



Co-funded by the  
Erasmus+ Programme  
of the European Union

## CALL FOR EXRESSION OF INTEREST FOR EXTERNAL EVALUATOR

The DITECH project consortium searches for subcontracting an External Evaluator to provide an independent review, including recommendations, on the achievements of the project implementation and the overall performance against plans and objectives. The external evaluator will be in charge of carrying out the external evaluation mid-term and final reports of DITECH.

The DITECH project titled **Developing and Implementing Technology-Enhanced Teaching and Learning at Georgian HEIs**, 618766-EPP-1-2020-1-EE-EPPKA2-CBHE-JP is co-funded by the ERASMUS+ Programme of the European Union: Capacity Building in Higher Education (CBHE) Action, 2020 CALL.

### Project Details

The main aim of the project is to enhance the quality of higher education by developing and implementing technology-enhanced teaching and learning in Georgian higher education institutions (HEIs). It aims to give academic staff in Georgian HEIs the opportunity to integrate innovative educational technologies in curriculum reform and course design; to improve the level of competencies and skills in HEIs by developing new and innovative education programmes and providing trainings for academic staff to improve their digital competencies and skills; ad to diversify the delivery methods, including on-line/blended learning.

The specific objectives of the project are: 1) to design and pilot new online/blended courses for bachelor and master programmes in Georgian HEIs in line with EU best practice; 2) to design and conduct F2F/online/blended professional training courses for teachers and online instructors at Georgian HEIs; 3) to develop a common platform for online teaching and learning for Georgian HEIs; 4) to disseminate best practices at institutional and national level through online platform, in-service teacher trainings and a national conference.

The main target groups are students, academic staff and pre-/in-service teachers of Georgian HEIs. All the activities within the project are planned in a way to address the needs of these target groups, which lead to the achievement of the main objective of the project.

**Project Budget/Grant Requested:** 565,554.00 EUR

**Project Duration:** 36 Month

**Project Implementation Dates:** 15 January 2021 – 14 January 2024

**Coordinating institution:** Tallinn University, Tallinn, Estonia

**Other Implementing Partners:** 1) Akaki Tsereteli State University, Kutaisi, Georgia; 2) Iakob Gogebashvili Telavi State University, Telavi, Georgia; 3) Ilia State University, Tbilisi, Georgia; 4) Ivane Javakhishvili Tbilisi State University, Tbilisi, Georgia; 5) Samtskhe-Javakheti State University, Akhaltsikhe, Georgia; 6) Shota Rustaveli State University, Batumi, Georgia; 7) Sokhumi State University, Tbilisi, Georgia; 8) National Centre For Teacher Professional Development, Tbilisi, Georgia; 9) Kaunas University of Technology, Kaunas, Lithuania, and 10) University College Cork, Cork, Ireland.

More information about DITECH project can be found on the project website: <https://www.ditech-erasmus.eu/>

### Project External Evaluation

With this request for proposal (RFP), the consortium intends to launch an external independent review of the project during October 2021 – March 2024 to be completed by the **March 1<sup>st</sup> 2024**. External evaluation should cover the following tasks and meet the following milestones in the given timeline that will be negotiated with the selected evaluator:

- Evaluation of the project's overall progress (Project Year 1), its main outputs and deliverables including the assessment of the project's timeline and work plan against the project activities, Work Packages (WPs), deliverables as outlined in the Logical Framework Matrix (LFM) (**October 15, 2021- January 15, 2021**).
- Review of the project web-portal (<https://www.ditech-erasmus.eu/>) and the project Dissemination Plan (**October 15, 2021- November 30, 2021**).
- Review of the project management documents (Information and Knowledge Management Strategy and Plan, Quality Strategy and Plan and Risk Management Strategy and Plan (will be provided for a review) and deliver feedback by **end of December 2021**.
- Evaluation of the project activities and progress (Project Year 2) – the overall achievements and impact of the project (**January 15, 2022 – January 15, 2023**). Mid assessment must be completed before the midterm technical implementation report. This task will be agreed with the project coordinator.
- Review of the Final Dissemination Project Conference (**October 2023 - March 2024**).
- Evaluation of cooperation and communication between the DITECH partners and management of the project (**October 2021-March 2024**).
- Evaluation of the project activities (Project Year 3) – the overall achievements and impact of the project (**January 15, 2023 – January 15, 2024**).
- Production and submission of the final evaluation report and recommendations for the future activities of the consortium by the **March 15, 2024**.

### Requirements for the external evaluator

- The evaluation is estimated to involve between 20-25 days of work;
- The language of evaluation and communication is English, including the language of the formal evaluation reports;
- Evaluations and periodic feedback must be completed in the given timeline unless mutually agreed between the project coordinator/Quality Assurance (QA) Team and the potential evaluator;
- The evaluator must not be employed by, or under project contract to, any of the partner universities;
- The evaluator must not have previously worked on the DITECH project;
- The evaluator must be familiar with the requirements of European Commission and Erasmus+ CBHE funded projects;
- The evaluator must have proven professional experience in the evaluation and monitoring process of international cooperation projects (previous experience in EU-funded project is an asset);
- Sufficient experience and knowledge in developing, implementing or evaluating technology-enhanced teaching and learning will be valued;
- The evaluator must have extensive knowledge of the higher education sector;
- Given that this is a national project in Georgia involving Georgia HEIs, partner country expertise will be an advantage.

## Application Process

Application must include:

- **Cover letter;**
- **CV of the evaluator**, clearly demonstrating the competencies and experiences required in these terms of reference.
- **Evaluation Methodology and Budget Proposal** (proposed evaluation methodology, expanding on the outline of the evaluation, the key assumptions, partner and stakeholder participation, tentative agenda of the list of the documents, and reporting schedule – two-stage evaluation is required – mid and final evaluation), including **detailed financial offer** for the implementation of the tasks. The budget offer must be inclusive of all local travels in Georgia as deemed necessary, (online interactions are accepted - please see the project consortium and locations), relevant taxes and charges, as applicable in the given system of the country the evaluator works and reports to tax authorities. If international travel is needed for the evaluation purposes, the evaluator will be invited to the project international meetings and all additional costs will be covered by the project budget. Therefore, the budget proposal must only include the costs for performance and any local transportation in the budget.
- **A Sample Evaluation Report** from a prior consultancy assignment with an evaluation methodology directly relevant to this evaluation.

The application with the subject ‘**DITECH External Evaluation**’ should be submitted to the Project Coordinator Sirje Virkus at [sirje.virkus@tlu.ee](mailto:sirje.virkus@tlu.ee) by the **September 30<sup>th</sup> 2021**.

Applicants shall present their CVs, clearly demonstrating the competencies and experiences required in these terms of reference and a short memo/abstract on how he/she intends to perform the assignment.

All queries shall be addressed to the project coordinator Sirje Virkus. Applicants will receive an acknowledgement of the receipt of their application by the project coordinator. The selection of the external evaluator will be made by the members of the DITECH Steering Committee and the Quality Working Group, and approved by the Project Officer stationed at the European Education and Culture Executive Agency (EACEA).

The contract will be awarded to the bid offering best value for money (best price-quality ratio). The **criteria for the selection** of applications are:

- 30% - feasibility of the proposed budget;
- 30% - professional experience and reference projects; it would be a plus to speak Georgian, and have knowledge of the Georgian Higher Education system and experience with cooperation projects in Georgia;
- 40% - quality of the evaluation methodology.

The requested experience and abilities will be assessed on the basis of the evidence provided by the applicants. In order to facilitate the selection process, additional information may be requested by the project coordinating institution.

The selected external evaluator will be contacted by the project coordinator by **10 October 2021** at the latest.