

Terms of Reference for the mid-term evaluation of the Project MIEUX II (*Migration EU eXpertise II*)

1. BACKGROUND

Migration EU eXpertise ‘MIEUX’ is a *Joint Initiative of the European Union (EU) and the International Centre for Migration Policy Development (ICMPD)*. This project builds on the outcomes and achievements of the first MIEUX project (2009-2011). It shares similar features and ambitions, however with a broader thematic scope and budget.

The **overall objective** of this project is to provide quick, tailor-made technical assistance to third countries to support **the enhancement of their capacities in all areas of migration management**. MIEUX technical assistance is provided to public authorities and institutions responsible for migration management at national, regional and sub-regional levels. Partner countries and regional organisations eligible for MIEUX technical assistance cover European Neighbourhood countries, and African, Caribbean and Pacific Countries (ACP), as well as countries of the EU Development Cooperation Instrument in South Africa, Latin America, Asia (including Central Asia and the Middle East). The peer-to-peer element of the project is insured through the deployment of active civil servants (experts) from EU Member States to transfer knowledge and knowhow to civil servants from beneficiary countries or regional organisations. Increasingly, “South-South” peer-to-peer technical assistance is being facilitated.

By implementing quick-reaction, short-term, capacity building technical assistance projects, MIEUX complements current mid- and long-term migration cooperation initiatives within the framework of the EU’s Global Approach to Migration and Mobility (GAMM). It also supports and kick-starts dialogue and cooperation between interested countries and the EU or EU Member States.

The project is a Targeted Initiative, funded through a Contribution Agreement managed under the Joint Management procedure, within the framework of the DCI-Based “*EU Thematic Programme on Migration and Asylum*”. The overall budget is € 4.5 million for the foreseen 3 years of its implementation (2012-2014). The initiative is implemented by ICMPD, an intergovernmental organisation specialised in the global phenomenon of migration. The project receives the guidance of a Project Steering Group (PSG) composed of ICMPD’s project team and representatives of the European Commission (DG DEVCO and DG HOME), the European External Action Service.

ToR MIEUX II Mid-Term Evaluation			Distribution:	
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Name	JF			

Under **MIEUX I (2009-2011)**, the project received 50 requests, covering more than 60 countries. 29 of these requests were approved and began by December 2011 the closing month of MIEUX I. All requests focussed on irregular migration management, as per the MIEUX I thematic scope. An internal EU evaluation of the implementation of MIEUX I was launched in 2011, targeting mainly the EU Delegations, and gathering their assessment of Action evaluations.

Since the launch of **MIEUX II in January 2012**, 28 new requests have been received, with 40% of these requests focusing on “new” MIEUX areas (legal migration and migration and development).

After this first phase of launching and recentering experienced in 2012, the project has reached its full maturity. However, before reaching the half-way point of its implementation period (summer 2013), it has to be submitted to a light, but comprehensive, external evaluation, and able to draw some lessons that could still be applied before the final completion of the project. The Action Fiche of the project **MIEUX II (DCI-MIGR/2011/280-403)** foresees explicitly *“a mid-term evaluation (...) will be catered for under the project budget. The mid-term report will also include an evaluation of the results of the intervention and take corrective measure if needed in order to ensure continuous relevance and results. It will be based on the monitoring data collected as well as on the feedback from target groups and beneficiaries of the Initiative” (Contract DCI-MIGR/2011/280-403, Annex I, P.29)*

2. DESCRIPTION OF THE ASSIGNMENT

2.1 Objectives

The main aim of the evaluation is to provide the ICMPD project team as well as EU institutions with sufficient information to:

- (a) Evaluate how MIEUX is currently managed and how it could be improved
- (b) Make an assessment of the performance of the project, paying particular attention to the results and outcomes of individual technical assistance Actions against their objectives
- (c) Evaluate the relevance of MIEUX in the EC development/migration assistance context (complementarity; pilot aspect; initiating dialogue etc).

The evaluation shall be based on objectivity, credibility, providing lessons and operational recommendations, and identifying areas for improvement, all to enable ICMPD to take corrective measures aimed at a better achievement of the project’s objectives and priorities, and ultimately at improving cooperation with third countries and EU institutions.

2.2 Scope of the Evaluation

The evaluation will cover **the period from January 2012 onwards**. However, attention will be paid to how lessons learnt from the implementation of MIEUX 1 (2009-2011) have been translated in the new project. In addition, for the sake of coherence, Actions that started before 2012 and have still been implemented since then might be subject to a more thorough assessment. This will include the recentering of the project following the conclusions of the September 2012 Project Steering Group meeting.

The **geographical scope** for this evaluation is the same as the project's geographical scope: all countries/regions covered by EU technical cooperation instruments (DCI, EDF, ENPI). EU Member States, to the extent of their involvement in the knowledge transfer (experts, study visits), would also be part of the scope.

3. METHODOLOGY

3.1 Management and Steering of the Evaluation

The evaluation will be managed by the ICMPD mission in Brussels, and more precisely by the MIEUX project team.

To this end, the evaluation shall:

- (a) Assess the overall management of the project in delivering the results identified in the Project Action Fiche and thematic programme strategic framework and legal basis
- (b) Evaluate the delivery of individual actions against the objectives set in the Actions Fiches.
- (c) Propose improvements for the project's implementation mechanisms, and its monitoring and evaluation tools.
- (d) Assess the complementarity of MIEUX Actions against EU development and migration policies.

In particular, the requested services will include:

- An assessment of the set up for the programme
- An assessment of the design and implementation of the technical assistance actions
- An assessment of the impact of the Actions on partners and the final beneficiaries
- An evaluation of the functioning of the experts' management mechanism (EMM)
- An evaluation of the peer-to-peer dimension of the project
- Recommendations for the remaining implementation period of the project.

The experts are required to use their professional judgement and experience to review all relevant factors and to bring these to the attention of ICMPD.

3.2 Evaluation process

The evaluation will be carried out over 3 phases, respectively an **inception phase**, an **implementation phase** and a **reporting phase**.

a. Inception Phase (approximately two weeks):

During the inception phase, the experts shall review all the documentation (as listed in Annex I), as well as documents shaping the wider strategy/policy framework in order to become more acquainted with the nature of the MIEUX programme. Subsequently, a meeting will be organised in Brussels between the evaluation team and the MIEUX project team to discuss in more detail the assignment and the ToRs. This meeting will also be the occasion to illustrate in greater detail what the implementation phase will consist of (and to bring additional input that could ease the work of the experts). On the basis of the information collected, the evaluation team should prepare an inception report that would include:

- Comments on the logical framework and Action Fiche structure
- Comments on the issues/evaluation questions suggested (see Annex 2; section 3) or, where relevant, propose an alternative or complementary set of evaluation questions, justifying their relevance
- Proposals for a work plan for the evaluation, including criteria for selecting priority Actions for further assessment and possible field missions (maximum 3 field missions)
- Confirmation of the final time schedule and definition of the criteria for identifying priority countries that shall be subject to field visits

At the end of the inception phase, the evaluation team will present to ICMPD an inception report outlining indicative methodology to the overall assessment of MIEUX (by email). This document will be reviewed and endorsed by ICMPD providing all necessary comments and remarks if any.

b. Implementation phase (desk study and field visits) - approximately 6 to 8 weeks:

The implementation phase should start upon approval of the inception report. The implementation phase is distributed between a general desk study (home-based), interview of a sample of beneficiaries and experts (the criteria for their selection to be finalised during the inception phase) and field visits to **two or three countries/regions** that have benefited from MIEUX technical assistance (the criteria for identification of these countries/regions will have to be jointly agreed during the inception phase). The evaluation team should:

- Carry out the interviews in Brussels
- Carry out all the relevant analysis as regards the:
 - MIEUX project management set-up
 - Experts' management mechanism (EMM)
 - Action Fiches
 - Expert Action Roster
 - The role of the Project Steering Group
- Submit its detailed work plan with an indicative list of people to be interviewed, surveys to be undertaken, dates of visits, itineraries, and names of team members in charge. This plan has to be applied in a way that is flexible enough to accommodate any last-minute difficulties in the field. If any significant deviation from the agreed work plan or schedule is perceived as creating a risk for the quality of the evaluation, this should be immediately discussed with the project team. During the missions in the field, the experts will:
 - (a) Hold a briefing meeting with the requesting authority and with the EU Delegation in the first days of the field visits. Each field mission will last no more than 5 days (including travel days).
 - (b) Ensure adequate contact and consultation with, and involvement of, the different stakeholders, working closely with the relevant government authorities and agencies during their entire assignment. Use the most reliable and appropriate sources of information and will harmonise data from different sources to allow ready interpretation.
 - (c) Produce short mission reports to the MIEUX project team within 5 days of the end of the field mission.

In addition to the field visits, the evaluation team will study all documentation available regarding the project's activities.

c. Reporting phase:

On the basis of the information collected during the previous phases, the evaluators will synthesise the information, and draw conclusions and recommendations in a final report (draft and final versions).

The final report should follow a structure to be defined during the inception period and take account of the comments received during debriefings with the EU Services and MIEUX Project Team. On the basis of the comments expressed by the EU Services and ICMPD staff, the evaluation team shall make appropriate amendments and submit the final version of the final report.

The final report should include a reader-friendly executive summary and clearly account for the observations and body of evidence on which the findings are made so as to support the reliability and validity of the evaluation. The final report should reflect a rigorous, methodical and thoughtful approach.

The final version of the final report shall be presented in a way that enables publication without any further editing. The final report should have a maximum of 40 pages without the annexes and must be submitted in both electronic and paper versions (10 hard copies).

If no further comments from ICMPD on the final report have been received within 15 days after receipt of its last revised version, the final report is considered accepted.

All the documents required in this ToR shall be written in English.

4. EVALUATION QUESTIONS

Specifically, the evaluation will address the issues below which refer to four of the five evaluation criteria (relevance, effectiveness, efficiency, sustainability and impact) endorsed by the OECD-DAC.

Relevance

- To what extent was the project suited to the priorities and needs of the beneficiaries?
- To what extent are the objectives of the programme still relevant?

Effectiveness and Sustainability

- To what extent did the project contribute to the enhancement of the capacities of public authorities to effectively manage migration, including through the development of legislation and policy-related documents?
- Considering the nature of the project and the issues that it aims to address, to what extent can the current methodology be considered as the correct method to ensure the implementation of its objectives?
- When engaging in a capacity building process, to what extent has this been sustainable?
- How did the project contribute to support policy reforms and/or capacity building?
- What has been the impact of the commitment and/or capacities of beneficiary administrations on the actual Actions' outputs?

Implementation process

- How satisfactory has been the involvement of beneficiary partners at the Action Fiche drafting stage? And during the implementation of the Action?
- Is the Experts' Management Mechanism efficient enough to provide the relevant expertise and support the experts' involvement?

- To what extent is the monitoring mechanism of EU MS experts' work adapted? If weaknesses are identified, how could the project team cover the gaps?
- To what extent are the experts properly briefed about EU policy frameworks before participating in the implementation of an Action? Do they understand the implications of the peer-to-peer approach?
- Is the contribution of experts satisfactory? Does their involvement fit their ToR? How could this be strengthened?

Impacts/Outcomes

- To what extent has the project contributed to improve the understanding of migration-related challenges in the beneficiary countries/regions?
- To what extent are EU priorities and strategy understood by the beneficiaries?
- To what extent has the project promoted dialogue and developed activities involving other stakeholders, including other EU MS and international organisations?
- To what extent did the project implementation contribute to raise the awareness of European civil servants and policy makers to the complexity and different facets of the migration phenomena?

5. REPORTING REQUIREMENTS

All reports must match quality standards. The text of each report should be illustrated, as appropriate, with maps, graphs and tables.

The evaluation consultant/ evaluation team will submit the following reports:

- Inception report
- Draft Final Report and Final Report (including an Executive Summary)

All reports have to follow the structure agreed upon with ICMPD during inception phase.

Working language(s)

The working language of this evaluation and all reports will be English, although some documents transmitted for analysis could be in English, French, Portuguese or Spanish. Neither interpretation nor translation is foreseen.

6. QUALIFICATION OF CONSULTANTS

The team of experts must have an in-depth knowledge of migration and development issues and a good knowledge of project management and evaluation methodology. Experience in similar assignments is considered a strong asset.

The assignment is to be executed by a team comprising two (2) experts who should have the following profiles and experience:

- Each expert must have a University Degree or equivalent Higher Education;
- The experts must have some relevant knowledge in most of the following fields: management of labour migration, links between migration and development, prevention and control of illegal immigration, readmission of illegal immigrants, fight against the smuggling of and trafficking in human beings, improvement of capacities in the areas of border, visa and passport management and security of documents, protection of migrants against exploitation and exclusion, promotion of asylum and international protection, support to the improvement of reception conditions and local integration.
- The experts must have some relevant knowledge of the general situation in the following regions as regards migration and asylum, including political and legislative context: Southern Mediterranean and Middle East, Eastern Europe, Southern Caucasus, Central Asia, Balkans, Turkey, Asia, ACP-Countries, Latin America;
- The experts must have experience with the evaluation of EU funded programmes; experience in evaluation of Migration and Asylum projects is considered an advantage; he/she must have knowledge of the European Commission funding rules and procedures for external cooperation programmes;
- The experts must have excellent English drafting skills. French and Spanish would be considered as an important added value.

Key expert 1 (indicative number of working days: 20)

Key expert 1 will be responsible for the overall management of the evaluation, the collection and analysis of data (notably the conducting of interviews with stakeholders) and reporting. He/she should have the following qualifications:

- Minimum of 10 years of proven experience in the evaluation of international projects;
- Sound knowledge of different evaluation approaches, and qualitative and quantitative evaluation methods
- Experience in the field of migration (at least 5 years)
- Previous work experience with international organisations and international projects.

Key expert 2 (indicative number of working days: 15)

Key expert 2 will have to support key expert 1 with data collection, analysis and reporting. He/she should have the following qualifications:

- Minimum of 5 years experience in the evaluation of development cooperation projects.
- Proven knowledge/experience in the field of Migration Policy.

7. TIMING DURATION AND LOCATION

The evaluation will be home-based, with travel required to some MIEUX beneficiary countries. Interviews with stakeholders and experts will take place by telephone, email, Skype, etc.

Evaluation reports should be submitted according to the indicative table below:

Report	Date
Inception report	End of September 2013
Draft final report	End of November 2013
Final report	End of December 2013

8. BUDGET

For the evaluation an overall budget of **€ 30,000** is available. This amount represents a lump sum which covers fees as well as all other costs incurred in connection with this assignment, including field trips to two/three countries and required travel to Brussels, if needed.

9. SUBMISSION OF AN OFFER

1/ Understanding of the assignment

This part should summarise the most important aspects of the evaluation as perceived by the tenderer.

2/ Approach and methodology

In this part, the tenderer should explain the way in which he/she proposes to perform the evaluation. This entails a clear description of the methodology that the tenderer proposes to use, including a rough work programme explaining the way in which he/she proposes to perform the assignment, in line with all relevant specifications of the ToR. It should include a description of the tasks, an indicative work schedule and of the resources that will be used to carry out the evaluation.

3/ CVs

This part must include the curriculum vitae of the two key experts (whatever their status and/or contractual link with the tenderer) who will actually perform the tasks of this assignment. In particular it must be demonstrated that the person(s) has (have) the necessary skills to perform all tasks in line with the task specifications as well as the qualifications outlined in the ToR.

4/ Request for Quotation

The tenderer must fill in the Request for Quotation form (available below) with the offer. The form must be signed and dated.

10. DEADLINE AND ADDITIONAL INFORMATION

Persons interested in this assignment must submit an offer not later than close of business **19 August 2013**, to the following e-mail address: mieux@icmpd.org, with a copy to julien.frey@icmpd.org

Offers must be signed by the tenderer or his/her duly authorised representative.

The contract will be awarded according to the following criteria:

- Clarity and presentation of the proposal
- Appropriateness of qualifications
- Methodology including work programme and time schedule

Tenderers will be informed whether their offer has been accepted or rejected.

REQUEST FOR QUOTATION
Project Evaluation

To:

Company name:	
Contact person:	
Address:	
Email:	
Telephone:	
Fax:	

Reference: *MIEUX II Project*
Services/supplies/works to be procured: *Project Mid-term Evaluation*
Deadline for submission: *19 August 2013, Close of Business*

ICMPD hereby invites you to submit your quotations for the following services as per the conditions stipulated below and in the Terms of Reference.

Services: Mid-term Evaluation of MIEUX II Project

Type	Total Price in EUR
Project Evaluation	

If you are using local currency please note that ICMPD use the official European Commission monthly exchange rate <http://ec.europa.eu/budget/inforeuro/index.cfm?fuseaction=countries&Language=en>

Conditions

All prices should be VAT excluded and free of taxes

Please specify:

Validity of quotation	
Cancellation Policy	
Payments Conditions	
General conditions	<u>To be annexed if any</u>

Other comments

Vendor's declaration:

By submitting this offer, the undersigned authorised representative confirms to be free of any conflicting interests and to adhere to ethical behaviour and anti-corruption practices.

Signature/Name

Position/Organisation

Date