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# Request for Proposals

## *External Evaluation Services for the TOURing Project*

*Project Id:* ERASMUS-EDU-2022-PI-FORWARD  
101087478



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## 1 Background

### 1.1 The Project

**Pact for TOURism Skills - Towards a greener and a more digital Tourism Era – TOURing** is a Forward Looking Project (Project Id: ERASMUS-EDU-2022-PI-FORWARD 101087478) funded under LOT 2 ERASMUS-EDU-2022-PI-FORWARD Call.

TOURing aims at reshaping the Tourism micro & SMEs by upskilling them over the green and digital skillsets in order to build a tourism sector of tomorrow that is economically, digitally and environmentally viable in the long-term through the implementation of more sustainable and digital models within Tourism micro & SMEs in the post-covid environment

Within this context, the **Specific objectives** of TOURing could be summarized as follows:

- Increase skills anticipation of Tourism micro-small-medium-enterprises in the post-covid environment;
- Support the upskilling of micro & SMEs Managers and Owners in tourism sector in order to foster their resilience and their ability to bounce back quickly from future potential challenges;
- Foster the micro-SMEs capacity to offer updated tourism-related training programmes to their staff, focused on digital and green skills, adapted to their specific needs and demands;
- Increase the micro & SMEs access in EU & national funding tools in order to boost the future investments in digital and green transitions as well as in human workforce skills development;
- Contribute to the skills & qualifications harmonization and mutual recognition of the tourism sector between EU countries;
- Enhance their capacity to innovate by creating diversified tourism products and by adopting sustainable tourism models within their operations, reducing at the same time their impact on environment and climate;
- Contribute to the European Green Deal and Digital Education Action Plan, as well as, the Pact for Skills towards a fair and resilient recovery of the Tourism Sector in a post-covid environment;

### 1.2 The Partnership

TOURing comprises of a vivid transnational **partnership of 13 partners**, namely:

- AKMI
- EVBB
- BK
- IME GSVEE
- Learning Digital
- EfVET
- Region of Attica
- ENAIP
- EVTA
- Opinion & Action
- Insignare
- POVEK
- Apro Formazione

### 1.3 The Organization

BK Consult GmbH is a service provider, with vast experience in Project Management and service delivery. Founding Partners accumulate more than 20 years of experience as lead and/or project partners, in funding schemes like Leonardo-da-Vinci, ESF Article 6, ERASMUS+ KA2 and KA3, ERASMUS for Young Entrepreneurs, EQUAL as well as INTERREG A and B, while they have experience in EuropeAid and World Bank Project. BK Consult GmbH covers the thematic fields of:

- Education, including the design and delivery of Training Curricula, using state of the art methodologies (TNA, DACUM, EU Competence Frameworks, EQAVET, EU Credit systems, Learning Agreements, Evaluation through the creation of feedback loops), and smart ICT and other tools like e-learning through MOOC platforms, gamification, experiential education.
- Employment, either as facilitators through the support of start-ups and entrepreneurship, or through the effective upskilling and reskilling of employees and unemployed, according to the actual market needs. Areas of services provided cover the design and implementation of market needs analysis, the conduction of tracer studies, ALMPs and the introduction of WBL and apprenticeship schemes at a sectorial or country level.
- Social Inclusion, targeting vulnerable groups, including single parent families, long-term unemployed, minority groups, TCNs (migrants, refugees, asylum seekers) and tackling of discrimination of any kind (gender based, sexual identity).
- Quality Assurance and Evaluation, during project implementation through the design and use of a quality assurance mechanism, including clearly defined processes, supporting documents and a sound and easy to use decision making mechanism.

With a strong commitment to quality throughout BK Consult GmbH's areas of operation BK Consult GmbH offers a deep knowledge and expertise in the design and delivery of Quality Assurance Tools and Mechanisms starting from project implementation to delivery of education. Within this context, BK Con is providing services that include:

- Formulation of Partnerships that can make a difference and increase impact.
- Project Management at Local, National and EU level, according to the PMP methodologies
- Evaluation of Projects and Programmes
- Quality Assurance of Deliverables and Project Outputs
- Capacity Building from grass-root organizations to HEI
- Design and implementation of mobility across the EU and other Programme Countries
- Drafting and executing of exploitation and dissemination action

## 2 The assignment

### 2.1 The purpose

The purpose of the assignment is to establish all the actions, procedures, measures, indicators, and systems that will secure the quality of the outputs and processes, allowing their close and continuous monitoring and reviewing during TOURing lifespan. The Evaluation mechanism optimises the internal communication procedures of the consortium, to ensure the quality of project outputs and to safeguard high quality of the deliverables.

Evaluation has linkages with all Work Packages of the TOURing project, and complements Project Management, throughout projects lifespan, involving all partners in a collaborative way. More specifically,

it provides the necessary information to manage the project's quality in all its life cycle, from planning to implementation and evaluation.

## 2.2 Tasks

The assignment includes:

### 2.2.1 Evaluation methodology and reporting

#### **Task 1: Drafting of an Evaluation Methodology**

The Contractor is going to focus on:

- The evaluation of the planned expectations of the project.
- The evaluation of the ongoing implementation of the project.
- The evaluation of the Cooperation process within the Partnership

Based on the above mentioned the Contractor will develop the Evaluation methodology of TOURing project. The Evaluation methodology will include the forthcoming evaluation questions that will be used for the contribution to the quality assessment:

- criteria relating to the relevance of the project** (relevance of objectives for the success of a project, selection / documentation of the best strategy or approach to be applied for the implementation).
- criteria relating to the coherence of the project.** What the project specifically wants to achieve and what it provides for as to this.
- criteria relating to the effectiveness.**
- criteria relating to the performance of the project activities** (proper use of resources in comparison with the objectives and results achieved, outputs performed).
- criteria relating to the sustainability.** That is, are the results long lasting? Will the results continue after the end of the project?
- criteria relating to the usefulness of the project** (evaluation of the impact of the project).

#### **Task 2: On going and final evaluation**

Two evaluations will be conducted during TOURing lifespan. The mid-term evaluation report is of vital importance to identify possible areas of improvements. The mid-term evaluation report aims to improve the effectiveness and efficiency of project's implementation. Upon that ground, we are going to include a clear set of SMART indicators for measuring the achievement of planned expectations. In addition, a satisfaction survey is going to be implemented case by case having both qualitative and quantitative tools for the training courses.

The external evaluator will be responsible for the mid-term and final evaluation. In detail, the external evaluation of the Project comprises the following components:

- **External evaluation of the entire project:** production of mid-term evaluation and final evaluation reports.
- **Peer reviews and inter-project coaching** with relevant Erasmus+ projects will be carried out via videoconferencing or meetings in person.

## 2.3 Deliverables

The following Deliverables are going to be asked to be prepared and submitted within this assignment:

- Evaluation methodology (Deliverable 1)
- Mid-Term (Deliverable 2) and
- Final Evaluation (Deliverable 3).

## 2.4 The timeline

The total duration of this assignment is 24 months, starting on the 1<sup>st</sup> of April 2023, while the timeline for the delivery submission of the deliverables is the following:

- Deliverable 1: 15<sup>th</sup> of May 2023
- Deliverable 2: 3<sup>rd</sup> of January 2024
- Deliverable 3: 1<sup>st</sup> of February 2025

Should the TOURing Project be extended, due to the decision of the Partnership and / or the European Commission, this assignment will be extended for the same duration without any increase of its budget, while some deliverables will be delivered at a new deadline, which will be agreed at a Partnership Level and announced at least 1 month in advance to the Contractor.

## 3 Value of the assignment and payments

Subject to the final grant agreement between the European Commission and the lead partner and the bilateral agreement between the lead partner and BK Consult GmbH, a maximum total of 10,000.00 Euros is available for the purpose of this project for the tasks described above including all taxes (e.g., VAT, costs for attending meetings, etc.). The final amount will be paid depending on the contractor's previous experience in relation to the above tasks and the financial offer submitted.

Sub-contracting is not allowed.

Payment of the assignment will be made in three instalments as listed below:

- A first instalment amounting to **40% of the total value** of the contract is going to be paid after signature of the contract during the second month of the implementation period, if Deliverable 1 will have been submitted and approved by BK Consult GmbH.
- A second instalment of **30% of the total value** of the contract is going to be paid on Month 12, if Deliverable 2 will have been submitted and approved by BK Consult GmbH.
- A final payment of **30% of the total value** of the contract is going to be paid on Month 24, if Deliverable 3 will have been submitted and approved by BK Consult GmbH.

Payments will be done by bank transfers to a bank account for which the Contractor will communicate the full details.

## 4 Who can apply?

Any individual or legal entity interested in this tender should cover the following requirements:

Requirement	Type of requirement	Proof of fulfilment (One Reference can fulfil more than one requirement)
Experience in independent evaluation services and /or quality assurance services, including evaluation methodologies and data collection	Essential	Having at least 1 contract of similar services successfully completed or currently under implementation during the last 5 years
Experience of multi-stakeholder EU-funded projects	Essential	Having at least 2 project references during the last 5 years either as consortium partner for EU funded projects or as contractor of a consortium implementing an EU funded project

Requirement	Type of requirement	Proof of fulfilment (One Reference can fulfil more than one requirement)
Strong writing skills in English	Essential	Having completed successfully at least 2 projects during the last 5 years with reports in English or Lead Expert with a C1 English Diploma
Additional knowledge of European languages, such as German or Greek, is warmly welcome.	Preferable	Having completed successfully at least 2 projects during the last 5 years with reports in German or Greek.
Experience in conducting surveys / interviews in the education sector	Preferable	Having participated to at least 1 project involving educational aspects, having educational stakeholders either as partners or as contractors.

## 5 Content and presentation of the bids

The proposals should contain a detailed explanation of the qualifications and the expertise of the potential contractor, e.g., information on references from the contractor on similar projects already handled, to demonstrate his/her experience and capability to succeed in performing the tasks as set out in section 2.2 of this Request for Proposals.

In detail, potential Contractors, should submit the following documents:

- Business presentation – max 5 pages (in the case of legal entities) and/or Europass CV (in the case of individuals) presenting the activities and profile of the tenderer (max 3 pages)
- Motivation letter (maximum 450 words) explaining the suitability of the tenderer to undertake the evaluation based on the criteria mentioned above
- List of references for proving fulfilment of the requirements described under Chapter 0 of this Request for Proposals
- A technical proposal, including a detailed description of the methodology and tools applied (max 5 pages)
- Financial Proposal, indicating that all costs are being included in the price indicated in the proposal. (max 1 page)
- Declaration of Honour, to be signed by the person legally authorised to enter legally binding commitments on behalf of the tendering organisation. Once signed it must be scanned and annexed to the Tender.

## 6 Deadline for Submission of

The deadline for the submission of Tenders is the **24<sup>st</sup> of March, 14:00 CET**. All Tenders must be sent via email to Mr Bernd Kruczek. Signed pages should be scanned.

**Email:** [kruczek@bk-con.eu](mailto:kruczek@bk-con.eu)

**Subject:** "External Quality Assurance and Evaluation Services for the TOURing Project – Bid for Tender".

## 7 Evaluation process – Award Criteria

Aside from the above stated requirements, the selection process will be based

1) on acceptance of the tender offering the best price quality ratio and 2) on the availability during the project duration for the requested tasks. The Contractor is selected according to the standards of selection that have been developed by BK Consult GmbH. Main selection criteria are the expertise and capacity to deliver the work tendered for, the price quality relation, the methodological quality and the tenderer’s work experience. It should be noted that the contract will not be awarded to a tenderer who receives less than 70% on the award criteria.

In detail, the following criteria are going to be considered:

- Evidence tracks record of proven scientific research experience and extensive knowledge of Social Inclusion (with reference to education as well)
- Proficient capacity of the English languages (additional European languages such as German and Greek are an asset)
- Understanding of the nature of the assignment
- Capacity to work in a team project
- Ability to meet deadlines
- Ability to meet budget allowance
- Availability to attend meetings

Within this context, the evaluation process includes the following steps:

- The submission date and time of all tenders is checked, and all tenders having been submitted after the submission deadline are rejected.
- The requirements of Section 0 are checked and any tender that does not fulfil the essential requirements is rejected.
- The technical proposal (methodology and tools used) is being assessed.
- The following score system is going to be used for the evaluation of the Tenders:

Evaluation Criteria	Max Score
Understanding of the Assignment	30
Overall Quality of Technical Proposal Submitted	40
Profile of the Senior Expert / Evaluator of the Contractor	20
Additional services included	10
<b>Total</b>	<b>100</b>

- The Financial Offers for all evaluated tenders are opened.
- The final ranking of all offers is prepared by using the following formula: 70% X the score under technical requirements / 30% the score under the financial proposal.
- The most preferred candidate is contacted and asked to sign the contract.
- All other candidates are informed about the evaluation results, if requested when submitting the offer.

**Note:** when signing the contract, additional statements may be required to avoid incompatibility or conflict of interest.



## 8 Applicable Law

The contractual agreement is based upon and regulated by the European Commission's rules, provisions and requirements as set out in the project agreement with the European Commission, DG EAC and applicable German and Land Brandenburg Procurement Law. The Contractor is obliged to fulfil the described tasks and duties of work to receive the final payment according to the contract.

BK Consult GmbH has the right, based on German Law, to terminate the contract when the Contractor cannot perform the agreed tasks and duties accordingly.

Any conflicts of interests or disputes concerning the validity of this arrangement, the construction of its terms, and the interpretation of the rights and duties of the parties in the contract shall be governed by German Law.

The contract may not be transferred without the parties' written agreement.

## 9 Data Protection

The contracting party accepts that the contractor is free to use the data collected and the reports written in this project as part of their own academic reports and articles, if they include the relevant references to the project.

However, to fulfil or respect the modernized Convention 108 (the regulation (No 45/2001 of the European Parliament and of the Council of 18 December 2000) and EU General Data Protection Regulation (GDPR) on the protection of individuals regarding the processing of personal data by the Community institutions and bodies and on the free movement of such data:

- The Contractor must process personal data under the agreement in compliance with applicable EU and national law on data protection (including authorisations or notification requirements).
- The Contractor may grant its personnel access only to data that is strictly necessary for implementing, managing, and monitoring the agreement.
- The Contractor must adopt appropriate technical and organisational security measures having regard to the risks inherent in the processing and to the nature of the personal data concerned

## Annex I - Contract template to be signed

The awarded candidate will be asked to sign the following contract:

### **SERVICE CONTRACT FOR THE ASSIGNMENT OF THE EXTERNAL EVALUATION AND QUALITY ASSURANCE FOR THE TOURing PROJECT**

In Kolkwitz, today the XX of XX 2021, *Day*, the following Contracting Parties, namely:

**i) BK Consult GmbH** (hereafter BK Consult GmbH), located in Germany, Bergstraße 42, 03099 Kolkwitz with Registration / VAT Number 056/106/05895, VAT-ID: DE344070869, represented by *Mr Bernd Kruczek*,

**ii) XXXXXXXXXXXXXXXX** (hereafter Contractor), located in COUNTRY, STREET, PC, TOWN with Registration / VAT Number XXXXXXxxxxxxx, represented by XX XXXXXX, agreed on the following assignment, within the framework of the Project **TOURing** (Project Id: 101087478), funded under the ERASMUS-EDU-2022-PI-FORWARD Call.

#### **Article 1**

##### **Subject - Tasks**

Subject of this assignment is the implementation of the Evaluation and Quality Assurance Activities as foreseen in the relevant Request for Tender and the Application Form submitted to and awarded by EACEA.

Within this context, the assignment foresees the following Tasks:

##### **A. Evaluation**

- Task 1: Drafting of an Evaluation Methodology
- Task 2: On going and final evaluation

#### **Article 2**

##### **Deliverables – Deadlines for Submission - Ownership**

The following Deliverables are going to be asked to be prepared and submitted within this assignment:

<b>Deliverable #</b>	<b>Deliverable Description</b>	<b>Deadline for Submission</b>
Deliverable 1	<i>Evaluation methodology</i>	15 <sup>th</sup> of May 2023
Deliverable 2	<i>Mid-Term Evaluation</i>	3 <sup>rd</sup> of January 2024
Deliverable 3	<i>Final Evaluation</i>	1 <sup>st</sup> of February 2025

#### **Article 3**

##### **Duration**

The total duration of this assignment is 24 months, starting on the 1<sup>st</sup> of April 2023.

Should the Project TOURing be extended, due to the decision of the Partnership and / or the European Commission, this assignment will be extended for the same duration without any increase of its budget, while some deliverables will be delivered at a new deadline, which will be agreed at a Partnership Level and announced at least 1 month in advance to the Contractor.

#### **Article 4**

##### **Value of Contract and Payments**

The total value of this assignment has been agreed to be **XX.XXX,XX Euros** including all taxes (such as, e.g. VAT, expenses to participate in meetings etc).

Payment of the assignment will be made in three instalments as listed below:

- i. A first instalment amounting to **40% of the total value** of the contract is going to be paid after signature of the contract during the second month of the implementation period, if Deliverable 1 will have been submitted and approved by BK Consult GmbH.
- ii. A second instalment of **30% of the total value** of the contract is going to be paid on Month 24, if Deliverable 2 will have been submitted and approved by BK Consult GmbH.
- iii. A final payment of **30% of the total value** of the contract is going to be paid on Month 48, if Deliverable 3 will have been submitted and approved by BK Consult GmbH.

Payments will be done by bank transfers to a bank account for which the Contractor will communicate the full details.

#### **Article 5**

##### **Obligations of the Contractor**

The Contractor is obliged to cooperate with BK Consult GmbH and the partners of the TOURing Partnership in good faith. All necessary information should be provided, while the evaluation and Quality Assurance shall be implemented with the intention to improve the project management process and its planned activities and Deliverables. The Contractor shall ask in advance for all necessary documentation and data needed for the implementation of this assignment (at least 15 days in advance). Good faith includes politeness during the exchange of written correspondence and mitigation of all possible conflicts arisen. All relevant important developments, risks, or challenges during the implementation of this assignment shall be reported to the Company, as soon as possible.

#### **Article 6**

##### **Obligations of the Company**

BK Consult GmbH has the obligation to provide to the Contractor all requested and necessary information, documentation and access to primary data and contact details, regarding this assignment. All delivered information shall be in written to achieve the highest possible accountability and transparency.

#### **Article 7**

##### **Confidentiality**

BK Consult GmbH accepts that the contractor is free to use the data collected and the reports written in this project as part of their own academic reports and articles, if they include the relevant references to the project. All information shared within this assignment shall be treated with confidentiality and should not be shared with third parties. All relevant information, concerns and findings must be shared at first with BK Consult GmbH and at a second level if requested with the Steering Committee of the TOURing Project. The deliverables are going to be submitted to BK Consult GmbH and not be published, unless the TOURing Partnership does so, following the provisions of the TOURing Grant Agreement and the relevant application form. Shall this be the case and the deliverables are fully or partially being published the Contractor may use the relevant information for informative reasons only. The nature of the contract and the financial status of it, may be published or used as references by the Contractor, provided that -during the implementation of this assignment- he provides prior notice to BK Consult GmbH.

#### **Article 8**

##### **Data Protection Clauses**

To fulfil or respect the modernized Convention 108 (the regulation (No 45/2001 of the European Parliament and of the Council of 18 December 2000) and EU General Data Protection Regulation (GDPR)

on the protection of individuals regarding the processing of personal data by the Community institutions and bodies and on the free movement of such data:

- The Contractor must process personal data under the agreement in compliance with applicable EU and national law on data protection (including authorisations or notification requirements).
- The Contractor may grant its personnel access only to data that is strictly necessary for implementing, managing, and monitoring the agreement.
- The Contractor must adopt appropriate technical and organisational security measures having regard to the risks inherent in the processing and to the nature of the personal data concerned.

#### **Article 9**

##### **Force Majeure - Penalties – Termination of the Contract**

BK Consult GmbH has the right, based on German Law, to terminate the contract when the Contractor cannot perform the agreed tasks and duties accordingly.

In the event of challenges or circumstances beyond the control of one of the two parties, that shall make it impossible to meet its obligations of one to the other, as provided by this agreement, that party must notify the other party in written, explaining the situation that does not allow them to further fulfil the obligations emerging from this contract. This written statement must be made as soon as the event takes place, or the circumstances arise. The performance of the obligations of this Contracting Party shall be deemed to be postponed until the events or circumstances permit their resumption under the same terms herein. Within this context, should both parties agree, a mutual termination of this Assignment shall be possible.

In all other cases, should the Contractor fail to submit deliverables at the requested date as foreseen in Article 2 of this Contract, a penalty may apply of a total value of 100 € per day of delayed submission. The application of the penalty falls on the discretion of BK Consult GmbH.

#### **Article 10**

##### **Other general clauses**

All terms herein are essentially agreed upon. The invalidity of a term does not lead to the invalidity of the whole, but the other terms remain in force, while the contract may be amended only within the context foreseen in its articles or in written agreement between both parties. The contractual agreement is based upon and regulated by the European Commission's rules, provisions and requirements as set out in the project agreement with the European Commission, DG EAC and applicable German law. The Contractor is obliged to fulfil the described tasks and duties of work to receive the final payment according to the contract.

Kolkwitz, xx.xx.2023

Done at , xx.xx.2023

For BK Consult GmbH

For the contractor

Bernd Kruczek  
Managing Director

XXXXXXXXXX  
Position held

## Annex II – Declaration of Honour

I, the undersigned **Name, Position** held, certify that the entity is not in one of the following situations:

- a) it is bankrupt, subject to insolvency or winding-up procedures, its assets are being administered by a liquidator or by a court, it is in an arrangement with creditors, its business activities are suspended, or it is in any analogous situation arising from a similar procedure provided for under EU or national laws or regulations;
- b) it has been established by a final judgement or a final administrative decision that it is in breach of its obligations relating to the payment of taxes or social security contributions in accordance with the applicable law;
- c) it has been established by a final judgement or a final administrative decision that it is guilty of grave professional misconduct by having violated applicable laws or regulations or ethical standards of the profession to which the person belongs, or by having engaged in any wrongful conduct which has an impact on its professional credibility where such conduct denotes wrongful intent or gross negligence, including any of the following:
  - i. fraudulently or negligently misrepresenting information required for the verification of the absence of grounds for exclusion or the fulfilment of eligibility and selection criteria or in the performance of a contract, a grant agreement or a grant decision;
  - ii. entering into agreement with other persons with the aim of distorting competition;
  - iii. violating intellectual property rights;
  - iv. attempting to influence the decision-making process of the Commission/ the Agency during the award procedure;
  - v. attempting to obtain confidential information that may confer upon it undue advantages in the award procedure;
- d) it has been established by a final judgement that it is guilty of the following:
  - i. fraud, within the meaning of Article 3 of Directive (EU) 2017/1371 and Article 1 of the
  - ii. Convention on the protection of the European Communities' financial interests, drawn up by the Council Act of 26 July 1995;
  - iii. corruption, as defined in Article 4(2) of Directive (EU) 2017/1371 or Article 3 of the Convention on the fight against corruption involving officials of the European Communities or officials of Member States of the European Union, drawn up by the Council Act of 26 May 1997, and conduct referred to in Article 2(1) of Council Framework Decision 2003/568/JHA, or corruption as defined in the applicable law;
  - iv. conduct related to a criminal organization, as referred to in Article 2 of Council Framework Decision 2008/841 /JHA;
  - v. money laundering or terrorist financing within the meaning of Article 1(3), (4) and (5) of Directive (EU) 2015/849 of the European Parliament and of the Council;

- vi. terrorist-related offences or offences linked to terrorist activities, as defined in Articles 1 and 3 of Council Framework Decision 2002/475/JHA, respectively, or inciting, aiding, abetting or attempting to commit such offences, as referred to in Article 4 of that Decision;
  - vii. child labour or other offences concerning trafficking in human beings as referred to in Article 2 of Directive 2011/36/EU of the European Parliament and of the Council;
- e) it has shown significant deficiencies in complying with the main obligations in the performance of a contract, a grant agreement or a grant decision financed by the Union's budget, which has led to its early termination or to the application of liquidated damages or other contractual penalties, or which has been discovered following checks, audits or investigations by an Authorising Officer, OLAF or the Court of Auditors;
- f) it has been established by a final judgment or final administrative decision that it has committed an irregularity within the meaning of Article 1 (2) of Council Regulation (EC, Euratom) No 2988/95;
- g) it has been established by a final judgment or final administrative decision that it has created an entity under a different jurisdiction with the intent to circumvent fiscal, social or any other legal obligations of mandatory application in the jurisdiction of its registered office, central administration or principal place of business;
- h) (only for legal persons or entities without legal personality) it has been established by a final judgment or final administrative decision that the entity has been created with the intent provided for in point (g);
- i) for the situations referred to in points (c) to (h) above the person is subject to:

Done at, xx.xx.2023

For the tenderer

Name  
Position held