

Maribor, 24.05.2022

For the purpose of implementation of the 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), the 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

THIRD CALL TO SUBMIT AN OFFER FOR EXTERNAL EVALUATOR SERVICES

EPDRI is a partner institution in implementation of the EU-funded MED2IaH project. The project duration is from 15 January 2020 to 14 January 2023 (with a possibility of extension for 6 months). 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 is to submit an offer for 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), the 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 every 6 months to the MT and/or SG, as well as raising any urgent issues with the MT and Work Package Leaders (WPLs), as required. Regular reporting is expected: (1) by end July 2022, (2) by mid-January 2023, (3) at the end of project.
- As part of his/her activities, the EE will review reports from each partner and WPL.

EPDRI, as the lead partner for quality assurance throughout the project (Wp5), will liaise 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 deliverables, and will submit reports, along with EPDRI 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’s envisaged work load is around a maximum of 100 days for an estimated remuneration lump sum in the maximum amount of 12.000 (Twelve Thousands) EUR, in the period from mid June 2022 to 14 July 2023 (presumed project end after the extension).



Procedure:

Submitted offer must include presentation of the provider with references and relevant qualifications and 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 for activities performed in the previous period.

Offer should be submitted electronically to e-mail ana.sajn@emuni.si, and oleseasarbu@gmail.com by the 3rd of June 2022. The criteria for selecting the best provider are professional qualifications, references and estimated price for carrying out the activities. Based on these criteria the selection will be made by the project's selection committee (representing EPDRI and the project's coordinator). A contract will be concluded with the selected expert for the implementation of activities that should begin no later than 15 June 2022.

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