

Invitation to tender for external evaluator

Terms of Reference

SIS-HUBS

Sorority, Integration and Support for women and girls
through community -based Programmes

Project 101198346 —SIS-Hubs
AMIF-2024 - TF2-AG-THB

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1. Information about the Funding programme

The SIS-HUBS project is funded by the AMIF - Asylum, Migration and Integration Fund (2021-2027)¹ programme. The Fund aims to further boost national capacities and improve procedures for migration management, as well as to enhance solidarity and responsibility sharing between Member States, in particular through emergency assistance and the relocation mechanism. Specific objectives of the programme include:

- to strengthen and develop all aspects of the common European asylum system, including its external dimension
- to support legal migration to the Member States, including by contributing to the integration of third-country nationals
- to contribute to countering irregular migration and ensuring effectiveness of return and readmission in third countries
- to enhance solidarity and responsibility sharing between the Member States, in particular towards those most affected by migration and asylum challenges

¹ https://home-affairs.ec.europa.eu/funding/asylum-migration-and-integration-funds/asylum-migration-and-integration-fund-2021-2027_en

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2. General information about the project

The SIS-HUBS project is funded under the call *AMIF-2024 - TF2-AG-THB - - Call for proposals on the assistance, support and integration of third country national victims of trafficking in human beings* and has an overall project cost of 915 912.51 EUR. SIS -HUBS is a 24 -month project spanning **from 1/9/2025 to 31/8/2027** . The project is **coordinated by CESIE ETS (Italy)** and is implemented together with other partners from Italy, Slovenia, Greece, Bulgaria and Germany.

The SIS -Hubs project focuses on the social integration of women and girls who are victims/survivors of trafficking (VoTs) or those at risk by establishing community hubs that provide access to services, raise awareness about trafficking in human beings and exploitation, and equip them with tools to prevent re -trafficking.

2.1. Objectives

- To strengthen the capacity of multisectorial professionals working directly with potential women/ girls VoTs, incorporating a multicultural and intersectional approach to address sexual exploitation and THB cases more effectively and in a coordinated manner.
- To empower TCNs women and girls VoTs by equipping them to fight all forms of GBV, incl. trafficking, through self-driven prevention actions, access to support services, education and awareness, and community mentorship.
- To establish local hubs to improve women and girls' accessibility to support services and resources, serving as essential links, facilitating multisectoral cooperation, preventing re-trafficking & revictimisation and ultimately fostering a safer environment.
- To create a women's supportive network facilitating mutual counselling and building healthy relationships with other peers, while streamlining the (re)integration process within communities.
- To increase awareness about the risk of THB for sexual exploitation and GBV among the communities, targeting professionals working in high-risk sectors and vulnerable groups to prevent, mitigate risks and reduce demand.

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2.2. Activities

- Mapping local services,
- Training professionals using an intersectional approach on topics related to supporting the access of women and girls at risk of THB/GBV to multiple services related healthcare, education, legal and social services
- Hosting info-sessions,
- Offering training programmes for women to take on a community mentor role, covering GBV, THB, rights, and mentorship methodologies,
- Establishing community hubs as cooperation spaces between women and service providers,
- Implementing mentorship programmes for women and girls,
- Launching awareness - raising campaigns.

2.3. Public Resources

- Local spidergram maps of local services
- HolistiCare comprehensive curriculum for professionals
- SIS-essions: Learning pills for community led actions against THB, sexual exploitation and GBV.
- The SIS-Hub Model: 8-month action plan for running SIS-Hubs
- SIS-Hubs Impact assessment analysing the activities carried out, identifying successful outcomes, lessons learned and areas of improvement in each partner country.
- Sustainability plan to ensure the continuity of the service
- SISTERS'tories documentary showcasing the project experience
- Manifesto: Policy recommendations at National level

2.4. Expected Impact

- At least 25 multidisciplinary team members will enhance their skills through mutual training and exchange;
- 250 professionals will be reached through info-sessions, gaining awareness of service mapping and coordinated approaches;

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- At least 50 women engaged as community referents;
- Direct involvement of 250 beneficiaries;
- 5 SIS-Hubs established in Italy, Slovenia, Greece, Bulgaria, and Germany.

2.5. Partners

- CESIE ETS (IT)
- CENTRO PENC. ANTROPOLOGIA E PSICOLOGIA GEOCLINICA ONLUS (IT)
- ZRS KOPER ZNANSTVENO-RAZISKOVALNO SREDISCE KOPER (SI)
- KMOP KENTRO MERIMNAS OIKOGENEIAS KAI PAIDIOU (EL)
- AAF ANIMUS ASSOCIATION FOUNDATION (BG)
- SOLWODI DEUTSCHLAND EV (DE)

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3. Evaluation approach and activities

3.1. Aim and Activities

According to the project description, external evaluation of the project should be ensured by an external evaluator with the aim of carrying out impartial evaluation at mid and final stages of the project. The external evaluator should also support the evidence-based replicability of the SIS - HUBS model.

Specifically, the External Evaluator will:

- *Complement internal monitoring activities*

This will be done in collaboration with CESIE ETS as project coordinator.

- *Provide recommendations for the internal MEAL framework*

Produced by ZRS Koper with the support of CESIE ETS as coordinator, the MEAL Strategy will assess the quality of project activities, materials and resources, impact on beneficiaries as well as partnership cooperation. It will include key performance indicators (KPI), using mixed methods for data collection, means of verification, specific time-points, timeline for feedback sessions and internal meetings

- *Oversee the achievement of outcomes and objectives*

The outcomes of the project to be evaluated include:

(SO1) To strengthen the capacity of multisectorial professionals working directly with potential women/ girls VoTs, incorporating a multicultural and intersectional approach to address sexual exploitation and THB cases more effectively and in a coordinated manner.

(SO2) To empower TCNs women and girls VoTs by equipping them to fight all forms of GBV, incl. trafficking, through self-driven prevention actions, access to support services, education and awareness, and community mentorship.

(SO3) To establish local hubs to improve women and girls' accessibility to support services and resources, serving as essential links, facilitating multisectoral cooperation, preventing re-trafficking & revictimisation and ultimately fostering a safer environment.

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(SO4) To create a women's supportive network facilitating mutual counselling and building healthy relationships with other peers, while streamlining the (re)integration process within communities.

(SO5) To increase awareness about the risk of THB for sexual exploitation and GBV among the communities, targeting professionals working in high-risk sectors and vulnerable groups to prevent, mitigate risks and reduce demand.

- *Oversee the general project performance and partner collaboration*

Evaluate the overall performance of the project and collaboration mechanisms among project partners.

- *Oversee the quality and relevance of materials, resources and training,*

Evaluate the quality of all sensitive and public materials, resources and trainings developed and/or implemented by the project.

- *Be in regular contact with CESIE ETS*

Regularly inform CESIE ETS about the progress of external evaluation and final reports.

3.2. Plan and Methodology

The External Evaluator will produce an External Evaluator Plan. The plan should include details on the objectives, purpose, methodology, stages and activities, guiding principles and tools.

External evaluation should be carried out in English from a gender-sensitive and non binary approach incl. The collection of disaggregated by gender².

3.3. Reporting

The External evaluator will produce 2 reports:

- **Mid-term external evaluation report**

² Categories: man/woman/other/prefer not to say

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This internal report will be short and provide recommendations and suggestions for reparative actions in case of need. Its inputs will feed into the Mid-Term Progress Report of the project due to the European Commission.

- **Final external evaluation report**

This report, due to the European Commission, will be done in collaboration with CESIE ETS (as coordinator) and ZRS Koper (as lead of the MEAL framework). It will include recommendations for the SIS -HUBS model replication and adaptability. The document shall be in English and 30 pages long aprox.

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4. Tasks of the external evaluator

Task	Description	Period/Deadlines
Participation in Introductory Meeting	Participate in an introductory meeting with CESIE ETS about the SIS -HUBS project, external evaluation and modality of work.	(M3) November 2025
Provision of recommendations on the internal MEAL Strategy	Provide recommendations on the internal MEAL framework developed by ZRS Koper in collaboration with CESIE ETS.	(M3) November 2025
Production of the External Evaluation Plan	Produce the External Evaluation Plan according to Section 3 of the present document.	(M4) December 2025
Implementation of the External Evaluation Plan	Implement the Plan following the process, methodology and tools identified.	(M4 - M24) December 2025 - August 2027
Participation in Consortium Meeting	Participate in consortium meeting online to present the External Evaluation Plan.	(M6) February 2026
Production of Mid - Term External Evaluation Report	Produce Mid - Term External Evaluation Report according to Section 3 of the present document.	(M12-M13) September - October 2026
Participation in Consortium Meeting	Participate in consortium meeting online to present the Mid - Term External Evaluation Report	(M13) October 2026
Produce Final External Evaluation Report	Produce Final External Evaluation Report according to Section 3 of the present document.	(M24) August 2027
Participation in Consortium Meeting	Participate in final consortium meeting online to present the Final External Evaluation Report	(M24) August 2027
Regular communication	Communicate regularly via email and/or calls with CESIE ETS on the external evaluation of the project.	Ongoing

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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 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 (03/11/2025 - 31/08/2027).

7.2. Selection criteria for the external evaluator

The external evaluator will be selected by CESIE ETS in accordance with gender and non-discrimination mainstreaming approaches and 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, intersectional and intercultural approach.
- Knowledge and expertise in peer-to-peer, community-based approaches.
- Knowledge and expertise in gender-based violence prevention and human trafficking with a focus on women with a migrant background.
- Knowledge and expertise in working with women and girls victims/survivors of trafficking (VoTs) or those at risk.
- Knowledge and expertise in working with diaspora migrant communities or second-generation people.
- 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 AMIF 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 DG HOME - Migration and Home Affairs.

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 10 1198 346-SIS-HUBS”.

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

The deadline for the submission of the tender is 20/ 10/ 2025.

Any tender received after the deadline will be rejected.

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11. Timeline

- Invitation to tender issued: 08/10/2025
- Closing date for submission of tender: 20/10/2025
- Internal evaluation of the tender: from 21/10/2025 to 27/10/2025
- Evaluation contract period: from 03/11/2025 to 31/08/2027

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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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