



**L**OVELY  
**P**ROFESSIONAL  
**U**NIVERSITY



Co-funded by the  
Erasmus+ Programme  
of the European Union

## INVITATION TO TENDER

**Expert services for external project evaluation; external experts experienced in project evaluation in the area of capacity building, Bologna implementation and physical education and sport.**

### Background

1. Expert services are sought for the Erasmus+ KA2 (Cooperation for innovation and the exchange of good practices – Capacity Building in the field of Higher Education) project: **SPIRIT - Sport and physical education as a vehicle for Inclusion and Recognition in India, Indonesia and Sri Lanka**

LPU is the responsible partner for the expert services procurement and the overall project is coordinated by Suresh Mani (euspirit@lpu.co.in) and supported by Damien Hanet (damien@edulab.in)

Project partners include:

Lovely Professional University – India

Bangalore Educational Trust, India

Bharati Vidyapeeth University, India

Edulab Educational Exchange Private Limited, India

Insitutut Pertanian Bogor, Indonesia

Syiah Kuala University, Indonesia

Univeristas Sumatera Utar, Indonesia

The Sabaragamuwa University, Sri Lanka

University of Peradeniya, Sri Lanka

Universitat Politècnica De Valencia, Spain

Universidade De Lisboa, Portugal

University of Nicosia, Cyprus

2. The main goal of SPIRIT is to create a modular program in Sport, physical education and Health Sciences in 3 countries of Asia that contribute to increase the recognition of the fundamental value of sport and physical activity for the individual and society, well beyond competition, as a powerful tool for the promotion of healthy lifestyles and socioeconomic development - putting special emphasis in vulnerable groups, female and students with special needs

The specific objectives are:

1. Collection of EU and Asian best practices in inclusive practices through sport activities within curriculum and guidelines for inclusive universities.
2. Development of curriculum and teacher training program that enhance inclusion, diversity, tolerance and healthy lifestyles.

3. Development of LLL programs for trainers, coaches, sport clubs and local communities
  4. Creating student sport clubs units within HEIs that promote inclusion through student sport activities and volunteerism.
  5. Raising awareness of the activities developed in the project as a model for enhancing inclusive education and healthy lifestyles among local society and students.
- Creating local communities of practice and network of sport as a vehicle for inclusive education

3. This public procurement has been arranged by Lovely Professional University on behalf of the *SPIRIT* partnership consortium and the invoices should be paid according to the outcomes and invoicing schedule given in the contract following completion of the tendering process.

### **Objectives and Activities/Outputs Timetable**

4. This invitation to tender invites bidders to submit proposals for the purpose of the project external evaluation; external company with experts experienced in Erasmus+ CBHE project evaluation in the area of physical education and Bologna reform (with previous experience of working with Indian, Sri Lankan and Indonesian countries) are invited to undertake the task of performing a project continuous monitoring and final evaluation report (January 2024) to assess the project implementation.

5. Funding of up to 12000 Euro is available for this work including all expenses related to completion of the external evaluation contract and any VAT applicable. Bidders should ensure they charge VAT for the proposed activity if required.

6. The following deliverables will be required:

- A project plan detailing the consultants' activities including an evaluation plan, an evaluation methodology and appropriate research tools (questionnaires, interviews etc) within 1 month of the start of the contract; to be agreed with the Quality Control Committee
- Participation in at least 2 meetings of the Steering Committee each year, following with submission of annual, interim and final reports.
- Monitor the partnership's operation, achievements, internal expert assessments of the quality and impact of produced products using the agreed methodology and tools.
- Offer conclusions and recommendations to the project partners to improve their performance, the project products and their impact, according to interim results of the evaluation, as necessary.
- Offer conclusions and recommendations to the project partners regarding methods and tools that need to be applied by them to evaluate the impact of the project products.
- A written and oral (face to face or online) interim evaluation report to be submitted, to cover the first 14 months (January 2021 until March 2022) of the project's implementation by 31 July 2022.
- A written and oral (face to face or online) interim evaluation report to be submitted, to assess the designed learning outcomes in year 2.
- A written and oral (face to face or online) final evaluation report to be submitted by 15 January 2024.
- All reports shall be written using British English.

7. The results of the interim evaluation will be communicated to the project consortium and used to reflect on the project implementation. The external report on the project final evaluation will be submitted to EACEA together with final project report.

8. The work should be completed by 15 January 2024.

## Terms and Conditions

9. Formal terms and conditions are set out in a separate contract template.

10. For studies and reports commissioned by the project, any information gathered during the course of the activity and not already in the public domain is deemed to be the property of Lovely Professional University on behalf of the SPIRIT partnership consortium. The information provided in the final report and the rights to all other outputs, shall become *SPIRIT* partnership consortium property.

## Management of the Project

11. This contract is managed by Project management leader **Dr. Suresh Mani**.

12. The successful bidder will be expected to follow normal project management procedures including adhering to good project management practices, regular reporting and participation in face to face and online meetings as appropriate. The successful bidder will cooperate with the Quality Control work package leaders from University of Peradeniya and University of Lisbon.

## Structure of Proposals

13. Tenders should include:

• **A detailed programme of the work to be undertaken.** The work plan should show key dates/milestones and deliverables and should clearly outline and demonstrate:

- A deep understanding of project evaluation in the area of postgraduate education and Bologna reform;
- The rationale for the work programme of the evaluation;
- The methodologies to be adopted for conducting the external project evaluation;
- The specific outputs and deliverables;
- Consideration of associated risks with the work plan;
- An outline of the areas to be covered in the final report;
- Financial plan with a breakdown and listing of all costs.
- Short descriptions of key personnel who would work on the activity, including relevant experience and qualifications;

• **Description of competencies and references.**

- Previous experience of project evaluation
- Previous experience of postgraduate education and Bologna reform
- Previous experience of working with India, Indonesia and Sri Lanka
- A list of main related working assignments/ consultancies within the last three years;
- Any synergies the tendering company can bring to the project and project consortium partners including additional ideas, which would enhance the successful outcome of the project.

• **Appendixes**

- Certificate of non-collusion, which will not count towards the page limit;
- Citation from trade, association or foundation register;
- Certification of fulfilment of taxation obligations;

14. An assessment of the risks associated with the work and how these will be managed, for example:

- i. What backup arrangements will be made should the team's principle consultants become unavailable / how many and which staff will be allocated to the team to cover each of the listed activities and what are the backup arrangements for these staff.
- ii. Describe the contingency arrangements you would make should proposed visits to any of the target countries become impossible due to COVID-19 travel restrictions and what impact this might have to the programme budget.

### **Funding and Invoicing**

15. Funding of up to 12,000 Euro is available for this work including all expenses related to completion of the procurement contract and any VAT applicable. Bidders should ensure they charge VAT for the proposed activity if required

16. VAT should be charged at the applicable rate at the time of bidding.

### **Costing and Pricing a Proposal**

17. All tenderers when submitting bids should use their usual costing and pricing practices but all costs should be clear and transparent, clarifying the number of days each individual working on the activity will provide and methods for allocating daily allowances and travel to and from the project area and any other destination to undertake the work of the contract, in order to assist the evaluators in determining the value for money of a proposal.

### **Suitability of applicants**

18. All tenderers when submitting bids should be a legal body or entity.

19. Bidders should be able to demonstrate a track record and experience in the field of postgraduate education and Bologna reform. Tenders should show the involvement of key personnel with relevant expertise from more than 1 country and how they will be involved in the work of the contract.

### **Evaluation Criteria**

20. The proposals will be evaluated by an evaluation panel appointed by LPU and Edulab.

21. The following evaluation criteria and scales will be used:

Criteria	Weightage
Relevant experience of postgraduate education, CBHE program and Bologna reform	30
Proposed methodology	30
Systematic and complete work plan	20
Value for money	20
Total	100

#### **Description of appraisal method**

##### **Relevant experience:**

Appropriate and relevant mix of skills and knowledge to carry out evaluation of a project on postgraduate education and Bologna reform on the scale of 1-10, where: 1-2 is very poor, 3-4 is poor, 5-6 is average, 7-8 is good, and 9-10 is very good.

Weighting of the criterion in total is 30%.

Proposed methodology: understanding of the issues dealt with; feasibility of selected methods; clarity of outputs and deliverables, logical timescale for planned activities ....

Quality of methodology is assessed in terms of understanding of issues involved, feasibility of methods selected, efficiency and clarity of outputs and deliverables, on the scale of 1-10, where 1-2 is very poor, 3-4 is poor, 5-6 is average, 7-8 is good, and 9-10 is very good. Weighting of the criterion in total is 30%.

Work plan: logical and realistic timescale of activities; clarity and rationale of project action plan and understanding of risks; feasibility and transparency of the project activity plan and distribution of costs is assessed on the scale of 1-10, where: 1-2 is very poor, 3-4 is poor, 5-6 is average, 7-8 is good, and 9-10 is very good. Weighting of the criterion in total is 20%.

Value for money: Ratio of the proposed expert fees to direct costs and comparison of the proposed experts' workdays with project total price

The ratio of the number of workdays for experts and proposed costs and comparison of the proposed experts' workdays with project total price is assessed on the scale of 1-10, where: 1-2 is very poor, 3-4 is poor, 5-6 is average, 7-8 is good, and 9-10 is very good.

Weighting of the criterion in total is 20%.

## **Legal Requirements**

22. Potential bidders should be aware that as public bodies, SPIRIT project partners may be subject to national legislation regarding Race Relations, Equality, Disability Discrimination and Data Protection. SPIRIT Partners require any potential bidder to be aware of and abide by these regulations.

23. Any information that a bidder considers to be commercial in confidence will need to be put into a separate annex in the tender submission. SPIRIT Partners may still be obliged to make this information available if challenged. All tender submissions other than information in this annex will be deemed to be disclosable. However, SPIRIT Partners would never disclose any information during the actual tendering process, to avoid any prejudice to this process.

## **Submitting a Proposal**

24. The deadline for receipt of submissions is **23.59 IST (GMT +5.30) local time New Delhi on 25 March 2021**. Bids should be sent to Dr. Suresh Mani (euspirit@lpu.co.in). Late proposals will **NOT** be accepted. It is the responsibility of the bidder to ensure that the proposal has been sent electronically by the deadline stated.

25. It is expected that tenders will be no longer than 15 pages of A4 (including any confidential annexes and/or covering letter) and should be typeset in Arial or a similar font at a minimum of 10-point size.

## **Award of Contract**

26. A selection panel will be established to review the bids received.

27. It is anticipated that bidders will be notified of the outcome of this tender exercise during week beginning **27 March 2021**. The successful bidder will be expected to start work on or around **01 April 2021**.

28. SPIRIT Partners and the Quality Control Work package leaders will expect to work with the successful bidder to agree with the work plan as soon as the tendering process and selection is closed.

29. The SPIRIT Partners shall be under no obligation to accept the lowest, or any tender if they do not meet partners' expectations, and bidders shall submit offers on the basis of so doing at no cost to the SPIRIT Partners.

**Further Information**

30. Should you have any queries about this invitation to tender or the submission process, please contact Dr. **Suresh Mani** ([euspirit@lpu.co.in](mailto:euspirit@lpu.co.in)) or **Damien Hanet** ([damien@edulab.in](mailto:damien@edulab.in))