



**ENSP**

*European Network  
for Smoking and Tobacco Prevention*

**CALL FOR APPLICATIONS: ENSP EXTERNAL EVALUATION  
December 2016**

The European Network for Smoking and Tobacco Prevention calls for applications to assist in the evaluation of ENSP activities related to the implementation of the ENSP work programme 2016.

The objectives of the evaluation are to:

- 1) evaluate whether ENSP performed in an effective and relevant way in 2016 to reach its two top priority objectives, which are:
  - (i) to have the WHO Framework Convention on Tobacco Control implemented in Europe by 2020 and
  - (ii) to reduce the prevalence of tobacco use in Europe to less than 5% by 2040;
- 2) to elaborate recommendations for possible corrective measures.

The 2016 evaluation will focus on:

- a) the areas of activity,
- b) the governance of the network.

The framework of the 2016 evaluation is on:

- a) the effectiveness of ENSP, including whether the work programme objectives have been achieved;
- b) the relevance of the work programme in the frame of articles 3 and 4 of the ENSP Statutes;
- c) the operational management of ENSP.

The evaluation runs throughout the year 2016.

The specific indicators and measures specified in the Grant agreement 709605 ENSP FY 2016 "Evaluation Strategy" will be used as a basis to measure the success of ENSP's work in 2016. They may be revised or completed to adapt to points b) and c) of the framework of the 2016 evaluation.

Methods for realising the evaluation can include desk research of ENSP documents and materials, face to face & telephone interviews, questionnaires, web based polls, and other tools that are appropriate for the specific indicator.

The responses to the call should address the following:

- 1) Proposal for the scope of the evaluation of ENSP for the period of 2016
- 2) Overview of your approach to the evaluation
- 3) Proposal for data gathering during the period
- 4) Timeline

### **Domains of expertise**

We are looking for proposals from individuals or companies with evaluation expertise in one or more of the following areas:

- Public health (preferably tobacco control)
- European public or regulatory affairs
- Civil society organisations with an advocacy mandate
- Communication with member organisations of an advocacy organisation

Applicants should clearly indicate their domain or domains of competence, as well as their daily rate and indicative total cost for the evaluation.

### **Criteria**

Candidates should be able to demonstrate that they have

- a) not done business with and are not in the service of or associated with the tobacco industry, its liaison groups or daughter companies, or with any of their past ten (10) years or present activities,
- b) at least three years of professional experience in one or more of the above mentioned domains of expertise,
- c) appropriate working knowledge of English.

Before signing the contract with ENSP, the selected candidate may be requested to present supporting documents.

### **Place of work**

The place of work will be the place where the evaluator has his official (permanent) address or the ENSP Secretariat offices.

### **Duration**

1,5 months, starting on 05/01/2017. The expected evaluation should be completed and delivered by mid February 2017.

## **Submission of applications**

Please submit your offer electronically by 28 December 2016 to [cornel.radu@ensp.org](mailto:cornel.radu@ensp.org)

The application should be composed of:

- A signed and dated offer,
- evidence that the entity submitting the offer is legally established (eg the proof of registration/ an official document with the VAT number of the entity clearly visible),
- the CV of the evaluator,
- any supporting documents.

## **General Terms and Conditions**

- ENSP will not cover any expenses incurred by the respondent in preparing their offer
- Offers must be submitted complete by the deadline to be eligible for evaluation
- The balance payment will be made upon receipt of the final report

## **Conflict of interest**

To ensure the independence of the evaluation proposals, on conclusion of their contract, the expert(s) selected will have to sign a declaration certifying that they have no conflict of interests for the evaluation concerned and that they without delay will inform ENSP if such conflict of interests should emerge during the course of the evaluation.

Throughout the evaluation process, the evaluators must observe the confidentiality of the information and documents brought to their attention during the process.

For further information, please contact Cornel Radu at [cornel.radu@ensp.org](mailto:cornel.radu@ensp.org)

Please note that questions will only be answered until two (2) working days before the submission deadline.