



19 January 2024

Invitation to Tender for Evaluation of the CBenACT project

The Centre for Cross Border Studies (CCBS) wishes to appoint a contractor to undertake an evaluation of and produce an evaluation report on the Cross-Border: enACTing cooperation (CBenACT) project. **Interested contractors are invited to submit responses to this tender by 5pm 23 February 2024.** Guidelines for responses to this tender are set out within this document.

CBenACT is an eighteen-month cross-border project funded under the International Fund for Ireland (IFI)'s Communities in Partnership Programme (CiPP), and is being delivered by CCBS (lead partner), Creative Spark and Women'sTec.

The purpose of the work to be undertaken by the successful contractor is to assess the effectiveness of the project in achieving its objectives, with a particular focus on the cross-border working of the project partners.

The **maximum available budget** for this work is **£3,000** (inclusive of VAT), with the work expected to commence in March 2024 (with the delivery by CCBS of supporting documentation to the contractor and an initial meeting) and to be completed by September 2024. The contractor is asked to provide a fixed costing (inclusive of VAT).

Overview of the CBenACT project

The project's general objective is **to contribute to ensuring genuine and sustainable cross-border connections are made** during project life-cycles and maintained between periods of any funded activity, whilst its specific objectives are to:

- **strengthen the capacity of project partners to engage in progressive and sustainable cross-border cooperation** through the provision of the specific skills necessary to deliver cross-border projects **of meaningful benefit for communities on both sides of the border**;
- **embed an approach to cross-border cooperation that sees it as central to organisations' work** rather than as peripheral to their core missions; and to
- **increase mutual understanding and awareness of issues and challenges affecting communities on both sides of the border**, particularly those with the potential to impact on cross-border relations and mobility.

Among the project activities designed to achieve these objectives are:

- 4 capacity-building workshops delivered by CCBS to Creative Spark and Women’s Tec;
- Production of an online training programme and best practice guide for cross-border cooperation;
- 4 community dialogues (2 of them cross-border) and one residential community dialogue involving Creative Spark and Women’s Tec users and stakeholders;
- The design of a Monitoring and Evaluation Framework; and
- The design and delivery of pilot cross-border activities by Creative Spark and Women’s Tec.

More detailed information about the project will be supplied to the contractor at the commencement of the work in March 2024.

Suggestions regarding methodology

Although it is the responsibility of the contractor to propose a methodology for the evaluation, it is suggested that it be primarily qualitative in nature and it should include some or all of the following elements:

- A desk-based review of the documentation supplied by CCBS as the leader partner, which will include the original funding application to the IFI, quarterly monitoring reports, and minutes of the Project Partnership Reference Group meetings;¹
- Interviews with the project partners and any relevant stakeholders; and
- Attendance at one or more project activities.

Contractor Expertise/Experience

In addition to any other elements they feel relevant, prospective contractors should demonstrate their relevant expertise/experience in relation to the following:

- Qualitative evaluation of community and voluntary sector projects (preferably including cross-border projects); and
- An understanding of the sector (ideally in both jurisdictions on the island of Ireland).

Deliverables

The following elements must be delivered and meet the required standards for acceptance by CCBS:

- **Project Initiation Document (PID).** This short document will incorporate details of the methodology, roles and responsibilities, assumptions, risks, confirmation of deliverables and timings. **A draft PID should be submitted by 15 March 2024 in advance of a meeting with the project partners and/or the Project Partnership Reference Group, with the final PID to be submitted by 8 April 2024.**
- **Draft and Final Evaluation Report.** A **Draft Evaluation Report** reflecting on the effectiveness of the CBenACT project in achieving its objectives **should be submitted by 30 August 2024.** Following feedback from CCBS, the **Final Evaluation Report should**

¹ The Project Partnership Reference Group is made up of representatives from the three project partner organisations, Rural Action (the Managing Agent for IFI), Bolster Community and Dundalk Youth Centre.

be submitted by 30 September 2024. The Draft and Final Evaluation Report should follow the following general format: executive summary, background, aims and objectives, findings, conclusion and recommendations.

Response to tender guidelines

The details of the tender process and the required form and content of submissions are as follows:

1. A tender document is required, setting out the contractor’s proposal to deliver the aims and objectives set out in the preceding sections to this document. The document should not exceed 12 A4 pages (including any appendices).
2. **Tender documentation must be received by the specified deadline of 5pm 23 February 2024.** Late submissions will not be accepted.
3. Proposals must be emailed in Microsoft Word format to t.mcardle@qub.ac.uk
4. CCBS does not undertake to accept the lowest or any tenders, or to pay any expenses incurred in the preparation or submission of tenders.
5. Once commissioned, all documents resulting from the contracted work will become the property of the Centre for Cross Border Studies.
6. **Tenders will be evaluated using the following weighting and scoring criteria:**

6.1. Weighting

| Criteria | Weighting |
|-----------------------------------|-----------|
| Understanding of the requirements | 10% |
| Methodology | 30% |
| Outputs and timetable | 10% |
| Expertise and Experience | 30% |
| Cost | 20% |

6.2. Scoring

| Indicator | Grade | Score |
|---|-----------|-------|
| Excellent response that inspires an extremely high level of confidence that the work will be delivered to the highest quality that fully and clearly meets the needs of the Contracting Authority | Excellent | 5 |
| Very good response that inspires a high level of confidence that the work will be delivered to a very high quality that fully meets the needs of the Contracting Authority | Very good | 4 |

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| Good response that inspires sufficient confidence that the work will be delivered to a high quality that reasonably meets the needs of the Contracting Authority | Good | 3 |
| A limited response that inspires limited confidence that the work will be delivered to a quality that meets the needs of the Contracting Authority | Limited | 2 |
| A poor response that inspires very little confidence that the work will be delivered to a sufficient quality that meets the needs of the Contracting Authority | Poor | 1 |
| A very poor response that does not inspire confidence that work will be delivered to a sufficient quality to meet the needs of the Contracting Authority | Very poor | 0 |

7. CCBS reserves the right to invite selected contractors for interview following the submission of tenders.
8. All responding contractors will be contacted once the contract has been awarded.
9. To ensure uniformity and to ease the evaluation process, **tenderers should submit proposals in the following format:**
 - 9.1. **Executive Summary.** Include an Executive Summary, reflecting the structure of the response and including a summary of the costs.
 - 9.2. **Understanding of Requirements.** Demonstrate **understanding of the requirements of the work to be undertaken.**
 - 9.3. **Methodology.** Provide a detailed overview of the proposed methodology and how it best meets the requirements of the work to be undertaken.
 - 9.4. **Outputs and Timetable.** Set out the outputs, timetable for their delivery, and timing of any key milestones.
 - 9.5. **Expertise and Experience.** The name(s) of the person or persons undertaking the work, their relevant expertise and experience of undertaking evaluation work. Where more than one person will be undertaking the work, set out their specific roles and responsibilities.

9.6. **Costing.** Outline appropriate costs for the completion of the work, presenting a total cost inclusive of VAT in pounds sterling. **Total costs should not exceed £3,000, inclusive of VAT.**