



# CIVIS– A EUROPEAN CIVIC UNIVERSITY

## Call for External Project Evaluator

### I. Background and introduction

The CIVIS Alliance is now in its second phase of ERASMUS+ funding through the CIVIS2 project. To serve it, CIVIS Alliance is launching a call for an **external project evaluator**.

CIVIS is a European University Alliance whose aim is to have a significant impact on our societies' development, locally and globally. The project got selected in the summer of 2019 in the framework of the

**Erasmus-EDU-2022-EUR-UNIV-1 – Project 10108998-CIVIS2** and will run until September 2026.

CIVIS stands for a transnational collaboration of civic universities. Based on the solid and innovative education and scientific activity in each institution, CIVIS will unite efforts and experiences to develop an alliance with strong links to the local, social and geographical environments and an orientation toward global challenges. Based on a culture of collaboration and innovative pedagogies, the Alliance will encourage critical thinking, adaptability and resilience and it will make educational, scientific, and civic resources as open and accessible as possible based on the principles of Open Science and Open Educational Resources in order to share and build knowledge among students, teachers, researchers, and civil society.

The project's **objectives** are:

- share a long-term strategy on education, research, and innovation
- create a European inter-university campus
- go beyond existing higher education cooperation models
- improve social inclusiveness and geographical balance
- prepare new generations to future changes
- promote links to territories as tools for openness to the entire society

The project's eleven **members** are:

- Aix Marseille Université, France (Coordinator)
- National and Kapodistrian University of Athens, Greece
- Université Libre de Bruxelles, Belgium
- University of Bucharest, Romania
- Universidad AUtonoma de Madrid, Spain



- Università degli studi di Roma la Sapienza, Italy
- Paris Lodron University Salzburg, Austria
- Stockholms Universitet, Sweden
- Eberhard Karls Universität Tübingen, Germany
- University of Glasgow, Scotland
- University of Lausanne, Switzerland

In the framework of the second phase of the project (CIVIS2) an **external evaluator** will be selected, based on this open call, to monitor and evaluate the CIVIS2 project.

## II. The functioning/role of the external evaluator:

The functioning/role of the external evaluator is to:

- collaborate with different CIVIS2 project bodies/entities. See the organisation chart in Appendix,
- participate in selected activities provided by the project,
- offer a consultative role to support the strategic decision making during and after the project's lifetime, if requested, and
- operate in an efficient and timely manner.

The Executive Director and Quality Officer in the Coordination Office of CIVIS will be the contact persons for and support the evaluator.

The working language will be **English**.

## III. Tasks:

The task of the external evaluation is to monitor, assess and evaluate the implementation of the project in order to:

- assess the progress towards the project's key objectives and the European University Alliances objectives/goals,
- identify problems/challenges/hurdles/deviations and propose recommendations for improvements,
- highlight strengths and best practices to orientate future actions for the Alliance,
- ensure the quality and effectiveness of actions undertaken by CIVIS members and strategic African partners as part of the project,
- assess the quality of activities, administration, coordination, organisation and internal quality assurance tools/mechanisms/processes etc. within CIVIS2, and
- clearly communicate the process and results to CIVIS2 bodies/entities during and after of the evaluation, for example through meetings and workshops.

On the basis of these tasks:



- produce two quality reports. The reports will consist of deliverable D1.2 according to the CIVIS2 application. The due date to deliver the interim (first) report to the European Commission (EC) is 30<sup>th</sup> September 2024 and the final (second) report should be delivered to the commission 30<sup>th</sup> September 2026.

#### **IV. Suggested action plan for external evaluation**

##### **Phase 1**

- Desk review of relevant project materials, such as CIVIS2 application, work plan, reports, management and monitoring documents, and minutes of meetings.
- Knowledge and understanding of the objectives for and expectations on the European Alliances from the EC and, particularly, the consolidation phase of CIVIS.
- Collect data autonomously, for example through interviews, focus groups, surveys, “gallery walk methodology” and/or SWOT workshops.
- Produce an interim report at the latest the 12 July 2024 (deliverable 1.2, due date 30<sup>th</sup> September 2024).

##### **Phase 2**

- Desk review (continuing) of relevant project materials, such as action plan/-s according to the recommendations in the interim report, other documents, minutes of meetings etc.
- Collect further data autonomously, through interviews etc.
- Produce a final report at the latest by mid July 2026 (deliverable 1.2, due date 30<sup>th</sup> September 2026).

#### **V. Timeline**

The timeline for the external evaluation covers the period from March 2024 to September 2026, including producing and communicating the interim and final reports.

#### **VI. Remuneration/Fee**

The external evaluator will benefit of a maximum amount of 40 000 € tax included to cover the duration of CIVIS Erasmus + project external evaluation and to fulfill the required mission. A budget should be attached to the call answer with a daily rate. Travel and accommodation expenses should be included in this overall amount.

#### **VII. Application Process**

Please send your signed and scanned application **before 31 January 2024 to executive-**



**director@lists.civis.eu**, including your CV as an annex.

The subject of the e-mail should mention the following reference: "CIVIS2 External Evaluation // Name Surname".

Applicants will receive an acknowledgment of the receipt of their application by the executive director of CIVIS. The selection of the external evaluator will be made by the Coordination Office. The selected external evaluator will be contacted by the executive director **by 29 February 2024** at the latest.

Applications will be scored and ranked according to the following criteria:

- competence in project assessment and quality evaluation (30%)
- previous competence in EU-funded project evaluation (30%)
- experience in academic mobility and international cooperation (20%)
- experience in EU-funded project management (10%)
- motivation (10%).

## APPENDIX - CIVIS Operational Roles and Bodies

### Terminology

- **Management Committee (MC)** has an overview of the work of all CIVIS entities involved in the implementation of the project (e.g. HUBs, OLs, Support Units, Expert Groups), acting also as the executive body of the SC, both administratively preparing and following up on its decisions. The MC takes all necessary decisions on deliverables & milestones related to the project and is free to submit any proposal related to the project to the SC. It assigns the necessary work tasks emerging from decisions taken by the SC and centrally coordinates all management bodies associated with the implementation of the project. It mediates and solves possible conflicts between these bodies as well as among MC members.
- **Coordination Office** is composed of the Executive Director (ED), the Executive Director's Deputy (DED), the Heads of Units (HoU) and the Officers.
- **The Director and Deputy** are supported by a team employed by AMU, to coordinate the project. This team is referred to as the **Coordination Team**.
- **CIVIS Officers:** There are 3 Officers with distinct remits scope of intervention – Quality, Global Partnerships, Innovative Pedagogies –, whose aim is to support the co-creation of CIVIS's activities across the different Streams. Based at any one of the member universities, the Officers are part of the project coordination office working for CIVIS.
- **Heads of Units (HoU):** There are 4 administrative Units – Communications, Digital Campus, Education, Mobility. Each Unit is managed by a Head of Unit. Each HoU represents their respective Unit at the Management Committee.
- **Stream Leader:** There are 3 Streams, composed of 3 or 4 Work Packages (WP) each. S/He represents the perspective of the Stream in the Management Committee or in other instances. S/He is appointed from among the WP leaders (themselves appointed by their respective universities as determined in the bid document), and according to a process that each Stream can decide upon.
- **Stream Coordinators** are administrative support to the Stream Leader, tasked with implementation of Stream's decisions.
- **WP Leaders or co-leaders** are appointed by the university responsible for the work package in question as determined in the bid document and are responsible for providing a framework for the achievement of the objectives, tasks, milestones, and deliverables of their work package. Regarding EU-reporting, they are accountable for the delivery of qualitative outputs and deliverables planned for their WP. The WP leaders are tasked with ensuring the implementation of the different milestones and deliverables associated with the project WPs (application form p130).



- **Stream Representatives** are partner university staff members appointed by each university for their expertise on the objectives to be achieved in the Stream.
- **Institutional Coordinators (IC)** are the first point of contact of the CIVIS Alliance in their respective university. They ensure the overall development of CIVIS in their university and monitor the implementation of Governance decisions within their university. There is one Institutional Coordinator (full time equivalent) per member university, appointed by their respective university. ICs have 3 inherent core tasks: (1) to have a strategic and operational overview of the Alliance, (2) to brief local members of the Governance to support the decision-making process, and (3) to implement the Governance decisions in their university. At Alliance level, ICs:
  - work closely with the Coordination Office for the management of CIVIS,
  - have an overview of the EU-funded project's local progress,
  - have an oversight of project budget and provide necessary information to its use,
  - act as local facilitators for the implementation of CIVIS,
  - support Unit members of their university,
  - support WP / HUB / OL coordination for which their university is responsible, and
  - represent their home institution's perspective in MC meetings.

At local level, ICs act as 'information hubs' for CIVIS:

- they are the first point of contact of the CIVIS Alliance at their university,
  - they are the contact person for internal enquiries about the Alliance,
  - they receive information and dispatch it to the right people, and
  - they are responsible for internal communication in partnership with the Communication Unit
- **Units Members** are member universities administrative staff with dedicated – full or partial – time to complete Unit tasks.
  - **HUB Coordinators** are staff providing administrative support for the HUBs. The support for each HUB is the responsibility of the Universities co-chairing the HUB.
  - **Open Labs (OL) Coordinators:** Each member partner has an Open Lab and an Open Lab coordinator. Open Lab coordinators are members of the **OL Council**. As described in the bid document, *"the Chair of the Council of the OLs is designated on a 6-month rotation by the President of CIVIS"*.
  - **Expert Groups (EG)\*** are long-lasting advisory groups which work on transversal matters. EGs are created at the initiative of one of the Streams and/or management or governance bodies. Their remit is defined by a ToR and aligns with the Alliance's objectives, milestones, and deliverables.
  - **Task Forces (TF)\*** are temporary working groups with a defined purpose and timeline. TFs are created at the initiative of Streams / WPs / Units or Management Committee.