

Maribor, 15.03.2022

For the purpose of implementation of project “Mediterranean Countries: Towards Internationalisation at Home – MED2IaH” (ref. nr. 610107-EPP-1-2019-1-SI-EPPKA2-CBHE-JP), co-financed under the EU Erasmus+ programme (Key Action 2: Capacity Building in the field of Higher Education), European Policy Development and Research Institute of Maribor (hereinafter EPDRI), Pupinova 6, SI-2000 Maribor, Slovenia, represented by the Executive Director, Prof. dr. Silvan Devetak, registration number: 6059171000, is issuing the following

INVITATION TO SUBMIT A TENDER FOR EXTERNAL EVALUATOR SERVICES

EPDRI is a partner institution in implementation of the approved MED2IaH project. The project duration is from 15 January 2020 to 14 January 2023 (extension are possible). The approved EU grant for the implementation of the project (all partners) amounts to a maximum of 996.888,00 EUR.

The subject of this invitation to submit a tender are services of project’s External Evaluator (hereinafter EE) who will work independently of the Management Team (hereinafter MT) and Steering Group (hereinafter SG).

- Using electronic and face-to-face contact (including attending at least two partners’ meetings) EE will explore, with all partners and end users, the progress and quality of the processes followed, as well as the project outcomes.
- The EE will report each 6 months to the MT and/or SG, as well as raising any urgent issues with the MT and Work Package Leads (WPLs) as required. Regular reporting is expected: (1) by mid-June, (2) by mid-January, (3) end of project.
- As part of their activities, the EE will review reports from each partner and WPL.

EPDRI will lead the management of quality assurance throughout the project (WP5), assessing the quality of processes and deliverables. They will lead liaison with the Advisory Board and External Evaluator to produce periodic evaluation reports. All project partners will engage with the EE and WPL on all quality issues as required throughout project implementation.

The EE will provide ongoing feedback on project progress and partnership working, and will submit reports, along with EPDRI as the WPL, to the SG as a standing agenda item at partnership meetings. Additionally, the EE will take part in a number of meetings/workshops (as defined in their terms) in order to provide independent quality assurance, advice and guidance during the project.

The EE will carry out the envisaged work in the period from 1 April 2022 to 14 July 2023 (presumed project end after the extension).



Tendering procedure:

Submitted tender (offer) must include presentation of the provider with references and relevant certifications. In addition, the payment terms and the price for carrying out services (with participation at project meetings) together and without VAT must be clearly listed. The invoices are to be issued before the end of the individual reporting period (as for project partners) for activities performed in the previous period. Tenders should be submitted electronically to e-mail address ana.sajn@emuni.si **by 28 March 2022**. The criteria for selecting the best provider are professional qualifications, references and estimated price for carrying out the activities. A contract will be concluded with the selected bidder for the implementation of activities that begin no later than 1 April 2022.

EPDRI' legal representative:
Prof. Dr. Silvan DEVETAK,
Executive director