AgTech7

A KNOWLEDGE ALLIANCE OF AGRIBUSINESSES, ACADEMIA AND BUSINESS ANGELS FOR DISRUPTIVE FARM-TO-FORK AGRI-TECH TRAINING

Invitation to Tender: External Evaluator

WP10 – Evaluation

Authors: EBAN

Disclaimer

Table of Contents

1. Introduction and Purpose of the Tender

The project "AgTech7: A Knowledge Alliance of Agribusinesses, Academia and Business Angels for Disruptive Farm-to-Fork Agri-Tech" (hereafter AgTech7), is funded by the Erasmus+ Programme and intends to address the lack of inter-disciplinary knowledge and multi-actor mobilization in the field of agricultural technologies.

The main outcome of the project is to design a learning curriculum that covers 7 critical topics for the innovation of the agricultural sector, including data analytics in farm management, blockchain for value-chain transparency, financial innovation, IoT and AI applications. The content of the curriculum and its deployment methodology will be designed by the Consortium to reach a wide audience of students, research institutes, business angels, incubator managers and agri-business companies and will be updated according to the feedback received by stakeholders and by the external Evaluator. The curriculum will be delivered both online – through a MOOC-style learning course freely accessible – and offline – through deep-dive workshops hosted locally by partners. A summary of the work packages and deliverables is included in Annex A.

The project started in January 2020 and has a duration of 36 months, ending in December 2022.

As part of the AgTech7 Consortium and as leader of **WP10 – Evaluation**, EBAN has launched this Call for Tenders to select a suitable **external Evaluator** for the project.

2. Expected Services

The purpose of WP10-Evaluation is to establish a **robust evaluation mechanism** to review and assess the **project's results**. The evaluation involves assessing that project's activities, deliverables and outcomes are consistent with its stated mission and exhibit the due level of quality. The external Evaluator will have regular interactions with the project's Consortium and Quality Assurance Manager (QAM), who will provide all necessary data and information to execute the tasks in WP10.

Evaluation is an ongoing WP that continues until the end of the project in month-36.

The **expected effort** to carry out external Evaluation tasks amounts to **~10 working days**.

2.1.1. Evaluation Blueprint

The **Evaluation Blueprint** (D28) represents the backbone of the evaluation process: it defines the concrete stages of the evaluation process including the strategy employed by the evaluator, the key

outputs affecting the project's impact, the results to be assessed and their respective KPIs. The objectives of the Evaluation Blueprint are the following:

- o Outline stages of evaluation process
- o Enlist all relevant results and outcomes expected from every work package
- o Determine their weight in the project in terms of relevance
- o Identify KPIs for each expected outcome
- o Identify sources of data and analytical tools to execute the evaluation (e.g. project's reports, deliverables, feedback from stakeholders, online questionnaire, interviews and other statistical or qualitative methods)

The Evaluation Blueprint is due in August 2020 and is subject to the approval of the Consortium.

2.1.2. Interim Evaluation Reports

The external Evaluator is expected to produce two **Interim Reports** (D29.1; D29.2), whose aim is to provide a detailed and through snapshot of the project's progress towards achieving its objectives. The assessment should be carried out in accordance with the evaluation methodology and be strictly consistent with the Evaluation Blueprint.

The Interim Evaluation Reports will suggest corrective actions in case of misalignments in the achievements of planned impacts, and its findings will be shared and discussed among the Consortium in order to enhance project quality.

The Interim Reports are due in December 2020 and December 2021, should be shared with the Consortium at least 15 days before the deadline and will be integrated in the general reporting disclosed to EACEA.

2.1.3. Final Evaluation Report

The **Final Evaluation Report** (D29.3) will summarize the overall achievements of the project and benchmark them against the impacts planned by the workplan. Its main purpose is to evaluate the success of the project in achieving its objectives and will include conclusions about the general implementation of the workplan.

The Final Report is due in December 2022, should be shared with the Consortium at least 30 days before the deadline and will be integrated in the final reporting disclosed to EACEA.

3. Documents provided for the Evaluation

The Consortium will timely provide the external Evaluator with the following documents:

- o WP10 description as submitted to the EC in the project proposal
- o Quality Assurance plan
- o Templates to be used for drafting deliverables
- o Deliverables
- o Available data on stakeholders' feedback (e.g. questionnaires, reports of activities, etc.)
- o Other relevant documents according to the Consortium or Evaluator judgment

4. Form of Tender and Key requirements

The tender should be emailed to euprojects@eban.org, and should include the following:

- o **CV**
- o **Motivation Letter**, specifying track record in evaluation and monitoring of EU projects and initiatives; track record in projects relating to education; track record in agricultural sector and technologies
- o **References**
- o **Financial bid**

5. Selection Process

The **selection procedure** will be based on a **two-step approach**:

1) Applicants Evaluators will communicate their interest by submitting to EBAN their cv and motivation letter, references and financial bid. The most qualified applicants will be shortlisted after an initial review of the applications.

2) The most promising candidates will be interviewed by EBAN and members of the Strategic Guidance Body Group. The selection decision will be taken by EBAN and the Strategic Guidance Body, and will be confirmed by consortium partners.

The tenders submitted will be evaluated according to the following **criteria**:

- o Previous experience in evaluation and monitoring of EU projects
- o Previous experience on projects relating to education and/or in collaboration with Higher Education Institutes

- o Knowledge about the agricultural sector
- o Value for money

6. Procurement Timetable

Invite to tender open for submissions	15/06/2020
Deadline to submit tenders	30/07/2020
Winning tender notified	07/08/2020

AgTech7

Annex A

WP	Deliverable Number	Start Date	End Date	Title of deliverable	Medium (publication, electronic, online, other (specify))
WP1	№1	M1	M36	Transnational project meetings	Face to face
WP1	№2	M1	M36	Budget expenditure reports and overviews	Electronic
WP1	№3	M1	M36	Individual and consolidated progress reports	Electronic
WP2	№4	M1	M3	Project Templates Documentation	Electronic
WP2	№5	M1	M2	Project Implementation Plan	Electronic
WP2	№6	M1	M3	Project Repository	Cloud technology
WP2	№7	M1	M3	Accounting and Monitoring Templates and Mechanisms	Electronic
WP2	№8	M1	M3	Coordination and management bodies	Face to face and online
WP3	№9	M4	M10	Learning Modules	Electronic
WP3	№10	M4	M12	Project Curriculum	Electronic
WP4	№11	M12	M14	Innovation Workshop	Face-to-face
WP4	№12	M12	M16	Offline and Online Implementation Methodology	Electronic
WP4	№13	M12	M14	Case Studies	Electronic
WP4	№14	M12	M16	Certificate & Accreditation	Electronic
WP5	№15	M16	M24	Online Content Development	Electronic
WP5	№16	M16	M20	Offline Content Development	Electronic
WP6	№17	M24	M26	Test roll-out focus groups	Face-to-face
WP6	№18	M24	M30	Offline Training Programme Full Roll-out	Face-to-face
WP6	№19	M24	M26	Online Training Programme Alpha Testing	Online

WP6	№20	M24	M30	Follow up report	Electronic
WP6	№21	M24	M30	Follow up meeting	Online
WP7	№22	M12	M16	Foresight Methodology	Electronic
WP7	№23	M12	M30	Foresight Implementation	Face-to-Face
WP7	№24	M12	M36	Foresight Report and recommendations	Electronic
WP8	№25	M30	M32	Update Plan	Electronic
WP9	№26	M1	M3	Quality assurance plan	Electronic
WP9	№27	M3	M36	Quality reviews	Electronic
WP10	№28	M1	M8	Evaluation Blueprint	Electronic
WP10	№29	M1	M36	External evaluation reports	Electronic
WP11	№30	M1	M6	Dissemination Plan	Electronic
WP11	№31	M2	M6	Target Audience Map	Electronic
WP11	№32	M1	M3	Visual Identity Pack	Electronic
WP11	№33	M2	M3	Project Website	Website
WP11	№34	M3	M36	Social Media Accounts & Communication	Electronic
WP11	№35	M3	M36	Articles and Publications	Electronic and printed media
WP11	№36	M20	M34	Dissemination and Promotional Campaign	Face-to-face
WP11	№37	M24	M30	Open Days	Face-to-face
WP11	№38	M34	M36	Exploitation and Sustainability Pan	Electronic
WP11	№39	M8	M36	Dissemination Reports	Electronic
WP11	№40	M34	M36	Final Conference	Face-to-face