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## External quality assurance for the project URGENT – the interim phase

### 1. Summary

This is a Request for Quotation that details the Erasmus+ URGENT Project's requirement for services. Please treat this document as an open announcement. Subsequent bidding, correspondence and negotiations are confidential and not to be disclosed to third parties.

The way bidders can participate is:

- 1) Review the RFQ document provided by the URGENT Project
- 2) If you have questions on the RFQ, e-mail the contract manager at least 3 business days before the submission deadline. We aim to respond in a timely manner wherever possible.
- 3) Submit a quote and CVs following the requirements detailed below to Prof Kalev Sepp, Estonian University of Life Sciences at [kalev.sepp@emu.ee](mailto:kalev.sepp@emu.ee) until 25.05.2022
- 4) The URGENT Project will assess bids and notify bidders by 31.05.2022

### 2. Tasks

The expert(s) hired as an external QA officer shall oversee the process of quality assurance in the project, both as the overall system and in details, including:

- Development of QA indicators based on QA matrix from the URGENT project description, collection of documents, reports, outputs, internal QA outcomes
- Propose a review of the QA framework if needed
- Run QA analysis of the project using these indicators and framework
- Checking other QA mechanisms in place, providing feedback on their functioning, and suggesting improvements
- Sample curriculum and learning content outputs and provide feedback in terms of their quality assurance and overall fit
- Visiting partners and attending URGENT events if needed for ensuring an adequate QA analysis, consult with project partners to gather feedback
- Outline strengths, weaknesses, differences, recommendations, and overall value
- Developing the interim report latest by December 2022 outlining findings and suggestions

### 3. Requirements

Individuals and businesses are encouraged to apply. Tasks can be performed each by an individually hired expert, a company, or by a team of experts dividing tasks between each other as they find appropriate. Where a business would like to put forward more than one expert to deliver the services, please ensure CV is presented for each individual recommended for the services. Experts are required to have qualifications in topics related to the URGENT Project (including, but not limited to geography, environmental science, environmental policy, economics, urban studies, international studies), and at least 5 years of experience working with environmental stakeholders, professional



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and higher education, and research. The expert must be proficient in the English language (at least C1).

#### 4. Award criteria

Component	Weigthing
Costs	50%
Quality – suitability and capability of the proposed services to deliver the scope and requirements	30%
Experience and capabilities – ability to meet the requirements described, evidenced by CV	20%
Total	100%

#### 5. Further details

A one-off agreement is proposed for award of work, details to be discussed after the bidding process. Maximum amount to be awarded is EUR 5000 (excluding the compensation for necessary travel and stay costs incurred for the purposes of the contract). We are seeking to implement this contract in the most cost-efficient way possible, although the quality of work will be prioritised.

Travel to URGENT Project events for the expert(s) is desired to conduct in-person interviews, while in certain cases digital interactions would suffice. Travel costs associated with visiting URGENT Project events can be reimbursed at the discretion and approval of the project officer. Reimbursement claims need to be submitted with digital copies of original invoices.

Payments will be made following provision of correctly rendered undisputed digital invoice.

Any alternative solutions or services the bidder may wish to bring to the attention of URGENT Project team should be included in your response.

Submit CV(s) and a letter of interest with sufficient details of the bidder's offer that responds to the requirements, and includes a quotation to Prof Kalev Sepp, Estonian University of Life Sciences at [kalev.sepp@emu.ee](mailto:kalev.sepp@emu.ee). Questions should also be submitted to this address. Further details about the URGENT project can be found at <https://urgent-project.net>.