



TERMS OF REFERENCE (TOR)

External evaluation of the Project ICT_INOV

Modernising ICT Education for Harvesting Innovation

618768-EPP-1-2020-1-EL-EPPKA2-CBHE-JP

In order to complete the internal evaluation assurance, the ICT_INOV project will appoint an external evaluator to analyse the monitoring of the implementation of project activities and its achievements, in accordance with the objectives of the logical matrix of the project. This document represents the terms of reference for the prior consultation for the selection of the external evaluator.

1. Background information

ICT_INOV is an international project co-financed by the European Commission under the Erasmus Plus Programme – KA2 Capacity Building in the field of Higher Education. The duration of the project is 3 years from January 15th, 2021.

2. Project partners

UTH | University of Thessaly | Greece (Coordinator)

IPP | Instituto Politécnico do Porto | Portugal

TLU | Tallinn University | Estonia

EU-Track | European Training and Research Association for a Key Cooperation to business | Italy

UM | Faculty of Computer Science and Information Technology, University of Malaya | Malaysia

UNITEN | Universiti Tenaga Nasional | Malaysia

IU | Isra University | Pakistan

Fast NUCES | FAST National University of Computer and Emerging Sciences | Pakistan

TU | Tribhuvan University, Institute of Engineering | Nepal

KU | Kathmandu University | Nepal

JVN | John Von Neumann Institute | Vietnam

HANU | Hanoi University | Vietnam

3. Objectives of the project

ICT is universally recognised as a high-growth sector expected to drive economic growth in the near future. High demand for digital services fuels its development because of the rapid evolution of computer networks. To meet societal and industrial needs, ICT education needs to evolve at a pace that follows technological innovation. Given the rapid growth of technology, which results in the fast obsolescence of services and products, the most important skill that educational institutions can build among young students is their innovation capacity as well as critical and analytical thinking to enable them to stay at the

edge of their field throughout their career.

In view of the above, ICT-INOV aims to enrich the potential of ICT higher education in Asia and Europe to harvest students' innovation potential, empowering them to bring ideas into action. By deploying the gamified design thinking approaches for building a highly skilled ICT workforce, the project intends to develop a holistic learning intervention that builds physical and digital infrastructures, innovative digital content, and instructor capacity to deploy emerging digitally enabled learning design. In particular, the project aims at a gamified, design thinking-based learning framework to foster innovation; a digital learning platform that sustains collaboration in design thinking contexts and promotes engagement through gamification; digital learning activities to encourage students to think creatively through design thinking approaches; instructor training and community building events for promoting the adoption of the proposed learning intervention.

In particular, the project results are the following:

- A gamified, design-thinking-based learning framework that fosters innovation.
- A digital learning platform that fosters collaboration in design thinking contexts and promotes engagement through gamification.
- Digital learning activities that encourage students to think creatively through design thinking approaches.
- Instructor training and community-building events for promoting the adoption of the proposed learning intervention.

4. Scope of the External Evaluation

The objective of the external evaluation is to assess the progress and success of the activities of the different WPs aligned with the project indicators and to propose actions to improve the overall effectiveness of the results. The evaluator/expert will analyse and interpret data on the project to identify achievement of results and weaknesses, document the project's status in reports and make recommendations.

The external evaluation will cover the following elements:

- Performance of the partnership;
- Achievement of set objectives;
- Effectiveness and impact of activities and main deliverables;
- Identification, preventive measure and corrective measure of risks.

The external expert will be responsible for:



- Defining and presenting the External Evaluation methodology that should fit the project Quality Assurance process
- Defining quality indicators for each element to be evaluated and monitoring procedures;
- Data collection and analysis;
- Cooperation with the WP Leader (IPP), the coordinator and the partnership who will discuss the evaluation findings and plan actions for the best integration of evaluation input into project activities.
- If required, as part of the external evaluation methodology, interviewing partners to assess their perception of the project progress and development. The preparation of evaluation reports according to the following schedule set in the application:
 - 1) Interim evaluation by the external expert (M6.2 Interim external evaluation report completed, month 18);
 - 2) Final evaluation by the external expert (M6.3 Final external evaluation report completed, month 36);

The reports are drawn up to indicate the project's progress and offer recommendations.

More specifically, the evaluation should:

- Highlight what has been successful;
- Indicate shortcomings and constraints in the implementation of the project while, at the same time, identifying the remaining challenges, gaps and needs for future actions;
- To perform two evaluation rounds upon completion of 12 and 24 months.
In between evaluation rounds, partners will be able to review project results, interim and final. All outcomes will be available to all project participants through a dedicated digital collaboration space, even in draft versions. This will introduce transparency in the project implementation and maximise partners' opportunities to influence project outcomes positively.

In particular, the evaluator should include recommendations on the following:

- Subsequent actions needed to improve the effectiveness of the project's logical framework;
- Other actions conducive to ensuring the successful attainment of the expected accomplishments of the project.

The evaluation results will be shared and discussed with the partners during the specific sessions of the project meeting to be organised.

5. Deliverables and Expected Outputs

Deliverable	Date of submission
<p>External evaluation interim report</p> <p>A progress report produced by the external evaluation that analyses project implementation in relation to the proposed work plan and makes recommendations for improvements.</p>	M18
<p>External evaluation final report</p> <p>A final evaluation report produced by the external evaluator, evaluating project implementation using the project activities, outcomes, and the project proposal as a reference.</p>	M36

6. Participation in meetings

The external expert, if necessary, can participate in meetings to establish direct contact with partner teams and to be able to ensure the quality of his evaluation.

Travel and subsistence costs will be included in the budget provided for in this contract, no supplement will be provided for travel and subsistence costs.

7. Contract duration

- Start date of the assignment: as soon as possible
- End date of the assignment: January 14th, 2024 or at the end of the project (in the case of an extension of the project).

8. Application process

Applicants are required to submit an expression of interest that should include mandatory:

- A detailed CV;

- Documents supporting the candidate's CV: experience/professional competence/expertise, etc.;
- Declaration of availability for the entire period of the project;
- Reference projects;
- A concept note with a draft methodology proposed for the evaluation (2 pages maximum);
- A financial proposal for the execution of the tasks

Fluency in the English language is required. Proposals must be written in English. Any incomplete file will not be evaluated.

For reasons of neutrality, the candidate cannot belong to one of the member universities of the project.

Applications with the above details should be sent to info@eu-track.eu.

The subject of the email: *Application_External evaluation of the ICT_INOV project_Name*

The deadline for submission of applications is ~~30th October 2022~~ Extended deadline 15/11/2022.

9. Selection criteria

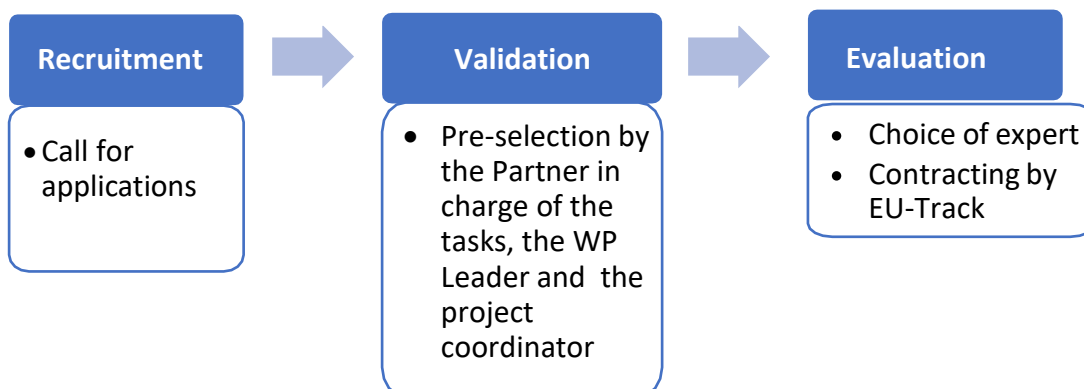
Applicants must meet the following conditions:

- Expert in e-learning training and e-platform.
- Have in-depth knowledge of the functioning of the higher education system, implementation of training activities and international cooperation;
- Have already participated in external evaluations and contributed to studies on quality assurance;
- Have experience in evaluating capacity building/training projects;
- Fluency in oral and written English, and fluency in at least one of the other official languages of the project partner countries (Greek, Italian, Estonian, Portuguese, Vietnamese, Pakistani or Nepali)

The criteria for the selection of candidates are:

- Clarity and relevance of the concept note on the methodology of the project evaluation: 20%
- In-depth knowledge of the functioning of the higher education system, training activities and international cooperation (15%)
- Prior contribution to one or more studies on external evaluation and quality assurance: 15%
- Professional experience in capacity building/training projects and in e-learning platform (15%)
- Linguistic skills (15%)
- Financial proposal: (20%)

10. Validation and evaluation process



Candidates will be selected based on the above evaluation process.

Please note that any application will receive a response at the end of the recruitment process by *European Training and Research Association for a Key Cooperation to business (EU-Track)*, as a partner in charge of the expert evaluator selection, by the *University of Thessaly (UTH)* as project coordinator and *Instituto Politécnico do Porto (IPP)* leader of the WP-Quality Evaluation.

11. Budget

This evaluation activity has allocated a maximum budget of 12,000€ (euro). It is recalled that any possible travel and accommodation expenses for participation in the meetings and activities will be covered by this budget.

12. Payment schedule

Payments will be made based on invoices sent by the expert and on the presentation of the activity report, as follows:

- 20% upon signature of the contract;
- 50% upon submission of the first report;
- 30% at the end of the project and submission of the final evaluation report.

13. Form of contract

The goods or services required by the ICT_INOV project following the call must comply with the contractual conditions of these terms of reference. The project is coordinated by the University of Thessaly (UTH). The terms and conditions are those of the aforementioned organisation.

14. Contacts

EU-Track: info@eu-track.eu

Hariklia Tsalapata – Project Coordinator | htsalapa@inf.uth.gr

Michela Tramonti | m.tramonti@eu-track.eu

Carlos Vaz de Carvalho – WP Leader Coordinator | cmc@isep.ipp.pt

15. Data protection

In evaluating this project, the evaluator must respect the following confidentiality rules:

- All data relating to this project are confidential.



ICT-INOV

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- The information is only accessible to those whose access is authorised.
- The coordinator authorises the external expert to list the data in paper or electronic media intended to carry out the activities entrusted to him. However, the coordinator does not give the evaluator any right to use, disclose or publish the data or results obtained during this activity.