



Call for tender: External Evaluation of EXTRO SKILLS project Open Call for an External Evaluator 22 January, 2018

You are hereby invited by the Hellenic Fashion Industry Association (SEPEE) to submit a tender for providing external evaluation services of the EXTRO SKILLS project.

Details of the tender are contained in this document.

Tender Timetable and Response:

- Deadline: 14 pm on 6th February, 2018
- Contract awarded: till 20th February, 2018
- Documentation: tenderer is required to return one copy of their tender together with the references in electronic format to info@greekfashion.gr.

Further information:

Mr. Theofilos Aslanidis

Phone: + 30 2310 257074

E-mail: info@greekfashion.gr

WEB: <http://www.greekfashion.gr/>

I look forward to receiving your offer.

Yours faithfully

Theofilos ASLANIDIS

Director of SEPEE

Total pages including the annexes: 4 pages

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Background

In the context of the project “Developing new skills for the extroversion specializations of fashion industry in Europe” with the acronym EXTRO SKILLS, and according with:

- The 2015-1-EL01-KA202-013907 signed Grant Agreement between the Hellenic Fashion Industry Association (SEPEE) and the State Scholarships Foundation (IKY)
- The approved Application form and work program of the project EXTRO SKILLS

SEPEE calls for tenders with award criterion: the lowest price offer for the provision of external evaluation services of the EXTRO SKILLS project. The project is co-funded by the ERASMUS+ programme of the European Union.

Project Reference: Erasmus+ KA2 Strategic Partnerships for vocational education and training

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

Project introduction

The overall objective of EXTRO SKILLS project is the design and implementation of an innovative and comprehensive training protocol. The platform will focus on online training and will facilitate dissemination of knowledge and sharing of experience. Moreover, it will serve as a medium for all stakeholders in the field to share concerns and advice, as well as promote employment opportunities.

EXTRO SKILLS Key Facts

- Project Full Title : Developing New Skills for the Extroversion Specializations of Fashion Industry in Europe
- Project Acronym : EXTRO SKILLS
- Project Duration : 30 months (from 01.10.2015 – 31.03.2018)
- Funding Scheme : ERASMUS+
- Participating Countries : Greece, Spain, Romania, United Kingdom, Belgium

The consortium consists of the following organisations:

P1	Hellenic Fashion Industry Association - GR
P2	The Huddersfield and District Textile Training Company, UK
P3	TEXFOR - ES
P4	Gnosi Anaptixiaki NGO - GR
P5	“Gheorghe Asachi” Technical University - RO
P6	EURATEX - BE

Project Duration: 30 months from 01.10.2015 – 31.03.2018

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Technical description

The Quality Evaluation of the project is ensured through the application of the Quality Plan, Internal Quality Controls 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 30 months.

It is expected that the evaluator, by being in contact with the Project Coordinator and the Project Steering Committee, will contribute to the project's final 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 final Evaluation Report shall be delivered before the end of the project funded period to be used for the project's Final Report.

The External Evaluator in the frame of his/her duties shall be responsible:

- to develop evaluation tools for process and IOs evaluation;
- to ensure that the working progress is within the given timeframe of the project timetable;
- to identify delays 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 Evaluation are:

- Evaluation methodology and tools to be delivered to the Project Coordinator and submitted to the Steering Committee two weeks after the sign of its contract
- One Final 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 February 2018 to March 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,

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- Evidence of collaboration with National Authorities and other relevant actors responsible for EU co-funded Programmes 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 4.000 (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 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.
- SEPEE does not issue acknowledgment of receipt of tender documents and accepts no responsibility for loss or non-receipt of applications.
- SEPEE 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 Greek or in English.
- SEPEE 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.

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