

EPIC Project: Evaluation & Monitoring

Call for External Evaluators

The EPIC project

The EPIC project, European Platform for Integrating Cities, is a 3-year EU-funded project (DG Migration and Home Affairs) under the AMIF programme, Asylum, Migration and Integration Fund (AMIF) coordinated by ALDA addresses the challenges of the integration of migrants by targeting **medium-sized cities** that have the need to develop expertise in areas such as housing, labour integration, integration policy or counter-narratives, and at the same time want to lend their expertise to support their counterparts in other LAs. This will allow a transfer of knowledge and know-how among Local Authorities with different degrees of experience and support a direct peer-to-peer practical learning that foresees exchange of knowledge, skills, and personnel on migrant integration matters. Furthermore, this approach will generate a tight-knit network of self-sustaining local authorities providing successful and efficient integration services.

The EPIC project sees ALDA as the Lead Partner and the involvement of 15 other partners: 7 NGOs, specifically Associazione ADL Zaidovici, Cooperazione Studio e Progetto 2, Symbiosis, Jesuit Refugee Service Portugal, Jesuit Refugee Service Croatia, Kitev, Solidaridad sin Fronteras (officially representing an additionally Municipality) and 6 LAs, in particular the Municipality of Brescia, the Municipality of Ioannina, the City of Lisbon, the Municipality of Oberhausen, the Municipality of the city of Gdansk, the Municipality of Sisak; in addition, the project will involve the University College London and the European Association for Information on Local Development (AEIDL) as cross-cutting partners.

The project started in January 2020 and will end in December 2022 and includes 6 Work Packages.

Purpose of the evaluating & monitoring

The evaluation & monitoring expert/team of experts will be involved in the project EPIC, to support the co-applicants to understand, ensure, monitor and evaluate the overall **impact of the project**, being also involved in the planning of its follow up (after 2022).

The evaluation and monitoring team will support the EPIC's consortium to reach the objectives of the project, by providing professional and expert advice for the timely and efficient implementation of its activities.

Implementation guidelines and monitoring reports shall be drafted in cooperation with the co-applicants of EPIC, including qualitative and quantitative indicators that will allow measuring the project's impact during and after its implementation.

In particular, in order to ensure objectivity in the part of the evaluation concerning the process of interaction between partners and the final impact on beneficiaries, the external evaluator(s) has been foreseen for the following tasks:



- *Evaluate and stimulate the partnership in terms of:*
 - Roles and tasks division within the project
 - Level of engagement, contribution and mutual support of each partner in the different phases of it
 - Quality and coherence of the implementation of the actions foreseen in the project
 - Effectiveness of communication and decision-making process inside the consortium
 - Working methods and conflict management within the consortium
- *Evaluate the real impact on beneficiaries in terms of*
 - Concrete results in relation to the aims of the project
 - Local impact of practices experimented
 - Real commitment of the beneficiaries towards the project phases
- *Evaluate the success of the transnational cooperation throughout the*
 - Assessment of the effectiveness of the project against its objectives
 - Real achievements of the international project
 - Dimension of results reached at all levels by the project
 - Usefulness of the resources provided by the project
- *Contribute to the final report*

Requirements of the Expert(s)

In order to accomplish the mission, the external evaluator(s) is requested to participate for all the duration of the mid-term evaluation meeting and of the final evaluation meeting.

Reactions by e-mail or Skype within the 72 hours after a direct request of advice from the members of the consortium are requested to the external evaluator(s).

The external evaluator will:

- Take all the measures to prepare, implement and manage correctly the tasks and the missions assigned
- Communicate to ALDA all the information, documents and suggestions essential or necessary for the execution of the activities
- Fulfil the timesheet and report requested by ALDA necessary for the reporting activities

The Evaluation Process

It is intended to appoint an evaluator or an evaluation team as soon as possible and before the end of May 2020, that will follow and monitor the EPIC project during its entire implementation (2020-2022) and at least one month after the end of the project ensuring a monitoring and evaluation of its impact and supporting the consortium in fulfilling the objectives of the project.

The evaluation & monitoring expert(s) will participate in the international events foreseen by the project, monitoring the implementation of the activities and designing the evaluation methodology. In the following table, an indicative (non-exhaustive) list of the EPIC events in which the evaluator will be required/invited to be present (travel costs may be covered by the project):

<u>Indicative (and non-exhaustive) list</u>			
Event	Date	Country	
Identification of Priorities meeting	September 2020	Alcorcòn, Spain	*
SC Mid-term meeting and International Path Meeting	June, 2021	Sisak, Croatia	**



SC Monitoring meeting	December 2021	Oberhausen, Germany	*
International Path Meeting	March 2022	Lisbon, Portugal	*
SC Monitoring meeting	June 2022	Gdansk, Poland	*
SC Final meeting and International Path Meeting	December 2022	Brussels, Belgium	**
* presence of the external evaluator is recommended			
** presence of the external evaluator requested			
Events taking place at National and Local level (in the countries of the co-applicants) may be also included in the list of events where the evaluator's presence and participation will be required/recommended			

Applicant Profile: Capacity, Skills, Experience and Knowledge

We are looking for professionals (organisations) who can demonstrate:

- evaluation experience in relation to multi-stakeholder partnerships
- evidenced experience of working with European programmes
- excellent research and analysis skills
- excellent communication skills
- ability to draft qualitative reports in English

Evaluation Content

The evaluation and monitoring work will address the issue of whether and to which extent the project is meeting its objectives and will measure its impact throughout its implementation period.

The expression of interest shall be structured as follows:

- Presentation of the expert/team of experts and past relevant experience/references about similar tasks and assignments, especially related to EU projects under the AMIF program (2 pages)
- Presentation of the methodological approach for the monitoring and evaluation of the project (max 4 pages)

Budget

A budget of maximum EUR 10.000 VAT included is foreseen for the task. This open call for expression of interest is launched to constitute a pool of experts to be assessed and contacted for further information if pre-selected.

Deadline

Proposals including a concept note (max 7 pages) and budget should be sent by email to dolinda@aldaintranet.org as soon as possible and before the 15h of June 2020 the latest.



ALDA will have the final decision on the choice of the external evaluation and its verdict will be unappealable.

For further information, please contact Dolinda Cavallo (dolinda@aldaintranet.org)

A detailed summary of the EPIC project is available and can be requested by email



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