

CALL FOR EXPRESSIONS OF INTEREST FOR EVALUATION OF ERASMUS+ PROJECTS IN THE FIELD OF EDUCATION, TRAINING AND YOUTH

The Foundation Tempus launches a call for individuals interested in the evaluation of decentralized Erasmus+ project proposals in the field of pre-school and school education, vocational education and training and adult education and higher education for the purpose of expanding the pool of external evaluators.

The Foundation Tempus, in charge of decentralized management of the Erasmus+ programme in the Republic of Serbia, organizes calls for proposals, provides technical assistance to applicants, and organizes the selection of projects and allocates grants for project implementation. Projects managed by the Foundation Tempus within the Erasmus+ programme are assessed by independent, external evaluators as part of the selection process.

This assessment is made on the basis of an analytical framework and criteria defined by the Erasmus+ programme rules and in accordance with the national priorities, if these are specified in a specific call for proposals.

About the Erasmus+ Programme

Erasmus+ is the European Union programme for education, training, youth and sport. Erasmus+ aims to modernise education, training and youth work across Europe. It is open to education, training, youth and sport organisations across all sectors of lifelong learning, including school education, further and higher education, adult education and the youth sector. It offers opportunities for participants to study, work, volunteer, teach and receive training abroad in Europe.

More information about the Erasmus+ programme and its objectives, specific types of projects and the Quality Assessment of Actions managed by National Agencies can be found [in the Programme Guide](#).

Competences of external evaluators targeted by the current Call

The minimum requirements for external evaluators are as follows:

- At least 3 years of relevant professional experience related to a specific sector (**general education, vocational education and training, adult education, higher education**);
- Experience in management/implementation/evaluation of projects financed by the European Union and other donors;
- Ability to work with programmes that are part of the Microsoft Office suite;
- Excellent knowledge of the English language;
- Knowledge of the local context of Serbia in the fields, knowledge of the Erasmus+ Programme and EU projects is an advantage.

In order to carry out the required evaluation task as efficiently and transparently as possible, it is expected that the evaluators are also able to meet the following criteria:

- **General criteria:** analytical skills and capacity of summarizing and drafting comments;
- **Specific criteria:** knowledge of and experience in the targeted action and the sectors of education and training;
- Evaluators need to be able to independently use IT tools in their work.

Application deadline and required documents

Interested candidates are required:

1. to fill in the online application form [on the following link](#) and
2. to send their CV in English language [in the Europass format](#) and accompanying documents to konkursi@tempus.ac.rs not later than **15 August 2022, 23:59 (CET)**.

N.B. The accompanying-supporting documents should justify the required minimum of 3 years of professional experience in a particular sector and experience in management/ implementation/ evaluation of projects financed by the European Union (such as e.g. working/engagement contract, link to the website where their name is mentioned etc.), These can also be links towards downloadable documents or webpages to be visited, which are listed in your CV.

In case you have any **questions**, please send them to: konkursi@tempus.ac.rs, subject: **External evaluators**

Before submitting the application, the candidates are invited to read the information about processing personal data available at the [following link](#).

Selection of external evaluators

The selection of candidates will be done in two stages:

1. **Technical assessment** of the applications to check minimum requirements
2. **Test assessment of mock project applications** to be done only by shortlisted candidates

Shortlisted candidates will be invited to write a test evaluation report on a mock project application. Through the evaluation report, candidates' skills in writing, synthesis and making recommendations will be assessed. The evaluation will be based on an evaluation grid, available in the Guide for Experts, which will be provided to the candidates. The evaluation will need to be written in English and will be of a limited duration.

Evaluators will be selected by the Foundation Tempus selection committee consisting of 3 members. The committee will take into consideration the quality of the test evaluation, and the areas of expertise stated in the candidate's CV and accompanying documents.

All shortlisted applicants shall be informed about the completion of the selection process.

The selected evaluators will be informed by email that they have been chosen for the pool of evaluators of the Foundation Tempus.

Being included in the Foundation Tempus' pool of evaluators does not automatically result in participating in every evaluation round. For each evaluation round, the Foundation Tempus will request services from the evaluators whose knowledge and skills are in line with the needs of a specific call and other factors will also be taken into account, such as quality of previous assessments of the evaluator. Participation in the project assessment in a particular year does not imply that the evaluator will be invited to participate the following year.

The Foundation Tempus will assign tasks to external evaluators on the basis of the necessary skills, experience and knowledge, and in accordance with the principles of non-discrimination, equal treatment and absence of conflict of interests.

The Foundation Tempus has the right to assess the work of evaluators and to exclude an evaluator from the pool of evaluators in case of serious inconsistency or breach of the Code of Conduct. The exclusion of an evaluator from the pool can be done upon his/her request as well.

Prevention of the conflict of interests

The external evaluators have to be able to provide all necessary guarantees of their neutrality regarding the work of the Foundation Tempus and the Erasmus+ project applications.

In order to ensure impartial evaluation, the evaluators will be required to sign the Code of Conduct and Declaration on the Prevention of Conflicts of Interest and Disclosure of Information. These two documents will be integral part of an evaluator's engagement contract with the Foundation Tempus for participation in each selection round.

If any of the criteria stated in the above documents fail to be met, the evaluators will be required to return all the remuneration received for their work for the period within which a rule was violated and the evaluator will be permanently excluded from the list of evaluators.

Conducting project assessments

The selected evaluators will receive an invitation by email, specifying the implementation modalities of the assessment at least 10 days before the starting date of the evaluation.

The evaluators are expected to hold a video-conference/skype meeting with the Foundation Tempus staff to confirm their participation in the evaluation process.

The assessment will be carried out using on-line evaluation tools of the European Commission and the Foundation Tempus.

Training and support for evaluators

Throughout the evaluation period, the Foundation Tempus staff will be available to provide the necessary technical assistance to the evaluators.

To ensure consistency of the assessments, the evaluation process will begin with a training session. The training provided to the external evaluators shall include information on the assessment criteria, policy context and specificities of Erasmus+ projects. The training will be an opportunity for the external evaluators to get guidelines on how to reach comparable quality levels of assessment. Feedback provided by the external evaluators is to be communicated to the applicants. Hence, external evaluators are expected to provide sufficiently constructive and detailed feedback so as to ensure that the applicants are able to capitalise on such comments and improve applications submitted under future calls.

Participation of evaluators in the introductory training session is mandatory, except in special cases where only new evaluators are obliged to do it.

The evaluators may also be asked to participate in:

- In-house training sessions and support – the Foundation Tempus may invite experienced external evaluators to act as trainers (together with its staff) and provide support to other evaluators and quality control of assessments;
- Project monitoring visits;
- Interventions within the framework of events organized by the Agency or its partners;
- Assessment of project interim reports and final reports;
- Evaluation of project products and results.

Evaluation fees

The Foundation Tempus will apply the following rates for the 2022 Call project assessment on:

KA1 project applications/reports	Expert fee - gross amount per project application
All types of KA1 mobility project applications/ accreditation applications in the field of education, training and youth except for KA171 – mobility projects supported by external policy funds	EUR 60
KA171 project applications – mobility projects supported by external policy funds	EUR 40 per region addressed in the application
KA2 project applications	Expert fee - gross amount per project application
KA210 small scale partnership project applications	EUR 90
KA220 cooperation partnership project applications	EUR 120
The rates for the assessment of the project final reports of the projects from the previous Erasmus+ Calls - will be equal to the rates of the assessment of the project applications from those Calls.	

Note:

Remuneration for the forthcoming calls for projects are subject to change depending on specific conditions that will be valid for these calls.

Indicative timetable

Deadline for submitting applications	15 August 2022 23.59 (CET)
Notification of shortlisted candidates only	Latest 26 August 2022
Shortlisted candidates work on mock-applications	End of August - 1st week of September 2022
Informing selected candidates	End of September 2022