

## Call of External Evaluator for the INTENT CE1047 Project

(<https://www.interreg-central.eu/Content.Node/INTENT.html>)

(for PP4 WP T3 leader, the National Institute of Oncology (NIO), Budapest, Hungary to search for external specialist)

### Scope

The external evaluation of the INTENT CE1047 project is to address and complete the below deliverables related to the piloting of the benchmarking tools exercise that is conducted in the project at 5 pilot sites (cancer centers) in the Czech Republic, Italy, Slovenia and Hungary.

#### **Activity A.T3.3: External evaluation of pilot actions**

##### **Deliverable D.T3.3.1: Monitoring and evaluation tools**

The commissioned External Evaluator (EE) will work with project partners in preparing a mixed method approach (based on a process>impact model) to monitor and evaluate pilot site experience in using the tools and identify needed changes to improve the tools.

##### **Deliverable D.T3.3.3 Evaluation report of the Intent pilot actions**

The evaluation report of the external evaluator will include the following: the experience of the pilot sites using the two tools (benchmarking tool and guidelines of patient centered model of care) and their effectiveness.

The external evaluator may apply a case study approach to evaluate the tools developed by the INTENT partners (i.e., benchmarking tools and implementation guidelines for the patient centered model of care) and the performance improvement plans of the pilot sites. Specifically, the external evaluator will conduct comprehensive semi-structured interviews with various stakeholders (e.g., patients, expert patients, doctors, nurses, management board members, policy makers) from the 5 pilot sites.

In order to address the above deliverables (i.e., D.T3.3.1 and D.T3.3.3), the external evaluator is expected to develop an interview guide (with various sections and parts) that may include open-ended questions and closed-ended questions. The external evaluator is expected to conduct semi-structured interviews (virtually online) with approximately 2-5 stakeholders from each pilot site. Based on the stakeholders' availability and willingness, they may have a one-on-one interview with the external evaluator or a group interview, together with other participants from their site.

To make sure all the main topics of evaluation and deliverables are captured in the interview guide, the external evaluator will develop the interview guide together with the WPT3 leaders. The external evaluator will conduct and manage the interviews. All the interviews with participants will be recorded with the consent of the interviewees. In case the interviewee will not agree to be recorded, the external evaluator will take notes. The external evaluator will use the grounded theory principles of coding and theme abstraction to analyze the content of the interviews, identify the key themes and conclusions. Based on the interview's findings, the external evaluator will be responsible to develop an evaluation report that will include the key findings and recommendations. The report will be provided to the steering committee, as well as to the participating sites.

### Important notes

- The external evaluator will not be responsible for other components of the project, for example, other quantitative or qualitative evaluation methods.
- The external evaluator will not be responsible for acquiring the necessary permits and authorizations required under the law and regulation in the countries of the participating sites, for conducting the interviews. Thus, the INTENT project leaders and partners will be responsible for acquiring all the necessary permits and authorizations for conducting the interviews.
- The external evaluator will not be responsible for recruiting the participants to the interviews and scheduling the interviews.

### **Outline of Key Tasks of the External Evaluator**

1. Develop interview guide
2. Conduct semi-structured interviews (virtually online) with approximately 2-5 stakeholders from each pilot site.
3. Conduct qualitative data analysis and interpretation.
4. Develop an evaluation report (key findings and recommendations)

### **Main Output**

An evaluation report (key findings and recommendations for the pilot sites and for the project steering committee)

### **Timeline**

Planned External Evaluation Timeline:

- Develop an interview guide – September 2020
- Conduct semi-structured interviews – October 2020
- Conduct qualitative data analysis and interpretation – November/December 2020
- Develop an evaluation report – December 2020

Deliverable due dates:

Deliverable D.T3.3.1 – October 2020

Deliverable D.T3.3.3 – December 2020

### **The Evaluation process of applicants to conduct the external evaluation**

#### Style

The process shall entail the evaluation (by PP4) of 3 independent quotes.

Requirements:

- At least 3 independent quotes from 3 different applicants.
- The applicants should fit the non-contrariety principles.
- The beneficiary (PP4) should choose the most value for money application.
- After the evaluation process the beneficiary must send a notification to all participants about their decision.

## **External Evaluator: experience, knowledge, skills**

### Requirements

- Evaluation experience in relation to partnerships;
- Experience with the qualitative and quantitative evaluation methodologies; Experience and knowledge in healthcare. Experience and knowledge in cancer care and ICT is a strong asset
- Excellent evaluation research and analysis skills.
- Excellent communication skills.
- Ability to speak in English fluently and to draft qualitative reports in English.
- Applicant shall be able to issue an invoice to PP4 (National Institute of Oncology) for the services provided.

## **Application process**

- The applicants shall provide a quote for their services in the currency of euros. The total amount including the VAT as well as the net amount is to be indicated in the quote. The quote shall also detail the fee for completing each deliverable (Deliverable D.T3.3.1 and D.T3.3.3) and brief description of the services to be provided in connection to achieving the two deliverables (description of addressing the two deliverable in no longer than 2 pages).
- Applicants shall send CV(s).
- Applicants **shall send a quote and CV(s) to Prof. Péter Nagy WPT3 leader** of the INTENT CE 1047 Project (PP4), Scientific Director at the National Institute of Oncology at [peter.nagy@oncol.hu](mailto:peter.nagy@oncol.hu) by **August 25, 2020**.
- Each applicant shall be notified via email by **August 27, 2020** about the outcome of the application process.
- Upon selecting the external evaluator, the National Institute of Oncology shall contract the external evaluator.