

TERMS OF REFERENCE

for External Evaluation to the APPRAIS project

APPRAIS – “governAnce, quality, accountability: a Piloting Reform PRrocess in kurdistan region of Iraq”

Grant Agreement Number 618781-EPP-1-2020-1-IT-EPPKA2-CBHE-SP

1. Background of the project

The overarching goal of APPRAIS is to support, through the cooperation of European institutions, the rebuilding and modernisation of the governance system of higher education institutions (HEIs) in Kurdistan region of Iraq with a specific focus on strategic planning, quality assurance and Bologna process implementation. Due to the recent crisis and political economic situation, the current higher education system requires a strong intervention to face the weakness of the existing governance system by benefiting from the European expertise.

To institutionalize good governance practices in Iraqi HEIs, which also means enforcing institutional values such as autonomy, accountability, quality assurance, and internationalization, as well as implementing well-structured management systems, will contribute to the development of HEIs in Kurdistan region of Iraq helping them to meet the international standards.

Therefore, the overall aim of the project is to support HEIs in Kurdistan region of Iraq in order to make them capable of establishing a modern governance framework through the adoption and implementation of Bologna process.

More specifically, it seeks to:

- Enhancing good governance, by strengthening the definition and development of HEIs roadmap;
- Improving HEIs capacities on quality assurance mechanisms, strategic planning, management and accountability practices;
- Supporting the implementation of Bologna Process within HEIs in Kurdistan region of Iraq by improving knowledge on recognition of credits and learning mobility;
- Adopting the university reform on good governance and Bologna process at each HEIs, through the definition and validation of institutional action plans

The main project results are:

- State of the art on governance and quality assurance in the universities of Kurdistan region of Iraq
- University roadmap for better university governance and implementation of Bologna process in the HEIs of Kurdistan region of Iraq



- 56 university leaders (presidents, vice-presidents, heads of IROs and QA responsables) upskilled on strategic planning, quality assurance and credits recognition
- 80 administrative staff upskilled on university administrative management, quality assurance and internationalisation strategies
- Further 160 university staff (20 people from each HEI) benefit from the institutional ToTs during the harmonisation phase
- 8 shared strategic institutional plans validated by the KRI Ministry and adopted by the HEIs in Kurdistan.

The project is funded in the framework of the Erasmus+ CBHE Programme of the European Union under the Grant agreement number 618781-EPP-1-2020-1-IT-EPPKA2-CBHE-SP

The project is carried out by:

1. UNIMED – Mediterranean Universities Union, Italy (coordinator)
2. Università di Pisa, Italy
3. Oslo University, Norway
4. University of Murcia, Spain
5. University of Evora, Portugal
6. Salaheddine University, Iraq
7. University of Sulaymania, Iraq
8. University of Duhok, Iraq
9. Halabja University, Iraq
10. Duhok Polytechnic University, Iraq
11. University of Garmian, Iraq
12. University of Zakho, Iraq
13. Charmo University, Iraq
14. Ministry of Higher Education and Scientific Research, KRG, Iraq

Project duration: From 15 January 2021 to 14 January 2024

2. Objectives and Key Principles of the Evaluation

The aim of the external monitoring and evaluation is to ensure that monitoring of the project is performed adequately and accurately. It identifies procedures, criteria and resources for monitoring the project. It also deals with the evaluation of the progress of the project, risk and issue management and with the evaluation of the results in comparison with the needs of the target group(s) and sector(s).

The external monitoring and evaluation includes the evaluation of:

- partnership performance (quality of the management and WP leaderships, effectiveness of communication, meeting deadlines, etc.);
- progress toward the contractual outcomes and respect of the work plan.



- quality and relevance of the project outcomes in reaching the set objectives.

Furthermore, the partners will identify key areas of concern for additional evaluation.

In the framework of APPRAIS the External Quality Expert(s) will contribute to:

- the monitoring of effectiveness and impact of management activities; partnership performance; progress toward the contractual outcomes and respect of the contractual work plan;
- the definition of monitoring procedures;
- the design of tools to evaluate the project plenary meetings and the overall management;
- the analysis of data collected;
- the evaluation of the quality and appropriateness of the project results;
- The External Quality Expert(s) will: take part in in at least 2 in-presence meetings;
- take part in all the online meetings, upon availability;
- co-operate with the Quality Manager and the Management Committee and integrate the results derived from the internal evaluations with the results of the external evaluations;
- elaborate evaluation reports;

The results of the evaluation will be shared and discussed within the partnership. On the basis of recommendations from Evaluators and feedback from partners, corrective actions will be taken if necessary.

3. Contents of the Evaluation and document to be produced

Deliverable	Delivery Date
<p>Quality and Evaluation Plan - External part At the outset of her/his activities, the External Quality Expert will provide a contribution (external part) of the project Quality Plan.. The document, prepared by the Leaders of the WP6 Quality and Evaluation at the beginning of the project, defines the methods for the project quality and evaluation. The External Quality Expert(s) will contribute to the document with an indication of the evaluation procedures, the roles that the various Partners have in the quality control of the project and the criteria and the quality indicators that have to be used for the inspection. The document should contain a series of evaluation schemes and checklists in order to standardize as much as possible the monitoring process.</p>	31/07/2021
<p>Quality mid-term report and final report These documents are periodically produced by the Quality Committee supported by the external evaluator according to the schedule for the quality control. These documents report the results of the quality control on the different activities of the project and include eventual recommendations to be taken into consideration to solve wrong situations.</p>	14/10/2022 14/01/2024



4. Contract Period

The contract shall be carried out during the eligibility period of the project (15th January 2021 – 14 January 2024). In case of an extension to the eligibility period of the project, the contract period is intended to be extended accordingly.

Starting date of the assignment: 1st July 2021

Finishing date of the assignment: End of the project

5. Form of Contract

Goods or services ordered by the APPRAIS as a result of the bid shall be in accordance with the APPRAIS conditions of contract. The Terms and Conditions are those of the contractor which is UNIMED - Mediterranean Universities Union.

6. Budget

The total value of the contract (including any taxes and contributions) shall not exceed 12.000 EUR. VAT exemption is applicable. For Italian providers, the VAT exemption is applicable according to the Article 72 of the Italian Law D.P.R. 633/72. Providers based in other countries must refer to the national legislation and indicate the applicable law.

Any travel costs incurred while carrying out assignment(s) are covered directly by the provider.

7. Application procedure

Offers should include:

- CVs of relevant staff members(s) who will directly perform the Evaluation activities;
- reference projects;
- a concept note with a rough indication of the anticipated methodology of max 2 pages.
- statement of availability;
- detailed financial offer for the implementation of the tasks.

Deadline for receipt of offers: **10/06/2021**

Applications should be sent in English to: uni-med@pec.it

8. Selection Criteria

The contract will be awarded to the bid offering best value for money (best price-quality ratio).

The criteria for the selection of applications are:

- 30% price;
- 30% professional experience and reference projects;
- 40% compliance with the Terms of Reference

9. The Debriefing

Both successful and unsuccessful contractors who wish to have the opportunity of debriefing should contact Mr. Marcello Scalisi after award of the contract.



10. Contact

Marcello Scalisi, Director

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