



Terms of Reference

9 November 2020

“REGIN” project (*Regions for Migrants and Refugees Integration*) Specifications for the testing and implementation of a common evaluation framework/matrix for regional integration practices

CONTENTS

1. BACKGROUND AND PRESENTATIONS	2
• Presentation of the Conference of Peripheral Maritime Regions (CPMR).....	2
• Presentation of the REGIN project	2
2. SPECIFICATIONS	3
• Scope and Objectives of the Call.....	3
• Work Package 6 “Integration Lab” Description	3
• Description of tasks of the subcontracted expert under Work Package 6 “Integration Lab”	5
• Coordination	6
• Project Deliverables.....	6
• Profile of the expert	6
3. TENDER PROCESS AND DESCRIPTION	7
• How to respond to the call for tender.....	7
• Tender Selection Criteria	8

Deadline for tender submission: 25 November 2020

Contracting Authority:

Conference of Peripheral Maritime Regions – CPMR
6, rue Saint Martin - 35700 Rennes, FRANCE

Contacts:

Claire STREET – REGIN Project Coordinator, **Tel:** 02 99 35 40 50 – **Email:** claire.street@crpm.org
Nidaa BOTMI – REGIN Project Officer, **Tel:** 02 99 35 40 56 – **Email:** nidaa.botmi@crpm.org





1. BACKGROUND AND PRESENTATIONS

A consortium led by the Conference of Peripheral Maritime Regions – CPMR (<https://cpmr.org/>) launched the “REGIN” project (Regions for Migrants and Refugees Integration - <https://reginproject.eu/>) on 1 February 2020. The project is due to run until end January 2022.

The CPMR is currently launching a call for tenders for an external expert to provide support for activities under **Work Package 6 “Integration Lab”**.

More precisely the expert will assist in the **testing, validation and implementation of a common framework for the evaluation of regional integration practices**.

- **Presentation of the Conference of Peripheral Maritime Regions (CPMR)**

The Conference of Peripheral Maritime Regions of Europe (CPMR) is a French not-for-profit association (under Law 1901) with a membership of some 160 regional authorities from 25 states from both within and outside the European Union (EU). It aims to promote recognition of the essential role of the Regions as key actors for growth and balanced development of the EU, in areas such as economic, territorial, maritime and blue growth policies, transport, climate change, energy, as well as migration policies.

- **Presentation of the REGIN project**

The REGIN project is co-funded by the European Commission (DG HOME) under the AMIF Programme (Asylum, Migration and Integration Fund), reference AMIF-2018-AG-INTE-1 Local and regional integration networks. It will run from 1 February 2020 to 31 January 2022. This project is coordinated by the CPMR as leader of a consortium consisting of 10 partners:

Regions/Public administrations:

- [CPMR](#) (Lead Partner)
- [Azores](#) (Portugal)
- [Campania](#) (Italy)
- [Catalonia](#) (Spain)
- [Murcia](#) (Spain),
- [Partnership Skåne](#) (Sweden)
- [Puglia](#) (Italy)

Technical Partners:

- [Instrategies](#)
- [Migration Policy Group](#)
- [CIDOB](#)





The goal of this project is to design, develop and assess an innovative toolbox for regions to facilitate, promote and strengthen migrants’ and refugees’ integration. The expected contribution is to advance robustness, accuracy and reliability of the regional authorities’ capabilities to promote inclusion, as well as improving cooperation and knowledge-sharing among them.

Four main objectives are addressed in the project:

- Objective 1: Improving the designing, planning and monitoring of integration actions;
- Objective 2: Identifying inclusion and integration indicators at regional level;
- Objective 3: Developing a set of tools able to facilitate regional performance on promoting and strengthening migrants and refugees integration;
- Objective 4: Promoting interchange, dialogue and cooperation in practice and initiatives between partners

The REGIN project targets in order of priority:

- the project partners and stakeholders working in collaboration with them, including migrants and refugees themselves;
- all CPMR member regions;
- more widely all other European local and regional authorities;
- EU institutions and agencies;
- various national, regional and local players working in the field of integration of migrants and refugees;
- any member of the public interested in the actions carried out within the framework of the project.

2. SPECIFICATIONS

- **Scope and Objectives of the Call**

The purpose of the present subcontracting call is to hire an expert to test, validate and implement a common framework for the evaluation of regional integration practices as part of the activities of Work Package 6 of the project: “Integration Lab”.

- **Work Package 6 “Integration Lab” Description**

Work Package 6 “Integration Lab” of the REGIN project is led jointly by the project partners CPMR and Puglia Region.

It is focused on identifying and monitoring practices and experiences on migrants’ and refugees’ integration at regional level, paying special attention to the lessons learnt and failed practices part. It will include experiences of REGIN’s partner regions and beyond, paying special attention to other EU regions.





The idea is to complement the EWSI database at regional level but emphasising the learning process of developing actions and instruments to promote inclusion and integration. This Work Package will also take stock of and connect with the mapping the CPMR is developing.

The Work Package is divided into three activities:

6.1 Desk Research

The phase of desk research has already been completed, and a draft evaluation framework and matrix have been produced. A draft survey for the collection of practices and experiences is being prepared and will be ready by mid-November 2020.

6.2 Gathering information and identifying practices

The next step is to gather examples of practices and apply the evaluation criteria to categorise them. This work will be done in three stages:

1. Firstly a pilot test will be carried out in order to test and validate the draft evaluation framework and the data collection procedure and make an in-depth analysis of their applicability and effectiveness. This will allow any final adjustments to be made if necessary. Developing a search engine with evaluation criteria will also be part of this activity.
2. Once the data collection procedure and evaluation framework are finalised, the CPMR will be responsible for coordinating the collection of practices through the final version of the survey that will be disseminated among its network of members and other relevant stakeholder contacts.
3. The common evaluation framework will then be used to analyse, edit and categorise the collected practices with a view to creating a database with search filters and an associated interactive map.

6.3 Database creation and mapping the practices

A minimum of 60 practices will be selected to insert in the database with a view to ensuring balance of areas of intervention, regions and countries, type of actions etc. The database will be structured in accordance with the search engine criteria to provide an easy tool to find the practices.

The database will be complemented with a visual mapping of the practices, to facilitate the search and to promote the use of this Integration Lab. The Mapping will include REGIN’s regions’ experiences and beyond, paying special attention to other EU regions



- **Description of tasks of the subcontracted expert under Work Package 6 “Integration Lab”**

The expert is required to work in collaboration with the CPMR Secretariat and experts of the University of Salento subcontracted by Puglia Region. The expert should have the necessary flexibility and availability to conduct the following tasks within the indicative timeline

Indicative Timeline	Task Description
Dec 2021	<p>Contribution to the pilot test of the draft survey to check the feasibility of the evaluation grid and develop a procedure for practices evaluation.</p> <p>The expert will analyse and discuss with the Work Package 6 leaders how to deal with the biases stemming from the data collection given the cross-country variability, i.e. applying a personal perspective in the collection of practices is inevitable and the amount and types of sources concerning the practices do vary across countries.</p> <p>Help to define research tools and the procedure for the collection and evaluation of additional practices to ensure the feasibility of the next phase of analysis, evaluation, selection and categorization of the practices collected.</p>
Jan 2021	<p>Fine tuning of survey and evaluation matrix. Confirmation of database search engine criteria</p> <p>The expert will provide suggestions to adjust and improve the evaluation matrix and confirm the criteria that will be used to develop the database search engine.</p> <p><u>RELATED PROJECT DELIVERABLE D6.1</u>: evaluation framework guidelines and matrix (deadline 31/01/2021)</p>
April – June 2021	<p>Analysis, editing, categorization of practices</p> <p>The expert will share this task with the University of Salento. It is estimated to take charge of around 20 practices.</p> <p>If necessary, the expert will contact the regions submitting the practices in order to seek any necessary clarifications. The CPMR Secretariat can assist in facilitating these contacts.</p> <p>The expert will be provided with a template for editing and categorising the practices</p> <p><u>RELATED PROJECT DELIVERABLES D6.2</u>: Integration Practices Database and <u>D6.3</u>: Mapping (deadline 31/01/2021)</p>

• Coordination

The expert will take part in online meetings (1h-1h30) with CPMR Secretariat and University of Salento to discuss, brainstorm and coordinate tasks. Indicatively we foresee the following schedule:

- Coordination meeting at the beginning of the assignment
- Brainstorming meeting mid-December to discuss the feasibility of the implementation of research tools and survey procedure
- Meeting end January to finalise the survey, evaluation framework and confirm search criteria
- Meeting beginning April to coordinate and share practices for evaluation
- Meeting mid-June to report and update on the evaluations.

Ad hoc meetings could be convened where necessary, and day-to-day communications throughout the assignment will be done by email, phone, Skype, etc.

• Project Deliverables

The expert will contribute to the following project deliverables (as further described in the table above:

Deliverable number	Description	Deadline
D6.1	Guidelines to identify innovative regional practices on regional level	31/01/2021
D6.2	Integration practices database	31/07/2021
D6.3	Mapping	31/07/2021

• Profile of the expert

Area of Expertise	Research methodology in social sciences applied for the purposes of the assignment to evaluation of practices in the field of migrant and refugee integration led at regional or local government level
Qualifications	Postgraduate degree, PhD in Social Sciences or equivalent

Experience	<p>At least 5 years of professional experience in the field of social sciences research</p> <p>Design, development and evaluation of social projects and practices, especially involving local/regional authorities, including in the area of integration, reception and social inclusion policies targeted at migrant and refugee populations;</p> <p>Knowledge and practical application of the OECD-DAC evaluation criteria;</p> <p>Practical experience working with regional or local authorities or their networks, either directly or as a consultant or expert, as well as knowledge and understanding of regional administrations’ competences, multi-level governance and horizontal coordination mechanisms would be considered an asset.</p>
Language skills	<p>Excellent spoken and written skills in English are required.</p> <p>Working knowledge in any of the following languages will be considered an asset: Spanish / Italian / Portuguese / Swedish / Catalan</p>

3. TENDER PROCESS AND DESCRIPTION

- **How to respond to the call for tender**

Deadline: Wednesday 25 November 2020

Tenders received after this date will not be considered.

Offers should be sent by email to Claire STREET (claire.street@crpm.org) with copy to nidaa.botmi@crpm.org

The CPMR will send a confirmation of receipt of offers by email to each tenderer.

Provisional timetable and project phases – Anticipated cost for tender

The tenderer must provide the following items by 25 November 2020 at the latest:

- Presentation of relevant expertise including CVs (no more than 2 pages) of key personnel who will be part of the proposed tender;
- Price proposal in euro (indicative price of the assignment EUR 8000 excluding VAT with maximum not to be exceeded EUR 9000).
- Two references (including telephone numbers) of clients with whom you have worked previously on similar projects and web links to previous work (if available);

Applicants may be individuals, groups of individuals with a designated team lead, or consultants.

CPMR will use its internal guidance, checklists and could organise an interview process to select the successful expert. The REGIN Project Officer, together with the REGIN Project Coordinator, will be the contact persons for the selected expert.

• Tender Selection Criteria

The selection will be based on the following criteria, set out in descending order of importance:

- Knowledge and experience of the expert in the field of migrant and refugee integration or other fields related to social sciences;
- Experience of the expert in designing and implementing evaluation/monitoring frameworks; practical application of the OECD-DAC evaluation criteria considered an asset;
- CV of the expert(s), additional points will be considered:
 - Excellent written and oral skills in English are required, working knowledge in any of the following languages Spanish / Italian / Portuguese / Swedish / Catalan considered an asset;
 - Knowledge and understanding of regional administrations’ competences, multi-level governance and horizontal coordination mechanisms considered an asset;
- Proposed costs of all services provided (excluding VAT): value for money will be considered in tender evaluation.