Confederation of European Probation

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To all CEP members

Ref: 2026/JSK/mj/26-048

Utrecht, 21 October 2026

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.

This evaluation audit is intended as an initial exercise to better understand the future potential of the Expert Groups. The results will serve as a basis for any further review and development prior to the General Assembly 2028.

The focus of this evaluation will be to assess **the CEP Expert Groups** in terms of

- **Relevance and usefulness** — do members value the groups, and do the groups address needs that matter to them?
- **Dissemination and and use within member organisations** — do the groups' outputs reach colleagues, how are they used in practice, and what would help improve this?
- **Effectiveness and credibility** — do the groups produce good-quality work, and do people trust and use the results? How do they use them?
- **Strategic value** — do the groups support what CEP is trying to achieve? How could this be strengthened?
- **Inclusiveness** — can everyone take part, and are different perspectives included?
- **Sustainability and resources** — will the groups all keep bringing value in the future or should different groups have different timelines for completion of work programmes and make way for new groups? Is the current model sustainable in terms of the time and resources invested by CEP staff, chairs and members?

The aim of this evaluation audit is to learn:

- how our Expert Groups can best support CEP members, including whether their current and future focus reflects members' needs,
- whether new priority areas should be explored,
- how the groups can maximise their impact,

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- how members benefit from the work of the Expert Groups, their activities, and the resources and outcomes they produce.

Documents to be submitted:

1) A short CV of the candidate in English
   A short CV in English (preferably a 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, together with a clear description of the expected deliverables. These should include a concise report, practical recommendation and suggestion for the wider evaluation taking place in 2027.
   The methodology for the evaluation audit should, as a minimum, include interviews/consultations with CEP members with respect to regional balance, CEP staff and Board Members, review of documents and other materials furnished by CEP, potentially 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.
   The proposal should specify how many consultations/interviews are envisaged with each stakeholder group, taking into account what can realistically be delivered within the timeframe and resources available for this initial audit. 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 (fee inclusive of VAT). Any additional work and possible travel costs that are made during the audit by the successful candidate will be borne by the subcontractor him/herself.

The work must be completed between **9 November 2026 and 31 January 2027.** The Evaluation Audit Report, with summary of findings, recommendations and suggestion for the wider evaluation taking place in 2027, must be submitted to the Secretary General on behalf of the CEP Board **by 1 February 2027 at the latest**.

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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 4 November 2026**. Feedback to the proposals and the announcement of the chosen successful candidate will be done by **Friday 6 November 2026**.

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

I look forward to your responses.

Yours Sincerely,



Jana Špero Kamenjarin
CEP Secretary General

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