

# Invitation to tender for external evaluator

## Terms of Reference

ECOPRISE

Future-oriented social entrepreneurship through Ecovillage Design

Project 101140200  
ECOPRISE-ERASMUS-EDU-2023-PI-ALL-INN

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## 1. Information about the funding programme Erasmus+

[Erasmus+](#) is the European Union's programme in the fields of education, training, youth and sport for the period 2021-2027. Within the Programme, key issues such as social inclusion, environmental sustainability, the digital transition and the promotion of participation in democratic life by the younger generations play a central role.

Erasmus+<sup>1</sup> supports the priorities and activities established by the European Education Area<sup>2</sup>, the Digital Education Action Plan<sup>3</sup> and the European Skills Agenda<sup>4</sup>.

The specific objectives of the programme include:

- Promoting mobility of individuals and groups for learning purposes and collaboration, quality, inclusion and equity, excellence, creativity and innovation at the level of education and training organisations and policies;
- Promoting mobility for non-formal and informal learning, active participation of young people, collaboration, quality, inclusion, creativity and innovation at the level of youth organisations and policies;
- Promote learning mobility of sports staff and collaboration, quality, inclusion, creativity and innovation at the level of sports organisations and policies.

## 2. General information about the Ecoprise project

The Ecoprise project is funded under the Erasmus+ programme, under the call Key Action 2: Partnership for Innovation– Alliances 2023 and has an overall project budget of 1,470,164 EURO. The project is coordinated by CESIE ETS (Italy) and is implemented together with partners from Italy, Portugal, Germany, Serbia, Lithuania, Greece, Belgium, Cyprus, Austria. Ecoprise is a 36-month project spanning from 01/02/2024 to 31/01/2027 aimed at developing a new sustainable social entrepreneurial model and skillset for the Ecoprise Designer professional figure contributing to local regenerative development and a harmonious coexistence between human life and nature.

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<sup>1</sup> Erasmus+ is the EU programme for education, training, youth and sport in Europe. More info: <https://erasmus-plus.ec.europa.eu/>

<sup>2</sup> European Education Area: <https://education.ec.europa.eu/>

<sup>3</sup> Digital Education Action Plan: <https://education.ec.europa.eu/focus-topics/digital-education/action-plan>

<sup>4</sup> European Skills Agenda: <https://ec.europa.eu/social/main.jsp?catId=1223&langId=en>

## 2.1 Objectives

- Stimulating entrepreneurial attitudes and improving relevance and quality of transversal and technical skills of established and aspirant entrepreneurs in the fields of rural, social and cultural entrepreneurship;
- Fostering innovative and multidisciplinary approaches to teaching and learning of Ecovillage Design Education among Vocational Education and Training (VET)/Higher Education (HE) providers and trainers;
- Facilitating the flow and co-creation of knowledge between HE and VET actors, research entities, civil society organisations, public authorities and business actors and professional in disciplines Ecovillage design, such as ecologists, designers, and artists, interested in supporting future-oriented entrepreneurs;
- Supporting effective and efficient HE and VET systems, strengthening their ability to keep pace with the digital and green transition by promoting an innovative skillset to assist the creation of new sustainable and multi-functional social enterprises.

## 2.2 Activities

- Identification of successful examples of social enterprises and ecovillages and analysis of existing skills gaps in the two fields;
- Development of the Ecoprise Model, reference point for the following actions, and the Skillset for Ecoprise designers;
- Development of the Ecoprise design course and the Ecoprise training Vandemecums, for trainers and learners;
- Pilot testing of the Ecoprise course, contributing to generate new Ecopreneurs through a diversified learning approach, including work-based learning experiences;
- Set up and consultations with Expert Boards in Italy, Portugal, Serbia, Lithuania, Greece and Cyprus, composed of social entrepreneurs, ecovillage experts and educational and/or training institutions member, throughout the entire project;
- Set-up of six local Ecoprise incubators in Italy, Portugal, Serbia, Lithuania, Greece and Cyprus;
- Implementation of YouPrise Workshops organised in VET schools and HEIs, sharing the new model and boosting students' entrepreneurial mindset;
- Implementation of Policy Hacks and creation of Ecoprise case studies;
- Organization of two Ecoprise European Summits: Digital Summit and an EU roundtable;
- Hosting of five local forums in Portugal, Serbia, Lithuania, Greece, Cyprus, and the Ecoprise Final International Forum in Italy.

## 2.3 Results

- SWOT analysis: *Social enterprises versus ecovillage experiences*;
- Ecoprise prototype;
- Skillset for Ecoprise designer;
- Ecoprise Training Syllabus and Course;
- Ecoprise training Vademecums;
- Ecoprise MOOC;
- Digital Collection of case studies, analysing the potential use of the Ecoprise model;
- Ecoprise Zine: planting the seeds of future-oriented enterprises.

## 2.4 Expected Impact

- Better awareness and understanding of current trends in the fields of social entrepreneurship and ecovillage design,
- Upskilled professionals, thanks to the development and testing of a multidisciplinary educational programme for future Ecoprise Designers, enabling them to put into practice the acquired knowledge by designing their ideal Ecoprise,
- Increased capacity of VET and HE trainers to respond to today's social and professional trends, and keep pace with the digital transition,
- Creation of new communities and networks of key professionals, such as 6 Expert Boards and 6 local Ecoprise incubators,
- 300 learners across 6 implementation countries (Italy, Portugal, Serbia, Lithuania, Greece and Cyprus) participating in the Ecoprise course piloting.

## 2.5 Partners

- CESIE ETS (coordinator, Italy)
- LAND (Italy)
- Iscte – Instituto Universitário de Lisboa (Portugal)
- GLOBAL ECOVILLAGE NETWORK OF EUROPEEV (Germany)
- UNIVERZITET U NOVOM SADU (Serbia)
- UAB THEORIA (The Critical) (Lithuania)
- EUROTRAINING EDUCATIONAL ORGANIZATION (Greece)
- ReadLab Brussels (Belgium)
- CSI CENTER FOR SOCIAL INNOVATION LTD (Cyprus)
- GRANTXPRT (Cyprus)
- Mažoji Bendrija Žalasis judėjimas (Lithuania)
- ECQA GMBH (Austria)

### 3. Evaluation approach and activities

According to the project description, the **external evaluator** will provide unbiased feedback on the project's progress, feedback on the quality and impact of the project, suggesting proper adjustments when needed, in relation to:

- project **activities, their progress** and their **impact, relevance and applicability**;
- **provide feedback on a 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 carry out its activities according to the [MEAL Strategy](#) (Monitoring, Evaluation, Accountability and Learning Strategy, developed by ReadLab for the project use) of the project including project indicators and methods, based on the GANTT chart and some of the already existing tools. The strategy also contains information on quality process and indicators per deliverable. The strategy includes progress of indicators measured through quantitative and qualitative evaluation methods including questionnaires and evaluation forms. The outcomes/deliverables to be evaluated include:

- D2.2-Ecoprise prototype and D3.3-Skill Set for Ecoprise designer in October 2024;
- Long-term action plan for the progressive roll-out of project deliverables in March 2025.
- D3.1-Ecoprise training Syllabus and course between May and June 2025;
- D3.2-Ecoprise training Vademecums between July 2025;
- D5.3-Impact analysis on Ecoprise international piloting in September 2026;
- D5.4-Ecoprise MOOC in January 2027;

Two **evaluation reports** will be produced by the external evaluator, in order to enable partners to implement all the necessary adaptations to reach the initially set objectives. The reports will be developed in English in M18 (July 2025) and M36 (January 2027), based on data collected through tools provided in the MEAL Strategy.

### 4. Tasks of the external evaluator

The evaluator is expected to carry out the following tasks:

Deliverables to be reviewed	Description of deliverable	Period
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D2.2- Ecoprise prototype	Ecoprise prototype (ca 25 pages)- an innovative model of social enterprise inspired by ecovillage design	October 2024
D2.3- Skill Set for Ecoprise designer	Skill Set for Ecoprise designer (ca 25 pages)- a description of the professional skills of the Ecoprise designer	October 2024
Long-term action plan	Long-term action plan for the progressive roll-out of project deliverables	March 2025
D3.1 Ecoprise training Syllabus and course	Training Framework and version 1 of the Course developed around the 4 dimensions of sustainability	May- June 2025
D3.2 Ecoprise training Vademecums	2 sets of guidelines for: 1. HE and VET trainers on how to deliver the course; 2. learners, on how to successfully take the course	July 2025
<b>Mid-term External Evaluation Report</b>	<ul style="list-style-type: none"> <li>• Production of report.</li> <li>• The report will include achievements, indicators reached comparing to the ones identified in the MEAL Strategy, &amp; recommendations.</li> <li>• Electronic, EN.</li> </ul>	July 2025
D5.3 Impact analysis	Impact analysis on Ecoprise international piloting	September 2026
D5.4 Ecoprise MOOC	Final version of the MOOC	January 2027
<b>Final External Evaluation Report</b>	<ul style="list-style-type: none"> <li>• Production of report</li> <li>• The report will include project achievements vs strategy, impact and recommendations for further adaptability and replicability in different contexts &amp; impact assessment.</li> <li>• Electronic, EN.</li> <li>• Recommendation's part will be made public.</li> </ul>	January 2027

## 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.

## 6. Award criteria

### 6.1. Pre-requirement

Availability for the remainder of the project's implementation period (01/02/2024- 31/01/2027).

### 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 social entrepreneurship;
- Knowledge and expertise in environmental issues and sustainable regeneration;
- Knowledge and expertise in training and educational offer in green-related sectors;
- Understanding of the functioning of Ecovillages and permaculture principles;
- Knowledge and expertise in EU common strategies, frameworks and approaches to the use of micro-credentials;
- Experience in evaluation of EU funded projects (evaluation experience of at least two projects)
- Proficiency in English language (at least C1), very good writing skills.
- Min 5 years work experience as an academic staff in VET or HEI would be an advantage.



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).

## 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:

$$\text{Financial score} = (\text{lowest Total Price} / \text{Total Price of the bid in question}) \times 100.$$

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.

## 8. Language of the tender

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

## 9. Submission requirements

The tender offer 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](mailto:risorseumane@cesie.org)

The object of the email must indicate “Tenders external evaluator of 101140200- Ecoprise”

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

The deadline for the submission of the tender is 12/09/2024.

Any tender offer received after the deadline will be rejected.

## 10. Timeline

- Invitation to tender issued: 2 September 2024
- Closing date for submission of tender: 12 September 2024
- Evaluation process: 16-20 September 2024

## 11. Contact details

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

## 12. Annexes

Annex 1- Template to answer to the invitation to tender

Annex 2- Declaration of Honour