

Invitation to tender for external evaluator

Terms of Reference

GREENLAB

Greening Labour market through VET-employers' partnerships

Project 101132815 — GREENLAB

ERASMUS-EDU-2023-PI-FORWARD

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1. Information about the funding programme Erasmus+ Partnerships for Innovation - Forward-Looking Projects

Forward-Looking Projects are large-scale projects that aim to **identify, develop, test and/or assess innovative (policy) approaches** that have the potential to become mainstreamed, thus improving education and training systems. They will support forward-looking ideas that respond to **key European priorities** and that have the potential to become mainstreamed, to give input for improving education, training and youth systems, and to bring a substantial innovative effect in terms of methods and practices to all types of learning and active participation settings for Europe's social cohesion.

The goal is to support transnational cooperation projects implementing a coherent and comprehensive set of sectoral or cross-sectoral activities that either:

- a) foster innovation in terms of scope, ground-breaking methods and practices, and/or
- b) ensure a transfer of innovation (across countries, policy sectors or target groups), thus ensuring at European level a sustainable exploitation of innovative project results and/or transferability into different contexts and audiences.

The three lots under this call are the following:

Lot 1: Digital education (cross-sectoral)

Projects under Lot 1 can address different educational sectors or bridge educational sectors, and must support **high quality and inclusive digital education**, in line with the Digital Education Action Plan.

Proposals under this Lot should address one of the following three priorities:

- **Priority 1:** Education technology (edTech): scaling up of EU-based solutions through cooperation and quality assurance;
- **Priority 2:** Effective pedagogical approaches on informatics for primary and secondary level of education;
- **Priority 3:** Teacher training and curriculum development in tackling disinformation and promoting digital literacy.

Lot 2: Vocational Education and Training (VET)

Projects under Lot 2 address the VET sector. These projects support the implementation of the principles and objectives of the European Pillar of Social Rights Action Plan, the European Skills Agenda, the Council Recommendation on vocational education and training for sustainable

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competitiveness, social fairness and resilience and the Osnabrück Declaration on vocational education and training as an enabler of recovery and just transitions to digital and green economies.

Proposals submitted under Lot 2 must address one of the two following priorities:

- **Priority 4:** Micro-credentials for employability;
- **Priority 5:** Improving the attractiveness of Vocational Education and Training (VET) through partnerships and networks of VET providers.

Lot 3: Adult learning

Projects under Lot 3 address the adult learning policy area. These projects support the implementation of the principles and objectives of the European Pillar of Social Rights Action Plan, the European Skills Agenda and the Council Recommendation on Upskilling Pathways: New Opportunities for Adults.

Proposals submitted under Lot 3 must address one of the two following priorities:

- **Priority 6:** Development of national registries of quality-assured and labour market relevant training opportunities;
- **Priority 7:** Supporting the Pact for Skills

The total allocated budget for the action is €35,000,000.

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2. GREENLAB: General information about the project

The GREENLAB project is funded under Erasmus+ Programme – Partnerships for Innovation – Forward-Looking Projects – Vocational Education and Training (VET) and has an overall project budget of EURO 898,910. The project is coordinated by CESIE (Italy) and is implemented together with partners from Greece, Spain, Cyprus, Finland and Belgium. GREENLAB is a 36-month project spanning from 01/01/2024 to 31/12/2026 aimed at fostering a systemic reform on segments of Vocational Education and Training, by promoting innovative approaches for the upskilling of managerial and consulting jobs in the strategic areas of the green transition.

2.1. Objectives

- To identify a set of core soft and hard skills in the fields of sustainability management and environmental consulting, needed to support the green transition within businesses;
- To strengthen business managers' and business consultants' green skills and competences through an online training based on the take-up, validation and recognition of short learning courses through the EU's micro-credentials;
- To foster transnational and multi-stakeholder cooperation between VET providers/trainers, businesses and policy-makers able to reform VET curricula addressed to sustainability managers and environmental consultants, thus contributing to support the green transition;
- To enhance the flexibility, accessibility and portability of VET curricula by fostering the use and validation of EU's micro-credential approach;
- To support the transfer of innovation across countries, policy sectors and target groups, thus ensuring the sustainable exploitation of project results and transferability into different contexts and sectors at national and EU level.

2.2. Activities

- Cross-country desk research on emerging trends in sustainability management and environmental consulting;
- Identification of soft and hard skills needs for sustainability managers and environmental consultants via surveys, semi-structured interviews and focus groups;
- Establishment of the Sustainability Committee;
- Development of GREENLAB cross-sectoral course for VET learners on the GREENLAB e-learning platform;
- Organization of the international congress "new VET opportunities for future-oriented managers & consultants".
- Final European Symposium.

2.3. Resources

- GREENLAB Skilful Report – Interactive Report for businesses' green transition;
- GREENLAB Open Online Course;

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- GREENLAB Open Online Course Syllabus;
- GREENLAB Roadmap for VET providers/trainers;
- International paper of policy recommendations for professionals' greener upskilling.

2.4. Expected Impact

- Enhanced interest in the opportunities offered by the professional fields of sustainability management and environmental consulting;
- Increased knowledge on the functioning and benefits of the micro-credential approach;
- Upskilled VET providers/trainers and professionals in the fields of business management and consulting;
- Stronger employability in green jobs and businesses' better capacity to overcome current skill mismatches;
- Enhanced innovation of VET learning paths;
- Fostered flexibility, inclusivity and transferability of VET offer;

2.5. Partners

- CESIE (Italy, coordinator);
- EUROtraining (Greece);
- Joist Innovation Park (Greece);
- INCOMA (Spain);
- Blue Room Innovation (Spain);
- CSI (Cyprus);
- GrantXpert (Cyprus);
- Helsinki Business College (Finland)
- Crnet (Finland)
- CANDIDE International (Belgium)
- Syntra (Belgium)

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3. Evaluation approach and activities

According to the project description, evaluation and quality assurance procedures for the GREENLAB project should be carried out by an external evaluator in order to carry out **impartial evaluation at mid and final stages of the project** in relation to:

- all project **activities, their progress** and their **impact, relevance and applicability**
- **monitor quality of deliverables** produced throughout the project's cycle and their consistency with the set objectives and outcomes
- monitor participation of target groups and propose mitigation actions if needed
- partner **cooperation**
- provide **recommendations**

The external evaluator will be in charge of conducting an independent external quality assessment of the project's progress and results. The evaluator will prepare 2 external evaluation reports (M18, M34), which will complement the Additional Prefinancing report (interim report) and Periodic report (final report) of the project. In addition, the external evaluator will add an impartial viewpoint on the quality of project activities and resources and assess the impact of the partnership's efforts. The EE will also participate in all consortium meetings in order to know the partnership and follow the project effectively

4. Tasks of the external evaluator

The evaluator is expected to carry out the following tasks:

Task	Description	Period
Quality Assurance & Evaluation Plan + tools	<ul style="list-style-type: none"> • Development and implementation of a Plan to carry out an impartial evaluation of all project activities and their impact, and provide recommendations. • The Plan will include project indicators and methods, and will take into account project documentation, Work Plan and GANTT chart (done by CESIE). • Development of tools for the Evaluation, to be annexed to the Plan. 	2024
Participation in partner meetings (online)	<ul style="list-style-type: none"> • To participate in all consortium meetings in order to present the plan, its methodology and implement effectively the activities for External Evaluation including the delivery of the interim and final report. 	2024-2025-2026
Mid-term External Evaluation Report	<ul style="list-style-type: none"> • Review processes, and thus to develop the interim evaluation reports (M18), with the specific aims to: determine progress towards project goals; provide suggestions for improving planning and management 	06/2025

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	<p>procedures; offer tailored feedback on the quality of deliverables; enable project partners to implement any necessary adjustment before the end of the project. The aim of the external evaluation is to provide suggestions for improvement both of project processes and results, including the quality of communication with external stakeholders, and the European added value of the project outcomes. The report will include achievements, indicators, reach comparing to the ones identified in the Plan, & recommendations.</p>	
<p>Final External Evaluation Report</p>	<ul style="list-style-type: none"> • Production of 1 final report • Review processes, and thus to develop the final evaluation reports (M34), with the specific aims to: determine progress towards project goals; provide suggestions for improving planning and management procedures; offer tailored feedback on the quality of deliverables; enable project partners to implement any necessary adjustment before the end of the project. The aim of the external evaluation is to provide suggestions for improvement both of project processes and results, including the quality of communication with external stakeholders, and the European added value of the project outcomes 	<p>10/2026</p>

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5. Exclusion criteria

5.1. Exclusion from participation

Tenderers will be excluded from participation in this procurement procedure if:

- (1) they are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- (2) they have been convicted of an offence concerning their professional conduct by a judgment which has the force of res judicata;
- (3) they have been guilty of grave professional misconduct proven by any means which the Beneficiary can justify;
- (4) they have not fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the country of the Beneficiary or those of the country where the contract is to be performed;
- (5) they have been the subject of a judgment which has the force of res judicata for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the Communities' financial interests;

5.2. Exclusion from award of contracts

Contracts may not be awarded to tenderers which, during the procurement procedure:

- (a) are subject to a conflict of interests;
- (b) are guilty of misrepresentation in supplying the information required by the Beneficiary as a condition of participation in the contract procedure or fail to supply this information.

Tenderers must certify that they are not in one of the situations listed above filling the declaration of honour attached to this invitation.

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6. Award criteria

6.1. Pre-requirement

Availability for the remainder of the project's implementation period (01/01/2024-31/12/2026).

6.2. Selection criteria for the external evaluator

The external evaluator will be selected on the basis of a number of technical criteria. These include the following competences and experiences:

- Knowledge and expertise in Micro-credential learning programmes.
- Knowledge and expertise in Participatory and collaborative approaches.
- Knowledge and expertise sustainability management and environmental consulting.
- Experience in evaluation of EU funded projects (evaluation experience in past projects, including Erasmus+ ones)
- Proficiency in English language (at least C1), very good writing skills.

Further to this, the quality of candidatures will be evaluated on the basis of:

- Quality of the proposed evaluation plan (including methodology to be used).

Financial evaluation will be carried out on the basis of the cost proposal (total price including VAT).

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7. Selection procedure

The contract will be awarded to the tender offering best value for money. All requests to participate and tenders declared as satisfying the requirements and criteria announced in advance will be evaluated by a committee. The commission's reports and written records are for official use only and may not be communicated to the tenderers nor to any party other than CESIE, project partners and Directorate-General for Justice and Consumers.

The quality of the candidatures will be evaluated by assigning a maximum of 100 points to candidates for qualitative criteria (competences and experiences: max. 60 points; proposed evaluation plan: max. 40 points). Each tender reaching a minimum of 60 points in the technical criteria will be included in the financial evaluation.

Financial evaluation will be carried out as follows: the candidate with the lowest Total Price will be awarded 100 points for the Financial score. The other candidates will be awarded points on the basis of the following formula:

Financial score = (lowest Total Price/Total Price of the bid in question) x 100

In order to determine the best value for money tender for the award of the contract, the quality/price ratio of 80/20 will be applied in the following way:

- The points awarded for technical quality (overall technical score) multiplied by 0,80
- The points awarded for the price (financial score) multiplied by 0,20

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8. Language of the tender

The tender must be submitted in English. Tender submitted in any other language will be automatically rejected.

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9. Submission requirements

The tender must be submitted filling in the template of Annex 1. Tenders submitted in any other format will not be considered.

The Declaration of honour, duly filled in and signed has to be attached to this template (Annex 2).

The tender and the declaration of honour must be submitted in electronic version (PDF version) to the following email addresses:

- risorseumane@cesie.org

The object of the email must indicate “Tenders external evaluator of Project 101132815 — GREENLAB”

The original copy shall be provided upon specific request by the Beneficiary.

The deadline for the submission of the tender is 08/03/2024.

Any tender received after the deadline will be rejected.

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10. Timeline

- Invitation to tender issued: 26/02/2024
- Closing date for submission of tender: 08/03/2024
- Evaluation process: 09-11/03/2024

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11. Contact details

- Questions regarding particular aspects of this Invitation to Tender or any other matter relating to the tender should be directed to: Rita Quisillo (risorseumane@cesie.org)

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12. Annexes

Annex 1 - Template to answer to the invitation to tender

Annex 2 - Declaration of Honour



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