

TERMS OF REFERENCE FOR EXTERNAL EVALUATION

FOR THE PROJECT

“MISTO AVILEAN (in romani, Welcome) Migration = Integration: Service Transfer Optimisation — MISTO” funded by the European Union, “Rights, Equality and Citizenship Programme (2014-2020)”

1. Presentation of Terre des hommes

Terre des hommes (Tdh) is the leading Swiss child relief agency. Founded in 1960, we are committed to improving the lives of millions of the world's most vulnerable children. Through our innovative protection and health projects, we provide assistance to over three million children and their families in almost forty countries each year. In Europe, Tdh intervenes directly or indirectly in many countries, relying on teams based in Budapest, Albania, Greece, Kosovo, Romania, Moldova and Ukraine.



In Romania, Terre des hommes (Tdh Ro) has been active since 1992. For the past few years, the delegation has been working on three main intervention areas: (1) Strengthening child protection and juvenile justice systems, (2) Protection of children affected by migration/trafficking, and (3) Social inclusion of minorities. Every year thousands of children and their families benefit from projects implemented either at a national or regional level.

The project “MISTO AVILEAN” is part of the second intervention area: (2) Protection of children affected by migration/trafficking, tackling the obstacles faced in school education by Roma children on the move, when accompanying their parents to other EU countries, especially France and Spain, in seasonal or temporary migration.

2. Context

The migration of Romanian Roma increased after Romania joined the EU in 2007. In 2012, about a quarter of Roma households were found to have experienced travelling or living abroad, while over 60% of these had made a choice to move. Most migration is circular, consisting of short periods of time (3-6 months) abroad (mostly to Spain and France), followed by returns in Romania. Within the migrating population, the 2012 research found that there was a high percentage of minors (17%).¹ Together, these elements point to the disrupted character of the educational process for Roma children engaged in migration between Romania, Spain and France.² Studies indicate difficulties related to transnational cooperation between schools³, amounting to returning Roma children not being able to register in schools in Romania due to lack of documentation and evidence of their previous educational achievements in migration destinations. Similarly, hosting schools in destination countries may invoke the lack of language skills of Roma children to justify their non-enrolment. Racist attitudes persist against the Roma in the destination countries for Roma migration. The Roma are perceived in negative terms by 41% of the population in Spain⁴ and 66% in France⁵.

¹ Soros Foundation report, *Roma Situation in Romania. Between Inclusion and Migration*, (2012, p.203, p.206, p.207)

² UNDP, *Migration of Roma and non-Roma from Central and Eastern Europe*, 2013, p. 95-96)

³ 2009, OSCE, report on *Recent Migration of Roma in Europe* <https://www.osce.org/hcnm/78034?download=true>

⁴ University of Granada within the EU funded MIGROM project (*The Immigration of Romanian Roma to Western Europe: Causes, Effects and Future Engagement Strategies*)

⁵ CDERE, *L'Ecole impossible?*, 2016

Project description

Title: “MISTO AVILEAN (in Romani, Welcome) Migration = Integration: Service Transfer Optimisation — MISTO” funded by the European Union through “Rights, Equality and Citizenship Programme (2014-2020)” Programme

Start and End date – duration: 24 months, from 1st of November 2018 to 30th of October 2020, with anticipated extension until 28 of February 2021

Total budget: 454,332.90 EUR

General and specific objective: To promote the integration of Roma children in education by: (1) Creating a mechanism for transnational cooperation in providing education to Roma children on the move between Romania, France and Spain; (2) Strengthening the capacity of education professionals to provide non-discriminatory education to Roma children on the move between Romania, France and Spain; (3) Combating negative representations of Roma by means of a child-led campaign.

Expected results: (1) A transnational cooperation mechanism linking 40 schools; (2) Increased capacity of 570 education professionals to deliver non-disruptive, non-discriminatory education to migrating Roma children; (3) Increased awareness among education professionals on Roma rights and success stories in education; (4) Successful integration in non-disruptive education for 200 Roma children.

Indicators: 61 quantitative and qualitative indicators, grouped in 4 work-packages;

Type and number of deliverables: 53 deliverables, out of which the most important ones are: • 3 national reports on structural obstacles to non-disruptive compulsory education; • 3 sets of recommendations; • 1 EU level study report; • 1 EU level set of recommendations; • 1 transnational cooperation mechanism; • 1 capacity building programme for education professionals; • 1 community of practice of education professionals; • 1 set of Guidelines for non-disruptive and non-discriminatory education; • 1 transnational child-led anti-discrimination campaign.

Activity summary: A transnational cooperation mechanism will be created to support education professionals and institutions in cities of origin and destination of Roma families on the move to ensure non-disruptive education for Roma children. Education professionals will be provided with concrete tools and methods for ensuring non-discriminatory quality education to these children through a comprehensive training programme, stimulating mutual learning and cooperation through a transnational community of practice. Prejudice-related difficulties in ensuring non-discriminatory education for Roma children on the move will be tackled in through a child-led campaign.

Project stakeholders: 1 project lead (Terre des hommes Foundation Romania – Tdh RO) and 3 international partners (Terre des hommes Foundation Hungary – Tdh HU, Fundación Secretariado Gitano – FSG - in Spain, Afeji in France). Other organizations and institutions are involved:

- schools and county school inspectorates at local level in each country,
- Ministry of education at national level in each country,
- European Anti-Poverty Network, the European Network Against Racism, the EU Alliance for Investing in Children, as well as the European Roma Rights Centre at European level

Groups targeted / Type and number of persons benefiting: 570 education professionals; 200 Roma children;

Brief summary of the project’s monitoring system: To measure progress of activities, results and target group involvement, a series of tools and defined indicators are used:

- **For communication/promotion/dissemination campaigns:** • no. of packages of information elaborated (materials elaborated and distributed by email, posts on project website, posts on FB account); • no. of persons, organisations and institutions reached by this information based on emails sent; • no. of persons reached through other dissemination tools (project website, FB account, other web platforms); • mass-media visibility (print-screens, links to media articles, etc).
- **For the project website:** • no. of visitors (google analytics); • no. of registered users and validated members (website evidence) divided by countries/residence/type of organisations/gender; • no. of publications uploaded by users; • no. of posts on the website forum; • feedback questionnaire regarding the transnational cooperation mechanism; • beneficiaries involved in multiple activities (training in schools, webinars, school events) to indicate the dimension and the consistency of a community of practice.

- **For study reports, guides, packages of information:** • no. and quality of the materials elaborated (posted on project website and other web platforms); • no. of persons, organisations and institutions reached through physical and online dissemination (receipt lists, emails sent).
- **For training, webinars and school events:** • no. of physical/online events organised; • no. of participants based on attendance lists/print-screens and photos, • no. of trainings and promotional materials distributed based on receipt lists/emails sent; • the quality of training/webinars/events based on feedback questionnaires and events evaluation reports; • no. of certificates of attainment distributed.
- **For transnational cooperation mechanism:** • no. of schools involved (validated members on the website); • no. of international online meetings involving schools' representatives; • no., content and quality of transnational exchanges between schools; • no. of pupils benefiting of information and documents exchanges.
- **For advocacy campaigns:** • no. and quality of advocacy campaigns and meetings at national and European level (advocacy reports); • no. of national and European policy makers/European organisations and networks reached and involved (attendance lists/print-screens); • no. and quality of changes in regulations and legislation at national and European level (online monitoring and communication).

3. Objective of the evaluation

The external evaluation has three main objectives:

1. **Accountability:** obtaining an objective and independent assessment of the results achieved so far compared to initial project (objectives, results, target group, indicators, outputs and deliverables);
2. **The accountability** is also towards the funder (EC): the evaluation reports is one of the project deliverables; towards partners and beneficiaries, exploring the value of the project and interventions for them, considering their views.
3. **Learning:** understand the effects of the project and promote common thinking and learning
4. **Decision:** Contribute to decision making and steering for the three final months of project implementation

4. Scope of the evaluation

The evaluation refers strictly to the project "MISTO AVILEAN (in Romani, Welcome) Migration = Integration: Service Transfer Optimisation — MISTO". The evaluation will inform the ongoing implementation, measuring the quality of the intervention and the progress towards the objective and will emphasize learning.

It is also one of the project deliverables to be submitted to the donor EC.

It requires exchange of information between the Evaluator and 4 project partners, namely Tdh Romania, Tdh Hungary, Fundación Secretariado Gitano in Spain and Afeji in France. It also requires communication with project beneficiaries and stakeholders involved.

The main activities are organized and have impact in Romania, France, Spain and at European Parliament level.

The external evaluation should focus on gathering data and information from:

- direct beneficiaries: teachers in three countries and Roma pupils benefiting from information exchange between schools in Romania, France and Spain.
- specialists, experts, organizations and institutions at national and European level.

Potential limits of the evaluation:

- evaluator's direct access to high ranking persons involved in advocacy campaigns (ministries, members of EU Parliament, other top personalities involved) will not be possible. In this case, the evaluation will be made through reviewing and assessing documents and testimonials provided by the project team and other specialists involved.
- Evaluator's direct access to beneficiaries: 570 teachers and 200 children. Teachers already provided consistent feedback based on internal monitoring instruments. They can be reached online or by phone based on samples. Children are benefitting indirectly, and evaluation will be done through their teachers and parents.



5. Intended users of the evaluation

- Terre des hommes Foundation (project staff, national and regional delegations, HQ) and three partners involved will directly benefit of the external evaluation results. The most important findings will be shared with the stakeholders involved (relevant organisations and institutions, experts and policy makers).
- The evaluation results will be used by the project team for reporting towards the donor (EC);
- The evaluation results will be used by programme and project developers for future actions/interventions for children and youth in migration;
- The external evaluation results help:
 - o the project team with an objective view over the project development,
 - o the Tdh national and regional delegations and stakeholders involved with an insight over the feasibility of this kind of projects and the feasibility of the schools' transnational cooperation mechanism,
 - o the HQ to foster future programmes and projects which could develop and expand the mechanism,
 - o the donor (EC) to evaluate the project success.

6. Evaluation criteria and questions

1. **Compliance:** How did the activities carried out were in line with the original project concept and the grant agreement?
 - a. Considering the the project content;
 - b. Considering the Tdh internal procedures and EC external regulations;
 - c. Considering internal decisions at project, national delegation and consortium level;
 - d. Considering the changes and specifications agreed with the donor (EC);
 - e. Considering COVID 19 imposed limitations during the period starting with March 2020.
2. **Relevance:** How did the project answer to real needs of beneficiaries, including specific needs of boys and girls, women and men from different diversity backgrounds? Which decisions were taken to consult and adapt project activities to beneficiaries' needs and views, within the project's possibilities? Did the intervention correspond to the local-national-European priorities and policies? Was there an adequate contextual analysis and stakeholder analysis in place before and during the project to assess what type of transnational cooperation mechanism is appropriate, feasible and desirable to be developed?
 - a. Schools' and teachers' needs;
 - b. Migrating Roma children`s needs;
 - c. Stakeholders` needs and priorities.
3. **Effectiveness:** How does the transnational cooperation between schools in Romania, France and Spain work, on what level and with what content? What is its impact on the integration opportunities of migrant Roma children in education? Are there any gender and diversity specific positive and negative impacts of the transnational cooperation? How sustainable does the transnational cooperation seem after project end?
 - a. Teachers' and school's communication and cooperation at national and transnational levels;
 - b. Specialists' and stakeholders' communication and cooperation at national and transnational levels;
 - c. National and European stakeholders involved in facilitating the integration of Roma children in schools;
4. **Coordination:** How did the partnership work during the project unfolding, supporting transnational cooperation?
 - a. Continuous communication, consultation and support among project partners;
 - b. Coordination in timing and efforts to reach common objectives within the project's possibilities;
 - c. National and transnational strategies developed and implemented by the partners and the consortium towards national and European results;
5. **Efficiency:** How were the financial/material, human and time resources used during the project? How have they impacted project results, deliverables and outputs?
 - a. Financial and material resources allocation with direct impact on beneficiaries;
 - b. Human resources allocation with direct impact on beneficiaries;
 - c. Time resources management related to project calendar and adjustments;

7. Methodology

The Evaluator will design the methodology considering the following limitations:

Data available. Most of data available are in digital form. The Evaluator will have access and will analyse:

- Initial project document (annex to the Grant agreement), EC imposed regulations and subsequent agreed changes;
- Internal Tdh regulations, Consortium agreements;
- Deliverables already reported to the donor on EC reporting portal
- Instruments and tools prepared and documents already collected for ongoing activities;
- Promotion and communication materials distributed or posted on internet (project website, FB account etc.)
- Project review notes, meeting notes, internal reports

People available:

- Project team comprising: 7 persons in Tdh Romania; 2 persons in Tdh Hungary; 2 persons in FSG and 2 persons in Afeji. Besides these persons, other experts involved in decision making are available in each organization – to be contacted in their national language (Romanian, French, Spanish) and/or in English;
- External experts involved: trainers, speakers, participants – to be contacted in their national languages;
- Beneficiaries: teachers and other specialists involved in activities – to be contacted in their national languages;
- Policy makers and top representatives of national and international institutions will be less likely to be contacted directly – to be contacted through Tdh RO in national languages and, when possible, in English.

Distance and COVID 19 constraints:

- Project partners are located in 4 countries: Romania (Bucharest and Craiova), Hungary (Budapest), France (Lille and other cities), Spain (Madrid and other cities);
- Project beneficiaries are scattered across countries (for example, in Romania, the beneficiaries were selected until now for online activities from more than half of the counties and from tens of urban and rural localities);
- Face to face interaction with project team members and the beneficiaries might be difficult and might be refused by some individuals to ensure proper prevention and physical distancing in the context of COVID 19. However, phone and online meetings are possible.
- The project does not cover travel or accommodation costs for the Evaluator;

Time constraints:

- The evaluation will be most probably carried out during the final 4 months of the project.

Ongoing activities:

- The external evaluation report must be completed, delivered, accepted and paid during the project period (01 of October 2019 – 28 of February 2021). During the evaluation process, some of the thematic project activities will still be ongoing. For these activities, the Evaluator will analyse the current state of development and the foreseeable results in the remaining time until project end.

Given the above constraints, **the main methods** suggested to be used by the Evaluator are:

- Desk research based on documents provided by Tdh Romania and its partners;
- Face to face / phone / online individual and group interviews and focus-group discussions, as most appropriate with project team and other experts involved;
- Phone / online interviews (individual or in group) and focus-group discussions with beneficiaries, as most appropriate.

The Evaluator may add to these suggestions other methods and instruments deemed appropriate that take into consideration the above limitations and constraints, making the evaluation process feasible and of expected quality.

When available, quantitative and qualitative data will be analysed based on age, **gender and diversity aspects**, highlighting the varying experiences and feedback provided by men, women, boys and/ girls of different backgrounds.



8. Deliverables

During the contract, the Evaluator will provide as deliverables (all of them in English):

- 1. INITIAL (INCEPTION) REPORT – in 1 week – comprising:**
 - **Context analysis** based on project basic documents: Initial project (annex to the grant agreement), EC imposed regulations and subsequent agreed changes, Internal Tdh regulations, Consortium agreements, Deliverables already reported to the donor on EC reporting portal, instruments and tools prepared and communication and promotion materials;
 - **Data collection plan, methodology and instruments** for the:
 - desk research on documents (types of documents to be analysed and needed from partners, key analysis points to use during the document review),
 - interviews and/or focus groups with team members and associates (list of people to be interviewed, interview and focus group guides),
 - feedback/views collected from beneficiaries and participants like teachers, professionals, other stakeholders (contacting beneficiaries online, list of beneficiaries to be contacted, discussion guides).
- 2. DE-BRIEFING and presentation of findings from the field – in 4 weeks (after the previous stage) – comprising:**
 - **Data collection report** (documents analysis, interviews with the team and associates, feedback from beneficiaries and participants);
 - **Short review** indicating the first findings, provisional conclusions, main trends identified etc.
- 3. PRELIMINARY REPORT – in 2 weeks (after the previous stage) - comprising**
 - **Narrative report** (min. 20 - max. 25 pages);
 - **Summary table with the main conclusions and recommendations** (separate list for the ones related to the short, medium and long term) and the lessons learned;
 - **Short review and PPT** with main conclusions and recommendations.
- 4. FINAL REPORT – in 2 weeks (after the previous stage) - comprising:**
 - **Executive summary** (max. 3-4 pages);
 - **Narrative report** (max. 30 pages);
 - **Summary table with the main conclusions and recommendations** (separate list for the ones related to the short, medium and long term) and the lessons learned;
 - **Annexes:** Containing the technical details of the evaluation, surveys protocols and questionnaires when the case, protocols of interviews, tables or graphics, secondary review references, persons and institutions contacted, a PowerPoint presentation of the findings and recommendations, transcription of relevant selection of interviews, focus groups, observations (the group of transcripts requested will be agreed before the start of the data collection).

After each stage a feedback meeting is organized with Tdh and feedback is incorporated in the evaluation document.

9. Chronogram

We estimate that the evaluation will require 30 consultancy days, expected to be delivered in the months October-November 2020

Deliverables to be provided:	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9
Provisional calendar:									
1. INITIAL (INCEPTION) REPORT									
Context analysis + Data collection plan									
2. DATA COLLECTION AND DE-BRIEFING									
Data collection									
Presentation of findings to Tdh									
3. PRELIMINARY REPORT (design)									
Including exchanges with Tdh									
4. FINAL REPORT (delivered)									
Editing in English, reception and payment									

The final schedule will be mutually agreed considering Tdh's timeline and the suggestions made by the Evaluator in the Technical Offer. The amount of work time spent by the service provider is not indicated as long as the deliverables are provided according to the calendar indicated above.



10. Roles and responsibilities

Roles and responsibilities of Tdh Romania:

- Designates an Evaluation Manager to manage the evaluation process within Tdh and vis-à-vis the Evaluator;
- Designates a Contact Person to provide access to documents and data and support in field data collection;
- Communicates the date when the evaluation process begins, with a 5 working days prior notification;
- Provides access to Tdh Romania office to the Evaluator based on a common agreed schedule, within the working hours (Monday to Friday, between 09 - 17.30, excepting legal holydays). Occasionally, the Evaluator can use Tdh Romania desks and chairs, printer and office supply. While working within Tdh Romania office, the Evaluator will comply with local general rules of conduct and special rules of Tdh Romania concerning COVID 19 prevention and protection measures.
- The communication between Tdh Romania and the Evaluator will be mainly done by phone, emails and other online meeting platforms (Skype, Zoom, etc). Face to face meetings will be kept at the necessary minimum given the COVID 19 context and prevention and protection considerations;
- Provides information and documents related to the project: Initial project (annex to the grant agreement), EC imposed regulations and subsequent agreed changes, Internal Tdh regulations, Consortium agreements, Deliverables already reported to the donor on EC reporting portal; instruments and tools prepared and communication and promotion materials;
- Indicates to the Evaluator the sensitive and confidential information and documents not to be disclosed to partners, organizations and institutions involved, to beneficiaries and participants, to mass-media;
- Provide access to project team and associates (other experts involved in decision making) in order to organise meetings, interviews, focus groups etc.;
- Facilitates contact with the project partners: Tdh Hungary, FSG and Afeji, but not translation. The communication with partners will be made in English;
- Facilitates contact with beneficiaries and participants related to activities carried out in Romania;
- Provides feedback on the Initial (inception) report, on De briefing and on the Preliminary report;
- Transfers payments based on the completion of deliverables indicated above and as per the instalment schedule below:

Deliverables to be provided:	9	7	7	7	7	7	7	9
Payments tranches: % of the total contract:	days	days	days	days	days	days	days	days
1. INITIAL (INCEPTION) REPORT	10%							
2. DE-BRIEFING				50%				
3. PRELIMINARY REPORT (design)						20%		
4. FINAL REPORT (delivered)								20%

- **No advance payments will be granted.**

Roles and responsibilities of Evaluator:

- Starts the evaluation process at the date communicated by Tdh Romania.
- Provides the services within the indicated calendar as specified in this ToR and in the Financial and Technical Offers submitted by the Evaluator within this procedure.
- Consults and agrees with Tdh Romania on strategies, approaches, methodologies and tools to be used, especially when they reach partners, organisations and institutions, beneficiaries and participants.
- Ensures the confidentiality of information and documents obtained from Tdh Romania in relation with partners, other organisations and institutions, beneficiaries and participants as indicated by Tdh Romania.
- Protects Tdh Romania's interests related to strategic relations with partners, other organisation and institution involved, mass media contacted during the evaluation process. Whenever a risk is identified by the Evaluator, they will immediately notify Tdh and ask for guidance.
- Ensures confidentiality of data collected from beneficiaries and participants. Feedback will be collected and presented to Tdh Romania in general terms, without indicating specific names and persons.
- Avoids duplication of data.
- Ensures consideration of ethical and do no harm principles when collecting data, with particular attention to this when consulting children

11. Profile of the consultant/evaluator (team): qualifications and experience

Required experience and skills of the evaluator

1. The Evaluator must be an individual consultant, a company or an NGO, having as object of activity consultancy and/or evaluation and/or impact study provision, registered as such in its legal documentation.
2. The Evaluator must have experience in developing at least 3 successful evaluations/impact studies for 3 projects funded by a different donor each and/or for international organizations, proving specific experience with evaluations/studies.
3. The Evaluator must prove they have the capacity of conducting high quality evaluations/impact studies in English. The experts involved must have:
 - Master's degree in social sciences, economics, public policy, law, evaluation, management or other related field(s) from an accredited university;
 - A minimum of 3 years of experience in evaluation work or social science research in areas of relevance for Tdh
 - Experience in qualitative and quantitative analysis;
 - Computer proficiency skills and ability to use relevant softwares
 - Excellent report-writing skills and the ability to convey complex information in a logical, clear and concise manner as demonstrated by previous evaluation reports;
 - Professional fluency in the English language;
 - Regional expertise from one of the project's geographical area of operations.

Contract awarding criteria:	No. of points
Technical Offer – best approach: The Technical Offer will contain: Methodology and tools proposed, showing understanding of the objective of the study and the Terms of Reference (ToR); A chronogram showing details for the realization of each of the evaluation phases. The best Technical Offer will be granted with 40 points out of the total score of 100.	40 points
CV and expertise corresponding to the required criteria	20 points
Financial Offer –demonstrating congruence with the technical approach submitted The Financial Offer will be granted with 20 points out of the total score of 100.	40 points
TOTAL possible	100 points

The points thus received will indicate the hierarchy of the bidders and the one that will be contracted. The Technical Offer will be evaluated by a Commission of 3 representative staff from Tdh Romania. All bidders will be informed by email over the results of the selection.

12. Budget

The budget will be provided by the consultant in the context of the financial proposal/offer. For this specific consultancy and due to the Covid-19 situation, Tdh Romania will not require and will not cover any travel costs.

The **Financial Offer** will be provided by the bidder in a form of its choice, clearly indicating the costs in EUR, VAT included, for each stage of the contract:

Deliverables to be provided / Payments tranches: % of the total contract:	tranches	Eur, including VAT
1. INITIAL (INCEPTION) REPORT	10%	... Eur
2. DE-BRIEFING	50%	... Eur
3. PRELIMINARY REPORT (design)	20%	... Eur
4. FINAL REPORT (delivered)	20%	... Eur
TOTAL budget of the contract	100%	... Eur

Payments will be done by Tdh Romania, based on documents and bills submitted by the Evaluator, in **10 working days** following the reception and acceptance of deliverables as described above.

13. Application procedures

The interested bidders are expected to send their Offer until **21st of September 2020, 12:00 AM**, in colour scanned copies or electronic signed documents to the email addresses bogdan.romanica@tdh.ch and elena.ivascu@tdh.ch. Clarifications regarding the procedure can be asked by email from bogdan.romanica@tdh.ch until **14th of September**. The communication, including the bid submission, will mention in the email title **“Evaluation services – MISTO AVILEAN”** followed by **“clarification”** or **“offer submission”**, depending on the case.

Each bidder will provide its **Offer in English**. The Offer will contain:

1. The Technical offer comprising:

- Expression of interest
- Methodology and tools proposed, showing understanding of the objective of the study and the Terms of Reference (ToR);
- A chronogram showing details for the realization of each of the evaluation phases. The schedule proposed should include time for briefing and debriefing with Tdh representatives as far as possible.

The Technical Offer will be developed by the bidder on its own design, but it will not exceed 5 pages.

The Technical Offer will mention on the first page the following information: Company/NGO name, Address, Phone number, email, registration number, legal representative name and function, contact person (if different) name and function, phone number and email, if different. The Technical Offer will be signed and stamped on the last page by the legal representative, mentioning the company/NGO, name of the legal representative, date, signature, stamp.

- ### 2. The Financial Offer
- will be provided by the bidder in a form of its choice, clearly indicating the costs in EUR, VAT included, for each stage of the contract. Other details of costs may be included proving a sound spending.

Deliverables to be provided / Payments tranches: % of the total contract:	tranches	Eur, including VAT
1. INITIAL (INCEPTION) REPORT	10%	... Eur
2. DE-BRIEFING	50%	... Eur
3. PRELIMINARY REPORT (design)	20%	... Eur
4. FINAL REPORT (delivered)	20%	... Eur
TOTAL budget of the contract	100%	... Eur

The Financial Offer will be signed and stamped on the last page by the legal representative of the bidder, mentioning the company/NGO, name of the legal representative, date, signature, stamp.

3. Other documents requested:

- A copy of the **registration documents** or any other document certifying that the company/NGO has as object of activity consultancy and/or evaluation and/or impact study provision, registered as such in its registration documents.
- A **list of the previous contracts** for evaluation/impact studies will be provided (beneficiaries, contract numbers, short description: coverage, duration, deliverables list and description, feedback etc.), as well as contact of references, proving specific experience with evaluations/studies;
- A list of **experts involved** in the evaluation contract will be provided, indicating their expertise and their level of English proficiency – CV’s summaries, proving the capacity of conducting evaluations/impact studies in English on a high level of quality.

All documents that are part of the **Offer will be scanned in color** or electronic signed documents and sent as one single file / zipped file to the addresses bogdan.romanica@tdh.ch and elena.ivascu@tdh.ch. All documents must be merged into one single file and submitted in one single e-mail (no separate submissions will be accepted). A confirmation email will be provided by Tdh Romania.

The evaluation process will last between 5 and 10 working days after the due date. During the evaluation process, Tdh Romania, will ask for clarifications and will check the references provided.

14. Reference documents and annexes

For a better understanding of the project and as support in the process of the Offer elaboration, please visit and study information and documents presented on the project website: www.misto-avilean.eu and the project brochure available in [Romanian](#) and [English](#). The website is available in four languages: English, Romanian, French, Spanish.