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FULFIL

Project: 101083937 — FULFIL — CERV-2022-CHAR-LITI

TERMS OF REFERENCE EXTERNAL EVALUATOR



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FULFIL Project External Evaluator

I./ FULFIL PROJECT MISSION

1. Introduction

The FULFIL Project aims to enhance the knowledge and practical use of the EU Charter of Fundamental Rights in the context of supporting migrant women's rights. The project targets a diverse group of stakeholders across France, Italy, and Portugal, with specific deliverables including strategic litigation training, the establishment of a case-law database, and a comprehensive report providing a women's rights perspective on the Charter.

2. Purpose of the Evaluation

The purpose of this evaluation is to provide an independent assessment of the FULFIL Project's effectiveness, efficiency, relevance, impact, and sustainability. The evaluation will identify strengths, weaknesses, lessons learned, and provide actionable recommendations for future initiatives.

3. Scope of Work

The evaluation will cover the following aspects:

- **Relevance:** Assess the alignment of the project deliverables and results with the aims and objectives of the project also taking into account the needs of the target beneficiaries (legal professionals, equality bodies, diplomatic missions, law enforcement, migrant women, and civil society organizations).



- **Effectiveness:** Evaluate the extent to which the project achieved its objectives and deliverables.
 - **Efficiency:** Assess the efficiency of project implementation in terms of resource utilisation, timeliness, and cost-effectiveness.
 - **Impact:** Determine the impact of the project on the target beneficiaries, particularly in enhancing the use of the EU Charter to support migrant women's rights.
 - **Sustainability:** Evaluate the sustainability of the project outcomes and the potential for long-term benefits.
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4. Evaluation Questions

The evaluation will address the following key questions:

1. To what extent were the project objectives met?
 2. How effectively were the training and resources delivered to the target beneficiaries?
 3. What impact did the project have on the knowledge and capabilities of the legal professionals and migrant women?
 4. How efficiently were the project resources utilised?
 5. What are the strengths and weaknesses of the project design and implementation?
 6. What lessons can be learned from the project?
 7. How sustainable are the project outcomes?
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5. Methodology

The evaluator is expected to use a mixed-methods approach, including:

- Desk review of project documents, reports, and relevant literature.
 - Surveys and interviews with project stakeholders and beneficiaries.
 - Analysis of the case-law database and training materials.
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6. Deliverables

The evaluator will be responsible for the following deliverables:

8. **Draft Evaluation Report:** Comprehensive report covering all evaluation aspects and addressing the evaluation questions.



9. **Final Evaluation Report:** Incorporating feedback on the draft report and providing actionable recommendations.
 10. **Presentation of Findings:** PowerPoint presentation summarising the evaluation findings and recommendations.
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7. Qualifications

The external evaluator should possess:

- Proven track record of conducting evaluations or managing international projects.
 - Strong analytical, communication, and report-writing skills.
 - Fluency in English; knowledge of French, Italian, or Portuguese is an asset.
 - Minimum of 5 years of experience in project evaluation or management, particularly in human rights or projects related to migration, migrant women, violence against women and equality between women and men.
 - Basic knowledge of the EU Charter of Fundamental Rights and its application in the context of migrant women's rights.
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8. Duration and Timing

The evaluation is expected to commence on July 15th and conclude by September 30th.

9. Application & Selection Process

Interested candidates are invited to submit the following:

- Cover letter outlining their suitability for the role.
- Curriculum Vitae (CV).
- A proposal including the evaluation methodology, timeline, and budget.
- At least one reference from a previous client.
- Form of disclosure of any potential conflict of interest

Applications should be sent to Anna Zobnina, Strategy and Executive Director of the European Network of Migrant Women at admin@migrantwomennetwork.org by 10/07/2024.

Upon reviewing the applications by the European Network of Migrant Women in consultation with the Steering Committee of the FULFIL project, shortlisted candidates will be contacted



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by email. A one-to-one interview may be organised, if necessary to facilitate the selection. The final selection will be made based on the best-value for money, qualifications and experience of the evaluator.

10. Management and Reporting

The evaluator will report to the Project Manager, Anna Zobnina and the Project Coordinator, Alyssa Ahrabare, who will involve the Steering Committee to provide oversight and guidance throughout the evaluation process.

11. Budget and Terms of Payment

The maximum budget for the evaluator's tasks and deliverables is Euro 5,760.00

The evaluator will be paid in two installments, by bank transfer, upon submission of the invoice by the evaluator :

- Downpayment of 40% of the agreed amount after signing the contract
- Final Payment after submitting the final report

12. Confidentiality

The at the application stage the evaluator will The evaluator will maintain confidentiality when accessing files, data and information needed to perform her tasks that are deemed "sensitive" or "confidential". S/he will not disclose the project's non-sharable materials to any third party. Breach of confidentiality, it will result in the termination of the contract.