



CALL FOR TENDERS

ERASMUS+ KA2 STRATEGIC PARTNERSHIP FOR VET

Project

“INCLUVET – Promoting Inclusion in work-based Learning by equipping VET Tutors and Company Mentors with Innovative Approaches and Methodologies”

GRANT AGREEMENT No. 2017-1-IT01-KA202-006162

This call is issued by the consortium of the project **INCLUVET**, which intends to commission a contract for the provision of external evaluation services for the project itself.

1. Summary of the project

The promotion of inclusive education and lifelong learning for students and learners with disabilities is one of the priority areas set up by the European Disability Strategy 2010-2020. Moreover, in the Bruges Communiqué the EC suggests to increase the possibilities for disadvantaged learners in VET by offering alternative pathways, innovative VET training formats, more Work-Based Learning (WBL) in the main forms present at EU level. Students with learning disabilities need to have a personal plan of study which includes WBL experience and tailored on them and the enterprises, on the other hand, need to be trained to support the envisaged target group.

The project objectives are:

- train teachers and staff working with the target group to make WBL or internship experience more fruitful and aimed to future job insertion even in an European context;
- develop flexible pathways which connect the VET formal school curriculum to WBL for students with learning disabilities;
- foster the implementation of ECVET principles and tools and develop an innovative approach to Mobility in order to facilitate the access for students with learning disabilities;
- support enterprise mentors and staff during the WBL/internship experience of students with learning disabilities.

The main project expected results are:

O1-INCLUVET Didactical Guidelines for training VET staff working with students with disabilities;

O2-INCLUVET Training Curriculum for Training VET staff working with students with disabilities: it will include a theoretical part and the supply of concrete competences to the target group when dealing with students with learning disabilities;

O3-INCLUVET in-company Mentors Vademecum. The main aim is to have a very practical tool to be distributed to Mentors in order to support students with learning disabilities during their WBL experience;

O4-Mobility Vademecum for accompanying persons of students with learning disabilities. The main aim is to support the accompanying persons, usually teachers not expert in disabilities, and even the EU Enterprises during the mobility paths of students with learning disabilities.

Partnership

The consortium selected for the implementation of the INCLUVET project has been composed by the following organizations:

- FCN (IT) is the promoter and a Consortium of Social Cooperatives and a Training Provider;
- Istituto di Istruzione Superiore "Leonardo da Vinci" (IT) is the biggest VET Public Institution in Florence. The I.I.S. "Da Vinci" has a wide experience in the Alternation School–Work (Alternanza Scuola Lavoro) pathways;
- Reattiva (IT) has a wide experience in Mobility programmes;
- JAW (AT) is the biggest organization in Styria in the field of service of disability;
- INSHEA (FR) is a benchmark in France education and training of persons with special educational needs;
- SAN (PL) is a College with more than 10.000 students which promotes the inclusion of students with disabilities in their courses through personalized plan and a special guidance;
- NWRC (UK) has main campuses in Derry, Limavady and Strabane, and supports over 20,000 students;
- FDO (ES) is a non-governmental and non-profit organization; they have recreational center and special training course for students with disabilities.

2. Tasks of the external evaluator

The project foresees a combination of INTERNAL AND EXTERNAL QUALITY ASSURANCE ACTIVITIES: partners will work together under the guidance of Fundacio Docete Omnes (responsible for the internal evaluation of the project), who has relevant expertise in quality management and evaluation of similar projects aimed at people with disabilities, and an **External evaluator** who will ensure an objective outside perspective and will provide the tools to evaluate the products.

Quality management is strongly linked with other management issues. The results of all evaluation activities will be regularly reflected by the partnership at each meeting and will have direct consequences on all further project management decisions.

The key areas of quality management will be:

- perspectives: ex-ante (before action), formative (during action), ex-post (after action);
- levels: process, product, impact;
- experts: internal and external experts, partnership, stakeholders, target group members;
- methods: questionnaires, observations, document analysis, variance analysis, etc.

PROJECT EVALUATION

Specifically, the external evaluator will be responsible for preparing the following deliverables of Project Evaluation:

Deliverable No.	Deliverable name/type (a)	Format (b)	Language (c)
1	Integration to the Quality Management book elaborated as a first draft by Fundacio Docete Omnes (internal partner)	Electronic, 30p.	EN
2	Progress Evaluation Report The external evaluator will evaluate: - meetings - phases includes a comparative report of the 1 st project year concerning project process (meetings and phases), products developed, dissemination activities and impact	Electronic, 25p.	EN
3	Final evaluation report	Electronic, 40p.	EN
4	IMPACT AND EXPLOITATION REPORT: elaborated by external expert at the end of the project	Electronic, 15p.	EN
5	THE EXTERNAL EVALUATOR will develop and elaborate the following tools which will be coordinated among the partnership by the internal evaluator (he/she will prepare the master, send it to FDO which will be in charge for sending them to others partners to be prepared). The External evaluator will receive the materials/questionnaires by FDO and prepare the report for the Following products: 1) EVALUATION OF THE INCLUVET TRAINING COURSES; INDICATORS: relevance of the training and participants' satisfaction with the training contents, materials, methodologies, length, trainer's competences, etc. – 8 training courses, 24 hours length each, 80 participants (1 course per partner with min. 10 pax);	Electronic, 15p.	EN

	<p>2) EVALUATION OF THE INCLUVET IN-COMPANY MENTORS VADEMECUM – TESTING WORKSHOPS; INDICATORS: participants’ satisfaction with the workshop contents, materials, methodologies, length, facilitator’s competences, etc. – 7 workshops, 4 hours length each, 56 pax (1 workshop with min. 8 pax per country; 2 workshops in IT);</p>	Electronic, 10p.	EN
	<p>3) EVALUATION OF THE INCLUVET MOBILITY VADEMECUM FOR ACCOMPANYING PERSONS – TESTING WORKSHOPS; INDICATORS: participants’ satisfaction with the workshop contents, materials, methodologies, length, facilitator’s competences, etc. – 7 workshops, 4 hours length each, 70 pax (1 workshop with min. 10 pax per country, 2 workshops in IT).</p>	Electronic, 10p.	EN
	<p>EVALUATION OF MULTIPLIER EVENTS AND FINAL CONFERENCE INDICATORS: 5 events at local level and 1 final conference.</p>	Electronic, 10p.	EN

3. Time schedule and reporting

The contract shall have the duration of 23 months, from 01.01.2018 to 30.11.2019.

The evaluation reports are due to be submitted as follows:

Deliverable No.	Deliverable name/type	Deadline
1	Integration to the Quality Management book elaborated as a first draft by Fundacio Docete Omnes (internal partner)	End of February 2018
2	Progress evaluation report	End of September 2018
3	Final evaluation report	End of November 2019
4	Impact and	End of November 2019

	Exploitation report	
5	EVALUATION REPORT OF THE INCLUVET TRAINING COURSES	According to the testing phase (approx. February 2019)
5	EVALUATION REPORT OF THE INCLUVET IN-COMPANY MENTORS WORKSHOPS	According to the testing phase (approx. February 2019)
5	EVALUATION REPORT OF THE INCLUVET MOBILITY VADEMECUM WORKSHOPS	End of August 2019
5	EVALUATION REPORT OF MULTIPLIER EVENTS AND FINAL CONFERENCE	End of November 2019

4. Payment

The subcontractor will be chosen on the basis of the best offer.

5. Selection criteria

Applicants should have significant experience and sound knowledge in the following domains:

- Quality Management in EU funded projects;
- Evaluation of programmes, policies or projects.

Applicants must have excellent knowledge of the English language and must be able to work within specified deadlines and respect budgetary limits.

The above criteria can be proven by the applicants' profiles and/or CVs of key staff involved in the offer.

6. Award Criteria

The contract will be awarded to the tender offering the best value for money on the basis of the quality and price, taking into account the specific requirements and selection criteria of the tender. The principles of transparency and equal treatment will be respected with a view to avoiding any conflicts of interest.



7. Submission of tenders

This call for tenders will be published on the website of FormAzione Co&so Network and the partner organisations' websites on 04/12/2017 and will be kept open for 12 calendar days. The deadline for the submission of bids is on 16/12/2017.

Tenders must be written in English. They must be signed by the tenderer's legal representative. All tenders must include the following documents and information:

- Description of professional experience with relevant examples of evaluation work performed;
- CV of the evaluator(s);
- Financial proposal with prices quoted in Euros.

Offers must be submitted

by email to all of the following email addresses:

giorio@formazione.net

beccafichi@formazione.net