



MISIONES
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TERMS OF REFERENCE

FINAL INDEPENDENT EXTERNAL EVALUATION

Grant Contract NDICI-THE-NEAR/2023/450-714

“Providing comprehensive care through non-formal education in emergency situations to children, youth, their families in vulnerable local communities of Ukraine”

Ukraine — Lviv, Vynnyky and Zhytomyr

Item	Information
Contracting authority	European Union, represented by the European Commission
Coordinator	Non-governmental Organisation Misiones Salesianas
Co-beneficiaries	Real Madrid Foundation; Religious Administration of the Monasteries of the Salesian Congregation of the Eastern Rite in Ukraine of the Ukrainian Greek Catholic Church; Family House Pokrova; Salesian Lyceum “Vsesvit”
Contractual implementation period	31 December 2023 – 30 May 2026 (29 months, following Addendum No. 1)
Evaluation period	5 weeks
Maximum evaluation budget	EUR 9,153.30 €, all-inclusive

September 2026

This assignment is financed under the project budget and shall be carried out independently from the project's expenditure verification.

Proposals shall be signed and sent to p.hernandez@misionessalesianas.org with the email subject: “External Evaluation – NDICI-THE-NEAR/2023/450-714”. The deadline for submission of proposals is 23:59 Madrid time on the fourteenth calendar day following publication of these Terms of Reference. Requests for clarification may be sent to the same email address no later than five calendar days before the submission deadline. Any material clarification will be shared with all known interested bidders.

The proposal should indicate the bidder's proposed approach to in-person and/or remote fieldwork, taking into account the prevailing security situation in Ukraine. Further details on the required content and format of the proposal are provided in Section 12.2, “Proposal submission requirements”.

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Document use

These Terms of Reference define the purpose, scope, questions, methodology, deliverables, ethical requirements and procurement conditions for the final independent external evaluation. The evaluator's proposal may refine the methodology and sampling, but it must address all requirements set out below.

1. Introduction and purpose of the evaluation

The European Union-financed action is implemented under Grant Contract NDICI-THE-NEAR/2023/450-714. Misiones Salesianas is the project coordinator, Real Madrid Foundation is a co-beneficiary and technical partner for the Social Sports Schools, and the Ukrainian Salesian entities named in Addendum No. 1 are co-beneficiaries and local implementing organisations.

The project responds to the prolonged effects of the war on children, young people, families and internally displaced persons (IDPs). It combines values-based sport, non-formal education, school support, psychosocial assistance and community-based activities to create safe and inclusive environments in Lviv, Vynnyky and Zhytomyr.

The final evaluation will provide an independent, evidence-based assessment of the action's design, implementation, results, effects and sustainability. It will support accountability to the European Union, project partners and affected populations, while generating practical learning for future education-in-emergencies, child protection, psychosocial support and sport-for-development interventions.

1.1 General evaluation objectives

- Assess the relevance, quality, effectiveness, efficiency and sustainability of the intervention.
- Determine the scope to which the expected results and principal Logical Framework indicators have been achieved;
- Identify the main changes experienced by participating children, young people, families and internally displaced persons; and
- Draw practical conclusions, lessons learned and recommendations to improve future interventions.

1.2 Specific evaluation objectives

- assess the design and implementation of the intervention and the coherence between the identified needs, activities, expected results and project objective;
- review the achievement of the principal results and Logical Framework indicators, including the reasons for significant differences between planned and actual beneficiary numbers and profiles;
- analyse the quality and relevance of the two Real Madrid Foundation Social-Sports Schools, including the application of the values-based methodology, participation and inclusion;
- assess the quality and perceived results of a representative selection of psychosocial and educational activities implemented at the project locations;
- analyse the contribution of the activities to participants' well-being, social skills, resilience, educational engagement and sense of safety;
- review the main project-management, coordination, monitoring and adaptation arrangements, without duplicating the external expenditure verification;
- assess how safeguarding, child participation and gender equality were taken into account during implementation;
- examine the likelihood that the principal Social-Sports School, educational and psychosocial activities will continue after the end of EU funding;
- identify good practices, implementation challenges and lessons that may be applied to similar interventions; and
- provide realistic and prioritised recommendations for the project partners and future programming.

2. Subject of the evaluation and project background

The subject of the final independent external evaluation is the action entitled “Providing comprehensive care through non-formal education in emergency situations to children, youth, their families in vulnerable local communities of Ukraine”, reference NDICI-THE-NEAR/2023/450-714.

Project element	Contractual information
Contracting authority	European Union, represented by the European Commission
Coordinator	Misiones Salesianas
Co-beneficiary / technical partner	Fundación Real Madrid
Ukrainian co-beneficiaries	Salesian Congregation of the Ukrainian Greek Catholic Church; Family House Pokrova; Salesian Lyceum “Vsesvit”
Geographical focus	Lviv, Vynnyky (Lviv Region) and Zhytomyr, Ukraine
Implementation period	31 December 2023 to 30 May 2026, following Addendum No. 1
Total eligible project costs	EUR 648,200.00
Maximum EU contribution	EUR 379,999.92 (58.62% of total eligible costs)
Co-financing	EUR 268,200.08 from Misiones Salesianas and Real Madrid Foundation

2.1 Project objectives and expected result

Overall objective (impact): Improved social and living conditions of vulnerable children, young people, their families and local communities in Ukraine suffering the consequences of the ongoing war, with particular emphasis on strengthening the capacity of young Ukrainians to contribute to a strong and prosperous society grounded in freedom, the rule of law, respect for human dignity and rights, non-discrimination and gender equality.

Specific objective (outcome): Enhanced protection of vulnerable children, young people, their families and local communities affected by the war through sport and education in emergencies in Ukraine.

Expected output: Strengthened safe and inclusive environments in Vynnyky and Zhytomyr that support children, young people and their families through psychosocial activities, including within two Real Madrid Foundation Social Sports Schools, with a focus on personal development, trauma management and psychological and physical recovery.

2.2 Main project components

Component / site	Main focus
Social Sports School – Vynnyky	Values-based football and/or other sport, educational support, psychosocial activities, equipment and safe-space arrangements.
Social Sports School – Zhytomyr	Values-based sport, educational and psychosocial activities at Salesian Lyceum “Vsesvit”, including work with children affected by displacement and war.
Family House Pokrova – Lviv	Educational and psychosocial support for children living at the residential centre.
Pokrova Parish – Lviv	Psychosocial activities for displaced children, young people, women and families.
Mariapolis – Lviv	Psychosocial, resilience-building and related support for IDP children, adults and families residing in the modular settlement.
Vynnyky Salesian community	Psychosocial and community support for IDPs and vulnerable families, where implemented under the action.
Cross-cutting management	Partner coordination, monitoring and follow-up, knowledge generation, communication.

2.3 Target groups

The principal target groups are children and young people, including displaced children and those from socially and economically vulnerable households; parents and caregivers; women and families affected by the war; IDPs living in or connected with Salesian communities; and staff, coaches and psychosocial professionals responsible for providing services. Local communities are the wider final beneficiaries of strengthened social cohesion, safe spaces and support networks.

2.4 Contractual indicators and data reconciliation

The evaluation shall use the latest formally approved logical framework and activity matrix as its primary results framework. A summary of the indicators contained in the contractual documentation is provided in Annex 1. The evaluator must verify the definitive approved version during the inception phase and agree an indicator reconciliation table with the Evaluation Management Group before fieldwork.

Mandatory treatment of changes in beneficiary figures

Contractual targets must not be retroactively replaced by actual participation figures. For every indicator, the evaluator shall present: (i) the approved target; (ii) the verified actual result; (iii) the absolute and percentage variance; (iv) the reason for the variance; (v) the evidence used; and (vi) whether the change was formally approved, documented through project monitoring, or resulted from contextual and operational adaptation. Differences in sex and age composition — including changes in the population of residential centres or lower participation of girls in sport — must be analysed rather than treated as data errors.

3. Stakeholders and evaluation governance

3.1 Main stakeholders

Stakeholder group	Stakeholder and entity	Expected participation	Relevance to the evaluation process	Priority (1-4)
Rights holders	Children and young people participating in the Real Madrid Foundation Social-Sports Schools in Vynnyky and Zhytomyr	Key informants through child-safe surveys, focus groups and participatory methods	Provide direct evidence on accessibility, safety, the quality of sports, educational and psychosocial activities, changes in well-being and social skills, and barriers to participation, including those affecting girls.	4
	Children and young people participating in activities at Family House Pokrova and Pokrova Parish	Key informants through age-appropriate interviews, focus groups or participatory methods	Provide essential evidence on the relevance and effects of psychosocial support and on changes in the number, age and sex profile of the participants reached during implementation.	4
	IDPs, families, women, parents, caregivers and other adult participants in Mariapolis, Vynnyky and the participating communities	Key informants through interviews, surveys and focus groups	Provide direct evidence on relevance, inclusion, satisfaction, resilience, psychosocial effects, family-level changes and the accessibility of project services.	4
Responsibility holders	Heads and managers of the project intervention sites, including the Vynnyky centre, Salesian Lyceum "Vsesvit", Family House Pokrova, Pokrova Parish, Mariapolis.	Key informants and facilitators of access to sites, records, staff and participants	Provide institutional information on implementation, beneficiary selection, contextual adaptations, safeguarding, coordination, resource use and sustainability.	4
	Coaches, teachers, psychologists, social workers, educators and other project staff involved in implementing activities	Key informants; provide monitoring records and professional perspectives	Provide key information on the delivery and quality of activities, participation trends, results, challenges, corrective measures and lessons learned.	4
	Local authorities, referral services and partner institutions involved in individual project components	Key informants, where relevant	Provide evidence on complementarity, coordination, referral pathways, local ownership, community needs and prospects for sustainability.	3
Co-financing and managing entities of the intervention	Misiones Salesianas — project coordinator and co-financing entity	Active participation in evaluation management; provision of contractual, financial, monitoring and reporting documentation; key informant	Fundamental for assessing overall project governance, contractual compliance, partner coordination, use of resources, indicator reconciliation and reporting to the European Union.	4
	Fundación Real Madrid — co-beneficiary, co-financing entity and technical partner for the Social-Sports Schools	Active participation and key informant; provision of methodology, training and technical follow-up information	Fundamental for assessing the application and quality of the values-based sports methodology, coach support, technical results and sustainability of the Social-Sports Schools.	4
	Ukrainian co-beneficiaries and local managing entities: the Salesian Congregation of the UGCC (also providing institutional representation for Family House Pokrova*); and Salesian Lyceum "Vsesvit"	Active participation in the evaluation; local coordination; provision of data, documentation, staff and beneficiary access	Fundamental for assessing site-level implementation, contextual adaptations, beneficiary changes, safeguarding, results, institutional capacity and sustainability.	4
Funding entity	European Union, represented by the European Commission / Delegation of the European Union to Ukraine	Project monitoring stakeholder, key informant where available, and recipient of the final evaluation findings	Fundamental for contractual oversight, accountability, assessment of results and use of evaluation findings for grant monitoring and future programming.	4

* Priority: 1 = not relevant; 2 = slightly relevant; 3 = moderately relevant; 4 = highly relevant.

* **Note:** Although Family House Pokrova is identified as a separate co-beneficiary in the Grant Contract, it operates within the institutional structure of the Salesian Congregation of the UGCC. For the purposes of evaluation governance, one designated representative of the Salesian Congregation may represent both entities. Nevertheless, relevant Family House Pokrova management and operational staff shall participate separately as key informants whenever site-specific evidence is required.

3.2 Evaluation Management Group

An Evaluation Management Group (EMG) shall be established with representatives of Misiones Salesianas, Real Madrid Foundation, the Salesian Congregation of the UGCC, and Salesian Lyceum “Vsesvit”. The EMG will serve as the evaluator’s principal interlocutor and will:

- provide the contract, addendum, approved logical framework, reports, monitoring datasets and other relevant documentation;
- facilitate timely and safe access to project sites, staff, beneficiaries and key informants;
- agree the final inception report, sampling plan, security arrangements and field schedule;
- provide one consolidated set of comments on draft deliverables;
- support dissemination and preparation of a management response to the recommendations.

4. Scope of the evaluation

4.1 Temporal scope

The evaluation shall cover the entire contractual implementation period, from the start date established under the Special Conditions through 30 May 2026. It shall also consider the project identification and design phase where needed to assess relevance and intervention logic, and the post-completion period up to the evaluation fieldwork where evidence of continuation is available.

4.2 Geographical scope

The evaluation shall cover all project locations in Lviv, Vynnyky and Zhytomyr. Fieldwork in Ukraine is expected where security conditions allow:

- the Social-Sports School in Vynnyky;
- the Social-Sports School at Salesian Lyceum “Vsesvit” in Zhytomyr;
- Family House Pokrova in Lviv;
- Pokrova Parish in Lviv;
- the Mariapolis modular settlement in Lviv; and
- the Vynnyky Salesian community.

The visits will gather site-specific evidence through consultations with relevant staff and a proportionate selection of participants. They shall be organised efficiently with the Ukrainian co-beneficiaries, taking into account the available time and budget.

The evaluation shall cover all project locations in Lviv, Vynnyky and Zhytomyr. In-person field visits are expected where security conditions and access permit. The final field itinerary will be agreed with the EMG during the inception phase, taking into account security conditions, access, relevance and the available timeframe and budget. Where an in-person visit is not considered safe or feasible, an appropriate remote or alternative data-collection method shall be agreed.

4.3 Institutional, temporal and thematic scope

The institutional scope will take into account the involvement of Misiones Salesianas, as project coordinator; Fundación Real Madrid, as co-beneficiary and technical partner responsible for the Social-Sports School methodology; the Salesian Congregation of the Ukrainian Greek Catholic Church, as the principal implementing organisation in Lviv and Vynnyky and as the institutional representative of Family House Pokrova; and Salesian Lyceum “Vsesvit”, as the implementing organisation in Zhytomyr. Relevant staff from Family House Pokrova may participate as key informants to provide information specifically related to the activities implemented at the centre.

The temporal scope will cover the project implementation period from 1 June 2024 to 30 May 2026.

The evaluation will use the indicators established in the approved Logical Framework as the principal reference. The evaluator may propose complementary qualitative indicators or assessment criteria where necessary to explain results that are not adequately captured by the existing indicators. Such complementary indicators must be clearly identified and must not replace or retrospectively modify the contractual targets.

The aspects considered most important for analysis are:

- the quality and relevance of the sport, educational and psychosocial activities and their adaptation to the needs of children, young people, families and internally displaced persons affected by the war;
- the implementation of the Real Madrid Foundation methodology in the Social-Sports Schools in Vynnyky and Zhytomyr, including the scope to which values such as respect, motivation, autonomy, self-esteem, gender equality, health and teamwork were integrated into the activities;
- the contribution of the Social-Sports Schools to the personal, social, emotional and physical development of participating children and young people;
- the quality and relevance of the psychosocial activities implemented at Family House Pokrova, Pokrova Parish, Mariapolis and the other selected project sites;
- the degree of achievement of the principal output and outcome indicators, including differences between planned and actual beneficiary numbers, age groups and gender distribution;
- the project’s adaptation to changes in beneficiary profiles and needs during implementation, including barriers affecting girls’ participation in sports activities;
- the coordination and joint work carried out by Misiones Salesianas, Fundación Real Madrid, the Salesian Congregation of the UGCC and Salesian Lyceum “Vsesvit”;

- the adequacy of project monitoring, information-sharing and decision-making arrangements;
- the application of safeguarding, gender equality, child participation, inclusion and conflict-sensitive approaches; and
- the prospects for continuing the Social-Sports Schools and the principal psychosocial and educational activities after the end of the project.

The final selection of informants and the organization of the field visits will be agreed during the inception phase, taking into account the relevance of stakeholders, availability of evidence, security conditions and the available budget.

5. Evaluation criteria and questions

The evaluation shall apply the criteria of relevance, coherence, effectiveness, efficiency, impact and sustainability. The questions below are the minimum requirements; bidders may refine or add sub-questions in the technical proposal and inception report.

Relevance

- Did the project respond to the main needs and vulnerabilities of children, young people, families and internally displaced persons affected by the war?
- Were the selected activities, locations and beneficiary groups appropriate, including in light of changes in displacement patterns and beneficiary profiles during implementation?
- Were the Social-Sports School methodology and the educational and psychosocial activities relevant to participants' needs and capacities?
- How appropriately did the project respond to barriers affecting participation, particularly the lower-than-planned participation of girls in sports activities?

Coherence

- Was the project consistent with the priorities and approaches of the European Union, the project partners and relevant local institutions?
- Were the roles of Misiones Salesianas, Fundación Real Madrid, the Salesian Congregation of the UGCC and Salesian Lyceum "Vsesvit" sufficiently clear and complementary?
- Did the project coordinate adequately with schools, local authorities and relevant education, psychosocial or protection services?

Effectiveness

- To what scope were the specific objective, expected result and principal contractual indicators achieved?
- Were the two Social-Sports Schools established and operated with adequate regularity, trained staff, equipment, safeguarding and application of the Real Madrid Foundation methodology?
- To what scope did the sport, educational and psychosocial activities contribute to participants' social skills, emotional well-being, resilience, educational engagement and sense of safety?
- Were there significant differences between planned and actual beneficiary numbers, profiles and gender distribution? What were the reasons for these differences?
- Which project activities or approaches worked particularly well, and which should be revised in future interventions?
- Were there any significant unintended positive or negative results?

Efficiency

- Were project management, coordination, monitoring and decision-making arrangements adequate to support implementation?
- Were the available human, financial, material and time resources used in a manner consistent with the activities and results achieved?
- What internal or external factors—such as security conditions, inflation, transport constraints, staff availability or changes in beneficiary populations—affected implementation, timing or costs?
- Did monitoring information allow the project partners to identify changes and make timely adaptations?

Impact

- What significant changes do children, young people, families, staff and other stakeholders associate with participation in the project?
- Did the project contribute to safer and more inclusive environments, improved peer relationships, confidence, coping strategies, social skills or support networks?
- Were there relevant differences in perceived results between locations or beneficiary groups, including by sex, age or displacement status?
- What broader effects, if any, were observed for families, schools, Salesian institutions or local communities?

Sustainability

- Are the Social-Sports Schools likely to continue, considering the availability of trained staff, equipment, facilities, management support and financial resources?
- Are the principal educational and psychosocial activities likely to continue or be integrated into the regular work of the local organisations?
- Has the project strengthened the technical, monitoring, safeguarding or psychosocial capacities of the implementing organisations?
- What practical follow-up measures are required to sustain the most important project results?

Cross-cutting quality and accountability

- Were child safeguarding, informed participation, confidentiality and the do-no-harm principle adequately applied?
- Were gender equality and inclusion considered appropriately, including barriers to girls' participation and changes in the demographic composition of beneficiary groups?
- Were participants able to provide feedback, and was this information used to improve project implementation?

6. Evaluation methodology and work plan

6.1 Evaluation methodology and work plan

The consulting company, organisation or independent professional shall submit a concise methodological proposal explaining the techniques to be used for collecting and analysing information. The methodology must be proportionate to available budget and security conditions.

The evaluation will combine:

- review of project documents, monitoring data and indicators;
- interviews with the principal project partners and implementation staff;
- consultations with a limited sample of children, young people, caregivers and other beneficiaries;
- in-person visits to all project sites listed in Section 4.2 (subject to security conditions); and
- comparison and triangulation of information from different sources.

The work plan shall include the following phases:

- **Preparatory work and desk review:** review of documentation, confirmation of the methodology, selection of stakeholders and sites, and preparation of data-collection tools.
- **Fieldwork:** interviews, group discussions, site visits and collection of relevant information. A short debriefing on preliminary findings will be presented to the Evaluation Management Group.
- **Analysis and draft report:** analysis and triangulation of the information collected and preparation of the draft evaluation report.
- **Finalisation and communication:** review of consolidated comments, submission of the final report and presentation of the main findings and recommendations.

The indicative timetable is:

Week	Activities and deliverables
Week 1	Desk review, inception meeting, methodology and tools
Week 2 - 3	Fieldwork in Lviv and Zhythomyr
Week 3	Remaining consultations; preliminary findings debrief
Week 4	Analysis and preparation of the draft evaluation report
Week 5	Review of comments, finalisation of the report and presentation of findings

7. Documents and sources of information

The EMG will provide the evaluator with available documentation. The following list is indicative and may be expanded during inception.

Document / source	Main use	Expected holder
Grant Contract NDICI-THE-NEAR/2023/450-714 and Special Conditions	Contract purpose, financing, reporting and legal framework	Misiones Salesianas
Addendum No. 1 and updated annexes	Revised beneficiary structure, implementation period, budget and project documents	Misiones Salesianas
Annex I: Description of the Action and Concept Note	Context, intervention logic, target groups, activities, methodology and sustainability	Misiones Salesianas
Logical Framework and Activity Matrix (Annex E3d)	Contractual results, indicators, targets, sources and assumptions	Misiones Salesianas
Annex III budget and budget modifications	Resource allocation and evaluation budget	Misiones Salesianas
Interim and final narrative and financial reports / monitoring updates	Implementation progress, adaptations, indicator values and constraints	Misiones Salesianas and co-beneficiaries
Partner agreements, mandates and coordination records	Roles, governance and partnership arrangements	Misiones Salesianas and co-beneficiaries
Attendance registers and beneficiary databases	Coverage, participant characteristics and indicator verification	Implementing sites
Activity plans and reports	Sport, educational, psychosocial,	Implementing sites
Real Madrid Foundation methodology and training records	Training, coach support, implementation standards and quality	Fundación Real Madrid and co-beneficiaries
Monitoring, feedback, satisfaction and pre/post tools	Outcome evidence and participant perspectives	Project team
Safeguarding, consent, complaints and referral procedures	Ethical quality, accountability and protection	Implementing sites
Communication and visibility materials	EU visibility, reach and safe communication	Misiones Salesianas / Real Madrid Foundation

Access to financial records will be limited to information needed to assess efficiency, allocation, timeliness and value for money. The evaluation shall not repeat the procedures of the expenditure verification or express an audit opinion.

8. Deliverables and structure of the evaluation report

8.1 Required deliverables

Deliverable	Indicative deadline	Minimum content	Language
1. Inception note	By day 7	Confirmed methodology, work plan, proposed stakeholders and sites, and data-collection approach.	English and Ukrainian as required
2. Fieldwork debrief	By day 21	Brief presentation of preliminary findings, relevant information gaps and issues requiring clarification.	English and Ukrainian as required
3. Draft evaluation report	By day 28	Main findings, conclusions, lessons learned and practical recommendations, structured according to the evaluation criteria.	English and Ukrainian as required
4. Final evaluation report and presentation	By day 35	Revised final report incorporating the consolidated comments received, together with a brief presentation of the main findings and recommendations.	English and Ukrainian as required

All deliverables shall be submitted electronically in editable and PDF formats. Printed copies are not required unless specifically requested in writing. The EMG will provide one consolidated set of comments. The evaluator shall retain an audit trail of how comments were addressed and may maintain an evidence-based position where comments would compromise independence.

8.2 Structure of the final report

Section	Required content
0. Executive summary	It should include the essential information contained in the full report, with special emphasis on the main evaluation results, conclusions, recommendations and lessons learned.
1. Introduction	Background and purpose of the evaluation. Methodology used in the evaluation Evaluation questions and criteria (definition)
2. Description of the action	indicating its objectives and logical planning structure; brief history and background; the organizations and their management; stakeholders involved and the context in which the intervention is carried out.
3. Methodology	Methodology and techniques applied. Conditions and limitations of the research carried out.
4. Findings	Analysis of the information collected and evidence regarding the issues previously established. Interpretation of the evidence in relation to the evaluation questions stated
5. Conclusions	Evaluation conclusions, in relation to the established evaluation criteria.
6. Lessons learned and good practices	indicating good practices that can be extrapolated and fed back into actions for future interventions.
7. Recommendations	Recommendations derived from the evaluation, classified according to the agreed chosen criterion. Whenever possible, mention the stakeholder(s) to whom the recommendation is specifically addressed.
8. Annexes	Terms of Reference; evaluation matrix; work plan; list of documents; anonymised list of informants; tools; sampling; indicator reconciliation; data tables; response-to-comments matrix; management-response template.

The main report shall not exceed 50 pages, excluding annexes. The executive summary shall not exceed five pages. The English and Ukrainian versions must be substantively equivalent and professionally edited.

9. Evaluation team

Applications are invited from independent consultants, registered individual entrepreneurs, consulting firms, research organisations or civil-society organisations with demonstrable evaluation capacity. A single evaluator may apply if all required competencies are covered; otherwise, a small multidisciplinary team is encouraged.

9.1 Minimum qualifications

- At least three years of experience in project evaluation, monitoring or research.
- Previous experience evaluating development, humanitarian or education projects.
- Knowledge of the Ukrainian context and, preferably, experience working with children, young people or internally displaced persons.
- Ability to use qualitative and quantitative data-collection and analysis techniques.
- Fluency in Ukrainian and sufficient in English for fieldwork and stakeholder consultations.
- Availability to complete the evaluation within five weeks and, where security conditions permit, to undertake fieldwork in the project locations.
- Independence from the project and absence of conflicts of interest.

9.2 Information to be included in the proposal

Candidates shall submit:

- A brief description of the proposed evaluator or evaluation team, identifying the person responsible for the assignment;
- The relevant CV or CVs;
- References or a short list of similar evaluation assignments;
- Legal registration documents, where applicable; and
- A declaration confirming availability, independence and absence of conflicts of interest.

The person responsible for the evaluation shall act as the main contact with Misiones Salesianas and the project partners. Any change to the proposed evaluator or team shall be communicated in advance and approved by the Evaluation Management Group.

Project staff and partner organisations shall facilitate access to relevant documents, stakeholders and project locations while respecting the evaluator's independence.

10. Ethical premises, ownership and publication

The evaluation must comply with applicable law, the contractual conditions of the EU grant, recognised evaluation ethics and the safeguarding procedures of the participating organisations. The following requirements are mandatory:

Principle	Requirement
Independence and impartiality	The evaluator shall be independent from the action and shall disclose any actual or perceived conflict of interest.
Do no harm and conflict sensitivity	Methods and reporting shall avoid exposing participants to physical, psychological, social, legal or security risks, including risks arising from the war context.
Child safeguarding	Engagement with children shall be age-appropriate, voluntary, supervised as required, based on informed consent and assent, and supported by a clear safeguarding and referral protocol.
Informed participation	Participants shall receive understandable information on the purpose, voluntary nature, confidentiality, intended use and limits of the evaluation.
Anonymity and confidentiality	Reports shall not identify children or vulnerable participants. Quotes and case studies shall be anonymised and screened for deductive disclosure.
Data protection	Only necessary data shall be collected. Data shall be securely stored, access-controlled, retained only as agreed and transferred in anonymised or pseudonymised form wherever possible.
Accuracy and validation	The evaluator is responsible for the accuracy and traceability of evidence and shall triangulate material findings. Divergent views shall be represented fairly.
Incident reporting	Safeguarding, security or integrity incidents shall be reported immediately through the agreed channels without compromising confidentiality or survivor-centred practice.

Principle	Requirement
Ownership and use	Final deliverables, tools and agreed anonymised datasets will be owned by Misiones Salesianas and the project beneficiaries. The evaluator may not publish or reuse them without written authorisation.
Publication and visibility	Any external publication is subject to approval by the coordinator and applicable EU contractual and visibility requirements. The evaluator's intellectual independence over findings and conclusions shall be respected.

11. Indicative timeframe

The assignment is expected to be completed over approximately five weeks. The detailed schedule will be agreed at contract signature and may be adjusted for security, access and stakeholder availability. Bidders must propose a realistic work plan within this overall period.

Timing	Activity / milestone	Responsibility
Week 1	Kick-off, document transfer, conflict-of-interest confirmation, desk review, indicator reconciliation, sampling, tools and submission/approval of the inception report.	Evaluator / EMG
Week 2 - 3	Fieldwork in Lviv, Vynnyky and Zhytomyr, plus remote data collection where needed; daily data-quality checks.	Evaluator / local focal points
Week 3	Completion of remaining consultations; preliminary-findings debrief and identification of information gaps.	Evaluator / local focal points
Week 4	Data analysis and triangulation; preparation and submission of the draft evaluation report.	Evaluator
Week 5	Consolidated comments and validation; finalisation of the evaluation report and presentation of the main findings and recommendations.	Evaluator / EMG

Delays attributable to late access to documentation, security restrictions or stakeholder availability shall be documented promptly. Any revised schedule must be approved in writing by the EMG.

12. Submission, budget and assessment criteria

12.1 Maximum budget

The maximum available budget for the evaluation is EUR 9,153.30. The financial proposal must be all-inclusive and cover professional fees, taxes, insurance, travel, local transport, accommodation, communications, data collection, interpretation or translation required for fieldwork and reporting, and all other costs necessary to complete the assignment. No additional reimbursement will be made unless expressly agreed in writing before the cost is incurred.

12.2 Proposal submission requirements

The bidder shall submit one electronic technical and financial proposal containing:

- a cover letter and contact details;
- a concise understanding of the assignment, evaluation purpose and principal evaluation challenges;
- a detailed methodological proposal, including the principal methods, proposed stakeholders and project sites, and a preliminary outline of how the evaluation questions will be addressed
- a brief approach to ethics, safeguarding, data protection and security;
- a work plan showing the main activities, fieldwork period and deliverable dates;
- team composition and the documentation listed in Section 9.2;
- a financial proposal in euros, including taxes and all anticipated costs; and
- a signed declaration of independence, availability and acceptance of these Terms of Reference. (Annex 3)

12.3 Assessment criteria

Assessment criterion	Maximum score
1. Technical proposal	50
1.1 Understanding of the assignment and evaluation questions	10
1.2 Quality and feasibility of methodology, triangulation and indicator analysis	20
1.3 Sampling, participatory methods, safeguarding, data protection and security	10
1.4 Work plan, level of effort and quality-assurance arrangements	10
2. Team profile and relevant experience	30
2.1 External evaluation and EU/institutional donor experience	10
2.2 Thematic experience: education, sport, psychosocial support, child protection or humanitarian action	10
2.3 Ukraine/context knowledge, language capacity and demonstrated field capability	10
3. Financial proposal	20
3.1 Completeness and clarity of cost breakdown	8
3.2 Value for money and proportionality of costs to the proposed level of effort	12
TOTAL	100

Only proposals scoring at least 50 out of 100 points for the technical proposal will proceed to full evaluation. The award will be made to the highest-scoring compliant proposal, subject to verification of references, availability, independence and budget. The contracting entity reserves the right not to award the assignment or to request clarification, provided that equal treatment and transparency are maintained.

Annex 1. Contractual results and indicator reference table

The table below summarises the indicators contained in the available contractual logical framework. It is an evaluation reference, not a substitute for the latest formally approved logframe. The evaluator and EMG shall verify numbering, definitions, denominators and any approved amendments during inception.

Results level	Indicator summary	Contractual target	Primary verification sources
Impact	Number of children and adults whose social and living conditions improve.	At least 1,000 people; 53% women.	Technical reports and verified monitoring data.
Outcome 1.1	Children and young people from Vynnyky and Zhytomyr participate in sport and develop social skills in a safe environment.	220 participants; 36% girls.	Participant lists, technical evaluation reports and photographic records.
Outcome 1.2	Children and young people from Lviv, Vynnyky and Zhytomyr improve personal, social, basic and educational/professional skills through psychosocial and educational support.	343 participants; 32% girls.	Attendance lists, technical reports and activity evidence.
Outcome 1.3	Children, young people and adults in Mariapolis strengthen resilience through psychosocial activities.	260 children/young people; 53% girls; 570 adults; 61% women.	Workshop attendance, technical reports and activity evidence.
Output 1.1.1	Two Social Sports Schools are established and operational; participants receive values-based sport training under the Real Madrid Foundation methodology.	220 children and young people; 36% girls.	Sport participant lists, technical and financial reports, photographic records.
Output 1.1.2	Psychosocial and school-support plan is implemented in the two Social Sports Schools.	220 children and young people; 36% girls.	Participant lists, technical reports and activity records.
Output – Family House Pokrova	Psychosocial activity plan is implemented for children at Family House Pokrova.	70 children: 32 girls and 38 boys.	Participant lists, technical reports and activity records.
Output – Pokrova Parish	Psychosocial activity plan is implemented for displaced children and women.	26 children and 14 women.	Participant lists, technical reports and activity records.
Output – Mariapolis	Psychosocial activity plan is implemented for displaced families in Mariapolis.	260 children; 54% girls; 740 adults; 60% women.	Participant lists, technical reports and activity records.

Indicator reconciliation note

The evaluator should take into account an apparent discrepancy between the target figures presented in the project's Logical Framework (Annex E3d of the contract). At outcome level, Indicator 1.3 refers to 570 adults, 61% of whom are women, while at output level, Indicator 1.1.4 refers to 740 adults, 60% of whom are women.

The Description of the Action helps explain this difference. The displaced population in Mariapolis includes 570 adults and 170 elderly people, giving a total of 740 people. It therefore appears that the output-level indicator combines adults and elderly people in a single category, while the outcome-level indicator records the two groups separately.

The evaluator should verify this interpretation and ensure that the figures are presented consistently in the evaluation report.

Changes in the number or demographic profile of participants at Family House Pokrova, Pokrova Parish, the Social Sports Schools or other project sites must be compared with the approved targets. The evaluator should explain the reasons for any differences and their implications.

Annex 2. Proposal submission checklist

Required item	Included
Signed cover letter and contact details	☐
Brief understanding of the assignment, including the purpose of the evaluation and the main challenges anticipated	☐
Proposed sampling approach and preliminary explanation of how the evaluation questions will be addressed	☐
Brief approach to ethics, safeguarding, data protection and security	☐
Work plan with main activities, fieldwork period and deliverable dates	☐
Description of the proposed evaluator or evaluation team, including the roles of the team members and identification of the person responsible for the assignment	☐
Financial proposal within EUR 9,153.30 €	☐
Relevant CV or CVs	☐
Relevant assignment list and references	☐
Two relevant report samples or links	☐
Legal and tax registration documents, if applicable	☐
Signed conflict-of-interest, independence, availability declaration and acceptance of the Terms of Reference (Annex 3)	☐

Annex 3. Declaration of Independence, Availability and Acceptance of the Terms of Reference

Project: *Providing comprehensive care through non-formal education in emergency situations to children, youth and their families in vulnerable local communities of Ukraine*

Grant Contract: NDICI-THE-NEAR/2023/450-714

Company Name/Evaluator: [Name of individual, company or organisation]

Responsible person: [Full name]

I, the undersigned, acting on my own behalf / on behalf of [name of company, organisation or evaluation team], hereby declare that:

1. Independence and conflict of interest

I and the proposed evaluation team are independent from the design, management and implementation of the project. To the best of my knowledge, there is no actual, potential or perceived conflict of interest that could affect the impartiality of the evaluation.

I undertake to inform Misiones Salesianas immediately should any conflict of interest arise during the selection process or implementation of the assignment.

2. Availability

I confirm that the proposed evaluator or evaluation team is available to undertake and complete the assignment within the period and according to the timetable established in the Terms of Reference.

3. Acceptance of the Terms of Reference

I confirm that I have read and understood the Terms of Reference and accept the objectives, scope, deliverables, timetable and conditions of the assignment.

I undertake to perform the evaluation professionally, impartially and in accordance with the agreed methodology, ethical principles, safeguarding requirements, confidentiality obligations and applicable data-protection standards.

4. Accuracy of the proposal

I confirm that the information included in the technical and financial proposal, including the qualifications and availability of the proposed evaluator or team members, is accurate.

Place: [City, country]

Date: [Day/month/year]

Name: [Full name]

Position: [Position, where applicable]

Organisation: [Organisation, where applicable]

Signature: _____

Company stamp, where applicable: _____

For a evaluation team or individual consultant, this single declaration is sufficient. The team leader or authorised representative may sign it on behalf of all proposed team members.