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CALL FOR TENDERS

ERASMUS+ KA2 STRATEGIC PARTNERSHIP FOR VET

PROJECT

**“R.APP: European Roadmap for Apprenticeship Effectiveness and Quality
Governance”**

GRANT AGREEMENT No. 2018-1-IT01-KA202-006806

This call is issued by the consortium of the **R.APP** project, which intends to commission a contract for the provision of external evaluation services for the project itself.

1. Summary of the project

Apprenticeship is a priority all over EU member states: R.APP project partners are from 5 EU Countries and, apart from DE where apprenticeship in Dual System is a strong reality, 4 of them (IT, RO, MT, EL) share the same situation of very limited performances and even if regulations and schemes are rather recent, they are all atone for cultural legacy that influences effectiveness, governance and employers' perception. Everywhere, resistances are still related to the lack of information and awareness, bureaucratic procedures, lack of coherence between the professional/skills needs and available didactic programs, absence of training culture, difficulty to find suitable apprentices and preparing internal tutors.

R.APP project represents a reply to the above mentioned problems and it aims to pursue the following objectives:

- Train Apprenticeship Tutors within VET Providers and Schools, who need to gain or improve skills to plan and manage Apprenticeship schemes;
- Train Apprenticeship Tutors within Enterprises, who need to gain competences on normative and administrative aspects and recruitment procedures;
- Foster the adoption of quality assurance procedures to raise the standing of apprenticeship among VET stakeholders;
- Lay the basis for widening an EU VET Mobility area for Apprenticeship with transparent qualifications systems which enable the transfer and accumulation of LOs and allow young apprentices to further develop their skills and enhance their employability perspectives.



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Main R.APP project expected Intellectual Outputs are:

O1–R.APP Didactical Guidelines for training VET Tutors dealing with the planning and management of Apprenticeship paths. It is a compact presentation of how didactical process should be organised and implemented when dealing with apprentices, to support them during the WBL-Apprenticeship experience, even at EU level in Mobility projects.

O2–R.APP Training Guidelines for training VET Tutors dealing with the planning and management of Apprenticeship paths. The training course will be aimed at supplying competences to VET Tutors. It will include a theoretical part and the supply of concrete competences when dealing with apprentices, enterprises and key stakeholders.

O3–R.APP In-company Tutors Vademecum for Enterprises Staff dealing with the planning and management of Apprenticeship paths. It is a very practical tool to be distributed to Mentors in order to support them on the implementation of Apprenticeship pathways.

O4–R.APP Apprenticeship Mobility Vademecum for VET Staff and Enterprises Tutors involved in the planning and management of Mobility actions for Apprentices. The aim is to support the VET sending organizations and even the EU hosting Enterprises on how to work on LOs acquired in a European context and how to evaluate the apprentices during and at the end of Mobility.

Partnership

The consortium selected for the implementation of the R.APP project has been composed by the following organisations:

- **P1-ENFAP Marche** (IT) is the training provider of the Trade Union UIL MARCHE. It has been working through the main funds, inter-professional, ministerial and ESF for years. It develops and manages 1st and 2nd level Apprenticeship paths since 2001 (about 400 paths per year).
- **P2-REATTIVA** (IT) promotes and manages training activities and employment services on behalf of Molise Regional Authority. Besides, it has a remarkable experience in planning and management Mobility projects.
- **P3-IHKPG** (DE), as a 100% subsidiary training centre of the Ostbandenburg Chamber of Commerce, acts as a VET and service provider and a cooperation partner for the Chamber and its member companies.
- **P4-European Academy** (RO) is a VET provider deeply involved in educational, training and research activities financed by the ESF and international cooperation projects, dedicated to several and different targets.
- **P5-Hermes Corporation** (MT), through its high-quality network of both training, work and occupation as well as facilities, fulfills its social mission to smooth the transition from school-to-work. Its experience is based also on the implementation of mobility projects for learners and staff.



- **P6-APOPSI** (EL) is one of the largest VET Centers in Greece with national range and operates in the field of Education, Training, Career Counseling and ICT Learning Management. APOPSI has a long record of experience in NA and EU projects implementation.
- **P7-SVAP** (EL) – The Federation of Industries of Attica & Piraeus – represents about 12,000 regional enterprises. Within the new Apprenticeship Quality Framework established in Greece, SVAP is one of the main interlocutors of the Greek Employment Organization (OAED) which acts under the supervision of the Ministry of Labor and Social Security.

2. Tasks of the external evaluator

The project foresees a combination of INTERNAL AND EXTERNAL QUALITY ASSURANCE ACTIVITIES: partners will work together under the guidance of **P1-ENFAP Marche** (responsible for the internal evaluation of the project), who has relevant expertise in quality management and evaluation of similar projects aimed at Apprenticeship planning and management, and an **External evaluator** who will ensure an objective outside perspective and will provide the tools to evaluate the products.

Quality management is strongly linked with other management issues. The results of all evaluation activities will be regularly reflected by the partnership at each meeting and will have direct consequences on all further project management decisions.

The key areas of quality management will be:

- Perspectives: ex-ante (before action), formative (during action), ex-post (after action);
- Levels: process, product, impact;
- Experts: internal and external experts, partnership, stakeholders, target group members;
- Methods: questionnaires, observations, document analysis, variance analysis, etc.

PROJECT EVALUATION

Specifically, the external evaluator will be responsible for preparing the following deliverables of Project Evaluation:

Deliverable No.	Deliverable name/type (a)	Format (b)	Language (c)
1	Integration to the Quality Management Handbook elaborated as a first draft by P1-ENFAP Marche (internal partner)	Electronic, 30p.	EN
2	Progress Evaluation Report It must include a comparative report of the 1st project year concerning project process (meetings and phases), products developed, dissemination activities and impact	Electronic, 25p.	EN



3	Final Evaluation Report. It must include a comparative report of the whole project period concerning project process (meetings and phases), products developed, dissemination activities and impact.	Electronic, 40p.	EN
4	IMPACT AND EXPLOITATION REPORT: elaborated by external expert at the end of the project life	Electronic, 15p.	EN
5	<p>THE EXTERNAL EVALUATOR will develop and elaborate the following tools which will be coordinated among the partnership by the internal evaluator (he/she will prepare the master, send it to P1-ENFAP Marche which will be in charge for sending them to others partners to be prepared). The External evaluator will receive the materials/questionnaires by P1-ENFAP Marche and prepare the report for the following products:</p> <p>1) EVALUATION OF R.APP TRAINING COURSES; INDICATORS: relevance of the training and participants' satisfaction with the training contents, materials, methodologies, length, trainer's competences, etc. – 7 training courses, 28 hours length each, 80 participants (1 course per partner with min. 10 pax; in IT 15 pax in Marche Region + 15 pax in Molise Region);</p> <p>2) EVALUATION OF R.APP IN-COMPANY TUTORS VADEMECUM – TESTING WORKSHOPS; INDICATORS: participants' satisfaction with the workshop contents, materials, methodologies, length, facilitator's competences, etc. – 7 workshops, 4 hours length each, 80 pax (1 workshop with min. 10 pax per partner; in IT 15 pax in Marche Region + 15 pax in Molise Region);</p> <p>3) EVALUATION OF R.APP APPRENTICESHIP MOBILITY VADEMECUM FOR VET STAFF AND ENTERPRISES TUTORS – TESTING WORKSHOPS; INDICATORS: participants' satisfaction with the workshop contents, materials, methodologies,</p>	<p>Electronic, 15p.</p> <p>Electronic, 10p.</p> <p>Electronic, 10p.</p>	<p>EN</p> <p>EN</p> <p>EN</p>



	<p>length, facilitator's competences, etc. – 7 workshops, 4 hours length each, 80 pax (1 workshop with min. 10 pax per partner, in IT 15 pax in Marche Region + 15 pax in Molise Region).</p> <p>EVALUATION OF MULTIPLIER EVENTS AND FINAL CONFERENCE; INDICATORS: 5 events at local level and 1 Final Conference.</p>	Electronic, 10p.	EN
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3. Time schedule and reporting

The contract shall have the duration of 24 months, from 30.11.2018 to 30.11.2020.

The evaluation reports are due to be submitted as follows:

Deliverable No.	Deliverable name/type	Deadline
1	Integration to the Quality Management Handbook elaborated as a first draft by P1-ENFAP Marche (internal partner)	End of February 2019
2	Progress Evaluation Report	End of September 2019
3	Final Evaluation Report	End of November 2020
4	Impact and Exploitation Report	End of November 2020
5	Evaluation Report of R.APP Training Courses	According to the testing phase (approx. February 2020)
6	Evaluation Report of R.APP In-Company Tutors Vademecum Workshops	According to the testing phase (approx. February 2020)
7	Evaluation Report of R.APP Apprenticeship Mobility Vademecum Workshops	End of August 2020
8	Evaluation Report of No. 5 Multiplier	End of November 2020



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	Events and No. 1 Final Conference	
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4. Selection criteria

Applicants should have significant experience and sound knowledge in the following domains:

- Quality Management in EU funded projects;
- Evaluation of programmes, policies or projects.

Applicants must have excellent knowledge of the English language and must be able to work within specified deadlines and respect budgetary limits.

The above criteria can be proven by the applicants' profiles and/or CVs of key staff involved in the offer.

5. Award Criteria

The contract will be awarded to the tender offering the best value for money on the basis of the quality and price, taking into account the specific requirements and selection criteria of the tender. The principles of transparency and equal treatment will be respected with a view to avoiding any conflicts of interest.

6. Submission of tenders

This call for tenders will be published on the website of P1-ENFAP Marche and the partner organisations' websites on **31/10/2018** and will be kept open for 15 calendar days. The deadline for the submission of bids is on **15/11/2018**.

Tenders must be written in English. They must be signed by the tenderer's legal representative. All tenders must include the following documents and information:

- Description of professional experience with relevant examples of evaluation work performed;
- CV of the evaluator(s);
- Financial proposal with prices quoted in Euros.

7. Payments

The subcontractor will be paid according to the following schedule:

- 50% at the beginning of the contract;
- 50% before the delivery of the final report related the project process.

Offers must be submitted by email to all of the following email addresses:

amministrazione@enfapmarche.it, michele.arzoni@enfapmarche.it, info@reattiva.eu