

SPECIFIC TERMS OF REFERENCE

Support to the assessment of grant applications received in the framework of the Call for Proposals: EuropeAid/160048/DH/ACT/Multi Raising Public Awareness of Development Issues and Promoting Development Education in EU FWC SIEA 2018- Lot 4 - Human Development and safety net

1. BACKGROUND

The Development Education and Awareness Raising (DEAR) Action aims to anchor awareness and understanding of global sustainable development in our societies, highlighting the responsibilities and roles of all individuals, civil society organisations, local authorities, governments and other development actors around the world, to contribute to development.

More than half of all Official Development Aid is provided by the EU and its Member States. The latest Eurobarometer 455 indicates on the one hand that nearly nine in ten respondents (89%, highest level recorded) think that it is important to help people in developing countries and more than half of respondents believe that they can play a role in development (54%). On the other hand, however, 49% are not involved in helping developing countries, only 27% give money to organisations involved in development, 22% make ethical choices when shopping and 8% do voluntary work.

European CSOs are well placed to inform about development challenges as well as the impact of policies and behaviours in Europe on development elsewhere. CSOs play a key role in fostering the European public's understanding and recognition of the significance of development decisions and actions for people globally. Many also work directly on development issues in partner countries. These actors have historically been at the origin of DEAR activities in EU Member States, and remain key contributors to the evolution of DEAR policy and practice in Europe.

Local Authorities (LAs) are also essential actors in DEAR. As the closest public institution to citizens, LAs can promote citizens' mobilisation and engagement in public life at local level. Moreover, according to the constitutional framework operating in Member States, LAs have specific competences in policy-making, service delivery often related to education and environmental protection. Educational, learning or promotional activities carried out in a local context, by LAs and in cooperation with other local actors, may enable citizens to reconnect with their communities and to connect their communities with communities abroad, with whom they share the same development concerns and challenges. LAs' working for DEAR may result in policy changes at the local level and in a change in the attitude of citizens, which could in turn influence national policies.

DEAR is an integral element of development, aligned with the 2030 Agenda and the new European Consensus on Development (the 'Consensus'). DEAR strives to critically engage citizens, including through civil society organisations and local authorities, in global debates linked to the new 2030 Agenda and the Consensus.

Description of the Call

Actions selected in the new DEAR Call for Proposals will aim to **deliver more focussed and strategic pan-European campaigns on targeted priorities** bringing EU Development Policy and EU answers to global challenges closer to citizens and promote fundamental values such as human rights, democracy, solidarity, peace and tolerance.

Actions will have to take place in a number of different European countries and will reflect two key themes of the Consensus, namely People and Planet. Within these themes the focus areas Migration and Climate change, including its environmental dimension, have been put forward. Migration and climate change are two important global transformational challenges, which concern EU citizens and, more broadly, people in general.

According to the spring 2018 Standard Eurobarometer of 14 June 2018, immigration features as the top challenge that the Union is currently facing (38%), followed by security. The hierarchy of these top concerns has remained unchanged since autumn 2017. The EU's influence in the world (11%, +2) shares sixth place with climate change (11%, -1), which has a double-digit score for the second consecutive time.

Informing, educating and engaging EU citizens in an evidence based manner about the drivers behind these global challenges and about the EU contribution to address them is thus crucial to contributing to active citizenship, and, ultimately, to the promotion of EU fundamental values and to sustainable development.

Innovative outreach and communication to young people will be considered key in this new DEAR call. They are agents of development and change and, as such, are essential contributors to the 2030 Agenda, including through their ability to innovate. This DEAR call will focus on concrete actions to empower young people and to bring Europe and its achievements closer to them.

There will be **4 priority areas** to be taken into account when submitting proposals in the new DEAR call for proposals, these are the following:

a) *Focus areas to be addressed: Migration and/or Climate Change*

Actions will have to take place in a number of different European countries and will reflect two key themes of the Consensus, namely People and Planet. Within these themes the focus areas **Migration** and **Climate change**, including its relation with environment, have been put forward. Migration and Climate change are two important challenges in the globalised world. Informing, educating and engaging EU citizens on these issues and on how they are currently addressed by the EU through its development cooperation is therefore crucial.

Proposals will be requested to address one of these two focus areas or can opt to combine both focus areas.

b) *Youth as a target group and working directly with citizens*

Innovative outreach and communication to young people will be considered key in this new call. Young people are agents of development and change and, as such, are essential contributors to the 2030 Agenda, including through their ability to innovate. As mentioned before, this call will focus on concrete actions to empower young people and to bring Europe and its achievements closer to them.

An expansive interpretation of youth is to be used, including every person between the ages of 15 and 35. The fact that the main target group will have to be youth, does not exclude that target groups can also include other groups such as for example parents, elders, educators, teachers.

The actions proposed should aim at bringing EU Development Policy and EU answers to global challenges closer to citizens. Hence, proposals will prioritize working directly with citizens.

c) *Communication and outreach strategy*

As mentioned under the specific objectives, the main part of the proposed actions and activities will be linked to campaigns, awareness raising, communication and outreach activities; the proposals will have to include a **robust and innovative communication and outreach strategy** in order to realise this outreach.

Applicants are therefore encouraged to also involve communication experts. They could be involved as a co-applicant, an associate or as a contractor. Applicants will also have to demonstrate their capabilities in social media and in the organisation of street actions (actions in public spaces). They

will also have to submit a communication and outreach strategy. Specific ad hoc annexes were created for this in the call for proposals.

d) Cross cutting themes

Proposals will have to implement a rights based approach. Issues related to gender equality and women empowerment will also have to be addressed.

Proposals, which do not have Climate Change as a focus area, shall also address broader environmental issues and the close inter-relations between climate change and environmental sustainability.

Proposals will contribute to promoting the fundamental values, as defined by Art. 2 of the Lisbon Treaty¹ “The Union is founded on the values of respect for human dignity, freedom, democracy, equality, the rule of law and respect for human rights, including the rights of persons belonging to minorities. These values are common to the Member States in a society in which pluralism, non-discrimination, tolerance, justice, solidarity and equality between women and men prevail and promote fundamental values such as human rights, democracy, solidarity, peace and tolerance.” Projects should be innovative as well as based on solid evidence; hence, academia and research may play an important role in the proposed actions.

The new DEAR call for proposals was launched on 12 July 2018 and the deadline for submission of concept notes is 25 September.

PROSPECT

Organisations that apply for the Call for proposals EuropeAid/160048/DH/ACT/Multi must use the electronic tool PROSPECT developed by EuropeAid to facilitate the submission of applications. The aim of PROSPECT is to increase the efficiency of the management of the Call for proposals and offer a better service to civil society organisations through a panel of functionalities such as the on-line submission and the possibility to follow up online the status of their application.

More information on PROSPECT is available on the EuropeAid website <https://ec.europa.eu/europeaid/node/99730> and the user manual for external Assessors can be found on: <http://www.cc.cec/wikis/display/crisknowledgebase/Manual+for+External+Assessors>. All members of the team must read the manual and be familiar with the PROSPECT.

The **indicative** timeframe foreseen for the Call is the following:

- Date of publication: **12/07/2018**
- Deadline for submission of Concept notes (first phase): **25/09/2018**
- Amount/ Indicative allocation of funds: **EUR 77 000 000**
- Number of Concept notes expected: 175
- Estimated deadline for submission of Full proposals (second phase): **30/01/2019**
- Maximum number of expected Full proposals: 70
- The selection procedure for this call is indicatively expected to be implemented **from September 2018 to May 2019**.

2. DESCRIPTION OF THE ASSIGNMENT

¹ Lisbon Treaty: <http://eur-lex.europa.eu/legal-content/EN/TXT/HTML/?uri=CELEX:12016ME/TXT&from=EN>

Global objective

To recruit a team of experts to assist the European Commission with the assessment and selection of proposals received under the Call for Proposals EuropeAid/160048/DH/ACT/Multi in order to achieve a high-quality, complete and coherent selection process of proposals in line with the criteria set in the Guidelines for grant applicants, the Practical Guide to contract procedures for EU external actions (PRAG) and the conclusions of the briefing/inception meeting.

Specific objective(s)²

To provide technical support to the European Commission (EC) services in order to reach the global objective, as regards both the technical and the financial assessment of the received proposals.

Requested services, including suggested methodology³

To assist in the technical and financial assessment of approximately 175 administratively compliant Concept Notes (CN) (2 readings) and between 50 and 75 Full Applications (FA) (2 readings plus 1, see point 6 below)⁴.

According to the EC procedures for restricted calls for proposals, the evaluation will comprise two phases. The first phase will focus on the evaluation of the "Concept Notes", whereas the second will consist in the assessment of the "Full Applications".

The contractor will provide a team of experts in charge of the overall evaluation of proposals.

The team should be composed of:

- 1 Team Leader
- 7 Assessors
- 2 Administrative Assistants.

The requested number of external Assessors and Administrative Assistants as well as the number of working days are an estimation that can be reviewed after the administrative check of received Concept Notes has been completed.

Please note that under the referred Call for proposal, the evaluation of the Concept Notes received will be processed and evaluated by external evaluators only.

Suggested methodology

1. The Team Leader, the Assessors and the Administrative Assistants are bound by a **Declaration of Impartiality and Confidentiality⁵** to be signed before starting each phase of the assessment. If an Assessor is in a situation of conflict of interest with a proposal, they must inform the Commission services immediately so that the proposal is allocated to another Assessor.

² The global and specific objectives shall clarify that all EU funded actions must promote the cross-cutting objectives of the EC: environment and climate change, rights based approach, persons with disability, indigenous peoples and gender equality.

³ Contractors should describe how the action will contribute to all cross cutting issues mentioned above and notably to the gender equality and the empowerment of women. This will include the communication action messages, materials and management structures.

⁴ These numbers are indicative.

⁵ A standard document will be made available by the EC after the briefing meeting in Brussels.

2. It is of the utmost importance that every Assessor in the team is fully familiar with the guidelines of the Call for Proposals and with other relevant documents of the programme and the conclusions of the briefing/inception meeting. The team must read and be familiar with the following **documents** before the briefing meeting, which is to be organised at the start of the assignment:
 - The **Guidelines of the Call for Proposals** published on EuropeAid's website: <https://webgate.ec.europa.eu/europeaid/online-services/index.cfm?ADSSChck=1529584647279&do=publi.welcome&nbPubliList=15&se archetype=RS&orderbyad=Desc&aofr=160048&orderby=upd&userlanguage=en>
 - **Questions and Answers** provided for applicants and published in the call's website.
 - The **PROSPECT user manual for external evaluators**: <http://www.cc.cec/wikis/display/crisknowledgebase/Manual+for+External+Assessors>
 - The **Guidelines for the Assessment of Applications**, which will provide assistance to the Assessors in order to apply a standard methodology when evaluating the applications and to ensure objectivity and impartiality of analysis.
 - The **Evaluation Grid and the Administrative check Grid** based on the Guidelines of the Call for Proposals.
 - Any other relevant documents provided by the EC.

The EC will provide the Contractor with the documents after signature of the contract.

3. Before starting the evaluation process, the EC will organise one (1) **briefing session in Brussels** (half a day, date to be confirmed after the signature of the contract, this will probably be 2 October 2018) in order to clarify the objectives of the Call for Proposals, the management system, the use of PROSPECT and other particularities linked to the programme, together with the specific evaluation criteria to be taken into consideration when assessing the Concept Notes and the Full Proposals.

The team (the Team Leader and the Assessors) must be present at the briefing. If one team member cannot be present, the contractor must inform the contracting authority accordingly and ensure that the team member will be otherwise informed and have the same level of knowledge as other members who did participate in the meeting. The Team Leader will present the team and how the applications will be allocated between Assessors.

On the first day of the assignment, approximately 26 September 2018, a **specific information meeting** will be organised with DEVCO B6 (Contracts and Finance Unit) for the Administrative Assistants.

4. **The Team Leader distributes proposals to Assessors** according to their expertise (focal areas), ability and availability (taking into consideration possible conflicts of interest). Assessors are expected to use their own experience of the sector and project implementation in the analysis of each proposal.
5. The Team Leader, the Assessors and the Administrative Assistants will access the proposals to be **evaluated through PROSPECT**. The Team Leader will act as a resource manager in PROSPECT.
6. At Concept Note stage, the assessments will be done by Assessors only, e.g. two different Assessors assess each Concept Note, working independently from each other. The Team Leader

will distribute Concept Notes to the assessors according to their experience in the focal areas of the Call (Migration and/or Climate Change).

At Full application stage, two assessments of the proposals will be carried out by Assessors. A third Assessor, with a Communication background, will look at each proposal with regard to the Communication and Outreach Strategies submitted, as well as the other relevant annexes and communicate their findings/evaluation to the Team Leader, who will in turn ensure this evaluation is encoded in the evaluation grid in PROSPECT. The number of proposals that require the aforementioned external assessments will be communicated to the Team Leader after the submission of Full Applications.

7. Each proposal must be assessed on its own merits and evaluated according to the **criteria of published evaluation grids** in the Guidelines, focusing on the following aspects:

At the Concept Notes stage:

- The relevance and overall design of the action. The assessment will focus in particular on the 4 priority areas mentioned under 1.2.3 of the Guidelines: Migration and/or Climate Change, youth as primary target group working directly with European citizens, communication and outreach strategy, cross cutting themes, including fundamental values.

At the Full Application stage:

- The financial and operational capacity of the applicant and its co-applicants and affiliated entities, in particular their "knowledge of the issues to be addressed – Migration and Climate Change – as well as their capacity to deal with innovative communication and the inclusion of youth as a primary target group, working directly with European citizens";
- The relevance (the score will be transferred from the Concept Note);
- The effectiveness and feasibility of the action;
- The sustainability of the action, in particular regarding the impact on the Target Groups;
- The budget and cost-effectiveness of the action, in particular the total of the "Human Resource" heading, which cannot exceed 40% of the total eligible costs (applications that exceed this limit will be excluded).

8. For each proposal, an individual comment is provided, justifying the given score in each subsection of the evaluation grid, as well as an **overall comment on the strengths and weaknesses** of the proposal, with well-justified **recommendations on whether a proposal should be put forward for funding**, and **on how the applicant may improve any identified weaknesses**. Comments on the eligibility of the proposals could also be included in the general box. In this respect, the Assessors must ensure that their comments are coherent, objective and unbiased, and that a high score is not associated to negative comments, and vice versa.

9. The evaluation results will serve as the basis for the final selection, which will be made by the Evaluation Committee. Proposals that, in the end, receive the highest average scores will be proposed to the Authorising Officer to be taken forward to the second phase, or to be considered for financing after the evaluation of Full Applications.

10. The Team Leader is responsible for ensuring quality, coordination and coherence of the work of the Assessors and Administrative Assistants during the whole evaluation process.

They will be responsible for the following in particular:

- Contribute to the **draft Guidelines for Assessors** to be finalised after the briefing meeting;
- Ensure that the **Guidelines for the Assessors and EC instructions are strictly followed**;
- Ensure that **evaluations are performed in a coherent and consistent way** among the Assessors who shall apply a common, agreed methodology. Should significant discrepancies

occur between scores given to the same CN/FA by two different Assessors, the Team Leader must clarify and ensure that scores are not artificially biased by the application of a different (personal) value scale. There can be discrepancies, but they must be based on technical disagreement between Assessors;

- Pay special attention to ensure that the written appraisals are **consistent and coherent with the given score** under each section of the evaluation grid (i.e. that a high score is not associated to negative comments, and vice versa), and that they are written in a way that clearly allows the evaluation committee to use them directly in the selection process, as well as for communicating the assessment results to the applicants;
 - Ensure that the **evaluation grids are duly filled in in PROSPECT**, and **agreed deadlines are respected**;
 - Read as many Concept Notes and Full Applications as possible in order to have adequate background information on the evaluation grids they are expected to review for the highest quality;
 - Carry out assessments of proposals (Concept Notes and/or Full Proposals) as may be required in some cases.
11. If the Team Leader or the Task Manager is not satisfied with the quality of an evaluation, **a re-assessment will be asked** from the same Assessor, from another Assessor or from the Team Leader. This re-assessment (whether carried out by the same or a different Assessor) will not be counted as a separate evaluation when it comes to tallying the number of evaluations carried out by each Assessor.
 12. The Team Leader and Assessors will contribute to the **verification of eligibility of applicants, co-applicants and affiliated entities**, making sure that entities are compliant with the mandatory conditions set out in sections 2.1.1 and 2.1.2 of the Guidelines (examination of data and documents registered in the PADOR database) (first 3 criteria of the eligibility grid), including an assessment of the eligibility of the action.
 13. The Team Leader may be requested to attend and present the Concept Notes and Full Proposals assessment results to the Evaluation Committee.
 14. The communication between the Task Manager and the Team Leader and contractor will take place via email and phone calls. All communication strictly related to the evaluations content will be carried out only between the Task Manager and the Team Leader (being the sole interlocutor between the Assessors and the Contracting Authority).

The team can be modified during the assessment or in between two phases if the European Commission is not satisfied with the quality of the assessment/process.

Required outputs

The Team Leader will regularly update the Task Manager on the state of assessments. After each evaluation phase, **a summary table (in Excel format)** of evaluations by Assessors is submitted to the EC. At the end of the assignment, **a final report** is provided, including key information on the evaluation process, lessons learned, and team members' involvement in it.

The Administrative Assistants will carry out **administrative and eligibility checks of the CNs and FAs**. They will ensure the highest standards in the following tasks in close coordination with the European Commission:

- encode proposals received by ordinary mail in PROSPECT;
- check administrative compliance of each application, in accordance with the administrative checklists included in the application forms;
- verify eligibility of applicants, co-applicants and affiliated entities with regard to the last 7 criteria of the eligibility grid.
- Any administrative reason to reject a proposal should be double-checked with DEVCO B6 (contracts and finance unit) and duly justified and documented.

Language of the Specific Contract

The language of this Specific Contract as well as of the Call for Proposals is English.

3. EXPERTS PROFILE OR EXPERTISE REQUIRED

Number of requested experts⁶ per category and number of work-days per expert or per category

The contractor will provide a team of experts in charge of the overall evaluation of proposals.

The team should be composed of:

- 1 Team Leader (Category I) – indicative number of 30 work-days
- 7 Assessors (Category II) – indicative total number of 200 work-days (approximately 28 work-days per assessor)
- 2 Administrative Assistants - indicative total number of 30 work-days (approximately 15 work-days per assistant)

The requested number of external Assessors and Administrative Assistants as well as the number of work-days are an estimation that can be reviewed after the administrative check of received Concept Notes has been completed.

Profile per expert or expertise required:

Team Leader (Category I)

- At least a level of education corresponding to 'Master's degree' in the field related to the evaluated Call for Proposals;
- Minimum of 12 years of professional experience in the design, management, and/or evaluation of development projects and/or development education/outreach and awareness raising/communication projects;

⁶ The European Union pursues an equal opportunities policy. Gender balance in the proposed team, at both administrative/secretarial and decision-making levels, is highly recommended.

- Exhaustive experience in the evaluation of calls for proposals in the field of EU Budget, particularly related to Civil Society and Local Authorities;
- Minimum of 3 years of proven professional experience in at least one of the two focal areas being “Migration and Mobility” and “Environment/Climate Change”. Experience in both focal areas will be considered an advantage;
- Proven experience in managing evaluation teams;
- Given the complexity of the focus areas (Migration and Climate Change), and the crucial importance of the necessary robust and innovative Communication and outreach Strategy in this Call, the Team Leader must have an outstanding competence to be able to successfully coordinate the evaluation team in order to bring the different expertises together. The Team Leader will distribute Concept Notes to the assessors according to their experience in the focal areas of the Call (Migration and/or Climate Change).
- Excellent command of English;
- Knowledge of common computer programmes (MS Word, Excel, and Outlook);
- Knowledge of PROSPECT and PADOR will be considered an advantage.

The **External assessors** (Category II)

- At least a level of education corresponding to 'Master's degree' in the field related to the evaluated Call for Proposals;
- Minimum of 6 years of professional experience in the design, management, and/or evaluation of development projects and/or development education/outreach and awareness raising/communication projects;
- Exhaustive experience in the evaluation of calls for proposals in the field of EU Budget, particularly related to Civil Society and Local Authorities;
- Minimum of 3 years of proven professional experience in at least one of the two focal areas being “Migration and Mobility” and “Environment/Climate Change”.
- Excellent command of English.
- Knowledge of common computer programmes (MS Word, Excel, and Outlook);
- Knowledge of PROSPECT and PADOR will be considered an advantage.

Please note that at least one team member needs to have a minimum of 3 years of proven professional experience in Communication, Outreach and Awareness campaigns. They must have experience with social media tools and the organisation of outreach and awareness raising/communication campaigns and/or public events.

2 Administrative Assistants

- At least a higher secondary education in the relevant field or university degree;
- Administrative Assistants must be IT proficient and master the use of the usual IT applications (word processors, spreadsheets, databases and email);
- Previous administrative/eligibility assessment experience related to thematic calls for proposals will be considered a strong advantage.
- Be able to read and write in English.

- Knowledge of PROSPECT and PADOR could be considered an advantage.

Concrete work experience in the above-mentioned areas should be clearly illustrated in the experts' CVs.

The Team Leader and all Assessors must have access to PCs and good Internet connection.

Management team member presence required or not for briefing and/or debriefing

The team (the Team Leader and the Assessors) must be present at the briefing. The Team Leader may be requested to assist to the Evaluation Committee meetings.

4. LOCATION AND DURATION

Starting period

The assignment is foreseen to start towards the end of September 2018.

Foreseen finishing period or duration

The assignment is expected to be completed in May 2019. All dates are indicative.

Planning, including the period for notification for placement of the staff as per Article 16.4 a) of the General Conditions

To ensure that the timeframe can be respected, the contractor should propose the team of experts based on the following indicative planning.

Phase I: assessment of the Concept Notes

- Deadline of submission of CN: 25 September 2018
- 1 Team Leader (category I)
- 7 Assessors (category II)
- 2 Administrative Assistants
- Indicative starting date of the Administrative Assistants: 26 September 2018
- Indicative starting date of the Assessors: 2 October 2018
- Briefing session in Brussels: 2 October 2018

Phase II: assessment of the Full Proposals + eligibility check

- Indicative deadline of submission of FA: 31 January 2019
- 1 Team Leader (category I)
- 7 Assessors (category II)
- 1 Administrative Assistant
- Indicative starting date 1 February 2019 (the day after the deadline for submitting full proposals)

Indicative number of work-days per expert FA stage: 5 to 7.5 days per 7 Assessors, 8 days for the Team Leader (coordination of FA evaluation + eligibility check), and 4 days for the Administrative Assistant (administrative and eligibility checks of FA).

The number of experts requested for each assessment phase is detailed in the indicative planning, however, the exact number of experts will be confirmed once the final number of eligible proposals for evaluation is known.

The assignment must ideally be carried out by the same team of experts (Assessors, Administrative Assistants and Team Leader) for both phases, unless differently decided by the Task Manager.

For the Concept Note phase, each assessor is expected to evaluate an average of 5 CNs per day including re-assessment if needed. The Team leader is expected to ensure the coherence and quality of the evaluations made by the Assessors.

For the Full Proposal phase, each assessor is expected to evaluate 1.5 FA per day.

Location of assignment

The work of the team will be home-based, except for Administrative Assistants who should be Brussels-based, working in the EC headquarters (DG DEVCO) in Brussels.

The European Commission will provide for the Administrative assistants access to the building, a work station, access to the relevant information and all the necessary office tools for effective execution of the tasks in accordance with the administrative procedures in force.

One half-day briefing will be organised in Brussels indicatively on **2 October 2018** for the team of experts (the Team Leader and External Assessors).

Another briefing will be organised in Brussels on **26 September 2018** indicatively for the Administrative assistants only.

5. REPORTING

Content

Name of report	Content	Time of submission
Inception report	Conclusions from the briefing/inception meeting	5 October 2018
Evaluation of Concept Notes	Evaluation grids duly filled in in PROSPECT	22 October 2018
Submission of evaluation report and assessment conclusions	Summary table and a short report	29 October 2018
Evaluation of Full Applications	Evaluation grids duly filled in and uploaded in PROSPECT	1 March 2019
Analysis of the results of the Call for Proposals	List of all projects proposed for financing, including the list of organisations involved (applicants and co-applicants), topics, objectives...	15 April 2019

Language

The reports must be written in English.

Submission/comments timing

See table above.

Number of report(s) copies

3 copies of the reports referred to above must be submitted to the Project Manager identified in the Contract. The Project Manager is responsible for approving the reports.

6. INCIDENTAL EXPENDITURE

Incidental will cover travels to Brussels and per diems of Experts (Team Leader + 7 External Assessors) for the briefing session + travels to Brussels and per diems for the TL coming to Brussels for the Evaluation committee meetings, if required