



# Request for Proposals

## External Quality Control Service



# About the Project

The “META-VET – the next era in VET Phase A,” which is part of the multi annual plan, is a 36-month project funded under the Civil Society Cooperation: Education and Training Call. This initiative comprises a series of activities, with most of them expected to be ongoing over the next three years. The impact of Meta-VET activities is in line with the expected and designed impact of the EVBB activities in general. Additionally, the envisaged impact of the project activities is to be boosted by the implementation of the rest of the planned activities and operations of EVBB. The project’s primary aim is to contribute to the main objectives set by EVBB, both in the short and long term. Through the activities of META -VET, EVBB aims to increase its impact, by outreaching the VET ecosystem and highlighting its importance to a global, European and national level.

## OBJECTIVES

The objectives of META – VET are to:

- Increase the impact of EVBB into shaping the VET ecosystem in global, European, and national levels, through the EU values and policies.
- Provide the European Commission and Government of EU member and neighbor countries with insights from the end users (VET learners and VET providers).
- Provide the European Commission and the Governments of EU member and neighborhood countries with insight from the end users (VET Learners and VET providers).

## TARGET GROUPS

The Meta-VET work plan focuses on specific target groups of institutions or individuals either through their involvement in the project activities, or the capitalization of the impact generated by the Meta-VET activities and actions. Hence, the 3 years framework partnership agreement with EU envisages to create a systemic impact to the identified target groups and facilitate the exchange of debated between actors on key policy issues. Meta-VET phase A plays a significant role to the beginning of that, establishing the settlements to capitalize upon for the next phases. Within this context, we have identified numerous target groups, divided into two categories: A) Institutions, B) Individuals:



# WORK PACKAGES

The 3-year action plan groups the activities in five main sets as seen in the table below. Within the framework of the “Meta-VET – the next era in VET Phase A”, these five groups have been converted into work-packages fostering a project-oriented approach for the team in order to implement them

1. Info Activities delivered at grass-root level:
  - Networking Online Meeting
  - Podcasts
  - Newsletters
  - Info – Notes
  
2. Forward Looking activities:
  - Annual Conference
  - Europa prize
  - Call for Articles
  - EVBB Research Survey
  
3. Empowerment Activities:
  - Organization of Policy Camp
  - Online Helpdesk
  - E-Learning Platform for VET teachers
  - Peer Learning
  
4. Country Specific Actions:
  - Country Visit
  - MOU with other countries
  - EVBB Loudspeakers
  
5. Bottom-up Actions
  - Position Papers/Recommendations
  - Participation in EU Consultation
  - Collaborative Spaces in Brussels



# 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 META - VET 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.

High quality and on time delivery are vital to the successful implementation of the project. The adoption of prevention and responsive actions will determine whether the activities of the project are in accordance with the work plan and within time and budget, and therefore will ensure the constant monitoring of the project activities. Within this context, during the implementation of the META -VET project, it is important that these processes will be carried out on a continuous basis to ensure that high-quality products produce an effective impact on the desired target groups.

## Tasks

The evaluation of the META-VET Project will be performed by an External Evaluator in order to ensure the objectivity of the evaluation as it will be performed from an actor outside the partnership. The evaluation of the META-VET Project will be performed by an External Evaluator in order to ensure the objectivity of the evaluation as it will be performed from an actor outside the partnership.

The assignment includes:

- The evaluator will also be responsible for developing a detailed QA Plan which will foresee the QA, monitoring and evaluation activities to be undertaken both by themselves and the EVBB project team.
- Design and follow up on the internal monitoring procedures
- Select data collection methods for adequate monitoring of processes and outputs
- Provision of statistics, and information collected through questionnaires, meetings and reports.
- Communicate with respective parties on issues related with monitoring and evaluation.
- Building of internal monitoring procedures
- The External Evaluator will conduct a thorough Cost-Benefit Analysis at project completion.
- The external evaluator will maintain the right to reject a deliverable, based on the criteria of poor quality and of not fulfilling its objectives. They will then provide feedback and recommendations on how to improve the quality of the deliverable so as to reach the Evaluation standards set in the QA Plan. All project Tasks are going to be monitored based on internal monitoring procedures and schedule.
- The external Evaluator is going to be responsible for a final evaluation of the dissemination activities, where the compliance to the EU visibility provisions is going to be included.
- The External Evaluator will be responsible for the efficient progress monitoring of the project as a whole throughout the project life cycle and for reporting to the Project Office with information received by all involved parties in the META-VET project implementation (team, staff members and individuals involved in the project implementation on behalf of the EVBB Member Institutions).



## Milestones and Deliverables

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

**Final Quality Assurance** (Deliverable 1.2) Complete Quality Assurance Report (final), prepared and developed by the external evaluator, covering the whole project implementation period, is to be submitted to the Commission for review and validation.

*Format: electronic Languages: English Approx. Pages: 30*

**Final Evaluation Report** (Deliverable 1.3) Complete Evaluation Report (final), prepared and developed by the external evaluator, presenting the evaluation of the project outputs, deliverables and results, is to be submitted to the Commission for review and validation.

*Format: electronic Languages: English Approx. Pages: 30*

The QA Plan will present an internal QA methodology that will assess the overall quality of the work performed, as well as the efficiency and effectiveness of the internal communication and the day-to-day implementation of the project, including issues regarding conflict management and transparency in the decision-making process. In addition, SMART indicators that will address and evaluate the META-VET activities, and the achievement of the set objectives, based on pre- defined means of verification will also be designed and developed by the External Evaluator, based on their respective expertise in previously implemented projects. Tasks, outputs and deliverable re- allocation mechanism based on poor performance, to prevent delays is going to be utilized, during the META-VET project implementation period, while “timely delivery” is one of the criteria to be used for the evaluation of the deliverables by the External Evaluator.

The monitoring process will be supported by an interim and a final monitoring report that address both the technical and financial aspects of the project. The report will contribute to the multiannual reporting plan designed to support the multi-annual monitoring of the 3-years action plan. The progress report templates will include financial and technical information on the progress of the activities.

More specifically the monitoring reports will include:

At technical level:

- A brief summary of progress and achievements over the previous review period
- Problems encountered and solutions that were adopted
- Work program and list of activities for the ensuing review period
- Implementation schedule for the ensuing review period that shows milestones and timelines
- Project Gantt chart – to be amended if required or where necessary. At financial level:
- Short financial summary
- Time inputs of experts by category and by component
- Invoices / Expenditure verification



## 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:

Description	Deadline for Submission
Final Quality Assurance Report	31 <sup>st</sup> of December 2023
Final Evaluation Report	31 <sup>st</sup> of December 2023

### Who can apply?

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

Requirement	Type of requirement	Proof of fulfilment (One Reference can fulfill more than one requirement)
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



## **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).

## **Submission of Tenders**

All Tenders must be sent via email.

**Email:** comms@evbb.eu

**Subject:** “External Quality Assurance Services for the META-VET Project”.

## **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:

<b>Evaluation Criteria</b>	<b>Max Scores</b>
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.*

#### **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.

#### **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.*

### **Contract template to be signed**

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

#### **SERVICE CONTRACT**

#### **SERVICE CONTRACT FOR THE QUALITY ASSESSMENT AND EVALUATION**

In Brussels, 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 EmanuelLeutze-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 withRegistration / VAT Number XXXXXXxxxxxxx, represented by XX XXXXXX,

agreed on the following assignment, within the framework of the Project META-VET 101121823

### **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 the European Commission.

### **Article 2**

#### **Deliverables – Deadlines for Submission - Ownership**

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

<b>Description</b>	<b>Deadline for Submission</b>
Final Quality Assurance Report	31 <sup>st</sup> of December 2023
Final Evaluation Report	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 META-VET 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**

#### **Obligations of the Contractor**

The Contractor is obliged to cooperate with the project leader EVBB 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 5**

#### **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.

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 6**

#### **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 7**

### **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 8**

### **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