

Iceland 
Liechtenstein
Norway

**Active
citizens** fund

Call for Expressions of Interest for Evaluators

DEADLINE: 13th January 2020

Fund operated by



DETAILS OF THE CALL FOR EXPRESSION OF INTEREST

SOS Malta (VO/0033), as fund operator of the Active Citizens Fund in Malta, is requesting the expression of interest for the provision of evaluation services for the Open Call for Proposals under the ACF in Malta, in two thematic areas: human rights and social inclusion and, citizen participation in civic activities.

BRIEF

The Active Citizens Fund – ACF in Malta is established under the specific Programme Area for Civil Society part of the EEA Financial Mechanism 2014-2021, financial contribution from Iceland, Liechtenstein and Norway to 15 EU countries in Central and Southern Europe and the Baltic.

ACF Malta has one open call for proposals, with a budgetary allocation of €369,001. Through the present call for expression of interest SOS Malta is seeking to select 2 evaluators for the ACF Malta Evaluation Committee who will be assessing the project proposals that will be submitted by applicants.

The evaluators are expected to review and assess applications for compliance with the evaluation criteria, outlined in the guidelines for applicants. The evaluators will receive an electronic copy of all the applications after administrative and compliance checks that will be carried out by the staff of SOS Malta. The period allocated for the evaluation is of 5 weeks, starting on the 3rd of February until the 9th of March.

Based on the evaluators' assessments and recommendations, and points allocated to each proposal, an order of classification of the projects will be compiled and passed on to the Selection Committee, who will finalize the selection process.

The evaluators will receive an honorarium of EUR 1000 each following the selection process.

Eligibility to apply

The appointed evaluators must ensure that their assessment is impartial and must not have a conflict of interest at the time of their appointment, or throughout the evaluation process. Evaluators will need to sign a declaration of impartiality that no such conflict exists for the project proposals being evaluated (see Annex 1 for the full text of the declaration).

Applicants are required to carry out evaluations individually but also to be available for occasional joint sessions with the ACF team and/or other meetings with the Selection Committee.

SOS Malta staff or Board members are not eligible to apply. Staff or board members of organisations that plan/applied for the ACF Malta fund are not eligible to apply.

Prospective evaluators are expected to have a high level of experience in one or more of the fields addressed by the two envisaged outcomes of the Active Citizens Fund in Malta programme.

OUTCOME 1 “INCREASED SUPPORT FOR HUMAN RIGHTS AND SOCIAL INCLUSION”:

- 1) Advocacy and awareness-raising campaigns on human rights (including gender equality) and social inclusion;
- 2) Intergenerational dialogue;
- 3) Civic and human rights education, with a particular emphasis on informal education;
- 4) Countering hate speech and negative stereotypes;
- 5) Knowledge and awareness of intercultural competence and cross-cultural sensitivity;

OUTCOME 2 “INCREASED CITIZEN PARTICIPATION IN CIVIC ACTIVITIES”:

- 6) Active citizenship and open society - with a particular focus on human rights, democracy, the rule of law and environmental protection;
- 7) Facilitation of citizens participation in decision making processes at a local and national level -> access to information, access to justice in environmental matters in accordance with the Aarhus Convention;
- 8) Media literacy, critical thinking and healthy debate education;

QUALIFICATIONS AND COMPETENCIES

Previous experience in areas of human rights and social inclusion and, citizen participation in civic activities, as listed under the Eligibility to apply section – outcome 1 and 2.

Efficient results-oriented and capable of undertaking several tasks simultaneously.

Highly organised and can keep deadlines.

Capable of working independently as well as part of a team.

Knowledge and experience of the NGO and civil society sector.

Principles of evaluation

Impartiality – applications should be assessed and treated equally irrespective of who the applicant or partners are;

Independence – evaluators should operate under their own capacity

Accuracy – decisions during evaluations should be in accordance with the evaluation criteria

Confidentiality - The content of the applications and all supporting documentation, results, opinions and justifications of evaluators are not disclosed with anyone outside the Evaluation and Selection Committee;

After the completion of the evaluation, all documents kept by evaluators should be deleted or destroyed.

SUBMISSION OF EXPRESSIONS OF INTEREST

Expressions of Interest, including a detailed personal profile including some examples of your work, and relevant experience in the field should be sent to acfmalta@sosmalta.org by no later than the 13th of January the end of the business day.

Applications received after this date will not be considered.

CLARIFICATIONS – CONTACT

Raluca Colacel – Project Manager (SOS Malta)

Tel: + 356 21244123

Email: acfmalta@sosmalta.org

Annex 1

Declaration of Impartiality and Confidentiality,

I, the undersigned, hereby declare that I agree to participate in the ACF Malta Evaluation Committee. By signing this declaration, I confirm that I have familiarised myself with the information available for the Active Citizens Fund Malta.

I shall execute my responsibilities impartially and objectively. I hereby declare that I am independent¹of all parties which stand to gain from the outcome of the evaluation process². To the best of my knowledge and belief, there are no facts or circumstances, past or present, or that could arise in the foreseeable future, which might call into question my independence in the eyes of any party; and, if I discover or should it become apparent during the course of the evaluation process that such a relationship exists or has been established, I will declare it immediately and cease to participate in the evaluation process. I further declare that to the best of my knowledge; I am not in a situation that could cast doubt on my ability to evaluate the project proposals.

I agree to hold in trust and confidence any information or documents ("confidential information") disclosed to me or discovered by me or prepared by me in the course of or as a result of the evaluation and agree that it shall be used only for the purposes of this evaluation and shall not be disclosed to any third party.

Confidential information shall not be disclosed to any employee or expert unless they agree to execute and be bound by the terms of this Declaration.

I commit myself to respect the guiding principles of the principles for evaluation: impartiality, confidentiality, accuracy and independence.

¹Taking into consideration whether there exists any past or present relationship, direct or indirect, whether financial, professional or of another kind.

² i.e., all (candidates/applicants) * who are participating in the (call for expressions of interest) *, whether individuals or members of a consortium or any of the partners or subcontractors proposed by them.