

## **TERMS OF REFERENCE**

### **for the External Evaluation of the HGRA project**

#### **HGRA– EnHancing manaGement and studies on migRation issues in Libya**

#### **Grant Agreement Project 101083015 – HGRA**

### **1. Background of the project**

The HGRA project aims to improve Libya's capabilities to manage and mitigate the impact of the migration crisis which is affecting the country, both as a destination country and as a country of origin, through the strengthening of the higher education institution system.

The topic is rarely addressed by the academia and faculties offering courses, trainings or research on the subject are practically non-existent. HGRA aims to strengthen the awareness of the academic community on the medium-long term effects of the crisis and build the capacities of HEIs in structuring an adequate educational offer in this regard.

A deep knowledge of a phenomenon is the first step to control and manage it. The project aims to establish an observatory where to collect massively data and relevant information, and to use such data for developing solutions to reduce its negative effects and benefit from its advantages.

A Hub will develop policy recommendations to be addressed to key actors involved in the management of the migratory phenomenon. Focused trainings will be delivered to build the capacities of the academic staff of Libyan universities. The aim is to provide beneficiary universities with the tools to structure their own academic teaching modules in the field, suitable to train professionals to be employed in the sector.

Technical support and on-the-job training will target beneficiary universities to elaborate a tailored made teaching proposal adapted to the Libyan national context. HGRA will play a role in establishing educational programs on migration studies in the near future to address the migratory crisis locally and from its roots.

More specifically, HGRA seeks to:

1. Produce scientific outputs and capabilities with knowledge, know-how, and experience gained, in order to deal with migrants and their presence in Libyan lands, to ensure reducing the negative side of the phenomenon and boosting the positive side.

2. Equip Libyan HEIs with knowledge and tools allowing them to design and implement high level curricula (such as Master courses) on the management of migration flows, adapted to the Libyan context.

The main project outputs are:

1. Set up of a migration observatory for fact finding and update of data collection.
2. Set up of a Libyan Policy Hub on Migration to develop policy recommendations.
3. Training workshops targeted to Libyan universities to elaborate a tailored made teaching proposal.
4. Establishment of educational programs on migration studies in the near future

The project is funded in the framework of the Erasmus+ CBHE Programme of the European Union under the Grant agreement Project 101083015 — HGRA

The project is carried out by:

1. UNIMED (coordinator)
2. Sapienza University
3. University of Barcelona
4. University of Zawia
5. University of Sebha
6. University of Tobruk
7. Gulf of Sidra University
8. University of Tripoli
9. Sabratha Higher Institute for Science and Technology

Project duration: February 2023 – January 2026 (3 years)

## 2. Objectives and Key Principles of the Evaluation

The aim of the external monitoring and evaluation is to ensure that the monitoring of the project is performed adequately and accurately. It identifies procedures, criteria and resources for monitoring the project. It also deals with the evaluation of the progress of the project, risk and issue management and with the evaluation of the results in comparison with the needs of the target group(s) and sector(s).

The External Evaluator(s) is also asked to assess the quality of the scientific contents elaborated in the framework of the project, as well as the pertinence and added value produced by the activities performed, which is why the external evaluator(s) need to be an expert on migration.

The External Evaluator(s) must evaluate the work carried out by the policy hub and the observatory, including the resulting data collection and production of policy recommendations.

In addition to that, the External Evaluator(s) monitor(s) the trainings addressed to higher education institutions' through well established training evaluation methodologies, in particular ex-ante and

ex-post verification of the trainees' skills and evaluation surveys to participants. The external evaluator(s) assesses the inherence and relevance of the chosen modules with regard to the context's needs according to his/her knowledge of the migratory context in the country.

The external monitoring and evaluation includes the evaluation of:

- Partnership performance (quality of the management and WP leaderships, effectiveness of communication, meeting deadlines, etc.).
- Progress toward the contractual outcomes and respect of the work plan.
- Quality and relevance of the project outcomes in reaching the set objectives. Furthermore, the partners will identify key areas of concern for additional evaluation.
- Pertinence of the scientific contents and added value of the activities performed.
- Quality of the data collection and policy recommendations realized by the policy hub and the observatory.
- Quality of the trainings carried out, including the inherence and relevance of the chosen modules based on the migratory context.
- Impact of the activities performed on the target groups, but also on the broader context at local, national and international level.

In the framework of HGRA, the External Quality Expert(s) will:

- monitor the effectiveness and impact of management activities and partnership performance;
- monitor the progress toward the contractual outcomes and respect of the contractual work plan;
- contribute to the definition of monitoring procedures;
- design tools to evaluate the project plenary meetings and the overall management;
- assess the pertinence of the scientific contents and added value of the activities performed.
- analyze the data collected and the methodology used;
- assess the quality and appropriateness of the project actions and results, in particular the data collection and the policy recommendations realized by the policy hub and the observatory;
- evaluate the inherence and relevance of the trainings modules based on the migratory context;
- Impact of the activities performed on the target groups, but also on the broader context at local, national and international level;
- take part in 1 in-presence meeting;
- take part in all the online meetings, upon availability;
- cooperate with the Management Committee and integrate the results derived from the internal evaluations with the results of the external evaluations;
- elaborate evaluation reports;

The results of the evaluation will be shared and discussed within the partnership. On the basis of recommendations from Evaluators and feedback from partners, corrective actions will be taken if necessary.

### 3. Contents of the Evaluation and document to be produced

Deliverable	Delivery Date
<p><b>Monitoring, Evaluation and Quality plan - External part</b>                      At the outset of her/his activities, the External Quality Expert will provide a contribution (external part) of the project Quality Plan. The document, prepared by the Leaders of the WP1 at the beginning of the project, defines the methods for the project quality and evaluation. The External Quality Expert(s) will contribute to the document with an indication of the evaluation procedures, the roles that the various Partners have in the quality control of the project and the criteria and the quality indicators that have to be used for the inspection. The document should contain a series of evaluation schemes and checklists in order to standardize as much as possible the monitoring process.</p>	<p>31/07/2023</p>
<p><b>Quality mid-term report and final report</b>                      These documents report the results of the quality control on the different activities of the project and include recommendations to be taken into consideration to fix inadequate situations.                      In addition to an evaluation of the partnership performance and the effective implementation of the project, the External Evaluator(s) assess the quality of the scientific contents elaborated in the framework of the project, as well as the pertinence and added value produced by the activities performed, among others the data collection, policy recommendations, and trainings.</p>	<p>31/07/2024                      31/01/2026</p>



#### 4. Contract Period

The contract shall be carried out during the eligibility period of the project, which is 1<sup>st</sup> February 2023 – 31 January 2026. In case of an extension to the eligibility period of the project, the contract period is intended to be extended accordingly.

Starting date of the assignment: 20<sup>th</sup> June 2023

Finishing date of the assignment: End of the project

#### 5. Form of Contract

Goods or services ordered by the HGRA as a result of the bid shall be in accordance with the HGRA conditions of contract. The Terms and Conditions are those of the contractor which is UNIMED - Mediterranean Universities Union.

#### 6. Budget

The total value of the contract (including any taxes and contributions) shall not exceed 12.000 EUR. VAT exemption is applicable. For Italian providers, the VAT exemption is applicable according to the Article 72 of the Italian Law D.P.R. 633/72. Providers based in other countries must refer to the national legislation and indicate the applicable law.

Any travel costs incurred while carrying out assignment(s) are covered directly by the provider.

#### 7. Application procedure

Offers should include:

- CV;
- a concept note with a rough indication of the anticipated methodology of max 2 pages;
- statement of availability;
- detailed financial offer for the implementation of the tasks.

Deadline for receipt of offers: **15/06/2023**

Applications must be sent in English to: uni-med@pec.it

#### 8. Selection Criteria

The contract will be awarded to the bid offering best value for money (best price-quality ratio). The criteria for the selection of applications are:

- 30% price;
- 30% professional experience and expertise in migration issues; knowledge of the migratory context in Libya will be considered an asset.
- 40% compliance with the Terms of Reference.

#### 9. The Debriefing

Both successful and unsuccessful contractors who wish to have the opportunity of debriefing should contact Mr. Marcello Scalisi after award of the contract.



## 10. Contact

Marcello Scalisi, Director

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