



ENDING SEXUAL HARASSMENT AND SEXUAL VIOLENCE IN THIRD LEVEL EDUCATION - ESHTÉ

INVITATION TO QUOTE FOR THE PROJECT EVALUATION

1. Introduction

The National Women's Council of Ireland (NWCI) is seeking a suitably qualified evaluator(s) to undertake the evaluation of the Ending Sexual Harassment and Sexual Violence in Third Level Education (ESHTÉ) Project, an EU funded project.

2. About the Organisation

The National Women's Council of Ireland's / Comhairle Náisiúnta na mBan (NWCI) mission is to lead and to be a catalyst in the achievement of equality for women.

We are the national representative organisation for women and women's groups in Ireland. A non-governmental, not for profit organisation, founded in 1973, we seek to achieve equality for women. We represent and take our mandate from our 180 member groups from across a diversity of backgrounds, sectors and geographical locations. We also have a growing number of individual members who support the campaign for women's equality in Ireland. Our mandate is to take action to ensure that the voices of women in all their diversity are heard. Our vision is of an Ireland and of a world where women can achieve their full potential in a just and equal society.

3. About the Project

The ESHTÉ Project aims to prevent and combat sexual violence and harassment (SVH) and build a culture of zero tolerance in Higher Education Institutions (HEIs) throughout Europe. ESHTÉ is funded by the European Commission and NWCI is the lead partner and co-ordinator of the overall project. Core partners include:

Mediterranean Institute of Gender Studies (MIGS), Cyprus
The Women's Issues Information Centre (WIIC), Lithuania
Rape Crisis Scotland (RCS), UK
Ludwig-Maximilians University, Germany

Project Objectives

Targeting students, male and female, as well as the administration of universities, the project aims to:

- Develop the understanding and recognition of sexual violence and harassment (SVH) as being rooted in gender inequality and build capacity on the part of HEIs to combat and address it
- Support HEIs to build a Zero Tolerance Zone and provide opportunities for sharing models of good practice
- Increase knowledge amongst HEI staff, of the higher risk of SVH amongst young women and its negative impact on student's academic performance and overall well-being

- Raise awareness and provide information to students on; consent, the myths surrounding rape, supports available to victims, importance of reporting to the police, importance of naming and acknowledging experiences of SVH
- Raise awareness of the particular experiences of SVH of students with disability and students from minority ethnic groups

Key Project Actions

- Produce report on the available data about the prevalence of SVH amongst students/young women in the partner countries and two additional countries
- Develop and implement an awareness raising campaign targeting students, including students with disabilities and students with a minority background, and staff of HEIs
- Develop, test and disseminate a toolkit that can be used by HEIs in order to work towards making their university a zero tolerance zone for SVH
- Disseminate learnings through webinar, seminars, conference
- Complete an external evaluation of the project

Please see the attached official project description for full details.

4. Evaluation Process

Purpose of the Evaluation

An external evaluation of ESHTe is a core funder requirement and the information provided here is based on the agreements reached with the funder as to the scope of the required **funder evaluation reports**. **Please see the attached report templates for more information in regard to the funder requirements.**

However, NWCI and partners are aware of the unique opportunity this project offers to understand better how to bring about the level of structural change required to end violence against women. Therefore, proposals should include how the evaluator could support the partners to assess the broad impact of the project, how change happened, and what learnings we can integrate into wider organisational work in this area. The evaluator will produce a **final project report**, which will necessarily include the information, assessments and, reflections included in the funder evaluation report but will also address the issues outlined here, and may include other issues which emerge during the project implementation.

The evaluation processes will assess the relevance, performance, management arrangements and progress of objectives, realisation of outcomes and overall success of the project. Evaluation will be conducted on an ongoing basis over the course of the project and will be comprehensive, consultative and reflective. It will both measure and assess the achievements of the project.

It is intended that the evaluator will support an ongoing learning cycle and based on their findings, inform how project actions could proceed. They will support the design of feedback mechanisms (eg. evaluation forms after events), carry out interviews with relevant stakeholders, measure progress against baseline data and indicators, assess the take up of activities (e.g. numbers at focus groups, seminar and end of project conference, level of social media interaction and engagement, take up of press releases in print and broadcast media) and provide ongoing feedback to the project staff.

A clear evaluation methodology, terms of reference, set of progress indicators and framework for integrating ongoing evaluation findings into the future direction of the project will be devised by the evaluator(s). This will include reaching agreement with a NWCI staff and ESHTe project partners who may have responsibility to collect data or produce reports required for the evaluation processes (e.g. financial reports).

Scope and timeframe of the evaluation

The ESHTe project will run from October 2016 – March 2019.

There is an interim funder evaluation report due in **December 2017** and a final funder evaluation report is due **March 2019**.

The final project evaluation report will be due for presentation at the project conference, anticipated to take place in early 2019. This date will be confirmed early in the final quarter of 2018. The evaluator may be asked to present the final project report at the final project conference.

It will be the responsibility of the evaluator to ensure that these reports are completed and submitted at the required deadlines.

The final funder evaluation report will include (at minimum):

1. The extent to which the objectives, outputs and outcomes have been achieved
2. The extent to which these are sustainable
3. The kinds of new developments, initiatives, changes or unforeseen results which have emerged
4. The effectiveness of the strategies used.
5. The extent to which the objectives, outputs and outcomes have contributed to the overall NWCi strategy and those of our partner organisations
6. Learning for the future for the design and implementation of other related projects and programmes

Indicators to be measured, which have been agreed with the funder, include:

1. Analytical activities – Production of Baseline study, Toolkit, Conference Report and Evaluation Report
2. Training activities – 8 half day pilot trainings (120 participants) production of 6 modules
3. Mutual learning, exchange of good practices, cooperation – 8 focus groups, 1 webinar, 5 meetings of National Advisory Committee, 4 Project Steering Group Meetings
4. Awareness-raising, information and dissemination – EU Conference, Webinar, posters, postcards (brochure leaflets), website, social media campaign (1,000,000 views), video, 5 newspaper/magazine articles, 3 national dissemination seminars.
5. No. of HEIs adopting protocols and procedures to address SVH
6. Overall levels of engagement in project activities

The **final project report** will include this information and the additional assessments and reflections as outlined above.

5. Tender Requirements

Required Qualifications

- Knowledge and experience in project assessment and evaluation, including experience of EU evaluation requirements
- Understanding of the violence against women sector with a demonstrable insight into gender and women's equality
- Understanding of the community and voluntary sector and its relationship with State policy and decision making and insight into issues of civil society engagement and participation
- Experience and/or understanding of the higher education sector
- Excellent writing skills
- Strong communication skills with an ability to engage with a range of diverse audiences

Tender proposals should include:

- A statement or narrative demonstrating understanding of the project aims and objectives
- A demonstrated understanding and awareness of the requirements of the project
- An outline of skills, qualifications and experience in this evaluation area and evaluation management.
- A work plan identifying the approaches and methodologies to be used in carrying out the evaluation, demonstrating how the scope of the work will be achieved
- Demonstration of the arrangements for effective communication, so as to ensure that the objectives of the evaluation are being achieved, and the evaluation does not overrun on time or cost and that any other problems that arise can be resolved

Please also include the following information:

- Background information on your company (if applicable)
- Background information on the evaluator(s) team and name of designated contact
- Outline your experience of working on similar evaluations with similar organisations. Please speak specifically to projects that have been EU funded, and work that has had multiple partners.
- Provide one example of a similar evaluation report
- Must demonstrate ability to meet project timelines
- 3 recent clients who may be contracted for references in relation to this tender.

Project Budget

The total budget for the evaluation is €6,500 inclusive of VAT and all expenses.

A payment schedule will be agreed with the successful candidate.

6. Costs

- Set out any issues which may impact on the cost
- All costs must be inclusive of VAT and expenses
- Demonstrate value for money
- Breakdown of costs showing the number of days required to complete the task, the number of days for each person if there is more than one person involved, the cost per day. The fee quoted should include travel and subsistence costs

Tenders should be submitted to:

Jennifer McCarthy Flynn
Coordinator, ESHTe, National Women's Council of Ireland
jennifermf@nwci.ie

Please submit your tender in electronic format and include all costs (including VAT)

Tenders should be submitted by close of business on Wednesday 24th 2017. We hope to be in a position to confirm the successful tender application by early June 2017.

Please address any questions to Jennifer McCarthy Flynn jennifermf@nwci.ie

Please Note:

- **All quotations shall be considered by the NWCI in line with internal policies, budget and specific requirements**
- **The NWCI is not bound to accept any quotation**

- **The NWCI is not obliged to provide reasons for decision**
- **The decision taken is final**
- **Any contract awarded is for the duration of the actions specified within this Project**

Evaluation Tender Pack

- Evaluator Brief
- Project Description
- Technical Implementation reports – Interim & Final

