

## To whom it may concern

### Call for external evaluation experts

Opening date: **December 3, 2020**

Closing date: **December 18, 2020**

The partnership of the Erasmus+ project *Curricular modernization by implementing MOOC model (short MODE IT)* is launching a call for external experts with the purpose of the evaluation of the above-named project and of its intellectual outputs.

**About MODE IT:** The project aims at introducing MOOC-based instructional approaches into the teaching practices of higher education institutions (HEIs). Three intellectual outputs (IOs) are expected to be produced during the project's lifetime as follows:

IO1: Online self-assessment tool for educators

IO2: Online teacher training program

IO3: Redesigned MOOC-based curricula.

The project started on October 1, 2019 and will last 30 months. The MODE IT partnership embraces 5 HEIs from Germany, Lithuania, Portugal, Romania, and Turkey. The coordinator of the project is [Fachhochschule des Mittelstands](#) (Bielefeld, Germany).

Find more information about MODE IT here: [www.mode-it.eu](http://www.mode-it.eu)

### Tasks of an external expert:

- Elaboration of a strong evaluation methodology, quality criteria and indicators that meet the project context and planned outputs;
- Conducting the mid-term and final evaluation of the project;
- Conducting formative and summative evaluation of the project outputs as listed above;
- Reporting the evaluation procedures and findings in the scope of two evaluation reports;
- Providing advice and recommendations for the project consortium once requested.

**Expected deliverables and deadlines:** Two evaluation reports have to be produced as follows:

**Evaluation Report 1:** has to cover:

- a) relevant findings obtained from the evaluation of the overall project's implementation during the 1<sup>st</sup> halftime (October 1, 2019 – December 31, 2020), and recommendations for improvements;
- b) insights obtained from the evaluation of the IO1 Online Self-Assessment Tool: quality level reached, recommendations for possible improvements.

Deadline for the delivery of the Report 1: **January 25, 2021.**

**Evaluation Report 2:** has to cover:

- a) relevant findings concerning the evaluation of the overall project's implementation during the 2<sup>nd</sup> halftime (January 1, 2021 – March 31, 2022),
- b) the insights gained from the evaluation of the IO2 and IO3: quality level reached, recommendations for possible improvements;
- c) impact analysis of the project and its results, recommendations for maximizing the impact.

Deadline for the delivery of the Report 2: **May 10, 2022.**

**Working context:** the expert is supposed to mostly work remotely. The expert will be provided with the available internal project's documentation by granting access to the virtual project's working space. If needed, the expert can take part in the partners' meetings (virtually and/or physically).

**Working language:** Communication and reporting will happen in English.

**Requirements to the expert:** The external evaluator (preferably natural person) shall be selected on the basis of the professional and technical ability to perform the tasks described in this call. The following requirements will be considered when selecting the external evaluator:

- Outstanding skills and competences in the field of open and/or distance learning and MOOCs;
- Experience in managing and/or evaluating projects funded under European programs;
- Very good English skills.

**Remuneration:** the available budget for external expert's services amounts to maximally 10 000 EUR including VAT or other taxes. This amount is supposed to cover all activities of the evaluation expert that are needed to successfully fulfil the tasks depicted above. The potential applicants are invited to submit a draft budget that includes an estimation of costs expected to incur in regard with the external evaluator's tasks and responsibilities as indicated above. Only reasonable and justified budget proposals that are based on the principles of sound financial management, in particular regarding the economy and efficiency, will be considered for selection.

**Selection criteria:** The applications will be jointly assessed by the project coordinator and project partner Polytechnic Institute of Porto IPP, which is lead partner of the internal quality assurance procedures. The following criteria will be considered in the selection process:

- Quality of the methodology proposed,
- Relevance of the provided evidences and references,
- Feasibility of the proposed budget.

The requested experience and abilities will be assessed on the basis of the evidence provided by the applicants. In order to facilitate the selection process, additional information may be requested by the project coordinating institution.

**How to apply:** Please provide your application and references using the enclosed Word form, and attach your CV (preferably Europass CV) with references. Please send your applications and/or further questions to:

Ms Olga Zubikova, Fachhochschule des Mittelstands (FHM): [zubikova@fh-mittelstand.de](mailto:zubikova@fh-mittelstand.de)

The decision on the final candidates will be taken by **December 23, 2020**, based on the available expertise and cost-benefit ratio. All candidates will be informed about selection results via email. According to the Erasmus+ funding rules, selected candidates will be sub-contracted by the Fachhochschule des Mittelstands, which is grantholder and coordinator of the MODE IT project, for providing external evaluation services.

Sincerely yours  
MODE IT team

Done at Bielefeld, on December 1, 2020