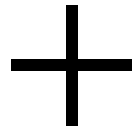




END GBV in VET - *Full service to increase capacity  
and awareness for disrupting gender-based  
violence in the VET sphere*  
Project 101049592 — CERV-2021-DAPHNE



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# Request for Proposals

## External Quality Control Service for END GBV Project

Date of Publication	10 <sup>th</sup> April 2022
Deadline of Submission of Proposals	27 <sup>th</sup> May 2022, 13:00 CET

**Sonia Degroote**

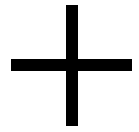
EUROPEAN ASSOCIATION OF INSTITUTES FOR VOCATIONAL TRAINING (EVBB)



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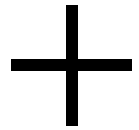
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## 1 Background

### 1.1 The Project

The END\_GB V in VET focuses on piloting a full service as support offices for VET providers so as to increase the capacity and awareness for disrupting gender-based violence in the VET sphere. This will be achieved by capacity building of students, their teachers/staff, and interested parents in addressing issues relevant to GBV, strengthening existing structures of the institutions by the integrated approach through the operation of a full service in the campus that will provide information, training, support, and consultations. 250 students will be trained, 150 educators and 50 parents informed, 1 awareness-raising campaign, 8 national events with 30 attendees each, 1 final event with 100 attendees.

The activities will take place in Belgium & Germany (EVBB – VET umbrella organisation), Greece (AKMIVET, Symplexis NGO), Austria (BFI VET), Italy (ENAIP network), Slovakia (New Port Educational provider/VET), Luxemburg (Novel Group VET), Romania (ICCV research institute) and Spain (San Viator VET)– but will also benefit indirectly all the countries within and outside the European Union with which partner Member States’ due to the established strong network the partners have while EVBB being the umbrella organisations for VET in EU. Research evidence will be led by ICCV in Romania produced by all partner countries reflecting WP2, training of learners and educators will be provided online by EVBB and with the support of all VET providers, but also transferred to other interest VET institutions through EVBB.

Each of the VET providers will pilot the END GBV support office as a full service to address these phenomena and all partners will have a vivid role in the awareness-raising activities through the dissemination actions, the presentation of the project to third parties in national events, and conferences, and through the implementation of the final publicity even in Brussels.

### 1.2 The Partnership

END GBV comprises of a vivid transnational *partnership*, namely:

P1. Europaischer Verband Beruflicher Bildungstrager (EVBB), Germany – Coordinator

P2. Institute of Vocational Training AKMI (AKMI), Greece

P3. Newport Groupe AS, Slovakia

P4 Institutul De Cercetare A Calitatii Vietii (ICCV), Romania

P5. Novel Group Sarl, Luxembourg

P6. Fundacion Canonica Autonoma Marcelo Gangoiti (CSV), Spain

P7. Berufsforderungsinstitut Oberosterreich (BFI OOE), Austria

P8. Symplexis, Greece

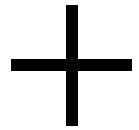
P9. Enaip Net Impresa Sociale Societa Consortile Srl (ENAIP NET), Italy



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And Associated partners, namely :

AP1. Asociacion de centros de formacion tecnico profesional de iniciativa social de euskadi hotel heziketa teknikoko elkartea de durango (bizkaia), Spain

AP2. Asociacion de centros de formacion profesional fpempresa, Spain

AP3. Agentia nationala pentru egalitatea de sanse intre femei si barbati, Romania

AP4. Statny institut odborneho vzdelavania, Slovakia

AP5. Ustredie prace, socialnych veci a rodiny, Slovakia

### 1.3 The Leader Organization

As main applicant **Europaischer Verband Beruflicher Bildungstrager (EVBB)**, 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 EVBB 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 and a Quality Assurance Board, the first formed by a single representative from each project partner and the second by experts, 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 END GBV 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 END GBV 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.



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## 2.2 Tasks

The assignment includes:

### ***Task 1: Project impact assessment and evaluation***

Project impact assessment and evaluation will play a key part in the initiative's management and coordination.

The main project activity around which the impact assessment will be centred to the project trainings and the operation of the service of the support office. An impact assessment survey questionnaire will be developed jointly by the external evaluator and consortium and recruited participants will be asked to fill it in before the training, straight after the training and 1-2 months after the training, for which they will sign a commitment letter during the event. The questionnaire will seek to establish the baseline of knowledge and attitude about addressing gender-based violence, what immediate insight participants have gathered and possible attitudinal changes, and how this knowledge has impacted their student life and work (for staff) in the period, following the training. The questionnaire will be distributed online or offline in accordance with the preferences of participants. Partners responsible for awareness raising campaigns will also feed in numerical data from the outreach of the campaigns, again disaggregated, wherever possible, by nationality, sex, age and occupation.

The impact assessment and evaluation activity will result in a special report the evaluator, consulted by project consortium, Steering Committee and Advisory Board (AB), will draft towards the end of the initiative.

### ***Task 2: Quality Assessment Mechanism***

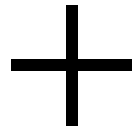
The mechanism of quality assessment aims to ensure that the project, procedures, methodology, deliverables and project results meet high quality standards and certain specifications that will be set through quality assessment. The **QA manual** will be developed aiming to fully satisfy the contractual 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 DG Justice & Consumers.

**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.

In order to assess the level to which the goals and results envisaged for the project have been accomplished. The Quality Assessment Mechanism will be ongoing throughout the rollout of the project and the findings of the quality assessment procedure, will be included in the Quality Assessment Report and will be led by the AB.

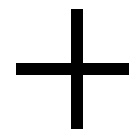




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### 2.3 Milestone and Deliverable

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

**Quality Manual** (Milestone 1) which will present methods, tools and processes that each partner will apply for achieving high quality standards, including project activities\_ both technical and administrative. The manual will set quantitative and qualitative targets and will present potential risks and mitigation measures for implementation.

**Evaluation Report** (Deliverable 2) that is going to accompany the Final Project Report (conducted by the Partnership).

### 2.4 The timeline

The total duration of this assignment will correspond to the overall lifetime of the project, while the timeline for the delivery submission of the deliverables is the following:

<i>Description</i>	<i>Deadline for Submission</i>
<i>Quality Manual</i>	30 <sup>th</sup> of June 2022
<i>Semi-annual progress report 1</i>	31 <sup>st</sup> of July 2022
<i>Semi-annual progress report 2</i>	31 <sup>st</sup> of December 2022
<i>Semi-annual progress reports 3</i>	31 <sup>th</sup> of July 2023
<i>Final Evaluation Report</i>	31 <sup>st</sup> of December 2023

Should the Project END GBV 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 **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:



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 Milestone 1 will have been submitted and approved by EVBB.

A final payment of **50% of the total value** of the contract is going to be paid on Month 24, provided that Deliverables 2 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:

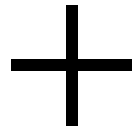
Requirement	Type of requirement	Proof of fulfilment <i>(One Reference can fulfill more than one requirement)</i>
Experience in independent evaluation services and /or quality assurance services, including evaluation methodologies and data collection	Essential	Having at least 2 contracts of similar services 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



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## 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 **25<sup>th</sup> of May 2022, 14:00 CET**. All Tenders must be sent via email Ms. Sonia DEGROOTE

**Email:** [sonia.degroote@evbb.eu](mailto:sonia.degroote@evbb.eu)

**Subject:** “External Quality Assurance Services for the END GBV 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.

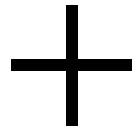
In detail, the following criteria are going to be taken into account:

- 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
<b>Total</b>	<b>100</b>

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 Justice & Consumers 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.

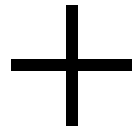
The contract may not be transferred without the parties' written agreement.



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## 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 QUALITY ASSESSMENT AND EVALUATION

### FOR THE END GBV 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 *XXXXXXXXXXXX*, represented by *XX XXXXXX*,

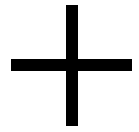
agreed on the following assignment, within the framework of the Project **END GBV** in VET - *Full service to increase capacity and awareness for disrupting gender-based violence in the VET sphere* (Project 101049592 — CERV-2021-DAPHNE).



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## Article 1

### Subject - Tasks

Subject of this assignment is the implementation of the Quality Assessment and Evaluations Activities as foreseen in the relevant Request for Tender and the Application Form submitted to and awarded by DG Justice & Consumers.

## Article 2

### Deliverables – Deadlines for Submission - Ownership

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

<i>Description</i>	<i>Deadline for Submission</i>
<i>Quality Manual</i>	30 <sup>th</sup> of June 2022
<i>Semi-annual progress report 1</i>	31 <sup>st</sup> of July 2022
<i>Semi-annual progress report 2</i>	31 <sup>st</sup> of December 2022
<i>Semi-annual progress reports 3</i>	31 <sup>th</sup> of July 2023
<i>Final QA Report</i>	31 <sup>st</sup> of December 2023

## Article 3

### Duration

The total duration of this assignment will correspond to the overall lifetime of the project. Should the Project END GBV in VET 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:

*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 Milestone 1 will have been submitted and approved by EVBB.

*A final payment* of **50% of the total value** of the contract is going to be paid on Month 16, provided that Deliverables 2 will have been submitted and approved by EVBB.

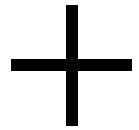
Payments will be done by bank transfers to a bank account for which the Contractor will communicate the full details.



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## Article 5

### Obligations of the Contractor

The Contractor is obliged to cooperate with the project leader EVBB and the partners of the END GBV in VET 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 END GBV Project. The deliverables are going to be submitted to EVBB and not be published, unless the END GBV Partnership does so, following the provisions of the END GBV 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)



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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 Justice & Consumers 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

xxxxxxx