



TVETCQ Development of TVET Pedagogical
Competencies and Qualification in Palestinian

20/4/2021

Request for Proposals

External Quality Control Services for the TVETCQ Project

Project ID: 598665-EPP-1-2018-1-PS-EPPKA2-CBHE-JP



Date of Publication	22 nd April 2021
Deadline of Submission of Proposals	25 th May 2021, 13:00 CET

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EUROPEAN ASSOCIATION OF INSTITUTES FOR VOCATIONAL TRAINING (EVBB)

Co-funded by the
Erasmus+ Programme
of the European Union



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1 Background

1.1 The Project

TVETCQ Development of TVET Pedagogical Competencies and Qualification in Palestinian (Project ID: 598665-EPP-1-2018-1-PS-EPPKA2-CBHE-JP), an ERASMUS+ KA2 Project, funded under *Capacity Building in the field of Higher Education* of the EAC/A05/2017 Call.

The **General Objective** of the Project is to “Contribute to the development of curricula, research and effective orientation in vocational training and adult education in the Palestinian universities that meet with the priority requirement expressed by the Palestinian National Authority”.

Within this context, the **Specific objectives** of TVETCQ could be summarized as follows:

- Strengthen the TVET educational competencies among staff in specific areas of adult education and vocational training;
- Promoting TVET orientation in education science disciplinary based on research among the University community in collaboration with EU partners;
- Enable the Palestinian academic and technical staff to design and develop vocational training projects in line with the requirement and priority of the socio-economic sector;
- Enable the Palestinian concerned instructors to liaise with the research groups and their counterparts from the three European universities which are partners of the project;
- Allow Palestinian partners to link with the European vocational training institutions which are partners in this project;
- Contribute to the development, in the framework of the Faculties of Education in Palestinian universities, of multidisciplinary and dynamic approaches directed at TVET issues in direct links with formal vocational organs and institutions;
- Contribute to the development of a network of competences between academics, official actors and trainers involved in vocational training;
- Allow the pooling of expertise and resources, as well as the launching of joint applied research, on general issues of TVET.

1.2 The Partnership

TVETCQ comprises of a vivid transnational **partnership of 14 partners**, namely:

- Palestine Technical University Kadoorie –PTUK
- Palestine Polytechnic University – PPU
- University College of Applied Sciences – UCAS
- An-Najah National University – ANU
- Al-Quds University – AQU
- Arab American University– AAUP
- Ministry of Education (MOE)
- Ministry of Higher Education and scientific research (MHE&SR)
- Ministry of Labour – MOL
- University Lille 1 (France)
- Berlin University of Technology (Germany)
- University of Applied Management Studies (Germany)
- European Association of Institutes for Vocational Training (Europe)
- MedLink Association (France)

1.3 The Leader Organization

As main applicant, **Palestine Technical University – Kadoorie (PTUK)**, with support from all its functional departments, is officially responsible of the project management. This mainly includes, but is not limited to, preparing and submitting the project progress report, preparing the intermediate and final technical and financial reports, monitoring the project work package actions and the action plan and budget, and recommending (if needed) the right preventive and corrective actions to the project steering committee. To achieve that, a PTUK staff member with proper experience in the field is assigned as senior Project Manager. In addition, an admin and financial assistant are assigned to assist the project manager in achieving the project management duties efficiently and effectively. A Steering Committee, formed by a single representative from each project partner, will be entirely responsible for taking high level decisions including, but not limited to: the approval on the technical and financial reports that will be submitted to EU, the final list of needed equipment, the final results of development work packages.

2 The assignment

2.1 The purpose

The purpose of the assignment is to establish all the actions, procedures, measures, indicators and systems that will secure the quality of the outputs and processes, allowing their close and continuous monitoring and reviewing during TVETCQ lifespan. The Quality Assurance and the Evaluation mechanism optimizes the internal communication procedures of the consortium, to ensure the quality of project outputs and to safeguard high quality of the deliverables.

Quality assurance has linkages with all Work Packages of the TVETCQ project, and complements Project Management, throughout projects lifespan, involving all partners in a collaborative way. More specifically, it provides the necessary information to manage the project's quality in all its life-cycle, from planning to implementation and evaluation.

2.2 Tasks

The assignment includes:

Task 1: Establishment of a Quality Assurance Mechanism

A Quality Assurance Mechanism will be developed for the implementation of the TVETCQ project in order to ensure the quality and of projects processes and outputs. The **QA Plan** will be developed aiming to fully satisfy the contractual obligations of the consortium, defining the procedures, tools, systems, and guidelines for the effective quality management of the Contract:

- **Document Control:** standard document control procedures will be applied in all phases of the contract to ensure the accurate dissemination of information following the guidelines of EACEA.
- **Record Control:** all documents related to the implementation of the Contract (assessment reports, fact sheets, studies, etc.) will be clearly identified, classified, and kept for future reference.
- **Quality Control of Deliverables:** all deliverables produced will be reviewed for their quality against certain standards and criteria.

Task 2: Semi-annual Quality Assurance Assessment

The aim of the Quality Assurance Assessments is to support the Quality Assurance strategy in the view of project's implementation, to contribute to the ongoing processes of assurance and enhancement of quality and to be a driving force for the implementation of improvements in order to be achieved the objectives of the project.

The Quality Assurance Assessments will evaluate and assess the three aspects below:

1. Partnership Management and Communication
2. Project Management
3. Project Meeting(s) evaluation

The objective of the quality assurance assessment is to increase project’s quality, by providing recommendations for corrective actions for project’s next steps. Quality Assurance Assessments are produced on a 6-monthly basis prior to each project meeting.

2.3 Deliverables

The following Deliverables are going to be asked to be prepared and submitted within this assignment:

- **Quality Assurance Plan** (Deliverable 1) including the establishment of a Quality Assurance Mechanism, with the use of experts that are going to assure the quality of the outputs. The QA Plan is also going to include the Template of the Semi-Annual Progress Reports (see next)
- Preparation and submission of **3 Semi-annual progress reports** (Deliverables 2, 3 and 4).
- **Final QA Report** (Deliverable 5) that is going to accompany the Final Project Report (conducted by the Partnership)

2.4 The timeline

The total duration of this assignment is 16 months, starting on the 1st of June, while the timeline for the delivery submission of the deliverables is the following:

Deliverable #	Deliverable Description	Deadline for Submission
Deliverable 1	<i>Quality Assurance Plan</i>	30 th of June 2021
Deliverable 2	<i>Semi-annual progress report 1</i>	31 st of July 2021
Deliverable 3	<i>Semi-annual progress report 2</i>	31 st of December 2021
Deliverable 4	<i>Semi-annual progress reports 3</i>	30 th of June 2022
Deliverable 5	<i>Final QA Report</i>	31 st of October 2022

Should the Project TVETCQ be extended, due to the decision of the Partnership and / or the European Commission, this assignment will be extended for the same duration without any increase of its budget, while some deliverables will be delivered at a new deadline, which will be agreed at a Partnership Level and announced at least 1 month in advance to the Contractor.

3 Value of the assignment and payments

Subject to the final Grant Agreement established between the European Commission and the Lead Partner (PTUK) and the Bilateral Agreement established between the Lead Partner and the **European Association of Institutes for Vocational Training (EVBB)**, for the purpose of this project, the total amount available for the tasks described here above during the project lifetime will be of **maximum of 8.000,00 Euros** including all taxes (such as, e.g. VAT, expenses to participate in meetings etc.). The final amount will be paid depended on the previous experience of the contractor with regards to the above-mentioned tasks and the financial offer submitted.

Payment of the assignment will be made in three instalments as listed below:

- i. **A first instalment** amounting to **50% of the total value** of the contract is going to be paid after signature of the contract during the second month of the implementation period, provided that Deliverables 1 will have been submitted and approved by EVBB.
- ii. **A final payment** of **50% of the total value** of the contract is going to be paid on Month 16, provided that Deliverables 2, 3, 4 and 5 will have been submitted and approved by EVBB.

Payments will be done by bank transfers to a bank account for which the Contractor will communicate the full details.



4 Who can apply?

Any individual or legal entity interested in this tender should cover the following requirements:

Requirement	Type of requirement	Proof of fulfilment <i>(One Reference can fulfill more than one requirement)</i>
Experience in independent evaluation services and /or quality assurance services, including evaluation methodologies and data collection	Essential	Having at least 2 contracts of similar services successfully completed or currently under implementation during the last 5 years
Experience of multi-stakeholder EU-funded projects	Essential	Having at least 3 project references during the last 5 years either as consortium partner for EU funded projects or as contractor of a consortium implementing an EU funded project
Strong writing skills in English	Essential	Having completed successfully at least 3 projects during the last 5 years with reports in English or Lead Expert with a C1 English Diploma
Additional knowledge of European languages, such as German or French, is warmly welcome.	Preferable	Having completed successfully at least 1 project during the last 5 years with reports in German or French.
Solid background in research related to Capacity Building	Preferable	Having participated to the implementation of at least 2 projects related to Capacity Building

5 Content and presentation of the bids

The proposals should contain a detailed explanation of the qualifications and the expertise of the potential contractor, e.g. information on references from the contractor on similar projects already handled, to demonstrate his/her experience and capability to succeed in performing the tasks as set out in section 2.2 of this Request for Proposals.

In detail, potential Contractors, should submit the following documents:

- **Business presentation** – max 5 pages (in the case of legal entities) and/or **Europass CV** (in the case of individuals) presenting the activities and profile of the tenderer (max 3 pages);
- **Motivation letter** (maximum 450 words) explaining the suitability of the tenderer to undertake the evaluation based on the criteria mentioned above;
- **List of references** for proving fulfilment of the requirements described under Chapter 4 of this Request for Proposals;
- **A technical proposal**, including a detailed description of the methodology and tools applied (max 5 pages);
- **Financial Proposal**, indicating that all costs are being included in the price indicated in the proposal. (max 1 page).

6 Deadline for Submission of Tenders

The deadline for the submission of Tenders is the **25th of May 2021, 14:00 CET**. All Tenders must be sent via email M. Samir CHERIAA.

Email: samir.cheriaa@evbb.eu

Subject: “External Quality Assurance Services for the TVETCQ Project”.

7 Evaluation process – Award Criteria

Aside from the above stated requirements, the selection process will be based:

1) on acceptance of the tender offering the best price quality ratio and 2) on the availability during the project duration for the requested tasks. The Contractor is selected according to the standards of selection that have been developed by EVBB. Main selection criteria are the expertise and capacity to deliver the work tendered for, the price quality relation, the methodological quality and the tenderer’s work experience. It should be noted that the contract will not be awarded to a tenderer who receives less than 70% on the award criteria.

In detail, the following criteria are going to be taken into account:

- Evidence track record of proven scientific research experience and extensive knowledge of Capacity Building (with reference to education as well);
- Proficient capacity of the English languages (additional European languages such as German and French are an asset);
- Understanding of the nature of the assignment;
- Capacity to work in a team project;
- Ability to meet deadlines;
- Ability to meet budget allowance;
- Availability to attend meetings.

Within this context, the evaluation process includes the following steps:

- The submission date and time of all tenders is checked, and all tenders having been submitted after the submission deadline are rejected.
- The requirements of Section 4 are checked and any tender that does not fulfil the essential requirements is rejected.
- The technical proposal (methodology and tools used) is being assessed.
- The following score system is going to be used for the evaluation of the Tenders:

Evaluation Criteria	Max Score
Understanding of the Assignment	30
Overall Quality of Technical Proposal Submitted	40
Profile of the Senior Expert of the Contractor	20
Additional services included	10
Total	100

- The Financial Offers for all evaluated tenders are opened. Any financial offer above 8.000 EUR is rejected.
- The final ranking of all offers is prepared by using the following formula: 70% X the score under technical requirements / 30% the score under the financial proposal.
- The most preferred candidate is contacted and asked to sign the contract.
- All other candidates are informed about the evaluation results.

Note: when signing the contract, additional statements may be required to avoid incompatibility or conflict of interest.



8 Applicable Law

The contractual agreement is based upon and regulated by the European Commission's rules, provisions and requirements as set out in the project agreement with the European Commission, DG EAC and applicable German law. The Contractor is obliged to fulfil the described tasks and duties of work to receive the final payment according to the contract.

The European Association of Institutes for Vocational Training (EVBB) has the right, based on German Law, to terminate the contract when the Contractor cannot perform the agreed tasks and duties accordingly.

Any conflicts of interests or disputes concerning the validity of this arrangement, the construction of its terms, and the interpretation of the rights and duties of the parties in the contract shall be governed by German Law.

The contract may not be transferred without the parties' written agreement.

9 Data Protection

The contracting party accepts that the contractor is free to use the data collected and the reports written in this project as part of their own academic reports and articles, as long as they include the relevant references to the project.

However, in order to fulfil or respect the modernized Convention 108 (the regulation (No 45/2001 of the European Parliament and of the Council of 18 December 2000) and EU General Data Protection Regulation (GDPR) on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data:

- The Contractor must process personal data under the agreement in compliance with applicable EU and national law on data protection (including authorisations or notification requirements);
- The Contractor may grant its personnel access only to data that is strictly necessary for implementing, managing and monitoring the agreement;
- The Contractor must adopt appropriate technical and organisational security measures having regard to the risks inherent in the processing and to the nature of the personal data concerned.

10 Contract template to be signed

The awarded candidate will be asked to sign the following contract:

SERVICE CONTRACT FOR THE ASSIGNMENT OF QUALITY ASSURANCE FOR THE TVETCQ PROJECT

In Frankfurt am Main, today the XX of XX 2021, Day, the following Contracting Parties, namely:

i) The association under the name “**Europäischer Verband Beruflicher Bildungsträger (EVBB) e.V.**” (hereinafter referred to as “the Association”) with VAT Number 04525500615, based in Emanuel-Leutze-Straße 1, App. 1015, D-40547 Düsseldorf, operates lawfully under German law and is legally represented by M. Theodor Grassos, Secretary General of EVBB, on behalf of M. Thiemo Fojkar, President of EVBB,

ii) *XXXXXXXXXXXXXXXX* (hereafter Contractor), located in COUNTRY, STREET, PC, TOWN with Registration / VAT Number XXXXXXxxxxxxx, represented by XX XXXXXX,

agreed on the following assignment, within the framework of the Project **TVETCQ Development of TVET Pedagogical Competencies and Qualification in Palestinian** (Project ID: 598665-EPP-1-2018-1-PS-EPPKA2-CBHE-JP), an ERASMUS+ KA2 Project, funded under *Capacity Building in the field of Higher Education* of the EAC/A05/2017 Call.

Article 1 Subject - Tasks

Subject of this assignment is the implementation of the Evaluation and Quality Assurance Activities as foreseen in the relevant Request for Tender and the Application Form submitted to and awarded by EACEA.

Within this context, the assignment foresees the following Tasks:

- **Task 1:** Establishment of a Quality Assurance Mechanism
- **Task 2:** Semi-annual Quality Assurance Assessments

Article 2 Deliverables – Deadlines for Submission - Ownership

The following Deliverables are going to be asked to be prepared and submitted within this assignment:

Deliverable #	Deliverable Description	Deadline for Submission
Deliverable 1	Quality Assurance Plan	30 th of June 2021
Deliverable 2	Semi-annual progress report 1	31 st of July 2021
Deliverable 3	Semi-annual progress report 2	31 st of December 2021
Deliverable 4	Semi-annual progress reports 3	30 th of June 2022
Deliverable 5	Final QA Report	31 st of October 2022

Article 3 Duration

The total duration of this assignment is 16 months, starting on the 1st of June 2021.

Should the Project TVETCQ be extended, due to the decision of the Partnership and / or the European Commission, this assignment will be extended for the same duration without any increase of its budget, while some deliverables will be delivered at a new deadline, which will be agreed at a Partnership Level and announced at least 1 month in advance to the Contractor.

Article 4

Value of Contract and Payments

The total value of this assignment has been agreed to be **8.000 Euros** including all taxes (such as, e.g. VAT, expenses to participate in meetings etc.).

Payment of the assignment will be made in three instalments as listed below:

- i. A first instalment amounting to **50% of the total value** of the contract is going to be paid after signature of the contract during the second month of the implementation period, provided that Deliverables 1 will have been submitted and approved by EVBB.
- ii. A final payment of **50% of the total value** of the contract is going to be paid on Month 16, provided that Deliverables 2, 3, 4 and 5 will have been submitted and approved by EVBB.

Payments will be done by bank transfers to a bank account for which the Contractor will communicate the full details.

Article 5

Obligations of the Contractor

The Contractor is obliged to cooperate with EVBB, the project leader PTUK and the partners of the TVETCQ Partnership in good faith. All necessary information should be provided, while the evaluation and Quality Assurance shall be implemented with the intention to improve the project management process and its planned activities and Deliverables. The Contractor shall ask in advance for all necessary documentation and data needed for the implementation of this assignment (at least 15 days in advance). Good faith includes politeness during the exchange of written correspondence and mitigation of all possible conflicts arisen. All relevant important developments, risks or challenges during the implementation of this assignment shall be reported to the Company, as soon as possible.

Article 6

Obligations of the Company

EVBB has the obligation to provide to the Contractor all requested and necessary information, documentation and access to primary data and contact details, regarding this assignment. All delivered information shall be in written to achieve the highest possible accountability and transparency.

Article 7

Confidentiality

EVBB accepts that the contractor is free to use the data collected and the reports written in this project as part of their own academic reports and articles, as long as they include the relevant references to the project. All information shared within this assignment shall be treated with confidentiality and should not be shared with third parties. All relevant information, concerns and findings must be shared at first with EVBB and at a second level if requested with the Steering Committee of the TVETCQ Project. The deliverables are going to be submitted to EVBB and not be published, unless the TVETCQ Partnership does so, following the provisions of the TVETCQ Grant Agreement and the relevant application form. Shall this be the case and the deliverables are fully or partially being published the Contractor may use the relevant information for informative reasons only. The nature of the contract and the financial status of it, may be published or used as references by the Contractor, provided that -during the implementation of this assignment- he provides prior notice to EVBB.

Article 8

Data Protection Clauses

To fulfil or respect the modernized Convention 108 (the regulation (No 45/2001 of the European Parliament and of the Council of 18 December 2000) and EU General Data Protection Regulation (GDPR) on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data:

- The Contractor must process personal data under the agreement in compliance with applicable EU and national law on data protection (including authorisations or notification requirements).
- The Contractor may grant its personnel access only to data that is strictly necessary for implementing, managing and monitoring the agreement.
- The Contractor must adopt appropriate technical and organisational security measures having regard to the risks inherent in the processing and to the nature of the personal data concerned.

Article 9

Force Majeure - Penalties – Contract Termination

EVBB has the right, based on German Law, to terminate the contract when the Contractor cannot perform the agreed tasks and duties accordingly.

In the event of challenges or circumstances beyond the control of one of the two parties, that shall make it impossible to meet its obligations of one to the other, as provided by this agreement, that party must notify the other party in written, explaining the situation that does not allow them to further fulfill the obligations emerging from this contract. This written statement must be made as soon as the event takes place, or the circumstances arise. The performance of the obligations of this Contracting Party shall be deemed to be postponed until the events or circumstances permit their resumption under the same terms herein. Within this context, should both parties agree, a mutual termination of this Assignment shall be possible.

In all other cases, should the Contractor fail to submit deliverables at the requested date as foreseen in Article 2 of this Contract, a penalty may apply of a total value of 100 € per day of delayed submission. The application of the penalty falls on the discretion of EVBB.

Article 10

Other general clauses

All terms herein are essentially agreed upon. The invalidity of a term does not lead to the invalidity of the whole, but the other terms remain in force, while the contract may be amended only within the context foreseen in its articles or in written agreement between both parties. The contractual agreement is based upon and regulated by the European Commission's rules, provisions and requirements as set out in the project agreement with the European Commission, DG EAC and applicable German law. The Contractor is obliged to fulfil the described tasks and duties of work to receive the final payment according to the contract.

For the European Association of
Institutes for Vocational Training (EVBB)

For the contractor

Theodor Grassos

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