

Project: YOUC! Promoting Youth Participation in Local Communities

Invitation to Tender for External Evaluator

Project Number 2018-3-FR02-KA205-015134

INVITATION TO TENDER FOR EXTERNAL EVALUATOR	
PROJECT	YOUC! Promoting Youth Participation In Local Communities
GRANT CONTRACT NUMBER	2018-3-FR02-KA205-015134
BENEFICIARY	CDE Petra Patrimonia Forcalquier - France
CONTACT to present Tender	Magenta Consultoria Projects Ms. Dalia Puente Hevia daliapuate@magentaconsultoria.com



Co-funded by the
Erasmus+ Programme
of the European Union

1. Information about the funding Programme “Erasmus Plus”

Erasmus+ is the EU Programme in the fields of education, training, youth and sport for the period 2014-2020. Education, training, youth and sport can make a major contribution to help tackle socio-economic changes, the key challenges that Europe will be facing until the end of the decade and to support the implementation of the European policy agenda for growth, jobs, equity and social inclusion.

2. General Information on the project

In many EU countries and at European level there is a general desire to support and further improve youth participation see for example the recent proposal for a new Recommendation on Key Competences for Lifelong learning and this year Erasmus' priorities. This project wants to improve the expertise of youth activists and educators to involve marginalized youth in activities for the benefit of local communities so to improve youths' empowerment social inclusion and networks with local decision makers and ordinary citizens. The project will develop a methodology and a set of tools that youth activists and youth educators can use in their projects. A group of youth activists and volunteers will contribute in every partner country to the development of the IOs. The youths involved in the project will also chose a problem of their local community and will try to ease it by using the methodology and tools developed by the project. The project methodology is based on experiential learning" cooperative learning" peer education and participatory action research. The consortium is composed by youth and research organizations based in FR" PL" ES" LV. Approximately over 100 youth at risk will be involved in the pilot and about 200 youth activists and youth educators will participate to training activities organized by the project. About 12.000 members of target groups will be informed about the project. Long term benefits will be a more effective methodology for promoting civic participation in local communities of youth at risk.

The project will benefit the following main target groups:

- PARTNER ORGANIZATIONS AND THEIR STAFF, including project managers, administrative staff, researchers
- YOUTHS MARGINALIZED OR AT RISK OF MARGINALIZATION, due to personal conditions (health, impairment, drugs, etc.) or social conditions (migrant background, families culturally and economically deprived, etc.)
- YOUTH ACTIVISTS, YOUTH LEADERS, YOUTH VOLUNTEERS, YOUTH EDUCATORS working in partner and not partner organizations
- OTHER INTERESTED PARTIES: youth associations, associations promoting civic participation, the Church, local political parties, locally elected decision makers, decision makers in the field of youths and civic rights, the European Commission and Member States, researchers, etc.

YOUC! Objectives:

This project wants to improve the expertise of youth and civic organizations and of youth activists and educators TO INVOLVE MARGINALIZED YOUTH IN ACTIVITIES FOR THE BENEFIT OF LOCAL COMMUNITIES, so to improve youths' empowerment , social inclusion and networks with local decision makers and ordinary citizens.

Thanks to the needs analysis carried out by project partners (described under the question How did you choose the project partners?) we recognize the project addresses different needs of different target groups:

- A. The need of YOUTHS AT RISK to make their needs and voice heard by local decision makers and other citizens and to better integrate and contribute to the common good of local communities
- B. The need of YOUTH ACTIVISTS, youth leaders, youth volunteers, YOUTH EDUCATORS (including the ones belonging to partner organization) and ORGANIZATIONS employing them (including partner organization) to improve their capability for reaching out youths marginalized or at risk of marginalization and the efficacy of their activities to include them in social and civic life at local level
- C. The need of ELECTED DECISION MAKERS at local level to better communicate and to take in consideration the demands of local youths
- D. The need of the EUROPEAN COMMISSION AND MEMBER STATES to promote civic participation in youths, so to rise the effectiveness of European democracy, and to favor social and civic inclusion of youths at risk of marginalization.

MAIN ACTIVITIES BY INTELLECTUAL OUTPUTS

Intellectual Outputs
1 Guide Promoting youth civic participation at local level
2 Face to face training programme addressed to youths involved in project of civic participation
3 E-Training programme addressed to youth activists and educators on hw to use the methodology and tool developed by the project

3. Scope of this Tender:

To accomplish monitoring and evaluation of the project, YOUC! includes the recourse of an external evaluator. In fact, the project includes aspects of internal and external evaluation, which will closely be integrated with the monitoring activities. Equally, different evaluation methodologies are expected to be used in order to assure a strict quality monitoring of the project.

External evaluator will be chosen by agreement of all partners, after a selection process starting with an announcement of interest.

4. Partners' roles in monitoring and evaluation

Monitoring and evaluation will be carried out during all the project at national and centralized level.

Every partner will appoint a Responsible for Quality Assurance (RQA), and they will be coordinated by the RQA of P1. Every RQAs will collect, collate and elaborate all the data needed for monitoring and evaluation and prepare every 6 months the A1.7. PROGRESS REPORT, already described in detail in the previous box. The RQA at P1 will collate all the data in the A1.8. EVALUATION REPORT, already described in detail in the previous box, and transmit it to the Project Coordinator and the Management Committee. This way the partners will be informed about project's ongoing impact and progress, and act promptly in case of deviations from the desired impact or the work plan.

Partners' staff has already acquired a thorough experience in managing and monitoring European projects, see their profiles in the description of every partner.

5. Tasks of the external evaluator

The external evaluator will evaluate the project so to improve the outcomes and progress.

The evaluation will focus on: quality standard of developed outputs, the quality of the methodology used, as far as they really meet the needs of the targets and have the desired impact on them in order to guarantee the highest standard of quality of final products.

External quality monitor will guarantee an ongoing feedback have to proof his experience in working with the target group, knowhow in ethical standards and having experience in the evaluation of European projects.

Guidelines for monitoring and evaluation

The policy for monitoring progress and achievement of the project will be described in detail in the A1.4. QUALITY ASSURANCE HANDBOOK. The draft will be prepared by P1, then approved by the Management Committee during the Kick-off meeting. The document will describe:

- the dimensions of the project to be monitored and evaluated (this will be PROJECT MANAGEMENT, VALORIZATION, GOOD QUALITY OF IOs, IMPACT, see

- the goals for every dimension
- the indicators
- the procedures and the templates to be used for monitoring
- the staff involved in monitoring and the role of every staff.

When and how data will be collected

QUANTITATIVE DATA ABOUT PROJECT MANAGEMENT AND VALORIZATION will be mostly monitored with A1.7. PROGRESS REPORTS, and synthesized in the A1.8. EVALUATION REPORT. Both will be produced EVERY 6 MONTHS and have already been described in the previous box.

QUALITATIVE INFORMATION ON MANAGEMENT will be collected by two different satisfaction questionnaires for partners, contained in the A1.4. QUALITY ASSURANCE HANDBOOK:

- the QUESTIONNAIRE ON PROJECT MANAGEMENT will collect subjective information about overall project management, 'climate' in the partnership, communication and cooperation between partners, perceived quality of products, satisfaction with the procedures and deadlines. It will be administered every 6 months.
- the QUESTIONNAIRE ON PROJECT MEETINGS will be administered at the end of every project meeting and will collect information about partners' satisfaction with management, results, premises of the meetings. Both questionnaires are

GOOD QUALITY OF RESULTS AND IMPACT will be monitored with A4.1. QUESTIONNAIRES, FOCUS GROUPS AND INDIVIDUAL INTERVIEWS administered / carried out with members of target groups and stakeholders during the pilot and, once the IOs have been finalized in version 2, during exploitation. Due to the long-time knowledge with project partners and to easiness of communication with them, the stakeholders participating to the national Stakeholders' Committees will be a fundamental source of feedback about the quality of the IOs and on how the project proceeds.

List of tools to be used for monitoring and evaluation:

Summing up, the list of tools to be used for monitoring and evaluation is the following:

- A1.4. Quality Assurance Handbook to be prepared by P1 in M2
- A1.7. Progress Reports. To be prepared by every partner every 6 months
- A1.8. Evaluation Reports. To be prepared by the Quality Assurance Committee on M13 and M23
- A4.1. Satisfaction questionnaires administered to target groups by partners responsible for development of IOs. Satisfaction questionnaires are administered during the pilot and again once the IOs are finalized in final version. Satisfaction questionnaires are listed under A4 Pilot.

The dimensions monitored in the project:

Monitoring and evaluation will be focused on the following dimensions, described in detail in the A1.4. QUALITY ASSURANCE HANDBOOK:

1. PROJECT MANAGEMENT: the partners will monitor the project work plan is carried out smoothly, deliverables are produced as planned, cooperation between partners is good, the budget is spent as planned.
2. VALORIZATION (dissemination, exploitation and sustainability): the partners will monitor target groups know and use the products and methodologies developed by the project, targets planned for dissemination and exploitation are met, methodology and products developed by the project continue to be used after the end of the project.
3. GOOD QUALITY OF IOs: the partners will assess good quality of IOs and the methodology developed by the project. 'Good quality' of IOs means IOs are suitable for the addressee target groups and valued effective.
4. IMPACT: the partner will assess if, how, and in to what extent the IOs and the methodology developed by the project change the attitudes and/or behaviors of target groups in the desired direction.

As you can see, the partnership chooses to focus monitoring and evaluation on PROCESSES (Project Management, Valorization), PRODUCTS (IOs) and RESULTS (Impact). IMPACT is the main goal of the project, but to be reached it requires appropriate mastering of some PROCESSES (management, valorization) and the development of some effective PRODUCTS, so all of these are important and must be considered.

Indicators and goals for the dimensions monitored in the project:

The indicators are worth and benefit not only the partnership (or, better, the staff of the partnership that is expert in monitoring and evaluation) but also the external stakeholders of the project, that is to say the European Commission, the associate partners, the representative of target groups. For this reason the challenge about indicators is to collect meaningful data BUT to keep monitoring MANAGEABLE and results of monitoring EASY TO UNDERSTAND. During development of the project partners kept in mind these principles and agreed the following indicators and goals:

PROJECT MANAGEMENT

- A. 80% of DELIVERABLES delivered no later than 1 month after deadline
- B. Partners' PARTICIPATION to face to face and Skype meetings: 100% of partners to all the meetings

- C. Partners' SATISFACTION about face to face PROJECT MEETINGS plus PROJECT MANAGEMENT equal or higher than 80% of highest attainable score on a questionnaire based on a 5-points Likert scale.

VALORIZATION (DISSEMINATION AND EXPLOITATION)

- A. Members of target groups INFORMED about the project no less than 80% of the quantitative goal set in section H.2. Dissemination and Use of Projects' Results of this application
- B. Members of target groups INVOLVED in the project (i.e. participated in the pilot or in exploitation activities) no less than 80% of the goal set in section E.1. Participants of this application.

GOOD QUALITY OF IOs

- A. Feedback about the IO collected by target groups (depending on the IO they can be youths at risk, youth activists, youth educators, members of the Stakeholders' Committee): equal or higher than 80% of highest attainable score on a questionnaire based on a 5-points Likert scale.

IMPACT

- A. The self-perceived competence of youth activists and youth educators in managing projects of civic participation addressed to youths at risk should rise. In specific, competence of youth activists and youth educators that on the pretest scored below the 50th percentile should rise of at least 30% (see the description of the pilot under F.1. Project Management and implementation, first question). We target the lower percentiles because some youth activists and youth educators could already be very competent before participating to the project, so the impact on their competence could be limited.
- B. The self-perceived empowerment, sense of initiative, social inclusion and civic participation of youths at risk should rise. In specific, the empowerment, sense of initiative, social inclusion and civic participation of youths at risk that on the pretest scored below the 50th percentile should rise of at least 30% (see the description of the pilot under F.1. Project Management and implementation, first question).
- C. The youth activists, youth educators and youth at risk participating in the pilot should succeed in solving or improving at least one problem of their local community. In every partner country, the degree of success will be judged by the members of the National Stakeholders' Committee. The goal is the total score to be no less than 70% of highest attainable score on a 5-points Likert scale.

6. Budget

The maximum budget for this assignment is € 6.020,-- (inclusive of VAT). Offers exceeding this amount will not be considered.

7. Exclusion criteria

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;

Exclusion from award of contracts

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

- are subject to a conflict of interests;
- 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.

8. Award criteria

8.1 Pre-requirements

Availability for the whole project's implementation period (01.08.2019 - 31.01.2021);

1. Previous experiences in evaluation activities for EU-funded projects;
2. Knowledge of English (C1) to be able to handle conversation with partners
3. Quality of the proposed evaluation plan (including methodology to be used);
4. Experience & knowledge in the field of the development of trainings for the target group of the project
5. Price proposed for the evaluation (best price-quality ratio)

8. Award criteria

The contract will be awarded to the most economically advantageous tender (best price-quality ratio).

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 MAGENTA, project partners and French National Agency for Erasmus+.

9. Language of the tender

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

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 address:
daliapuerto@magentaconsultoria.com

The object of the email must indicate "Tenders external evaluator of YOUC! 2018-3-FR02-KA205-01534" The original copy shall be provided upon specific request by the Beneficiary.

The deadline for the submission of the tender is the 16th July 2019.

Any tender received after the deadline will be rejected.

Event	Data
Invitation to tender issued	05/07/2019
Closing data for submission tender	16/07/2019
Evaluation process	17-20/07/2019

11. Contact Details

Questions regarding particular aspects of this Invitation to Tender or any other matter relating to the tender should be directed to: daliapuerto@magentaconsultoria.com

12. Annexes

Annex 1 – Template to answer the invitation to tender.

Annex 2 – Declaration of honour.