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IoT Green Transformation for Academic Society  
and Business Oriented Ecosystem in Western Balkans  
Project number: 101083018-IoT-ECO-ERASMUS-EDU-2022-CBHE-STRAND-2  
<https://iot-eco.eu/>



Dissemination level: Internal and External

Output type: WP 7

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## **TERMS OF REFERENCES FOR EXTERNAL QUALITY EVALUATOR**

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**Project Quality Board**

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## 1. Introduction

The consortium of the Erasmus+ project “*IoT Green Transformation for Academic Society and Business Oriented Ecosystem in Western Balkans*” - Project number: 101083018-IoT-ECO-ERASMUS-EDU-2022-CBHE-STRAND-2, hereinafter referred to as “IoT-ECO”, in line with the project Quality Plan, has decided to subcontract External Quality Evaluator to provide an independent review, including recommendations, on the achievements of the project implementation and the overall performance against plans and objectives.

The subcontracting procedure will be defined and steered by the Project Quality Board while the open call for an External Quality Evaluator, contracting procedures, and payments to the expert will be done by the project coordinator university (Technical University of Sofia).

The consortium will consider applications and proposals of individual experts or organizations specialized in monitoring and evaluating educational projects at the European level. The fee mentioned in this Terms of Reference is intended as the maximum contract value for the engagement as External Quality Evaluator, regardless of whether the contract is assigned to an individual expert or an organization.

An External Quality Evaluator will be recruited via a public call published on the project website. The public call will be prepared according to the terms of references provided in this document.

The External Quality Evaluator will be contracted in the second year of project implementation and shall not have a concurrent working contract with the consortium members.

## 2. IoT-ECO project description

The IoT-ECO project falls into the category of Erasmus + Capacity building projects which typically focus on strengthening relations between higher education and the wider economic and social environment.

The project proposes opportunities for intelligent solutions based on Internet of Things (IoT)/Internet of Everything (IoE) technology, their implementation for green transformation, and the development of institutional and academic capacities towards national and regional cooperation.

The general aim of the project is to build up capacities at Western Balkan universities toward new technologies like IoT as a tool for accelerating university modernization, collaboration with industry, and social awareness about the green transformation through technology.

The general project objectives are:

- ✓ Developing an IoT-ECO Hub infrastructure for teaching and research, including model ecosystem demonstrator of IoT implementation for green transformation;
- ✓ Developing skills and competencies in young graduates to implement IoT for green transformation through new courses and modules in the Bachelor and Master programs in energy efficiency, telecommunications, electronics, mechatronics, ecology, etc.;
- ✓ Networking between the university, industry, and community to implement various community service applications;
- ✓ Increasing cooperation between the triangle: university, business, and society;
- ✓ Informing society, public institutions, and in particular groups with fewer opportunities about the potential of IoT technology in ensuring sustainable development.

The project is structured into eight interlaced work packages adequately covering the main action, named: Management (WP1); Preparation (WP2); Experience and sharing know-how with EU partners on the establishment of the IoT - ECO hub development (WP3); Developing the IoT - ECO hub (WP4); Common IoT - ECO hub for teaching materials and research (WP5); Networking of WB HEIs on IoT as a resilient solution toward the green transformation for society and business (WP6); Quality assurance and evaluation (WP7), and Dissemination and exploitation (WP8).

### **3. The role and tasks of the External Quality Evaluator**

The role of External Quality Evaluation is to supervise the implementation of project activities and to provide the assessment of various project aspects such as relevance (is the project still relevant in terms of its goals and achievements); efficiency (are the activities within the work packages done on time and within planned budget); effectiveness (how well are the project specific objectives met) and impact (at the different levels) and sustainability (what would stay after the project is finished).

The external evaluator's role is to assess the project in its progress towards its objectives and indicators and to contribute in its different stages. It is expected that the external evaluator will be in regular contact with the coordinator, Project Management Board, and Project Quality Board, via electronic means (i.e. email, teleconference, etc.) and can be invited to participate in the project meetings.

General responsibilities of an external evaluator:

- ✓ Evaluate the quality of project activities and outputs
- ✓ Evaluate dissemination activities as well as the sustainability and exploitation of the project outputs
- ✓ Present preliminary conclusions based on independent research
- ✓ Write an independent monitoring report based on the evaluation
- ✓ Assess the effectiveness and efficiency of the budget spending
- ✓ Evaluate the project as a whole and prepare the final quality audit report

Monitoring reports should reflect on the relevance, impact, dissemination, efficiency, effectiveness, and sustainability of the project outputs and provide recommendations for all project partners.

To achieve the envisaged outputs an external evaluator can schedule independent monitoring visits, and online meetings and it is highly suggested to attend at least one project management meeting.

The consortium is responsible for providing all project documents and deliverables to the external evaluator(s) on request.

The subcontracted External Quality Evaluator will deliver 2 reports:

1. Intermediate quality report: This is expected to be an evaluation report of the first half of the project implementation, based on a review of existing documents and deliverables. This report can include recommendations to be implemented by the project partners. The report should be delivered in 45 days after project month 18.

2. Final quality report: This report will evaluate the second half of the project implementation, based on a review of existing documents and deliverables. Also, an evaluation of the implementation of the recommendations provided in the previous report will be included. It is expected that the final report will be completed by the end of the project.

The report template will be drawn up in consultation with the project consortium but is likely to include a specific section for each work package and an overall report on project quality and impact determined by both project output material and qualitative and quantitative data from all stakeholders.

The External Quality Evaluator is provided full access to all project documentation to empower her/him to carry out a thorough assessment of the project. The external expert undertakes to carry out the required service within the specified timeframe and agrees to maintain the confidentiality of data generated or disclosed during the provision of the needed service.

All deliverables should be prepared in English language.

#### **4. The requirements for the Evaluator and selection criteria**

The external evaluator should have:

- ✓ Ph.D. degree, preferably in technical fields;
- ✓ Experience in managing and/or implementing Erasmus+ capacity-building projects;
- ✓ Proven professional experience in the evaluation process and monitoring process of international collaborative projects;
- ✓ Understanding of quality processes, expected activities, outputs, and quality review processes;
- ✓ Ability to effectively communicate evaluation results and to provide a professional and independent review;
- ✓ Excellent knowledge of English (written and spoken)

The selection criteria will be based on relevant working experience and qualifications. The female candidates will be encouraged to apply.

The potential candidates might be invited to an online interview. The selection of candidates will be done by the Project Quality Board, which will compile an evaluation report and recommend to the project coordinator which candidate to hire as an External Quality Evaluator.

#### **5. Application procedure and deadline**

The applications must be sent by email to the chairs of the Project Management Board and Project Quality Board. Applications received after application deadlines will not be considered. The subject of the email must be:” IoT-ECO: External Evaluator”

The application must include the following documents:

- ✓ Curriculum Vitae of the applicant
- ✓ Relevant documents/proofs/references supporting the application

The successful applicant will be notified of the selection results within 30 days after the application deadline.

## 6. Price for services

The total price of this service is limited to 6000€.

The breaking down is as follows:

- ✓ Professional fees: The maximum price will be 5000 € with all taxes included whereas applicable
- ✓ Travel, accommodation, and subsistence: Maximum budget of 1000€ for attending one project meeting in person. The costs will be reimbursed based on the actual cost. If these travels are not implemented, these amounts will not be reimbursed.

The agreed sum of the professional fees cannot exceed the maximum price of 5000€. This amount will be paid in two installments. The first installment (2000 Euro) will be paid after delivering the 1st report and the second installment (3000 Euro) will be paid after delivering the 2nd report and before the last day of the project. Payments will be made following the prior signature of a contract for services with the project coordinator (Technical University of Sofia).

In addition, travel, accommodation, and subsistence costs will be reimbursed based on actual costs after attending the meeting and once the supporting documents of the costs incurred are received. Flight tickets, boarding passes, hotel invoices, meal tickets, etc. must be kept.

The contract will be with starting day: From the day of the signature of the contract by both parties and

End date: last day of the project. This date can vary depending if an extension of the project is required.