

To all CEP members

Ref: 2025/JSK/mj/25-104

Utrecht, 22 October 2025

Invitation to submit a proposal to conduct an evaluation within the CEP work programme

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 within the CEP work programme.

The focus of this evaluation will be on **assessing the new CEP website's overall perception by the CEP members, particularly in terms of user experience, design and accessibility, content navigation, and overall site structure**. The aim is to measure how effectively the website supports CEP's mission and member interaction — a key operational component — to help the organisation grow and develop.

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 must be nominated/indicated by the CEP member.

2) Methodology including timeline

A timeline division of work within 7,5 days is requested to be included in the methodology. The methodology for 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, and/or questionnaires – all work forms and options that are considered useful and appropriate for the evaluation's purpose.

In addition, the candidate should include a structured accessibility review (e.g., WCAG compliance checks), benchmarking against comparable organisations' websites, and task-based user testing (such as event registration or document searches) to ensure the site is both competitive and user-friendly.

Meetings and consultations may be conducted face-to-face (when possible), by video-conferencing tools (Zoom, MS Teams etc.) or telephone.

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 **15 November 2025 and 31 January January 2026**. The Evaluation Audit Report, with summary of findings and recommendations, must be submitted to the Secretary General on behalf of the CEP Board **by 1 February 2026 at the latest**.

Proposals to conduct the evaluation, with methodology (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 by **6pm (CET) on Wednesday 5 November 2025**.

Feedback to the proposals and the announcement of the chosen successful candidate will be done by **Thursday 13 November 2025**.

Should you have any questions please contact Ms. Mirka Jakesova at mirka@cep-probation.org.

I look forward to your responses.

Yours Sincerely,

A handwritten signature in black ink, appearing to read 'Jana Špero Kamenjarin', written in a cursive style.

Jana Špero Kamenjarin
CEP Secretary General