

CALL FOR SELECTION OF EXTERNAL EXPERT ON QUALITY ASSESSMENT

for the Erasmus+ Project:

“MONitoring Trends In Vietnamese graduates’ Employment” - MOTIVE

Ref. No. 609781-EPP-1-2019-1-IT-EPPKA2-CBHE-SP

www.motive-euproject.net

Project eligibility period

15/01/2020 – 14/01/2023

1. Introduction and background

The MOTIVE project, “MONitoring Trends In Vietnamese graduates’ Employment”, is co-funded by the European Commission under the Erasmus+ Programme, Key Action 2 Capacity Building in Higher Education, from 15 January 2020 until 14 January 2023.

In compliance with its objectives, the project will need to undergo an external quality assessment.

This external expert should assess, systematically and objectively, the project framework and design, project management, and project performance. The evaluation should provide information that is credible, useful, and practical as well as constructive; forward-looking recommendations should be provided in order to strengthen the sustainability of the project.

The primary audiences of the external evaluation are AlmaLaurea Interuniversity Consortium in quality of project coordinator, the Vietnamese and European partner institutions, and other stakeholders involved in the project.

The MOTIVE Project, supported and inspired by the Ministry of Education and Training of Vietnam (MOET), aims at ensuring that the Vietnamese higher education system addresses the challenge of reform policy implementation on tracking graduates, by monitoring their transition towards the labour market as well as their employment status, through the set-up of the first National Centre for Tracking of Graduates in Vietnam.

The project envisages the following specific objectives:

- To strengthen the capacity for the Vietnamese to release graduate surveys;
- To build-up the capacity for the Vietnamese in exploiting the data of graduates for the adoption of quality assurance measures;

- To increase cooperation between Vietnamese universities and MOET on graduate tracking;
- To reinforce the connection between partner institutions and society on graduate tracking.

Graduate tracking is a priority of MOET in the current governance reform of higher education in Vietnam, therefore the higher education institutions in the country are mobilized to accomplish at the request of MOET. The Centre, as a research and consultant unit of the Vietnamese Ministry of Education and Training, of the university system and stakeholders in higher education, will meet these priorities. It represents an innovative approach and tool for supporting governance reform and policy making by collecting in a systematic way the data of graduates/students and provides updated information on the status of graduates in labour markets. The Centre represents a feasible and sustainable tool for future studies or surveys based on university data of students and graduates (longitudinal studies; Graduates Profile, Graduates Employment Status Survey) as it will be supported by the consortium team members trained during MOTIVE. Thanks to the set-up of the Centre, the first survey of graduates employment status of Vietnamese Graduates in the beneficiary universities, developed on unique methodology and tools, will be run. The survey is also a tool for students to access job markets after graduation, and choose suitable jobs and careers for their specializations. The Centre will have as main tool for running surveys a unique database of students/graduates, the VOYAGE platform, which was created by 561656 Erasmus+ project (<http://www.voyage-project.eu>) and will be enlarged to newcomer universities under the MOTIVE project. Periodic consultation with the national stakeholders will take place in order to influence the governance and policy reform in higher education and labour markets. A network of stakeholders will be set-up with the aim of reviewing the contents of the surveys of graduates in accordance with the changing environment and priorities. A core goal of the project is the capacity building activities aimed at transferring the IT based tools and research methodologies to beneficiaries for running graduate tracking surveys, as well as best practices on job matches and employability (as a priority of improving staff competence highlighted in the 2011-2020 MOET educational development strategy). A network of stakeholders, namely students, graduates, companies and local institutions, will be created and stored in the centre database of stakeholders for periodic consultation on the issue of graduate tracking. The network will

support the need to develop higher education relations within society at large in the country as highlighted by the current strategic priorities of MOET.

The project consortium partners are:

Partner n.	Partner name	ACRONIM	Country
1	Agencia Nacional de Evaluacion de la Calidad y Acreditacion	ANECA	Spain
2	DAI HOC THAI NGUYEN (Thai Nguyen University)	TNU	Vietnam
3	FH JOANNEUM GESELLSCHAFT MBH (FH JOANNEUM, University of Applied Sciences)	FH JOANNEUM	Austria
4	Halong University	HALOU	Vietnam
5	Hanoi University	HANU	Vietnam
6	Hiep Hoi Doanh Nghiep Nho Va Vua Thanh Pho Ha Noi (Hanoi Small and Medium Enterprises Association)	HanoiSME	Vietnam
7	HOC VIEN BAO CHI VA TUYEN TRUYEN (Academy of Journalism and Communication)	AJC	Vietnam
8	HOC VIEN NONG NGHIEP VIET NAM (Vietnam National University of Agriculture)	VNUA	Vietnam
9	International Consulting and Mobility Agency Sociedad de Responsabilidad Limitada	INCOMA	Spain
10	Ministry of Education and Training	MOET	Vietnam
11	Posts and Telecommunications Institute of Technology	PTIT	Vietnam
12	TRUONG CAO DANG DU LICH HA NOI (Hanoi Tourism College)	HTC	Vietnam
13	Truong Dai hoc Noi Vu Ha Noi (Hanoi University of Home Affairs)	HUHA	Vietnam
14	TRUONG DAI HOC SU PHAM NGHE THUAT TRUNG UONG (National University of Art Education)	NUAE	Vietnam
15	Universitat de Barcelona	UB	Spain
16	CONSORZIO INTERUNIVERSITARIO ALMALAUREA	ALMALAUREA	Italy

In the framework of the Project Work Package 7 – “Quality”, an external expert on quality assessment will be selected, based on this open call, to evaluate the project activities, outcomes and outputs.

2. Purpose and objective of the External evaluation

The external evaluation should aim at measure the grade of success of the project and the quality of the outputs considering the set of project related objectives and indicators, so to:

- give an authentic and useful opinion to the target beneficiaries and other stakeholders;
- assess the quality of Project outputs

- fulfil the requirements of the project main donor, i.e. European Commission;
- operate in an efficient and timely manner;
- whether there is initial evidence that the beneficiaries' capacity in graduates tracking has been enhanced;
- assist the Consortium in the strategic-decision making.

3. Description of Duties

The evaluator reports to the project Quality Committee. He or she will undertake the evaluation exercise under the guidance of the project Quality Committee and in coordination with the project coordinator.

The evaluator will be responsible for the evaluation design, data collection, assessment and reporting. The evaluator must take full responsibility for the contents of the report generated and ensure its independence and accuracy.

Three deliverables are expected out of this evaluation:

- 1) an inception report;
- 2) a first draft evaluation report;
- 3) the final evaluation report.

The inception report should outline the evaluator's understanding of the issues under evaluation including an evaluation framework, and a detailed work plan with the timeframe. The evaluation framework should include a matrix relating evaluation issues and questions to evaluation criteria, indicators, sources of information and methods of data collection.

The first draft report should be presented to the project Quality Committee and relevant stakeholders for quality assurance and factual corrections, if any.

The final output of the evaluation is a report that must compose below key elements:

- 1) executive summary (maximum 2 pages);
- 2) introduction of the evaluation background and a brief description of the project, the budget utilization and the project activities and outputs;
- 3) findings and assessments according to the criteria used;
- 4) conclusions and recommendations drawn from the assessments.

In the evaluation report, all the assessments made must be supported by facts and findings, direct or indirect evidence, and/or well-substantiated logic. It follows that all the recommendations made should be supported by the assessments made.

The external quality assurance assessment activities may include but is no limited to the following:

- attendance to up to three project meetings;
- review of relevant project documents and relevant materials;
- interviews with relevant project staff and other relevant stakeholders;
- surveys of workshop participants and project partners, as may be required;
- analysis of the data collected.

All relevant materials will be provided to the evaluator including but not limited to: Project documents and reports; meeting reports; project interim report; publications, material used for activities; training materials; list of beneficiaries and workshop/meeting participants, counterparts and resource persons; existing feedback from the donor (assessments, letters, surveys, etc.).

4. Tasks to be performed and Timetable

In line with European Commission's Result Oriented Monitoring, the task of the external expert is to investigate, assess and evaluate the implementation of the project with specific reference to the following aspects:

- **Relevance and Quality of Design:** the appropriateness of the project's objectives to the real problems, needs and priorities of its target groups/beneficiaries and the quality of the design through which these objectives are to be reached;
- **Efficiency of implementation:** how well means/inputs and activities were converted into outputs; internal communication, progress reporting and the sharing of information between work package teams; general coordination and management;
- **Effectiveness of implementation:** the contribution made by the project's results/outcomes to the achievement of the project purpose (quality of results, outreach target groups, etc.);
- **Expected impact:** the project's likely contribution to the project's Overall Objective.

The duration of the contract will commence on the day of signature of the contract until the acceptance of the final report delivered, as by the following timetable:

Deliverable	Expected date of delivering
Inception report	At month 9 of project implementation
First draft evaluation report	At month 18 of project implementation
Final report	At month 27 of project implementation

The 3 reports shall be drafted in English.

5. Qualifications and Experience

- University degree; a copy of the degree should be attached to the application (with a non official translation in English);
- Experience in the field dealt by the MOTIVE Project: labour market, graduates tracking and /or Higher Education sector policies for graduates employability;
- Experience in projects/policies evaluation;
- Experience in International, EU or National project management ;

Knowledge of and experience in the Asian countries, particularly in the Higher Education system is considered a plus.

6. Selection and award criteria

The external evaluator will be selected on the basis of the “best value for money”, considering the sum of the quality and price scores of his or her application (Price-Quality Weightage – PQ Ratio).

PQ Ratio is 30:70

Quality: up to 70 points

Price: up to 30 points

Overall PQ Score = Price Score x Quality Score

Quality score (up to 70 points):

- Experience in the field dealt by the MOTIVE Project: labour market, graduates tracking and /or Higher Education sector policies for graduates employability –maximum score: 45 points
- Experience in projects/policies evaluation – maximum score: 15 points;

- Experience in International/EU/National project management – maximum score: 10 points.

Price score (up to 30 points):

The lowest bidder will score 30 points and the next lowest bidder will be given a score that is inversely proportional to the lowest bid price, based on the formula:

$$\text{Price score} = \text{lowest bid price} / \text{bid price}$$

Only applications reaching at least 35 points for the quality component will be considered for the selection procedure.

The consultancy contract will be offered to the applicant reaching the highest score summing the quality and price components.

In case of equal score, the priority will be attributed to the highest quality component score.

The external expert will be selected by a commission that will be appointed by AlmaLaurea's Director.

The commission for the selection of the external evaluator will offer the consultancy contract even if only one application will be received and can decide to reject what it considers to be an "*abnormally low offer*".

Following the decision of the selection commission, the selected external evaluator will be contacted by the person in charge with the present procedure (Dott. Dorel Manitiu, Project coordinator) by 20 August 2020 at the latest.

7. Application procedure

Applicants are required to clearly specify how they meet the qualifications and experience criteria described at paragraph 5, by **using the attached application form** to be completed in English.

The signed applications should be sent to direzione@almalaurea.it, including in annex the applicant CV, copy of diploma (and translation in English) and a copy of his or her ID card or passport.

The subject of the e-mail should mention the following reference: "*MOTIVE Project External Expert for Quality Assessment*".

Applicants will receive an acknowledgment of the receipt of their application by the project coordinator.

The deadline for submitting the applications is 20 July 2020, 5:00 PM (Italian time).

8. Conditions of service and payments

The external expert will serve under a consultancy contract as detailed in the AlmaLaurea Interuniversity Consortium rules and regulations.

The consultancy contract will be awarded at its maximum value of € 9.000,00 (eventually VAT excluded). The relevant travel, meals and accommodation expenses to attend the project meetings are included in the total price of the contract as well as taxes, duties or charges established by the Italian law. .

The payment will be done in three phases:

- 1) initial payment of 30% within 60 days after the signature of the contract;
- 2) 30% on completion and presentation of the inception report and the first draft evaluation report;
- 3) the remaining 40% after the approval by the project coordinator of the evaluator's final report.

Payments will be made upon completion of the administrative and accounting regularity procedures envisaged by the current Italian law.

9. Other rules

The Project coordinator will process personal data related to this selection procedure in accordance with Regulation (EU) 2016/679 ("GDPR") and the Italian legislative decree N° 196/2003. By signing the application, the applicant authorizes Consorzio Interuniversitario AlmaLaurea to use his / her data for the sole purpose of this selection procedure.

The Italian legislative provisions concerning transparency, anti-corruption, access to documents, tax and social security obligations, and the absence of relations with criminal organizations, apply to this selection procedure.

The external expert must declare that no conflict of interest exists and that s(he) will inform the AlmaLaurea Interuniversity Consortium if any such conflict should arise in the course of their duties.

Bologna, Italy

1st July 2020