VirtuallyEDU 2.0

Request for Proposals

External Evaluator Services for the VirtuallyEDU 2.0 Project

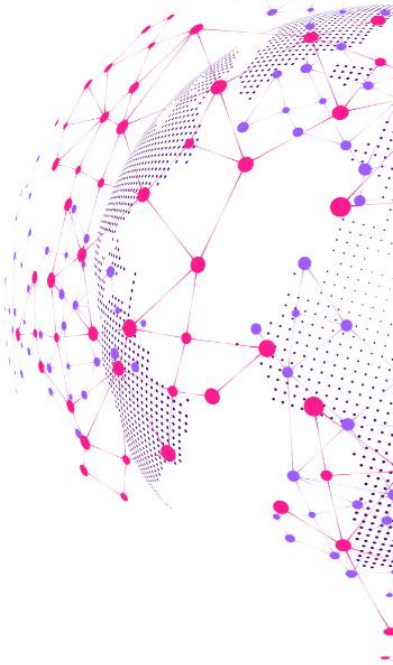
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VirtuallyEDU 2.0

Building digital connections.
Empowering youth across Europe.

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1. Background

1.1 The project

VirtuallyEDU 2.0 - Empowering youth through AI literacy, digital dialogue and intercultural virtual exchanges is an Erasmus+ Virtual Exchanges project that aims to equip young people in Europe and the Eastern Neighborhood with AI literacy, critical digital skills, intercultural dialogue competences and civic engagement capacities. The project addresses the need for young people to understand algorithmic systems, recognize misinformation, reflect on ethical uses of AI, and exercise their rights in the digital space.

The project will engage more than 2,500 young people in moderated Virtual Exchange Labs and will support more than 60 educators and youth workers through a Train-the-Trainer programme and open-access toolkit. The project is implemented over 36 months and includes activities on AI literacy, algorithmic bias, data rights, digital citizenship, media literacy, youth empowerment and civic action.

Key project focus areas:

AI literacy, algorithmic awareness and ethical AI;
digital citizenship, data rights and privacy;
critical thinking, disinformation and digital resilience;
intercultural virtual exchange and moderated dialogue;
youth civic engagement, advocacy and the Youth AI Rights Manifesto.

Target groups

Target group 1 - young people aged 18–30 from Sweden, Greece, Ukraine, Georgia, and Moldova, who will directly participate in Virtual Exchange Labs, civic engagement activities, training programs, and advocacy campaigns.

Target group 2 - educators, youth workers, and facilitators who will enhance their competence in moderating civic-focused Virtual Exchanges, working with critical digital issues, and supporting youth-led advocacy initiatives.

Target group 3 – Higher education institutions, youth organizations, and NGOs across the participating countries will benefit from increased capacity to integrate Virtual Exchange models, promote youth civic engagement on digital issues, and support ethical digital transformation in their communities.

Target group 4 - Stakeholders such as policy makers, civil society networks, and youth platforms will also benefit from the project's outputs. By sharing the Youth AI Rights Manifesto, hosting the Civic Engagement Showcase on "The Future We Code" platform, and engaging with European and national youth advocacy structures, VirtuallyEDU 2.0 will contribute to ongoing policy discussions around AI ethics, youth digital rights, and the democratic governance of digital spaces.

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1.2 The partnership

The VirtuallyEDU 2.0 partnership brings together seven organisations from Sweden, Greece, Georgia, Ukraine and Moldova.

No.	Organisation	Country	Role
P1	STIFTELSEN KURSVERKSAMHETEN VID U-AUNIVERSITET	Sweden	Coordinator
P2	METROPOLITAN COLLEGE	Greece	Partner / QA Lead
P3	CAUCASUS UNIVERSITY LTD	Georgia	Partner
P4	INTERNATIONAL BLACK SEA UNIVERSITY LTD	Georgia	Partner
P5	STATE INSTITUTION OF HIGHER EDUCATION DONETSK NATIONAL TECHNICAL UNIVERSITY	Ukraine	Partner
P6	EUROPEAN INSTITUTE OF EDUCATIONAL AND SOCIAL INNOVATIONS	Ukraine	Partner
P7	ASOCIATIE OBSTEASCA CONSILIUL NATIONAL AL TINERETULUI DIN MOLDOVA	Moldova	Partner

1.3 The issuing organisation and contracting context

Metropolitan College (MC / P2) is one of the leading higher education institutions in Greece and is recognised as the largest International University Hub in the country. Established in 1982, MC has developed a strong academic profile through collaborations with international universities and through the provision of a wide range of contemporary study programmes responding to the needs of the labour market and society.

Metropolitan College operates as a major provider of university studies in Greece, with **9 state-of-the-art campuses**, **12 faculties**, **100+ Bachelor's, Master's and Doctoral programmes**, and **30+ international certifications**. It is active in several cities across Greece, including **Athens, Maroussi, Piraeus, Thessaloniki, Patras, Larissa, Rhodes and Heraklion, Crete**, and serves a student community of more than **14,000 learners**.

Its academic offer covers a broad range of scientific and professional fields, including education, human sciences, business, computing, health sciences, engineering, culture and communication. MC has obtained an official establishment and operating licence by the Greek Ministry of Education and Religious Affairs and provides university-level studies in collaboration with distinguished international universities. It is also the only College in Greece that is a member of the **Compostela Group of Universities**, an international university network promoting cooperation and dialogue in higher education.

Metropolitan College places strong emphasis on academic quality, internationalisation, innovation and practice-based learning. Its campuses include modern learning spaces, lecture theatres, libraries, laboratories and student facilities, while all campuses are accessible to students with special needs and provide free Wi-Fi for students, visitors and staff. The College also holds

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memberships and certifications from a wide range of Greek and international organisations, including the British Accreditation Council, the Hellenic Colleges Association, Advance HE, Microsoft, Oracle, Cisco, GitHub Education and EC-Council Academia.

In **VirtuallyEDU 2.0**, MC acts as the **Quality Assurance leader**. Its role is directly connected to the monitoring of project quality across activities, outputs, deliverables, communication procedures and partnership cooperation. The project proposal highlights Metropolitan College's background in quality assurance, educational planning, digital applications and online learning environments, as well as its experience in cybersecurity, data protection, ethical online practices, digital literacy, civic engagement and intercultural dialogue through digital platforms.

This expertise is particularly relevant to VirtuallyEDU 2.0, as the project focuses on **AI literacy, digital dialogue, intercultural virtual exchange, digital citizenship, ethical online practices and youth civic engagement**. Through its WP1 responsibilities, MC supports the consortium in ensuring that project implementation remains aligned with the agreed quality standards, project objectives, timeline and expected results.

This **Request for Proposals** is prepared in the framework of **WP1 – Project Management and Quality Assurance**, and more specifically **T1.3 Continuous Quality Assurance and External Evaluation**. The Open Call is issued by Metropolitan College in cooperation with the project coordinator, **Folkuniversitetet (P1)**. The selected External Evaluator will be independent from the consortium and will support the project's quality assurance and evaluation mechanism throughout the project lifecycle, contributing to the assessment of project management, communication, partnership cooperation, deliverables, virtual exchange activities and overall project impact.

2. The assignment

2.1 Purpose of the external evaluation

The purpose of the assignment is to establish all the actions, procedures, measures, indicators, and systems that will secure the quality of the outputs and processes, allowing their close and continuous monitoring and reviewing during VirtuallyEDU 2.0 lifespan. The Evaluation mechanism optimises the internal communication procedures of the consortium, to ensure the quality of project outputs and deliverables.

The external evaluation will cover the entire 36-month project duration and will be structured into two contractual phases: the first covering Months 1–18 and the second covering Months 19–36. The award of the second contract will be conditional upon the satisfactory performance of the External Evaluator during the first phase,

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particularly regarding the quality and timely delivery of the agreed deliverables (D1 and D2).

The evaluation is linked to all Work Packages (WPs) of the VirtuallyEDU 2.0 project and acts as a complementary source to the Project Management throughout the whole project lifespan, while also creating a collaborative environment among the project partners. In particular, external evaluation ensures the project quality in all project life circles, meaning from planning to implementation and evaluation.

Contractual Arrangements

The external evaluation assignment will be implemented through two separate service contracts:

- First Contract (Months 1–18): Covering the first 18 months of project implementation, including D1 – Evaluation Methodology and Evaluation Plan and D2 – Mid-Term External Evaluation Report, along with the associated evaluation activities.
- Second Contract (Months 18–36): Covering the remaining period of project implementation, including D3 – Final External Evaluation Report and the associated evaluation activities.

The award of the second contract will be subject to the satisfactory performance of the External Evaluator during the first contractual period, particularly regarding the quality, completeness, and timely delivery of D1 and D2, as assessed by the Coordinator and the Quality Assurance Lead. The second contract will not be automatically guaranteed.

2.2 Tasks of the External Evaluator

The External Evaluator will be expected to undertake the following tasks **under the First Contract:**

Task 1 - Establishment of the Evaluation Methodology and Evaluation Plan

- Review the project proposal, Grant Agreement, work plan, Quality Assurance Plan and relevant project documentation.
- Develop an Evaluation Methodology and Evaluation Plan in cooperation with the Coordinator and QA Lead.
- Define evaluation objectives, criteria, SMART indicators, data collection tools, feedback loops and reporting procedures.
- Ensure that the evaluation approach assesses relevance, coherence, effectiveness, performance, sustainability, usefulness and impact where applicable.

Task 2 - Ongoing monitoring and external quality support for M1-M18

- Support the monitoring of project implementation, project management and internal communication.

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- Prepare or review questionnaires/interview guides to be used for semi-annual partner feedback and other evaluation moments.
- Assess the quality of partnership cooperation, coordination mechanisms, deliverable production and implementation progress.
- Participate in selected online meetings when required by the Coordinator or QA Lead.

Task 3 - Evaluation of activities, results and impact for M1-M18

- Assess the quality and usefulness of major project outputs and deliverables.
- Review evidence related to Virtual Exchange Labs, facilitators, youth engagement, learning experience, inclusion, accessibility, data protection and ethical AI dimensions.
- Analyse qualitative and quantitative data collected through questionnaires, interviews, reports and project documentation.
- Provide recommendations for corrective actions and improvement of project implementation.

Task 4 - Production of external evaluation report

- Prepare a Mid-Term External Evaluation Report at Month 18.
- Prepare a Final External Evaluation Report at Month 36.
- Present key findings and recommendations to the consortium when requested.

The External Evaluator will be expected to undertake the following tasks **under the Second Contract**:

Task 1 - Ongoing monitoring and external quality support for M18-M36

- Support the monitoring of project implementation, project management and internal communication.
- Prepare or review questionnaires/interview guides to be used for semi-annual partner feedback and other evaluation moments.
- Assess the quality of partnership cooperation, coordination mechanisms, deliverable production and implementation progress.
- Participate in selected online meetings when required by the Coordinator or QA Lead.

Task 2 - Evaluation of activities, results and impact for M18-M36

- Assess the quality and usefulness of major project outputs and deliverables.
- Review evidence related to Virtual Exchange Labs, facilitators, youth engagement, learning experience, inclusion, accessibility, data protection and ethical AI dimensions.
- Analyse qualitative and quantitative data collected through questionnaires, interviews, reports and project documentation.
- Provide recommendations for corrective actions and improvement of project implementation.

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Task 3 - Production of external evaluation report

- Prepare a Final External Evaluation Report at Month 36.
- Present key findings and recommendations to the consortium when requested

2.3 Deliverables

Under the First Contract:

No.	Deliverable	Description	Indicative deadline
D1	Evaluation Methodology and Evaluation Plan	Evaluation framework, criteria, SMART indicators, tools, feedback loops and reporting approach.	Within [30] days after contract signature / [TO BE CONFIRMED]
D2	Mid-Term External Evaluation Report	Independent assessment of implementation progress, quality of coordination, partnership cooperation, outputs, risks and recommendations.	M18 / [TO BE CONFIRMED]

Under the Second Contract:

No.	Deliverable	Description	Indicative deadline
D1	Final External Evaluation Report	Final assessment of project performance, results, impact, sustainability and lessons learned.	M36 / [TO BE CONFIRMED]
Optional	Short evaluation briefs / presentations	Short written or oral summaries following key evaluation activities, if requested.	[TO BE CONFIRMED]

2.4 Indicative timeline

The external evaluation assignment of each contract is expected to cover the project implementation periods agreed in each service contract. The indicative schedule below should be validated before publication.

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Phase	Timing	Expected output
First Contract		
First Contract signature	[TO BE CONFIRMED]	Administrative start of the assignment.
Kick-off with Coordinator and QA Lead	Within 2 weeks after contract signature	Clarification of evaluation expectations, documents and communication workflow.
D1 - Evaluation Methodology and Plan	Within [30] days after contract signature	Final version agreed by Coordinator and QA Lead.
Ongoing external evaluation inputs	Throughout M1-M18	Review of evidence, questionnaires, partner feedback and implementation progress.
Second Contract		
Second Contract signature	[TO BE CONFIRMED]	Administrative start of the assignment.
Kick-off with Coordinator and QA Lead	Within 2 weeks after contract signature	Clarification of evaluation expectations, documents and communication workflow.
Ongoing external evaluation inputs	Throughout M18-M36	Review of evidence, questionnaires, partner feedback and implementation progress.
D1 - Final External Evaluation Report	M36	Final external evaluation of results and impact.

3. Value of the assignment and payment schedule

According to the final grant agreement between the European Commission and the project Coordinator, a maximum total of 16,000.00 Euros is available for the purpose of this project for the two contracts and the tasks described above including all taxes (e.g. VAT, costs for attending meetings, etc.). The final amount will be paid depending on the contractors' preliminary experience regarding the above-mentioned tasks and the financial offers submitted.

Payment	Indicative percentage	Condition
First Contract		
1st instalment	40%	Upon signature of the service contract and/or submission of D1.
Final instalment	60%	Upon acceptance of the Mid-Term External Evaluation Report. The amount will be

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		transferred when MC receives the 2nd pre-financing of VirtuallyEdu2.0 from EACEA.
Second Contract		
1st instalment	40%	Upon signature of the service contract
Final instalment	60%	Upon acceptance of the Final External Evaluation Report. The amount will be transferred when MC receives the balance payment from EACEA.

4. Who can apply?

The call is open to individuals, companies, research organisations, NGOs or other legal entities with demonstrated experience in external evaluation, quality assurance and monitoring of EU-funded projects. Applicants must be independent from the VirtuallyEDU 2.0 consortium and free from any conflict of interest.

Requirement	Type	Proof of fulfilment
Experience in external evaluation and/or quality assurance services, including methodology design and data collection	Essential	At least one comparable evaluation or quality assurance assignment during the last five years.
Experience in EU-funded and/or multi-stakeholder international projects	Essential	At least two relevant project references, preferably Erasmus+ or education/youth projects.
Strong analytical and report-writing skills in English	Essential	Samples/references of evaluation reports or equivalent analytical reports in English.
Experience in education, youth, digital learning, virtual exchange, AI literacy, media literacy or civic engagement	Preferable	Relevant project references, publications, reports or professional experience.
Experience with surveys, interviews, focus groups and mixed-method evaluation	Preferable	Description of tools used in previous assignments.
Knowledge of data protection, ethics, inclusion and accessibility in educational projects	Preferable	Evidence in CV, technical proposal or previous assignments.

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5. Content and presentation of the bids

The proposals should contain a detailed explanation of the qualifications and expertise of the potential contractor/external evaluator, e.g. information on references from the contractor on similar project(s) already managed, to demonstrate their experience and capability to succeed in performing the tasks as set out in the section 2.2 of this Request for Proposals.

In detail, potential Contractors, should submit the following documents:

- *Business presentation* – max 5 pages (in the case of legal entities) and/or *Europass CV* (in the case of individuals) presenting the activities and profile of the tenderer (max 3 pages)
- *Motivation letter* (maximum 450 words) explaining the suitability of the tenderer to undertake the evaluation based on the criteria mentioned above
- *List of references* for proving fulfilment of the requirements described under Chapter 0 of this Request for Proposals
- *A technical proposal,* including a detailed description of the methodology and tools applied (max 5 pages)
- *Financial Proposal,* indicating that all costs are included in the price indicated in the proposal. (max 1 page)

6. Deadline and submission procedure

Deadline for submission: **30/10/2026** at **23:59 CET/CEST.**

Submission email: **papatsori@akmi-international.com**

Email subject: External Evaluation Services for VirtuallyEDU 2.0 - Bid for Tender

Tenders submitted after the deadline may be rejected. The consortium may request clarifications or supporting documents during the assessment process.

7. Assessment process and award criteria

Aside from the above stated criteria, the selection process will be based:

1) on acceptance of the tender offering the best price/quality ratio and

2) on the availability during the project duration for the requested tasks.

The External Evaluator will be selected based on their level of expertise in the evaluation of similar projects that focus on Virtual Exchanges and Digital Education related Projects, being an expert on devising and implementing a robust evaluation methodology, collection and analysis of data.

Besides that, the main selection criteria are the expertise and capacity to deliver the work tendered for, the price quality relation, the methodological quality and the

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tenderer's work experience. It should be noted that the contract will not be awarded to a tenderer who receives less than 70% on the award criteria.

In particular, the following criteria will be considered:

- Evidence on scientific research experience and extensive knowledge of AI literacy, digital citizenship, data rights and privacy; youth civic engagement, advocacy
- Proficient capacity of the English language (additional European languages such as German and Greek are an asset)
- Understanding of the nature of the assignment
- Capacity to work in a team project
- Ability to meet deadlines
- Ability to meet budget allowance
- Availability to attend meetings

Within this context, the evaluation process is comprised of the following steps:

- The submission date and time of all tenders is checked, and all tenders having been submitted after the submission deadline are rejected.
- The requirements of Section 0 are checked and any tender that does not fulfil the essential requirements is rejected.
- The technical proposal (methodology and tools used) is assessed
- The following score system is going to be used for the evaluation of the Tenders:

Evaluation criterion	Max score
Understanding of the assignment and VirtuallyEDU 2.0 context	25
Quality of proposed evaluation methodology, tools and work plan	30
Profile and experience of evaluator/team	25
Capacity to meet deadlines and cooperate with an international consortium	10
Additional added value / complementary expertise	10
Total technical score	100

- The Financial Offers for all evaluated tenders are open.
- The final ranking of all offers is prepared by using the following formula: 70% X the score under technical requirements / 30% the score under the financial proposal.
- The most preferred candidate is contacted and asked to sign the contract.
- All other candidates are informed about the evaluation results, if requested when submitting the offer.

Note: *when signing the contract, additional statements may be required to avoid incompatibility or conflict of interest.*

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8. Applicable rules, independence and conflict of interest

The contractual agreement is based upon and regulated by the European Commission's rules, provisions and requirements as set out in the project agreement with the European Commission, DG EAC and applicable Greek Law. The Contractor is obliged to fulfil the described tasks and duties of work to receive the final payment according to the contract.

MC has the right, based on Greek Law, to terminate the contract when the Contractor cannot perform the agreed tasks and duties accordingly.

Any conflicts of interests or disputes concerning the validity of this arrangement, the construction of its terms, and the interpretation of the rights and duties of the parties in the contract shall be governed by Greek Law.

The contract may not be transferred without the parties' written agreement.

9. Data protection and confidentiality

The contracting party accepts that the contractor is free to use the data collected and the reports written in this project as part of their own academic reports and articles, if they include the relevant references to the project.

However, to fulfil or respect the modernized Convention 108 (the regulation No 45/2001 of the European Parliament and of the Council of 18 December 2000) and EU General Data Protection Regulation (GDPR) on the protection of individuals regarding the processing of personal data by the Community institutions and bodies and on the free movement of such data:

- The Contractor must process personal data under the agreement in compliance with applicable EU and national law on data protection (including authorizations or notification requirements).
- The Contractor may grant its personnel access only to data that is strictly necessary for implementing, managing, and monitoring the agreement.
- The Contractor must adopt appropriate technical and organizational security measures having regard to the risks inherent in the processing and to the nature of the personal data concerned

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Annex I. Declaration of Honour and Conflict of Interest Statement

The undersigned applicant declares that:

the information provided in the tender is accurate and complete;
the applicant has the professional capacity to carry out the external evaluation assignment;
the applicant is independent from the VirtuallyEDU 2.0 consortium and has no conflict of interest that could affect the impartiality of the evaluation;
the applicant will comply with applicable data protection, confidentiality and ethical requirements;
the applicant accepts that additional documentation may be requested before contract signature.

Field	Entry
Name of applicant / legal representative	
Organisation, if applicable	
Date	
Signature	

Annex II. Financial Offer Template

Applicants may use the following table to present the financial offer. The total price must include all taxes, VAT, travel/meeting costs and any other costs related to the implementation of the assignment.

Cost item	Amount
Evaluation Methodology and Evaluation Plan	[EUR]
Ongoing external evaluation support	[EUR]
Mid-Term External Evaluation Report	[EUR]
Final External Evaluation Report	[EUR]
Other costs, if any	[EUR]
TOTAL OFFER	[EUR]

Declaration: The above amount includes all costs necessary to implement the assignment as described in this Request for Proposals.

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