

Invitation to tender for external evaluator

Terms of Reference

LOVE ACT

Living positive and intersectional sexuality education for gender-based violence prevention

101094068 - LOVEACT

CERV-2022-DAPHNE

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CESIE

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1. Information about the funding programme 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 will contribute to sustain and further develop 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. LOVE ACT: General information about the project

The LOVE ACT project is funded under the call CERV-2022-DAPHNE - Call for proposals to prevent and combat gender-based violence and violence against children and has an overall project budget of EURO 869,097.87. The project is coordinated by CESIE (Italy) and is implemented together with partners from France, Greece, Lithuania, Belgium, Cyprus and Spain. LOVE ACT is a 24-month project spanning from 01/03/2023 to 28/02/2025 aimed at reducing the risk of GBV and teen-dating violence by equipping teenagers, parents and educational staff with knowledge and competences in CSE.

2.1. Objectives

- To produce, co-create and systemize educational, informative and networking tools on CSE that are high-quality, evidence-based, intersectional, trauma-informed and appealing to multiple targets, including teenagers, families and educational staff.
- To build the capacity of educational staff to address issues related to GBV, stereotypes and norms among teenagers through the delivery of CSE programmes.
- To empower teenagers to build safe and healthy relationships and improve their well-being through CSE.
- To increase awareness in the general public around the need for more and better CSE for teenagers and its potential to prevent GBV.

2.2. Activities

- Creation, of a Love Act section containing educative, informative and networking tools on Sex-Ed within The Gender Talk online platform.
- Mapping of existing practices and materials available on CSE for the prevention of GBV, with a focus on intersectionality.
- Institution of a Sex-Ed Council in each partner country and organisation of Local Forums.
- Co-creative activities involving teenagers and families aimed at exploring their personal stories and memories with regards to affectivity and sexuality.
- Co-creation of CSE guides to be embedded within The Gender Talk platform.
- 4-day international Joint Staff Training Workshop in Greece for partners and experts, aimed at acquiring methodologies, approaches, activities and tools on CSE.
- 4-days national Capacity Building workshop for educational staff per partner country.
- Local implementation of 30-hour training for students in schools.
- Co-creation workshops for designing one European cross-generational and cross-cultural awareness raising campaign.
- Organisation of national School Festivals.
- Final European Symposium.

2.3. Resources

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- “Love Act” section on The Gender Talk platform, including a Map of Best Practices, Resources Database, Awareness Campaigns and a F#%Q Book on CSE.
- Roadmap assessing adolescents and families on Sex-Ed, through the LoveAct Memories & Voices.
- Sex-Ed Digital Guide and Teachers’ Guide.
- National Capacity Building for teachers and educators – Feedback Book.
- Local Implementation of the Love Act Sex-Ed programme – Feedback Book.
- Love Act Local and International Manifestos.

2.4. Expected Impact

- Increased availability of CSE educational and informative tools that are quality and evidence-based, sensitive to intersectionality and trauma and accessible to a wide audience including teenagers, families and educational staff.
- Increased capacity of families and 200+ educational staff to cover topics related to sexuality and affectivity with teenagers in a tailored, informed, supportive and positive way.
- Improved chances for well-being, possibility to build safe and healthy relationships free from GBV, and empowerment in supporting each other for living their sexuality in a positive way for the 1000+ young people.
- Increased awareness in the general public at the local, national and international level around the need for more and better CSE for teenagers and its potential for GBV prevention.

2.5. Partners

- CESIE (IT)
- ELAN INTERCULTUREL (FR)
- SYMPLEXIS (GR)
- VSI DIVERSITY DEVELOPMENT GROUP (LT)
- The Square Dot Team (BE)
- CSI CENTER FOR SOCIAL INNOVATION LTD (CY)
- FUNDACION INTERED (ES)
- UNIVERSIDAD DEL PAIS VASCO/ EUSKAL HERRIKO UNIBERTSITATEA (ES)

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3. Evaluation approach and activities

According to the project description, evaluation and quality assurance procedures for the LOVE ACT project should be carried out by an external evaluator in order to carry out **impartial evaluation at mid and final stages of the project** 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 should be carried out through a Quality Assurance and Evaluation **plan** including project indicators and methods, based on the project's Handbook, Work Plan 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 should include progress of indicators measured through quantitative and qualitative evaluation methods including questionnaires and semi-structured interviews. The outcomes to be evaluated include:

- **01** - Increased availability of CSE educational and informative materials and tools that are quality and evidence-based, sensitive to intersectionality and trauma but also accessible to a wide audience including teenagers, parents and educational staff.
- **02** - Increased capacity of 70 families and 200+ educational staff to cover topics related to sexuality and affectivity with teenagers in an informed, supportive and positive way responding to the needs of teenagers.
- **03** - Improved chances for well-being, possibility to build safe and healthy relationships free from GBV, and empowerment in supporting each other for living their sexuality in a positive way for 1000+ young people involved in co-creation, educational and awareness-raising activities related to CSE.
- **04** - Increased awareness in the general public at the local, national and international level around the need for more and better CSE for teenagers and its potential for GBV prevention.

In order to improve the project and conduct remedial actions if needed and to ensure further adaptability and replicability of the LOVE ACT in different contexts, two Evaluation **reports** will be produced. The reports will be based on data collected through **tools** developed by the External Evaluator for impact assessment, among other, together with the coordinator, CESIE.

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4. Tasks of the external evaluator

The evaluator is expected to carry out the following tasks:

Task	Description	Period
Quality Assurance & Evaluation Plan + tools	<ul style="list-style-type: none"> • Creation & execution of a 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 take into account project documentation such as Handbook, Work Plan and GANTT chart (done by CESIE). • Development of tools for the 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. 	June 2023 – August 2023
Participation in partner meeting (online)	<ul style="list-style-type: none"> • To present the plan, its methodology and steps for the Mid-Term report. 	December 2023
Mid-term External Evaluation Report	<ul style="list-style-type: none"> • Production of report. • The report will include achievements, indicators, reach comparing to the ones identified in the Plan, & recommendations. • Electronic, EN, ≈20 pp 	March 2024
Participation in partner meeting (online)	<ul style="list-style-type: none"> • Update on mid-term report 	June 2024
Participation in partner meeting (online)	<ul style="list-style-type: none"> • To present the methodology and steps for the Final report 	November 2024
Final External Evaluation Report	<ul style="list-style-type: none"> • Production of report • The report will include project achievements vs plan, impact and recommendations for further adaptability and replicability in different contexts & impact assessment. • Electronic, EN, ≈30 pp. • Recommendation's part will be made public. 	February 2024
Participation in partner meeting (online)	<ul style="list-style-type: none"> • Update on final-term report (draft) 	January 2024

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5. Budget

The maximum budget for the external evaluation is **EURO 8.000 (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 participation 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 country 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 award of contracts

Contracts may not be awarded to tenderers which, 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 filling 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 (22/06/2023-28/02/2025).

7.2. Selection criteria for the external evaluator

The external evaluator will be selected on the basis of 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 sex-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 on the basis of:

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

Financial evaluation will be carried out on the basis of 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, 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 on the basis of 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 has to 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 101094068 - LOVEACT”

The original copy shall be provided upon specific request by the Beneficiary.

The deadline for the submission of the tender is **09/06/2023**.

Any tender received after the deadline will be rejected.

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11. Timeline

- Invitation to tender issued: 25 My 2023
- Closing date for submission of tender: 09 June 2023
- Evaluation process: 09-15 June 2023
- Consultancy period: 15-24 June 2023
- Period of validity tender offer: 09 June – 09 July 2023

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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 to the invitation to tender

Annex 2 - Declaration of Honour

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