

CALL FOR PROPOSALS

External Evaluation Services

FuTourAlliance: Empowering Europe's Tourism Workforce for a Digital and Sustainable Future

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1 Background

1.1 The Project

The FuTourAlliance project (Grant Agreement No. 101246930) is co-funded by the European Union under the Erasmus+ Programme, action ERASMUS-EDU-2025-PI-ALL-INNO-BLUEPRINT (Blueprint for Sectoral Cooperation on Skills). The project runs for 48 months from 1 January 2026 to 31 December 2029.

FuTourAlliance aims to empower Europe's tourism workforce to face the twin digital and green transitions by: mapping sector-specific skills gaps; developing updated occupational profiles and qualification frameworks aligned with EQF; designing and piloting modular, work-based training curricula; and establishing a Sectoral Skills Alliance governance structure (LSP) for sustained impact beyond the project lifetime.

The project is structured across seven Work Packages:

- WP1 – Project Management and Quality Assurance
- WP2 – Skills Intelligence and Labour Market Analysis
- WP3 – Occupational Profiles and Qualification Frameworks
- WP4 – Training Curricula and Learning Materials
- WP5 – Pilot Training and Validation
- WP6 – Sectoral Skills Alliance (LSP) Governance
- WP7 – Communication, Dissemination and Exploitation

1.2 The Partnership

The FuTourAlliance consortium brings together 19 beneficiaries and 4 associated partners from 13 EU Member States, representing the full spectrum of the tourism value chain:

Beneficiaries (selected list):

- P1. Europäischer Verband Beruflicher Bildungsträger (EVBB) e.V., Germany – Coordinator
- P2. European Tourism Association (ETOA) representative partner, Belgium
- P3–P19. VET providers, tourism management schools, hospitality industry associations, and research institutions from Austria, Belgium, Croatia, Cyprus, France, Germany, Greece, Italy, Luxembourg, Portugal, Romania, Slovakia, and Spain

Associated Partners:

- AP1–AP4. National tourism agencies, public employment services, and sectoral federations supporting project implementation and uptake

The complete list of beneficiaries and associated partners is set out in Annex 1 of the Grant Agreement No. 101246930.

1.3 The Leader Organisation

The lead applicant and legal/financial representative of the FuTourAlliance consortium is Europäischer Verband Beruflicher Bildungsträger (EVBB) e.V., an EU-level umbrella organisation for vocational training institutions, headquartered in Germany. EVBB is officially responsible for project management, financial oversight, quality assurance, and reporting to the European Commission. 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 this assignment is to provide fully independent external quality assurance and evaluation services for the FuTourAlliance project throughout its 48-month lifetime. The external evaluator will design and implement a robust evaluation framework to assess the quality of project processes, outputs, and outcomes against the objectives set out in the Grant Agreement and in the application form submitted to the European Commission.

Quality assurance and external evaluation are cross-cutting activities linked to all Work Packages. The evaluator will complement the internal project management function by providing independent, evidence-based assessments that enable continuous improvement, risk mitigation, and accountability to all stakeholders.

2.2 Tasks

Task 1 – External Evaluation Framework (Activity 1.4.1 & 1.4.2)

The external evaluator will establish the procedures, tools, indicators, and methodological framework that will underpin the quality assurance and evaluation of FuTourAlliance throughout its lifetime. This task includes:

- Reviewing the Grant Agreement, application form, work plan, and baseline documents
- Designing quantitative and qualitative evaluation indicators aligned with WP objectives and expected outputs/results
- Developing and finalising the External Evaluation Plan (Activity 1.4.2 deliverable), covering evaluation methodology, data collection tools, roles, responsibilities, and a schedule for data gathering activities
- Developing a Quality Assessment template and review criteria for project deliverables
- Presenting the External Evaluation Plan to the Steering Committee for validation at the project kick-off phase

Task 2 – Mid-Term Evaluation (Activity 1.4.3 – Deliverable D1.3)

At the mid-point of the project (Month 24, December 2027), the evaluator will conduct a comprehensive mid-term assessment covering:

- Progress against workplan, milestones, and output indicators up to M24
 - Quality review of deliverables produced by each Work Package
 - Assessment of partnership cooperation, communication, and governance mechanisms
 - Evaluation of training pilot activities undertaken to date (WP5)
 - Analysis of risks, deviations, and corrective actions taken
 - Recommendations for the second phase of the project
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The findings will be consolidated in the Mid-term Quality Assurance Report (D1.3), which will be submitted to EVBB and presented to the Steering Committee.

Task 3 – Final Evaluation (Activity 1.4.3 – Deliverable D1.4)

At the end of the project (Month 48, December 2029), the evaluator will carry out the final evaluation covering:

- Achievement of overall project objectives, outcomes, and expected results as defined in the Grant Agreement
- Quality and impact of all project deliverables (training curricula, occupational profiles, pilot training results, LSP governance model)
- Assessment of dissemination and communication activities (WP7)
- Evaluation of sustainability and transferability of project results
- Lessons learned and recommendations for future initiatives

The findings will be consolidated in the Final Quality Assurance Report (D1.4), which will accompany the Final Project Report submitted to the European Commission.

2.3 Milestones and Deliverables

The following deliverables are to be produced and submitted within this assignment:

Deliverable	Description	Deadline
External Evaluation Plan (Activity 1.4.2)	Methodology, indicators, data collection tools, and schedule for evaluation activities	Month 3 (31 March 2026)
Mid-Term QA Report (D1.3)	Mid-term quality assurance and evaluation report covering M1–M24	Month 24 (31 December 2027)
Final QA Report (D1.4)	Final quality assurance and evaluation report covering the full project lifetime (M1–M48)	Month 48 (31 December 2029)

2.4 The Timeline

The total duration of this assignment corresponds to the overall lifetime of the FuTourAlliance project (48 months, January 2026 – December 2029). The timeline for submission of deliverables is summarised below:

Description	Project Month	Calendar Deadline
<i>External Evaluation Plan</i>	M3	31 March 2026

<i>Mid-Term QA Report (D1.3)</i>	M24	31 December 2027
<i>Final QA Report (D1.4)</i>	M48	31 December 2029

Should the project be extended by decision of the Partnership and/or the European Commission, this assignment will be extended for the same duration without any increase of its budget. Any revised deadlines will be agreed at Partnership level and communicated to the Contractor at least one month in advance.

3 Value of the Assignment and Payments

Subject to the Grant Agreement established between the European Commission and the lead partner Europäischer Verband Beruflicher Bildungsträger (EVBB) e.V. (Agreement No. 101246930), the total amount available for the tasks described in Section 2 over the full project lifetime is a **maximum of €20,000.00 (twenty thousand Euros)** including all applicable taxes (e.g. VAT) and all costs incurred in relation to this assignment (travel, accommodation, participation in meetings, etc.). The final amount will be determined on the basis of the Contractor's demonstrated prior experience and the financial offer submitted.

Payment of the assignment will be made in installments, as agreed by both parties at the signing of the contract.

4 Who Can Apply?

Any individual or legal entity interested in this tender must satisfy the following requirements:

Requirement	Type	Proof of Fulfilment (one reference may satisfy more than one requirement)
Experience in independent evaluation and/or quality assurance services, including evaluation methodologies and data collection	Essential	At least 2 contracts for similar services successfully completed or currently under implementation within the last 5 years
Experience with multi-stakeholder EU-funded projects	Essential	At least 3 project references within the last 5 years either as consortium partner or as external contractor to an EU-funded consortium
Strong writing skills in English	Essential	At least 3 projects completed with deliverables in English within the last 5 years, or Lead Expert holding a C1 English language diploma
Knowledge of the tourism, hospitality, or travel sector	<i>Preferable</i>	At least 1 project within the last 5 years in the tourism, hospitality, or travel & leisure sector
Experience in digital transformation or sustainability-related skills and VET/workforce development projects	<i>Preferable</i>	At least 2 projects within the last 5 years involving digital skills, green transition, or VET curriculum development
Knowledge of additional EU languages (German, French, Spanish, Italian, etc.)	<i>Preferable</i>	At least 1 project completed with deliverables in a language other than English

Note: Tenderers must certify that they have no conflict of interest with any beneficiary or associated partner of the FuTourAlliance consortium. A conflict of interest declaration form will be required at contract signature.

5 Content and Presentation of Bids

Proposals should provide a detailed explanation of the qualifications and expertise of the potential Contractor, demonstrating their capacity to perform the tasks set out in Section 2. In particular, prospective Contractors must submit the following documents:

Business Presentation – maximum 5 pages (legal entities) and/or **Europass CV** – maximum 3 pages (individuals), presenting the profile and activities of the tenderer;

Motivation Letter – maximum 450 words explaining the suitability of the tenderer to undertake the evaluation, with specific reference to the FuTourAlliance project objectives and the tourism sector;

List of References proving fulfilment of the requirements described in Section 4 of this Call for Proposals;

Technical Proposal – maximum 5 pages, including a detailed description of the proposed evaluation methodology, tools, data collection approach, reporting format, and quality review procedures;

Financial Proposal – maximum 1 page, indicating all costs included in the offered price (the offer must not exceed €20,000 including all taxes and expenses).

All documents must be submitted in English. Proposals submitted in another language will not be evaluated.

6 Deadline for Submission of Tenders

The deadline for the submission of tenders is 3rd of June 2026. All tenders must be sent by email to:

Email: projects@evbb.eu

Subject: "External Evaluation Services for the FuTourAlliance Project – Ref. 101246930"

Tenders received after the submission deadline will be automatically rejected regardless of the reason for the delay. EVBB reserves the right to request clarification of submitted documents within the evaluation period.

7 Evaluation Process – Award Criteria

The evaluation will be conducted by a committee of three persons: one representative of EVBB, one representative of an educational partner within the FuTourAlliance consortium, and one representative of a sectoral (tourism industry) partner. The process is based on (1) acceptance of the tender offering the best price–quality ratio and (2) availability throughout the project duration.

It should be noted that the contract will not be awarded to a tenderer who scores less than 70% of the maximum score on the award criteria.

Evaluation steps:

1. The submission date and time of all tenders is verified; tenders received after the deadline are rejected.
2. Essential requirements set out in Section 4 are checked; any tender failing to meet essential requirements is rejected.
3. The technical proposal (methodology, tools, and approach) is assessed according to the scoring system below.
4. Financial offers for technically qualifying tenders are opened. Any financial offer above €20,000 is rejected.
5. The final ranking is calculated using the formula: $70\% \times \text{technical score} + 30\% \times \text{financial score}$.
6. The highest-ranked candidate is contacted and asked to sign the contract.
7. All other candidates are notified of the evaluation results.

Note: At contract signature, a conflict of interest declaration and, where applicable, additional compliance statements may be required.

Scoring system:

Evaluation Criterion	Maximum Score
Understanding of the assignment and the FuTourAlliance project context	30 points
Overall quality of the technical proposal submitted (methodology, tools, rigour)	40 points
Profile and track record of the Lead Expert / Contractor	20 points
Additional services and value-added elements included in the proposal	10 points
Total	100 points

8 Applicable Law

The contractual agreement is based upon and governed by the European Commission's rules, provisions, and requirements as set out in the Grant Agreement No. 101246930 concluded with the European Commission under the Erasmus+ Programme, and by applicable German law.

The Contractor is obliged to fulfil the tasks and duties described in this Call for Proposals in order to receive payment in accordance with the contract.

EVBB has the right, under German law, to terminate the contract if the Contractor fails to perform the agreed tasks and duties appropriately.

Any conflicts of interest or disputes concerning the validity, construction, or interpretation of the contract shall be governed by German law. The contract may not be transferred without the written agreement of both parties.

9 Data Protection

EVBB accepts that the Contractor is free to use data collected and reports written under this assignment as part of academic publications or articles, provided that appropriate references to the FuTourAlliance project are included and prior notice is given to EVBB.

In order to comply with Regulation (EU) 2018/1725, the EU General Data Protection Regulation (GDPR – Regulation 2016/679), and applicable national data protection law:

- The Contractor must process personal data under this agreement in full compliance with applicable EU and national data protection legislation, including any authorisation or notification requirements;
 - The Contractor may grant its personnel access only to data that is strictly necessary for implementing, managing, and monitoring the assignment;
 - The Contractor must adopt appropriate technical and organisational security measures appropriate to the risks inherent in the processing and the nature of the personal data concerned.
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10 Contract Template to be Signed

SERVICE CONTRACT FOR EXTERNAL EVALUATION SERVICES FOR THE FUTOURALLIANCE PROJECT

In Frankfurt am Main, today the XX of XX 2026, the following Contracting Parties, namely:

i) The association under the name "**Europäischer Verband Beruflicher Bildungsträger (EVBB) e.V.**" (hereinafter referred to as "EVBB" or "the Association"), with registered office at Emanuel-Leutze-Straße 1, App. 1015, D-40547 Düsseldorf, Germany, legally represented by its Secretary General, operating lawfully under German law;

ii) **XXXXXXXXXXXXXXXXXX** (hereafter "the Contractor"), located in [COUNTRY, STREET, PC, TOWN], with Registration/VAT Number [XXXXXXXXXX], represented by [NAME AND TITLE];

have agreed on the following assignment within the framework of the project **FuTourAlliance – Empowering Europe's Tourism Workforce for a Digital and Sustainable Future** (Grant Agreement No. 101246930, Erasmus+ Programme, Action ERASMUS-EDU-2025-PI-ALL-INNO-BLUEPRINT).

Article 1 – Subject and Tasks

The subject of this assignment is the provision of External Evaluation Services as described in the Call for Proposals issued by EVBB on 20 April 2026 and as set out in the approved application form submitted to the European Commission under the Erasmus+ Programme. The Contractor shall implement the quality assurance and evaluation activities corresponding to WP1 Activities 1.4.1, 1.4.2, and 1.4.3 of the FuTourAlliance project.

Article 2 – Deliverables, Deadlines, and Ownership

The following deliverables are to be produced and submitted by the Contractor:

Deliverable	Project Month	Calendar Deadline
<i>External Evaluation Plan (Activity 1.4.2)</i>	M3	31 March 2026
<i>Mid-Term QA Report (D1.3)</i>	M24	31 December 2027
<i>Final QA Report (D1.4)</i>	M48	31 December 2029

All deliverables become the intellectual property of the FuTourAlliance consortium upon EVBB's written approval. The Contractor retains the right to use anonymised findings for academic or professional publication purposes, subject to prior written notice to EVBB.

Article 3 – Duration

The total duration of this assignment corresponds to the overall lifetime of the FuTourAlliance project, from the date of contract signature until 31 December 2029. Should the project be extended by decision of the Partnership and/or the European Commission, this assignment shall be extended for the same duration without any increase in its total budget. Revised deadlines will be agreed at Partnership level and communicated to the Contractor at least one month in advance.

Article 4 – Contract Value and Payments

The total value of this assignment has been agreed at **€20,000 (twenty thousand Euros)** including all applicable taxes and expenses.

All payments will be made by bank transfer to the bank account communicated in writing by the Contractor.

Article 5 – Obligations of the Contractor

The Contractor undertakes to cooperate with EVBB and the FuTourAlliance Partnership in good faith. The Contractor shall: provide all necessary information and access to evaluation tools and instruments; request all required project documentation at least 15 days in advance; implement the evaluation with the intention to improve project management and the quality of outputs and deliverables; report all relevant risks, challenges, or findings to EVBB promptly; and maintain professional and respectful communication with the consortium at all times.

Article 6 – Obligations of EVBB

EVBB undertakes to provide the Contractor with all requested and necessary information, documentation, and access to primary data and contact details required for the implementation of this assignment. All information shall be provided in written form to ensure the highest possible accountability and transparency.

Article 7 – Confidentiality

All information shared within this assignment shall be treated as confidential and shall not be disclosed to third parties without the prior written consent of EVBB. Evaluation findings must be shared first with EVBB and, if requested, with the Steering Committee of the FuTourAlliance project. Deliverables shall be submitted to EVBB and shall not be published unless the FuTourAlliance Partnership decides to do so in accordance with the provisions of Grant Agreement No. 101246930. The Contractor may use the nature and financial value of the contract as a professional reference, provided prior written notice is given to EVBB during the implementation period.

Article 8 – Data Protection

The Contractor must process personal data in full compliance with Regulation (EU) 2016/679 (GDPR) and applicable national law on data protection, including any required authorisations or notifications. The Contractor may grant its personnel access only to data strictly necessary for implementing, managing,

and monitoring this assignment, and must adopt appropriate technical and organisational security measures proportionate to the risks and nature of the data processed.

Article 9 – Force Majeure, Penalties, and Termination

EVBB reserves the right, under German law, to terminate the contract if the Contractor fails to perform the agreed tasks. In the event of force majeure preventing either party from fulfilling its obligations, that party must notify the other in writing as soon as reasonably practicable. Performance shall be suspended for the duration of the force majeure event. By mutual written agreement, the contract may be terminated early. In all other cases of delayed submission of deliverables beyond the dates set out in Article 2, EVBB may apply a penalty of €100 per calendar day of delay, at its sole discretion.

Article 10 – General Clauses

All terms set out herein are mutually agreed upon. The invalidity of any individual clause shall not affect the validity of the remaining clauses, which shall continue in full force. This contract may only be amended by written agreement of both parties. The contractual relationship is governed by the European Commission's rules and requirements as set out in Grant Agreement No. 101246930 and by applicable German law.

For EVBB (Lead Partner)	For the Contractor
Signature: _____ Name: Thiemo Fojkar Title: President, EVBB Date: _____	Signature: _____ Name: _____ Title: _____ Date: _____