

Call for EXTERNAL EVALUATOR

**Interested applicants are required to read this
Terms of Reference and submit their Letter of
Intent and CV by e-mail to:**

MUSHABE Dickson - Director Quality Assurance

Work Package Leader on Quality Control

E-mail address: dqa@eur.ac.rw

Table of contents

1. OVERVIEW.....	3
2. MAIN ACTIVITIES	5
3. EXTERNAL EVALUATION	9
4. SUBMISSION OF APPLICATIONS.....	13

External Evaluation of ANSWER Project

Terms of Reference

PROJECT: Advance inclusion for Students With disabilities on higher Education in Rwanda	
Acronym:	ANSWER
Project number:	101083032
Call:	ERASMUS-EDU-2022-CBHE
Topic:	ERASMUS-EDU-2022-CBHE-STRAND-3

1. OVERVIEW

Advance Inclusion for Students with disabilities on higher Education in Rwanda (ANSWER) is a project co-funded by the Erasmus+ programme of the European Commission. ANSWER equips Rwandan (RW) HE stakeholders with the adequate knowledge, skills, capacities and technology to tackle the gap between policy and implementation in terms of inclusion, accessibility and disability. The project has identified a suitable environment but a top-down regulatory framework at HE level, which calls for an urgent bottom-up development of contextualised policy intervention. Hence, ANSWER modernises human disability-inclusive abilities and strengthen organisational structures, thus partners can lead the way towards better inclusion and accessibility for Students with Disabilities (SWDs) in Rwanda.

Its implementation period is from **1st March 2023 to 28th February 2026**.

1.1. Objectives

▼ **The wider objective of the project is:**

- Improve accessibility, ensure learning conditions and foster policy change towards inclusion for SWDs within the context of Rwandan Higher Education System via modern inclusion practices, training and networking.

▼ **The specific objectives of the project are:**

- To create an inclusive framework through the creation/expansion of Support Centres for students with disabilities, frame a national policy to devise pathways for an inclusive HE system and equip with assistive technologies in order to enhance services provision for SWDs.
- To devise an internship scheme for SWDs, underpinned by a policy on inclusion & success with a disability-inclusive approach, facilitating access to the labour market and equal job opportunities by collaborating with employers.

1.2. Countries / Partners

- ▼ University of Alicante, Spain
- ▼ University of Macedonia, Greece
- ▼ University of Rwanda, Rwanda
- ▼ INES-Ruhengeri, Rwanda
- ▼ East African University, Rwanda
- ▼ National Council of People with disability, Rwanda
- ▼ Ministry of Education, Rwanda
- ▼ UWEZO Youth Empowerment, Rwanda

1.3. Target Groups

▼ **Internal:**

- Students with disabilities (SWDs) → main beneficiaries
- Students
- Academic and admin. Staff: researchers, teachers, academic coordinators, admin staff at support centres
- Top management (university and national top managers)

 ▼ **External:**

- Private sector companies
- National and local governmental bodies
- Local and international NGOs (especially Disability Public Organisations – DPOs)

2. MAIN ACTIVITIES

WP 1: PROJECT MANAGEMENT	
Code	Activity
1.1	T1.1 - Technical Coordination
1.2	T1.2 - Administrative Coordination
1.3	T1.3 - Reporting

WP 2: PROJECT LAUNCH

Code	Activity
2.1	T2.1 - Establishment of project management tools and procedures
2.2	T2.2 - Project Launch: Kick-off meeting

WP 3: NEEDS ANALYSIS

Code	Activity
3.1	T3.1 - Institutional Needs Analysis Methodology & Tools Definition
3.2	T3.2 - Data collection: Quantitative & Qualitative data
3.3	T3.3 - Institutional needs analysis report

WP 4: ASSISTIVE TECHNOLOGY PURCHASE

Code	Activity
4.1	T4.1 - Institutional Needs Analysis Methodology & Tools Definition
4.2	T4.2 - Purchase of Assistive Technology equipment

WP 5: EU STUDY VISITS

Code	Activity
5.1	T5.1. - Preparation and Logistics
5.2	T5.2 - Study Visits: Exposure to modern practices & experiences

	exchange
--	----------

WP 6: CAPACITY BUILDING – BLENDED LEARNING

Code	Activity
6.1	T6.1 - Capacity building strategy
6.2	T6.2 - Online Training activities
6.3	T6.3 - Face-to-face training activities
6.4	T6.4 - Short Learning Programme certification

WP 7: INSTITUTIONAL BUILDING

Code	Activity
7.1	T7.1 - Formal establishment/update of the centres
7.2	T7.2 - 3-years strategic planning for the Support Centres
7.3	T7.3 - Pilot training by Support Centres

WP 8: SYSTEMIC IMPACT

Code	Activity
8.1	T8.1 - Identification of key stakeholders
8.2	T8.2 - Creation of multi-stakeholders working group & meetings
8.3	T8.3 - National Policy analysis

8.4	T8.4 - Multi-stakeholder forums
8.5	T8.5 - Recommendation from Multi-stakeholder forums
8.6	T8.6 - Proposal for a National Strategy for Effective Implementation & Monitoring Disability Inclusion in Higher Education

WP 9: DISABILITY INDUSTRY INTERNSHIP PROGRAMME

Code	Activity
9.1	T9.1 - Outreach campaign towards companies, private business, SMEs, associations & NGOs
9.2	T9.2 - Development of internship programme with disability-inclusive approach
9.3	T9.3 - Signature of agreements with companies & business representatives

WP 10: QUALITY CONTROL

Code	Activity
10.1	T10.1 - Definition of Quality Assurance plan & tools
10.2	T10.2 - Internal evaluation
10.3	T10.3 - External evaluation

WP 11: DISSEMINATION STRUCTURE

Code	Activity
11.1	T11.1 - ANSWER project visual identity
11.2	T11.2 - ANSWER project website
11.3	T11.3 - ANSWER project social media communication strategy and tools design

WP 12: ON-GOING DISSEMINATION

Code	Activity
12.1	T12.1 - Dissemination events
12.2	T12.2 - Social media actions: Awareness raising campaigns
12.3	T12.3 - Sustainability Strategy Definition

3. EXTERNAL EVALUATION

In accordance with the contractual obligations of the project, and to ensure greatest possible transparency, the Office of Quality Assurance/Directorate of Quality Assurance, at East African University of Rwanda as the leader of the work package on quality control, will be responsible for subcontracting the services of an external evaluator with in-depth expertise in the topic of inclusion and accessibility at HE level and proved familiarity with policy framework within Rwanda.

The external expert will evaluate the project at two stages: at **midterm** to obtain an external perspective on project actions and produce recommendations to improve forthcoming implementation and **at the end of the project**, influencing sustainability strategies and gaining real insights on strengths and weaknesses of project impact. Therefore, Quality assurance expert will contribute to the elaboration of the Interim and Final Sustainability Strategy.

The external evaluation will focus on assess the quality of progress and success of the various work packages relating to indicators and the overall effectiveness of the results.

External quality assessment shall cover the following elements:

- ▼ Action by the partners
- ▼ Achievement of the established objectives
- ▼ Identification of risks and proposal of corrective and preventive actions
- ▼ Effectiveness and impact of activities
- ▼ Impact of the project at national level

3.1. Documentation for Delivery

The selected external evaluator will provide two reports (written in English):

- ▼ **First report** at half term of the implementation of the project (March 1st, 2023 – August 31st 2024) report due **July 1st 2024**
- ▼ **Second report** at the end of the implementation of the project (September 1st 2024 – February 28th 2026); report due **January 1st 2026**.

These reports will serve as control mechanism tools to supervise the level of project quality and to ensure that all important aspects are considered.

- ▼ The Interim External Quality Assurance report shall contain the analysis of the project activities, interviews with the partners, recommendations following review of Internal QA reports and assessment of project deliverables.
- ▼ The Final External Quality Assurance report will include recommendations following review of Internal QA reports and assessment of project deliverables, an assessment of the quality management of the project as a whole, its sustainability and an Executive Summary.

The reports will have to comply with the format required by the funding agency. In this case with express mention that the ANSWER project has been co-financed by the European Commission through the Erasmus+ Programme, as well as the inclusion of the EU co-financing logo. This information shall be included in any other documentation provided.

3.2. Sources of Information

- ▼ Quality Assurance Plan
- ▼ Project deliverables
- ▼ Official reports
- ▼ Communication with partners & stakeholders
- ▼ Project website and social media
- ▼ Project Description of Work within the Grant Agreement
- ▼ Dissemination materials

3.3. Profile of External Evaluator

- ▼ 5 years experience in inclusion of people with disabilities, preferably in the higher education system
- ▼ High level of English (spoken and written)
- ▼ 2 years' experience in reporting
- ▼ 2 years' Experience in evaluation of projects
- ▼ Additionally, the following merits will be assessed:
 - Previous work experience in Rwanda
 - Experience in capacity building in higher education projects financed by the EU

3.4. Evaluation criteria

The maximum evaluation will be 50 points, as follows:

- ▼ Experience in inclusion of people with disabilities, preferably in the higher education system – Maximum 15 points
- ▼ Experience in reporting – Maximum 5 points
- ▼ Experience in evaluation of projects – Maximum 10 points
- ▼ Previous work experience in Rwanda – Maximum 5 points
- ▼ Experience in capacity building in higher education projects financed by the EU – Maximum 5 points
- ▼ Personal Interview – Maximum 10 points

3.5. Budget and method of payment

The budget available for the service is **5000€ (five thousand euros)** excluding taxes.

Payment will be made after submission of each report (**2000€ interim report and 3000€ final report**).

Payment of fees to the consultant will be made following prior signature of a contract for services with the East African University of Rwanda (EAUR), and receipt of an invoice for services rendered.

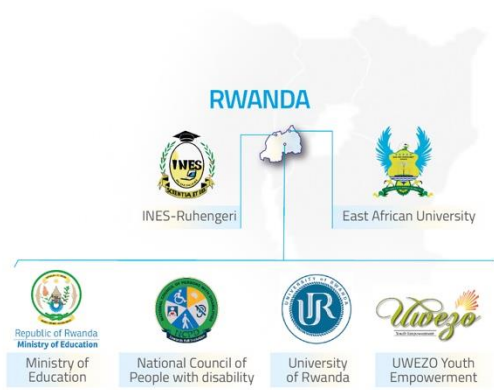
4. SUBMISSION OF APPLICATIONS

Interested parties who comply with the requirements defined in this “Terms of Reference” must send their CV and documents that will attest that they are qualified to perform the service that is contracts or certificate of completion of similar projects undertaken, description of similar assignments undertaken to the email addresses: dqa@eur.ac.rw indicating, “ANSWER Project – External Evaluation” in the subject of the email.

Deadline for applications: **1st September 2023 at 2:00 PM**

The applications will be examined by the ANSWER Project Quality Board (PQB). The PQB will meet virtually and will produce a ranking based on evaluation of the curriculum vitae. The PQB will appoint the External Expert by CV assessment and with a brief interview (using a streaming platform), creating then a rank among the applicants.

Selected applicants must be available on **8th September 2023 @ 10:00 AM** for an interview wherein the proposed methodology will be presented.



 Co-funded by the Erasmus+ Programme of the European Union

ANSWER is co-financed by the European Commission through the Erasmus+ Programme, under contract number 101063032 — ANSWER — ERASMUS-EDU-2022-CBHE. The European Commission support for the production of this publication does not constitute endorsement of the contents which reflects the views only of the authors, and the Commission cannot be held responsible for any use which may be made of the information contained therein.