Terms of Reference

4 May 2020

Specifications for the external evaluation of the “REGIN” project (Regions for Migrants and Refugees Integration)

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Deadline for tender submission: 31 May 2020

Contracting Authority:
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1. BACKGROUND AND PRESENTATIONS

As part of the launch by a consortium led by the Conference of Peripheral Maritime Regions – CPMR (http://cpmr.org) of the “REGIN” project (Regions for Migrants and Refugees Integration) on 1 February 2020, the CPMR is launching a call for tenders for the external evaluation of the project.

- **Presentation of the Conference of Peripheral Maritime Regions (CPMR)**

  The Conference of Peripheral Maritime Regions of Europe (CPMR) is a French not-for-profit association (under Law 1901) with a membership of some 160 regional authorities from 25 states from both within and outside the European Union (EU). It aims to promote recognition of the essential role of the Regions as key actors for growth and balanced development of the EU, in areas such as economic, territorial, maritime and blue growth policies, transport, climate change, energy, as well as migration policies.

- **Presentation of the REGIN project**

  The REGIN project is co-funded by the European Commission (DG HOME) under the AMIF Programme (Asylum, Migration and Integration Fund), reference AMIF-2018-AG-INTE-1 Local and regional integration networks. It will run from 1 February 2020 to 31 January 2022. This project is coordinated by the CPMR as leader of a consortium consisting of 10 partners:

  **Regions/Public administrations:**
  - CPMR (Lead Partner)
  - Azores (Portugal)
  - Campania (Italy)
  - Catalonia (Spain)
  - Murcia (Spain),
  - Partnership Skåne (Sweden)
  - Puglia (Italy)

  **Technical Partners:**
  - Instrategies
  - Migration Policy Group
  - CIDOB

  The goal of this project is to design, develop and assess an innovative toolbox for regions to facilitate, promote and strengthen migrants’ and refugees’ integration. The expected contribution is to advance robustness, accuracy and reliability of the regional authorities’ capabilities to promote inclusion, as well as improving cooperation and knowledge-sharing among them.
Four main objectives are addressed in the project:

- **Objective 1**: identifying inclusion and integration indicators and related public policies at regional level;
- **Objective 2**: developing a set of tools able to facilitate regional performance on promoting and strengthening migrants’ and refugees’ inclusion and integration;
- **Objective 3**: improving planning and monitoring of inclusion and integration indicators;
- **Objective 4**: exchange, dialogue and cooperation in practices and initiatives between the consortium partners.

The REGIN project targets in order of priority:

- the project partners and stakeholders working in collaboration with them, including migrants and refugees themselves;
- all CPMR member regions;
- more widely all other European local and regional authorities;
- EU institutions and agencies;
- various national, regional and local players working in the field of integration of migrants and refugees;
- any member of the public interested in the actions carried out within the framework of the project.

### 2. EVALUATION SPECIFICATIONS

- **Objectives**

  The purpose of the evaluation is to assess the performance of the project and capture project achievements, challenges and best practices to establish recommendations to achieve the key performance indicators (KPIs) and ensure effective deployment of the project in the different regions.

  It will also highlight key lessons learnt to inform future similar projects, offering a learning approach for all stakeholders involved.

  Two evaluations will be carried out: one at mid-term and one at the end of the project. The mid-term evaluation will help in particular to provide recommendations and identify areas of improvement for the on-going management and implementation during the second half of the project.

  The evaluation will also ensure accountability towards the European Commission as donor, and provide guidance to adapt and respond to changes, as well as to enhance sustainability and replicability of the project.
• **Scope and focus of the evaluation**

External evaluation is an intermittent activity aimed at reporting on achieved results at mid-term and final project stages and at verifying results and output efficacy and effectiveness, relevance and sustainability. The external evaluator(s) will analyse the KPIs for all the Work Packages (WPs) covering inputs, outputs outcomes and impact of the activities.

The external evaluator(s) will carry out the following tasks:

1. Review the REGIN project’s concept note and other relevant project documentation, such as the Communication, Dissemination & Capitalisation plans, work plan, monitoring reports, reports of Coordination Committee’s meetings, regional dissemination, capacity building and experts’ meetings...) and other outputs/deliverables;
2. Carry out a desk review of relevant project measurement tools and conduct inception meetings with the project team (online);
3. In consultation with the project team, identify appropriate Monitoring and Evaluation (M&E) indicators; select relevant data and design tools; select appropriate methods and sources for data collection; propose possible platforms (Excel, Word, web-based, etc.) for the system;
4. Develop the Project’s M&E plan and conduct a baseline assessment (this task should be as much as possible a low time-consuming task for the project partners);
5. Design questionnaires for the mid-term and final evaluations based on the key criteria of Relevance, Effectiveness, Efficiency and Sustainability of the action as well as European added value.
6. Conduct in-depth interviews / focus group discussions with project partners and other key stakeholders to gather primary data using a structured methodology;
7. Draft Mid-Term and Final reports clearly describing results of baseline assessment and recommendations. Within the reports, there will be a specific part dedicated to dissemination and capitalisation.

• **Project Deliverables**

The external evaluator(s) will draft the mid-term and final reports in English. They will include different methodologies such as interviews, focus groups...: the questionnaires used also represent key project deliverables, as shown in the table below.

<table>
<thead>
<tr>
<th>Project Deliverables</th>
<th>Description</th>
<th>Deadline</th>
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<tbody>
<tr>
<td>Mid-term evaluation questionnaires</td>
<td>Mid-term evaluation questionnaires for interviews with project team, partners and other relevant stakeholders to gain an understanding of the project's aims, progress and results</td>
<td>December 2020</td>
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</tbody>
</table>
| Mid-term evaluation report            | Project M&E system developed and clearly described in mid-term evaluation report, which includes:  
  1. Methodology for M&E of the project;  
  2. System of M&E indicators against the project objectives and expected results;  
  3. Baseline assessment conducted in line with the proposed methodology and M&E plan;  
  4. Identified areas for improvement and recommendations | February 2021   |
### Final evaluation questionnaires

For interviews with project team, partners and other relevant stakeholders to reflect on the project’s aims, progress and results, as well as contemplate continuity of work.

**December 2021**

### Final evaluation report

The content and structure of the final evaluation report with findings, recommendations and lessons learnt could include the following:

- Executive summary / Introduction
- Description of the evaluation methodology
- Situational analysis with regard to the outcome, outputs, and partnership strategy
- Analysis of opportunities to provide guidance for future projects
- Key findings, including best practices and lessons learned
- Conclusions and recommendations
- Annexes: charts, people interviewed, documents reviewed...

**January 2022**

### Profile of the evaluator

**Area of Expertise**

Monitoring and evaluation of European cooperation projects, especially related to the Asylum, Migration and Integration Fund

**Qualifications**

Postgraduate degree, PhD in a relevant field (Political or Social Science, Migration and Integration policies, International Relations, EU affairs) or equivalent

**Experience**

At least 5 years of professional experience in the evaluation of cooperation projects, especially involving local/regional authorities, in the area of integration, reception and social inclusion policies targeted at migrant and refugee populations; Excellent applied knowledge of the principles and working methods of project management and delivery methods; Knowledge and understanding of indicators and multi-level governance mechanisms Practical experience working with regional or local authorities or their networks, either directly or as a consultant or expert.

**Language skills**

Excellent spoken and written skills in English are required. Working knowledge in Spanish / Italian / Portuguese / Swedish / Catalan will be considered an asset

### 3. TENDER PROCESS AND DESCRIPTION

- **How to respond to the call for tender**

  **Deadline: Sunday 31 May 2020**

  Tenders received after this date will not be considered.

  Offers should be sent by email to Claire STREET ([claire.street@crpm.org](mailto:claire.street@crpm.org)) with copy to [nidaa.botmi@crpm.org](mailto:nidaa.botmi@crpm.org)

  The CPMR will send a confirmation of receipt of offers by email to each tenderer.
**Provisional timetable and project phases – Anticipated cost for tender**

The tenderer must provide the following items by **31 May 2020** at the latest:

- Detailed proposal from the external evaluator(s): evaluation frame of reference (criteria, indicators), proposal for a methodology for drafting and analysis of questionnaires, proposed sources of data and data collection procedures, proposed schedule of tasks, activities and deliverables in line with the project timeline;
- A detailed budget in euro (maximum budget of **10K excluding VAT**) with a reverse planning schedule: the tenderer should include their proposed daily rate, including all costs. Reasonable and receipted travel and accommodation costs related to the execution of the external evaluation tasks will be covered, based on prior agreement and subject to certain conditions.
- Key staff: include CVs (no more than 2 pages) of key personnel who will be part of the proposed tender;
- A calendar indicating their availability from **15th June 2020** to **31st January 2022** (project duration).
- Two references (including telephone numbers) of clients with whom you have worked previously on similar projects and web links to previous work (if available);

Applicants may be individuals, groups of individuals with a designated team lead, or consultants.

Additional meetings/calls and visits to the regions could be scheduled throughout the mission. In the estimate, the external evaluator(s) will have to indicate potential cost per additional working day.

CPMR will use its internal guidance, checklists and could organise an interview process to select the successful external evaluator(s). The REGIN Project Officer, together with the REGIN Project Coordinator, will be the contact persons for the selected external evaluator(s).

**Tender Selection Criteria**

The selection will be based on the following criteria, set out in descending order of importance:

- Detailed evaluation proposal and timeline;
- Experience of the external evaluator(s) in conducting evaluations to a high standard;
- Experience of the external evaluator(s) in the field of migrant and refugee integration or other fields related to social policies;
- Experience of the external evaluator(s) in evaluating EU-funded project, experience of evaluating projects funded by the Asylum, Migration and Integration Fund (AMIF) is especially relevant;
- CVs of the external evaluator(s), below points will be considered:
  - Excellent written skills in English is required, working knowledge in Spanish / Italian / Portuguese / Swedish / Catalan considered an asset;
  - Knowledge and understanding of indicators / multi-level governance mechanisms / regional-level policy and implementation considered an asset;
- Proposed costs of all services provided (excluding VAT): value for money will be considered in tender evaluation.