



INNOMED

INNOMED Boosting Innovative Solar
Energy Technologies and Applications
in Mediterranean Countries Education

External Evaluator Appointment Terms of Reference and Application Form

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WP7: Quality and Impact Evaluation

Task 7.4 External Evaluation



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the European Union**

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Abbreviations

HEI	Higher Education Institutions
NTUA	National Technical University of Athens (partner)
NUCT	National University College of Technology (partner)
QC	Quality Committee
SC	Steering Committee
TC	Technical Committee
UCA	Cadi Ayyad University (partner)
UCY	University of Cyprus (partner)
UIBK	University of Innsbruck (partner)
UJ	The University of Jordan (partner)
UM5	Mohammed V University (partner)
Unisalento	University of Salento (partner)
WP	Work Package

1. Introduction

In line with the project's Proposal and Grant Agreement, the consortium of the Erasmus+ project entitled "Boosting Innovative Solar Energy Technologies and Applications in Mediterranean Countries Education" with the acronym "INNOMED" - hereinafter referred to as "INNOMED"- will hire one External Evaluator to monitor and evaluate the project's implementation and ensure the quality and consistency of the project deliverables.

2. Main role of the external evaluator

The external evaluator role is to assess the project in its progress towards its objectives and indicators and to contribute in its different stages, which will support the EU standard for the project implementation.

It is expected that the external evaluator will be in regular contact with the coordinator and the quality work package leader via electronic means (i.e. email, teleconference, etc.) and can be invited to participate in the project meetings.

3. Requirements for the external evaluator

- Minimum of a Master's degree or other appropriate qualifications, and preferable Ph.D. Degree in Engineering, Physics or related sciences.
- Excellent knowledge of English
- Minimum of three-year experience in the evaluation of quality of national, EU or international projects of various topics
- Working experience as reviewer, evaluator, advisory committee for projects funded by EU, regional and national funds Cost.
- Preferred participation in projects related to Solar Energy.
- Preferred work experience in Solar-Energy-related fields.

4. External evaluator tasks

The subcontractor will provide two evaluation reports in English on the quality of the project on the basis of project documents, analysis of outputs and achieved results, and context analysis as well as some suggestions on improving the overall performance of the project

The report will take into consideration the following 5 aspects:

- a. relevance
- b. efficiency
- c. effectiveness
- d. first impact
- e. sustainability

The report will consider crosscutting issues such as gender, environment, and minorities rights.

The evaluation will report on the project's ability in achieving the agreed goals and objectives outlined in the project proposal; in doing so, the report will evaluate the processes used by the project to achieve these goals and objectives, and provide feedback regarding the suitability of the processes adopted. The external evaluator will also evaluate each work package in terms of the quality and veracity of outputs. Not only whether they have been achieved but also how effective they have been in terms of:

- i. Impact on the project
- ii. Impact on the end users

- iii. Impact on the capability and capacity of project recipients
- iv. Likelihood of sustainability of outcomes

(Where applicable to each particular work package)

The subcontractor will, therefore, deliver two reports:

1. **1st report:** (due date depends on date of signing the contract by all parties involved) This is expected to be an evaluation report of the project implementation, based on a review of existing documents and deliverables. The feedback from this report will be discussed at the subsequent project steering committee meeting, with a formal response being agreed upon in order to action any recommendations.
2. **2nd report: due to 30/11/2025.** It is expected that the final report will be completed 1 month prior to the project's termination. An evaluation of the implementation of the recommendations provided in the previous report will be included. The feedback will be discussed at the final steering committee meeting of the project, with a formal response being agreed upon in order to action any recommendations before project completion.

The report template will be drawn up in consultation with the project team but is likely to include, reports on individual work packages and an overall report on project quality and impact determined by both project output material and by qualitative and quantitative data from all stakeholders.

Besides these reports, the external evaluator will participate in the peer reviewing process of the key deliverables of the project.

The external evaluator will support the Quality Manager in the analysis of information received from the following processes described in the Quality Assurance Plan:

- Impact evaluation questionnaires to be completed by the attendees to the training activities.
- Consortium meetings surveys to be completed by the attendees after each general meeting.
- Diploma Training evaluation questionnaires at the pilot phase.

The contractor will grant access to the necessary information to the subcontractor.

5. Dates on which the agreement begins and ends

Start date: From the day of the signature of the contract by both parties.

End date: **31/12/2025** (depending on approval of extension of the project if it required).

6. Amount to be paid

Agreed sum of the professional fees will be paid in two instalments. The **first instalment (50% of the total amount)** will be paid after delivering the 1st report, the **second instalment (50% of the total amount)** will be paid after delivering the 2nd report.

The External Evaluator must be able to issue an electronic invoice through a pricing service provider.

In addition, travel, accommodation and subsistence costs—if applicable—will be reimbursed on the basis of real costs after the celebration of the meeting and once the supporting documents of the costs incurred are received. Flight tickets, boarding passes, hotel invoices, etc must be kept, following the guidelines of the institution issuing the reimbursement.

7. Necessary background information

The contractor shall provide the subcontractor with background information on the project, such as the website, the technical annex of the project, deliverables and any other material that is considered important.

8. Application procedure and deadline

The applications must be sent by **11 December 2024 13.00 EET** to the attention of the INNOMED Project email address (innomed@nuct.edu.jo). The date of the email sent will be the date of sending.

The **subject** of the email must be: **“INNOMED: External Evaluator Appointment”**

The application must include the following documents:

- **Application form (Annex I)**, including the economic offer to carry out the work.
- **Curriculum Vitae** of the applicant.

9. Selection procedure

The selection procedure will consist of an assessment of the applications performed by INNOMED Project Coordinator and INNOMED WP7 Quality Leader and the decision will be made by the Quality and the Steering Committees, against the selection criteria. INNOMED project Coordinator may request additional supporting documents.

Annex I External Evaluator Application Form

Personal Data

Name	
Surname	
Nationality	
Address	
Phone/ mobile phone	
Email	
ID/Passport No.	

Requirements

Criteria	Compliance with the criteria (Yes/No)
Minimum of a Master's degree or other appropriate qualifications, and preferable Ph.D. Degree in Engineering, Physics or related sciences.	
Excellent knowledge of English	
Minimum of three-year experience in the evaluation of quality of national, EU or international projects of various topics	
Working experience as reviewer, evaluator, advisory committee for projects funded by EU, regional and national funds Cost.	
Participation in projects related to Solar Energy.	
Work experience in Solar-Energy-related fields.	

Financial Offer*

Professional Costs	Travel & Accommodation & Subsistence Cost**	
	Within EU (max 1 travel)	Outside EU (max 1 travel)

* In Euro, VAT included if applicable. If selected as an External Evaluator, **the applicant must be able to issue an electronic invoice through a pricing service provider.**

** For strictly **online participation** in meetings indicate "**none-online participation**".

Declaration: I declare that all information included in this application and any supporting document (e.g. Curriculum Vitae, etc) is true, correct, and accurate. I have read and agree with the External Evaluator Terms of Reference.

Date (dd/mm/yyyy) ____/____/2024

(Signature)