

Requested expert profile

The Quality Assurance Expert will report to the Coordinator NA of the LTA (representative of the SALTO E&T) on behalf of the partner National Agencies.

Tasks

The Quality Assurance Expert is expected to be in charge of the following tasks (numbered below), while monitoring the processes and writing assessment and evaluation reports of both the processes and the outcomes of this LTA at 2 levels:

1. level of each single TCA within the LTA and the coherence among them (processes and outcomes)
 2. level of each work package including the LTA coordination processes (assessment of the coherence within the work package and between WPs)
- Ensures the quality of the LTA management at all levels.
 - Compiles the Quality Assurance plan (assessment and evaluation) including indicators and processes of the LTA at three levels: LTA coordination/each Work Package/Each TCA activity
 - Compiles the methods, tools, processes and indicators of the LTA ensuring the visibility of the impact of the LTA.
 - Creates the Quality Assurance reports (for years: 2021/2022/2023) and the Final report (for the entire LTA)
 - Listing recommendations based on the Quality Assurance reports and the impact of the TCAs
 - Recommendations are required for 4 different stakeholder target groups:
 - The *European Commission* on the initiative of Digitalisation
 - *TCA officers and NA staff* involved in Digitalisation LTA
 - *Beneficiaries* have taken part in any of the Digitalisation LTA activities
 - *LTA coordinator SALTO E&T* (including the partner NAs of the Digitalisation LTA)
 - Creates and supervises the Evaluation and Monitoring of the LTA. Contributes actively to the further development of the partnership by regular on-line consultations with the coordinator of the LTA.
 - Participates in at least one TCA (preferably face-to-face) in each calendar year.
 - Supporting the preparation of each TCA and advising the organisers of each TCA with impact criteria and measurement tools. Building links and cohesion with other related activities within the LTA.
 - Supports meetings of the partner NAs by reporting on the TCAs, on the processes of the LTA by attending the two yearly partner meetings (one on-line/one face-to-face) in each year

Note: The above list is not exclusive, and the position holder will be consulted upon the expected duties supporting the achievement of the aim of this mandate.

Deliverables

1. Quality assurance plan for the whole LTA incl. the methods, tools, templates, processes and indicators for the 3 levels
2. Yearly QA reports for 2021, 2022, 2023-24 activities
3. Recommendations for the 2022, 2023-24 years for the 3 levels
4. Participation in the NA Partner meetings 2x a year
5. At least 1 TCA participation/year
6. Final report

Requirements and expectations

The Digitalisation LTA is seeking to engage a total of one (1) Quality Assurance Expert, who *must have*:

Minimum requirements:

- **Education required:** a Bachelor's degree (minimum);
- **Types of work experience:**
 - experience in
 - the field of quality assurance (QA);
 - programme/project/organisation management;
 - understanding of
 - the Erasmus+ programme;
 - the European E&T policy frameworks and its main actors;
 - the functioning of and the collaboration among the Erasmus+ National Agencies;
- **Technical skills:**
 - administration;
 - presentation;
 - and IT;
- **Language:** a good command of the English language (level C1)
- **Interpersonal skills:**
 - cooperation and negotiation skills: ability to interact with different players and hierarchies such as National Agencies, the European Commission, project beneficiaries etc.;
 - excellent communication and networking skills;
- **Necessary travel:** one face-to-face event per calendar year.

Proficiency and experience to be evaluated

- experience in Transnational Training and Cooperation projects (TCAs) in the field of Education and Training;
- work/expert experience in / or with one of the Erasmus+ National Agencies;
- understanding of the objectives, priorities, target groups and activities of the Erasmus+ Digitalisation;
- vision on how to add quality assurance dimension to LTA management and to develop the necessary know-how on values and purposes of the Erasmus+ LTA coordination.

Working conditions

The contract period will be specified in a 3-year *cooperation agreement* (expected to come into effect in May 2022 and end in June 2024: the timeframe may be modified if there are mutual agreements to extend).

Expert fee for the 3 year-long period is max. € 24.000 gross in total, proportionally distributed for the different budget periods:

- 1st budget period: June 2022-December 2022,
- 2nd budget period January 2023-June 2023,
- 3rd budget period: July 2023 –December 2023,
- 4th budget period: January 2024 – June 2024.

Payments are based on written work orders per budget period.

Invoicing

Upon completion of tasks specified in the work orders, at the end of each budget period, the expert will be entitled to issue an invoice after having received the *certificate of completion* issued by the Contracting Party. The duly submitted invoice will be settled on the basis of the certificate of completion. The Contracting Party will pay the invoice issued by the expert within 30 days upon receipt.

IMPORTANT! The Contracting Party is only able to sign an agreement with a VAT registered institution/organisation/individual or in case of not being VAT registered Contractor should submit a certificate of tax and social security residence issued by national tax and social security authorities.

Specifications regarding the submission of proposals

Interested experts are required to submit their proposal based on [the requirements](#) described [in the requested expert profile](#) (see pg 5).

Experts acknowledge that the documents of this Call for Proposals as well as the performance will remain the property of the Contracting Party.

A time frame during which the applicants must maintain their proposals: at least 30 days after the deadline for submission of proposals. Submitted proposals are kept confidential by the Contracting Party.

Deadline for submission of proposals:	24 April 2022
Deadline for evaluation of proposals:	4 May 2022

Applications will be evaluated by the SALTO E&T RC.

Method of submitting proposal: Please, send the completed and signed forms listed below electronically in a scanned form, to the following e-mail address: katalin.garai@tpf.hu

4 attachments filled in and signed:

a statement	Annex 1
a fiche declaring legal background with the certificates proving them	Annex 2
a declaration of references	Annex 3
a description of professional ability	Annex 4

The selection procedure will happen according to the Evaluation Criteria (Annex 5). **All formal criteria and minimum requirements must be met.**

Please note that the proof of legal background is expected at submitting the application. For preliminary check please attach the necessary certificates (detailed in annex 2) to the application. However the lack of submitting the certificates is not reason of immediate exclusion, but the submission is required before the signing of the contract, and lack of submission in a timely manner shall lead to exclusion.

By submitting a proposal, applicants consent to the processing of their personal data and the documents they send.

Proposals received late will not be accepted by the Contracting Party.

In the event of the absence or incomplete completion of the obligatory attached documents, the Contracting Party will provide the opportunity to rectify the deficiencies once, with a deadline of 2 working days.

In case of unclear statements made by the applicant in the proposal, the Contracting Party may address an information question to the applicant, to which the applicant must respond within 2 working days. After the unsuccessful expiry of the deadline for reply, the Contracting Party will decide on the proposal on the basis of the available information.

The Contracting Party shall conclude a contract with the winner of the procedure or, in the event of its withdrawal, with the applicant submitting the next most favourable proposal.

By submitting a proposal, the applicants accept that if it is required to create an intellectual property (copyrighted work) under the contract, the successful applicant shall grant to the Tempus Public Foundation the right to use the copyrighted work for an indefinite period of time and in a form that can be transferred to third parties.

The Contracting Party may refuse to conclude the contract with the applicant submitting the best proposal under the conditions set out in this Call, or with any of the applicants after the request for a contract, without giving reasons.

The Contracting Party shall have the right to revoke this Call before 24 April 2022.

The Contracting Party shall take its decision and inform the applicants within 20 working days of the deadline for submission.