

Evaluation of the Project

‘Preventing gender-based violence and violence against children’ (PREVENT)



Athens, June 2026

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1. Introduction

Evaluation constitutes a fundamental component of accountability, organisational learning, and evidence-based decision-making. Beyond assessing whether planned activities have been successfully implemented, evaluation provides an opportunity to understand what has worked, for whom, under what conditions, and to what extent interventions have contributed to meaningful and sustainable change.

Recognising the strategic importance of evaluation, the consortium of the Bodossaki Foundation and the NGO Support Centre is launching the present tender procedure for the selection of an independent external evaluator to conduct the final evaluation of the project “Preventing Gender-Based Violence and Violence Against Children” (PREVENT). The evaluation is expected to provide an independent and evidence-based assessment of the project’s achievements, challenges, lessons learned, and overall contribution to the prevention and combatting of gender-based violence (GBV) and violence against children (VAC) in Greece and the Republic of Cyprus.

Through this Terms of Reference document, the consortium presents the background, objectives, scope, evaluation questions, methodological expectations, eligibility requirements, deliverables, and selection procedures governing the assignment, with the aim of ensuring a transparent, credible, participatory, and methodologically robust evaluation process.

2. The PREVENT Project

The project “Preventing Gender-Based Violence and Violence Against Children” (PREVENT), implemented by the consortium of the Bodossaki Foundation and the NGO Support Centre, is a strategic initiative aimed at preventing and combatting gender-based violence (GBV) and violence against children (VAC) in Greece and the Republic of Cyprus.

PREVENT is co-funded by the European Union through the Citizens, Equality, Rights and Values Programme (CERV – DAPHNE strand 2023) with a 90% co-financing rate, and by the Bodossaki Foundation and the NGO Support Centre with the remaining 10%. With a total budget of €2.3 million and a

three-year implementation period (February 2024 – January 2027), PREVENT represents a substantial contribution to strengthening civil society responses to GBV and VAC in Greece and the Republic of Cyprus.

At the core of the project lies a large-scale regranting mechanism aimed at providing direct financial support to civil society organisations active in the prevention and response to gender-based violence and violence against children. Through an open, transparent, and competitive call for proposals with two thematic areas (1. Prevention and combatting of gender-based violence (GBV) 2. Prevention and combatting violence against children (VAC)), PREVENT supports twenty-nine projects implemented by forty-six CSOs across Greece and the Republic of Cyprus. The funded initiatives respond to a wide range of needs, including the development of prevention methodologies and tools, the provision of specialised and survivor-centred support services, advocacy and watchdog actions, awareness-raising and educational campaigns, community-based interventions, and initiatives seeking to challenge harmful social norms, gender stereotypes, and discriminatory attitudes that perpetuate violence. A strong emphasis is placed on ensuring that all supported actions adopt a rights-based, gender-sensitive, and child-centred approach.

Beyond financial support, PREVENT adopts a strong ecosystem-strengthening approach through the implementation of a capacity-building programme with the objective to enhance capacity and sustainability of the civil society organisations in Greece and Cyprus working on the prevention and combatting of gender-based violence (GBV) and violence against children (VAC). Tailored to the needs of participating organisations, the Capacity Building component of the PREVENT project delivered a holistic and participatory programme designed to strengthen the organisational resilience, sustainability, and operational capacities. Moving beyond conventional training approaches, the programme combines organisational development support, thematic learning, tailored professional support services, and community-building activities through an evidence-based and co-creative methodology. The approach is informed by participatory needs assessment processes, including the use of a Capacity Mapping Tool and dedicated needs assessment surveys.

Gender equality, non-discrimination, safeguarding, accessibility, and intersectionality are integrated as cross-cutting principles in the programme. Particular emphasis is placed on ensuring meaningful participation for grassroots, rural, and small organisations.

Through its two interconnected pillars, financial support through the regranting mechanism and the comprehensive capacity-building programme for civil society organisations, PREVENT contributes significantly to strengthening the prevention and response to gender-based violence and violence against children in Greece and the Republic of Cyprus.

3. Brief Timeline of the Project

The PREVENT project officially commenced in February 2024. The programme was publicly launched in April 2024, followed by the publication of the open call for proposals in May 2024.

Following the completion of the evaluation and selection process, twenty-nine projects were awarded funding and implemented across Greece and the Republic of Cyprus. The implementation period of the funded projects began in April 2025 and ranged from 6 to 12 months (with the possibility to extend the implementation period), depending on the scope and nature of the interventions. In parallel with the launch of the open call, PREVENT initiated its Capacity Building Programme coordinated by Social Dynamo, the NGO Hub of the Bodossaki Foundation, in collaboration with the NGO Support Centre.

The PREVENT project will conclude in January 2027. The remaining implementation period will focus on the monitoring and assessment of funded projects, evaluation of project results and impact, dissemination of findings and good practices, and consolidation of lessons learned to support future initiatives addressing GBV and VAC. The Capacity Building Programme was mainly completed in May 2026.

Purpose, Scope and Methodological Framework of the Evaluation

The evaluation shall cover the PREVENT project in its entirety, including:

- the design and implementation of the open call for proposals and regranting mechanism;
- the portfolio of funded projects supported under the two thematic priorities of the programme;
- the Capacity Building Programme delivered;
- the governance, coordination, and implementation arrangements of the project where relevant;
- the project's overall contribution to strengthening civil society responses to GBV and VAC.

The evaluation shall be guided by the following criteria:	
Relevance	Assessment of the extent to which PREVENT's objectives, design, and activities responded to the identified needs and challenges related to gender-based violence (GBV) and violence against children (VAC) in Greece and the Republic of Cyprus. Particular attention should be given to the relevance of the regranting mechanism and Capacity Building Programme in supporting participating CSOs and strengthening civil society responses in the field.
Effectiveness	Assessment of the extent to which PREVENT achieved its planned outputs, outcomes, and objectives, including the quality of results delivered. The evaluation should also examine the project's contribution to small, grassroots and rural organisations, and fostering cooperation and networking.
Efficiency	Assessment of the extent to which project resources were utilised in an economic and timely manner and whether implementation arrangements supported the effective delivery of results.
Sustainability	Assessment of the likelihood that the capacities, organisational improvements, and benefits generated through PREVENT will continue beyond the project's lifetime.
Impact	Assessment of the broader contribution of PREVENT to strengthening Civil Society Organisations and civil society responses to GBV and VAC.

To support the implementation of the evaluation and ensure access to relevant evidence and documentation, the Consortium will provide the selected evaluator(s) with a comprehensive set of programme and project-related materials. These will include, among others, the Open Call documentation, Project Agreements signed with lead applicants, contact details of funded organisations, project progress and final reports, monitoring review reports, annual reports submitted to the European Commission, the Project Management Plan (PMP), programme and project-level results framework data, including progress towards and achievement of indicators and targets defined in the approved application, capacity-building reports and related evaluation data, minutes and documentation from governance and decision-making committees, as well as communication and dissemination materials developed throughout the programme. The Consortium will also facilitate contact with funded organisations and key stakeholders, where necessary, to support data collection and stakeholder consultation activities.

The evaluation process, including data collection, analysis, stakeholder consultation, and report drafting, is expected to be implemented over a five-month period between July and November 2026, with the submission of the Final Evaluation Report foreseen for November 2026.

4. Evaluation of the Open Call for Proposals and Regranting Mechanism

A core component of PREVENT is the implementation of a large-scale regranting mechanism structured around two thematic priorities:

- Prevention and combatting of gender-based violence
- Prevention and combatting violence against children

The objective of the open call was to provide financial support to CSOs in Greece and the Republic of Cyprus to design and implement interventions focused on the prevention of and response to gender-based violence and violence against children.

Through this mechanism, PREVENT allocated a total amount of **€1.610.000** (€1.288.000 for Greece and €322.000 for the Republic of Cyprus), supporting twenty-nine projects, including twenty-four projects in Greece and five projects in the Republic of Cyprus. The duration of funded projects ranged between six and twelve months, (with the possibility to extend the implementation period) while grant amounts ranged from €20,000 to €60,000 per project.

Funded interventions included, among others:

- development of innovative tools, methodologies, and prevention approaches,
- provision of specialised support services
- awareness-raising and community engagement activities,
- advocacy, watchdog, and monitoring actions,
- research and evidence-generation initiatives.

The evaluation is indicatively expected to assess:

- To what extent was the open call relevant, appropriately designed, and aligned with the objectives of PREVENT?
- To what extent were the selection procedures transparent, accessible, fair, and effective?
- To what extent did the regranting mechanism respond to the identified needs and challenges in the field of GBV and VAC?
- To what extent does the funded portfolio demonstrate quality, diversity, and strategic relevance?
- To what extent was an appropriate geographical and thematic distribution of funded projects achieved across Greece and the Republic of Cyprus?
- To what extent did the regranting mechanism contribute to the overall objectives, expected results, and long-term impact of PREVENT?

5. Evaluation of Funded Projects

A central component of the PREVENT project is the implementation of twenty-nine funded projects delivered by Civil Society Organisations in Greece and the Republic of Cyprus under the two thematic priorities of the project. These projects represent the core intervention through which PREVENT seeks to contribute to the prevention and combatting of gender-based violence (GBV) and violence against children (VAC).

The evaluation will assess the funded projects supported under PREVENT, indicatively focusing on:

- To what extent did the funded projects achieve their planned outputs and outcomes?
- To what extent were the expected results and impact of the funded projects achieved?
- To what extent were the implemented activities relevant, effective, and of high quality?
- To what extent did the interventions respond to the needs of target groups and beneficiaries?
- To what extent did the funded projects contribute to the prevention and combat of gender-based violence and violence against children?
- To what extent are the supported interventions sustainable and capable of being scaled up or replicated?
- To what extent were the funded projects coherent and complementary to the overall objectives and intervention logic of PREVENT?

6. Evaluation of the Capacity Building Programme

The programme included a comprehensive Capacity Building support aimed to enhance capacity and sustainability of CSOs in Greece & Cyprus, active in preventing & addressing GBV & violence against children.

The evaluation questions for the capacity building component of the programme are indicatively the following:

- To what extent did the programme contribute to improving the sustainability and resilience of participating organisations, including their strategic planning, partnerships, visibility, and resource mobilization capacities?
- To what extent did the CB programme strengthen the organisational capacities of participating CSOs, including areas such as governance, advocacy, fundraising, communication
- To what extent did participating organisations apply the knowledge, tools, and methodologies acquired through the training, mentoring, coaching, and consultancy activities in their organisational practices?
- To what extent are the organisational changes, practices, and capacities developed through the programme likely to be sustained beyond the duration of the project?
- To what extent did the CB programme respond to the identified needs of participating CSOs?
- Were the methodologies and modalities appropriate for the target groups and was the programme accessible and inclusive for diverse CSOs and participants?

7. Evaluation Approach

The consortium expects the evaluation to be grounded in a participatory, stakeholder-centred, mixed-methods approach, combining quantitative and qualitative methods to ensure analytical depth, triangulation of findings, and methodological robustness.

The evaluation should follow a results-chain and examining the relationship between project inputs, activities, outputs, outcomes, and broader social impact. Particular emphasis should be placed on stakeholder perspectives and lived experiences, recognising that the project's impact can only be meaningfully understood through the experiences and perceived changes of participating organisations, beneficiaries, and relevant actors.

As regards the capacity building support, the methodological approach for the evaluation of the capacity building programme should build on the existing monitoring and evaluation data maintained by the consortium and focus on qualitative methodologies aiming to gain a deeper understanding of the efficiency and effectiveness of the programme and drawn lessons learnt from the capacity building experience with a focus on accessibility, inclusiveness and equity aspects of the programme.

Cross-cutting principles embedded within PREVENT, including gender equality, child protection, non-discrimination, accessibility, safeguarding, and social inclusion, should be integrated throughout the evaluation framework and methodology.

8. Methodological Approaches

A mixed-methods methodology is strongly recommended. Tenderers may propose alternative or complementary approaches, provided that they ensure high analytical rigour, credibility, and validity of findings.

- Comprehensive desk review of project documentation and relevant background materials, including project applications, grant agreements, monitoring and final reports, programme documentation, communication materials, capacity-building reports, governance documentation, and other relevant evidence sources.
- Review and analysis of secondary data provided by the consortium, including programmatic data, project indicators and target values, monitoring findings, capacity-building data, beneficiary data where available, and other relevant programme records.
- Collection of primary data through appropriate qualitative and quantitative methods, such as surveys, semi-structured interviews, focus group discussions, stakeholder consultations, case studies, or other participatory approaches. Tenderers are expected to propose the most suitable methods, target groups, and sampling strategy for addressing the evaluation questions and evaluation criteria.
- Stakeholder consultations involving consortium representatives, funded organisations, beneficiaries, experts, capacity-building providers, and other relevant stakeholders, with the objective of capturing diverse perspectives, experiences, and lessons learned from programme implementation.
- Quantitative and qualitative analysis of data collected through primary and secondary sources. Tenderers should clearly describe the analytical methods, tools, and expertise that will be applied to ensure robust, evidence-based, and credible findings.
- Assessment of project performance through the analysis of outputs, outcomes, indicators, targets, and other available evidence, examining both programme-level and project-level achievements where relevant.

- Identification and documentation of good practices, lessons learned, success factors, challenges, and areas for future improvement through thematic analysis, comparative assessment, and case-study approaches where appropriate.
- Validation of findings through consultation with key stakeholders, including consortium representatives, funded organisations, participants, and other relevant actors, in order to strengthen the credibility, accuracy, ownership, and practical usefulness of the evaluation conclusions and recommendations.

For the evaluation of the Capacity Building Programme specifically, the methodology should focus on qualitative approaches and build on existing secondary quantitative monitoring and evaluation data including:

1. Internal evaluation of the CB programme conducted by the consortium
2. Anonymized self-assessment data from funded CSO, mapping organisational capacity before and after participation in the programme (Capacity Mapping).
3. Individual evaluation data from organisational development and thematic training sessions assessing participants' satisfaction.
4. Individual evaluation data from the community-building activities and networking events
5. Feedback forms related to the mentoring, executive coaching, and consultancy support
6. Findings and data collected through the EU survey assessing the effectiveness of the training programme, including participants' feedback as well as broader questions related to justice, rights, and values within the European Union.

The final sampling approach and evaluation framework will be agreed upon with the consortium during the inception phase of the assignment.

9. Deliverables and Timeline

The selected evaluators will be expected to deliver a comprehensive, high-quality, and evidence-based evaluation package assessing the PREVENT project as a whole, including both the regranting mechanism and the Capacity Building programme. Deliverables should demonstrate strong analytical rigor, methodological coherence, and strategic insight, while remaining accessible and relevant to a broad range of stakeholders.

The main deliverables of the assignment are the following:

9.1 Final Evaluation Report

A comprehensive Final Evaluation Report of a maximum of 30 pages. The report should present a clear and evidence-based assessment of the relevance, effectiveness, efficiency, coherence, sustainability, and impact of the PREVENT project, supported by robust analysis, triangulated findings, lessons learned, and actionable recommendations.

Where appropriate, and in full compliance with confidentiality, ethical standards, and respondent anonymity, the report should include annexed supporting materials and relevant datasets used for the evaluation process in order to enhance transparency, traceability, and credibility of findings.

The Final Evaluation Report shall be submitted in English.

9.2 Executive Summary / Dissemination Version

A concise and accessible summary version of the evaluation findings designed for dissemination to stakeholders, funded organisations, beneficiaries, institutional actors, and the wider public. The Executive Summary should be delivered in both English and Greek.

10. Timeline

The evaluation assignment is expected to be implemented by November 2026.

11. Eligibility Criteria

In order to be eligible for this assignment, tenderers must:

- be legal entities or individual consultant(s) with proven professional expertise relevant to the assignment,
- be fully independent from the consortium implementing the PREVENT project,
- be independent from the Greek and/or Cypriot governments and respective governmental bodies,
- not have been involved in the design, implementation, management, coordination, or delivery of the PREVENT project or its funded interventions,
- not have any direct or indirect conflict of interest or personal interest in the evaluation findings and conclusions.

12. Tender Submission Requirements

The proposal package should include the following in English:

13. Documentation Related to the Expertise and Competence of the Tenderer

13.1 Expertise and Competence of the Tenderer

13.1.1 Organisational and Expert Profile

Please provide a concise presentation of the bidding organisation and/or proposed expert(s), including relevant background information and areas of expertise (Maximum 1 page).

13.1.2 Relevant Experience

Please describe the tenderer's experience and expertise in relation to:

- Evaluation of EU-funded programmes and projects;
- Evaluation of civil society interventions and ecosystem-strengthening initiatives;

- Social impact assessment and outcome-based evaluation methodologies;
- Evaluation of regranting mechanisms and Financial Support to Third Parties (FSTP);
- Evaluation of capacity-building, organisational development, and institutional strengthening programmes;
- Gender equality, safeguarding, child protection, diversity, inclusion, and intersectionality approaches.

(Maximum 2 pages)

13.1.3 Key Experts

Please provide the Curriculum Vitae (CVs) of the proposed expert(s) who will carry out the assignment. A maximum of three (3) experts may be proposed.

13.1.4 Previous Relevant Assignments

Please provide up to five (5) similar assignments completed during the last five years and explain their relevance to the present evaluation.

Project Title:				
Name of Programme/Project	Budget	Description	Donor	Start-End date

Please copy the above table as many times necessary

13.2 Documentation Related to the Quality of the Technical Proposal

13.2.1 Understanding of the Assignment

This should include:

- a) Your understanding of the objectives, scope, expected outputs, and intended use of this evaluation.

(Maximum 2 pages)

13.2.2 Proposed Methodology

This should include:

- a) Proposed evaluation framework and overall methodological approach.
- b) Approach to evaluating the regranting mechanism, funded projects, and Capacity Building Programme.
- c) Approach to assessing relevance, effectiveness, efficiency, sustainability, and impact.
- d) Proposed sampling strategy and rationale.
- e) Proposed qualitative and quantitative data collection methods.
- f) Stakeholder engagement approach.

- g) Data analysis methods.
- h) Quality assurance, validation, and triangulation mechanisms.
- i) Approach to managing methodological limitations, risks, and potential data gaps.

(Maximum 5 pages)

13.2.3 Work Plan

- a) Please provide a work plan, including phases, activities, deliverables, milestones, and timeline. Tenderers are encouraged to present the work plan in a Gantt chart or similar visual format.

(Maximum 3 pages)

13.3 Documentation Related to the Quality of the Financial Proposal

13.3.1 Financial Offer

Please submit a detailed financial proposal including:

- a) Total proposed fee excluding VAT.
- b) Total proposed fee including VAT.
- c) Daily rate and number of working days allocated per expert.
- d) Breakdown of professional fees.
- e) Breakdown of travel, accommodation, per diem, and any other operational costs.
- f) Key assumptions used in preparing the financial offer.

(Maximum 2 pages)

13.4 Documentation Related to Eligibility Criteria

Supporting documentation required to demonstrate compliance with the eligibility criteria described in the present Terms of Reference will not be requested at the initial submission stage. Such documentation will be requested at the final stage of the evaluation process from the shortlisted tenderers only (e.g. Valid tax statement, Valid insurance statement, Certificate of Commencement of Business/Activity for natural person/non-natural entity, Tax registry, declaration of honour, entity and legalization documentation).

The Bodossaki Foundation reserves the right to request any additional supporting documents or clarifications deemed necessary for the verification of eligibility, professional capacity, independence, and compliance with the requirements of the assignment prior to the final selection and contracting process.

Links to published evaluation reports and/or other supporting documentation verifying the successful completion of previous evaluation assignments may also be requested at later stages of the selection process from shortlisted tenderers.

14. Reasons for Exclusion

Tenderers shall be excluded from participation in this tender procedure if one or more of the following grounds apply:

1. where there is a final and irrevocable judgment against it for one of the following reasons:

(a) participation in a criminal organisation, as defined in Article 2 of the Framework Decision 2008/841/JHA of the Council of the European Union of 24 October 2008 on the fight against organized crime (OJ L 300, 11.11.2008, p. 42),

(b) corruption, as defined in Article 3 of the Convention on the fight against corruption involving officials of the European Communities or officials of Member States of the Union (OJ C 195, 25.6.1997, p. 1) and in Article 2(1) of Framework Decision 2003/568/JHA of the Council of the European Union of 22 July 2003 on combatting corruption in the private sector (OJ L 192, 31.7.2003, p. 54) and as defined in the applicable legislation or in the national law of the economic operator,

(c) fraud within the meaning of Article 1 of the Convention on the protection of the European Communities' financial interests (OJ C 316, 27.11.1995, p. 48), and applicable Law No. 4689/2020,

(d) terrorist offences or offences linked to terrorist activities, as defined respectively in Articles 3–4 and 5–12 of Directive (EU) 2017/541 of the European Parliament and of the Council of March 15, 2017, on combatting terrorism and replacing Council Framework Decision 2002/ 475/JHA and amending Council Decision 2005/671/JHA (OJ L 88, 31.03.2017), or incitement, aiding and abetting, or attempting to commit a crime as defined in Article 14 thereof, and the offenses under Articles 187A and 187B of the Penal Code, as well as the offenses under Articles 32–35 of Law 4689/2020 (A'103),,

(e) money laundering or terrorist financing, as defined in Article 1 of Directive (EU) 2015/849 of the European Parliament and of the Council of May 20, 2015, on the prevention of the use of the financial system for the purposes of money laundering or terrorist financing, amending Regulation (EU) No 648/2012 of the European Parliament and of the Council, and repealing Directive 2005/60/EC of the European Parliament and of the Council and Commission Directive 2006/70/EC (OJ L 141, June 5, 2015) and the offenses under Articles 2 and 39 of Law 4557/2018 (A' 139),

(f) child labor and other forms of trafficking in human beings, as defined in Article 2 of Directive 2011/36/EU of the European Parliament and of the Council of 5 April 2011 on preventing and combatting trafficking in human beings and protecting its victims and replacing Council Framework Decision 2002/629/JHA (OJ L 101, 15.4.2011, p. 1), which was transposed into national legislation by Law No. 4198/2013 (A' 215).

(g) embezzlement [375 Penal Code (PC)],

(h) fraud (386-387 PC),

(i) extortion (385 PC),

(j) forgery (216-217 PC),

(k) perjury (224 PC),

(l) bribery-corruption (235-237 PC)

If the tenderer is a legal person, the above reasons for exclusion shall be assessed in relation to the members of the boards of directors and their legal representatives, and indicatively in accordance with the following:

- If the tenderer has a corporate form, the above grounds for exclusion shall be assessed in relation to the managers in the case of general partnerships (GPs), limited partnerships (LPs), private companies (PCs) and limited liability companies (LLCs), and the members of the board of directors or any other legal representatives in the case of a société anonymes (SAs).

- In the case of Cooperatives, and other legal entities, the above reasons for exclusion shall apply to the members of the Board of Directors and their legal representatives.

2. In the following cases:

(a) where the tenderer is not fiscally up to date with regard to its tax obligations and not up to date with regard to its social security obligations concerning social security contributions (main and supplementary).

(b) Where the tenderer has been fined, within a period of two (2) years prior to the deadline for submission of tenders, a fine with final effect for infringements of labor legislation that are classified, according to Ministerial Decision 2063/D1632/2011 (B' 266), as in force, as "high" or "very high" seriousness.

(c) where the tenderer is bankrupt or is the subject of a reorganisation procedure, a special liquidation procedure or a special administration procedure, or is under compulsory administration, or has entered into a composition procedure, or has suspended business activities, or is being wound up, or is in any analogous situation arising from a similar procedure provided for in national legislation.

(d) where the tenderer has been subject to a penalty of exclusion from participation in public tendering procedures.

If the relevant decision does not specify a period of exclusion in cases (a) to (d) of the previous paragraph, this period shall be five (5) years from the date of the conviction by final judgment.

It is noted that in case of submission of a joint tender by a Union/Consortium, the above reasons for exclusion apply to each of the participants in the joint tender. If there are grounds for exclusion of even one participant in a joint tender, the joint tender submitted will be rejected.

The absence of the above grounds for exclusion shall be proved by certificates issued by the competent judicial or administrative authorities. These certificates shall be submitted to the Contracting Entity by the tenderer awarded the contract.

15. Scoring Criteria

Criterion	Description	Max Score
Expertise and Competence of the Tenderer	Demonstrated expertise and professional experience relevant to the PREVENT project. Particular consideration will be given to previous experience in evaluating EU-funded programmes, social impact and outcome-based evaluations, regranting mechanisms, and capacity-building programmes. The proposed evaluators should also demonstrate strong methodological expertise, and a sound understanding of gender equality, diversity, inclusion, safeguarding, and rights-based approaches.	40

Quality of the Technical Proposal	Quality, relevance, and feasibility of the proposed evaluation methodology, including the proposed evaluation framework, sampling strategy, stakeholder engagement approach, data collection and analysis methods, quality assurance measures, validation processes, management of methodological risks and limitations, and the overall coherence of the proposed work plan and timeline.	30
Quality of the Financial Proposal	Cost-effectiveness, realism, and overall value for money of the financial offer, taking into account the proposed methodology, level of effort, allocation of working days, and expected quality of deliverables.	30

16. Budget and Payment Arrangements

The maximum available budget for the implementation of the PREVENT project evaluation is €6,200, inclusive of VAT and all applicable costs.

The proposed financial offer should include all expenses related to the implementation of the assignment, including professional fees, reporting, travel and subsistence costs (where applicable), administrative expenses, and any other operational costs necessary for the successful completion of the evaluation.

Payments will be made in two instalments, subject to the satisfactory completion and formal acceptance of the agreed deliverables by the consortium, as follows:

Payment Stage	Amount
Upon signature of the contract and initiation of the assignment	50%
Upon submission and formal acceptance of the Final Evaluation Report and all final deliverables	50%

Tenderers are expected to propose a realistic and proportionate methodological approach aligned with the available budget, timeframe, and scope of the assignment.

17. Submission of Tenders

Proposals must be submitted electronically to the following email address: helpdesk@bodossaki.gr. The subject line of the submission email must clearly state: "Tender for PREVENT Project Evaluation"

The deadline for submission of tenders is July 3, 2026 at 14:00 (Greek time).

Proposals submitted after the stated deadline will be considered inadmissible and will not be evaluated.

Tenderers are strongly encouraged to submit their proposals sufficiently in advance of the deadline in order to avoid any technical or administrative delays that may affect successful submission.

18. Contact Information

Any questions, requests for clarification, or requests for additional information regarding the present Terms of Reference may be submitted by email no later than five working days prior to the submission deadline.

All requests should be sent to: helpdesk@bodossaki.gr, with the following subject line: "**PREVENT Evaluation**". The consortium reserves the right not to respond to requests for clarification received after the above-mentioned deadline.

In order to ensure transparency, equal treatment, and equal access to information for all interested tenderers, responses to clarification requests deemed relevant to the tender procedure will be compiled and published in an anonymised Frequently Asked Questions (FAQ) document on the project webpage. No individual responses will be provided to tenderers. Interested applicants are therefore strongly encouraged to regularly consult the project webpage for updates, clarifications, and additional information related to the tender procedure.

19. Protection of Personal Data

In the context of the PREVENT project, with respect to the processing of personal data for the purposes of the present Terms of Reference, please refer to the relevant private notice available in the following link: <https://www.bodossaki.gr/wp-content/uploads/2025/05/PRIVACY-NOTICE-PREVENT-PROGRAMME.pdf>, as well as to the General Personal Data Protection Policy of Bodossaki Foundation available in the following link: <https://www.bodossaki.gr/en/privacy-notice/>.

20. Code of Professional Conduct & Policies of the Bodossaki Foundation

The provisions of the Code of Professional Conduct and Policies of the Bodossaki Foundation, which have been published on the Foundation's website (hereinafter referred to as the "Regulatory Documents"), as applicable at any given time, apply for the purposes of the present Terms of Reference.

The Bodossaki Foundation expects interested tenderers, their personnel, suppliers and partners in general who establish cooperation for the purposes of the evaluation of the PREVENT project, to study, understand, and comply with the provisions of the Regulatory Documents.

By submitting a proposal to the present Tender for PREVENT Project Evaluation, it is assumed that interested tenderers have read, accepted, and will comply with the provisions of the Regulatory Documents.

Interested tenderers acknowledge that any violation of the provisions of the Regulatory Documents by them, their personnel, suppliers and partners in general who establish cooperation for the purposes of the present Terms of Reference, will result in the rejection of their proposal not excluding other applicable penalties.



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