

## Call for tenders

Education and Digital Cultural LABoratory

GRANT AGREEMENT n° Project No. 2018-1-IT02-KA201-048316

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

### 1. Summary of the project

The early years from birth to compulsory school age are the most formative in children lives and set the foundations for children's lifelong development. In this respect, high quality early childhood education and care (ECEC) is essential for all children's successful lifelong learning, social integration, personal development and later employability.

Every child requires and deserves a service that is holistic in approach and that provides a social, cultural and physical space with a range of possibilities for children to develop their present and future potential. These recommendations are part of the priorities for ECEC that EU Commission has set out aiming to make it more accessible and raise the quality of services provided in the EU states.

Increasing access to high quality ECEC is also the focus of the European benchmark that calls for the participation of at least 95% of children between the age of 4 and compulsory school age by 2026.

High quality ECEC has a particularly positive impact for children from disadvantaged and migrant backgrounds. Since 2018 is the European Year of Cultural Heritage, culture should be considered as a mean to foster integration in the classroom.

### **Objectives**

The following project objectives represent a concrete way to tackle the above mentioned topic:

- Train 60 ECEC teachers to make workshops on the thematic of European Culture (kids aged 3-5) at EU level
- Update digital competencies of teachers
- Promote the children and family awareness in the frame of the Cultural Heritage
- Develop a holistic approach based on Active Learning and Play to support children growth
- Implement 20 cultural workshops with kids (3-5)

***The main project expected results are:***

IO1. EDUCLAB Guidelines. A document for teachers on how to arrange training environment, learning processes, address age-specific needs and children motivation when implementing a cultural workshop

IO2. EDUCLAB Training Handbook to supply competences for teachers to implement cultural workshops and to provide them skills in the digital area and inclusive approaches

IO3. EDUCLAB Toolkit. A step-by-step description on how to carry out the cultural workshop activities

IO4. EDUCLAB Online platform and Cultural workshops. Video Tutorials will be developed and uploaded on the EDUCLAB online platform to complete the EDUCLAB Toolkit with visual-based learning support. Additional videos will be developed during the implementation of the cultural workshops at EU level.

These IOs will be connected with Local Multiplier Events as well as with the EDUCLAB Final conference in order to reach the widest range of target groups and stakeholders possible.

In addition to the 4 core intellectual outputs EDUCLAB will develop further outputs necessary to achieve its objectives: Dissemination and Communication Strategy, Quality Management Handbook and reports.

EDUCLAB is supposed to achieve an extended IMPACT on:

- Direct participants in the project (pre-school teachers) who will acquire skills in the digital field and to implement cultural workshops in the classroom for children 3-5 aiming at promoting inclusion of children coming from a disadvantaged background;
- Partner organizations who will integrate the EDUCLAB training programme in their curriculum and will use them to train pre-school teachers in order to better support the integration in the class group of children aged 3-5 with different cultural backgrounds;
- Other stakeholders and Associated Partners: since the platform will be available for 5 years after the end of the project, it will ensure a sustainable EU network of ECEC providers who can access a wide range of materials in various languages

**Partnership**

The consortium selected for the implementation of the INCLUVET project has been composed by the following organizations.

The partners have different levels of knowledge and experience in pre-school services and kindergartens. The EDUCLAB consortium consists of 6 public and private organizations from different backgrounds, experienced and relevant for the project and its main subject.

P1/Co&So, the promoter, is a private organization that manages 47 nurseries and 9 kindergartens and pre-school services, 6 museums and 24 libraries. It is a private organization and well known in Tuscany.

P2/PIù Communication, a private company expert in the digital and marketing field, is composed of young and skilled people.

P3/Municipio di Lousada, a Public institution which directly manages 29 kindergartens (1100 children), shares the management responsibilities with the Portuguese Ministry of Education to ensure the school planning, including monitoring

P4/Yasar University is a private organization, the academic staff who will be involved in this project has been working in training curriculum and content development for years

P5/DGASPC is a Public Institution that has to face the integration of Roma children in preschool education and with an obligation to serve Community as well as to support the Inspectorate of Schools.

P6/European University of Cyprus with its Department of Education Sciences is a relevant organization in Cyprus for the training of teachers in the field. The faculty's experience involves issues of teachers' training for ECEC settings, critical analysis of policy and practice in early childhood education

### **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 DGASPC (responsible for the internal evaluation of the project), who has relevant expertise in quality management and evaluation of similar projects aimed at people with disabilities, 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:

<b>Deliverable No.</b>	<b>Deliverable name/type (a)</b>	<b>Format (b)</b>	<b>Language (c)</b>
1	Integration to the Quality Management Handbook elaborated as a first draft by DGASPC (internal partner)	Electronic, 30 p.	EN
2	<b>Progress Evaluation Report</b> The external evaluator will prepare a comparative report of the 1st project year concerning project process (meetings and phases), products developed, dissemination activities and impact	Electronic, 25p.	EN
3	<b>Final evaluation report</b> The external evaluator will prepare a comparative report of the whole project period concerning project process (meetings and phases), products developed, dissemination activities and impact	Electronic, 40 p.	EN
4	<b>Impact and Exploitation report</b> The external evaluator will prepare a report which will include a section on the applicability of the EU dimension of the project activities and a summary on dissemination activities carried out by the partnership.	Electronic, 15p.	EN
5	<b>Evaluation of Short term joint staff Training Event</b> The report will be elaborated on the basis of the questionnaires (also these will be prepared by the external evaluator) filled in by participants and trainers. It will include questions regarding the relevance of the training and participants' satisfaction on the training contents, materials, methodologies, length, trainers' competences.	Electronic, 15p.	EN
6	<b>Evaluation of the EDUCLAB Final Conference</b> The report will be elaborated on the basis of the questionnaires (also these will be prepared by the external evaluator) filled in by participants. It will include questions regarding on participants' satisfaction with the conference contents, materials, methodologies, length, speakers competences, etc.	Electronic 15 p.	EN

### 3. Time schedule and reporting

The contract shall have the duration from the 01.01.2019 to 31.01.2021

The evaluation reports are due to be submitted as follows:

<b>Deliverable No.</b>	<b>Deliverable name/type</b>	<b>Deadline</b>
1	Integration to the Quality Management Handbook elaborated as a first draft by DGASPC (internal partner)	February 2019
2	Progress evaluation report	September 2019 (to be confirmed)
3	Final evaluation report	January 2021
4	Impact and Exploitation report	January 2021
5	Evaluation of Short term joint staff Training Event	January 2020
6	Evaluation of Final Conference	January 2021

#### 4. Payment

The subcontractor will be chosen on the basis of the best offer.

#### 5. 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.

#### 6. 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.

#### 7. Submission of tenders

This call for tenders will be published on the website of Co&So and the partner organisations' website on 20/11/2018 and will be kept open for 15 calendar days. The deadline for the submission of bids is on 5/12/2018.

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.

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

[direzionecultura@coeso.org](mailto:direzionecultura@coeso.org)

[jobbagy@coeso.org](mailto:jobbagy@coeso.org)