



## TERMS OF REFERENCE FOR AN INDEPENDENT EXTERNAL EVALUATOR

[Mental Health Europe](#) is currently seeking an external evaluator for a EU4Health Project that focuses on good practices for mental health linked to pandemics.

Candidates are invited to respond to this call by **11 January 2023** by sending their proposal to MHE's Director Claudia Marinetti at [claudia.marinetti@mhe-sme.org](mailto:claudia.marinetti@mhe-sme.org). Candidates can contact Dr Marinetti before submission for questions and clarifications.

The selection will be completed by the 23<sup>rd</sup> January 2023 and the selected candidate should be ready to start the assignment no later than 1<sup>st</sup> February 2023.

### 1. Introduction to the project

**Project name: "Implementing MENTAL Health QuALITY Practices" (MENTALITY)**

**Project no. 101079990**

**Instrument: EU4Health Programme (EU4H)**

**Start date of project: 1 January 2023**

**Duration: 26 months**

Prior to the COVID-19 pandemic, at least one in six people across EU Member States experienced mental ill-health. This, together with the fact that persisting stigma prevents people from disclosing their mental health problems, means that the numbers are now likely to be higher than before 2020. Children and young people, migrants, people with disabilities, older persons and those living in difficult socio-economic conditions, are just a few examples of groups that are at risk of being, or are already being, disproportionately impacted by increasing mental ill-health before and during the pandemic. There is an immediate need to implement good practices to support positive mental health and well-being for all and to build resilience within the health and social care services.

MENTALITY will pilot established European promising practices targeted at children, healthcare and other care workers, people with pre-existing mental health problems and psychosocial disabilities, migrants, and service providers. The project will establish a path for successful and sustainable transfer and adaptation of practices in participating countries that will also lead for in-country upscale and further future implementation in other EU countries. Capacity building activities and material will be made available to support this. An EU-wide awareness-raising campaign will be carried out at the same time to break a major barrier to mental health support: stigma and discrimination.

The project has three specific **objectives**:

1. Increase mental health awareness;
2. Foster knowledge sharing;
3. Strengthen capacity building in the area of mental health

The expected **outcomes** and benefits of the project are the following:

1. Raising awareness on the selected best practices and the possibility to transfer them among those that can make a difference, including end-users, other potential implementers, insurers, trade unions and policy makers;
2. Facilitating the implementation of follow up activities once the project is finished by standardising and making accessible to all audiences the content disseminated by the consortium;
3. Capitalising on the project results to improve mental well-being and reduce mental-health inequalities across Europe.

## 2. Scope of the assignment and deliverables

The evaluation of the MENTALITY project is led by [Prolepsis Institute](#) (Greece) and Mental Health Europe (Belgium) with the support of an external evaluator hired through an open-tender process and based on the Terms of Reference described here.

The evaluator will:

1. Lead on the setting up of the **Monitoring and Evaluation (M&E) frameworks**, including M&E activities and specific outcome and impact indicators for the **project as a whole** and process indicators for the **promising practices piloting activities**. This includes supporting the development of data collection instruments for the piloting keeping in mind the project's overall objectives, including a focus on barriers and facilitators to inform replicability, and scaling up. The results of this exercise shall help us understand the extent to which the pilot is implemented as designed and whether the pilot is accessible and well-adjusted to its target population.
2. Carry out the external **evaluation** and assess the project's progress towards achieving its objectives and pilot processes. This includes tasks such as:
  - Providing independent and objective feedback on the overall processes, management and coordination of the project and pilots towards its agreed objectives. The external evaluator will participate in the main consortium meetings.
  - Liaising with the WP leads to collect monitoring and project performance data.

Data will be collected in collaboration with all project partners. Specific evaluation related deliverables are foreseen:

**Deliverable 1 - Project evaluation and brief pilots' process evaluation frameworks** (by end March 2023). The frameworks will indicate the methodology, timeline assessment tools, indicators and criteria used for the project evaluation and the brief pilots process evaluations. The frameworks will be developed in English.

**Deliverable 2 – Support in creating a situation analysis and needs assessment (SANA) framework** (by end March 2023). The external evaluator will also provide expert advice for the implementation of

promising practices, specifically developing a piloting situational analysis and needs assessment (SANA) framework.

**Deliverable 3 - Project evaluation reports** (by February 2024 and February 2025). The final report will be shaped around key indicators as outlined in the MENTALITY contract, means of verification and data collection activities as defined together with the external evaluator who will carry out the external independent evaluation. The report will be in English and in digital format (15 -20 pages). The report needs to include sections on impact and output evaluation, brief process evaluation results of the pilots, and analyse sustainability and scaling up parameters. An interim project evaluation report is expected by March 2024.

### 3. Indicators

Special note needs to be placed on the project's output indicators for measuring the following outcomes:

- a) Improve stakeholders' knowledge on stigma and discrimination as a barrier to mental well-being of vulnerable groups
- b) Raise the general public awareness on the importance of acting to promote, support and protect mental health
- c) Bring existing promising practice knowledge to new contexts
- d) Strengthen partnerships with key stakeholders across sectors and countries
- e) Expand EU member states capacity building knowledge base
- f) Improve processes for the practical implementation of new knowledge in different scenarios

For the **evaluation of the project**, we expect the use of at least the following main output indicators related to project activities:

- Number of workshops. Baseline: 1 per pilot site (6 pilot sites in total). Target: at least 2 per pilot site (6 pilot sites in total).
- Number of different stakeholders/vulnerable groups involved in each piloting exercise. Baseline: 2 stakeholders. Target: 4 stakeholders.
- Presentation of results at key events at EU and national level. Baseline: At least 3 presentations. Target: 6 presentations.
- Number of toolkits, guides and checklists; Baseline: 3 resources. Target: 4 resources.
- Number of news releases, blogs and policy briefs including data. Baseline: 1 News release, 2 blogs, 1 policy brief. Target: 3 news releases, 3 blogs, 2 policy briefs.
- Webinars for all stakeholders organised. Baseline: 1 webinar. Target: 2 webinars.
- Positive feedback / engagement for publications promoting empowering and non-discriminatory communication approaches around mental health. Baseline: At least 1 response per publication. Target: At least 3 responses, including 1 from key stakeholder / decision-maker.
- Number of external newsletters/ number of targeted people outreached. Baseline: 4 to 500 contacts. Target: 4 to up to 3000 contacts.

When it comes to the **brief process evaluation** of the implementation at the pilot sites, implementation will be evaluated keeping in mind the project's overall objectives, including a focus on barriers and facilitators to inform replicability, and scaling up. The results of this exercise will help us understand the

extent to which the pilot is implemented as designed and whether the pilot is accessible and well-adjusted to its target population.

In particular, the brief process evaluation will shed a light on:

- who were the stakeholders reached by the implementation
- how did the stakeholders perceive the pilot
- what activities were implemented, when and where
- what barriers and facilitators have emerged during implementation

Data collection to evaluate the pilots' implementation process will be conducted using both quantitative (questionnaires) and qualitative means (interviews, focus groups) to ensure that key stakeholders' voices are heard and their perspectives on facilitators and barriers understood.

## 4. Budget, application procedure and other practical information

**4.1 Duration of the contract:** January 2023 to February 2025

### 4.2 Budget and payment:

Offers must be submitted in euros and should be valid for at least two months. Please note: the maximum budget for this assignment is **9000 Euros (all costs and VAT included)**. Candidates are asked to state a fixed price for the service that will not be subject to revision. 20% of the total amount will be paid on signature of the contract, an interim payment of 30% of the total amount is foreseen after approval of deliverables 1 and 2 (these deliverables need to be ready by March 2023). The final payment will be done after approval of deliverable 3 and debriefing.

Please submit offers to [claudia.marinetti@mhe-sme.org](mailto:claudia.marinetti@mhe-sme.org). Questions can be sent to the same address.

### 4.3 Selection of the external evaluator

In order to perform this evaluation work according to the highest standards the external evaluator must have:

- Proven expertise in developing Monitoring & Evaluation Frameworks and plans for European funded projects;
- A highly methodological approach and excellent writing skills
- Fluent in English (native speaker level). Knowledge of other European languages is an asset.
- Some knowledge on EU strategies, policy and practices, ideally linked to human rights and/or health and well-being.

Other assets may include:

- Some knowledge of practices linked to mental health and well-being
- Experience in adopting a multi-stakeholder participatory approach

**To respond to this call**, the candidate evaluator must submit:

1. A CV describing expertise and experience in carrying out similar assignments
2. An outline of their approach to this evaluation work
3. Two references from organisations (name, role, contact details and description of work performed)

Examples of previous similar work would be an asset.

Selection will be done on the base of the best value for money principle. Offers will be evaluated on the base of the following criteria:

- Technical quality of the offer: Demonstrate a clear understanding of the terms of reference and general approach to the project. Description of appropriate methodology and quality control steps to be applied - 50 points
- Experience of external evaluator: expertise in the content (subject matter) and in evaluation methodology - 50 points



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