

Evaluation of Inclusion Europe Call for applications

Deadline: 3 December 2015

Introduction

Inclusion Europe (IE) is the international association that represents the voice of people with intellectual disabilities and their families throughout Europe. We fight for equal rights and full inclusion of people with intellectual disabilities and their families in all aspects of life.

Our members are the organisations of people with intellectual disabilities and their families at national, regional and local level. Inclusion Europe is part of [Inclusion International](#), the world-wide organisation of people with intellectual disabilities and their families and an active member of The European Disability Forum and other important networks.

The task of the External Expert is to monitor and guide the implementation of an evaluation system described below as well as perform some parts of the evaluation himself/herself.

The objectives

The objective of the evaluation system required is to assess whether Inclusion Europe has met its annual and overall objectives as expressed in our 2015 -2017 work programme and if it is satisfying key stakeholders' expectations.

The purpose is to identify key areas where we can strengthen our position as a European advocacy organisation and membership network.

The results will set the framework for development of IE, and will be used by the European Commission to evaluate our work related to EU funding in 2015 - 2017 and by the Board to review strategy and improve our effectiveness.

The key evaluation questions are:

- Has Inclusion Europe met the objectives and achieved the results planned for 2015?
 - o Identify interventions that worked well and those that did not and what should be continued, strengthened or discontinued.

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- Assess the effectiveness of methods for organization of work, allocation of resources, monitoring performance, evaluation of risks and identification of priority issues.
- What is the role and relevance of IE from the point of view of members, related European NGOs and key external actors, including EU bodies and other European institutions?
- What are the opportunities for developing the capacity of the network in the next 5 years (strength and number of members; partnerships and alliances; IE financial and human resources)?

Methodology

The evaluator will be facilitated to review all relevant internal documents and to interview IE staff and members.

Quantitative information is available in project and activity reports based on indicators identified in the work programme. The evaluator will use the information collected to provide an analysis of performance to date and to develop a framework for annual evaluation of implementation and the continuous improvement of Inclusion Europe.

This framework will inform the Final Report on the implementation of the Strategic Plan 2015 – 2017 which will be delivered to the European Commission by Inclusion Europe.

The expert will be expected to collect qualitative information about the implementation of the workplan through three main instruments:

- Evaluation forms of participants from conferences and events
- Qualitative interviews with main stakeholders
- A satisfaction survey for members of our network to include identification of priority areas for future collaboration

The External Evaluation will also look at the consistency of the policy recommendations with the UN Convention on the Rights of Persons with Disabilities (UN CRPD), the involvement of member organisations, persons with intellectual disabilities and family members, inclusion of the gender and age perspectives, satisfaction of other stakeholders.

Requirements/selection criteria

The call is open to all physical and legal persons who meet the following criteria:

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- Independent from IE and has not worked for IE in the past.
- At least five years of evaluation experience, including the evaluation of EU-funded projects.
- Experience of working with international membership organisations or networks.
- Experience in process and organisation development.
- Understanding of human rights international advocacy, including disability rights.
- Demonstrated analytical, communication and report-writing skills.
- Ideally has a knowledge of the UN CRPD, accessibility and inclusion of persons with disabilities.
- Is available for face to face meetings in Lisbon in May 2016.

The most economically advantageous tender in terms of the criteria stated in the present specifications will be selected. Inclusion Europe withholds the right to request additional information as well as not to select a bid upon this call for applications.

Deliverables and timelines

- Evaluation plan (by end December 2015)
- Preparation of member and partners survey (by end January 2016)
- Collation of monitoring data (by end May 2016)
- Draft report (by June 15th 2016)
- Final report (by July 31st 2016)

The IE Director and President will be available to review each draft and provide feedback within 2 weeks.

Resources

IE will provide full remuneration for consultancy fees to a maximum 6000 € all costs and taxes included. This should also include face to face meetings in Lisbon where our annual Europe In Action conference will be held in May 2016.

How to apply:

If you are interested in assisting IE in growing to be a stronger and more effective advocate for the rights of persons with intellectual disabilities in Europe, and you have the experience we require, please send a letter of intention to Aleksandra Ivankovic Tamamovic, Executive Director by Dec 3rd 2015 (a.lvankovic@inclusion-europe.org).

In your letter please outline

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- A brief description of your experience in assessing the performance of international NGOs, networks and associations and your knowledge of the disability field
- A proposed methodology of how you would approach this work
- A brief description of the deliverable(s) you would produce
- Confirmation of your availability to be in Lisbon in May 2016.
- An estimated budget including working days, administrative costs and travel costs including the trip to Lisbon from 26 to 28 May 2016.

Please, also make sure to attach a full CV of the evaluator, preferably in Europass format. In case of legal persons also attach a short company description.