

TERMS OF REFERENCE

Equinet Monitoring and Evaluation Framework

SUBMISSION DEADLINE: 11 September 2019

Equality Bodies

Equality bodies are independent organisations assisting victims of discrimination, monitoring and reporting on discrimination issues, and promoting equality. They are legally required to promote equality and combat discrimination in relation to one, some, or all of the grounds of discrimination covered by European Union (EU) law – gender, race and ethnicity, age, sexual orientation, religion or belief and disability.

The EU equal treatment legislation requires Member States to set up an equality body. Most Member States have implemented the Racial Equality Directive (2000/43/EC) and the Gender Equal Treatment Directives (the 2010/41 on self-employed persons, the 2006/54 Recast directive, and the 2004/113 Goods and services directive) either by designating some existing institution or by setting up a new institution to carry out the competences assigned by the new legislation.

Equality bodies are required to provide independent assistance to victims of discrimination. This assistance can involve a range of activities including:

- providing information about the existence of anti-discrimination laws and about the possibility to take legal action to seek remedy or compensation for an act of discrimination,
- directing people who experience discrimination to an organisation/institution that could help them;
- helping people who experience discrimination to come to an amicable settlement/mutual agreement (mediation) with the discriminators and giving legal advice and representation to people who have been discriminated

Equality bodies can also conduct independent surveys on discrimination and/or publish independent reports and make recommendations on any issue relating to discrimination.

Most equality bodies also promote equal treatment through information campaigns aimed at the general public and by providing support to employers and service providers on good equality practice.

Equinet

Equinet, the European Network of Equality Bodies, brings together 49 organizations from 36 European countries, which are empowered to counteract discrimination as national equality bodies across the range of grounds including age, disability, gender, race or ethnic origin, religion or belief, and sexual

orientation. The network has been promoting equality in Europe through supporting and enabling the work of national equality bodies since 2007. It supports equality bodies to be independent and effective as valuable catalysts for more equal societies. Equinet is currently funded by DG Justice - Rights, Equality and Citizenship Programme 2014-2020.

Monitoring and Evaluation Framework

Equinet aims at adopting a Monitoring and Evaluation (M&E) Framework as part of its Strategic Plan 2019-2022. We are seeking an expert who will help us develop a framework to monitor and evaluate the implementation of the Strategic Plan by laying out the components of the different projects and the steps needed to achieve the objectives set in each project.

The implementation of a Monitoring and Evaluation Framework of Equinet activities has a two-fold objective. It constitutes an integral part of the reporting package Equinet annually delivers to the European Commission, its main funder, to give details on the measured impact of the activities performed during the year. At the same time, it is expected to provide the Equinet management and its executive Board with deep insights into the internal state and functioning of the network as well as perspectives to explore in order to feed into the strategic thinking about the further development of the network.

Generally, the framework is intended to:

- Assist in understanding and analyzing Equinet’s programmes, projects and activities;
- Articulate & help measure goals and short, medium and long-term objectives;
- Support Equinet in planning its ongoing monitoring and evaluation work;
- Clarify the relationship between inputs, activities, outputs, outcomes and impacts;
- Help defining indicators to measure how “successful” Equinet’s involvement has been with respect to its expected objectives and outcomes.

Specifically, the framework should:

- Outline performance indicators (output and outcomes) with clear definitions, milestones, data collections strategies, and frequency of collection;
- Include methodologies for measuring these and who is responsible for collection;
- Clearly demonstrate how the impacts outlined will be measured and evidence for the evaluations will be generated.

The framework should take into consideration existing M&E systems of equality bodies, draw on existing data available and ensure new data collection proposed is complementary to existing systems and data could be easily made available to the Equinet Board, the wider Membership and national stakeholders as far as possible.

Call for proposals

In order to recruit the consultancy offering the best value for money, Equinet is launching a call for proposals which will be published on targeted Equinet communication channels.

The call runs from mid-August with a deadline for submission set on 11 September 2019. Consultancies are expected to submit a proposal highlighting their intended methods of working and actions in order to carry out the requested services and delivering the desired objectives.

The proposal should include:

- A clear and comprehensive presentation of the consultancy and references to relevant previous work
- A list of the proposed actions and their expected results
- A proposed timeline for carrying out the actions
- A proposed budget

The selection of the winning proposal will be carried out internally and the quality of the proposals will be assessed on a scale of 20 points according to the following criteria:

- Quality of the proposal: proposed actions, clarity, originality of working methods, expected outputs, feasibility – 12.5 points
- Quality of the applicant: based on its history (see Applicant chapter below) – 5 points
- Value for Money – 2.5 points

Applicants will be informed of the award decision as soon as possible following the deadline for submission.

Budget

Indicatively, Equinet has set aside a **maximum amount of 6,500 euro (+VAT)** for the delivery of the Equinet Monitoring and Evaluation (M&E) Framework.

Applicants

Equinet is ideally looking for a consultancy with a proven successful record of completing evaluations for network organisations operating with the support of the financial structure of the European Commission.

Knowledge of and/or experience with Equality Bodies, the *Progress Programme* and/or its successor, the *Rights, Equality and Citizenship Programme* are a “plus”.

A strong general knowledge of the workings of NGO-type network organizations and of EC programmes and their financing are “*must haves*”.

Evaluation: proposed execution and expected output

The recruited consultancy is expected to deliver a **final report** with an Equinet monitoring and evaluation framework by **5 January 2020** at the latest in the form of an electronic document transferable via email. The report will be assessed internally by the Equinet Secretariat and Executive Board, which reserve the right to issue remarks and new guidance to the consultancy.

The final framework shall provide Equinet with sufficient data to allow it to comply with the reporting requirements set out for the *Rights, Equality and Citizenship Programme*. As a general outline, Equinet expects the final framework to allow for:

- Assessing the **process of managing Equinet**, its various activities and planning for its future (including an assessment of the appropriateness of its institutional structure)
- Reviewing the **delivery by Equinet** of information and services to its members, including the quality, use and relevance of the outputs of Equinet
- Reviewing the **impact** of the outputs of Equinet outside the network
- Making **recommendations** for the future enhancement of the organization (financial, organizational, strategic...).

The consultancy undertakes to provide the services and deliver an output of a professional standard in a timely and efficient manner and in accordance with this agreement. The consultant will work in close collaboration with the Equinet Secretariat.

The Secretariat will provide the necessary support to ensure the quality of the evaluation and give full access to the data necessary for the consultancy to deliver its final report.

The consultancy is free to propose adequate methods for gathering the necessary information from all the parties involved in or impacted by the work of Equinet. These parties include Members of the Equinet Board, the staff of the Equinet Secretariat, the staff of Equinet Members and their management, external stakeholders like the European Commission, other organisations operating in the same field of work and other relevant parties.

Upon awarding the contract, it is foreseen that Equinet will invite one of the representatives of the consultancy in order to meet with the Equinet staff and review the details of the proposed work and launch the evaluation process.

One working visit to Brussels is foreseen and scheduled to take place possibly on 23-24 October 2019, on the fringe of the Equinet Annual General Meeting and Conference on Sexual Harassment and related events organized on these dates. This will allow the consultant to meet with preselected Equinet Members and external stakeholders and maximize the time spent in Brussels. Another visit might be organised at a later date if deemed useful by the Equinet Secretariat and the consultancy.

The consultancy might also be invited to present the Equinet Monitoring and Evaluation (M&E) Framework at a Board meeting and/or Equinet Annual General Meeting in 2020.



Further reading

- [Equinet at Glance](#) (includes Strategic Plan 2019-2022)

Submission of Proposals

A detailed proposal of the suggested approach, methodology and timeline as well as proposed budget and expert CV should be submitted by Wednesday 11 September 2019 to the attention of: Yannick Godin, Administration and Finance Officer: yannick.godin@equineteurope.org. The email title should read "Equinet Monitoring and Evaluation Framework - Proposal".

CONTACT PERSON FOR FURTHER INFORMATION

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