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For the purpose of implementation of project “INTERNATIONALISATION AND VIRTUAL EXCHANGE: BORDERLESS BETWEEN EU AND ASIAN COUNTRIES-HARMONY” (ref. nr. 617223-EPP-1-2020-1-ES-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 President & Founder, Dr. Oleseas SIRBU, 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 HARMONY project. The project duration is from 15 January 2021 to 14 January 2024. The approved EU grant for the implementation of the project (all partners) amounts to a maximum of 873.560,00 EUR, of which 12.000 EUR is the budget for two qualified external evaluators.

The subject of this invitation to submit a tender are services of project’s TWO External Evaluators (hereinafter EEs) 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) EEs will explore, with all partners and end users, the progress and quality of the processes followed, as well as the project outcomes.
- The EEs 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 2023, (2) end of project.
- As part of their activities, the EEs will review reports from each partner and WPs’ leaders.

EPDRI will lead the management of quality assurance throughout the project (WP4), assessing the quality of processes and deliverables. All project partners will engage with the EEs and WPs’ Leaders on all quality issues as required throughout project implementation.

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

The EEs will carry out the envisaged work in the period from 15 April 2023 to 14 January 2024 (presumed project end).



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 oleseasarbu@gmail.com and rafaelmg@unizar.es by **31 March 2023**. 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 **15 April 2023**.

EPDRI legal representative:

Dr. Olesea SIRBU,
Founder & President