

EV4U– HO & SO

Terms of Reference for an external evaluation

BACKGROUND

The “EU Aid Volunteers for You” (EV4U) projects are two capacity building and technical assistance projects, implemented as part of the [EU Aid Volunteers initiative](#) (EUAVI). The objective of this initiative is to support European volunteering as a means to strengthen the Union’s capacity to provide needs-based humanitarian aid aimed at preserving life, preventing and alleviating human suffering and maintaining human dignity, and to strengthening the capacity and resilience of vulnerable or disaster-affected communities in third countries.

In this framework, the European Union has provided funding to support actions aimed at strengthening the capacity of prospective volunteer hosting organisations to prepare and respond to humanitarian crises. In addition, it has provided funding to support actions aimed at strengthening the technical capacity of prospective volunteer sending organisations, to participate in the EU Aid Volunteers initiative.

The partners in this joint-project are:

1. EV4U – Hosting Organisations (HO)

- Coordinator: La Guilde Européenne du Raid (France)
- Partners: Comhlámh (Ireland), Action Aid Hellas (Greece), ActionAid Myanmar (Myanmar), Mano a Mano (Peru), ANVT (Togo)
- Associate partner: France Volontaires

2. EV4U– Sending Organisations (SO)

- Coordinator: La Guilde Européenne du Raid (France)
- Partners: Comhlámh (Ireland), FEC (Portugal), SOS Malta (Malta), SUAS (Ireland)
- Associate partner: Hellenic Platform

MAIN OBJECTIVES OF THE PROJECT

As with all EUAVI projects, the main objective of the EV4U project is to strengthen the capacities of sending and hosting organisations intending to participate in the EU Aid Volunteers Initiative, and to ensure compliance with the standards and procedures regarding candidate volunteers in order to apply for certification, which is required to deploy EU Aid Volunteers.

1. EV4U-HO

The specific objectives of this project are to:

- Strengthen the capacities of hosting organisations intending to participate in the EU Aid Volunteers initiative.
- Ensure compliance with the standards and procedures set for hosting organisations in the EUAV Initiative, in order to undergo certification.
- Bridge gaps between organisations specialised in volunteer management and those specialised in humanitarian aid, while strengthening links between EU and non-EU organisations.

The main activities of this project are the following:

Activity
3 Consortium meetings (Paris, Athens, Dublin)
Training on Duty of care & safety and security measures + Data protection
Training on Disaster Risk Management, preparedness and response / LRRD + Volunteer in crisis
Training on Volunteer management
Long-distance mentoring and exchange on duty of care and safety and security
Long-distance mentoring and exchange DRM/LRRD training
Work on certification application + Long-distance mentoring and exchange on certification
Experience-sharing workshop on Volunteer management
Experience-sharing workshop and final evaluation on Duty of care & Safety and security measures
Drafting and editing of a "How to" guide to certification
Events/meetings with ECHO/EACEA
Follow-up and monitoring visits to partners (by the coordinating organisation)
Dissemination events organisation/participation - Partner's cities

2. EV4U-SO

For the EV4U-SO project, the following specific objectives have been defined:

- Strengthening the capacities of sending organisations intending to participate in the EU Aid Volunteers initiative.
- Ensuring compliance with the standards and procedures set for sending organisations in the EUAV initiative, in order to undergo certification.
- Bridging gaps between organisations specialised in volunteer management and those specialised in humanitarian aid, while strengthening links between EU sending organisations.

The main activities of this project are the following:

Activities
3 Consortium Meetings (Paris, Athens, Dublin)
Training on Duty of care & safety and security measures
Experience-sharing workshop/training on Volunteer management
Drafting and editing of a "How to" guide to certification
Long-distance mentoring and exchange on Duty of Care and safety and security measures
Experience-sharing workshop and final evaluation on Duty of care & Safety and security measures
Work on certification application +long-distance mentoring and exchange on certification
Follow-up and monitoring visit to partners by coordinator
Events/meetings with ECHO/EACEA
Training on Disaster Risk Management, preparedness and response / LRRD + Volunteer in crisis
Long-distance mentoring and exchange on DRM/LRRD training
Dissemination events organisation/participation - Partners' cities

RATIONALE AND SCOPE OF THE EVALUATION

Purpose

The purpose of the evaluation is to generate lessons learned and recommendations regarding the relevance and the effectiveness of the EV4U projects. It is intended to assess the relevance,

performance, and success of the project, including potential impact and the sustainability of the results. The evaluation shall also identify lessons learned and make recommendations that partners and stakeholders might use to improve the design and implementation of future projects, and which are expected to feed into the final report of the project to be submitted to the European Union by the coordinating organisation.

Scope

The evaluation shall cover the project design and its implementation, the partnerships created through this project, and the results and impact of participating in the project and the EUAV initiative. The evaluation shall cover the period between January 2017 and mid-October 2018.

The evaluation shall include the following main tasks:

- Assess the project design, in terms of its **overall relevance** and its **added value** to the organisations involved, and the **sustainability** of its outcomes.
- Assess the **relevance and effectiveness** of the project's **strategy and approaches** for the achievement of the project objectives.
- Assess the **performance of the project** in terms of effectiveness, efficiency, and timeliness of producing the expected results and meeting the project's objectives.
- Assess the quality and timeliness of the **reporting and monitoring** systems, and the extent to which these have been effective.
- Assess effectiveness of the **communications, dissemination, and visibility** activities.
- Assess the **underlying factors** beyond the control of the coordinating organisation or the project partners that affect the achievement of the project objectives.
- Assess the **overall impact of participating** in this project for the organisations involved.
- Provide **recommendations** to the coordinating organisation, project partners, and key stakeholders.

Methodology

The evaluator(s) will be expected to:

- Review all the documentation related to the project and its activities.
- Undertake in-person, telephone and/or Skype interviews with partners and the coordinating organisation. The in-person interviews can take place at a consortium meeting in Dublin on 9&10 October 2018. The evaluator is expected to present the scope of the evaluation and their methodology to partners at that meeting.
- Submit the deliverables detailed in these Terms of Reference.

EXPECTED OUTCOMES

The main outcome of this evaluation will be an Evaluation Report, to be drafted in English. The following deliverables are expected:

- Draft report: A report containing the findings of the research and interviews, as well as a series of initial observations and recommendations.
- Revised Draft Report: A report taking into account the coordinating organisation's comments.
- Final Evaluation Report: A report containing all findings, observations, conclusions and recommendations. This report should not exceed 25 pages (excluding annexes), including:
 - o Executive summary (3 pages maximum)
 - o Table of contents and glossary of terms and acronyms
 - o Project description/background
 - o Evaluation purpose and methodology
 - o Findings
 - o Lessons learned
 - o Recommendations

- Annexes (including interview list, key documents consulted, etc.)

TIMELINE

The evaluation is expected to start on 3 September 2018. The final report must be delivered by 20 November 2018.

- Call for tender launch: 1 July 2018
- Deadline for reception of quotes: 30 July 2018, noon (Paris time)
- Tentative evaluation starting date: 3 September 2018 (to be fixed with the evaluator).
- Presentation and interviews in Dublin, Ireland: 9&10 October 2018.
- First draft of report/meeting with coordinator: 26 October 2018
- Delivery of final report: no later than 20 November 2018

DESIRED PROFILE

- Strong knowledge of humanitarian aid, with a strong background/knowledge of EU financing and procedures.
- Knowledge/background of international (development/humanitarian) volunteering highly desirable.
- Understanding of EU Humanitarian Aid policies and programmes, experience designing, implementing and/or evaluating European humanitarian/development projects.
- Proven experience in project evaluation and excellent drafting skills.
- Fluency in English and French is required.

BUDGET

The budget proposal should not exceed €10 000 (ten thousand euros) all charges included. The 2-day attendance at the consortium meeting in Dublin, Ireland, 9-10 October 2018, is to be included in the offer.

SUBMISSION

Interested candidates are invited to submit their proposals by 30 July 2018, noon (Paris time), by email. Only shortlisted applicants will be contacted by La Guilde.

Proposals should include:

- A detailed narrative proposal explaining the approach, methodology used, deliverables
- A detailed planning of activities planned
- A detailed budget
- CVs of consultant(s)

CONTACTS

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La Guilde is committed to equal opportunity contracting and employment and does not discriminate in its selection and employment practices. All qualified applicants will receive equal consideration.