



# Terms of Reference

## for External Experts

### Members of the Evaluation Board



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## Summary Card

Project title	Innovative Master Courses Supporting the Improvement of the Energy and Carbon Footprint of the Ukrainian Building Stock
Project acronym	UKRENERGY
Project reference no.	101082898-2022
Call	ERASMUS-EDU-2022-CBHE-STRAND-2
Type of action	ERASMUS Lump Sum Grants
Granting Authority	EACEA, European Education and Culture Executive Agency
Project start date	1st April 2023
Project duration	36 months
Work package ref.	WP4 Quality control and monitoring by systematic tools and events
Leading Institution	Odessa State Academy of Civil Engineering and Architecture (OSACEA)
Document status	Version 2.1, May 2023
Dissemination level	Sensitive [ <i>To ensure publicity and transparency to the appointments, a call will be published on the project websites</i> ]. See at section 4.4 Subcontracting of the DoA - Description of Action, page 112.

## Terms of Reference (ToR) for external evaluator

- Subcontracting Institution:** Odessa State Academy of Civil Engineering and Architecture (OSACEA)
- Framework:** Erasmus+ CBHE project UKRENERGY
- Duration of assignment:** 36 months
- Expert fee:** Defined by the project budget
- Documents:** CV (Europass format **or** similar)
- Language:** All documents should be provided in English.
- Deadline:** Monday 5th June 2023
- Procedure:** The hiring application must be sent by email to <intstrat@unige.it> and/or <intercom@ogasa.org.ua>. The email subject has to quote “UKRENERGY evaluation board”.

## Background information

- Funding:** Erasmus+ EACEA      **Key Action:** KA2 Capacity Building in Higher Education
- Type of project:** National project
- Coordinating Institution:** University of Genova, UniGe - IT

The CBHE (Capacity Building in Higher Education) projects within the Erasmus+ Programme foresee as mandatory the carrying out of activities aimed at checking the implementation of the project activities, from the chronological - administrative - academic - point of view. Such activities are planned in the framework of a specific work-package (WP) called " Quality control and monitoring by systematic tools and events".

The set of activities is appointed to:

- i. an internal quality control team (IQCT), i.e. representatives of the project partnership, mainly appointed on the collection of info - material - data - outputs of the project;
- ii. an external board (so-called Evaluation Board, EB) composed by individuals external to the partnership, and then having no employment-juridical relationship, who carry out the quality control & monitoring on the basis of the info collected by the IQCT; therefore, the present ToR are referred to the EB members, 3 experts, one representative from EU, one from Ukraine (UA) and one from third parties to be recruited after the KOM to monitor and evaluate UKRENERGY.

## Aims of the project. General and Specific objectives:

Promoting teaching and learning excellence in Ukraine by establishing innovative Master Courses (MCs) on Energy Sustainability in Buildings (ESB) in line with the Bologna Process principles.

- Designing new Master Courses in Energy Sustainability of Buildings, matching labour market demand, implementing the MCs in 4 UA Universities (KNUCA, OSACEA, PSACEA and LPNU in Kiev, Odessa, Dnipro and Lviv) and innovative modules in four twinning / affiliated universities (NTU, ONEU, USUCT and LNEU).
- To enhance the expertise of UA teaching staff to direct the teaching offer towards problem solving of energy and building renovation issues.
- To spread, foster, enhance the knowledge towards the European Green Deal and the requirements set by EU 2030.

### **Main duties of the EB**

- To revise the Quality Plan, produced under the coordination of OSACEA as relevant W.P. leader:
- to participate to three annual coordination meetings including the final dissemination conference, planned in such a way: May 2024 (online), March 2025 in Odessa and March 2026 in Kiev, in coincidence with the Final Dissemination Conference - FDC;
- to check the info / data / questionnaires collected by the IQCT; then, to elaborate three evaluation reports, one per each project year.

The aforesaid mobility flows will be modified in case of worsening of the current situation in Ukraine.

In the following you find an extract of “Description of Action” DoA, whereas the EB tasks are detailed, as well as the budget tables quoting the fees for the three EB participants.

The costs of the mobility flows for the aforesaid meetings, together with the annual fees, will be yearly reimbursed by UniGe directly to the three EB’s members, according to the bank references they indicate.

As regards the estimated fees per each EB member, an increase in progress is expected in consideration of carrying out of meetings online instead of in-presence, due to force-majeure situation or savings on the travel costs.

As regards appointment of the 3 EB members, these are the guidelines of the Consortium.

- As regards the EU member: a well-experienced professor possibly also having the qualification of "emeritus"; very expert in Bologna Process, quality assurance in Higher Education, accreditation and so on; relevant in STEM disciplines.
- As regards the UA member: the same requirements as the EU member; in addition, a top-management position anyway experienced in governance of State Agencies / Authorities competent on energy saving & efficiency; possibly having at the moment positions directly or indirectly near to Governmental apparatus.
- As regards the third-party representative: a top-management position belonging to supranational Institutions, possibly having Ukrainian citizenship and who already has performed tasks in international cooperation.

## WP4 – Extract of the Application

### Quality assurance and monitoring and evaluation strategy

Description of: i) measures foreseen to ensure that the project implementation is of high quality and completed in time; ii) methods to ensure good quality, monitoring, planning and control; iii) evaluation methods and indicators (quantitative and qualitative) to monitor and verify the outreach and coverage of the activities and results (including unit of measurement, baseline and target values). The indicators proposed to measure progress should be relevant, realistic and measurable.

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UKRENERGY will apply quality control and monitoring to ensure the outputs and outcome will be satisfied with the objectives, indicators, the logical framework matrix (LFM), and sustainability after project lifetime. Our measure begins with staff selection in the working group, internal and external quality board, right people of high calibre will optimise implemented processes.

Execution and implementation: IQCT - By M2, after the KOM, the IQCT will be in place to monitor progress. OSACEA, as W.P. leader, jointly with the project coordinator, has commitment to prepare a draft document (Quality Plan - QP), to be submitted to the partnership, having both quality and contingency plans aims and to be reviewed for consent and comments.

6-monthly reports are foreseen to facilitate the monitoring by providing quantitative and quality data. OSACEA and UNIGE will report technical and financial aspects to EACEA twice. UKRENERGY will take necessary actions to respond EACEA's feedback after the interim report. Apart from the internal progress reports, consortium is required to submit a questionnaire after each event, including event description, list of participates and other relevant information.

External evaluation: At least 3 experts, representing the External Quality Board (EB), will be recruited after the KOM to monitor and evaluate UKRENERGY.

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The following indicators of progress to check will be suggested in the draft of QP, in order to measure whether and to what extent the project achieves the envisaged results and effects:

- Reports on the draft of Programme Handbooks.
- Outcomes of Workshops and Training.
- Documentation and carrying out for new Master Courses accreditation.
- Implementation of project web site.
- Drafting of project info materials and tools, including the social media.
- Organization of the dissemination events.

- Final Dissemination Conference (FDC).
- Endorsement / recognition / recommendation from stakeholders.
- Realization of Project Management Boards meetings.
- Periodical, intermediate and final reporting.

Three evaluation reports will be issued by the EB, in correspondence of coordination and FDC meetings. Such reports, promptly communicated to the PMB at the end of each meeting, will record the average satisfaction level of accomplishment of the project duties. The reports will be uploaded in the specific intranet section of the project website.

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Communication means will be largely through emails, video conferences (Teams, Zooms) and phones. UKRENERGY will also invite them to attend project events for networking with the consortium.

## Workplan – WP4

### WP4 overview

<b>Work Package name:</b> Quality control and monitoring by systematic tools and events			
<b>Duration:</b>	M1 - M36	<b>Lead Beneficiary:</b>	OSACEA
<b>Objectives</b>		<i>List the specific objectives to which this work package is linked.</i>	
<ul style="list-style-type: none"> <li>✓ Assessment of the coherence of the planned activities with the designed activities.</li> <li>✓ Monitoring of the correspondence of the activities carried out with the planned activities and on-time assessment of the planned project results.</li> <li>✓ Evaluation of the quality of the project results, with specific reference to the new textbooks, the contents of curricula and syllabi, the methodologies adopted for the design of the new SPs, the exploitation of the mobility plan.</li> </ul>			

### Activities and division of work

*Concise overview of the planned tasks. Show who is participating in each task: Coordinator (COO), and if applicable Beneficiaries (BEN), Affiliated Entities (AE), Associated Partners (AP) and others, indicating **in bold** the task leader. Add information on other participants' involvement in the project e.g. subcontractors, in-kind contributions.*

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*The coordinator remains fully responsible for the coordination tasks, even if they are delegated to someone else. Coordinator tasks cannot be subcontracted. If there is subcontracting, please also complete the table below.*

Task no.	Task Name	Description	Participants	
			Name	Role
T4.1	Definition of QP. Internal monitoring by IQCT.	Internal monitoring carried out by IQCT nominated after KOM in Genova. IQCT meetings are foreseen corresponding to coordination and dissemination events. Some questionnaires will be prepared to report to PMB and EB.	<b>OSACEA</b> , All partners	COO, BEN
T4.2	EB tasks. Appointment by call published on project website.	Appointment of the members of the (EB) after KOM. Mobility flows for participation to meetings. Fees to EB members. 3 EB's meetings are foreseen, in coincidence with dissemination events, coordination meetings and FDC.	<b>OSACEA</b> , UNIGE	COO, BEN

### Deliverables (outputs/outcomes)

***Deliverables** are project outputs which are submitted to show project progress (any format). Refer only to major outputs. Do*

not include minor sub-items, internal working papers, meeting minutes, etc. It is recommended to limit the number of deliverables to max 10-15 for the entire project. You may be asked to further reduce the number during grant preparation.

For deliverables such as meetings, events, seminars, trainings, workshops, webinars, conferences, etc., enter each deliverable separately and provide the following in the 'Description' field: invitation, agenda, signed presence list, target group, number of estimated participants, duration of the event, report of the event, training material package, presentations, evaluation report, feedback questionnaire.

For deliverables such as manuals, toolkits, guides, reports, leaflets, brochures, training materials etc., add in the 'Description' field: format (electronic or printed), language(s), approximate number of pages and estimated number of copies of publications (if any).

For each deliverable you will have to indicate a due month by when you commit to upload it in the Portal. The due month of the deliverable cannot be outside the duration of the work package and must be in line with the timeline provided below. Month 1 marks the start of the project and all deadlines should be related to this starting date.

The labels used mean:

Public — fully open (⚠ automatically posted online on the Project Results platforms)

Sensitive — limited under the conditions of the Grant Agreement

EU classified — RESTREINT-UE/EU-RESTRICTED, CONFIDENTIEL-UE/EU-CONFIDENTIAL, SECRET-UE/EU-SECRET under Decision [2015/444](#).

Deliverable No	Deliverable Name	Lead Beneficiary	Type	Dissemination Level	Due Date (month no.)	Description (including format and language)
D4.1	Quality Plan.	OSACEA	[R — Document, report]	[SEN — Sensitive]	3	Reporting at QC&M aims. Elaboration of draft of QP in cooperation with WPs leaders. Document in English language.
D4.2	EB setting-up and periodical reports.	OSACEA	[R — Document, report]	[SEN — Sensitive]	3	Periodical reports issued by EB assessing project activities and outputs / outcomes' fulfilment. Document in English language.
D4.3	Monitoring reports as results of internal mechanisms.	OSACEA	[R — Document, report]	[SEN — Sensitive]	11	Reporting at monitoring aims. Document in English language.

## Subcontracting

Details on subcontracted project tasks (as opposed to direct implementation by the Beneficiaries/Affiliated Entities).

**Note:** Subcontracting concerns the outsourcing of a part of the project to a party outside the consortium. It is not simply about purchasing goods or services. We normally expect that the participants to have sufficient operational capacity to implement the project activities themselves. Subcontracting should therefore be exceptional. Include only subcontracts that comply with the rules (i.e. best value for money and no conflict of interest; no subcontracting of project coordination tasks).

Sub-contract no.	Sub-contract kind	Description (incl. task number and BEN to which it is linked)	Estimated Costs (€)	Justification (why is subcontracting necessary?)	Best-Value-for-Money (how do you intend to ensure it?)
S.T.4.2	Mobility carried out by external staff. ~~~~ Fees to	Mobility flows by Evaluation Board members to Odessa and Kiev. Travel: 2 events * 3 members. Stay: average of 140 € * days * mobility.	16.440,00	External QC&M on the project activities will be performed by external experts not members of the partnership.	To ensure publicity and transparency to the appointments, a call will be published on the project website. ~~~~

Sub-contract no.	Sub-contract kind	Description (incl. task number and BEN to which it is linked)	Estimated Costs (€)	Justification (why is subcontracting necessary?)	Best-Value-for-Money (how do you intend to ensure it?)
	external staff	~~~~ Fees to the EB members. Considered a minimum average daily cost equal to € 240 * an estimated workload equal to 12 days, * members. ~~~~ BEN: OSACEA as leader of the related work-package.			Overall estimated costs considering the average daily cost for managerial tasks adopted by EACEA in similar Programmes.

## Objectives of external evaluation

The primary task of the external evaluators is to supervise the implementation of project activities and to provide the assessment of various project aspects such as relevance (Is the project still relevant in terms of its goals and achievements?), efficiency (Are the activities within the work-packages done on time and within planned budget?), effectiveness (How well are the project specific objectives met?), impact (at the different levels) and sustainability (What would stay after the project is finished?).

## General responsibilities of an external evaluator

### Expected outputs

- Evaluate the quality of project activities and outputs
- Evaluate dissemination activities as well as the sustainability and exploitation of the project outputs
- Present preliminary conclusions based on desk research
- Write monitoring report based on the initial evaluation
- Submit 3 annual reports by April 2026 (1 report every project year with remarks – recommendations)
- Assess effectiveness and efficiency of the budget spending
- Evaluate the project as a whole.

Therefore, the main responsibilities of the EB will be related to check the preliminary control made by the IQCT and the documentation assessment of the quality of the project



results. The assessment will be mainly carried out, in addition to the report of the IQCT, on the basis of the check of the indicators for progress and relative sources of info listed in the LFM. The EB will act both on the basis of own actions and on the basis of the Quality Plan. Main principles of the EB, to be confirmed by the QP, will be related to the setting out the quality and management matters for the project, ensuring that the quality requirements are achieved appropriately and that the measures taken for protecting the smooth progression of the project are effectively dealt with, both at internal and external level. The QP will be integrated by the EB roadmap.

In order to achieve envisaged outputs an external evaluator can schedule independent monitoring visits. However, it is highly suggested to attend at least one project management meeting.

### Expertise needed:

- At least 5 years of experience in conducting data analysis (desk research, quantitative and qualitative data analysis)
- Knowledge and understanding of project monitoring and evaluation
- Experience in working with the European Commission, implementing ERASMUS+ projects, and/or other international organisations.

### Additional criteria

- Language: Good communication skills in English (written and oral) and experience in reporting and publications.
- Readiness to work in cooperation with experts coming from other Countries and chosen as an additional external expert.

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**Internet portal:** <https://odaba.edu.ua/international-activities/international-programs-and-projects/erasmus/ka2/ukrenergy>  
<https://unige.it/internationalstrategies>

