

CALL FOR TENDERS

External Evaluation of the project **E.M.M.E.** **Enterprises Meet Migrants for Employment**

AMIF/2017/AG/INTE/821726

This call is issued by the Consortium of the project **E.M.M.E.-Enterprises Meet migrants for Employment**, which intends to commission a contract for the provision of external evaluation services for the project itself.

1. General information

Summary of the project

The EMME project aims to promote and raise awareness on **early and effective integration of third country nationals in the labour market**. To reach this overall objective the project envisages a transnational partnership composed by key actors in the field of labour market integration, private employment service, support and representation of enterprises, education and vocational training.

The partner organizations will involve enterprises since the beginning of the project and will offer a range of interconnected services aimed at:

- Promoting diversity and non-discrimination at the workplace
- Promoting the use of EU Skills Profile Tool for TCNs
- Providing training programmes that support TCNs to integrate into the workplace and supporting their skills development
- Supporting employers in hiring TCNs
- Providing post placement support to TCNs and employers

The short term beneficiaries are 100 enterprises involved in the activities (engaged in needs analysis focus groups and workshops to promote diversity management) and 60 partner organisations' staff who will be trained on common methodologies and EU tools (EU skills profile tool for TCNs) to foster the skills assessment of TCNs. On the medium term: 300 TCNs will be trained (training based on labour market needs), 100 TCNs will be offered placement opportunities and post placement support (EMME Desk and tutoring activity) and the use of EU tools will be spread on other staff of partner organisations (approx. 3500 staff). Thanks to the valorisation activities other EU organisations, TCNs and enterprises (long term beneficiaries) will benefit from the project results.

Partnership

The project involves directly 3 EU countries (IT, UK, ES) and indirectly will affect 3 other EU countries (FR, DE, BE) that will be engaged in the valorisation and dissemination process.

P1/II Cenacolo (IT), the promoter, is one of the main actors in Tuscany for the management of reception and integration services for refugees and asylum seekers and it has developed a set of methodologies to facilitate their access to work in the local SMEs.



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P2/CO&SO (IT) is a consortium of cooperatives that provides a wide range of services included training provision and support to the planning and implementation of EU funded project.

P3/Confcooperative Toscana (IT), is an association of employers, it provides supporting services to the affiliated enterprises and it is in contact with a wide network of local SMEs.

P4/Fondazione Adecco per le pari opportunità (IT) is a foundation with expertise in the development of training programmes aimed at fostering the integration of vulnerable and disadvantaged persons into the labour market. It has longstanding experience in career guidance and in services addressed to the enterprises.

P5/Bridges Programmes (UK) is Scotland's specialist agency working in the social and economic integration and inclusion of refugees and TCNs. It is specialized in skills assessment and validation, vocational language support, employer engagement and provision of placement support.

P6/Glasgow Clyde College (UK) is one of Scotland's largest further education institutions. It provides vocational and skills trainings for all learners, including vulnerable target group, long term unemployed, migrant workers and refugees.

P7/Glasgow City Council (UK) is the local government body of the city of Glasgow, it has recently launched a new multi-stakeholder taskforce aimed at creating a local strategy for migration based on three key components: workforce, skills and links with employers. It has a special department to provide services to the local enterprises.

P8/Almeria Acoge (ES) is an association active since 1987 in Andalucia and specialized in providing services addressed to migrants: reception and housing programmes, counselling, career guidance, placement implementation and job active search trainings.

P9/Universidad de Almeria (ES), Centre for Migration Studies and Intercultural Relations (CEMyRI) is a specific department created with the sponsorship of the Secretary of State for Immigration and Emigration-Ministry of Labour and Immigration, in order to organize and conduct outreach educational and research on immigration. It has participated to EU funded project in the field of TCNs integration into the labour market, testing the use of innovative trainings addressed to the target.

P10/Rambla Abogados y Asesores (ES) is a training and consultancy organisation based in Andalucia. It offers a wide range of services to enterprises and in particular innovative trainings to support entrepreneurship and to promote employability

Keywords: *TCNs, integration, labour market, enterprises, transnational partnership*

Starting date: *01/01/2019*

Duration in months: *24 months*

Funding: *EMME Project is funded by the European Union's Asylum, Migration and Integration Fund*



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2. Tasks of the external evaluator

The external evaluator will provide the **tools to evaluate the products and guarantee an objective feedback from outside the partnership throughout the project**, especially during the interim and final reporting period, in order to be on track as to both the work plan timeline and the quality of project products.

The external evaluator will assure a **continuous monitoring and the coordination of the evaluation activities directly with the partners of the project consortium**.

The evaluation, as a systematic and objective assessment of the project, its design, implementation and results, will cover two levels of implementation:

- *project evaluation*, in order to evaluate the quality of project management and main project outcomes
- *products evaluation*, in order to evaluate the quality of the products and deliverables elaborated during the project implementation

PROJECT EVALUATION

In terms of project evaluation, the external evaluator will be responsible for preparing the following deliverables:

Deliverable no.	Deliverable name	Description of deliverables	Format
D1.5	Evaluation Strategy and Quality Criteria Document	The document will provide clear information, tools and timetable of evaluation activities	Electronic, approx. 40 pages
D1.6	5 Evaluation Monitoring Reports	The reports will evaluate quality aspects of project management and implementation. They will be based on the data collected from each partner through questionnaires on the transnational partner meetings and project phases	Electronic, approx. 30 pages
D1.7	Progress Evaluation Report	The document will outline the evaluation on project management and implementation during year 1 of the project	Electronic, approx. 15 pages
D1.8	Final evaluation report	The report will outline the summative evaluation of all the aspects of project management, implementation and results achieved by the project throughout its duration	Electronic, approx. 30 pages
D1.9	Impact and Exploitation Report	The document will analyze the impact generated by the project and indicate the number and type of reached beneficiaries and stakeholders	Electronic, approx. 20 pages



PRODUCTS EVALUATION

With reference to the main outputs and products/deliverable issued by the project, the external evaluator will be responsible for preparing the following deliverables:

Deliverable no.	Deliverable name	Description of deliverables	Format
D1.10	WP2 Enterprises Engagement Evaluation Report	The report will evaluate the implementation of the WP2 aimed at fostering the mobilization of employers on the topic of integration of migrants into the labour market. In detail the report will collect quantitative and qualitative data on the engagement of enterprises in project activities	Electronic, approx. 10 pages
D1.11	WP3 Training on EU Skills mapping report	The report will evaluate the relevance and the success of the staff training provided at EU and national level based on a common methodology of TCNs skills assessment. The report will be the result of collection of data and satisfaction questionnaires addressed to training providers and participants.	Electronic, approx. 20 pages
D1.12	WP6 Evaluation of EU and NA public events and final conference report	The document is a summative report evaluating the success and impact generated by the valorisation events foreseen by the project (3 National events, 3 EU events and 1 Final conference)	Electronic, approx. 30 pages

3. Time schedule and reporting

The contract shall have the duration from March 2019 to December 2020. The subcontractor will be asked to prepare and submit the Evaluation Strategy and Quality Criteria document by 31.03.2019. The plan will be reviewed by the promoter Il Cenacolo and will be subject to change, based on acquired comments.

The evaluation reports are due to be submitted as follows:

Deliverable no	Deliverable name	Deadline
D1.5	Evaluation Strategy and Quality Criteria Document	31 march 2019
D1.6	5 Evaluation Monitoring Reports	1 after each TP Meeting, last to be completed by December 2020
D1.7	Progress Evaluation Report	January 2020
D1.8	Final evaluation report	December 2020
D1.9	Impact and Exploitation Report	December 2020
D1.10	WP2 Enterprises Engagement Evaluation Report	July 2019
D1.11	WP3 Training on EU Skills mapping report	October 2019
D1.12	WP6 Evaluation of EU and NA public events and final conference report	December 2020



5. Selection criteria

The subcontractor will be chosen on the basis of the best offer.

Applicants should have significant experience and sound knowledge in the following domains:

- Quality Management in EU funded projects.
- Evaluation of programmes, policies or projects.

Applicants must have excellent knowledge of the English language, must be able to work within specified deadlines and respect budgetary limits.

The above criteria can be proven by the applicants' profiles and/or CVs of key staff involved in the offer.

6. Award Criteria

The contract will be awarded to the tender offering the best value for money on the basis of the quality and price, taking into account the specific requirements and selection criteria of the tender. The principles of transparency and equal treatment will be respected with a view to avoiding any conflicts of interest.

7. Submission of tenders

This call for tenders will be published on Il Cenacolo's and partner organisations websites on 01/02/2019 and will be kept open for 20 calendar days. The deadline for the submission of bids is on 20/02/2019.

Tenders must be written in English. They must be signed by the applicant (if individual tenderer) or by the tenderer's legal representative (if the applicant is an organisation).

All tenders must include the following documents and information:

- Description of professional experience with relevant examples of evaluation work performed;
- CV of the evaluator(s);
- Financial proposal with prices quoted in euros.

Offers must be submitted by 20/02/2019 latest by email to both the following e-mail addresses:

bonacchi@coopcenacolo.it

cultraro@coopcenacolo.it

The mail containing the tender must bear the caption: "Call for tenders EMME Project"

