

Terms of reference for the mid-term evaluation the Europe for Citizens programme 2014-2020

1. Introduction

The European Commission through the Europe for Citizens Programme 2014-2020 encourages citizens to play a stronger role in the development of the EU. Through projects and activities, in which citizens can participate and make their voice heard, the Europe for Citizens Programme is promoting fundamental values and the knowledge of Europe's shared history, and fosters citizens' responsible, democratic civic participation and the feeling of belonging to the EU.

The Europe for Citizens programme supports civil society organisations pursuing an aim of European general interest, municipalities (town twinning and networks of towns), as well as projects initiated by civil society organisations and projects in the area of European remembrance.

As set out in Article 15.4 of the Council Regulation establishing the Europe for Citizens Programme 2014-2020, the European Commission has to submit a mid-term evaluation report to the European Parliament, the Council, the European Economic and Social Committee and the Committee of the Regions by 31 December 2017.

2. Objectives and purpose

The purpose of this mid-term evaluation will be:

- To meet the requirements of the Council Regulation establishing the Europe for Citizens programme;
- To assess the results and outputs achieved so far by the Europe for Citizens programme 2014-2020 compared to its objectives and the initial expectations;
- To assess qualitative and quantitative aspects of the implementation of the programme during the first years of implementation;

The results of the evaluation will be used by the Commission:

- to verify in how far the evaluation recommendations of the ex-post evaluation of the previous Europe for Citizens programme 2007-2013 have been followed (final report ex-post evaluation of 2015¹);
- to verify if and to which extent the programme is on track for achieving its general and specific objectives.

In addition, the consultant will be tasked :

- to reflect on the continuation or not of the programme in its current format or its merge with other EU funding programmes after 2020 in view of the communication on the continuation of the programme to be submitted by 31 December 2018 to the European

¹ Ex post evaluation of the Europe for Citizens programme 2007-2013, see: http://ec.europa.eu/citizenship/pdf/final_efcp_final_report_2015_10_15.pdf

Parliament, the Council, the European Economic and Social Committee and the Committee of the Regions;

- to suggest first orientations for a possible successor programme after 2020.

The results of the external mid-term evaluation will feed into two documents that have to be delivered to the European Parliament, the Council, the European Economic and Social Committee and the Committee of the Regions:

- Report from the Commission to the European Parliament, the Council, the European Economic and Social Committee and the Committee of the Regions on the interim evaluation of the Europe for Citizens programme 2014-2020 by 31 December 2017;
- Communication on the continuation of the Europe for Citizens programme by 31 December 2018.

The mid-term evaluation will have to comply with the requirements of the Commission's Better Regulation Guidelines².

3. Scope

- Legal scope: Council Regulation (EU) No 390/2014 of 14 April 2014 establishing the Europe for Citizens programme for the period 2014-2020;
- Temporal scope: April 2014 to mid-2016
- Geographical scope:
 - 28 Member States of the European Union;
 - 5 participating countries having signed international agreements on their participation in the Europe for Citizens programme with the European Commission: Albania, Bosnia-Herzegovina, Montenegro, Serbia and the Former Yugoslav Republic of Macedonia.

Several categories of stakeholders will be consulted:

- Beneficiaries of Europe for Citizens action grants (both strands);
- Beneficiaries of Europe for Citizens operating grants (both strands);
- Participants of the civil dialogue group (civil society organisations);
- Europe for Citizens Contact Points in participating countries;
- Members of the programme committee;
- Non-successful applicants.

The different tasks laid down in detail in chapter 4 and 5 will have to be fulfilled by the evaluator:

- 1) assess the five evaluation questions,
- 2) support the preparation and analysis of the public consultation.

² http://ec.europa.eu/smart-regulation/guidelines/toc_guide_en.htm

The stakeholder consultation strategy (see point 6.2.) will have to be defined in detail during the inception phase.

4. Evaluation questions

Throughout the evaluation process, the evaluator must aim at responding to the evaluation questions set out below taking into account the different results for each strand and measure of the Europe for Citizens Programme, both at European and at national, regional and local level.

The evaluators should note that the sub-questions proposed under some of the evaluation questions do not necessarily cover the entire aspect of the questions concerned. In fact, the sub-questions normally cover only very specific aspects of a given question. They deal with issues the Commission is particularly interested in and which the evaluator therefore should address.

The evaluators may propose sub-questions to elaborate the evaluation questions. The final list of evaluation questions will be decided during the inception phase with the Commission.

For each question a number of judgment criteria and indicators have been defined. A judgment criterion specifies an aspect of the intervention that seems worth to be assessed in order to answer the evaluation question. Indicators have been laid down to help measuring. In their proposals, the tenderers may propose additional judgment criteria and indicators which they find appropriate. During the inception phase of the evaluation, the final list of judgment criteria and indicators criteria will be established with the Commission.

Moreover, in their proposal the tenderers will outline the methodological tools that they intend to use to answer the evaluation questions. The final list of methodological tools will be agreed with the Commission during the inception phase of the evaluation.

The recommended evaluation questions will be the following (to be developed further during the inception phase):

Recommended questions:

RELEVANCE
<ul style="list-style-type: none">• To what extent the programme's activities are still relevant to contribute to citizens' understanding of the Union, its history and diversity?• To what extent the programme's activities are still relevant to foster European citizenship and to improve conditions for civic and democratic participation at Union level?• In how far were the objectives relevant to the problems to be addressed?

Content of the questions	<p>The evaluators will assess to what extent the activities of the programme have been relevant to achieve the programme's objectives, i.e. to contribute to citizens' understanding of the Union, its history and diversity and to foster European citizenship and to improve conditions for civic and democratic participation at Union level. In addition, they will examine the question to which extent the activities have been adequate to address the societal needs and problems the programme is targeting.</p> <p>Target groups:</p> <ul style="list-style-type: none"> • Towns and municipalities, town-twinning committees, federations and associations of local/regional authorities; • Non-governmental organisations in the field of civic participation; • Non-governmental organisations and other bodies active in the field of European remembrance; • European policy research organisations (think tanks), European civil society organisations and networks, European umbrella organisations of NGOs, European civil society organisations involved in fostering European remembrance; • Citizens at large. <p>Based on the evaluation evidence found the evaluators will provide recommendations on:</p> <ul style="list-style-type: none"> • How to better adapt the activities to the real needs of the EU citizens? • How to improve the relevance of activities for future EU citizenship programmes?
Suggested judgment criteria and indicators	<ul style="list-style-type: none"> • The activities of the programme correspond to the societal problems it aims to address; • The activities of the programme correspond to the programme's general and specific objectives.

EU ADDED VALUE

<ul style="list-style-type: none"> • What does the Europe for Citizens programme offer in addition to other citizenship support schemes available at national or regional level? • What has been the European added value of the programme? Which observed changes has the EU intervention brought about compared to what could have been achieved at national level? • What would be the most likely consequences of stopping the Europe for Citizens programme? 	
Content of the questions	The evaluators will assess in how far the programme has been complementary to other existing EU programmes and initiatives and which has been its specific role and added value in the European context.
Suggested judgment criteria and indicators	<ul style="list-style-type: none"> • The objectives have proven complementarity with other EU programmes and initiatives, in particular in the area of citizens' rights, education, youth and culture. • The activities have been complementary to funding schemes offered at national level.
Suggested indicators	Indicators have to be proposed by the tenderer and confirmed during the inception phase.

EFFECTIVENESS AND SUSTAINABILITY

	<ul style="list-style-type: none"> • To what extent the activities undertaken in the framework of Europe for Citizens have been effective in achieving the programme's general and specific objectives? Where objectives are not fulfilled in a satisfactory way, which factors have hindered the programme to be effective and to what extent? Is the Europe for Citizens programme on the right track at this stage of its implementation? • How does the programme influence the town twinning movement, European civil society organisations, think-tanks and remembrance organisations participating in the programme? • Does participation in the programme appear satisfactory in terms of the balance between new organisations and those which have received support previously? • To what extent the Europe for Citizens programme has been successful in delivering sustainable outcome in relation to its objectives? •
<p>Content of the questions</p>	<p>The evaluators will assess to what extent each strand and measure of the programme has been effective in reaching the programme's general and specific objectives.</p> <p>While answering to this question, the evaluators will as well assess if and how the programme has influenced its target groups and/or citizens at large.</p> <p>The evaluators will examine to what extent the strands and measures of the Europe for Citizens Programme have been successful in creating lasting effects with regard to its objectives.</p> <p>Based on the evaluation evidence found the evaluators will provide recommendations on:</p> <ul style="list-style-type: none"> • How to implement each strand and action of the Europe for Citizens programme to come as close as possible to the objectives set out for this programme? • How possibly to adapt and develop the strands and measures to better reach the objectives of the programme? • How to proceed more effectively to reach the general and specific objectives of the programme and to reach sustainable results?

Suggested judgment criteria	<ul style="list-style-type: none"> • The objectives of the programme have been effectively reached by each strand and action of the programme. • The target groups of the programme have been effectively reached. • The programme has effectively contributed to reaching the programme's general and specific objectives. • The programme has influenced the activities of the town twinning movement, European civil society organisations, think-tanks and remembrance organisations;
Suggested indicators	<p>Evaluators should in particular refer to the indicators listed in annex 3 of the Council Regulation establishing the Europe for Citizens Programme 2014-2020, i.e.</p> <ul style="list-style-type: none"> • Number of directly involved participants; • Number of persons indirectly reached by the Europe for Citizens Programme; • Selectivity of projects; • Quality of project applications, • Attractiveness of the programme to newcomers; • Renewal of beneficiaries; • Degree of partnership; • Diversity of participating countries; • Geographical coverage of the programme.

EFFICIENCY

- How efficient were the activities undertaken in the framework of the Europe for Citizens programme so far to reach results at European and at national levels?
- To what extent the resources have been properly used to achieve the programme objectives? Were the positive effects achieved at reasonable costs? What factors influenced the programme efficiency?
- Is there any scope for simplification?
- Are there any differences in costs and/or benefits between Member States, and what is causing them?
- Was the size of the budget appropriate and proportional to achieve the programme objectives?
- Which type of grants (operating grants compared to actions grants) have been the most efficient tool to achieve the objectives of the programme?

Content of the questions	<p>The evaluators will provide an assessment of the efficiency of each strand and measure of the Europe for Citizens programme.</p> <p>In addition, they will examine if and to what extent resources have been used in an efficient way and if there are differences in the extent of efficiency reached by the different strands and measures and/or the different types of grants of the programme.</p> <p>They will analyse differences between participating countries in the reached cost-benefits ratio.</p> <p>Based on the evaluation evidence found the evaluators will provide recommendations on</p> <ul style="list-style-type: none"> • how to improve the efficiency of the Europe for Citizens Programme; • how to simplify procedures for the remaining years of the programme;
Suggested judgment criteria and indicators	Judgment criteria and indicators have to be proposed by the tenderers and confirmed during the inception phase.

COHERENCE

- To what extent has the programme so far proved complementarity to other EU funding programmes with related objectives, in particular in the area of citizens' rights, education and culture?
- How well did the Europe for Citizens programme work together with other EU instruments, especially in the area of education, vocational training and youth, sport, culture, fundamental rights, social inclusion, gender equality, combating discrimination, research and innovation, information society, enlargement and the external action of the Union?
- To what extent are the objectives of different strands of the programme consistent and mutually supportive? What evidence exists of synergies between the different strands and actions? How well do both strands work together?

Content of the questions	<p>The evaluators will examine if and in how far the Europe for Citizens programme complemented other EU programmes and if and to which extent synergies have been developed with other EU programmes and initiatives.</p> <p>The evaluators will as well examine if and to which extent synergies were developed between the different strands and measures of the programme.</p> <p>Based on the evaluation evidence found the evaluators will provide recommendations on:</p> <ul style="list-style-type: none"> • How to improve the overall coherence of the Europe for Citizens programme with regards to synergies within the programme and with other EU programmes and initiatives?
Suggested judgment criteria and indicators	Judgment criteria and indicators have to be proposed by the tenderers and confirmed during the inception phase.

5. Additional tasks under the assignment:

5.1. Conduct and analysis of open public consultation (Task 1)

The Commission intends to launch a public consultation to feed into the evaluation. The contractor is required to support the Commission in preparing and conducting this open online public consultation which aims at reaching a wide spectrum of respondents including programme's beneficiaries, participants as well as non-participants.

The main elements of such a public consultation will emanate from the evaluation questions outlined above and will include the following aspects:

- Relevance of the programme in relation to the identified needs it aims to address;
- Effectiveness of the programme;
- Efficiency of the programme in relation to resources used and assessment of the potential for procedural simplification and burden reduction;
- Coherence of the programme with other EU instruments that share common objectives;
- EU added value resulting from the 'Europe for Citizens' programme compared to what could have been achieved by participating countries only;
- Available alternative course of actions and their potential impact.

The consultation will be Internet based, launched through the Commission's dedicated website and will run for a period of 12 weeks. The consultation will be carried out in all official EU languages. The advertisement chosen should be adapted to all potential target audiences.

After the consultation has ended, the written contributions made by stakeholders will be published on the Commission dedicated website.

Once the consultation work is completed, the input received will be thoroughly analysed by the contractor in a report on the outcome of the public consultation. Such an analysis will contain a description overview of the profile of respondents, a qualitative appreciation of the responses/respondents and a detailed qualitative/quantitative analysis based on substance/content of the responses. A clear distinction should be made between information (data, facts) and subjective opinions and views provided by respondents.

An overall synopsis report³ covering the results of the open public consultation as well as other consultation activities that took place in the framework of the evaluation study will be drawn up by the contractor and annexed to the final evaluation report.

The contractor will follow the general principles and minimum standards for consultation set by the Commission's Better Regulation Guidelines⁴.

5.2. Minutes

The evaluator will produce minutes of the kick-off meeting, the inception report meeting, the interim report meeting and the draft final report meeting (four meetings).

6. Data collection and methodological approach

In their proposal, tenderers should describe the methodologies, data collection and analysis tools that they intend to use for addressing the evaluation questions and sub-questions.

The choice and a detailed description of the methodology must form part of the offer submitted.

The contractor will have a free choice as to the methods used to gather and analyse information and for making the assessment, but must take account of the following:

- The evaluation must be based on recognised evaluation techniques. Advantages, limitations and risks involved in using the proposed tools and techniques should be explained.
- There should be a clear link between the evaluation question addressed and the corresponding methodology proposed. The evaluation questions proposed above can be further elaborated, e.g. by providing operational sub-questions under each question.
- Further developing a logic model of the intervention will be part of the assignment in the inception phase of the work.

⁴ See the requirements in the Commission Better Regulation Guidelines / Guidelines on Stakeholder Consultation http://ec.europa.eu/smart-regulation/guidelines/toc_guide_en.htm

- Considerable emphasis should be placed on the analysis phase of the evaluation. In addressing the evaluation questions, the above mentioned quantitative indicators have to be used (see above mentioned indicators for each evaluation question,, in particular effectiveness and sustainability). The contractor must support findings and recommendations by explaining the degree to which these are based on opinion, analysis and objectively verifiable evidence. Where opinion is the main source, the degree of consensus and the steps taken to test the opinion should be given.
- It is not expected that all individual projects financed by the Europe for Citizens Programme are assessed, but a representative sample of projects to be examined should be chosen to address each evaluation question for each strand and measure. The contractor will propose a choice and the rationale behind it. The chosen sample, proposed to and agreed with the Commission, must be large enough to enable the evaluators to draw general conclusions on the strands and measures of the programme.
- The choice of the consultation method will determine the consultation tools. All consultation documents (i.e. presentations, surveys, questionnaires) will have to be endorsed by the Commission prior to their publication.
- The approach proposed by the contractor must be clearly set out in the bid. At minimum, it should clearly identify (a) data to be collected, (b) consultation strategy in the course of contract, (c) analysis to be conducted and (d) evaluation matrix applied, i.e. success criteria, indicators, data sources, methods and their limitations.
- Add requirements on triangulation and underline importance of cross-checking information to identify robust evidence

6.1. Previous evaluations and studies

The Europe for Citizens Programme builds on the experience of previous citizenship programmes, i.e. the first generation Community action programme to promote active European citizenship (2004-2006)⁵ and the first Europe for Citizens programme (2007-2013)⁶.

The following evaluations realised in the past should be taken into account for the elaboration of the mid-term evaluation:

- Mid-term evaluation of the Europe for Citizens programme 2007-2013⁷, see: http://ec.europa.eu/citizenship/pdf/ecorys-final_report_europe_for_citizens_en.pdf

⁵ Council Decision 2004/100/EC of 26 January 2004 establishing a 'Community action programme to promote active European citizenship'.

⁶ Decision N° 1904/2006/EC of the European Parliament and the Council of 12 December 2006 establishing for the period 2007 to 2013 the programme 'Europe for citizens' to promote active European citizenship, OJ L 378 of 27 November 2006.

⁷ Report from the Commission to the European Parliament, the Council, the European Economic and Social Committee and the Committee of the Regions on the mid-term evaluation of the Europe for Citizens Programme 2007-2013 of 1.03.2011, doc. COM (2011) 83 final.

and http://ec.europa.eu/citizenship/europe-for-citizens-programme/programme-2007-2013/index_en.htm

- Ex post evaluation of the Europe for Citizens programme 2007-2013, see: http://ec.europa.eu/citizenship/pdf/final_efcp_final_report_2015_10_15.pdf and http://ec.europa.eu/citizenship/pdf/evaluationreportefc2007-2013_en.pdf
- Study on measuring the impact of the Europe for Citizens Programme 2007-2013 (2013)⁸
- Commission staff working paper: Executive summary of the impact assessment accompanying document: Proposal for a Regulation of the Council establishing for the period 2014-2020 the programme "Europe for Citizens" to promote European citizenship, COM(2011)884 final, SEC (2011)1562 final (see: <http://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:52011SC1563&from=en>)
- Mid-term evaluation of the Europe for Citizens programme 2007-2013, see: http://ec.europa.eu/citizenship/pdf/ecorys-final_report_europe_for_citizens_en.pdf and <http://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX:52011DC0083>)

A permanent monitoring system has been developed combining the ongoing monitoring of the projects based on the information obtained from beneficiaries with approximately 20 monitoring visits of projects per year. A synthesis report based on the results of the monitoring visits is produced once per year by the Executive Agency.

In addition, in the context of its reporting obligations towards the programme committee, the Commission presents every year an annual report on the activities of the Europe for Citizens programme.

The Internet-based dissemination platform "Valor" can be used to find a representative sample of Europe for Citizens projects (see: <http://ec.europa.eu/programmes/europe-for-citizens/projects/>). An internal database used by the Executive Agency can be consulted at the premises of EACEA if required by the evaluator..

6.2. Consultation strategy

During the inception phase, a consultation strategy will have to be elaborated which should comprise the following three steps:

- A stakeholder consultation meeting with the main European level stakeholder organisations represented within the "civil dialogue group" of the Europe for Citizens programme will be organised to assess the perception of the programme and its results by European stakeholder organisations.
- A consultation meeting with the national Europe for Citizens Contact Points will be organised to reach out to the implementation and the perception of the programme, its results and impact at national level.
- An open online public consultation (see above point 5.1) will be conducted by the Commission in cooperation with the evaluator to reach a wide spectrum of respondents including participants and non-participants. The consultation will be Internet based. It will run for a period of 12 weeks.

⁸ http://ec.europa.eu/citizenship/news-events/news/11072013_studyefc_en.htm

Several categories of stakeholders will have to be consulted:

- Beneficiaries of Europe for Citizens action grants (both strands);
- Beneficiaries of Europe for Citizens operating grants (both strands);
- Participants of the civil dialogue group;
- Europe for Citizens Contact Points in participating countries;
- Members of the programme committee;
- Non-successful applicants.

7. Risks

In general terms, carrying out this evaluation does not imply important risks. However, minor risks for the smooth implementation of the evaluation cannot be excluded and may be linked to:

- A low level of participation in the public consultation,
- An insufficient quality of answers obtained from beneficiaries,
- A geographically unbalanced representation of stakeholders involved in the evaluation.

8. Work plan, organisation and budget

Responsibility and management of the evaluation remain with the European Commission (Directorate General for Home Affairs).

A DG HOME led inter-service group steering committee has been set up to monitor the evaluation and will be the main interlocutor of the contractor. The steering group will follow the evaluation process, assess and decide on acceptance and rejection of the different deliverables that the selected contractor will have to provide. It will also be instrumental in the provision of information to the selected contractor. The contractor should take into account the comments and recommendations of the steering group and keep it regularly informed on the progress of the work.

The contractor will be requested, and should be prepared, to attend the 4 meetings of the steering group at the Commission's premises in Brussels. The contractor may be requested to prepare presentations on the progress and results of the evaluation. For these meetings, **minutes should be drafted by the contractor**, to be agreed among the participants.

9. Reporting and deliverables

The overall duration of the tasks should not exceed 8 months, commencing from the date of signature of the contract by the latter party.

The contractor shall produce the following outputs:

Inception report

The report should detail how the methodology proposed by the Contractor is going to be implemented in the light of an examination of the quality and appropriateness of existing data, and in particular how the methodology will provide answers to, and assessments of, each evaluation question.

Interim report

The interim report should be produced when the desk and field research has been completed, and should, to the extent possible, include some preliminary conclusions.

In addition, the interim report should provide:

- An overview of the status of the evaluation project;
- A description of problems encountered and solutions found/mitigating measures taken;
- A summary of initial findings and results of the data gathering;
- An assessment of the data, whether it meets expectations and will provide a sound basis for responding to the evaluation questions;
- A conclusion whether any changes are required to the work plan, or any other solutions should be sought in order to ensure that the required results of the evaluation are achieved. If any such issues are to be identified, they must be discussed in the meeting with the Steering Group dedicated to this report;
- A calendar for the remaining activities to be carried out.
- A proposal for the final structure of the Final Report, as well as a structure of the Executive Summary.

It shall not exceed 80 pages (2500 characters per page), annexes excluded.

Final report

This document should deliver the results of all tasks covered by these Terms of Reference.

The report must be clear enough for any potential reader to understand the purpose of the evaluation, what was evaluated, how the evaluation was designed and conducted, what evidence was found, what conclusions have been drawn on the basis of this evidence and what recommendations are being made / lessons learnt on the basis of these conclusions.

The Final Report shall not exceed 80 pages, annexes excluded. It has to be accompanied by an abstract (200 words maximum) and an executive summary (6 pages maximum) in separate documents, both in English, German and French. The Executive Summary outlines the evaluation's main conclusions, the main evidence supporting them and the recommendations arising from them. After being agreed with the Commission Services, it should be translated into French and German by a professional translation agency.

The structure of the report should follow a broad classification into the following parts:

- **Main report:** it presents, in full, the results of the analyses, conclusions and recommendations arising from the evaluation. It must also contain a description of the

subject evaluated, the context of the evaluation, and the methodology used (including an analysis of its strengths and weaknesses).

- **Annexes:** These must collate the technical details of the evaluation, and must include questionnaire templates, interview guides, any additional tables or graphics, and references and sources.

The final version of the report must take into account the feedback from the Steering Group , insofar as these do not interfere with the autonomy of the Contractor in respect of the conclusions they have reached and the recommendations made.

The contracting authority will publish the Final Report, the Executive Summary, the annexes and the Quality Assessment Grid providing assessment of the evaluation final report on the Commission's central website.

In view of its publication, the final report by the contractors must be of high editorial quality. In cases where the contractor does not manage to produce a final report of high editorial quality within the timeframe defined by the contract, the contracting authority can decide to have the final report professionally edited at the expense of the contractor (e.g. deduction of these costs from the final payment).

9.1. Time table

The **indicative starting date** is **1 November 2016**. The contract will start after both parties have signed it. The period of execution of the contract is **8 months**.

The following outline work plan and indicative timetable are envisaged:

Deadline (from starting date)	Task
<i>Inception Report</i> T0 + 1 month	Contractor provides DG HOME the inception report . A Steering Group Meeting is organised in Brussels at the latest 2 weeks after delivery of the report.
<i>Interim Report for review</i> T0 + 4 months	Desk and field research completed. Contractor provides DG HOME with the interim report for review . A Steering Group Meeting is organised in Brussels at the latest 2 weeks after delivery of the report.
<i>Interim Report for approval</i> T0 + 5 months	Taking account of the Steering Group's comments contractor sends the interim report for approval to DG HOME.
<i>Final Report for review</i> T0 + 7 months	Contractor provides DG HOME with the final report for review . A Steering Group Meeting is organised in Brussels at

	the latest 2 weeks after delivery of the report.
<i>Final Report</i> T0 + 8 months	Taking account of the Steering Group's comments contractor sends the final report for approval to DG HOME.

Approval of the Reports

The Commission will have 14 calendar days to review the reports and submit comments.

If any, the contractor shall modify the report according to Commission's requests, or duly explain why they cannot be accepted; modified version of the reports for acceptance will be submitted within a maximum of 20 calendar days.

Once the comments have been addressed and each report has been approved, the Commission will issue a letter or email of formal acceptance.

Intellectual property rights

Rights concerning the reports and those relating to its reproduction and publication will remain the property of the European Commission. No document based, in whole or in part, upon the work undertaken in the context of this contract may be published except with the prior formal written approval of the European Commission.

Format of the Reports

Each report (except the final version of the Final Report) should have an introductory page providing an overview and orientation of the report. It should describe what parts of the document, on the one hand, have been carried over from previous reports or been recycled from other documents, and on the other hand, represent progress of the evaluation work with reference to the work plan.

All reports must be drafted in English and submitted according to the timetable above to the responsible body. Electronic files must be provided in Microsoft ® Word for Windows format. Additionally, besides Word, the Final Report must be delivered in Adobe ® Acrobat pdf format and in 3 hard copies.

The contractor must deliver the reports (inception, interim and final) to the Commission in English in 3 hard copies and in electronic version (Word and PDF formats). It will implement the Commission publication rules related to its "visual identity" policy by applying the graphic rules set out in the European Commission's Visual Identity Manual, including its logo⁹.

⁹ The Visual Identity Manual of the European Commission is available upon request. Requests should be made to the following e-mail address: comm-visual-identity@ec.europa.eu

The Commission is committed to making online information as accessible as possible to the largest possible number of users including those with visual, auditory, cognitive or physical disabilities, and those not having the latest technologies. The Commission supports the Web Content Accessibility Guidelines 2.0 of the W3C.

For full details on Commission policy on accessibility for information providers, see:

http://ec.europa.eu/ipg/standards/accessibility/index_en.htm

Pdf versions of studies destined for online publication should respect W3C guidelines for accessible pdf documents.

See: <http://www.w3.org/WAI/GL/WCAG20-TECHS/pdf.html>

9. Budget

The estimated maximum budget for the evaluation of the action, covering all the results to be achieved by the contractor as listed above, is 160.000 EUR.

10. Quality assessment criteria

The overall quality of the evaluation will be assessed by the European Commission on the basis of the Commission's quality assessment framework (Annex 1)

11. Background

The Europe for Citizens programme established by Council Regulation (EU) N° 390/2014 of 14 April 2014 (OJ L 115 of 17.04.2014) contributes to citizens' understanding of the Union, its history and diversity and to foster European citizenship and to improve conditions for civic and democratic participation at Union level.

The programme supports a wide range of activities and organisations promoting active European citizenship through the involvement of individual citizens. It is divided into two strands: European remembrance and Democratic engagement and civic participation. The two strands are complemented by horizontal actions for analysis, dissemination and use of project results.

Objectives of the initiative/intervention and intervention logic

The general objectives of the Europe for Citizens Programme 2014-2020 are:

- to contribute to citizens' understanding of the Union, its history and diversity;
- to foster European citizenship and to improve conditions for civic and democratic participation at Union level.

Specific objectives are:

- to raise awareness of remembrance, the common history and values of the Union and the Union's aim, namely to promote peace, the values of the Union and the well-being of its peoples by stimulating debate, reflection and the development of networks;
- to encourage democratic and civic participation of citizens at Union level, by developing citizens' understanding of the Union policy making-process and promoting opportunities for societal and intercultural engagement and volunteering at Union level.

Description of the initiative/intervention

For graphic requirements please refer to the standard word template in Annex 1. The cover page shall be filled in by the contractor in accordance with the instructions provided in the template. For further details you may also contact comm-visual-identity@ec.europa.eu.

In case you foresee other logos than the Commission logo, the additional logo may only be placed on the cover page of the study if they are one of the following categories:

- a logo duly authorised by the Secretary General and the Director-General for Communication of the European Commission;
- the logo of the author of the study (i.e. the contractor).

The programme is implemented through the following Strands:

Strand 1: European remembrance

Action grants:

This Strand supports activities that invite a reflection on European cultural diversity and on the Union's common values in the broadest sense. In this context, it aims to finance projects reflecting on causes of totalitarian regimes in Europe's modern history (especially but not exclusively the Nazism that led to the Holocaust, Antisemitism, Fascism, Stalinism and other totalitarian and authoritarian regimes) and to commemorate the victims of their crimes.

This Strand also encompasses activities concerning other defining moments and reference points in recent European history. In particular, it will give preference to actions which encourage tolerance, mutual understanding, intercultural dialogue and reconciliation as a means to move beyond the past and build the future, in particular with a view to reaching the younger generation.

The projects under this strand include different types of organisations (local authorities, civil society organisations, research institutes, etc.) or develop different types of activities (research, non-formal education, public debates, exhibitions, etc.) or involve citizens from different target groups. Projects should be implemented on a transnational level (involving the creation and operation of transnational partnerships and networks) or with a clear European dimension.

Operating grants:

Operating grants provide financial support to cover part of the running costs that enable a body to have an independent existence and implement a range of activities envisaged in its annual work programme. Under Strand 1, operating grants have been awarded for bodies raising awareness of European remembrance and pursuing aims of general Union interest.

A specific call for proposals COMM C2/01/2013 "Structural support for European public policy research organisations and think tanks and for civil society organisations at European level"¹⁰ was launched in November 2013 for awarding operating grants for the period 2014-2017. Multiannual framework partnership agreements were thus concluded with 6 remembrance organisations and specific annual conventions based on the framework partnerships concluded each year.

Strand 2: Democratic engagement and civic participation

Action grants:

This Strand supports activities that cover civic participation in the broadest sense with a particular focus on activities directly linked to Union policies, with a view to participating in the shaping of the Union political agenda in areas related to the objectives of the Programme. The Strand also covers projects and initiatives that develop opportunities for mutual understanding, intercultural learning, solidarity, civic engagement and volunteering at Union level.

The following type of activities are supported within Strand 2:

- **Town Twinning:** This measure supports projects that bring together a wide range of citizens from twinned towns around topics in line with the objectives of the programme.

¹⁰ Call for proposals N° COMM-C2/01/2013 "Structural support for European public research organisations (think tanks) and for European civil society organisations at European level"

Priority is given to projects targetting the multi-annual priorities for this measure. By mobilizing citizens at local and EU levels to debate concrete issues on the European political agenda, this measure seeks to promote civic participation in the Union's policy-making processes and develops opportunities for civic engagement and volunteering at the Union level.

- **Network of Towns:** Under this measure, municipalities or regions and associations working together on a common theme in a long-term perspective have the possibility to develop networks of towns to make their cooperation more sustainable and to exchange good practice. Networks of Towns organise activities around subjects of common interest in the context of the programme's objectives or multi-annual priorities and aim at sustainability.
- **Civil Society Projects:** This measure supports projects promoted by transnational partnerships and networks that directly involve citizens. Those projects gather citizens from different horizons in activities with a view to giving them an opportunity to concretely participate in the shaping of the Union's political agenda. To that end, those projects invite citizens to act together or debate the multi-annual priorities themes of the programme at local and European level.

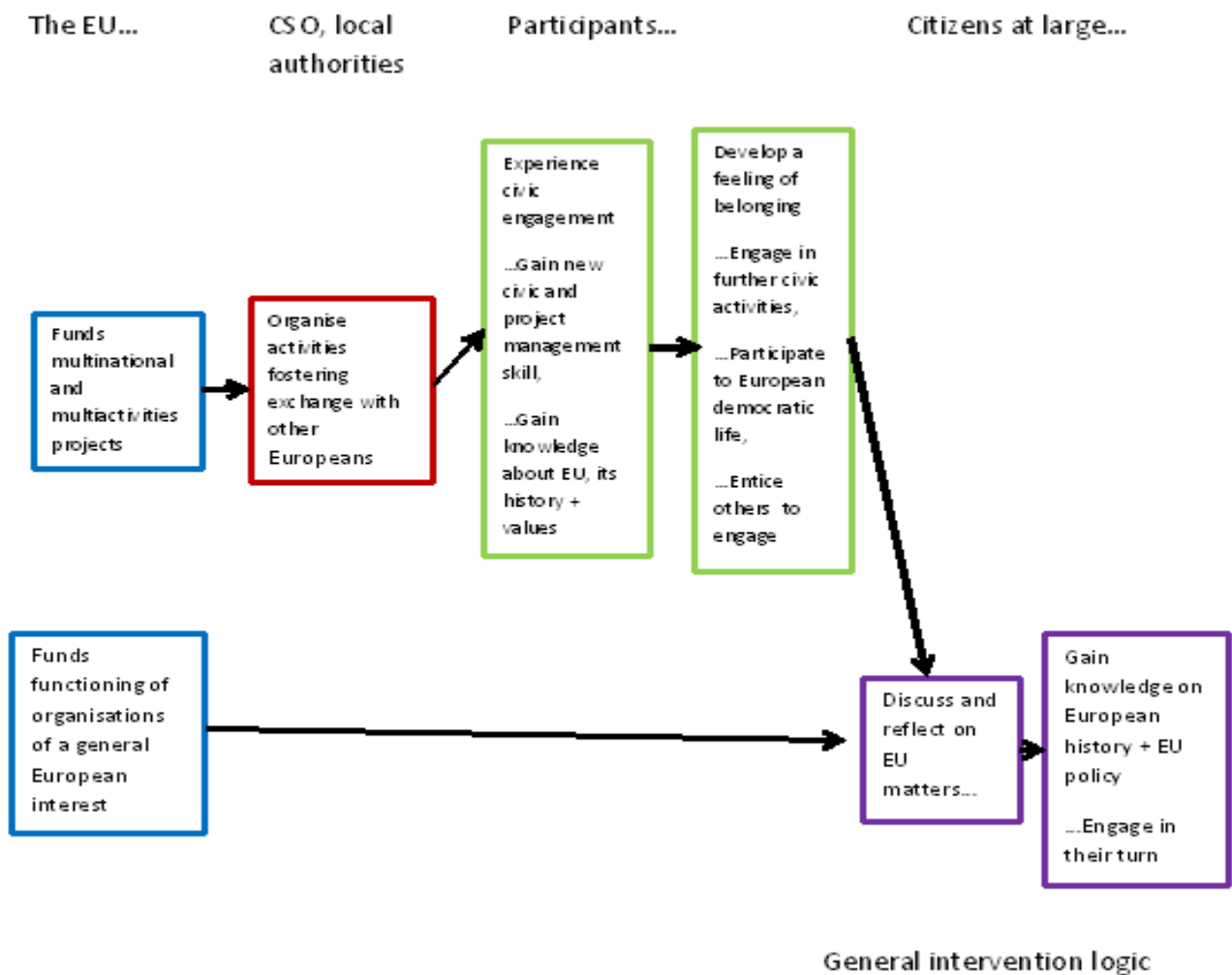
Operating grants:

Under Strand 2, annual operating grants are awarded for bodies pursuing an aim of general Union interest and encouraging responsible democratic and civic participation.

A specific call for proposals COMM C2/01/2013 "Structural support for European public policy research organisations and think tanks and for civil society organisations at European level"¹¹ was launched in November 2013 for awarding operating grants for the period 2014-2017. Multiannual framework partnership agreements were thus concluded with 31 civil society organisations and specific annual conventions based on the framework partnerships concluded each year.

Intervention logic

¹¹ Call for proposals N° COMM-C2/01/2013 "Structural support for European public research organisations (think tanks) and for European civil society organisations at European level"



The intervention logic of the programme reflects the nature of programme which does not target specific groups of EU citizens directly, but which works on the basis of multiplier effects through different "diameters" of influence via (1) Civil Society Organisations, (2) participants; to (3) Citizens at large. The funded projects provide the Commission with feedback of citizens' expectations (Listen), encourage project leaders to issue recommendations to policy makers (Advise) and increases democratic participation at EU level (Engage).

Budget

The financial envelope for the implementation of the Europe for Citizens programme over seven years from 2014 to 2020 is set at 185 468 000 EUR (with the annual amount increasing gradually from 23 300 000 EUR in 2014 to 27 344 000 EUR in 2020).

According to the programme decision, the overall breakdown between the different actions during the entire programme period was the following:

- Strand 1: approximately 20 %
- Strand 2: approximately 60%
- Horizontal Action Valorisation: approximately 10%

Approximately 10 % of the overall budget was used for the programme administration.

Implementation – State of Play

In the context of its reporting obligations towards the Europe for Citizens programme committee, the Commission presents every year an annual report on the activities of the Europe for Citizens Programme. The aim of these reports is to give members of the programme committee the possibility to verify if the Europe for Citizens programme is implemented in line with the annual work programme. The annual reports for the years 2014 and 2015 can be found in the annexes of this document.

Evaluation and Monitoring Provisions

As set out in Article 15.4 of the Council Regulation establishing the Europe for Citizens Programme 2014-2020, the European Commission has to submit to the European Parliament, the Council, the European Economic and Social Committee and the Committee of the Regions a mid-term evaluation report by 31 December 2017.

In addition, the Commission will have to submit a communication on the continuation of the Europe for Citizens programme by 31 December 2018 and an ex post evaluation report by 1 July 2023..

Previous evaluations and other reports

Reference documents:

- Council Regulation (EU) N° 390/2014 of 14 April 2014 establishing for the period 2014-2020 the programme "Europe for Citizens" (OJ L 115 of 17.04.2014);
- Decision N° 1904/2006/EC of the European Parliament and the Council of 12 December 2006 establishing for the period 2007 to 2013 the programme 'Europe for citizens' to promote active European citizenship, OJ L 378 of 27 November 2006.;
- Council Decision 2004/100/EC of 26 January 2004 establishing a 'Community action programme to promote active European citizenship';
- Commission implementing decision n° C(2013)7160 of 31 October 2013 on the adoption of the 2014 work programme of the Europe for Citizens programme;
- Commission implementing decision n° C(2014)9220 of 8 December 2014 on the adoption of the 2015 work programme of the Europe for Citizens programme;
- Commission implementing decision n° C(2015)9186 of 18 December 2015 on the adoption of the 2016 work programme of the Europe for Citizens programme.

Annex 1: Checklist quality assessment



Checklist quality
assessment rev.doc

Annex 2: Annual Activities' Report 2014



RAA 2014 FINAL
MR.doc



RAA 2014 - Annexe
1.xls



RAA 2014 - Annexe
2.doc

Annex 3: Annual Activities' Report 2015



RAA 2015 version
14032016.doc



annex 1 RAA 2015
FINAL.xls



annex 2 RAA 2015
FINAL.doc