

## Call for tenders

COMP-UP: Motivate Adults to improve Basic Competences

GRANT AGREEMENT n° Project No. 2019-1-IT02-KA204-063179

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

### 1. Summary of the project

The PIAAC Survey of Adult Skills shows that 70 million Europeans struggle with basic reading and writing, calculation and using digital tools in everyday life. Without these skills using a machine to buy a train ticket, read to their children or understand written safety precautions becomes difficult and a barrier to social and work inclusion. The importance of Digital Literacy, as one of the eight key competences that every European citizen should master, is even highlighted by the European Commission's 2010 Digital Agenda for Europe.

As a consequence, the European Council adopted a "Recommendation on Upskilling Pathways" in order to help adults acquire a minimum level of literacy, numeracy and digital skills through the development of high-quality and accessible services.

In this context the COMP-UP Consortium, according to its experience with disadvantaged and low-qualified adults and in adult education, suggests that updating competences of Adult Education Professionals (AEP) who support adult learners is a reply to improve the literacy, numeracy and digital skills of this target group.

### OBJECTIVES AND PARTICIPANTS

The COMP-UP project, in line with the needs and priorities listed above, will be aimed at increasing the motivation of low-qualified adult learners to take part in education and improve their literacy, numeracy and digital skills. In practice COMP-UP aims to:

- Collect and analyse EU and NA projects and tools in the field and identify the competence gaps of AEPs (IO1)
- Supply competences to 50 AEPs to motivate low-qualified adult learners in improving their skills (IO2)
- Update digital competences of AEPs through a blended-learning methodology and the use of Webinars

- Implement Motivation workshops to improve the 3 basic competences of 75 low-qualified adult learners (Digital, Literacy, numeracy) (IO4)
- Build a Local and EU Network of AEPs using the same methodologies
- Valorise the COMP-UP concept and training through 11 multiplier events reaching 280 people at EU level (E1-11).

#### METHODOLOGY

The consortium will use different interconnected methodologies. First, it will investigate the needs and skill gaps of AEPs through a focus group in each country. Second, on the basis of an interactive process of development and mutual feedback the partnership will elaborate the COMP-UP Tool collection, Training Curriculum and Motivation Toolkit: a collection of useful resources for AEPs to implement workshops aimed at motivating low-qualified adult learners to improve their literacy, numeracy and digital competences. Finally, the development phase will be followed by a testing phase and a common learning and teaching activity.

The main expected RESULTS are:

IO1.COMP-UP Tool collection, a collection of already developed EU and NA projects, tools and methodologies in the motivation and skills assessment field and a guide for AEPs on how to apply them when working with low-qualified adults.

IO2.COMP-UP Training Curriculum to supply competences to AEPs to develop effective outreach, guidance and motivation strategies for low-qualified adult learners and to use skill assessment tools in the literacy, numeracy and digital area.

IO3.COMP-UP Online platform to create a network of AEPs and to share and valorise the Outputs, Webinars and the selected EU and NA projects and tools in the field of motivation and skills assessment at EU level.

IO4.COMP-UP Motivation Toolkit, a practical resource for AEPs to implement Motivation workshops to low-qualified adult learners, with step-by-step description on how to carry out the activities.

These IOs will be connected with Local and National Multiplier Events in each country to reach a wide range of target groups and stakeholders.

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

COMP-UP will have an extended IMPACT on:

- Direct participants in the project (AEPs) who will acquire competences and innovative tools in the field of motivation and skill assessment (literacy, numeracy, digital) of low-qualified adults and networking with stakeholders;
- Low-qualified adult learners who will benefit indirectly in terms of better understanding of their own communication styles, learning styles and barriers in learning. As a consequence, they will be more motivated to take part in learning;
- Partner organizations who will integrate the COMP-UP training programme in their curriculum and will replicate it to reach even more professionals;
- Stakeholders, Associated Partners who can access a wide range of materials in various languages thanks to the online platform, which will be available for 5 years after the project end, thus ensuring a sustainable EU network of stakeholders in the field

### **Partnership**

The consortium selected for the implementation of the COM-UP project has been composed by the following organizations:

All partners have different levels of knowledge and experience in working with Low Qualified adult learners and are all concerned with the topic and are reference organizations in their country. The COMP-UP consortium consists of 6 organizations from different backgrounds, experienced and relevant for the project and its main subject.

P1/IT is a private organization well known in Tuscany that manages over 100 services on daily or residential bases for low qualified people including migrants. It has also great experience in EU project development and management to help smooth implementation of project activities.

P2/AT is among the leading providers of social services in the Province of Styria with 1000 employees. It provides services to reply efficiently to the needs of Low Qualified adult in terms of supporting and better up their life opportunities.

P3/PL it is a private company providing vocational training in the field of IT. In the frame of EU-funded projects they create various IT tools that support project activities (e-learning platforms, OERs, on-line questionnaires, interactive trainings, mobile applications or Internet based dissemination campaigns).

P4/ES is a private organization with the objective of fighting social, cultural and economic exclusion of any disadvantaged group, it has managed projects aimed at the integration of disadvantaged people. Since 1987 they provide training workshops on social and labour inclusion.

P5/RO is a lead actor of non-formal adult education and training in an economically less developed region of Romania (Harghita county, Central Region). It has played an important role in enhancing key competences of youth and adults since 1996.

P6/SE is an adult education association that offers a wide range of adult education all over Sweden. It is an association of five foundations: the university extensions attached to the Universities of Stockholm, Uppsala, Göteborg, Lund and Umeå.

### Tasks of the external evaluator

The project foresees the involvement of an EXTERNAL ORGANISATION who will deal with the quality management, to ensure an objective outside perspective. Partners will work together under the guidance of P1/Co&So, who will be the link between the partnership and the external evaluator.

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:

Deliverable No.	Deliverable name/type (a)	Format (b)	Language (c)
1	<b>Quality Management Handbook</b> Containing information on evaluation instruments, procedures, products and outcomes with timetable and definition of quality criteria.	Electronic, 30 p.	EN
2	<b>4 Evaluation Monitoring Reports</b> Elaborated after each project meeting concerning the	Electronic, 20 p.	EN

	main aspects of project meetings and phases.		
3	<b>Progress Evaluation Report</b> A comparative report of the 1st project year concerning project process (meetings and phases), products developed, dissemination activities and impact.	Electronic, 25p.	EN
4	<b>Final evaluation report</b> A comparative report of the whole project period concerning project process (meetings and phases), products developed, dissemination activities and impact.	Electronic, 40 p.	EN
5	<b>Impact and Exploitation Report</b> Elaborated at the end of the project, based on the dissemination activities carried out by partners, with a section on the applicability of the EU dimension in the project activities.	Electronic, 15p.	EN
6	<b>Report on Local Training Sessions</b> Elaborated on the basis of questionnaires filled in by participants and trainers.	Electronic, 25p.	EN
7	<b>Report on COMP-UP Short term joint staff Training Event</b> Elaborated on the basis of questionnaires filled in by participants and trainers.	Electronic 15 p.	EN
8	<b>Report on Local and National Multiplier Events</b> Elaborated on the basis of feedbacks received by participants concerning the relevance and quality of the Intellectual Outputs presented.	Electronic 10 p.	EN

### 3. Time schedule and reporting

The contract shall have the duration from the 01.03.2020 to 31.12.2021

The evaluation reports are due to be submitted as follows:

Deliverable No.	Deliverable name/type	Deadline
1	Quality Management Handbook	March 2020
2	4 Evaluation Monitoring Reports	March 2020 June 2020 December 2020

		December 2021
3	Progress evaluation report	October 2020
4	Final evaluation report	December 2021
5	Impact and Exploitation report	December 2021
6	Report on Local Training Sessions	April 2020
7	Report on COMP-UP Short term joint staff Training Event	May 2021
8	Report on Local and National Multiplier Events	December 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 14/02/2020 and will be kept open for 15 calendar days. The deadline for the submission of bids is on 29/02/2020.

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:

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

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