

TERMS OF REFERENCES FOR EXTERNAL EVALUATOR

1. Introduction

In line with the project's proposal, the consortium of the Erasmus+ project entitled "Vocational Training Diploma on Electrical and Hybrid Vehicles" with the acronym "Eco-Car" - hereinafter referred to as "Eco-Car"- will hire one External Evaluator to monitor and evaluate the project's implementation and ensure the quality and consistency of the project deliverables.

2. Main role of evaluator

The external evaluator role is to assess the project in its progress towards its objectives and indicators and to contribute in its different stages, which will support the EU standard for the project implementation.

It is expected that the external evaluator will be in regular contact with the coordinator via electronic means (i.e. email, teleconference, etc.) and can be invited to participate in the project meetings.

3. Requirements for the Evaluator and selection criteria

- Minimum of a Master's degree or other appropriate qualifications
- Excellent knowledge of English
- Minimum of three-year experience in the evaluation of quality of national, EU or international projects of various topics
- Working experience as reviewer, evaluator, advisory committee for projects funded by EU, regional and national funds
- Cost

4. Maximum price of the contract

- A) Item 1 - Professional fees: The maximum price will be 8.000€ Euro inclusive of VAT if applicable (depending on if VAT registered and country based in). The evaluation costs are not to exceed 8.000€ (provide VAT details).
- B) Item 2 - Travel, accommodation and subsistence expenses: Estimated budget for attending 2 physical meetings, one in Jordan and one in Europe, must be included in the offer. These costs cannot exceed 2.000€ (1.200€ for the meeting in Jordan and 800€ for the meeting in Europe).

Although, we are looking to achieve Value for Money and suppliers that are able to provide this service for less than the maximum budget will be preferred.

5. Needed tasks from the evaluator

The subcontractor will provide three evaluation reports (one per year) in English on the quality of the project as well as some suggestions on improving the overall performance of the project. The evaluation will report on the project's ability in achieving the agreed goals and objectives

outlined in the project proposal; in doing so, the report will evaluate the processes used by the project to achieve these goals and objectives, and provide feedback regarding the suitability of the processes adopted. He/she will also evaluate each work package in terms of the quality and veracity of outputs. Not only, whether they have been achieved but also how effective they have been in terms of:

- A. Impact on the project
- B. Impact on the end users
- C. Impact on the capability and capacity of project recipients
- D. Likelihood of sustainability of outcomes

(Where applicable to each particular work package)

The subcontractor will, therefore, deliver three reports, once per year:

1. 1st year report: 14/12/2021. This is expected to be an evaluation report of the first year of the project implementation, based on a review of existing documents and deliverables. The feedback from this report will be discussed at the subsequent project steering committee meeting, with a formal response being agreed upon in order to action any recommendations.
2. 2nd year report: 14/12/2022. This report will evaluate the second year of the project implementation, based on a review of existing documents and deliverables. Also, an evaluation of the implementation of the recommendations provided in the previous report will be included. The feedback from this report will be discussed at the subsequent project steering committee meeting, with a formal response being agreed upon in order to action any recommendations.
3. 3rd year report: 14/12/2023. It is expected that the final report will be completed 1 month prior to the project's termination. An evaluation of the implementation of the recommendations provided in the previous reports will be included. The feedback will be discussed at the final steering committee meeting of the project, with a formal response being agreed upon in order to action any recommendations before project completion.
4. The report template will be drawn up in consultation with the project team but is likely to include, reports on individual work packages and an overall report on project quality and impact determined by both project output material and by qualitative and quantitative data from all stakeholders.

Besides these annual reports, the external evaluator will participate in the peer reviewing process of the key deliverables of the project.

The external evaluator will support the Quality Manager in the analysis of information received from the following processes described in the Quality Assurance Plan:

- Project performance surveys to be completed by the partners of the project at the end of each year.
- Impact evaluation questionnaires to be completed by the attendees to the training activities.
- Consortium meetings surveys to be completed by the attendees after each general meeting.

- Dissemination events surveys to be completed by the participants of the dissemination events.

The contractor will grant access to the necessary information to the subcontractor.

6. Dates on which the agreement begins and ends

Start date: From the day of the signature of the contract by both parties

End date: 14/01/2024 (depending on approval of extension of the project if it required)

7. Amount to be paid

Agreed sum of the professional fees cannot exceed the maximum price of 8.000€ Euro (inclusive of VAT depending on if VAT registered and country based in). This will be paid in three instalments. The first instalment (30%) will be paid after delivering the 1st year report, the second instalment (30%) will be paid after delivering the 2nd year report and the third instalment (40%) will be paid after delivering the 3rd year report.

In addition, travel, accommodation and subsistence costs will be reimbursed on the basis of real costs after the celebration of the meeting and once the supporting documents of the costs incurred are received. Flight tickets, boarding passes, hotel invoices, meals tickets, etc must be kept. The maximum reimbursable amount cannot exceed 2.000€.

8. Necessary background information

The contractor shall provide the subcontractor with background information on the project, such as the website, the technical annex of the project, deliverables and any other material that is considered important.

9. Application procedure and deadline

The applications must be sent by 31 May, 2021 to the attention of Ivan Dyukarev, to the following email address: ivan.dyukarev@deusto.es. The date of the email sent will be the date of sending.

The subject of the email must be: "ECO-CAR: External Evaluator Selection"

The application must include the following documents:

- Curriculum Vitae of the applicant
- Application form (Annex I), including the economic offer to carry out the work

10. Selection procedure

The selection procedure will consist of an assessment of the applications performed by ECO-CAR Project Coordinator and ECO-CAR WP Quality Plan Leader, against the selection criteria listed in chapter 3 of this Terms of Reference. ECO-CAR project Coordinator may request additional supporting documents.

ANNEX I - APPLICATION FORM

PERSONAL DATA

Name	
Surname	
Nationality	
Address	
Phone/ mobile phone	
Email	
No of ID/passport	

SELECTION CRITERIA

Criteria	Compliance with the requirements YES/NO
Minimum of a Master's degree or other appropriate qualifications	
Excellent knowledge of English	
Minimum of three-year experience in the evaluation of quality of national, EU or international projects of various topics	
Working experience as reviewer, evaluator, advisory committee for projects funded by EU, regional and national funds	

ECONOMIC OFFER¹ (Total in Euro, VAT included if applicable.)

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¹ Up to 8.000€ for the professional fees
Up to 2.000€ for travel, accommodation and subsistence