

BRIDGE 47 – BUILDING GLOBAL CITIZENSHIP

TERMS OF REFERENCE

TENDER INVITATION FOR EXTERNAL EVALUATOR TO SUPPORT THE BRIDGE 47 PROJECT

The Bridge 47 Project is seeking an external evaluator to support the monitoring and evaluation of the project using the Critical Friend methodology. Deadline for receipt of applications is **2 September 2018**.

I. About Bridge 47

The Bridge 47 Project aims at mobilising the global civil society to effectively contribute to global justice and eradication of poverty through global citizenship education (GCE). The project provides a space for civil society organisations, activists and other interested people to interact with one another, exchange information and resources and develop new and innovative approaches for global citizenship education. The project focuses on joint advocacy efforts and building new partnerships, while it also supports the civil society to develop new and effective approaches to reaching out to new stakeholders and provides tools to promote and act upon global citizenship education. The project works closely with partners engaged in informal and non-formal education and lifelong learning with a view to promoting transformative change in society.

UN Agenda 2030 considers education central in achieving the Sustainable Development Goals. For the first time in the global context, it recognizes that parallel efforts are needed to ensure that lifelong learners of different ages and backgrounds acquire the knowledge and skills to promote sustainable development, as outlined in detail by target 4.7. of the Sustainable Development Goals. Working towards this goal, the Bridge 47 Project facilitates the implementation of this target and advocates the role that GCE has in achieving SDGs.

II. Purpose

The purpose of the consultancy will be to:

- Advise and support the project management in setting up a monitoring framework to measure the progress in the project, and in this respect, support the development of project indicators, and tools for data storing, gathering and measurement on an ongoing basis (Critical Friend methodology).
- Monitor and gather evidence of change by evaluating both qualitative and quantitative data against the project's indicators through setting up a clear project baseline and carrying out a mid-term review. Evaluation work must follow EU guidance, available [here](#).
- Undertake the final assessment of the project's overall achievements. This evaluation should determine to what extent the Bridge 47 project has achieved its intended results and made an impact. The final assessment should be carried out on the basis of the OECD DAC Criteria for Evaluating Development Assistance available [here](#).
- Contribute to the project's learning culture and support the project on harvesting change and showcasing the lessons learnt.



BRIDGE 47 – BUILDING GLOBAL CITIZENSHIP

III. Critical Friend Methodology

The Critical Friend is not a classic evaluator. The job is not primarily about counting outputs according to a logframe (although producing a substantial final evaluation according to EC standards is part of the work). The key mission of the Critical Friend is to support the key actors of Bridge 47 to achieve the expected results, enable real-time learning and provide immediate feedback after an evaluation round so as to ensure the implementation of the project in the best possible way.

We have chosen to apply the Critical Friend methodology to not only develop and evaluate the implementation of the project, but also to improve our own capacity, our ways of working and our conceptions as we strive to achieve the project's objectives.

This methodology, identifying gaps and opportunities via real-time engagement, rather than resorting to lessons learned at the end of the project, will assist the project in navigating within the set criteria and by giving us tools to react to changes in a timely manner.

IV. Tasks and deliverables

The evaluator is expected to perform the following tasks:

- Review project documents to date, carry out a desk review of relevant project measurement tools and conduct inception meetings with the coordination team.
- Interview staff and Steering Group members, partners and other relevant stakeholders in order to gain an understanding of the project's aims.
- Conduct consultative workshops with the Bridge 47 teams and participate in staff and Steering Group meetings.
- Develop measurement tools in which reporting data can be gathered by the teams following consultation with staff.
- Support the staff in the process of setting new indicators and improving existing ones.
- Develop the project baseline study, the mid-term review and final evaluation throughout the project duration. Lead the work on these tasks including interviewing, attending events, data gathering and report writing.
- Work as a dialogue partner for the key actors of Bridge 47 in terms of project progress and give feedback on any improvements, gaps and potential opportunities.

Main deliverables

- A proposal for a monitoring and evaluation framework for the B47 Project, based on a desk review and inception meetings.
- Updated project indicators and targets approved by the team.
- M&E measurement tools developed for each area of work and approved by the team.
- Reports: baseline report, mid-term review and final evaluation.

V. Management and support

The consultancy work involves working in close collaboration with the Bridge 47 staff across 13 European countries. The consultant will be supported by, and work in close collaboration with the Bridge



BRIDGE 47 – BUILDING GLOBAL CITIZENSHIP

47 Coordination Team and the Steering Group. The overall management responsibility of the evaluation lies with the Finnish NGDO Platform to the European Union, Kehys, the project lead for the Bridge 47 Project based in Helsinki, Finland.

VI. Consultant Requirements

Applicants may be individuals, groups of individuals with a designated team lead, or consultants. Applicants must have at a minimum the following qualifications:

- Experience in conducting evaluations to a high standard;
- Demonstrated experience of applying a Critical Friend methodology;
- Demonstrated experience of evaluation in the non-profit sector, preferably in global citizenship education or related area;
- Demonstrated experience of evaluation involving qualitative data and 'soft' outcomes;
- Demonstrated experience of evaluating projects that are funded by the European Union (experience of evaluating projects that are part of the EU's Development education and awareness raising (DEAR) programme is especially relevant);
- An understanding of the nature of capacity development work;
- Excellent written and verbal communication skills in English language.

VII. Application process

Application process

Applications are to be sent no later than **2 September 2018** to contact@bridge47.org. Applications will be reviewed, and the candidates shortlisted by an evaluation committee set up for the selection. A few suitable candidates will be interviewed prior to final decision.

How to apply

Interested applicants should submit a tender including the following:

A. Technical Offer

The technical offer (no more than 6 pages excluding annexes) should include the following sections:

- Evaluation methodology:** Describe your overall approach and evaluation methodology including, but not limited to, evaluation questions, evaluation design and methodology.
- Relevant experience:** Provide details of projects of similar scope, complexity and nature you have worked on previously. Please include any experience with DEAR project data collection and analysis.
- Specific expertise:** Describe your level of knowledge and expertise in applying the Critical Friend methodology.
- Key personnel and staffing:** Describe the key personnel. Include CVs (no more than 2 pages each and attached as annex) of key personnel who will be part of the proposed plan.
- Timeline:** Include a detailed timeline of key activities.
- Two references** (including telephone numbers) and **web links to previous work** (if available).



BRIDGE 47 – BUILDING GLOBAL CITIZENSHIP

B. Financial Offer

The financial offer should include a line-item budget and a budget narrative. The cost estimates used to prepare the budget should be presented in Euro. The tenderer should include his/her proposed daily rate, including all costs. Value for money will be considered in tender evaluation. Reasonable and receipted travel and accommodation costs related to the execution of the tasks in this Terms of Reference will be covered, based on prior agreement and subject to certain conditions.

The overall value for this contract is between €50,000 and €75,000.

VIII. Timeframe

The consultancy is to be carried out from September 2018 until the end of the project's implementation period, September 2020.

Call for tenders issued: 31 July 2018

Deadline for receipt of applications: 2 September 2018

Interviews for applicants: 2nd or 3rd week of September 2018

Commencement of work: September 2018

Contact details and further information

Project documentation on Bridge 47 can be requested by sending an email to Bridge 47 Project Manager.

Email: taina.riski@bridge47.org

Tel: +358 50 3273147

Website: www.kehys.fi/bridge47

