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Terms of Reference

for External Experts Members of the Evaluation Board

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Summary Card

Project name	Bridging the gap between university and industry: Master Curricular Supporting the Development of Green Jobs and Digital Skills in the Ukrainian Building Sector
Project acronym	The BRIDGE
Project reference no.	101127884
Call	ERASMUS-EDU-2022-CBHE-STRAND-2
Type of action	ERASMUS Lump Sum Grants
Granting Authority	EACEA, European Education and Culture Executive Agency
Project start date	1st November 2023
Project duration	36 months
Work package ref.	WP4 Quality control and monitoring by systematic tools and events
Leading Institution	Odessa State Academy of Civil Engineering and Architecture (OSACEA)
Document status	Final version, January 2024
Dissemination level	Sensitive (to be published on the limited-access are of the project website or the project Google Drive)

Terms of Reference (ToR) for external evaluator

Subcontracting Institution: Odessa State Academy of Civil Engineering and Architecture (OSACEA)

Framework: Erasmus+ CBHE project The BRIDGE

Duration of assignment: 36 months

Expert fee: Defined by the project budget

Documents: CV (Europass format **or** similar)

Language: All documents should be provided in English.

Deadline: Wednesday 17th January 2024

Procedure: The hiring application must be sent by email to intercom@odaba.edu.ua and degtyarova.yuliya@pdaba.edu.ua. The email subject has to quote "The BRIDGE evaluation board".

Background information

Funding: Erasmus+

Key Action: KA2 Capacity Building in Higher Education

Type of project: National project

Coordinating Institution: Prydniprovskya State Academy of Civil Engineering and Architecture, PSACEA

The CBHE (Capacity Building in Higher Education) projects within the Erasmus+ Programme foresee as mandatory the carrying out of activities aimed at checking the implementation of the project activities, from the chronological - administrative - academic - point of view. Such activities are planned in the framework of a specific work- package (WP) called "Quality control and monitoring by systematic tools and events".

The set of activities is appointed to:

1. an internal quality control team (IQCT), i.e. representatives of the project partnership, mainly appointed on the collection of info - material - data - outputs of the project;
2. an external board (so-called Evaluation Board, EB) composed by individuals external to the partnership, and then having no employment-juridical relationship, who carry out the quality control & monitoring on the basis of the info collected by the IQCT; therefore, the present ToR are referred to the EB members, 3 experts, one representative from EU, one from Ukraine (UA) and one from third parties to be selected after the KOM to monitor and evaluate The BRIDGE.

Aims of the project. General and Specific objectives:

The overall objective of the BRIDGE is the establishment and development of multidisciplinary Master Programs in BIM Technology for Architecture, Engineering and Construction (AEC) in five outstanding UA Universities (UAUs) according to features and learning outcomes that will lead graduates to be involved in environmental and "green buildings" technological issues.

The specific objectives are as follows:

1. Curricular development tailored to labour market requirements and enable graduates in Architecture and Construction to support their employability expectations. The new study programs will be implemented in 5 UAUs with different training directions according to the local needs. The development process will be completed by updating BIM centres and new teaching materials to publish jointly by UA and EU teachers.
2. Foster links university-enterprises to address mismatches between the

requirements of employers and the offer of HE institutions and propose integral solutions to enhance better employability of students in civil engineering and construction sectors.

3. Digitalization of 10 elective modules, 2 from each UAU so that the consortium participants could use them openly on a joint e-Bridge platform in order to move towards virtual mobility in the long run.

Main duties of the EB

- To revise the Quality Plan, produced under the coordination of OSACEA, if necessary
W.P. leader:
- to participate to three annual coordination meetings including the final dissemination conference, planned in such a way: October 2024 (online), October 2025 in Lviv and October 2026 in Kiev, in coincidence with the Final Dissemination Conference - FDC;
- to check the info / data / questionnaires collected by the IQCT; then, to elaborate three evaluation reports, one per each project year.

The aforesaid mobility flows will be modified in case of worsening of the current situation in Ukraine.

In the following you find an extract of "Description of Action" DoA, whereas the EB tasks are detailed, as well as the budget tables.

As regards appointment of the 3 EB members, these are the guidelines of the Consortium.

- As regards the EU member: a well-experienced professor; has experience in direction: Bologna Process, quality assurance in Higher Education, accreditation and so on; relevant in STEM disciplines.
- As regards the UA member: the same requirements as the EU member; in addition, a top-management position anyway experienced in governance of Authorities competent on BIM; possibly having at the moment positions directly or indirectly near to Governmental apparatus.
- As regards the third-party representative: a top-management position belonging to supranational Institutions and who already has performed tasks in international cooperation.

WP4 – Extract of the Application

Quality assurance and monitoring and evaluation strategy

*Describe the measures foreseen to ensure that the project implementation is of high quality and completed in time.
Describe the methods to ensure good quality, monitoring, planning and control.
Describe the evaluation methods and indicators (quantitative and qualitative) to monitor and verify the outreach and coverage of the activities and results (including unit of measurement, baseline and target values). The indicators proposed to measure progress should be relevant, realistic and measurable.*

As regards WP.4, ODABA will be responsible for the project quality monitoring and control by facilitating the quality control (QC), communication between internal and external QC Boards set up during the kick-off meeting (KoM) and with the project coordinator, by collecting feedback and supporting the implementing the necessary corrective measures.

The BRIDGE will apply strict quality control and monitoring measures to ensure that the outputs and outcomes satisfy the objectives, indicators, the logical framework (LFM), and sustainability after project lifetime. Our rigorous measures begin with the staff selection in the working groups, internal and external quality board (see criteria set in respective activities), right people of high calibre will optimise implemented processes.

Execution and implementation: Internal Quality Control & Monitoring – By M2, in occasion of the KoM, the IQCM Board (QB), having quality and contingency decisions, will be in place to monitor progress. The coordinator has commitment to prepare a draft document (Quality Plan QP), to be submitted to the KoM, having both quality and contingency plans aims and to be reviewed for consent and comments.

Chaired by ODABA with support of STUBA, the IQCM will hold an online 6-monthly meeting to discuss progress and outputs by looking at the indicators described in LFM, work plan and satisfaction (detected from questionnaires) from partners. The contingency section of the QP is aimed at identifying potential risks and suggest respective alternatives and will be discussed during the 6-monthly meetings. Having prepared possible corrective measures, implementation has the least chance to delay. In addition to the internal quality control from IQCM, The BRIDGE will discuss progress at the annual coordination meetings. Regular updates will be given by the coordinator, PSACEA, to the IQCM and the External Evaluation Board (EB), see below. The 6-monthly reports will also facilitate the monitoring by providing quantitative and quality data. ODABA and PSACEA will report technical and financial aspects to EACEA twice. The BRIDGE will take necessary actions to respond EACEA's feedback after the intermediate report. Apart from the internal progress reports, consortium is required to submit an activity report after each activity, including event description, list of participates and other relevant information.

External evaluation: In order to ensure sustainable implementation of the project at all phases and an important and valuable insight into the information that exists within the project, external experts in quality assurance, curricula deliverables and financial audit will be invited. At least 3 experts, representing the External Quality Board (EB), will be recruited after the KoM to monitor and evaluate The BRIDGE. The main responsibilities of the EB will be related to check the preliminary control made by the IQCT and the documentation assessment of the quality of the project results. The assessment will be mainly carried out, in addition to the report of the IQCT, on the basis of the check of the indicators for progress and relative sources of info listed in the LFM. The EB will act both on the basis of own actions and on the basis of the Quality Control Plan. Main principles of the EB, to be confirmed by the QP, will be related to the setting out of the quality and management matters for the project, ensuring that the quality requirements be achieved appropriately and that the measures taken for protecting the smooth progression of the project be effectively dealt with, both at internal and external level. The QP will be integrated by the EB roadmap.

The following indicators of progress to check will be suggested in the draft of QP, in order to measure whether and to what extent the project achieves the envisaged results and effects:

- Reports on the draft of Programme Handbooks;
- Outcomes of Workshops and Training;
- Developed professional qualifications (micro-credentials);
- Documentation and carrying out for new Master Courses accreditation;
- Implementation of project web site.
- Drafting of project info materials and tools, including the social media;
- Organization of the dissemination events;
- Final Dissemination Conference (FDC);
- Endorsement / recognition / recommendation from stakeholders;

- Arrangement of Project Management Boards meetings;
- Periodical, intermediate and final reporting.

Three evaluation reports will be issued by the EB, in correspondence to the coordination and FDC meetings. Such reports, promptly communicated to the PMB at the end of each meeting, will record the average satisfaction level of the project duties accomplishment. The reports will be uploaded in the specific intranet section of the project website. The experts will apply their extensive experience (at least 5-year solid experience engaging in internationalization cooperation and HE framework) and professional knowledge to supervise and advise The BRIDGE. They will have submitted 3 reports by M36.

Communication media with the experts will be largely through emails, video conferences (Teams, Zooms) and phones. The BRIDGE will also invite them to attend project events for networking with the consortium.

Workplan – WP4

WP4 overview

Work Package name: Quality control and monitoring by systematic tools and events			
Duration:	M1 - M36	Lead Beneficiary:	OSACEA
Objectives			
<ul style="list-style-type: none"> • Assessment of the coherence of the planned activities with the designed activities; • Monitoring of the correspondence of the activities carried out with the planned activities and on-time assessment of the planned project results; • Evaluation of the quality of the project results, with specific reference to the new textbooks, the contents of curricula and syllabi, the methodologies adopted for the design of the new MPs, the exploitation of the mobility plan. 			

Activities and division of work

*Provide a concise overview of the work (planned tasks). Be specific and give a short name and number for each task.
Show who is participating in each task: Coordinator (COO), and if applicable Beneficiaries (BEN), Affiliated Entities (AE), Associated Partners (AP) and others, indicating in bold the task leader.
Add information on other participants' involvement in the project e.g. subcontractors, in-kind contributions.*

The Coordinator remains fully responsible for the coordination tasks, even if they are delegated to someone else. Coordinator tasks cannot be subcontracted. If there is subcontracting, please also complete the table below.

Task no.	Task Name	Description	Participants	
			Name	Role
T4.1	Definition of the Quality Assurance Plan. Internal monitoring by Internal Quality Control team (IQCT)	The IQCT, coincident with the Management Board, will carry out tasks of internal monitoring of the project activities and the members will be nominated during the digital (online) kick-off meeting. For the internal project monitoring, the IQCT meetings are foreseen in correspondence of the MB calls, all in coincidence with the coordination meetings and the dissemination events. Some questionnaires with a wide set of indicators will be prepared in order to monitor the project activities and the to report to both the Project Board and the Evaluation Board.	OSACEA , All partners	COO, BEN

T4.2	External quality control by the Evaluation Board members. Appointment by means of call published on the project website.	Appointment of the members of the Evaluation Board during the digital kick-off meeting. Mobility flows for the participation to the meetings. Academic tasks by the non# public members of the Evaluation Board. Two meetings of the External Evaluation Board are foreseen, in coincidence with the main dissemination events, the coordination meetings, and the Final Conference. In such a way the Evaluation Board will meet and interview the representatives of all the project partners	OSACEA, PSACEA	COO, BEN
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Deliverables (outputs/outcomes)

Deliverables are project outputs which are submitted to show project progress (any format). Refer only to major outputs. Do not include minor sub-items, internal working papers, meeting minutes, etc. It is recommended to limit the number of deliverables to max 10-15 for the entire project. You may be asked to further reduce the number during grant preparation.

For deliverables such as meetings, events, seminars, trainings, workshops, webinars, conferences, etc., enter each deliverable separately and provide the following in the 'Description' field: invitation, agenda, signed presence list, target group, number of estimated participants, duration of the event, report of the event, training material package, presentations, evaluation report, feedback questionnaire.

For deliverables such as manuals, toolkits, guides, reports, leaflets, brochures, training materials etc., add in the 'Description' field: format (electronic or printed), language(s), approximate number of pages and estimated number of copies of publications (if any).

For each deliverable you will have to indicate a due month by when you commit to upload it in the Portal. The due month of the deliverable cannot be outside the duration of the work package and must be in line with the timeline provided below. Month 1 marks the start of the project and all deadlines should be related to this starting date.

The labels used mean:

Public — fully open (automatically posted online on the Project Results platforms) Sensitive — limited under the conditions of the Grant Agreement

EU classified — RESTREINT-UE/EU-RESTRICTED, CONFIDENTIEL-UE/EU-CONFIDENTIAL, SECRET-UE/EU-SECRET under Decision [2015/444](#).

Deliverable No	Deliverable Name	Lead Beneficiary	Type	Dissemination Level	Due Date (month no.)	Description (including format and language)
D4.1	Quality Assurance Plan	OSACEA	[R — Document, report]	[SEN — Sensitive]	3	Reporting at Quality Assurance aims. Elaboration of the draft of Quality Plan in cooperation with the WPs leaders. Document is in the English language.
D4.2	Evaluation Board setting-up and periodical reports	OSACEA	[R — Document, report]	[SEN — Sensitive]	3	Periodical reports issued by the EB assessing project's activities and outputs / outcomes' fulfilment. Document in the English language.
D4.3	Monitoring reports as results of the internal mechanisms	OSACEA	[R — Document, report]	[SEN — Sensitive]	11	Reporting on monitoring results. The document is in the English language.

Subcontracting

<p><i>Subcontracting</i> Give details on subcontracted project tasks (if any) and explain the reasons why (as opposed to direct implementation by the Beneficiaries/Affiliated Entities). Subcontracting — Subcontracting means the implementation of 'action tasks', i.e. specific tasks which are part of the EU grant and are described in Annex 1 of the Grant Agreement. Note: Subcontracting concerns the outsourcing of a part of the project to a party outside the consortium. It is not simply about purchasing goods or services. We normally expect that the participants to have sufficient operational capacity to implement the project activities themselves. Subcontracting should therefore be exceptional. Include only subcontracts that comply with the rules (i.e. best value for money and no conflict of interest; no subcontracting of project coordination tasks).</p>					
Subcontract No (continuous numbering linked to WP)	Subcontract Name (subcontracted action tasks)	Description (including task number and BEN/AE to which it is linked)	Estimated Costs (EUR)	Justification (why is subcontracting necessary?)	Best-Value-for-Money (how do you intend to ensure it?)
S.T.4.2	Mobility carried out by external staff	Subcontracting for mobility flows carried out by the Evaluation Board's members to Lviv and Kiev. Travel: average 600 € * 2 events * 3 members. Stay: average of 140 € * 5 days * mobility. T.4.2 - BEN: ODABA as the leader of the related work package	7,800.00	External experts not members of the partnership will perform the external quality control and monitoring on the project activities	To ensure publicity and transparency to the appointments, a call will be published on the project website.

Objectives of external evaluation

The primary task of the external evaluators is to supervise the implementation of project activities and to provide the assessment of various project aspects such as relevance, efficiency, effectiveness, impact and sustainability.

General responsibilities of an external evaluator

Expected outputs

- Evaluate the quality of project activities and outputs
- Evaluate dissemination activities as well as the sustainability and exploitation of the project outputs
- Present preliminary conclusions based on desk research
- Write monitoring report based on the initial evaluation
- Submit 3 annual reports by November 2026 (1 report every project year with remarks – recommendations)
- Assess effectiveness and efficiency of the budget spending
- Evaluate the project as a whole.

Therefore, the main responsibilities of the EB will be related to check the preliminary control made by the IQCT and the documentation assessment of the quality of the project results. The assessment will be mainly carried out, in addition to the report of the IQCT, on the basis of the check of the indicators for progress and relative sources of info listed in the LFM. The EB will act both on the basis of own actions and on the basis of the Quality Plan. Main principles of the EB, to be confirmed by the QP, will be related to the setting out the quality and management matters for the project, ensuring that the quality requirements are achieved appropriately and that the measures taken for protecting the smooth progression of the project are effectively dealt with, both at internal and external level. The QP will be integrated by the EB roadmap.

In order to achieve envisaged outputs an external evaluator can schedule independent monitoring visits. However, it is highly suggested to attend at least one project management meeting.

Expertise needed:

- At least 5 years of experience in conducting data analysis (desk research, quantitative and qualitative data analysis)
- Knowledge and understanding of project monitoring and evaluation
- Experience in working with the European Commission, implementing ERASMUS+ projects, and/or other international organisations.

Additional criteria

- Language: Good communication skills in English (written and oral) and experience in reporting and publications.
- Readiness to work in cooperation with experts coming from other Countries and chosen as an additional external expert.

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Internet portal:

- <https://pdaba.edu.ua/nc/bridge-news/>
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