

Invitation to Tender: OutsideIN Project Evaluation

Introduction

Meath Partnership is a dynamic partnership company established in 2006 to deliver a range of rural, social and economic programmes at local level across County Meath. Through these programmes, we provide support and assistance to private individuals and community groups active at local level through capital grant aid, technical assistance, guidance and mentoring, information and support, training opportunities and development initiatives. Since 2008, Meath Partnership has delivered projects funded through the EU Lifelong Learning Programme, specifically under the measures of Grundtvig, Leonardo and Transversal Key Activities, the Erasmus+ Programme, AMIF and the Rights, Equality and Citizenship Programme of the European Union.

Tender Outline

Meath Partnership is now seeking tenders from suitably qualified individuals/organisations to carry out an independent external evaluation in the context of our current project *OutsideIN: Attracting Marginalised Adults to Lifelong Learning* funded by Leargas, under the Erasmus+ Programme.

OutsideIN is an innovative new project which aims **to provide access to learning for the most vulnerable groups of adult learners to support their inclusion in society and economy**. The project will address 5 key structural areas that can contribute to the exclusion of learners. We will provide CPD supports for adult educators, we will design new multi-media learning materials and explore the best methods of marketing adult education services to reluctant learners. Through the project we will also seeking to reduce the access barriers to learning opportunities and materials and provide accrediting learning and progression pathways for adult learners in each partner country.

The main target group of the OutsideIN project is adult education professionals working with:

- Adults from disadvantaged backgrounds
- Adults with fewer opportunities due to disability, educational difficulties, economic difficulties
- Adults from migrant communities
- Adults who have had a previous negative educational experience (low levels of educational attainment)

The OutsideIN project partners drawn from five EU countries are working with this target group to produce relevant training materials and to foster the inclusion of vulnerable groups of adult learners into mainstream provision.

The project's primary outputs are:

1. To design and develop a new in-service training for adult educators to promote and embed the aims and objectives of the project in their daily practice
2. To create a digital toolbox of 15 short mini-learning resources targeted at adult learners

3. To design and programme a dedicated e-learning platform to support all aspects of online learning within the project
4. Based on the implementation results and experience of each partner in the project, to commission a Policy Paper making key recommendations for the inclusion of vulnerable groups in mainstream adult education provision
5. To design and host a series of community learning festivals across the partner countries
6. For our Maltese partner, to host a transnational Learning Event in Malta supporting the CPD of 3 Adult Education Trainers from each country for 5 days

The OutsideIN Project is promoted by a consortium of five partner organisations from Ireland, Malta, Portugal, Greece and Spain.

Requirements of the Evaluator

Given the multi-stakeholder and multi-dimensional nature of the Erasmus+ projects, the envisaged role of the External Evaluator is to ensure objectivity as part of the Quality Assurance Framework for the Project and to complement and augment the internal evaluation system operational within the project. The role of the external evaluator is foreseen as follows:

1. Evaluate and assess the workings of the consortium as a partnership over the duration of the project life-cycle, making recommendations at key stages, in terms of:
 - Roles and tasks division within the project
 - Level of engagement contribution and mutual support of each partner in the different phases of the project
 - Effectiveness of communication and decision making process inside the consortium
 - Working methods and conflict management within the consortium
 - Recommendations for modifications and improvements
2. Identify elements of best practice in the development of the project
3. Measure the overall outputs achieved against the project work-plan and quality indicators
 - Concrete results in relation to the aims of the project
 - Local impact of practices experimented
 - Real commitment of the beneficiaries towards the project phases
4. Contribute to the Project's Reporting Requirements as set down by Leargas and to commission and produce an interim formative evaluation report (due in September 2018) and a final summative evaluation report (due in September 2019).

Information to be submitted as part of the tender, should at a minimum address the following elements:

- Consultant(s) profile: capacity, skills, experience and knowledge
- Clear, well-defined evaluation methodology and workplan
- Resource Plan for the Evaluation Tender with a clear pricing structure
- Current Tax Clearance Details

We are looking for an individual/organisation who can demonstrate:

- evaluation experience in relation to multi-stakeholder partnerships
- evidenced experience of working with European programmes is desirable
- good research and analysis skills
- excellent communication skills
- capacity to deliver a quality piece of work within a tight timescale
- ability to draft reports in plain English and in a succinct way

Fee Proposal

The fee proposal submitted, shall be in the form of a lump sum in Euro (€), inclusive of VAT and all expenses. A breakdown of total costs should be provided. The budget for this contract is in the region of €4,000 inclusive of all costs.

Terms of Appointment

The contract period shall be for a maximum duration of 24 months, or until the final evaluation report has been presented to Meath Partnership whichever is the shorter. Where a group or consortium submits a proposal, a lead consultant must be nominated who shall be fully responsible for providing the services required by this brief. On appointment the successful tenderer shall prepare and agree an evaluation framework plan with Meath Partnership. The plan shall detail all staff to be engaged on the project and shall indicate all tasks to be undertaken against time.

Tax Compliance

It is a condition for the award of this contract that the successful contractor and all proposed sub consultants must be able to produce valid Tax compliance details.

Ownership of Documents and Copyright

All documents produced by the consultant in connection with this appointment and submitted to Meath Partnership will be considered the property of Meath Partnership and may be used by Meath Partnership at any time, including for other projects, without the prior approval of the consultant.

Evaluation Criteria

Tenders will be evaluated on the information provided at the time of tender. The successful applicant will be notified within a period of up to 3 weeks from closing date for receipt of tenders with immediate appointment.

Unsuccessful tenders will be notified when the appointment of the successful tender has been confirmed.

The contract will be awarded to the most economically advantageous tender based on the following award criteria:

Criteria	Maximum Score Available	
Qualification & Relevant Experience	300	30%
Methodology, Project Management & Staffing Plan	400	40%
Price	300	30%
Total Maximum Score Available	1000	100%

Submission of tenders

Tenders are to be submitted for the attention of Mr. Michael Ludlow, **by 4.00pm Friday, 9th March 2018**. Email tenders to info@meathpartnership.ie are acceptable and must be clearly marked "OutsideIN Evaluation". Late tenders will not be considered under any circumstance.