:

- risorseumane@cesie.org

The object of the email must indicate "Tenders external evaluator of 101195032 - BOTTOM UP TALKS" The original copy shall be provided upon specific request by the Beneficiary.

The deadline for the submission of the tender is 27/04/2025.

Any tender received after the deadline will be rejected.

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11. Timeline

- Invitation to tender issued: 7 April 2025
- Closing date for submission of tender: 27 April 2025
- Evaluation process: 28 April - 07 May 2025
- Consultancy period: 08 - 15 May 2025
- Period of validity tender offer: 28 April – 15 May 2025



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12. Contact details

Questions regarding particular aspects of this Invitation to Tender or any other matter relating to the tender should be directed to: Rita Quisillo, risorseumane@cesie.org



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13. Annexes

Annex 1 - Template to answer the invitation to tender

Annex 2 - Declaration of Honour



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