

RISHII

Resources for Internationalisation of Higher Education Institutions in India

OPEN CALL FOR EXTERNAL EVALUATOR

1. Introduction

The Erasmus+ project *RISHII - Resources for Internationalisation of Higher Education Institutions in India* aims to contribute to the modernization of Indian Higher Education System through equipping Indian Higher Education Institutions with procedures, tools, human resources and continuous professional development mechanisms necessary for Curriculum Internationalisation and creating institution-wide thriving cultures of Internationalisation-FOR-ALL.

In line with the project's proposal, the consortium of RISHII will subcontract an external quality evaluator to monitor and evaluate the implementation of the project activities and ensure the quality and consistency of the project results.

2. Role and tasks of the External Evaluator

The external quality evaluation will complement the internal quality assurance procedures. Specifically, the External Quality Evaluator will:

- Assess the coherence of the planned activities with the designed activities.
- Monitor the correspondence of the activities carried out with the planned activities and the on-time assessment of the planned project results.
- Assess the quality of the project results and participation in the revision of major project deliverables.
- Support the Quality Manager and the Project Coordinator in the monitoring and quality assurance tasks.
- Follow up the implementation of the project activities and the project results at different stages of the project lifetime.
- Review the project progress towards project documents, objectives and indicators, stating what is still missing and what needs to be improved.
- Participation in General Meetings of the project.

The External Quality Evaluator will prepare two External Quality Reports during the project. Each report will take into consideration aspects such as relevance, efficiency, effectiveness, impact, sustainability, etc. and cross-cutting issues like gender, environment and minorities' rights.

It is expected that the external evaluator will be in regular contact with the coordinator via electronic means (i.e. email, teleconference, etc.) and will participate in, at least, two project general meetings. Although he/she can be invited to additional project online meetings.

The subcontracted external evaluator will deliver 2 reports:

1. Intermediate quality report: This is expected to be an evaluation report of the first half of the project implementation, based on a review of existing documents and deliverables. This report can include recommendations to be implemented by the project partners.
2. Final quality report: This report will evaluate the second half of the project implementation, based on a review of existing documents and deliverables. Also, an evaluation of the implementation of the recommendations provided in the previous report will be included. It is expected that the final report will be completed by the end of the project.

The report template will be drawn up in consultation with the Project Coordinator and the Quality Manager but is likely to include specific sections for each work package and an overall report on project quality and impact determined by both project output material and by qualitative and quantitative data from all stakeholders.

The contractor shall provide the subcontractor with background information on the project, such as the website, the technical annex of the project, deliverables and any other material that is considered important.

3. Requirements

- Minimum of Master's degree
- Excellent knowledge of English
- Three-year experience as external quality assurance expert, including preparation of external evaluation reports
- Three-year experience in quality assurance of Erasmus+ international projects
- Three-year experience in managing international projects
- Experience in coordinating Erasmus+ projects
- Experience in working with National Agencies is desired
- Other quality assurance experience is desired
- Training on specific quality assurance issues is desired

4. Price

Total price of this service is limited to 8.000€. The breaking down is as follows:

- A. Professional fees: The maximum price will be 6.000€ VAT included (if applicable, depending on if VAT registered and country based in).
- B. Travel, accommodation and subsistence: Maximum budget of 2.000€ for attending 2 physical meetings (one in India and one in Europe, estimated). These costs will be reimbursed based on actual cost. If these travels are not implemented, these amounts will not be reimbursed.

5. Application procedures and deadline

The applications must be sent by 7 February 2022 to the attention of Paula Sánchez, to the following email address: paula.sanchez@deusto.es. The date of the email sent will be the date of sending.

The subject of the email must be: *RISHII - External Evaluator Selection*

The application must include the following documents:

- Curriculum Vitae of the applicant
- Application form (Annex I), including the economic offer to carry out the work

6. Selection procedures

The selection procedure will consist of an assessment of the applications performed by RISHII Project Coordinator against the following criteria:

- A) Work experience
 - Experience as external quality assurance, including preparation of external evaluation reports
 - Experience in quality assurance of Erasmus+ international projects
 - Experience in managing international projects
 - Experience in coordinating Erasmus+ projects
 - Experience in working with National Agencies
 - Other quality assurance related experience
- B) Training
 - Master's degree
 - Excellent knowledge of English
 - Training on specific Quality Assurance issues
- C) Cost: Following the principle of best value for money, suppliers that are able to provide this service for less than the maximum budget will be preferred.

RISHII project Coordinator may request additional supporting documents to the applicants if necessary.

7. Dates and payments

Start date: From the day of the signature of the contract by both parties

End date: 14/01/2023, last day of the project. This date can vary depending if an extension of the project if it required)

Agreed sum of the professional fees cannot exceed the maximum price of 6.000€ (VAT included when applicable). This amount will be paid in two instalments. The first instalment (50%) will be paid after delivering the 1st report and the second instalment (50%) will be paid after delivering the 2nd report and before the last day of the project.

In addition, travel, accommodation and subsistence costs will be reimbursed on the basis of actual costs after the celebration of the meeting and once the supporting documents of the costs incurred are received. Flight tickets, boarding passes, hotel invoices, meals tickets, etc must be kept. The maximum reimbursable amount cannot exceed 2.000€.

8. Annex I - Application form

PERSONAL DATA

Name	
Surname	
Email	
Phone number	

SELECTION CRITERIA

Criteria	Compliance with the requirements YES/NO
Minimum of Master's degree	
Excellent knowledge of English	
Three-year experience as external quality assurance, including preparation of external evaluation reports	
Three-year experience in quality assurance of Erasmus+ international projects	
Three-year experience in managing international projects	
Experience in coordinating Erasmus+ projects	
Experience in working with National Agencies (desired)	
Other quality assurance experience (desired)	
Training on specific Quality Assurance issues (desired)	

ECONOMIC OFFER¹ (Total in Euro, VAT included if applicable)

ITEM	AMOUNT (in Euros)
Personal fees	
Travel, accommodation and subsistence	
TOTAL	

¹ Up to 6.000€ for the professional fees
2.000€ for travel, accommodation and subsistence