



Linking Estonia and Latvia
Part-financed by the European Regional Development Fund



European Union

Terms of reference for programme evaluation

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Estonia – Latvia Programme

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Questions and ideas in connection with the evaluation (preparation) process

Who needs the evaluation and why?

When do you want it to be ready?

Who, when and how is planning to use the results?

Who compiles the ToR?

Who checks or confirms it?

MA, MC, host organisation, all of them?

Who organises the tender?

Who must study/know all the procurement rules, incl publishing the call, formulating decisions, informing tenderers of the results, etc.

Who will assess the offers?

Core of your terms of reference: the questions, which need to be answered?

Do you understand the questions yourself? Is there any ambiguity in the questions?

Do you understand and are you able to explain every sentence in your ToR?

In how big detail to explain the assessment criteria and scoring methods?

Recommendation: not to make them too detailed.

Whether to indicate estimated price in the ToR or not?

Whether to ask only total price or price per day and the amount of days necessary for the work?

And how to assess it?

Do you want the expert to present the results at MC or other meeting(s)?

Do the experts need to be able to carry out works in your languages?

Do you need everything on paper?

You need tenders electronically anyway to send them to assessors, etc.

How often do you want to meet during evaluation with the experts?

How close do you want the assessor to be?

List a detailed time schedule already in ToR?

When draft is submitted? When final version? Other appointments, which are known in advance.

Do not be too rigid with technical requirements for the tenders!

Be ready to support the evaluators during the process.

Make sure you have all kinds of overviews, contact lists and tables they might need?

How much do you want to be involved in the evaluation process?

Comment questionnaires, methodology for interviews, etc.



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Thanks a lot!

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