



Call for Tender

Evaluation of the END FGM Network Annual Programme 2015

16/11/2015

1. General information on the End FGM European Network

The End FGM European network (END FGM) is a European umbrella organisation set up by 11 national NGOs to ensure sustainable European action to end female genital mutilation (FGM).

Our Vision

A world where women and girls are empowered and free from all forms of gender-based violence, in particular female genital mutilation, where their voices are heard, where they can enjoy their rights and make informed choices about their lives.

Our Mission

The network creates an enabling environment for coordinated and comprehensive action by European decision-makers to end FGM and other forms of violence against women and girls. The network facilitates the synergy of diverse organisations and the active participation of rights holders and affected communities. The network provides space where member organisations can share their experience and diverse skills.

2. The END FGM Annual Programme 2015

The END FGM Annual Programme (AP) consists of an Operational Work Programme (OWP) with all 2015 core activities funded from an Operating Grant under the Daphne Programme (80% EC contribution and 20% END FGM co-financing), and the range of activities that END FGM carries out in parallel and that are financed through other sources. The latter are either projects co-funded by the European Commission under different funding programmes or other activities financed by unrestricted funds from private donors.

The Objectives of the AP 2015 are:

OBJECTIVE 1: RAISE AWARENESS OF FGM AND VAWG IN EUROPE

OBJECTIVE 2: CONTRIBUTE TO A BETTER UNDERSTANDING OF FGM IN THE EU

OBJECTIVE 3: PROMOTE SUSTAINABLE SOCIAL CHANGE TO PREVENT FGM

OBJECTIVE 4: ENSURE THE PROTECTION OF WOMEN AT RISK ON THE EU TERRITORY

OBJECTIVE 5: PROMOTE THE ELIMINATION OF FGM GLOBALLY

OBJECTIVE 6: DEVELOP A RECOGNISED AND SUSTAINABLE NETWORK AND STRENGTHEN THE CAPACITY OF MEMBER ORGANISATIONS

3. Purpose and scope of contract

The evaluation process constitutes an integral part of END FGM decision making and management as well as the entire process of democratic accountability. The most important aspect of the AP evaluation is that it will generate valuable information which will inform future planning, establishment of priorities and resource allocation. END FGM is committed to this approach in order to be able to demonstrate how we operate and how we deliver, but also in order to plan, anticipate and be as proactive and effective as possible.

The END FGM has developed a “Monitoring and Evaluation Plan 2015”, which defines the objectives and scope of the AP evaluation, presents the evaluation criteria and the indicators against which progress/achievement will be measured. The evaluation methodology and methods are also presented.

Evaluation activities are mainly undertaken internally by the END FGM Secretariat; however internal evaluation will be complemented by an external evaluation.

The purpose of this tender is to invite applications to carry out the external evaluation component.

4. Description of services

The subject of this contract is the external evaluation of the END FGM Network Annual Programme 2015.

The evaluation will focus mainly on the Operational Work Programme (OWP) with all 2015 core activities funded from an Operating Grant under the Daphne Programme.

Since the financing received by the Human Dignity Fund and the Wallace Global Fund was meant to support the core activities, the evaluation will by consequence address activities and expected results of these two specific funds.

The external evaluator/s is/are expected to use the following methods as defined in the END FGM “Monitoring and Evaluation Plan 2015”:

METHOD	STAKEHOLDERS INVOLVED IN ACTIVITY	EVALUATION CRITERIA
Desk review of documentation and other secondary sources	NA	Relevance, Efficiency, Effectiveness, Sustainability
Analysis of Membership Survey conducted by the Secretariat	Members	Efficiency, Effectiveness, Relevance, Sustainability
Observation at events on the 2 nd of December in Brussels	END FGM Secretariat and Board, Members, Participants from other stakeholders' groups	Efficiency, Effectiveness
Structured face-to-face or phone interviews (15)	END FGM Secretariat	Efficiency, Effectiveness, Sustainability
	END FGM Board members	Efficiency, Effectiveness, Sustainability
	Donors' representatives	Efficiency, Effectiveness, Relevance, Sustainability
	Relevant stakeholders	Effectiveness, Relevance, Sustainability

Deliverables

The service will be considered completed upon successful accomplishment of the following:

D1: Draft Evaluation Report which shall include:

- Analysis of programme against objectives, indicators and evaluation criteria
- Specific and workable recommendations for revision/extension/expansion/replication of current processes and activities.

D2: Final Evaluation Report, which in addition to the elements described for the draft report shall include in annex specific report related to each method used (interviews, observation, members' survey, documents).

5. Duration of the contract

The assignment shall start on 24 November 2015 and shall be completed by 31 January 2016.

The following deliverables shall be submitted to the END FGM Secretariat (Deadlines are defined based on contract starting on 24 November 2015):

D.1 Draft evaluation report	05/01/2016
D.2 Final evaluation report	31/01/2016

6. Participation in the tendering procedure

Eligibility criteria

The END FGM is seeking proposals from individuals with at least 5 years of proven successful experience in evaluation of organisational programmes in the field of women rights and/or violence against women (VAGW) in an EU context.

Knowledge and experience in one or more of the following areas is considered essential:

- Knowledge of the EU non-profit sector
- Knowledge of VAWG, gender issues
- Knowledge of EU institutions and decision and policy-making processes
- Expertise in evaluating annual programmes of NGOs.

Knowledge and experience in one or more of the following areas is considered an asset:

- Knowledge of FGM and of key policy and legal instruments related to FGM in a EU and international context

Language requirements

Applicants must be proficient in the English language particularly in written.

Selection procedure

Participation in this tendering procedure is open on equal terms to all natural and legal persons fulfilling the abovementioned eligibility criteria and language requirements.

The selection will be done based on expertise (75%) and price (25%).

All applicants will receive acknowledgement of receipt of their tender and will be informed of the outcomes of the selection process within two days following the deadline date.

7. Volume of contract

The maximum contract price is 4000 EUR including both fees and VAT.

Prices must be fixed amounts in Euro.

The amount of VAT should be shown separately.

8. Terms of payment

The full payment of the contract value agreed with the winning tenderer will be released by END FGM upon completion of deliverable D.2 Final Evaluation Report upon receipt of the following:

- Final Deliverable D.2
- Invoice

9. Quality issues

In delivering the service the consultant shall ensure the highest quality standards of which the END FGM shall be the sole judge.

10. Confidentiality

The tenderer undertakes that they will not at any time, either before or after the termination of this service, use or disclose or communicate to any person confidential information relating to the affairs of the END FGM. This restriction shall continue to apply after the termination of the service without limit in point of time.

11. Conflict of interest

To ensure the independence of terms of their contract, the winning tenderer will sign a declaration certifying that they have no conflict of interests in relation to the tasks to be undertaken and undertakes to inform the END FGM Network Coordinator should this status change

12. Tender submission

To be considered for this service, the tenderer with the required profile shall submit the following documents:

- CV
- 2 references with full contact details
- Examples of similar previous work.

The offer needs be submitted electronically in English by the 22th November 5pm (CET time) to Ms Liuska Sanna at lsanna@endfgm.eu