

TMTE Call for tender: Quality Assurance and Evaluation of
TEXAPP project
Open Call for an External Evaluator
06th April, 2017



You are hereby invited by TMTE to submit a tender for providing external quality assurance and evaluation services of the TEXAPP project.

Details of the tender are contained in this document.

Tender Timetable and Response:

- **Deadline extended:** 16.00 (CET) on Wednesday, 12th April, 2017
- Contract awarded: till 30th April, 2017
- Documentation: tenderer is required to return one copy of their tender together with the references in electronic format to ecker.gabriella@tmte.hu

Further information:

Mrs. Gabriella ECKER

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I look forward to receiving your offer.

Yours faithfully

Gabriella ECKER

Secretary General of TMTE

Total pages: 5 pages



Co-funded by the
Erasmus+ Programme
of the European Union

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Background

In the context of the project “Integrated strategy initiative for Strengthening the supply of APPrenticeships in the TEXtile sector” with the acronym TEXAPP, and according with:

- The 2016 – 2046 / 001-001 signed Grant Agreement between European Apparel and Textile Confederation (EURATEX) and the Education, Audiovisual and Culture Executive Agency (EACEA)
- The approved Application form and work program of the project TEXAPP

TMTE calls for tenders with award criterion: the lowest price offer for the provision of external quality assurance and evaluation services of the TEXAPP project. The project is co-funded by the ERASMUS+ programme of the European Union.

Project Reference: Erasmus+ KA3 VET-Business Partnerships on Work-based learning and Apprenticeships / 572773-EPP-1-2016-1-BE-EPPKA3-SUP-APPREN

The reports prepared under the current service provision shall be available in English language.

Project introduction

Euratex as the European level organisation of the T&C national associations in the frame of the TEXAPP project works with its partners members and affiliates in order to develop an integrated approach for fostering and strengthening the supply of apprenticeships in sector’s SME’s and micro enterprises. The following objectives are pursued:

- SME’s Capacity Building
- Set-up of a competence centre for Apprenticeships (TEXAPP Hub)
- Mobilize SMEs and companies for Apprenticeships
- Implement an experience exchange for apprenticeships

The TEXAPP project aims to develop the competence and capacity of SME’s to engage in the delivery of successful apprenticeship programmes through supporting strategic activities between EURATEX and its members and affiliates.

The consortium consists of the following countries and associations:

- P1 European Apparel and Textile Organisation (EURATEX) coordinator, BELGIUM
- P2 The Huddersfield and District Textile Training Company, UK
- P3 Pirin - Tex EOOD , BULGARIA
- P4 Centro Tecnológico das Industrias Textil e do Vestuário de Portugal (CITEVE), PORTUGAL
- P5 Textilipari Műszaki és Tudományos Egyesület (TMTE), HUNGARY
- P6 TexClubTec, ITALY
- P7 Bulgaria Association of Apparel and Textile Producers and Exporters (BAATPE), BULGARIA
- P8 Hellenic Clothing Industry Association (HCIA), GREECE

Project Duration: 24 months from 01.10.2016 – 30.09.2018

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The project is structured in 6 work packages and based on the following milestones (M):

- M1:** The analysis and result report based on the analysis of the SME's needs – 7 National Reports and 1 Synthesis EU Sector's report (WP 1).
- M2:** The result report of conducting surveys for the current situation of apprenticeships in each partner country and detecting the SME's with no previous experience in apprenticeships – 7 National Reports and 1 Synthesis EU Sector's report including recommendations (WP 1).
- M3:** A company assessment tool to identify areas where company development is required (WP 3).
- M4:** An action plan to setup a TEXAPP Hub for Apprenticeships in the sector as a centre of excellence and to mobilise the industry (WP 3).
- M5:** A modularized training programme and pilot trainings of the trainers/mentors of SME's to raise the quality of apprenticeships in view of promoting excellence (WP 3).
- M6:** The development of a Community of Practice for apprenticeships to gain a sustainable exchange of Experience and networking (WP 3).

A monitoring system will be used to regularly check on resource allocation, timing of activities, quality of deliverables as well as a monitoring tool on the set of milestones and indicators.

Technical description

The Quality Assurance and Evaluation of the project is ensured through the application of the Quality Plan, Internal Quality Assurance reports, and the tasks of the External Quality Control.

The main purpose of the external evaluation will be to support the project consortium to assess the implementation of the project activities from a content-wise perspective over the two years.

It is expected that the evaluator, by being periodically in contact with the Project Coordinator and the Project Steering Committee, will contribute to the projects continuous evaluation and assessment by raising issues as to its progress and by providing an external perspective on the project contents.

The main purpose of the external evaluation will be to help participants and stakeholders to widen their perspective on the issues dealt with, to improve the projects results and to learn from the experience of the project.

The external evaluator will have access to the internal reports from the partnership and will receive the project outputs in a sequence from alpha versions through beta versions to final products. He/she will also be included in e-mail correspondences for monitoring of partnership activity.

The external evaluator will be responsible for giving feedback to the partnership after each report has been received and also for making recommendations that can be used for corrective actions to ensure best possible results.

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Two external Quality Assurance Reports will be delivered by the external quality evaluator at the middle and at the end of the project funded period. One Interim external evaluation report to be used for the project's Interim Report and for making improvements and one Final Quality Assurance Report before end of the project funded period to be used for the project's Final Report (together with WP5 – Evaluation).

The aim of the WP5-Evaluation, in coordination and in line with WP4 activities, focuses on:

- to develop evaluation tools for process and outcome evaluation;
- to ensure that the working progress of the work packages is within the given timeframe of the project timetable;
- to identify delays in working group progress and also the problems causing these delays;
- to intervene in order to allow the compliance with the timetable, for example by modifying goals and objectives which are not feasible;
- to compose a final report which outlines the central outcomes.

Deliverables

Deliverables of the external Quality Assurance and Evaluation are:

- Two external Quality Assurance Reports will be delivered at the middle and at the end of the project funded period.
- One interim external evaluation report to be used for the project's Interim Report and for making improvements
- One Final Quality Assurance and Evaluation Report before end of the project funded period to be used for the project's Final Report

The external evaluator is furthermore expected to be available for virtual meetings with the coordination team and/or the whole consortium.

This involvement of the external evaluator will take place from April 2017 to September 2018.

- **Competencies and qualifications needed for this position include:** Strong background in project related topics and objectives;
- Sound knowledge and understanding of the project topic and field of activity
- Evidence of past experience working with the Textile and Fashion Sector,
- Evidence of involvement in the implementation of EU-funded projects connected to the Sector either as a coordinator or partner preferred,
- Evidence of collaboration with National Authorities and other relevant actors responsible for Apprenticeships is an added value,
- Past experience conducting external evaluation or as reviewer is an asset,
- Evidence of excellent communication skills (both verbal and written) in English.

Evaluation budget

Our project allows for a maximum contract price of EUR 6.000 (incl. all related costs) for the external evaluation. However, this tender is transparent, fair and based on principles of equal treatment, which also means candidates are able to propose different financial offers

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according to their own estimated costs. Furthermore, candidates are requested to specify his/her VAT status. The contract will be awarded to the bid offering best value for money (best price-quality ratio).

Instructions to tenderers

If you wish to submit a Form of Tender for the work described in this document, then you must do so in accordance with these instructions and any further instructions contained in the invitation letter.

- Tenderers must submit a compliant bid based on the structure as outlined in this document.
- The date and time for return of tenders is shown on the Tender Timetable. Tenders will be received up to the time and date stated. It is the tenderer's responsibility to ensure that their tender is received on time.
- E-mail tenders are acceptable.
- TMTE does not issue acknowledgment of receipt of tender documents and accepts no responsibility for loss or non-receipt of applications.
- TMTE expressly reserves the right not to award any contract as a result of this procurement process and it shall not be liable for any costs incurred by tenderers.
- Prices shown shall be in EURO and inclusive of VAT and expenses.
- Confidentiality of tenders: The tenderer must not inform anyone else of their tendered price.
- All responses to this invitation to tender must be in English.
- TMTE reserves the right, at its discretion, to request clarification in writing, or further relevant information, from any tenderer post submission of the tender response by such tenderer.