

## **Tender brief EUNAAPA**

**Title: Evaluation EUNAAPA Operating Grant**  
**Tender number: 01-14 TNO**

Date: 19 March 2014

### **Background**

TNO coordinates the European Network for Action on Aging and Physical Activity (EUNAAPA). The EUNAAPA network is a thematic, collaborative network aiming to improve the health, wellbeing and independence of older people throughout Europe by the promotion of evidence-based physical activity.

For 2014 EUNAAPA has obtained an operating grant to carry out their work plan 2014 which includes the following actions:

- development of an European Training Curriculum
- development and execution of a Summer school for educators of healthcare professionals from June 26-29 in Verona, Italy.
- development and execution regional courses in five European countries for healthcare professionals or healthcare professionals in training.
- organization of the EU Network & platform meeting 'Be Part' to discuss options for exchange of expertise and knowledge, to discuss future strategies. The result is a roadmap on shared and future strategies for dissemination of knowledge and expertise on physical activity and aging in Europe.
- Supporting actions to improve the network (i.e. website, social media)

The evaluation should be carried out by an external evaluator. Research institutes are invited to reply to the tender for carrying out this evaluation.

### **Work aims and objectives**

Work aim:

To evaluate the process and the impact of the activities of the EUNAAPA network during the period January 2014 – December 2014.

In order to evaluate the work of the EUNAAPA network as stipulated in the work plan 2014 an evaluation outline has been drafted. This consists of two parts:

1. Specific monitoring: related to the specified activities in the work plan 2014 and part of the operating grant (i.e. training curriculum, summer school/regional courses, social media, coordination with other networks)
2. General monitoring: related to general activities of the network not specified in the operating grant but part of the evaluation plan for 2014.

### **Indicators that are the basis for the evaluation:**

1. Training curriculum: level of awareness, use and dissemination of the curriculum in the intended target groups via a questionnaire to the members of the European and national organizations (i.e. organization for physiotherapists, nurses, doctors). Also the distribution of the curriculum via the EUNAAPA website will be monitored (number of downloads).

2. Summer school: number of participants and background (registration), level of satisfaction on a 10-point scale and impact on daily work(questionnaire), directly after the summer school (questionnaire); same for modules disseminated through regional courses although this might fall outside 2014.

3. Traffic via social media: number of followers on Twitter (goal=100), members of Linked In groups (n=50), visitors to the Facebook page (goal=200).

4. Evaluation of EUNAAPA's work by other EU networks and platform. Members of these networks will receive an online questionnaire to value EUNAAPA's work in 2014.

Since the strategy of EUNAAPA is to target health professionals and practitioners we cannot evaluate the effect directly on the health outcomes of older persons themselves. By influencing the (educators of) professionals working with older adults the level of PA is to be increased.

#### General Monitoring

The status of the network is constantly monitored by the EUNAAPA office based at TNO. Methods developed and used for the continuous monitoring of the EUNAAPA network include:

- Number of members (specified for target group and country/EU member states): goal is to achieve 500 by 2016; for 2014 the aim is 250.
- Number of visitors to the website (including country): goal is to double the current monthly visitor number of 200 to 400 by the end of 2014.

#### Proposed methods:

Depending on the type of planned activity incidental but annual evaluation activities include:

1. Evaluation of meetings organized by EUNAAPA by online questionnaire for participants; indicator is level of satisfaction of participants on a 10-point scale; goals is 6 or higher on average;
2. Online evaluation questionnaire for members on status of EUNAAPA; indicator is level of satisfaction of participants on a 10-point scale; goals average of 6 or higher;
3. Questionnaire for non-medical target groups on impact of EUNAAPA on their work, to be contacted through other EU networks (see section 2.10). Indicator is the percentage of respondents indicating that EUNAAPA has an impact on their work (i.e. downloaded information, new-made contacts through the network, increased knowledge on PA).
4. Number of presentations (including visitors) and publications of EUNAAPA work;
5. Interactive communication between members on EUNAAPA forum (number of posted messages).

#### Requirements

TNO has received an operating grant for the EUNAAPA network from the European commission. In the grant agreement evaluation is included, and described under the evaluation strategy. The applicant is asked to write the evaluation plan, and to carry out the evaluation. The external evaluation report contains the results of the proposed evaluation, and will be delivered by the end of 2014.

TNO/EUNAAPA will support the applicant with access to the internal and external information sources and communication. As the project has already started TNO/EUNAAPA will provide the evaluator with all necessary data and information of the first 4 months of 2014. Most activities included in the evaluation do not start before June 2014.

### **Planning**

26 May 2014	launch of tender
2 June 2014	awarding tender
End of June 2014	evaluation plan
December 2014	deliver draft evaluation report
December 2014	final evaluation report EUNAAPA OG 2014

### **Budget available**

The budget available for the tender is € 10.000. The applicant is asked to make a budget that should cover all costs. Travel and subsistence needs to be included in the budget. A budget specification needs to be included in the tender.

### **Maximum number of characters**

The tender should have a maximum of 10.000 characters (5 pages).

### **Contact person**

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