

Call for expression of interests for External Evaluation of the “Student Engagement, Empowerment and Representation in Lebanese Universities - StEER-Leb” project

Dear Sir/Madam,

You are invited by the StEER-Leb project, which was developed upon an initiative of USEK and in consultation with the other Lebanese institutions (involving both international and student affairs offices) of the consortium, to boost Student Empowerment, Engagement and Representation infrastructure in Lebanese universities.

1. Background & Context

The StEER-Leb project aims at the empowerment of students and the creation of politically-neutral and democratic student representation bodies with the support of European Universities.

The StEER-Leb project will address the following priorities actions:

- The consortium will ensure that Lebanese students, staff and faculty members acquire multidisciplinary transversal skills, based on cooperation and the experience of EU partners.
- This project will also aim at producing new Educational Resources (a Training Guide, a MOOC, a mapping platform for Good Practices, a testimonial-video platform, etc.), and disseminated for adoption by more institutions.

StEER-Leb multi-actor includes 8th institutions from different countries:

Lead Contractor

USEK - Holy Spirit University of Kaslik, Lebanon

Partners

- UNIMED – Mediterranean Universities Union, Italy
- Université De Rouen Normandie, France
- Universidad De Cadiz, Spain
- Alma Mater Studiorum - Universita Di Bologna, Italy
- USJ, Université Saint-Joseph, Lebanon
- LAU, Lebanese American University, Lebanon
- DGHE, Directorate General Higher Education, Ministry of Education and Higher Education, Lebanon

StEER-Leb is a 36 months project co-funded with support by the European Commission under the ERASMUS PLUS Programme, **KA2 – Cooperation for innovation and the exchange of good practices – Capacity Building in the field of Higher Education**. The project is described more fully in the attached technical annex and logical framework.



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This project has been funded with support from the European Commission. This communication reflects the views only of the author, and the Commission cannot be held responsible for any use which may be made of the information contained therein.

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 include 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 workplan;

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

In the framework of StEER-Leb the External Quality Expert(s) will contribute for:

- the definition of quality indicators for: 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 questionnaires and grids to evaluate the project plenary meetings and the overall management;
- the analysis of data collected;
- the co-operation with the Quality Manager and the Management Committee and integration of results derived from the internal evaluations;
- the elaboration of 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>Handbook for quality control - External part</p> <p>At the outset of her/his activities, the External Quality Expert will provide a contribution (external part) of the Handbook for quality control. This document, prepared by the Quality Manager and the Management Committee at the beginning of the project, defines the methods for the quality control and regulates the roles that the various actors 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 contains a series of evaluation schemes and checklists in order to standardize as much as possible the monitoring process.</p> | <p>31/01/2018</p> <p>at the outset of the External Quality Expert activities</p> |
| <p>Quality assurance monitoring reports</p> <p>These documents are periodically produced by the Quality Manager 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 eventual warning to taken into consideration to solve wrong situations.</p> | <p>30/04/2019</p> <p>31/10/2019</p> <p>30/04/2020</p> <p>14/10/2020</p> |



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4. Contract Period

The contract shall be carried out during the period 3rd January 2018 to the end of the project.
Starting date of the assignment¹: 3rd January 2018
Finishing date of the assignment: End of the project

5. Form of Contract

Goods or services ordered by the StEER-Leb as a result of the bid shall be in accordance with the StEER-Leb's conditions of contract. StEER-Leb is coordinated by USEK, the Terms and Conditions are those of the aforementioned organisation. The Contractor is USEK - Holy Spirit University of Kaslik, Lebanon.

Application procedure

The expression of interest should include:

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

Proposals shall be fully written in English language.

The document above should be sent in PDF by email to:

Mr. Jean Chalhoub : info@steerleb.net

Deadline for receipt of tenders: 15 December 2018 12.00 AM CET

Selection Criteria

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

The determined criteria for the selection of applications are: 50% evaluation method and quality of evaluation concept, 25% professional experience and reference projects and 25% technical ability.

N.B: For transparency sake, the concurrence of any candidate member of any of the partner institutions will not be allowed to submit an offer and will be prohibited from the final selection.

The Debriefing

Both successful and unsuccessful contractors who wish to have the opportunity of debriefing should contact Dr. **Rima Mattar** after award of the contract.

Contact

Rima Mattar, Ph.D.

Deputy President for International Affairs and Global Initiatives

Holy Spirit University (USEK)

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¹ Cannot be before the date of signature of the letter of contract



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