

To all CEP members

Ref: 2024/JSK/mj/24-054

Utrecht, 15 November 2024

## **Invitation to submit a proposal to conduct the CEP Evaluation Audit**

Dear CEP member,

With this letter I would like to invite you to nominate a candidate (see point 1) to submit a proposal to conduct an evaluation of the CEP work programme in order to grow and develop as organisation. The aim is to evaluate and report on the CEP's internal operational performance in 2024.

### **Topic for the 2024 Evaluation Audit**

To assess the CEP evaluation system with a focus on CEP objectives, the way CEP evaluates its results/outcomes and impact of its activities and actions.

### **Documents to be submitted:**

1) A short CV of the candidate in English

A short CV in English (preferably EuroPass format) is required. The candidate to carry out the audit does not have to be the CEP member (e.g. an employee of the CEP member organisation, individual or associate member etc), however, any external organisation or individual to conduct the audit has to be nominated/indicated by the CEP member.

2) Methodology including timeline

The evaluation audit should, as a minimum, include interviews with CEP members with respect to regional balance, CEP staff and Board Members, group consultations, review of documents and other materials furnished by CEP, discussions with partners, stakeholders and experts, questionnaires – all work forms and options that are considered useful and appropriate for the evaluation's purpose. Some of the meetings and consultations may be conducted by Zoom, video-conference or telephone instead of actual physical meetings. A timeline division of work within 7,5 days is requested to be included in the methodology.

### **Payment and deadlines**

CEP will pay the successful candidate (subcontractor) €500 per day for a maximum of seven and a half days work in total. The total maximum budget for the

evaluation audit and review is therefore €3750. No VAT is applicable. Any additional work and possible travel costs that are made in the course of the audit by the successful candidate will be borne by the subcontractor him/herself.

The work must be completed between **1<sup>st</sup> December 2024 and 31<sup>st</sup> January 2025**. The Evaluation Audit Report, with recommendations, must be submitted to the Secretary General on behalf of the CEP Board **by 1st February 2025 at the latest**.

Proposals to conduct the evaluation, with an outline of the proposed actions and timeline (see point 2) as well as the CV (see point 1), must be submitted to the CEP Secretary-General Ms Jana Špero Kamenjarin by email at [secr@cep-probation.org](mailto:secr@cep-probation.org) by **6pm (CET) on Monday 25 November 2024**.

Feedback to the proposals and the announcement of the chosen successful candidate will be done by **Thursday 28 November 2024**.

I look forward to your responses.

Yours Sincerely,

A handwritten signature in black ink, which appears to read 'Jana Špero Kamenjarin'. The signature is fluid and cursive, with the first and last names being more prominent.

**Jana Špero Kamenjarin**  
CEP Secretary General