



Impact assessment – Call of Interest for External Partner for the EU funded project Ac+45 - Engaging unemployed low-skilled adults over 45 years old in training opportunities through collaboration schemes among CSOs, employers and training providers

Deadline: July 6th , 2021

A. Summary

1. ActionAid Hellas requests proposals from qualified individuals, groups of individuals or firms to conduct an evaluation study of the 24-month EU co-funded project “ Act45- Engaging unemployed low-skilled adults over 45 years old in training opportunities through collaboration schemes among CSOs, employers and training providers”
2. The evaluation project will require the selected applicant to facilitate and coordinate with project staff, along with other stakeholders as needed, to collect and review qualitative and quantitative data. The project requires the applicant to submit the deliverables listed in Section C1. It is anticipated that this evaluation study would involve extensive collaboration between ActionAid Hellas and the applicant.
3. The selected applicant should bring:
 - a. Employability and/or livelihoods expertise and/or evaluation background. Relevant background with the target age group would in addition be welcome.
 - b. The ability to generate and synthesize findings from academic and practitioner literature reviews and implemented intervention
 - c. Expertise in qualitative research design, methodology, and analysis
4. ActionAid Hellas is not liable for any expenditure incurred by responding applicant prior to issuance of an executed contract with ActionAid Hellas
5. Submissions must be typed and submitted only by email and must follow guidelines of the section Submissions Requirements. Unless agreed upon with ActionAid Hellas, no changes or corrections to a response will be allowed after the deadline.
6. The assignment is expected to occur from July 19th to – September 30th 2021.
7. The proposals must be submitted by email to procurement@actionaid.org by July 6th, 2021, at 23:59 Athens, Greece time. Subject line should read “Act45 impact proposal”. The proposal must contain a technical proposal and a financial bid and should not exceed 3,000 Eur (including taxes)



B. Scope of Work

1. Background

ActionAid is an independent international civil society organisation, fighting poverty and injustice in Greece and all over the world. Since 1972 it has been training people and supporting communities, so that they can claim a life of dignity and a fairer world for all.

In Greece it started the Child Sponsorship programme; in 2000 it launched its educational programme and from 2014 onwards it had also been supporting vulnerable people who live in Greece.

Within its scope of collaboration with Civil Society Organisations in Greece and Europe, ActionAid Hellas is looking for an external evaluation to conduct the evaluation study for the EU funded project [Act45](#), in which AAH is the leading partner. The project is implemented in 4 EU countries with the support of 5 different partners. The main project activities are implemented in Greece, Bulgaria, Italy and Spain.

The project's objectives are:

- a) Establish effective local ecosystems that encourage the participation of unemployed low-skilled adults over 45 years old in training opportunities.
- b) Increase collaboration among CSOs, employers and trainers to create a motivating environment.
- c) Produce recommendations for employers to increase their involvement in training initiatives for low-skilled adults over 45 years old.
- d) Improve socio-labour inclusion of unemployed low-skilled adults over 45 years old.

Act45 project has been funded with the financial support of the Erasmus+ Programme of the European Commission). The European Commission support for the production of this publication does not constitute an endorsement of the contents which reflects the views only of the authors, and the Commission cannot be held responsible for any use which may be made of the information contained therein

2. Aim & objectives of the evaluation study

The external evaluation is expected to use primary and secondary research tools. In particular, primary research activities (i.e. focus groups, interviews, online questionnaire) are expected to be carried out addressed to the project's key stakeholders (job counselors, partners, employer representatives, partner NGOs etc.) in order to acquire feedback, while secondary data collection (project's documentation, deliverables, monitoring data) are going to be collected and analyzed in comparison to expected results as defined in the Grant Agreement of the project.



More specifically, the aim of the evaluation will be two-fold:

- I. To organize, synthesize and translate the evidence base into meaningful insights for the use of documenting the impact and effectiveness of emerging local ecosystems as means of encouragement for the participation of unemployed low-skilled adults over 45 years old in training opportunities,
- II. To provide recommendations to increase impact and outreach to the target groups

The evaluation will achieve the following objectives:

- I. Establish a body of knowledge that includes project's evidence base, as well as supporting secondary data testing the project's intervention rationale and implementation.
- II. Identify good practices, challenges and barriers for the project's sustainability and duplication, and provide recommendations for further action.

3. Proposed questions

Questions examined during the evaluation include but are not limited to:

- I. To what extent and how the project has contributed to the emergence and establishment of sustainable local ecosystems encouraging participation of unemployed low-skilled adults over 45 years old in training opportunities? What have been the main challenges and successes?
- II. To what extent has the project contributed to introduce alternative pathways for socio-labor inclusion of unemployed low-skilled adults over 45 years old? At what extent adults involved in pilot activities can identify changes in their lives and behaviors after the project?
- III. What are the recommendations for similar programmes working in a similar situation?

4. Data and methods

A mixed-methods approach will be used to gather relevant data. The majority of data collected will be qualitative, however some quantitative data will be utilized to better understand project's impact.

Suggested methods **may** include among others:

- i. Kick-off workshop with Project consortium
- ii. Regular working sessions with project management team
- iii. Interviews and/or focus groups with project staff and relevant stakeholders



- iv. Desk review of existing project internal documentation, evaluations, reporting and data programmatic information, and data, including:
- Grant proposal and grant agreement
 - Progress reports and evaluation reports
 - Secondary - desk research focusing on best practices of empowerment and mobilization of unemployed older than 45 years old
 - Project deliverables

C. PROPOSED DELIVERABLES AND KEY DATES

1. Proposed Deliverables

The selected applicant will use the impact assessment to provide the following deliverables (to be finalized with the selected applicant during the inception report

- Inception report that outlines the approach or framework to be taken during the impact assessment (minimum 5 pages)
- Final report synthesizing literature review and relevant project data, summarizing findings and their relevance within the context of long-term unemployed adults older than 45 years old sector and recommendations to increase impact and reach of the project, as well as challenges identified from implementation (approx.30 pages)

2. Key Dates

We anticipate that this assignment will take approximately nine weeks. The assignment is expected to begin on July 19th 2021. All final deliverables will be due on September 30th , 2021, with the indicative timetable:

- July 7th: Proposals due
- July 12th : Contract signed
- July 19th : Assignment begins
- July 26th: Inception report presentation
- September 20th: Share draft with project leader to review
- September 30th: Final deliverables due

Timetable is indicative and subject to project implementation rearrangements, due to covid-19 related response. Any changes will be communicated to the selected applicant by July 7th, 2021.

D. SUBMISSION REQUIREMENTS



To be considered under this CoI, please submit the following, as two separate documents attached to the same email:

1. Technical Proposal

- I. A narrative proposal (no more than 4 pages excluding annexes) should include the following sections:
 - a. **Methodology:** Describe your overall approach and methodology including, and not limited to, research questions, research design, and data collection. Your methodological approach can include but should not be limited to the suggested methodology within this CoI Section 2.4
 - b. **Relevant Experience:** Provide details of projects of similar scope, complexity and nature you have worked on previously.
 - c. **Specific Expertise:** Describe your level of knowledge and expertise specific to employability and livelihood expertise and design and implementation of educational programs as applicable. Also describe your expertise specific to conducting literature reviews and data syntheses. Finally, please highlight any relevant areas of knowledge and expertise pertaining to the sample thematic areas noted above.
 - d. **Key Personnel and Staffing:** Describe the key personnel and a staffing plan for the project. Include CVs (no more than 3 pages each and attached as annex) of key personnel who would be part of the proposed plan.
 - e. **Timeline:** Include a detailed timeline of key suggested activities.

- II. **Financial proposal** The financial proposal should include a detailed budget and a budget narrative. The proposed budget should be inclusive of all taxes and should not exceed 3,000 Eur.

E. CRITERIA FOR SELECTION

Applicants may be individuals, groups of individuals with a designated team lead, or firms. Applicants must have at a minimum the following qualifications:

- a. Proposed staffing plan that includes at least one fluent English speaker as lead writer, or be fluent English speaker in case of single applicant (yes/no)
- b. Demonstrated experience in conducting literature reviews and/or project evaluations (20%)
- c. Demonstrated relevant experience and familiarity with employability and livelihoods, adults and longterm unemployment empowerment. Relevant



background within one or more of the thematic areas would be welcome.
(30%)

- d. Expertise in qualitative research design, methodology, and analysis (30%)
- e. Cost effectiveness (20%)

F. SELECTION PROCESS

All proposals submitted by the deadline will be carefully reviewed by the Selection Committee based on established selection criteria. The selection process may involve interviews with applicants. The final decision will be based on the overall quality of the technical proposal and value for money. The Selection Committee reserves the right to reject any or may cancel any submission at any time prior to agreement if it is in the best interests of the project and ActionAid Hellas.

The selected applicant should abide by ActionAid Hellas values and policies, upon agreement signing.

G. CONTACT

Proposals related to the CoI should be sent through email to procurement.hellas@actionaid.org until 23/06/2021, 23:59 Athens, Greece time. Subject line should read "Act45 evaluation proposal".

Any queries should be submitted to Sofialena.kouremenou@actionaid.org no later than 18/06/2021 will not be delivered; subject line should read "Act45 CoI questions".