

# Call for Proposals – Quality Assurance Expert

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Network of National Agencies (SALTO E&T Resource Centre as the Coordinator) is calling for 1 **expert in Quality Assurance** for the Digitalisation Long-term Activity (LTA)

Application deadline:

**24 April 2022**

**Contracting Party's Name:** Tempus Public Foundation

**Address:** H-1077 Budapest, 1 Kéthly Anna Sq.

**Tax number:** 18154180-2-42

**EUR bank account number:** HU44-1000 4885-1000 8016-0150 1535 (Hungarian State Treasury)

**Swift code:** HUSTHUHB

**Representative:** Károly Czibere (President of Board of Trustees)

**Contact person's name:** Katalin Albrecht-Garai, senior co-ordinator

**Contact person's e-mail address:** [katalin.garai@tpf.hu](mailto:katalin.garai@tpf.hu)



Erasmus+



TEMPUS PUBLIC FOUNDATION



SALTO

Education and Training

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## Background

The Erasmus+ Programme is being implemented in 33 programme countries by the National Agencies in the Field of Education and Training. The National Agencies are responsible for the management of the Erasmus+ Programme at National and European level, in cooperation with the European Commission. In addition, they are also cooperating among themselves and with other relevant actors on the strategic priorities of the Erasmus+ Programme.

The **SALTO Education and Training TCA Resource Centre** established by the European Commission supports Erasmus+ National Agencies (NAs) to improve their *Transnational Cooperation Activities*, now called ***Training and Cooperation Activities (TCAs)***.

**TCAs** are organised by Erasmus+ National Agencies (NAs) with the purpose of bringing added value to and increasing the overall quality of the Erasmus+ programme. TCAs are tools for NAs to form partnerships and to contribute to achieving the aims of the Erasmus+ programme.

**Long-term activities (LTAs) - a new initiative amongst the Training and Cooperation Activities (TCAs) since 2021** - are *recurrent or complex* activities covering several years carried out by several NAs that have agreed to cooperate to develop *a series of activities linked to a policy or programme area with the aim to produce an impact on the development of the programme and of the policy area they are tackling*.

## Rationale behind this LTA

Due to rapid technological development and a growing need for sustainability, digital teaching and learning in education had already been in focus for a while prior to the pandemic – a paradigm shift towards digitisation in education was already underway. Current events have accelerated the paradigm, making way for a new normal. The Covid-19 pandemic and the physical distancing that followed have affected all walks of society, also education. In order to keep education running, educational institutions have had to quickly adapt to the situation. This has resulted in an *unprecedented push to digital teaching and learning*.

Digitalisation offers many opportunities, but also presents many challenges. Reinvention is not always a choice. The coronavirus is permanently reshaping the way we live, teach and learn. Some of the behaviours developed in crisis — including wide-scale digital adoption — will outlast the pandemic, well after restrictions on activity are lifted.

Digital transformation in education is more necessary during this crisis, not less. Resources — both in terms of talent and money — will likely be constrained. Digital initiatives may need to be reprioritised based on relevance in the current environment. New problems and opportunities may come to light with greater urgency. Digital transformation roadmaps are needed. It is key to continue to experiment and innovate with digital solutions. It is vital to train target groups to use *existing digital methods* more effectively and create *new ones* as well.

**Therefore SALTO E&T has seen and grabbed the opportunity to implement an LTA in a 3-year-collaboration to support the achievement of the above mentioned digital transformation as well as the strategic implementation of the Erasmus+ Programme.**

LTA in Digitalisation has been running by 7 (DE03, CZ01, MT01, IE01, LU01, HU01, NL01) National Agencies, a long-term activity coordinated by the SALTO E&T TCA Resource Centre in cooperation with

the Hungarian the Erasmus+ National Agency and the Knowledge Centre both operating within the Tempus Public Foundation (TPF). This LTA is open for further National Agencies to join year by year.

The duration of the Digitalisation LTA is 3 budget years, from January 2021 to June 2024.

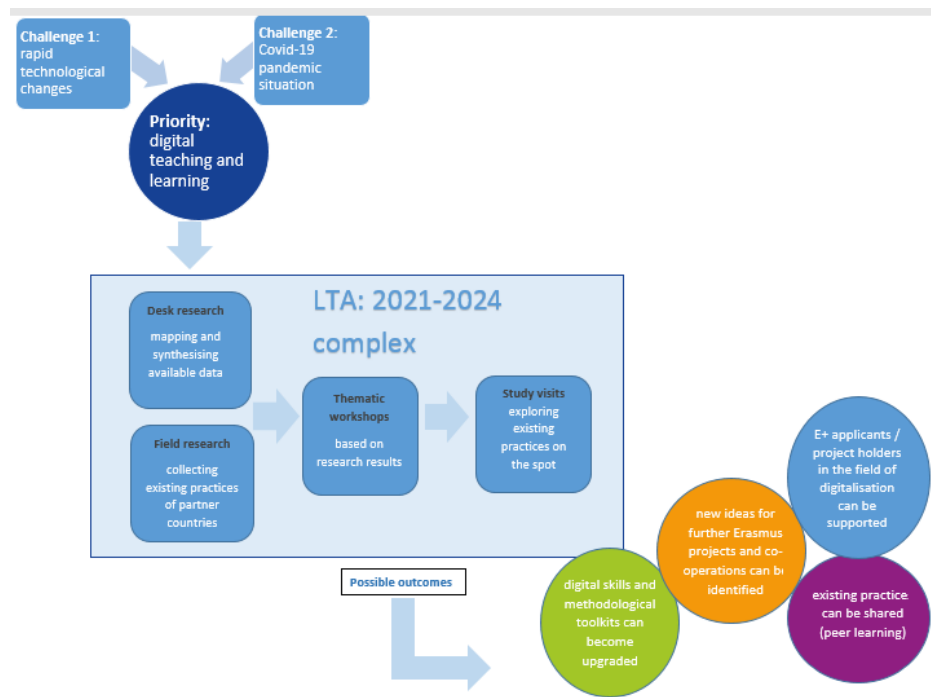
The **overall aim** of this long-term activity is

- to encourage educational institutions across Europe to use lessons learnt during the Covid-19 pandemic, and *create* state-of-the-art and update existing methodologies for digital learning at individual, community and institutional level; and to use them strategically in the future.
- to enhance the quality of the Erasmus+ projects setting the aim of digital transformation in the field of school education

Therefore, the partnership of the Digitalisation LTA is about to ground all further activities of the LTA on a research with the following **specific aims**:

- to map and synthesise available data with regard to the achievement of the overall aims set in this LTA,
- to gain data regarding project implementation experience through interviews and Erasmus+ platforms
- building on the research results to collect knowledge and practice related to digital teaching and learning and share it among the project holders of Erasmus+ through thematic seminars organised by the Erasmus+ national agencies for European beneficiaries working in the field of school education

**The *focus* of activities organised by the participating NAs is: SCHOOL EDUCATION**



## Planned activities relevant to this Call

The main objective of activities within the LTA is to provide support for digital transformation in school education at institutional, community and individual level.

Activities within this LTA are organised into 6 work packages:

- WP#1: Coordination and management;
- WP#2: Desk and field research;
- WP#3: TCA events that process the results of the research on all levels;
- WP#4: Study visits aiming to share and learn good practices
- WP#5: Quality Assurance
- WP#6: Dissemination

## 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:

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

|  |                      |
|--|----------------------|
| <b>Deadline for submission of proposals:</b> | <b>24 April 2022</b> |
| <b>Deadline for evaluation of proposals:</b> | <b>4 May 2022</b>    |

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](mailto: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.

## Evaluation Criteria

Proposals will be assessed on the basis of the rule of the most favourable proposal applying the following criteria and weighting:

- Annex 3: Experience justified by references --- 50%;
- Annex 4: Presentation of professional ability as a QA expert and presentation approach and methodology to the planned tasks --- 50%.

A maximum of 16 points can be given for the proposal.

**To be eligible, the applicant must meet all the formal evaluation criteria (see Annex 5.1). If the project does not meet the formal evaluation criteria, it will be rejected without being further evaluated.**

Final scores are obtained based on the formal and the award criteria tables in Annexes 5.1, 5.2, 5.3, and 5.4.

The professional background of the applicant is an important part of the decision; therefore providing detailed information in Annex 3 of relevant experience is essential. Together with their references, the applicant must provide evidence that they possess the required skills and professional experience in Annex 4.

Experts shall be selected on the basis of their references and professional ability to perform the tasks described in this call according to the following criteria:

- experience in the past 5 years justified by references;
- ability to perform work justified by presenting their professional skills and abilities.

All the above requested experience and abilities will be assessed based on the information the applicant must provide in the relevant annexes.

## For more information

For more information on the call, please contact Katalin Albrecht Garai, [katalin.garai@tpf.hu](mailto:katalin.garai@tpf.hu).

Done at: 24. March 2022

.....

Veronika Varga-Bajusz dr.

Director-General

Tempus Public Foundation

## Annexes

### Annex 1 - Digitalisation LTA: QUALITY ASSURANCE EXPERT- STATEMENT

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#### STATEMENT

I, the undersigned ..... (name) as the authorised representative of the company .....  
or as an individual (entrepreneur), hereby declare in full awareness of my responsibility that,

1. I intend to take part in the procurement procedure called "Quality Assurance in the Digitalisation LTA", to be implemented by the TPF as the Contracting Party;
2. all the requirements, terms and conditions published in the Call for Proposals and its annexes have been understood and accepted, all the information written in the Call for Proposals and the annexes and provided during the procedure is sufficient and appropriate in order to make a proposal;
3. I have due eligibility and expertise to fulfil the task;
4. there are no grounds for exclusion criteria listed below for me/our company:
  - a) liquidation or bankruptcy or winding-up proceedings are in progress or the authorised representative of the applicant is in an analogous situation arising from a similar procedure under national laws and regulations or is in a similar case by his personal law;
  - b) suspension of the company or its activity;
  - c) the company has been found guilty of committing a crime by a final judgement in connection with its economic or professional conduct;
  - d) the company has not fulfilled its obligations to pay tax,- customs duty and social security contributions 1 year past due, - based on the applicable rule of the legal seat or the country of residence of the applicant - except for deferral of payment;
  - e) the company has committed a serious infringement stated in an administrative and court decision in force accepted not more than five years ago penalised by a fine regarding obligations in relation to employing, or forming legal relationships with foreigners, and giving information;
  - f) the company has committed a serious infringement stated in an administrative and court decision accepted not more than five years ago regarding its economic and professional activities;
  - g) the company is not registered in the register of its residential country.

I am obliged to sign the agreement and provide the service which is the subject of the Call for Proposals, as the winner of the procedure or in case of a withdrawal of the proposal, as the applicant submitting the second most favourable proposal.

[Done at: ]

.....

authorised signature

**FICHE declaring the legal background**

|  |  |
|--|--|
| Name/Company name:   |  |
| Official seat:   |  |
| As proof of legal background I can provide the following details:  |  |
| <ul style="list-style-type: none"> <li>VAT number (if applicable):</li> </ul>  |  |
| <ul style="list-style-type: none"> <li>Registration number (if applicable):</li> </ul>   |  |
| OR in case the above two are not applicable, as proof of legal background I can provide the following details as an individual from the <b>European Union or from States parties</b> : |  |
| <ul style="list-style-type: none"> <li>Certificate of tax identification - issued by national tax authority (if applicable)<sup>1</sup></li> </ul>                                     |  |
| <ul style="list-style-type: none"> <li>Certificate of social security residence identification- issued by national social security authority (if applicable)<sup>2</sup></li> </ul>    |  |
| OR in case of not having a VAT/Registration number and arriving from <b>third countries</b> , I can provide the following details:   |  |
| <ul style="list-style-type: none"> <li>Work permit in Hungary<sup>3</sup></li> </ul>   |  |
| <ul style="list-style-type: none"> <li>Residence permit in Hungary<sup>4</sup></li> </ul>  |  |
| Contact name:  |  |
| Phone number:  |  |
| E-mail address:  |  |

Done at: |

.....

signature of the authorised person

<sup>1</sup> Certificates are expected to be submitted together with 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.

<sup>2</sup> same as above (footnote 1)

<sup>3</sup> same as above (footnote 1)

<sup>4</sup> same as above (footnote 1)

### Declaration of References

Please, list all the references focussing on activities proving your proficiency and experience, with special focus on Quality Assurance activities regarding ideally E+ Digitalisation, E+ projects and/or Transnational/Training and Cooperation Activities (TCA) in the field of Education and Training.

To see the evaluation of this section please consult Annex 5.2.

I, the undersigned [.....], as the authorised representative (contact person) of [.....] (*name of applicant, postal address of Registered Office*), declare that, in the past 5 years, our most significant work on the subject were the following:

| Number <sup>5</sup> | Name and short description of task | Ordering Party | Date of Delivery |
|---------------------|------------------------------------|----------------|------------------|
| 1.                  |                                    |                |                  |
| 2.                  |                                    |                |                  |
| 3.                  |                                    |                |                  |
| 4.                  |                                    |                |                  |
| 5.                  |                                    |                |                  |

Done at: |

[.....]

SIGNATURE

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<sup>5</sup> The minimum number of references to be provided is 3.

**Description of professional ability**

Please, present the professional ability of you/your company as a Quality Assurance expert (note listed minimum requirements on p 7) and present your approach and methodology to tasks described in the Call (note listed tasks on p 4) in maximum 5000 characters.

To see the evaluation of this section please refer to Annex 5.3.

**Formal Evaluation Criteria**

(to be filled by the evaluator)

Name of Applicant:

Registration number of Proposal:

| <b>Formal consideration</b>  | <b>If met the requirements</b> | <b>Justification, in case of No:</b> |
|--|--------------------------------|--------------------------------------|
| The proposal was submitted by the deadline   | Yes / No                       |                                      |
| The applicant is entitled to submit the proposal, there are no grounds for exclusion (Annex 1)   | Yes / No                       |                                      |
| The proposal includes all requested documents (Annexes 1-4)  | Yes / No                       |                                      |
| The scanned, electronically submitted proposal contains all necessary signatures (and stamps if necessary)   | Yes / No                       |                                      |
| The organisation or individual entrepreneur submitting the proposal provided sufficient information on their expertise (Annexes 3 and 4)   | Yes / No                       |                                      |
| The organisation or individual entrepreneur submitting the proposal provided sufficient information on their legal background (Annex 2).<br><i>Attaching the documentation is not a factor of immediate formal exclusion, but is required before signing the contract.</i> | Yes/No                         |                                      |
| The proposal meets all eligibility requirements. /   |                                |                                      |
| The proposal does not meet all eligibility requirements, and so, is ineligible.  |                                |                                      |

I, the undersigned [FAMILY NAME, first name], having been appointed as an evaluating person for the abovementioned call, declare that I am aware of Article 61 of the Financial Regulation. I hereby declare that I do not fall under any of the circumstances in which a conflict of interests might exist. I confirm that, if I discover before or during the performance of my tasks that a conflict of interests exists, I will declare it immediately to my superior.

2022

\_\_\_\_\_  
Evaluation was done by

*Name and signature*

**Evaluation sheet of Annex 3 - Declaration of References**

*(to be filled by evaluator)*

Name of Applicant:

Registration number of Proposal:

| <b>Requirements</b>   | <b>Scores:</b><br>0 = no information<br>1 = somewhat information<br>2 = detailed information | <b>Justification:</b> |
|---|--|-----------------------|
| Demonstrated understanding of objectives, priorities, target groups and activities of Erasmus+ Digitalisation.  | 0-1-2  |                       |
| Demonstrated vision to add quality assurance dimension to LTA management and to develop the necessary know-how on values and purposes of the Erasmus+ LTA coordination. | 0-1-2  |                       |
| Experience with E+ projects and/or Transnational/Training and Cooperation Activities (TCA) is justified.  | 0-1-2  |                       |
| Experience with Transnational or Training and Cooperation Activities (TCA) in the field of Education and Training is justified.   | 0-1-2  |                       |
| <b>Total:</b>   |  |                       |

**Evaluation sheet of Annex 4 - Description of professional ability**

Name of Applicant:

Registration number of Proposal:

| <b>Requirements</b>   | <b>If met:</b> | <b>Justification if the score is 0:</b> |
|---|----------------|---|
| having minimum a Bachelor's degree  | 0-1            |   |
| having minimum a C1 level knowledge of English  | 0-1            |   |
| described understanding of the Erasmus+ programme and of the collaboration among the Erasmus+ National Agencies | 0-1            |   |
| described understanding of the European E&T policy frameworks and its main actors                               | 0-1            |   |
| presented experience in programme/ project/ organisation management   | 0-1            |   |
| presented experience in the field of Quality Assurance  | 0-1            |   |
| presented supervising and monitoring ability and/or experience  | 0-1            |   |
| presented his/her expertise in methodology of impact analysis   | 0-1            |   |
| <b>Total:</b>   |                |   |



**Content Evaluation Criteria**

Name of Applicant:

Registration number of Proposal:

|   |   | Points           | Point given | Note |
|---|---|------------------|-------------|------|
| <b>Applicant's experience and preparedness:</b> |   |                  |             |      |
| <b>1.</b>                                       | Evaluation sheet of Annex 3 - Declaration of References           | 0-8 points       |             |      |
| <b>2.</b>                                       | Evaluation sheet of Annex 4 - Description of professional ability | 0-8 points       |             |      |
| <b>Total</b>                                    |   | <b>16 points</b> |             |      |

I, the undersigned [FAMILY NAME, first name], having been appointed as an evaluating person for the abovementioned call, declare that I am aware of Article 61 of the Financial Regulation. I hereby declare that I do not fall under any of the circumstances in which a conflict of interests might exist. I confirm that, if I discover before or during the performance of my tasks that a conflict of interests exists, I will declare it immediately to my superior.

2022

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Content review was done by

*Name and signature*