**Programme Evaluation**

**for the Active Citizens Fund Greece**

**Terms of Reference**

**Athens, October 2023**

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# Introduction

The Active Citizens Fund (ACF) in Greece is supported through a € 15 million grant from Iceland, Liechtenstein, and Norway as part of the EEA Grants 2014-2021. The results and achievements of the previous funding periods in Greece are a significant base for the EEA Grants period 2014-2021. The ACF programme is under the thematic area of Civil Society. The programme aims to develop the sustainability and capacity of the civil society sector in Greece, and to strengthen its role in promoting and safeguarding democratic procedures, active citizenship, and human rights.

The Fund Operator (FO) for the ACF in Greece is **Bodossaki Foundation** in consortium with **SolidarityNow.**

[**Bodossaki Foundation**](https://www.bodossaki.gr/en/our-partnerships/institutionalorganisations/build-cerv/build/) is a public-benefit organization founded in 1972 with the aim of continuing the contribution of its founder, Prodromos-Bodossakis Athanassiades, to the Greek society. Its vision is a society of equal opportunities and prospects for all. To promote its vision, the Foundation funds, plans and implements, in full alignment with the principles of transparency, accountability and integrity, actions and programmes of relevance to its four strategic pillars: supporting education, strengthening healthcare, protecting the environment, and empowering Civil Society. From its establishment to this day, the Foundation has made available over €450 million for promoting its purposes. At the same time, recognizing the magnitude of current social needs, Bodossaki Foundation today also acts as a catalyst for fostering a broader culture of contribution in the Greek society, managing resources on behalf of third parties – legators, international organizations, companies, and other major donors– wishing to fund programmes to deal with emergencies as well as to address critical needs in education, healthcare, environmental protection and Civil Society capacity building.

[**SolidarityNow (SN)**](https://www.solidaritynow.org/en/) is a non-governmental organization established in 2013 to meet the needs and safeguard the rights of the most vulnerable and marginalized groups, without discrimination. The organization’s vision is a world of solidarity, hope and tolerance, where people live in dignity and security and its mission is to improve people’s lives and empower them to claim a just and inclusive society. Its vision is realized through four strategic priorities: a) Inclusive education for all, b) Catalyzing livelihoods opportunities, c) Improving social protection and cohesion, d) Enabling access to justice and the protection of human rights. SolidarityNow has so far supported more than 350,000 people, by directly implementing programmes as well as by way of donations made to support civil society actions.

# 2.Background and context

## 2.1 Objectives of the programme

The overall objective of the ACF in Greece is the strengthening of civil society and active citizenship and the empowerment of vulnerable groups and it is based on the common values of respect of human dignity, freedom, democracy, equality, the rule of law and the respect for human rights including rights of persons belonging to minorities.

The overall objective is intended to be reached through five outcomes:

1. **Outcome 1 “Increased citizen participation in civic activities”,** shall be reached through 1 open call offering micro grants, medium grants and large grants.
2. **Outcome 2 “Strengthened civil society advocacy and watchdog role**” shall be reached through 1 open call offering micro grants, medium grants and large grants and one pre-defined project (PDP 2).
3. **Outcome 3 “Increased support for human rights”** shall be reached through 2 open calls offering micro grants, medium grants and large grants.
4. **Outcome 4 “Vulnerable groups empowered**” shall be reached through 1 open call offering micro grants, medium grants and large grants and one pre-defined project (PDP 1).
5. **Outcome 5 “Enhanced capacity and sustainability of civil society**” shall be reached through 2 open calls offering micro grants and medium grants. Additionally, this outcome is reached through the Capacity Building programme and through a compulsorycapacity buildingcomponent of all projects (excluding micro-grants).

In order to achieve these outcomes, the programme has included the following 7 open calls for project proposals:

1. Vulnerable groups empowered (Outcome 4)

2. Strengthened civil society watchdog and advocacy role (Outcome 2)

3. Increased citizen participation in civic activities (Outcome 1)

4. Increased support for human rights (Outcome 3)

5. Gender equality promoted and gender-based violence combatted (Outcome 3)

6. Platforms and networks among CSOs developed (Outcome 5)

7. [Organisational Grants to support the Institutional Development of Civil Society](https://www.activecitizensfund.gr/en/open-call/organisational-grants-to-support-the-institutional-development-of-civil-society/) (Outcome 5)

One of the goals of the EEA Grants 2014-2021 is the strengthening of bilateral relations between NGOs in Greece and entities in the Donor States (Iceland, Liechtenstein, Norway) with a view to promoting project partnerships and joint activities, the exchange of knowledge and best practices. To this end, a **Bilateral Fund** is reserved for initiatives aiming to strengthen bilateral relations between NGOs established in Greece and entities in the Donor States.

Additionally, funds are allocated to implement **Regional civil society initiatives** aiming at contributing to the Programme objective and promoting regional exchange and networking across civil society, with a view to strengthening the civil society sector across the Beneficiary States, sharing knowledge, promoting mutual learning, and adopting and using knowledge and best practice across civil society.

The ACF in Greece gives particular emphasis to building the capacity of civil society organisations (Outcome 5). **Capacity building** refers to the process of strengthening an organisation to increase its effectiveness and social impact and achieve its goals and sustainability over time. The ACF programme offers free capacity building workshops and tools which are open to all civil society organisations and implements a comprehensive **Capacity Building Programme** for ACF project promoters, including training, team mentoring, executive coaching and consulting. Additionally, all medium and large projects funded under the first four programme outcomes must allocate up to 15% of the total requested grant amount to implement capacity building activities aimed at increasing the organizational sustainability of the project promoter organization. This is called the **Capacity Building Component** of projects.

**As set out in Section 4 Scope, only Outcome 2 and parts of Outcome 5 are included in the scope for this programme evaluation.**

## 2.2 Brief timeline of the programme

The ACF in Greece was launched on February 22, 2019. On 21st February 2019, the first 2 open calls for proposals “Empowerment of vulnerable groups” and “Strengthening of civil society watchdog and advocacy role” were published, together with the open call for proposals for the Bilateral Fund.

On 3rd December 2019 the open calls “Increased support for Human Rights” and “Increased citizen participation in civic activities” were launched, followed by the calls “Gender equality promoted and Gender-Based Violence combatted” and “Platforms and Networks among NGOs (CSOs) developed” which were published on 11th December 2020. In 2021, an additional €1.45 million was allocated to ACF Greece, in the context of the allocation of an EEA Grants reserve fund for Greece. Subsequently, the last call “Organisational Grants to support the Institutional Development of Civil Society” was launched on 15 December 2021.

In 2023, a further additional amount of € 1.5 million was allocated to ACF Greece. As a result, a closed call “Additional Activities for Project Promoters of ACF Projects” was launched in May 2023 through which 20 projects received funding to implement additional activities. At the same time, 3 projects for the empowerment of Roma population in Greece were funded, that had received high evaluation scores under previous open calls, together with 6 reserve list projects under the call ““Organisational Grants to support the Institutional Development of Civil Society”.

 In total, 128 projects have been funded throughout the country.

Additionally, two predefined projects were implemented. Specifically:

**Pre-defined project ‘Empower YOU(th)’ (PDP 1)** contributes to **Outcome 4** (Vulnerable groups empowered). The project aims to empower young people, especially those from different vulnerable groups, such as Roma, migrants/asylum seekers, refugees, young people with disabilities, people living in remote areas and below the poverty line, LGBTQI+, to take the lead and bring positive change to their communities. The project began in 2022 and will be concluded in 2024.

**Pre-defined project ‘Active Citizens’ Economy’ (PDP 2)** contributed to **Outcome 2** (Strengthened civil society watchdog and advocacy role). It addressed the unsupportive institutional and policy environment for civil society in Greece, by providing an evidence base for the sector to advocate and communicate to decision-makers and the public regarding its contribution and impact. The nationwide study measured the contribution of civil society to the country’s GDP and job creation, the economic value of volunteering, and the economic impact of civil society on local communities. The project began in 2022 and was completed in 2023.

The open call for proposals **“Bilateral Cooperation Initiatives “**was launched in 21st February 2019 and the deadline for application is the 31st October 2023.

**Regional civil society** initiatives organised by the Fund Operator take place throughout the programme implementation period, within the framework of the Regional Civil Society Initiatives Plan. T

 **The Capacity Building Programme ,** organised by the Fund Operator, through [Social Dynamo](http://www.socialdynamo.gr/), the civil society capacity building hub of Bodossaki Foundation began in parallel with the first two open calls for proposals and will be concluded by March 2024.

The final date of eligibility of expenditures for project implementation shall be no later than 30 April 2024. The Active Citizens Fund Programme shall operate until 31 December 2024.

## 2.3 Context of the programme

The Active Citizens Fund programme in Greece aims to develop the sustainability and capacity of the civil society sector in Greece, and to strengthen its role in promoting and safeguarding democratic procedures, active citizenship, and human rights. The overall objective of Active Citizens Fund is the strengthening of civil society and active citizenship and the empowerment of vulnerable groups, and it is based on the common values of respect of human dignity, freedom, democracy, equality, the rule of law and the respect for human rights including rights of persons belonging to minorities.

The ACF in Greece also addressed the following country-specific concerns:

* Strengthen the capacity and sustainability of the civil society sector
* Improve outreach to under-served geographic areas and target groups, including Roma
* Asylum seekers and migrants, particularly unaccompanied minors and other vulnerable groups, shall be target groups of the programme

## 2.4 Roles and responsibilities of various key stakeholders

The Active Citizens Fund programme, funded by Iceland, Liechtenstein, and Norway forms part of the EEA Grants for the programming period 2014-2021. The **Financial Mechanism Office (FMO)** is the Brussels- based secretariat for the Grants which serves as a contact point between the donor and beneficiary countries.

Each beneficiary country has a National Focal Point (NFP) which is responsible for achieving the objectives of the national part of the Grants, as well as overall management and control of these programmes. The ACF is outside the sphere of responsibility of the NFP, but the NFP remains an important stakeholder also for the ACF. The National Focal Point (NFP) in Greece is the **Ministry of Development and Investments.**

The **Royal Norwegian Embassy in Athens** takes part in the dialogue between the donor and beneficiary countries and play an important role in communicating the results of the Grants.

In some programmes and funds, the FMO is entrusted with the role of **Programme Operator**. In these cases, the implementation of the programme or fund is normally performed by an external **Fund Operator** selected through an open tender process.

The **Project Promoters** are the entities that receive the funding of the programme. The Project Promoter is the project coordinator responsible for the project application and, if successful, initiating, preparing, and implementing a funded project. Additionally, projects may be implemented in partnership with **project partners.** All project partners share a common goal and actively contribute towards achieving the project objectives,

# 3. Purpose of the evaluation

The intended use of the programme evaluation for the Active Citizens Fund programme in Greece is to assess the overall relevance, effectiveness, and efficiency of the programme. It aims to provide a comprehensive understanding of the programme's achievements, strengths, weaknesses, and identify areas for improvement within the scope of the evaluation. The evaluation will help inform decision-making processes, strategic planning, and future programming efforts.

Various stakeholders will use the evaluation, including:

* **Funders and donors:** The evaluation will provide them with insights into the programme's performance, impact, and accountability, helping them make informed decisions regarding funding allocations and future support.
* **Fund Operator**: The evaluation findings will be valuable for the Fund Operator. It will help assess the strategies, activities, and approaches, enabling the Fund Operator to improve their operations and enhance the outcomes of their initiatives.
* **Project Promoters/Partners and Beneficiaries:** The evaluation will benefit the Civil Society Organisations, stakeholders and beneficiaries who directly participated or were affected by the Active Citizens Fund programme since it will highlight successful practices and identify areas where additional support or resources may be needed.
* **Policymakers and government agencies:** The evaluation findings will be relevant to policy-makers and government agencies involved in the sector or areas addressed by the programme. It can inform policy development, shape future initiatives, and contribute to evidence-based decision-making.

# 4.Timeline and Scope

The data collection, analysis and writing shall take place within a 6-month period between January and June 2024 with the evaluation report to be submitted in July 2024 (see Annex 1 for the detailed evaluation timeline).

 The identified areas to be evaluated are the following:

1. **Outcome 3, Call #4 “Increased Support for Human Rights”**

The aim of this call is to increase support for Human Rights. The projects selected aimed at strengthening advocacy and raising awareness on human rights issues; monitoring human rights violations and supporting the victims; educating citizens, organisations and civil servants on human rights issues and strengthening collaboration of CSOs with media to promote human rights. This call is one of the largest in terms of projects but also the most diverse in terms of thematic areas, beneficiaries and geographic location of projects. It also covers elements of other areas such as advocacy, provision of services and gender equality, thus representing a diverse range of fields covered by the programme.

A total of 2.494.600 EUR is allocated to this call. The total number of projects under this open call is 28 projects, of which 6 small projects (with a budget of up to 5.000 EUR), 17 medium projects (with a budget of up to x EUR) and 5 large projects (with a budget of up to x EUR).

It is noted that although Outcome 3 is achieved through two open calls, for the purpose of the evaluation only Call #4 is included in the scope and thus will be evaluated.

1. **Outcome 5 “Enhanced capacity and sustainability of civil society” and specifically:**

**Output 5.1 Capacity building provided to CSOs**

**Output 5.2 Organisational capacity and sustainability of CSOs supported**

**Output 5.4 Institutional development of CSOs supported.**

Outcome 5 is a high priority for ACF Greece and is achieved through various forms of support. For the purpose of this evaluation the scope will include the following:

**Output 5.1 Capacity Building provided to CSOs** refers to the capacity building activities provided by the Fund Operator to CSOs, including workshops to support potential applicants to the programme, and the Capacity Building Programme open to all Project Promoters, including a comprehensive programme of organisational development training, team mentoring, executive coaching and consultancy services.

**Output 5.2 Organisational capacity and sustainability of CSOs supported.**

 All medium and large projects funded under the first four programme outcomes must allocate up to 15% of the total requested grant amount to implement capacity building activities aimed at increasing the organisational sustainability of the project promoter organisation. This is called the **Capacity Building Component** of projects The CBC Activities must be designed in a holistic, sustainable way so that they strengthen the organisation and are able to be continued by the organisation after the end of the project. The CBC activities addressed the weakness(es) or area(s) for improvement that the project promoter had identified, with the support of the Fund Operator where requested, regarding its organisational capacity and sustainability.

In total, 86 project promoter CSOs were implementing activities to develop their organisational capacity and sustainability through the Capacity Building Component of their projects.

**Output 5.4, Call #7 Institutional development of CSOs supported**

The aim of the open call under this output was to support the institutional development of civil society organisations (CSOs) through the provision of organisational grants to finance the general activities of organisations based on their own multi-annual strategic plans/ workplans. The call was addressed to civil society organisations with an average annual turnover (total annual revenue) of at least 300,000 EUR for the three financial years 2018, 2019, 2020 and that have a multi-annual strategic plan/ workplan. Together with their application, applicants submitted their organisation’s multi-annual strategic plan/ workplan which covered all the duration of the project. The multi-annual strategic plan/ workplan had to include goals for the institutional development of the organisation (e.g., greater visibility, increased number of beneficiaries, increased impact, greater financial sustainability etc.) and a clear and detailed explanation of how these goals to be achieved. It also described how the achievement of these goals will result in improvements in the functioning of the organisation, e.g., in terms of positive results for beneficiaries, staff, volunteers and other stakeholders, etc.) both during and after. Under this open call, the grant amount was up to 30% of the organisation’s average annual turnover for the three financial years 2018, 2029, 2020.

A total of 1.001.384 EUR was allocated to this call and a total of 11 projects were funded.

# 5.Evaluation Criteria & Evaluation Questions

[[1]](#footnote-2). For the Programmes and Funds supported though the EEA and Norway Grants in the 2014-2021 Financial Mechanisms, the definitions of evaluation criteria with details and comments on the interpretation of each criterion can be found in the [**EEA Grants Results Guidelines.**](https://eeagrants.org/sites/default/files/resources/Results%20Guideline%20revised%20March%202021.pdf)

The main evaluation questions for the purpose of the evaluation of the Active Citizens Fund programme are provided below and must be directly answered in the final report, with respect to the aspects of the programme covered by the evaluation scope, as described above. The evaluator is invited to elaborate the following evaluation questions into a fully-fledged evaluation design matrix in their proposal.

**Relevance:** The extent to which the Programme’s/Fund’s objectives and design respond to beneficiaries’, country, Donor States’, European, and institutions’ needs, policies, and priorities, and continue to do so if circumstances change.

Mandatory questions

1. How well designed is/was the Programme/Fund?
2. In what way does/did the Programme/Fund address the needs of stakeholders (organisations/institutions, target groups)?
3. To what extent has the Programme/Fund adapted to changes in the social, economic, and political landscape in Greece to maintain its relevance over time?

**Effectiveness:** The extent to which the Programme/Fund achieved its planned results, including any differential results across groups.

Mandatory questions

1. To what extent were the outputs produced and outcomes achieved to the desired quality (as opposed to quantity)? Which factors influenced the achievement of the results (outputs and outcomes)?
2. Did any other outputs beyond those listed in the results framework materialise and contribute to the planned outcome(s)? If so, which?
3. To what extend has the Programme/Fund contributed to building the capacity and sustainability of civil society organisations?
4. What intervention methods funded by the Programme/Fund, have been most effective towards the enhancement of human rights?

**Efficiency:** The extent to which the Programme/Fund delivers, or is likely to deliver, results in an economical and timely way.

Mandatory questions

1. To what extent did the Programme/Fund deliver, or is likely to deliver, the planned results (outputs and outcomes in the results framework) in an economic and timely way?
2. Has the implementation of the Programme/Fund experienced any delays? If so, which and to what extend has this been a challenge for the implementation of the Programme/Fund?
3. To what extend could the Programme/Fund provide better support to CSOs during the project implementation phase to optimize their efficiency?

Based on the answers to these questions, supported by findings, the evaluation report should provide conclusions and a maximum of 15 concrete and actionable recommendations for any future relevant programme in Greece.

# 6.Methodology

In their bid, the tenderers are expected to submit a methodological approach that will respond to the purpose, scope, and the evaluation questions presented above. Findings must be triangulated from multiple data sources so that valid conclusions and recommendations may be drawn. The methodology is expected to be further developed by the selected evaluators in consultation with the FO. As such it is expected that the proposed methodological framework can be amended.

A mixed-methods approach is recommended to ensure a comprehensive and robust evaluation. This approach combines both quantitative and qualitative methods to gather a wide range of data and insights. Tenderers are welcome to propose other methodological approaches to data collection and analysis, but a suggested approach could include the following:

**Desk Review**: Conduct a thorough review of programme documents, guidelines, reports, and relevant literature to understand the ACF programme's design, objectives, implementation, and results. This includes quantitative results data, as well as narrative results data.

**Stakeholder Consultation:** Consultation of key stakeholders, including Programme administrators, civil society organisations (CSOs), project promoters, beneficiaries, government representatives, and donor agencies to gather their perspectives on the ACF programme's strengths, challenges, and impact.

**Survey:** Design and administration of a survey to assess the perceptions and experiences of CSOs and beneficiaries involved in the ACF programme. The survey could enable the collection of quantitative data on project outcomes, effectiveness, and efficiency.

**Interviews:** Conduct of semi-structured interviews with representatives from CSOs, beneficiaries, programme administrators, and other relevant stakeholders. The interviews could provide in-depth qualitative insights and perspectives on the ACF programme's relevance, impact, and sustainability.

**Focus Groups**: Organisation of focus group discussions with CSOs, beneficiaries, and other stakeholders to encourage dialogue and explore different viewpoints on the ACF programme's performance and effectiveness.

**Case Studies:** Selection of a representative sample of funded projects and conduct of in-depth case studies. This qualitative method will allow for a detailed examination of the projects' outcomes, challenges, and contributions to the target communities.

**Data Analysis:** Analysis of the quantitative results data as well as quantitative data collected from surveys. Use of appropriate statistical methods to draw meaningful conclusions.

**Thematic Analysis:** Conduct thematic analysis of qualitative data from interviews, focus groups, and case studies to identify patterns, themes, and insights related to the ACF programme's effectiveness and relevance.

By employing a mixed-methods approach, the evaluation of the ACF programme in Greece can offer a holistic and insightful understanding of the programme's relevance, effectiveness, and efficiency in increasing support for human rights and enhancing capacity and sustainability of civil society.

The tenderers are also expected to suggest a sampling frame within the scope for the project level, considering the time and budget available and various characteristics of each outcome. The final sample will be agreed upon with the FO at the beginning of the assignment.

# 7.Deliverables and timing

There are three main deliverables for this assignment:

* The inception report of no more than 10 pages (excluding annexes) detailing the methodology, including but not limited to evaluation question matrix, list of documents to review, presentation of results data to analyze, list of stakeholders to be interviewed, list of stakeholders for focus group discussions, any questionnaire(s), suggested sample at project level, suggested analytical approach(es), and the timeline for the assignment.
* The final evaluation report of no more than 40 pages (excluding annexes), following the template specified in Annex 2. The final evaluation report should include in annex where appropriate and not in breach with anonymity of respondents the raw data used in the evaluation for transparency and further scrutiny.
* Summarized version of the evaluation report that are designed for dissemination on specific platforms and to relevant stakeholders such as the FMO, the Ministry of Development and Investments, the Royal Norwegian Embassy in Athens, project promoters and project partners, beneficiaries as well as the public.

The final evaluation report, the summarized versions and will be publicly available and the FO will set up a feedback and report mechanism on the evaluation findings. It is essential that these deliverables are written in a clear and accessible manner to ensure that they are easily understandable by all stakeholders. All deliverables (draft and final) including annexes must therefore be professionally copy-edited for spelling, grammar, and style. Drafts are also expected to be of publishable quality before submission to the FO. All the deliverables shall be produced both in Greek and in English.

It is expected that the data collection and analysis shall take up to 6 months and the deliverables shall be concluded and submitted by July 2024. During this period, the evaluator will update the FO minimum monthly, both orally and in writing, on the progress of the assignment and preliminary findings.

# 8.Requirements for the tender

The tender must include the following:

1. Documentation relevant to the eligibility criteria of the tenderer (as described in section 9 below)
2. Documentation relevant to the Selection Criteria (technical capacity) including:
	* A summary of the experience of the bidding entity and the proposed expert(s) with conducting similar evaluations to set deadlines (maximum 1 page).
	* CVs of proposed expert(s) who will conduct the evaluation. Up to 3 experts can be included, maximum 3 pages per CV.
	* List of similar services completed during the last 5 years (see Annex 4-Table of Similar Services Completed)
	* A detailed timeline/work plan.
3. Technical proposal:
	* A proposed approach for the services, highlighting understanding of the tasks to be completed (maximum 5 pages).
	* An outline of the proposed methodology, tools, and evaluation process in accordance with the needs and requirements of the specifications described above (maximum 5 pages).
4. Financial offer: Offer should include the evaluation fee plus VAT and an analysis regarding the estimated number of days for each person and the estimated travel or per diem costs.

During the selection process the Fund Operator may request additional supporting documentation with regards to the technical and/or financial capacity of the tenderer.

For more details refer to Annex 3- Supporting Documents Checklist.

# 9. Eligibility criteria

The tenderer must abide by the following criteria:

* be legal entities or individual consultants.
* be independent of the Fund Operator.
* be independent of government and governmental bodies.
* consultants conducting the evaluation must not have been involved in planning or implementation of the programme and/or activities which are being evaluated.
* must not have any personal interest in the conclusions.
* tenderers are required to declare that they have sufficient technical and financial capacity (at least 16.500 euros excluding VAT invoiced for the last 3 years) to perform the contract. For the proof of the capacity, tenderers shall submit information regarding published (evaluation) reports or other documents verifying the completion of evaluation (e.g. certificate of successful contract completion including the relevant fees for the services provided), see Annex 4.

# 10.Reasons for exclusion

A tenderer shall be excluded from participation in the tender procedure if one or more of the following grounds apply:

1. where there is a final and irrevocable judgment against it for one of the following reasons:

(a) participation in a criminal organisation, as defined in Article 2 of the Framework Decision 2008/841/JHA of the Council of the European Union of 24 October 2008 on the fight against organised crime (OJ L 300, 11.11.2008, p. 42),

(b) corruption, as defined in Article 3 of the Convention on the fight against corruption involving officials of the European Communities or officials of Member States of the Union (OJ C 195, 25.6.1997, p. 1) and in Article 2(1) of Framework Decision 2003/568/JHA of the Council of the European Union of 22 July 2003 on combating corruption in the private sector (OJ L 192, 31.7.2003, p. 54) and as defined in the applicable legislation or in the national law of the economic operator,

(c) fraud within the meaning of Article 1 of the Convention on the protection of the European Communities' financial interests (OJ C 316, 27.11.1995, p. 48), ratified by Law No. 2803/2000 (Α΄ 48),

(d) terrorist offences or offences linked to terrorist activities, as defined respectively in Articles 1 and 3 of Council Framework Decision 2002/475/JHA of 13 June 2002 on combating terrorism (OJ L 164, 22.6.2002, p. 3) or instigating, aiding, or abetting or attempting to commit a crime, as defined in Article 4 thereof,

(e) money laundering or terrorist financing, as defined in Article 1 of Directive 2005/60/EC of the European Parliament and of the Council of 26 October 2005 on the prevention of the use of the financial system for the purpose of money laundering and terrorist financing (OJ L 309, 25.11.2005, p. 15), which was transposed into national legislation by Law No. 3691/2008 (Α΄ 166),

(f) child labor and other forms of trafficking in human beings, as defined in Article 2 of Directive 2011/36/EU of the European Parliament and of the Council of 5 April 2011 on preventing and combating trafficking in human beings and protecting its victims and replacing Council Framework Decision 2002/629/JHA (OJ L 101, 15.4.2011, p. 1), which was transposed into national legislation by Law No. 4198/2013 (Α΄ 215).

(g) embezzlement (375 PC),

(h) fraud (386-387 PC),

(i) extortion (385 PC),

(j) forgery (216-217 PC),

(k) perjury (224 PC),

(l) bribery-corruption (235-237 TCE)

If the tenderer is a legal person, the above reasons for exclusion shall be assessed in relation to the members of the boards of directors and their legal representatives, and indicatively in accordance with the following:

If the tenderer has a corporate form, the above grounds for exclusion shall be assessed in relation to the managers in the case of general partnerships (GPs), limited partnerships (SPs) and limited liability companies (LLCs), and the members of the board of directors or any other legal representatives in the case of a public limited company (SA).

In the case of Cooperatives, and other legal entities, the above reasons for exclusion shall apply to the members of the Board of Directors and their legal representatives.

2. In the following cases:

a) where the tenderer is not fiscally up to date with regard to its tax obligations and not up to date with regard to its social security obligations concerning social security contributions (main and supplementary).

b) Where the tenderer has been fined, within a period of two (2) years prior to the deadline for submission of tenders, a fine with final effect for infringements of labor legislation that are classified, according to Ministerial Decision 2063/D1632/2011 (B΄ 266), as in force, as "high" or "very high" seriousness.

(c) where the tenderer is bankrupt or is the subject of a reorganisation procedure, a special liquidation procedure or a special administration procedure, or is under compulsory administration, or has entered into a composition procedure, or has suspended business activities, or is being wound up, or is in any analogous situation arising from a similar procedure provided for in national legislation.

(d) where the tenderer has been subject to a penalty of exclusion from participation in public tendering procedures.

If the relevant decision does not specify a period of exclusion in cases (a) to (f) of the previous paragraph, this period shall be five (5) years from the date of the conviction by final judgment.

3. It is noted that in case of submission of a joint tender by a Union / Consortium, the above reasons for exclusion apply to each of the participants in the joint tender. If there are grounds for exclusion of even one participant in a joint tender, the joint tender submitted will be rejected.

The absence of the above grounds for exclusion shall be proved by certificates issued by the competent judicial or administrative authorities. These certificates shall be submitted to the Contracting Entity by the tenderer awarded the contract.

# 11.Selection criteria

Adequate professional and academic qualifications and professional experience that demonstrates the expertise and competences of the consultant (s) conducting the evaluation with regards to the context and conditions, strengths and challenges of the Greek civil society sector, knowledge of the international context is an advantage.

Specifically, expert(s) should have a combination of the following skills and experience:

* **Thematic Expertise:** The evaluation team should include experts with relevant knowledge and experience in areas related to civil society and human rights as well as specific thematic priorities of the ACF programme in Greece.
* **Geographic Knowledge:** Familiarity with the social and cultural context of Greece is essential. Having team members who are knowledgeable about the regional variations and local dynamics can enhance the evaluation's accuracy and relevance.
* **Methodological Proficiency:** The team should possess a diverse range of evaluation methodologies, including quantitative and qualitative research skills. This enables them to use appropriate methods for data collection and analysis.
* **Linguistic Abilities:** Proficiency in Greek and English languages is essential to facilitate effective communication with stakeholders and access relevant documents and resources.
* **Gender and Diversity Sensitivity:** The evaluation team should be sensitive to gender and diversity issues, ensuring that the evaluation process accounts for the diverse needs and perspectives of various groups, including women, LGBTQ+ individuals, ethnic minorities, and persons with disabilities.
* **Impartiality and Independence:** The evaluation team should be independent and unbiased, free from conflicts of interest that could compromise the objectivity of the evaluation.
* **Participatory Approach:** The team should prioritize engaging stakeholders, including CSOs, beneficiaries, and other relevant actors, throughout the evaluation process to ensure inclusivity and gather diverse perspectives.
* At least **5 years** of experience in project and/or programme evaluation

# 12.Budget

The budget available for the evaluation of the Active Citizens Fund programme in Greece is **€ 20.460 incl. VAT (€ 16.500 + VAT)**

The amount shall be paid in two instalments following the successful completion of the deliverables, as follows:

* Acceptance of the inception report: 30%
* Acceptance of the final report: 70%

It is expected that the tenderers shall have an input on what it is possible to achieve within this budget and thus the scope and the questions stated might be reviewed and updated.

# 13.Submission of tenders

The tender must be submitted as a single PDF document including technical and financial parts, the CVs of the proposed experts and the supporting documents.

Tenders must be submitted electronically to the Active Citizens Fund programme email: info@activecitizensfund.gr, signed and stamped by the legal representative of the legal entity or the natural person.

The proposal shall be submitted with the subject: **“Tender for Active Citizens Fund Programme Evaluation”.**

The deadline for submission is **25 November 2023 at 17:00 Greek time**, as evidenced by the date of receipt by the Fund Operator. Fund Operator shall not consider for evaluation any proposal that arrives after the deadline for submission for tenders.

# 14.Contact Information

Any questions/requests for additional information or clarifications may be submitted no later than six (6) working days before the deadline by email to the following contact person:

Eleni Karakitsiou

Programme Officer, Bodossaki Foundation

Tel. 210 7259307, 69 56 2000 94

E: ekarakitsiou@bodossaki.gr

The Fund Operator has no obligation to provide clarifications to questions received after this deadline.

Answers to specific questions shall be uploaded on the project's webpage (FAQ document) to be available for all interested tenderers. No individual replies will be given to questions and thus it is advisable to consult the website regularly.

# Annexes

Annex 1: Evaluation timeline and deliverables

Annex 2: Evaluation report template

Annex 3: Checklist

Annex 4: Table of similar services completed

Annex 5: Scoring criteria.

Annex 5: Useful links and resources

## Annex 1: Evaluation timeline and deliverables

|  |  |  |
| --- | --- | --- |
| **Deliverables** | **Description** | **Submission date** |
| D.1 Inception Report |  Report detailing the methodology, including but not limited to evaluation question matrix, list of documents to review, presentation of results data to analyze, list of stakeholders to be interviewed, list of stakeholders for focus group discussions, any questionnaire(s), suggested sample at project level, suggested analytical approach(es), and the timeline for the assignment.  |  January 2024 |
| D.2. Final evaluation report | Final report based on the template provided in Annex 2 of the Terms of References |  July 2024 |
| D.3 Evaluation report summary | Summarized version of the evaluation report that are designed for dissemination on specific platforms and to relevant stakeholders such as the FMO, the Ministry of Development and Investments, the Royal Norwegian Embassy in Athens, project promoters and project partners, beneficiaries as well as the public. | July 2024 |

## Annex 2: Evaluation report template

**Executive summary**

A summary of the evaluation, not exceeding 4 pages. It should present the evaluation criteria, the evaluation questions, and the main conclusions and recommendations. It shall be provided in English.

**Background and context**

This section should include:

* Concise description of the programme evaluated
* Main purpose and scope of the evaluation

**Methodology**

This section should include the description of stakeholders and data sources consulted. It should list any limitations of the data collection methods and the approach used for analyzing the evidence.

**Findings**

The findings should be structured according to evaluation criteria and the evaluation questions under each criterion. For each evaluation question answered, valid and triangulated findings should be clearly presented.

**Conclusions**

This section shall present conclusions stemming from the findings.

**Recommendations**

This section shall present any recommendations stemming from the conclusions. Alternatively, conclusions and recommendations could be presented together in a table format. Each recommendation should clearly identify to whom they are addressed, taking in consideration that key addressees of the report are the FO and the Donors. A maximum of 15 concrete and actionable recommendations are expected.

## Annex 3- Supporting Documents Checklist

|  |  |  |
| --- | --- | --- |
| **Checklist** | **Check** | **Comment** |
| Summary of the experience of the tenderer and the proposed expert(s) with reference to the Selection Criteria (max 1 page) |  |  |
| CVs of proposed expert(s) who will conduct the evaluation (max 3 pages per CV) |  |  |
| Detailed timeline/work plan. |  |  |
| Technical proposal |  |  |
| Financial Offer |  |  |
| Valid tax statement |  |  |
| Valid insurance statement |  |  |
| Certificate of Commencement of Business/Activity for natural person/non-natural entity |  |  |
| Tax registry (TaxisNet) entity and representation information (if applicable) |  |  |

## Annex 4: Table of similar services completed.

|  |
| --- |
| **Project Title:**  |
| Name of Programme | Budget | Description | Donor | Start-End date |
|  |  |  |  |  |
| Link of Published (evaluation) report or other document verifying the completion of evaluation (e.g certificate of successful contract completion including the relevant fees for the services provided) |
|  |

**Please copy the above table as many times necessary**

## Annex 5: Scoring Criteria

|  |  |
| --- | --- |
| **Scoring Criteria** | **Max Score** |
| 1. **Expertise and competence of the tenderer**
 | **30** |
| 1. **Quality of the technical proposal**
 | **40** |
| 1. **Quality of the financial proposal**
 | **30** |
| **Total** | **100** |

## Annex 6: Useful links and resources

* **EEA and Norway Grants, Results Guidelines:** <https://eeagrants.org/sites/default/files/resources/Results%20Guideline%20revised%20March%202021.pdf>
* **Active Citizens Fund programme website**

<https://www.activecitizensfund.gr/en/>

* **EEA and Norway Grants, organisational structure**

<https://eeagrants.org/about-us/organisational-structure>

* **Greece Active Citizens Fund 2014-2021 - Programme Implementation Agreement**

<https://eeagrants.org/resources/greece-active-citizens-fund-2014-2021-programme-implementation-agreement>

* **Mid-term evaluation of NGO Programmes under EEA Grants 2009-2014 Evaluation report 1/2015**

<https://eeagrants.org/sites/default/files/resources/EEA%20and%20Norway%20Grants%202009-2014%20Mid-term%20review%20of%20NGO%20programmes%20-%20Main%20report.pdf>

1. See e.g., <https://www.oecd.org/dac/evaluation/revised-evaluation-criteria-dec-2019.pdf> [↑](#footnote-ref-2)