



## TERMS OF REFERENCE

for External Evaluation to the project

### “EPISODE - Enhancing Palestinian Social and Digital Entrepreneurship”

Project Number: 101092371

#### 1. Background of the project

EPISODE aims to empower continuing vocational education and training providers to enhance the resilience, digital readiness, and growth of social entrepreneurship, micro-businesses, MSMEs, and early stage start-ups in Palestine, with a focus on producing public prosperity. This will be achieved by defining future skills needed for social entrepreneurs in the digital era, aligning such skills to the local unique Palestinian context. The project will upskill teachers/trainers and mentors on innovative tools, online teaching techniques and pedagogies, cutting-edge technologies and trends in digital social entrepreneurship, and it will involve them in co-creating a blended course on Digital Social Entrepreneurship. The course will be piloted with youth who aspire to become entrepreneurs, young entrepreneurs and early startups, empowering them to use digital transformation tools and models in order to either expand and improve their operations, or to initiate a social enterprise.

The EPISODE approach will be available for the public and transferable in interested institutions and organisations that are willing to reinforce capacity and attractiveness of continuing vocational education. Moreover, the project will provide an open online microlearning unit on Digital Social Entrepreneurship, that will be available to all interested organisations and learners in English and Arabic.

**The specific objectives for the project are to:**

- Anticipate the competences needed by early and future social entrepreneurs to exploit digital transformation opportunities;
- Expose teachers/trainers and mentors to digital and innovative pedagogical approaches and trends in digital social entrepreneurship;
- Boost the digital and entrepreneurial skills and competences of youth who aspire to become entrepreneurs, and early start-ups (founders and team members) with a focus on producing public prosperity

The main expected outputs of the project are:

- Report on the future skills needs for social entrepreneurs in the digital era - The report, based on desk and field research, and consultation with stakeholders, will identify future skills needed for Palestinian social enterprises (owners and employers) created and pursued using digital technologies, tools and methods;
- Training framework - (Hybrid) training programme for trainers and mentors;
- Training report - Reports of the online conversations, and training week;
- Course Outline - An instructional design document presenting the course outline and delivery methods;
- Micro Learning Unit on Social Digital Entrepreneurship - A multilingual online learning unit on digital social entrepreneurship, to 40 hours of workload, and offering different types of learning resources;
- Report on the course delivery and lessons learnt - A document describing the course experience. It draws upon assessments, questionnaires and interview conduct with course participants project is for sure the combined learning offer allowing the capacity building of CVET providers through an innovative teacher training approach with the learning offer addressing students;
- Transferability guidelines - The Transferability guidelines will explain to interested institutions how to implement in the most effective way the EPISODE approach, based on the results of the pilot courses conducted within the project.

The project is funded by the Erasmus+ programme of the European Union (Erasmus+ Capacity Building in the field of VET, project number 101092371). EPISODE lasts two years, from 01 January 2023 to 31 December 2024.

The project is implemented by:

1. UNIMED – Mediterranean Universities Union, Italy (coordinator)
2. Birzeit University, Palestine,
3. An-Najah National University, Palestine
4. BuildPalestine, Palestine
5. ALL DIGITAL, Belgium



## 2. Objectives of the External Evaluation

The aim of the external evaluation is to ensure that the results of the project are delivered on quality and to provide an impact assessment of the project.

The external evaluation includes:

- the review of the key project outputs as listed in section 3 below
- the evaluation of the results in comparison with the needs of the target group(s) and sector(s);
- quality and relevance of the project outcomes in reaching the set objectives;
- the assessment of the project impact with the aim to understand what worked, how, for which target groups and in which settings and what has not worked and why.

In addition:

- the External Evaluation Expert(s) will take part in the foreseen management online meeting, based on the relevance of his/her participation at the moment the meetings are organised. It is expected the participation in approx. one meeting every 4 months;
- cooperate with the Project Manager and integrate the results derived from the internal evaluations with the results of the external evaluations;
- elaborate evaluation reports and reviews.

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 documents to be produced

Deliverable	Delivery Date
<p><b>Quality and Evaluation Plan - External part</b>                      At the outset of her/his activities, the External Evaluation Expert will provide a contribution (external part) to the project Quality and Evaluation Plan, detailing the timeline and quality criteria for the external evaluation.</p>	<p>15/06/2023</p>

<b>Mid-term and final evaluation reports - external part</b> Contribution to the above reports (mid term and final report) with provision of feedback on the implemented reviews.	30/11/2023 30/11/2024
<b>Impact assessment</b> A report providing the assessment of the project impact with the aim to understand what worked, how, for which target groups and in which settings and what has not worked and why.	31/12/2024
<b>Review of the main project results</b>	
<b>Report on the future skills needs for social entrepreneurs in the digital era</b>	30/06/2023
<b>Training framework</b>	31/08/2023
<b>Training report</b>	31/01/2024
<b>Course Outline</b>	31/03/2024
<b>Micro Learning Unit on Social Digital Entrepreneurship</b>	31/07/2024
<b>Report on the course delivery and lessons learnt</b>	30/11/2024
<b>Transferability guidelines</b>	30/11/2024

#### 4. Contract period

The contract shall be carried out during the eligibility period of the project (1<sup>st</sup> January 2023 – 31 December 2024).

- Assignment start date: **1 June 2023**
- Assignment end date: **31 December 2024**

In case of an extension to the eligibility period of the project, the contract period is intended to be extended accordingly (without any budget changes).



## 5. Form of contract

Goods or services ordered by the EPISODE as a result of the bid shall be in accordance with the EPISODE 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 shall not exceed **6.000 EUR** (gross amount).

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 contractor.

## 7. Application procedure

Offers should include:

- CVs of the expert(s) who will directly perform the Evaluation activities, including reference projects;
- a concept note with a rough indication of the proposed methodology for the review of the project results and the impact assessment of max 2 pages

Deadline for receipt of offers: **20 May 2023**

Applications should be sent in English to: [uni-med@pec.it](mailto:uni-med@pec.it)

## 8. Selection Criteria

The contract will be awarded to the candidate showing the most relevant experience and knowledge in evaluation and in the themes and educational sectors addressed by the project (VET and social entrepreneurship)

The criteria for the selection of applications are:

- 40% professional experience and reference projects (evidence of experience in the evaluation and impact assessment of development programmes, social digital entrepreneurship, and in capacity for development programmes);



- 60% quality of the technical offer (relevant to the VET sector and to the middle east context).

## 9. Debriefing

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

## 10.Contact

Marcello Scalisi, Director

UNIMED - Mediterranean Universities Union

Corso Vittorio Emanuele II, 244 | 00186 - Rome - Italy

uni-med@pec.it | Tel. +39 06 68581430