

Call for applications for external evaluation of BOOST

Terms of Reference (ToR)

1. Background and Context

The BOOST project, co-funded by an EU action grant and led by Correlation Network, aims to enhance the implementation of high-quality, community-based communicable disease services as part of a comprehensive, people-centred, and integrated harm reduction approach for people who use drugs and other related vulnerable groups. The project began in January 2023 and will conclude in December 2025. The evaluation is crucial in assessing the progress of the project, the effectiveness of the partnerships, and the overall impact on harm reduction services.

2. Objective of the External Evaluation

The purpose of this external evaluation is to provide an independent assessment of the BOOST project's implementation, consortium collaboration, and outcomes. The evaluation should focus on:

- Assessing the project's progress toward achieving its objectives and outputs.
- Evaluating the effectiveness of the consortium's collaboration
- Identifying any policy, practice changes, or other outcomes (outcome harvest) resulting from the project's activities.
- Highlighting the impact of the BOOST project on harm reduction services for people who use drugs and vulnerable groups.

The final report should provide both the European Union (EU) and project stakeholders with evidence of the project's success and serve as a tool for advocacy and securing future funding for similar initiatives.

3. Scope of Work

The external evaluator will:

- Review relevant project documents (e.g., project proposals, work plans, progress reports, internal M&E database).
- Conduct interviews with key stakeholders, including project partners, project beneficiaries, peers, mini-lighthouses and mentees, among others.
- Analyse project progress against the planned outcomes, using data collected by the internal M&E team, including baseline, process, output and outcome indicators.
- Conduct an outcome harvest to identify policy and practice changes, as well as other relevant outcomes attributed to the project's actions.
- Provide an evaluation of the process, including:
 - How effectively the activities were implemented.
 - How well the consortium collaborated and communicated.
 - The overall impact of the project activities on harm reduction services.

4. Key Evaluation Questions The external evaluation will focus on the following questions:

- Relevance: How relevant were the project activities in addressing the needs of people who use drugs and related vulnerable groups?
- Effectiveness: To what extent has the project achieved its objectives? Were the activities implemented as planned?
- Efficiency: Were the resources (financial, human, etc.) used efficiently in relation to the outputs and outcomes?

- **Impact:** What impact has the project had on harm reduction services? Have there been any policy or practice changes that can be attributed to the project? Did the project have an impact beyond the expected outcomes?
- **Sustainability:** Are the results likely to be sustained beyond the project's life cycle? How can the report serve as a long-term advocacy tool?

5. Methodology

The external evaluator will use a mixed-methods approach, combining both qualitative and quantitative data, including:

- **Document Review:** Review of all relevant project documents, including the project proposal, internal M&E reports, technical reports, deliverables, and any relevant available project documentation.
- **Interviews:** Conduct semi-structured interviews with key stakeholders (project partners, beneficiaries, mini-lighthouses and mentees, among others) to assess the implementation process, partnerships, and outcomes.
- **Outcome Harvesting:** Use outcome harvesting to gather evidence of policy or practice changes directly influenced by the project.
- **Data Analysis:** Analyse the quantitative data provided by the internal M&E team to assess the progress and effectiveness of the project.

6. Deliverables

The external evaluator will be responsible for delivering the following:

1. **Inception Report:** A detailed plan outlining the evaluation methodology, work plan, and timeline.
2. **Draft Evaluation Report:** A draft report summarizing findings, analysis, and recommendations, to be shared with the BOOST team for feedback.
3. **Final Evaluation Report:** A comprehensive report, including an executive summary, highlighting key findings, outcomes, and recommendations, as well as an analysis of the project's impact on harm reduction services. The report should be a document that can serve as both evidence for the EU of the project's success and as an advocacy tool for future funding.
4. **Presentation:** A presentation of key findings to the project consortium and other stakeholders.

7. Timeline

The evaluation will take place over the course of at least 6 months, with the following key milestones:

- Inception report: June 30th, 2025
- Draft evaluation report: November 1st, 2025
- Final evaluation report: November 30th, 2025
- Final presentation: Final project meeting

This timeline is provisional, and the final schedule will be established in collaboration with the external evaluator.

8. Budget

The total budget available for this evaluation is €15,000. The evaluator will work within this budget to complete all deliverables and activities outlined in this ToR.

9. Qualifications

The external evaluator or evaluation team should have:

- Proven experience in conducting evaluations of EU-funded projects or similar international development projects.
- Expertise in monitoring and evaluation, particularly in health, harm reduction, or communicable disease services.

- Strong qualitative and quantitative research skills, including experience with outcome harvesting.
- Knowledge of harm reduction services and public health interventions related to vulnerable groups, particularly people who use drugs.
- Strong communication skills and the ability to present findings in a clear and accessible manner.

10. Application Process

Interested candidates should submit a brief proposal outlining their approach to the evaluation and the corresponding budget to the following emails:

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