

Brussels, 9<sup>th</sup> July 2020

## Invitation to Tender for Consultancy Services

Eurocarers invites tenders from **experienced consultants** to establish a framework agreement for the provision of **Evaluation services regarding the activities of our network in the area of advocacy and policy communication.**

[Eurocarers](#) is designed as a platform for collaboration, support, exchange, awareness-raising and policy change. It brings together carers' organisations as well as relevant universities & research institutes interested and involved in care and caring. Our collective efforts seek to ensure that the existing and growing care needs of the European population are addressed in a universal and equitable way and that the essential contribution of unpaid/informal carers in the provision of care is valued, recognised and supported in order to prevent the negative impact of care on carers themselves (in terms of access to employment and education, social inclusion and poverty, health outcomes, etc.)

Our Brussels-based secretariat is funded in the main through Membership fees and EU project contracts. We require temporary external support to help us assess the effectiveness of our work, measure its impact and foster continuous improvements. Based on the offers received, Eurocarers will establish a shortlist of external experts who meet the evaluation criteria. The framework agreement will be for a maximum duration of 3 years, subject to annual renewal.

All details are included in the document below. For more information, please contact [Riika Lempiainen](#)

**The deadline to submit the tender is on Friday 4<sup>th</sup> September 2020 at 12pm.**

## Eurocarers external evaluation

### Terms of reference

#### **I. Background**

Eurocarers benefits from a four-year partnership agreement signed with the European Commission for the period 2018-2021, under the Employment and Social Innovation (EaSI) Programme. This agreement (2018-2021) greatly contributes to positioning Eurocarers as a prominent knowledge-broker on the issues of care and caring in Europe. In order to maximise the impact of our work, Eurocarers is now seeking an external expert to conduct an independent evaluation exercise, leading to both a qualitative and quantitative assessment of progress made through our EaSI-funded activities since 2018.

This document defines the framework for the expected evaluation. **Consultants are invited to respond to the call for tenders by submitting a summary of their experience accompanied by a CV, a brief description of the methodology envisaged for the evaluation as well as a budget by the 4<sup>th</sup> September 2020 at 12pm.**

#### **II. Objectives**

The purpose of this external evaluation is to review Eurocarers' work to date in relation to the partnership agreement signed with the EC for the period 2018-2021. More specifically, the evaluator will be expected to assess:

- The impact of our action to build bridges between EU and national policy developments of relevance to informal carers; and
- Our efforts to improve the structure and management of our network.

The evaluation will run in parallel to the delivery of the project and the independent evaluator is invited to conduct a participatory process. The evaluation report should highlight the strengths and weaknesses of Eurocarers' work under the EaSI programme since 2018, and make recommendations to improve our work in the future.

The report should therefore be structured around the following elements:

- 1) Evaluation of EaSI work programme to date
- 2) Input recommendations into implementation of 2021 work programme (and beyond)
- 3) More general review of governance structures and strategic direction of Eurocarers

### III. Evaluation indicators

The evaluation of the EaSI work programme will be structured according to the organisation's quadrennial strategic action plan, taking into account the specific objectives set up by the European Commission, the strategic objectives of the organisation and the activities planned.

Alongside an evaluation of whether these indicators are being achieved, questions to be asked will include:

- Are these the right indicators for success? Would other/additional indicators be relevant?
- Is Eurocarers on track to reach its objectives?
- If not, what could be changed to make this possible?
- What lessons can be learnt to maximise our influence beyond 2020?

The second element of the evaluation will also consider:

- Ways of improving Eurocarers' collaboration with potential (private) sponsors, in full compliance with the organisation's [ethical guidelines](#);
- The translation/coordination of Strategies between the secretariat and our network (top-down/bottom-up)
- The quality and attendance of our capacity-building events (Study Visits and other events)
- How much have Eurocarers engaged members on EU?

### IV. Methodology and Approach

The evaluation will consist of the following phases:

- Planning and design;
- Collection and analysis of the data, including through semi-structured interviews and document review;
  - This phase of the evaluation process will mostly consist of a document review exercise, to be supplemented by interviews with key Eurocarers secretariat staff. Documents to be reviewed will include the work programme, internal governance documents, and all materials and written output produced under the framework of the contract, including agendas and minutes of meetings, internal and external communications materials, training materials and outputs, as well as policy analysis, briefings, and recommendations documents.
- Identification of evaluation findings, conclusions and recommendations;
- Preparation of report containing the findings of the evaluation.
  - The evaluation report of the work programme under the EaSI Programme will comprise of reviewing the extent to which the work programme has been fulfilled, through an examination of the outputs produced under the contract.

Furthermore, the consultant will also undertake a more qualitative review of Eurocarers' governance and strategy, focusing upon strengthening Eurocarers' organisational capacity and the advocacy and campaigning skills of members.

## **V. Budget and Deliverables**

Consultants are expected to submit a detailed offer on the basis of the terms of reference defined in this document, including a CV and a short presentation of their approach to evaluating NGOs.

**The deadline to submit the tender is on Friday 4<sup>th</sup> September 2020 at 12pm.**

For more information, please contact [Riika Lempiainen](#)