



Brussels, 17 April 2019

MENTAL HEALTH EUROPE EXTERNAL EVALUATION

Terms of reference

Mental Health Europe is currently seeking an external evaluator to conduct an independent monitoring and evaluation of its work under the European Commission Rights, Equality and Citizenship Programme (2018-2021), resulting in both a qualitative and quantitative assessment of progress towards achievements and impact.

The following terms of reference set out the framework for this work. Candidates are invited to respond to this call by **16 May 2019**.

I. Background

Mental Health Europe (MHE) is a European non-governmental network organisation committed to the promotion of positive mental health, the prevention of mental distress, the improvement of care, advocacy for social inclusion and the protection of the rights of (ex)users of mental health services, persons with psychosocial disabilities, their families and carers.

MHE works closely with the European Institutions and international bodies to mainstream mental health in all policies and end mental health stigma. We represent associations and individuals in the field of mental health including users of mental health services, mental health professionals, service providers and volunteers. Together with its members, MHE formulates recommendations for policy and decision makers to develop mental health friendly policies and practices. MHE places users of mental services at the centre of its work to ensure the voice of people who have experienced mental ill health is heard across Europe.

MHE is supported by a core grant from the European Commission, DG Employment, Social Affairs and Inclusion through the Rights, Equality and Citizenship (REC) Programme. The Programme supports a four-year framework which is comprised of annual work-plans outlining specific objectives. MHE is currently in the second year of its four-year framework, which will come to an end in December 2021.

II. Objectives

MHE is committed to conduct its evaluation process on a regular basis. **The purpose of this evaluation assignment is to assess yearly the progress of MHE's REC annual work programmes, and to support the organisation in adjusting activities and approaches in order to better enable the achievement of the strategic goals and increase the impact of MHE actions.** The evaluation results and impact assessment will contribute to increased performance of the organisation, also at governance level, and to improved monitoring of results by the Board, Director and Staff.

The evaluation should take into consideration MHE's key objectives under the REC programme:

- Advocating for the respect of the human rights of persons with psychosocial disabilities (mental ill health) in line with the UN CRPD;
- Mainstreaming of mental health/psychosocial disability in relevant EU policies;
- Combating stigma and raising awareness around mental health;
- Empowerment of persons with psychosocial disabilities;
- Ensuring a strong network, for the voice from the mental health sector to be heard and respected.

III. Evaluation terms

A professional evaluator will assess the progress of the **2018-2021 work programme**. They will gather, analyse and synthesise information obtained from **members, staff, and stakeholders**. The evaluation will measure **the progress of achievements and results in relation to outputs, outcomes and (short and medium-long term) impact**. The evaluator will be asked to use both qualitative and quantitative approaches including, but not limited to questionnaires, surveys and interviews, remotely and during events.

The evaluation should **highlight the strengths and weaknesses of MHE processes and work** in 2019 (and 2020-2021 depending on successful funding under the REC programme) and **make recommendations for strengthening its work in the upcoming years**.

The evaluation and its annual report should comprise the following items:

- Results of the evaluation of MHE's REC work programme;
- Recommendations to improve the implementation of current and future programmes;
- General recommendations for further improvement concerning the performance and capacity of the organisations, including its governance and strategy.

The evaluation in 2019 will only begin after implementation of the work programme has started. In this first year, the evaluator should focus on developing an evaluation plan (framework, methodology, and timeline) to assess the yearly progress and a first reflection on the 2019 (and possibly 2018) activities of MHE based on a set of agreed indicators.

IV. Indicators

The evaluation in 2019 will address at least the following guiding questions. For each question, the evaluator will have to think through a methodology, potential output, outcome and impact indicators, and measurements:

- Does MHE have a clear, relevant and achievable strategy for the upcoming years? If not, how can it be improved?
- To which extent is MHE achieving and/or working adequately to reach its strategic objectives?
- Do MHE's activities contribute to awareness of and engagement with key policy and legal tools, such as the UN CRPD, the European Pillar of Social Rights, the European Semester?
- Are members' expectations and needs sufficiently addressed?
- Do MHE activities lead to increased awareness and empowerment for users, and decreases stigma and discrimination?
- How efficiently are resources (funds, time, expertise...) employed to achieve results?

- How visible is MHE at EU level, among relevant stakeholders and networks? Has its visibility increased over the period of 2019(-2021)?
- How well MHE is doing in terms of planning, implementing and monitoring its projects, partnerships and activities?
- What are the key actions in order to enhance and improve MHE effectiveness and impact?
- How can MHE's governance be improved in order to reach maximum efficiency in its operations?

V. Budget and deliverables

MHE's Director will oversee the evaluation process. The evaluator will report to the MHE's Board and presents results at MHE's annual General Assembly.

The consultant is responsible for: 1) reviewing the draft Statutes; 2) proposing and editing any changes needed to reach the objectives described in these terms of reference; 3) reporting to the MHE Board on the changes proposed; and 4) the production of deliverables in accordance with contractual requirements.

The evaluator is responsible for: 1) designing and carrying out the evaluation; 2) managing day-to-day evaluation-related operations; 3) regular reporting on progress; and 4) the production of the following deliverables:

- a) 1 interim oral (with visual support) or written report (for the first year, by October 2019)
- b) 1 annual evaluation report (for the first year, by January 2020)

The maximum budget planned for this work is 4500 € per year including VAT.

VI. Selection process

To respond to this call, the candidate evaluator must submit a CV and a short outline of their evaluation approach following the features described in these evaluation terms.

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

- Proven record and extensive experience in monitoring and evaluating organisations implementing EU funded projects (not-for-profit)
- Experience in data collection, analysis and formulation of recommendations
- 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.

An estimate of the costs with clear link to the activities to be carried out should also be provided, considering the maximum budget available.

The documents must be submitted by **16 May 2019** to MHE's Director Claudia Marinetti at claudia.marinetti@mhe-sme.org.

We will review shortlisted submissions and select the most appropriate candidates for a short interview with the Director. The selection of the consultant will be completed ideally by **31 May 2019**. The evaluation work should begin upon signature of the contract.