



Call for tender

For evaluation framework contractors

31.10.2012

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1. ABOUT EUN PARTNERSHIP AISBL (EUN)

EUN Partnership AISBL (EUN) is a network of 30 Ministries of Education in Europe and beyond – see: www.eun.org. EUN was created 15 years ago with the aim to bring about innovation in teaching and learning to its key stakeholders: Ministries of Education, schools, teachers and researchers.

EUN's project work is divided into two main activity types: policy, research and innovation; school services. These two types of activities are developed in several areas, but during the last few years particularly in three main areas (STEM, eSafety and interoperability).

1.1 POLICY, RESEARCH AND INNOVATION

EUN is a **knowledge-building network**, enabling Ministries of Education to share experiences and problems and to learn from each other. It strives to demonstrate how ICT can support change in teaching and learning. However, innovation in practice is difficult without policy support. One of EUN's objectives is to identify evidence, scalable and transferable practice and emerging priorities in education in Europe.

1.2 SCHOOL SERVICES

Teachers and pupils have always been at the centre of our actions for schools, and EUN has offered many **opportunities for teachers to become actively involved** in exploring how ICT can enhance the teaching and learning experience.

In recent years we have focused on raising awareness among teachers of the benefits of school collaboration activities for both the pupil's learning and the teacher's own professional development.

1.3 SCIENCE, TECHNOLOGY, ENGINEERING AND MATHEMATICS

Since 2007, Science, Technology, Engineering and Mathematics (STEM) has been one of the major thematic domains for EUN. Among the factors identified as central to implementing change and supporting the STEM agenda are: the need to have motivated and recognised teachers, the need to have more innovative pedagogy and a creative curriculum, the need for a better recognised role for business and the active engagement of the private sector and the need to work more on the demand side.

1.4 PROMOTING RESPONSIBLE TECHNOLOGY USE

EUN coordinates the European-wide Insafe network and runs many projects dedicated to promoting **safe, effective use of technology by children and young people** of all ages as well as by teachers and schools. Through work in the field, we have forged a leading role in Europe and internationally, collaborating with institutions such as the European Commission and the Council of Europe and actively participating in policy dialogues within the worldwide Internet Governance Forum.

1.5 INTEROPERABILITY AND CONTENT EXCHANGE

“Interoperability” aims to enable heterogeneous ICT systems and software to join up and work together. Our network sets a high priority on improving the **interoperability of teaching materials** so that they can be shared and exchanged across Europe.

This involves participating in developing **content standards and specifications** at international level through collaboration in the main standards bodies such as IMS and the CEN/ISSS.

2. TYPES OF PROJECTS RUN BY EUN

EUN currently runs 25 education research projects, services for schools and Learning Resource Exchange (LRE) projects financed by various types of bodies in addition to its corporate activities (thematic working groups, annual conference, eLearning awards). 75% of the projects are financed by EC programmes and 25% by private bodies (industry, foundations and private companies).

Two third of the **EC funded projects** run by EUN are financed by:

- the Seventh framework programme (FP7 Small & Medium Scale as well as Large Scale Integrated projects)



- the Lifelong Learning Programme (LLP: Comenius, Key Activities and accompanying measures).
- ICT Policy Support Programme as part of the Competitiveness and Innovation framework Programme (CIP)
- Safer Internet Programme
- Various service contracts financed by other bodies of the EU such as: The Education, Audiovisual and Culture Executive Agency (EACEA) and the Executive Agency for competitiveness & innovation (EACI)

The remaining third are financed by the industry.

The main target groups of EUN projects are: Schools, teachers, headmasters, students, researchers in the field of education, Ministries of Education and policy makers in general and the Industry.

3. TERMS OF REFERENCE

The evaluator should be able to carry out:

- evaluation of roughly 4-5 projects or activities per year
- assessment of internal and external activities of projects and its various aspects: the management, the results, events, campaigns, pedagogical impacts, compliance with description of work
- formative (ex-ante) and/or summative (ex-post) type of evaluation depending on the needs of projects
- the writing of interim and final evaluation reports as required by projects
- various types of activities to evaluate the projects including: focus groups, surveys, interviews (face to face, online or phone), attending key meetings (e.g. annual general meetings, steering committee meetings), in-school observations, case studies, recordings of activities, pre-testing of methodologies with relevant target groups, managing local staff with local language skills to deploy methodologies on your behalf
- evaluation with innovative approaches and tools and not limited to standard evaluation techniques in a multilingual and multicultural contexts

4. LOTS

There are several lots in this evaluation framework contract. Each bid can choose to address either one specific lot or multiple lots. For more information on EUN areas of activities, please refer to the annual report in annex 1.

4.1 LOT 1: GENERAL

Numerous EC projects have general evaluation requirements that are similar to typical EC project evaluation. These types of evaluation would include but not be limited to:

- evaluation of project management methods and processes
- comparison of impact with respect to targeted objectives
- assessment of project progress and outcomes against indicators in contracts
- implementation of methodologies based on satisfaction surveys, focus groups, individual interviews, meeting observation, school / partner visits, etc.

Due to the nature of projects, these evaluations are multilingual and multicultural activities.

4.2 LOT 2: SCIENCE, TECHNOLOGY, ENGINEERING AND MATHEMATICS (STEM) EDUCATION

This lot will be subject to the same features as the general lot, with additional expertise and specificity, and could include but not be limited to issues such as:

- evaluation of project management methods and processes
- comparison of impact with respect to targeted objectives
- assessment of project progress and outcomes against indicators in contracts
- implementation of methodologies based on satisfaction surveys, focus groups, individual interviews, meeting observation, school / partner visits, etc.
- assessing the impact of STEM education innovations on students' motivation to study STEM topics and interest in STEM careers
- evaluating the uptake of inquiry-based teaching methods in the classroom following teacher training activities
- understanding the strengths/weaknesses of STEM education innovation approaches and the impact on key stakeholders e.g. schools, education agencies, business, etc.
- evaluation of STEM education projects targeted to specific STEM topics such as nanotechnologies, health, biotechnology, energy, etc.

4.3 LOT 3: TECHNOLOGY / ICT (E-SAFETY, E-SKILLS, DIGITAL COMPETENCE)

This lot will be subject to the same features as the general lot, with additional expertise and specificity, and could include but not be limited to issues such as:

- evaluation of project management methods and processes
- comparison of impact with respect to targeted objectives
- assessment of project progress and outcomes against indicators in contracts
- implementation of methodologies based on satisfaction surveys, focus groups, individual interviews, meeting observation, school / partner visits, etc.
- basic digital competence and media literacy of young people, teachers and other education stakeholders, whether training, educational practice, innovation, etc.
- e-safety knowledge, tools and approaches of children, young people, teachers, social actors, industry and other stakeholders
- higher level ICT skills (e.g. programming, networking) and young people's interest in ICT studies, jobs and careers
- ICT infrastructure provided in educational institutions, schools, etc.
- ICT in education policy at international, national, regional levels

5. INDICATIVE BUDGETS

Here is a list of indicative budgets for the evaluators that will be selected by EUN for different types of projects:

- For an LLP up to 3 years, the typical fee is between EUR 5,000 and EUR 10,000.
- For a FP7 small and medium scale project, the typical fee is between EUR 10,000 and EUR 15,000
- For a FP7 large scale integrated project, the typical fee is between EUR 15,000 and EUR 30,000.
- For CIP programme, the typical fee is between EUR 10,000 and EUR 15,000 depending on the size/duration of the project
- For service contracts, the typical fee is between EUR 8,000 and EUR 20,000 depending on the size/duration of the project

These indicative budgets are not including the travel costs.

6. RULES AND REGULATIONS FOR THE OFFER

Here are the rules and regulation for the offer:

- The offer must be made in English
- Indicative budgets should be quoted in EUROS
- Please give HR time expressed in day rates for 4 staff categories from junior to senior as appropriate
- Day rates quoted are fixed for the duration of the framework contract (3 years)
- On agreement of specific assignments under the framework contract a maximum number of days to be allocated will be agreed with the EUN team
- Organisations or experts applying for lot 2 and/or lot 3 must also cover general evaluation requirements that are similar to typical EC project evaluation.

7. EXCLUSION CRITERIA

Applicants will be automatically excluded for selection and from an award if it falls within one of the situations listed below:

- (a) They are subject to a conflict of interest;
- (b) 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;
- (c) They have been convicted of an offence concerning their professional conduct by a judgment which has the force of res judicata;
- (d) 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;
- (e) They have made false declarations in supplying information required by any public organization as a condition of participation in a procurement procedure or grant award procedure or fail to supply this information.
- (f) They have been guilty of grave professional misconduct proven by any means which can be justified.

The applicant shall submit with its offer a declaration on its honour that it does not fall within any of the situations listed above.



The applicant shall also be automatically excluded if the application together with any supporting documents (including the declaration on honour) is not received by EUN by the deadline listed in the section, Timescales and Deadlines.

8. SELECTION PROCESS

8.1 SELECTION CRITERIA

The offer from the applicant shall be assessed according to the following criteria:

- a. The number of years of experience of the applicant in the evaluation sector;
- b. CVs and profiles of experts used for the evaluation work, as well as the availability and capacity of experts
- c. Knowledge and experience of EU funded projects
- d. Ability and experience of working with different cultures and in different languages
- e. The methodology to be implemented
- f. Fees and charges for the services provided

The EUN Evaluation Committee may decide, at its entire discretion, to give a weighting to the various selection criteria detailed above.

In terms of the fees and charges they must be comparable with market prices and values.

Please note that EUN is not bound to make a selection if the offers received are not of sufficient quality or the prices quoted are not within the budget allocated to EUN by the funding body. In such circumstances, EUN may re-issue this Call or cancel it completely.

8.2 INTERVIEWS

The EUN Evaluation Committee may, at its entire discretion, decide to call the highest scoring candidates for an interview in Brussels in order for them to present their offer directly to the EUN Evaluation Committee and to resolve any outstanding issues or questions. In case that an interview at the premises of EUN is considered necessary, the interview will be made at the expense of the applicants concerned.

The questions and answers will be reported in the final evaluation report, while scores for the technical and financial evaluation can also be re-assessed following the interview.

8.3 NOTIFICATION OF THE RESULTS

Upon completion of the process of evaluation the results of the evaluation will be communicated to all the applicants both successful and unsuccessful. A Framework Agreement will be signed with the successful applicant(s) (see below).

8.4 PRICES

The offers submitted for this Call will be considered valid for a period of three calendar years from the closing date of submissions. Selected applicants will be required to guarantee the day rates and prices foreseen in the offer during this period.

8.5 FRAMEWORK AGREEMENT

Applicants should note that it is the intention of EUN to appoint several suppliers for each lot in a cascade arrangement depending on the results of the Evaluation Committee and the number and quality of bids received. In this case, a limited number of companies will be placed in a cascade arrangement for each lot.

Offers for evaluation work will be sent initially to the organisation placed at position number one in the cascade. If that organisation is not able to carry out the work, or if the experts detailed in its offer are not available and suitable replacements cannot be found or if the methodology is not suitable or acceptable to EUN or if the total budget for the project is considered by EUN to be too high (in terms of the number of days being quoted by the applicant), then the offer will be sent to the second company in the cascade and so on. If none of the companies in the cascade are able to provide a suitable offer (according to EUN), then EUN may seek evaluation services outside of the Framework Agreement.

The offers submitted for this call will be considered valid for a period of 3 calendar years from the closing date of submissions. Selected tenderers will be required to guarantee day rates and prices foreseen in the offer during this period.

The positioning in the cascade may be reconsidered after the end of each 12 month period depending on the performance of the applicants concerned.

If because of the number and quality of the offers received, it is not possible to implement a cascade arrangement for each lot, then EUN will appoint a single supplier for each lot. However, EUN is not bound to use the relevant supplier if the circumstances detailed in the second paragraph should apply.

The signature of the Framework Agreement is not a guarantee that any evaluation work shall be issued by EUN during the period of the Framework Agreement.

9. TIMESCALES AND DEADLINE FOR APPLICATIONS

Closing date for receipt of questions and comments is: 17:00 CET, 15th November 2012. All enquiries should be emailed in the first instance to the contact details provided below. Please note that answers to questions will be circulated to all applicants.

The deadline for receipt of applications is: 17:00 CET, 30th November 2012. Applications should be submitted by e-mail as a word document, providing details of the proposed approach, experience and costs. This document must be no longer than 20 pages in length (excluding CVs and brochures). Any information submitted in excess of the maximum number of pages will not be considered. Please note that applicants are strongly advised to send in their offers well before the deadline noted above. Failure to deliver on time will not be accepted even if the delay may be due to a technical failure which is not due to the fault of the applicant.

Proposals received after the deadline will not be eligible.

Following evaluation of the submitted proposals, successful and unsuccessful applicants will be notified by e-mail of the decision of the EUN Evaluation Committee if possible, during the month of January 2013.

Interested applicants are invited to send their applications with the information requested above by e-mail to: Maïté Debry (maite.debry@eun.org).