

Terms of Reference (ToR)

External evaluation of the 'Inclusive Schools' project

1. Background and Context

Inclusive Schools is a project co-funded by the European Commission, under the Erasmus+ Programme, Key Action 3 'Social Inclusion and Common Values: the Contribution in the Field of Education, Training and Youth' call for proposals (call reference: EACEA/10/18). It is led by the British Council (UK) in partnership with six organisations from Belgium, UK, Spain, Greece and Poland. The project activities will last for 24 months and have started on 15 January 2019.

The project aims to shape school communities into actors of cultural change to address discrimination, and to uphold bottom up initiatives for inclusion. It will support the improvement of schools management as well as of inter-cultural education by supporting leading actors of school communities, students, teachers, heads of schools as well as policy makers to further design Inclusion Strategies for schools in Europe.

This project aims at bringing together a pool of teachers, professors, school leaders and policy makers in a focused effort to make tangible change to school communities in Europe and set up an action plan through participatory methodology for future inclusion strategies in European schools. The action evolves around:

- Supporting schools to create or build upon existing Inclusion Strategies
- Providing schools and stakeholders the tools to advocate for necessary educational reforms
- Capturing the added value and benefits in schools and their communities

All the above will be based on the development and compilation of educational material and appropriate methodology. We will also be delivering training for trainers and teachers as well as direct implementation of workshops in schools with the aim to engage multiple actors through enhanced cooperation and focused networking and advocacy actions.

Based on the objectives and the design of the activities, the expected results are:

- An international pool of 13 trainers equipped to spread inclusive schools best practices and pilot activities in schools across Europe.
- A thorough methodology that will allow at least 61 schools to understand and embrace the diversity of their own school community, identify the needs of these diverse groups and assess the impact of the school activities and culture to these groups leading to an Inclusive School strategy and action plan.
- An innovative communication and raising awareness campaign reaching at least 500 school communities around Europe through the Inclusive Schools Certification scheme and participation in Inclusion Week.
- Direct engagement of 13,000 students through the pilot of activities in schools as well as indirect outreach to 75,000 students across Europe through the communication campaign, the participation in Inclusion Week and Inclusive Schools scheme.

2. Evaluation purpose and target audience

The external evaluation is part of a bigger concept assuring the quality of the project and will allow us to monitor and assess the impact of the activities. There are two frameworks developed for the project: Quality Assurance Framework and Evaluation Framework, both very intertwined aspects of the project's success and sustainability.

While the scope of the Quality Assurance framework is to ensure that the content and the inclusivity of the project are respected in all its parts, the evaluation framework – coordinated by an external evaluator and OBESSU – aims at evaluating and analysing the impact of those actions and their co-relation to the set objectives. The idea of external evaluation is to gather perspective on the ongoing project developments and processes to gather lessons learned, new resources and critical points analysis onto which the QA Board can reflect and act.

The target audience of the evaluation includes project partners, involved staff, experts and volunteers, as well as project beneficiaries: teaching staff, school heads, youth workers and school students.

3. Evaluation objectives and scope

- To enhance processes and have a bigger impact
- To adapt the project development plan according to the needs of the consortium and the target group
- To act as a critical friend by providing supportive, constructive, critical guidance to the Project Team as appropriate and within the time and financial constraints of the project
- To guarantee efficient leadership
- To reinforce accountability, transparency and participation
- To determine whether the results contribute to the project's overall goal
- To identify lessons learned and provide recommendations
- To guarantee that the ethical grounds of the project are sound
- To empower partners to improve and develop new capacities
- To determine whether the results offer value for money

4. Evaluation tasks

The evaluation shall reflect on the following aspects:

- Deviations from the original context and needs analysis as described in the project applications (e.g. new policy developments or practices that are notably important) for the consortium to decide if and how to incorporate
- Validity of the project management handbook and its comprehensibility to the users
- Project effectiveness – based on the project timeline set by the QA Board
- Quality of inputs and outputs (monitoring), to determine the possible risks, challenges and opportunities that will be faced in the outcomes and impact
- Assess progress of the project made towards the achievement of results at the output and outcome levels
- Participation and cooperation with the Quality Assurance Board
- Efficiency of resources and budget allocation
- Partners ownership of the project
- Satisfaction of participants to the different events of the project (training of trainers, workshops, national gatherings etc)
- Quality of the educational material and its comprehensibility (through a system of validation and testing)

5. Approach and methodology

We will be working on following concepts:

Inputs are the resources, the preliminary data, analysis and evaluation run, as well as the logical framework of the project and the project description itself. The QA Framework is also to be considered an input.

Outputs are all the produced material and resources (e.g. the educational material, the Training of trainers, the workshops etc). For example, the educational pack, one of the first activities of the project represents the primary content output to be closely evaluated and monitored. Outputs are to be evaluated with the support of the QA Board.

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Outcomes are the direct effect of the different project activities on the target group (or the indirect beneficiaries). They represent the change described in the objectives, the mission, the vision and the strategy of the project and are achieved by all the partners working together efficiently.

Impact is the longer term effect determined by the actions of the project. It can be intentional or unintentional and represent a chance for the sustainability of the project. The evaluation of the impact is highly dependent on the evaluation of the other elements, as it might take years before the impact becomes visible and measurable.

Quality Assurance, as defined in the QA Framework, aims at instilling a common understanding of the goals and values of the project primarily among the partners and secondly to all the stakeholders involved. It is based on 4 axes of inclusiveness: material, cooperation, participation and dissemination.

We expect the selected evaluator to prepare a proposal for a detailed methodology, keeping in mind the approach described above. The Consultant will prepare, in collaboration with the Project Manager, a monitoring and evaluation plan that will ensure the above scope and focus is achieved.

6. Timing and deliverables

The following are expected deliverables, with respective timing:

- An inception report [Mid-May 2019]
- A mid-term report [December 2019-January 2020]
- A final report [December 2020-January 2021]

7. Evaluation team composition and required competences

We welcome proposals by individual evaluators, evaluation teams as well as organizations or consortiums.

The selected evaluator(s) shall:

- Have a full working proficiency in English (other languages of the project partner countries are an asset)
- Be familiar with and demonstrate working experience in the fields of education and social inclusion
- Demonstrate experience in evaluating Civil Society projects in the framework of European Commission's Erasmus+ Programme cooperation

8. Management arrangements

Co-funded by the
Erasmus+ Programme
of the European Union



Project partners

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The party responsible for the external evaluation on behalf of all project partners is the Work Package coordinator – OBESSU. Therefore, all the management agreements related to the evaluation process, will be done via OBESSU Secretariat.

In annex 2 a draft contract agreement is provided.

9. Budget and payments

The budget for the external evaluation is 10.000 € gross including tax and any other financial surcharge related to the way of payment. This has to include all the fees, as well as necessary material, travel and subsistence costs related to implementation of the evaluation activities.

Subcontractors are exclusively responsible for the payment of all income and other taxes and social contribution related to or incidental to the payment of the above amounts. OBESSU is not responsible and shall therefore not pay any remuneration, benefits of health and retirement plans.

The bidder is free to propose a budget within this price, and decide on categories and amounts that will allow to run a thorough evaluation, and produce expected deliverables.

The payments will be arranged as follows:

- 25% May 2019
- 20% October 2019
- 20% April 2020
- 20% September 2020
- 15% May 2021

10. Proposal submission

There is no defined format for the proposals.

The proposals should include following elements:

- CV(s) of the evaluator(s)
- A sample of previous work, similar in scope and approach
- An evaluation methodology with a tentative timeline
- A detailed budget

Please send your proposal to jobs@obessu by 31/03/2018 at 23.59 CET

The evaluation will be carried out by a selection committee composed of the Secretary General of OBESSU, the Projects and Policy Officer of OBESSU and 2 representatives from the QA Board of the project.

Annex 1: project description excerpt

The vision of the Inclusive Schools project is to gradually reshape school culture into an inclusive school ethos by fostering long-term inclusion strategies in schools around Europe and engaging school communities in concrete action plans and collaborations that promote equality and value diversity.

The project aims to embed inclusive education principles in schools management in Europe by favouring the emergence of a community of leaders standing for inclusion, consisting of heads of schools, teachers and students. More specifically key project activities include: developing tools for Screening Diversity and Strategy development, creating educational manuals, training trainers at local and international level, setting up an Inclusive Schools certification scheme and delivering social inclusion workshops in 61 schools in Europe. The project will rely on a thorough quality assurance framework and external evaluation process. It will also include an innovative communication and raising awareness campaign reaching school communities around Europe and a detailed exploitation plan to open dialogue channels between the school community and policy-makers on the issue of Inclusion in Schools.

Inclusive Schools will reach school communities (school leaders, teachers, professors, students, parents, school advisors, school psychologists), policy-makers and public authorities staff (ministries, local authorities), and institutions and organizations of educational focus on a local and European level. Schools everywhere deal with ways to embrace diversity as society itself is becoming more diverse every day; although methodology is relevant for all, for the purposes of the project, pilot implementation will be done in selected participating schools dealing with high percentages of children from marginalised groups. The consortium will select schools based on diverse characteristics: schools with students with a migrant/refugee background, schools with students with Special Education Needs as well as schools with students of low socio- economic background.

Inclusive Schools is led by the British Council (UK) in partnership with six organisations from Belgium, UK, Spain, Greece and Poland. The project will last 24 months.



Annex 2: Draft Procurement Contract

Contract Agreement

Project Reference:

Whereas OBESSU needs the service of a specialised **consultant/firm** to realise the external evaluation of the Inclusive School - INSCOOOL Project; the current work is part of the Project Ref. No. 604449-EPP-1-UK-EPPKA3-IPI-SOC-IN co-funded by the Education, Audiovisual and Culture Executive Agency through the Erasmus+ programme, under the call for proposals EACEA 10/2018 "Social inclusion and common values: the contribution in the field of education, training and youth" (KA3 – Support for Policy Reform – Initiatives for Policy innovation);

It is decided to establish the following contract agreement

Between:

Name:

Address:

Represented by:

And:

Name: OBESSU

Address: Rue de l'Industrie 10, 1000 Brussels

Represented by Giuseppina TUCCI, Secretary General

Preamble: The Consultant and OBESSU are hereafter referred to as "the Parties" and individually as (a) "Party". This contract specifies the conditions under which the Consultant will supply services to provide external evaluation for the project in object according to the specifications and instructions given by OBESSU.

Objectives:

This contract is solely intended for the evaluation of the Inclusive Schools -INSCOOOL project in which OBESSU is a partner under the contract signed with the EACEA. (Ref. No. 604449-EPP-1-UK-EPPKA3-IPI-SOC-I). OBESSU, in the framework of the project, leads the Evaluation work

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package and is therefore subcontracting the specific action, as described in the Terms of reference, annexed and signed by the Parties for acceptance. The Project Lead is the British Council, who is involved in the implementation of the evaluation action.

Duration:

This agreement is to enter into force on 01/04/2019 and shall continue for a period of 20 months ending on 28/2/2021. Any modification in the duration of the present Agreement must be approved by both parties, the project lead and the EACEA where applicable.

Job Specification:

During the period of this contract, The Consultant will carry out the tasks as agreed upon by OBESSU defined in the annexed document to the present agreement and which constitute an integral part of the agreement itself.

Work Schedule:

The work will be carried out throughout the duration of the present contract from 01/04/2019 until 28/2/2020.

Financial Conditions, Price and Payment Schedule:

It is estimated that the total cost of the work will be of max 10.000 EUR VAT included. This has to include all the fees, as well as necessary material, travel and subsistence costs related to implementation of the evaluation activities. Both parties agree that the contractor is exclusively responsible for the payment of all income and other taxes and social contribution related to or incidental to the payment of the above amounts and that OBESSU is not responsible, and shall therefore not pay any remuneration, benefits of health and retirement plans.

Payment will be processed upon issuance and receipt of the invoices from the Consultant and after acceptance by the Secretary General of OBESSU of the work realized by the Consultant. The schedule of payment is outlined in the Terms of References and is subject to change, upon agreement of both parties in written form.

If, during the execution of this job, it appears that the proposed amount will be exceeded because OBESSU needs additional work, the Consultant shall present to OBESSU a new budget for approval.

Copyright, confidentiality and personal data

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- a. All reports, papers and other materials produced by the evaluation expert in the course of this Agreement will belong to the Project Consortium and he/she hereby assigns to it the copyright and all associated rights in such reports and materials.
- b. The evaluation expert undertake that during this Agreement and after the termination of this Agreement, no disclosure to any third party of any information arising from it will be made (other than in the proper performance of duties), except by prior written agreement with OBESSU.
- c. The evaluation expert shall ensure that all personal data disclosed to her by the project consortium under this Agreement or which may at any time during the term come into her knowledge, possession or control, shall be kept confidential and shall not be used for any purposes other than those required or permitted by this Agreement and shall not be disclosed to any third party except to own employees, agents or sub-contractors who need to know the same and only to the extent required in order to perform her obligations under this Agreement.
- d. The evaluation expert shall promptly notify OBESSU if any personal data is required by law to be disclosed by him/her or by any other person receiving them under or by reason of this Agreement and shall co-operate with the project consortium regarding the manner of such disclosure (but without prejudice to any obligation to comply with any law).

Data protection

General Data Protection Regulation (EU) 2016/679 (GDPR) represent the minimum international standard the project consortium operates to in the absence of more stringent local regulation.

In the case that personal data will be acquired under this Agreement, then both parties shall process the Personal Data only to the extent, and in such a manner, as is necessary for the performance of their obligations under this Agreement under the terms and conditions described specifically in an Addendum which will be signed in full compliance to the General Data Protection Regulation (EU) 2016/679 (GDPR).

Contact Persons:

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of the European Union



Project partners

Giuseppina TUCCI shall be the contact person for **OBESSU**.

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Phone number : +32 2 893 24 14

Mobile number : +32 485 17 72 05

Office address : Rue de l'Industrie 10 / 1000 Brussels / Belgium

Modifications:

Modifications of the terms and conditions of this contract shall be binding when mutually agreed in writing by both parties.

Disputes:

All Disputes on the execution, the validity, or the interpretation of the present Agreement that cannot be resolved mutually and amicably by the parties shall fall under the exclusive jurisdiction of the courts of Brussels.

Drawn up in two originals, each Party acknowledging receipt of one original.
In Brussels:

The Consultant

OBESSU

Giuseppina TUCCI

Brussels

Date _____

Brussels

Date _____

