

TERMS OF REFERENCE (ToR)

WP3 Monitoring and Evaluation Expert Services

1. Background

The **HEEFTA** (Holistic Environmental Education from Training to Action) project, funded by the Interreg NEXT MED Programme, aims to strengthen environmental awareness and capacity through a holistic approach to environmental education.

The project is implemented through a multi-country partnership bringing together academic institutions, civil society organisations and other relevant stakeholders, fostering cross-border cooperation and knowledge exchange.

Within this framework, Work Package 3 (WP3) focuses on the implementation of training and capacity-building activities, as well as the systematic monitoring and evaluation of project outputs and results.

Ensuring the quality, effectiveness and impact of these activities requires a structured monitoring and evaluation approach supported by evidence-based analysis. For this purpose, a Monitoring and Evaluation Expert will be engaged to support the project in tracking progress, analysing results and assessing the overall impact of WP3 activities.

2. Objective of the Assignment

The objective of this assignment is to:

- monitor the implementation of WP3 activities
- assess the effectiveness and impact of training activities
- analyse project outputs and results
- provide structured and evidence-based reporting

3. Scope of Work

The selected contractor will be responsible for:

3.1 Monitoring Framework Development

- Developing a monitoring and evaluation framework
- Defining indicators and data collection methods

3.2 Project Monitoring

- Monitoring WP3 activities on an ongoing basis
- Collecting and analysing participation and output data
- Preparing periodic monitoring notes

3.3 Policy and Context Analysis

- Analysing relevant environmental education policies
- Assessing the project's alignment with existing frameworks

3.4 Expert Meetings Analysis

- Analysing expert meetings conducted within the project
- Summarising key findings and insights

3.5 Training Evaluation

- Evaluating training activities (online and in-person)
- Analysing pre- and post-training data
- Assessing participant feedback

3.6 Stakeholder Mapping

- Identifying and analysing relevant stakeholders
- Supporting engagement and collaboration strategies

3.7 Final Evaluation

- Synthesising all findings
- Assessing overall project impact and results

4. Deliverables

The contractor is expected to deliver the following:

- 1. Inception Report**
 - Maximum 10 pages
 - Including methodology and detailed work plan
- 2. Monitoring Framework Document**
 - Maximum 15 pages

- Including indicators and monitoring approach
- 3. **Periodic Monitoring Notes**
 - Maximum 5 pages each
 - Format: PDF
- 4. **Expert Meeting Analysis Reports**
 - Maximum 5 pages per meeting
- 5. **Training Evaluation Report**
 - Minimum 15 pages
 - Including data analysis and findings
- 6. **Stakeholder Mapping Report**
 - Maximum 10 pages
- 7. **Final Evaluation Report**
 - Minimum 30 pages
 - Including analysis, findings and recommendations

***All deliverables shall be submitted in English.

***Deliverables shall be provided in both editable format (Word) and PDF.

5. Timeline

The timeline shall be aligned with the WP3 work plan and contractual period.

Indicative timeline:

- Month 1 → Inception Report
- Month 2 → Monitoring Framework
- During implementation → Monitoring Notes
- After trainings → Training Evaluation Report
- End of assignment → Final Evaluation Report

6. Payment and Acceptance Conditions

Payments under this contract will be made on a deliverable basis, subject to the formal acceptance of outputs by the Contracting Authority.

6.1 Acceptance Procedure

All deliverables will be reviewed by the Contracting Authority within **20 working days** of submission.

Where necessary, the contractor may be requested to revise or complete the deliverables. Payment shall only be made upon formal acceptance.

6.2 Payment Schedule

- **10%** upon acceptance of the Inception Report
- **20%** upon acceptance of the Monitoring Framework and interim outputs
- **70%** upon acceptance of the Final Evaluation Report

6.3 Payment Execution

Payments will be made within **30 days** following:

- formal acceptance of deliverables, and
- receipt of a valid invoice

6.4 Supporting Documentation

Each payment shall be supported by:

- approved deliverables
- invoice
- any required supporting documentation

All documentation must comply with the reporting and verification requirements of the Interreg NEXT MED and JEMS.

7. Required Qualifications

The contractor should have:

- proven experience in monitoring and evaluation
- experience in EU-funded projects (preferably Interreg)
- strong analytical and reporting skills
- ability to deliver high-quality reports in English

8. Submission Requirements

Tenderers shall submit:

- Technical Proposal
- Financial Proposal
- Tender Form
- Declaration on Honour