

CALL FOR EXTERNAL EVALUATOR FOR THE ERASMUS + PROJECT: “E-SKILLS DEVELOPMENT IN LIFELONG CAREER GUIDANCE CENTRES”

I. PRESENTATION OF THE PROJECT

The Cités des métiers International Network will lead a new European project focused on E-skills development in lifelong career guidance centres. It includes 8 partners [Cité des métiers de Limoges et du Limousin](#), [SEMAPHORE - Cité des métiers de la région Mulhousienne](#), [Città dei mestieri di Milano e della Lombardia](#), [Rural Internet Access Points - RIAP Association](#), [Stiftung Digitale Chancen](#), [Fundación empresa Universidad Zaragoza – FEUZ](#), [North-East Regional Development Agency – REDA](#) as well as [Ynternet.org Foundation](#).

The project will be organised between September 2018 to September 2020. It is funded under the ERASMUS+ programme – KA2 “Strategic partnership”, exchange of practices.

Objectives of the project

- adapt and strengthen digital skills of professionals working in career guidance and professional life
- propose an offering service that support clients to learn how to use digital skills in lifelong career guidance centres in particular people far away from the labour market and facing difficulties in their use
- contribute to the matching of companies ‘needs and clients

The project is structured on an empirical approach. During the period project (Sept 2018-Sept 2020) 4 training sessions will be organised in order to develop a pilot programme of activities focused on three main areas: basic skills, e-administration and e-reputation. The last training will be the opportunity to formalise a repository of skills in digital and inclusive mediation in lifelong career guidance.

II. DESCRIPTION OF THE EXTERNAL EVALUATION TASK

Besides the internal mechanisms to ensure quality control, the RICDM has decided to subcontract an external evaluation. The external evaluation will be carried out in different steps of the project implementation:

- desk review of project methodology, organisation, objectives and communication plan, dashboard indicators
- design a detailed evaluation plan before January 2019
- prepare and monitor analysis tools such as questionnaire and provide feedback after any evaluation activities
- delivery of an interim evaluation report (1st August 2019) assessing the quality of the project including specific recommendations based on a thorough analysis of the weaknesses, strengths, constraints and challenges in the process
- delivery of a final evaluation report (1st August 2020) assessing the efficacy, the effectiveness, the relevance, the sustainability and the impact of the project



Siège social: Cité des Sciences et de l’Industrie- 30, avenue Corentin Cariou - 75019 Paris

Adresse postale: Cité des métiers - 4-10 rue des Consuls - 13002 Marseille

Email : delegationexecutive@citedesmetiers.fr Site internet : www.reseaucitesdesmetiers.com

Association Internationale constituée selon la loi française de 1901 - - SIRET 808 211 825 00019

The external evaluator is expected to attend all training sessions. It could participate time to time on skype to meetings of the Project Committee.

The expert will be regularly in contact and work closely with the Coordinator of the project.

III. SELECTION CRITERIA

- ✓ Strong quality assurance and management experience in the context of Erasmus+ funded projects. Past experience conducting external evaluations or as reviewer is an asset
- ✓ Good experience in the fields of vocational education and training, career guidance
- ✓ Good knowledge in digital tools in career development
- ✓ Fluent in English and knowledge in French.
- ✓ Independent use of IT tools
- ✓ Strong analytical skills and proficient in report writing

IV. BUDGET

The maximum budget allocated is 9 000 EUR TTC including all travel costs.

V. APPLICATION PROCESS

Documents required in English: a Curriculum Vitae, a signed letter of interest (maximum 3 pages) and quotation fees for the work to be undertaken.

The external evaluator should demonstrate in his/her application that he/she has sound knowledge and understanding of the project topic.

Deadline to submit application: **24 September 2018, 6:00 p.m**

Contact : Ludovic COLLIN, lcollin@reseaucitesdesmetiers.com

Applicants will receive an acknowledgment of the receipt of their application by the project coordinator. Interviews of Short-listed applicants will be organised by our Network in Paris, Brussels or via skype end of September/beginning of October.