

CALL FOR EXPRESSIONS OF INTEREST FOR EVALUATION OF PROJECTS IN THE FIELD OF EDUCATION, TRAINING AND YOUTH

for the period 2017-2020

The Foundation Tempus launches a call for individuals interested in the evaluation of the decentralized Erasmus+ project proposals in the field of education, training and youth for the purpose of setting a list of external evaluators.

The Foundation Tempus, in charge of piloting the decentralized management of the Erasmus+ programme in the Republic of Serbia, organizes calls for proposals, provides technical assistance to applicants, and implements the selection of projects and allocates the grants for project implementation. Projects managed by the Foundation Tempus within the Erasmus+ programme are assessed by independent, external evaluators as a part of the selection process.

This assessment is made on the basis of an analytical framework and criteria defined by the Erasmus+ programme rules and in accordance with the national priorities, if these are envisaged by a specific call for proposals.

About the Erasmus+ Programme

Erasmus+ is the European Union programme for education, training, youth and sport. It runs for seven years, from 2014 to 2020. Erasmus+ aims to modernise education, training and youth work across Europe. It is open to education, training, youth and sport organisations across all sectors of lifelong learning, including school education, further and higher education, adult education and the youth sector. It offers opportunities for participants to study, work, volunteer, teach and train abroad in Europe.

More information about the Erasmus + programme and its objectives, specific types of projects and the Quality Assessment of Actions managed by National Agencies can be found in the [Programme Guide](#) and the Erasmus + [Guide for Experts on Quality Assessment Actions](#) managed by National Agencies.

Competences of external evaluators

The minimum criteria to apply for external evaluators are:

- at least 3 years of professional experience related to a particular sector/s for which evaluator is applying:
 - schools and pre-school education
 - vocational education and training
 - higher education
 - adult education
 - youth

- experience in management/implementation/evaluation of projects financed by the European Union and other donors needs to be underlined in a candidate's CV.
- ability to work with programs that are part of the Microsoft Office package;
- excellent knowledge of the English language;
- Knowledge of the local context of Serbia in the field of education and youth, knowledge of the Erasmus+ Programme and EU projects will be seen as an advantage.

In order to carry out the required task of the evaluation in the best conditions of efficiency and transparency, it is expected that the evaluators are also able to meet the following criteria:

- **General criteria:** analytical skills and capacity of summarizing and drafting comments;
- **Specific criteria:** Knowledge and experience of targeted action, sector of education, training or youth.
- The evaluators need to be able to use independently IT tools in their work.

Application deadline and required documents

Interested candidates are required to send his/her CV in the English language [in Europass format](#) to the email konkursi@tempus.ac.rs , subject: External evaluators, not later than 15 December 2016, 23:59 (CET)

The CV needs to contain details on the experience in one or more sectors for which she/he is applying (schools and pre-school education, vocational education and training, higher education, adult education, youth).

Together with the CV, the candidates are required to send electronically or attach to their CV **(scanned) documents justifying the required minimum 3 years of professional experience in a particular sector and experience in management/implementation/evaluation of projects financed by the European Union** (such as working/engagement contract, link to the website where their name is mentioned).

Before submitting the application, the candidates are invited to read the information about processing personal data available at the [following link](#).

Selection of external evaluators

The selection of candidates will be done in two stages:

I Technical assessment of the applications to check minimum criteria required

II Test assessment of project mock applications to be done by the shortlisted candidates

Short-listed candidates will be invited to write a test evaluation report on an mock application for a project. Through the report, a candidate's writing skills, synthesis and recommendation writing capacity will be assessed. The evaluation will be based on an evaluation grid, available

in the Guide for Experts that will be made available to the candidates. The evaluation will need to be filled in the English language and will be of a limited duration.

Decision on selection of evaluators will be taken by the Foundation Tempus selection committee consisting of 3 members. The committee will take into consideration the quality of the test evaluation, and the areas of expertise stated in an evaluator CV and accompanying documents.

All short-listed applicants shall be informed on the completion of the selection process.

The selected evaluators will be informed by email that they are chosen for the pool of evaluators of the Foundation Tempus.

Belonging to the Foundation Tempus pool of evaluators **does not** automatically result in participating in every evaluation round. For each evaluation round, the Foundation Tempus will request services from the evaluators whose knowledge and skills are in line with the needs of a specific call and other factors, such as quality of previous assessments of the evaluator. Participation in the assessment of the projects in year N does not imply that the evaluator will be invited to participate in the year N + 1.

The Foundation Tempus will assign external evaluators to the task on the basis of the skills, experience and knowledge necessary, and in accordance with the principles of non-discrimination, equal treatment and absence of conflict of interests.

The Foundation Tempus has the right to evaluate the work of evaluators and to exclude an evaluator from the pool of evaluators in case of serious inconsistency or breach of the Code of Conduct. The exclusion of an evaluator from the pool can be done upon his / her request as well.

Prevention of the conflict of interests

The external evaluators have to be able to provide all necessary guarantees of their neutrality regarding the work of the Foundation Tempus and the Erasmus+ project applications.

In order to ensure the impartiality of the evaluation exercise, the evaluators will be required to sign [the Code of Conduct](#) and [Declaration on the Prevention of Conflicts of Interest and Disclosure of Information](#). **These two documents will be integral part of an evaluator's engagement contract with the Foundation Tempus for participation in each concrete selection round.**

In case of breach of any of the criteria stated in the above documents, the evaluators will be required to return all the remuneration and fees received for his/her work in the period within which the breach of rules is discovered to have happened and the evaluator will be permanently excluded from the list of evaluators.

Conducting project assessments

The selected evaluators will receive an email invitation specifying the implementation modalities of an assessment at least 10 days before the date indicated for the start of the evaluation.

The evaluators are expected to visit the Foundation Tempus premises or hold a video-conference / skype meeting with the Foundation Tempus staff to confirm his /her readiness for participation in the evaluation.

The assessment will be organized by using the European Commission and the Foundation Tempus on-line tools envisaged for the evaluation.

Training and support to the evaluators

Throughout the evaluation periods, team consisting of staff of the Foundation Tempus will be available to provide the necessary technical assistance to/for the evaluators.

To ensure consistency of the assessments, the evaluation exercise will begin with a training session. The training provided to the external evaluators shall include information on the assessment criteria, policy context and specificities of Erasmus+ projects. The training would be an opportunity for the external evaluators to get guidelines on how to reach comparable quality levels of assessments. Feedback provided by the external evaluators is supposed to be communicated to the applicants. Hence, external evaluators are expected to provide sufficiently constructive and detailed feedback so as to ensure that applicants are able to capitalise on such comments and improve prospective applications submitted under future calls.

The involvement of evaluators in introductory training session is mandatory, except in special cases where only the presence of the evaluators that are new to the pool of evaluators is obligatory.

The evaluators might also be invited for additional visit to the Foundation Tempus premises at the end of the evaluation process for consolidation of the evaluation exercise.

Evaluators may also be asked to participate in:

- In-house trainings and support - in some cases, the Foundation Tempus may invite experienced external evaluators to act as trainers (together with its staff) and provide support to other evaluators and quality control of assessments;
- Project monitoring visits;
- Interventions within the framework of events organized by the Agency or its partners;
- Assessment of project interim reports and final reports;
- Evaluating project products and results.

Evaluation fees

[On the following link](#) you will find the information about fee rates that the Foundation Tempus applies for the project assessment for 2017 Call, depending on the type of the project and a number of project applications assessed.

Costs related to the evaluators participation in the training sessions will be covered by the Foundation Tempus.

Envisaged timetable

Deadline for submitting applications	15 December 2016 12.p.m (CET)
Notification of shortlisted candidates-only shortlisted candidates	16 January 2017
Shortlisted candidates work on mock-applications	16 -20 January 2017
Informing selected candidates	end of January 2017
Training of the selected evaluators to participate in the first selection round	end of January 2017