TERMS OF REFERENCE
for the Implementation of an e-learning platform and related contents.

1. Background of the project

EuNIT aims to contribute to the internationalisation of HEIs in Jordan, Lebanon and Libya, enabling them to develop sustainable international and regional partnerships. The project will foster the creation of links between institutions for increased dialogue and exchange of good practices in project design and management. This will in turn contribute to the modernisation and development of systems in HEIs in the South Mediterranean region. In order to achieve this, EuNIT will:

• Develop and reinforce the relevant theoretical and practical skills and expertise in Partner Country HEIs via adapted training sessions and practical placements in order to install their own “EU project design and management units”.

• Equip Partner Country HEIs with a team of personnel necessary to successfully run an “EU project design and management unit”.

• Enable South-South collaboration via the creation of a network that reinforces interuniversity cooperation and increases interaction, dialogue and the exchange of best practices between specialised structures in Partner Country HEIs.

• Widen the international standing of HEIs in the project’s Partner Countries by strengthening their participation in international cooperation projects.

By installing EU project design and management units in partner HEIs in Jordan, Lebanon and Libya and equipping members of staff with the necessary skills to design and manage EU projects, these HEIs will be able to develop stronger links with European institutions. Members of staff in HEIs will be given the opportunity to learn about the possibilities for them to become involved in EU projects and the benefits it could offer them. Furthermore, HEIs will also possess an operational team that has the ability to efficiently manage projects. Thus, they will be able to assist members of staff who would like to develop projects in the necessary procedures, increasing their participation in EU initiatives and also their ability to respond to calls for proposals published by the European Institutions.

Moreover, bringing together and fostering cooperation among HEIs in the region will be beneficial to the development of Higher Education as HEIs in the region are often faced with similar challenges which they will be more capable of tackling by collaborating together. The creation of a regional network in the South
Mediterranean region, which is dedicated to fostering exchange and dialogue concerning EU project design and management between HEIs in the region, will encourage cooperation across the region. Those HEIs that wish to become more involved in EU initiatives will be invited to join the network, participate in regional training sessions and benefit from guidance and support in how to become more involved in EU project design and management.

The project is carried out by:
- P1 Aix-Marseille University
- P2 University of Split
- P3 University of Nice Sophia Antipolis
- P4 Unimed
- P5 University of Messina
- P6 University degli Studi di Roma La Sapienza
- P7 University of Barcelona
- P8 University of Santiago de Compostela
- P9 Princess Sumaya University for Technology
- P10 Yarmouk University
- P11 Antonine University
- P12 University of Balamand
- P13 Saint-Joseph University
- P14 Misurata University
- P15 University of Tripoli
- P16 Zawia University

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2. Main tasks of the service
The service includes the following tasks:

A) E-learning platform.

An e-learning platform will be implemented, set online and fully tested, according to the following requirements:

- It will be based on the most recent release of an open source existing platform (possibly, but not necessarily, Moodle);
- Should a new version of the same platform be released by the supplier within 12 months from the first installation, this installation will be upgraded to the new version;
- Function “learning path” activated for the delivery of training contents;
- Customisation of the graphical interface according to the EuNIT Graphic identity;
- Implementation of the tracking service allowing the monitoring of the fruition by each user;
- Activation of all ancillary services foreseen by the platform like chat, forum, agenda, media centre, evaluation tests, quizzes and so on;
- Implementation of the function allowing the insertion of subtitles for the video materials;
- **Creation of the “self-registration” function with confirmation by the Platform manager**;
- Implementation of an easy to use User’s Guide in PDF and of a Video tutorial explaining how to use the platform;
B) Online Courses

- Creation of 8 individual courses to be implemented with the MOOCs
- Full video and audio recording of 8 training sessions of two days each to be held in 8 European cities (in France, Italy, Spain, Croatia), with the possibility that two sessions are run in parallel. Your operator will have to travel to the destination city and record all the trainings;
- Post production of the video materials and upload of these in the platform together with eventual other materials (PPTs, PDF and so on);
- Upload of the subtitles in the different languages (subtitles to be provided by the project partners);

C) Technical services (all these services will be ensured for the whole duration of the project plus one year):
- Online technical support for users until the end of the EuNIT project, answers to be provided by e-mail within working 24 hours;
- Maintenance of the system;
- Hosting of the platform and of the contents (100 GB disk space and 100GB traffic per month).

3. Expected Products

In specific terms, the consultant appointed is expected to deliver:

<table>
<thead>
<tr>
<th>Product/Service</th>
<th>Delivery Date</th>
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<tbody>
<tr>
<td>e-learning platform</td>
<td>One month after the start of the contract and regular updates</td>
</tr>
<tr>
<td>Online MOOCs</td>
<td>multiple delivery dates</td>
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</tbody>
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4. Ownership of results.

All the results of this subcontract including the platform and its contents will be the property of the EuNIT partnership and will be transferred to the EuNIT coordinator Aix-Marseille University in the proper format upon a simple written request by the Coordinator.

5. Contract Period

The contract shall be carried out during the period starting on the signature of the contract and ending on 14 October 2019, but the technical services must be ensured until 14 April 2020.

6. Form of Contract

Goods or services ordered by the EuNIT project shall be in accordance with the EuNIT conditions of contract. EuNIT is coordinated by Aix-Marseille University (France) however, the Terms and Conditions are those of the contractor. The Contractor is UNIMED - Mediterranean Universities Union. All the payments will be subject to the approval by UNIMED of the delivered results.

7. Budget

A budget of maximum **45,000 (forty five thousands) EUR** has been allocated for this work.
8. Contact
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