

# Terms of Reference (ToR) for External Evaluator (EE)

H2CoVE - Hydrogen Centres of Vocational Excellence

## Basic facts

Subcontracting authority: Western Norway University of Applied Sciences (HVL)

Type of Action: Erasmus+ LS

Call: Partnership for Excellence - Centres of Vocational Excellence

Project: H2CoVE - Hydrogen Centres of Vocational Excellence

Coordinating institution: VESTLAND COUNTY COUNCIL

Project duration: 01.03.2024 – 29.02.2028

## Background information

### Project summary

The main objective of H2CoVE is to equip the European workforce with the right and necessary high-quality vocational skills for industries in the emerging value chains for a hydrogen economy. 5 regions: Vestland in Norway, Northern Netherlands, Tyrol in Austria, Estonia and Precaratharian region in Ukraine will pool their knowledge and expertise to build local ecosystems for skills. The need for investments in infrastructure for production, storage and end-use applications for hydrogen is enormous, a skilled workforce is a prerequisite. The partner regions have complementary assets and specialisations across the hydrogen value chain and through cooperation will help to build capacity across Europe. Governments must create the right environment and incentives for businesses to make investments to fast track the hydrogen economy. H2CoVE will contribute by:

1. Connecting and engaging citizens, education and research institutions and businesses for continuous knowledge sharing and innovation in hydrogen skills at European level through a specially designed platform
2. Improving required knowledge and skills among students, workers, and the potential workforce on basic and advanced applications for the hydrogen economy
3. Developing, updating and testing courses, modules, education programmes which answer the needs of the industry in the partner regions at different VET levels in an inclusive way
4. Ensuring European added value and sustainability for project results by embedding and transferring best practice between regions and ecosystems throughout Europe.

We aim to involve 150 teachers at different VET levels in Train the Trainer courses and attract around 800 stakeholders from the business sector. 1000 employees will take part in upskilling and reskilling activities and 140 students will take part in a specially designed project competition for

challenge-based learning. At least 12 project/bachelor/master theses on real challenges in the sector will be written

The project has 6 work packages:

- WP1 - Management and coordination
  - Objective: Ensure a well-run project with sound financial and organisational project management to secure a high level of impact and sustainability
- WP2 - Quality and evaluation
  - Objective: Support the project management with quality assurance
- WP3 - Knowledge base
  - Objective: Build on existing knowledge and map the skills required in the hydrogen economy, as a response to the needs of businesses and society
- WP4 - H2 VET Excellence Network
  - Objective: Connect and engage people, education and research institutions and businesses for continuous knowledge sharing and innovation in hydrogen skills in Europe
- WP5 - Skills, training and applied research
  - Objective: Improve required knowledge and skills among students, workers, and the potential workforce on basic and advanced applications for the hydrogen economy
- WP6 - Communication, dissemination, exploitation
  - Objective: Ensure project activities and results are visible and multiplied for maximum uptake, impact and sustainability of results

Each work package has a set of specific objectives and corresponding output indicators. These are listed in detail in Appendix 2: Work Programme.

### Management arrangements and accountability

WP2 – Evaluation and Quality (EQ) will be led by Western Norway University of Applied Sciences. The main objective of the WP is to support the project management with quality assurance. As the main decision making body, the project Steering Committee (SC) will be responsible for Evaluation and Quality of the project.

The EQ of the project will be performed by the Quality Group (QG). The group will be led by the Quality Leader (QL) from Western Norway University of Applied Sciences, who will be a member of the SC. The QL will be accountable before the Project Manager (PM). The QG will be composed of 3 specially selected Quality Officers (QO) for internal monitoring and quality control, and 2 external evaluators (EE) for evaluations of the project achievements. The QG members report to the QL.

### Organization of the Quality Group

The QL will organize the work in the group but the QO's and EE's will work independently to perform checks and write recommendations. The QG will be responsible for the overall design of the methodology of Quality and Evaluation. Starting shortly after recruitment is complete, the group will work to prepare the Evaluation and Quality Book for the project. This will include an evaluation and quality assurance strategy, methodology, procedures, tools, and serve as the work plan for the QG.

In the execution of the foreseen activities, the QO's and EE's will have an independent responsibility to perform checks and collect necessary information to complete their evaluations according to the Evaluation and Quality Book. Throughout the project, the QO's and EE's will conduct at least 7 internal and external evaluation exercises. The checks will be carried out independently of each other, but the objective and subject group will be identified by the group collectively. The QOs together with EEs will also work jointly to elaborate forms of questionnaires and quality surveys, questions for focus groups and ad hoc interviews.

Following each exercise the QO's and EE's will make their individual reports based on the profound analysis of the evaluation findings. After completion of the reports they will meet to unite their findings into one set of recommendations from the QO's and one from the EE's. The recommendations of both groups of experts will be analysed by the PM for making a proposal to the Steering Committee (SC) for improvements in the project and its results, and to produce corresponding Follow-up plans.

Each academic partner will be responsible for the quality of curricula development, course design, study materials and the quality of teaching and learning at the institutions. This will be done in accordance with the internal procedures and tools at each academic partner institution. The tools and procedures in the Evaluation and Quality book will therefore not be directly associated with academic developments' quality assurance evaluation measures and tools.

In case a situation occur that require urgent intervention, the PM may call an ad hoc meeting of the SC to take urgent decisions. For such an ad hoc meeting, the QG will be asked to join to make a draft of a contingency plan. The 3 QOs may also be summoned by the PM to estimate risks and evaluate problems, and to produce corresponding recommendations for mitigating the risks and tackling the problems by the PM and the SC.

In addition to performing their independent tasks, the QO's and EE's will be expected to attend digital meetings in the QG, consortium meetings, and relevant physical project related events.

### Objectives of Evaluation and Quality

The objects of EQ evaluations are: (1) project management, (2) efficiency of communication between the partners as well as between the different project's managing bodies, (3) efficiency of output-input in the work packages, (4) quality of the achieved results – the official papers devised, the H2P platform, the networking agreements and their execution, (5) quality of the academic developments on the national and international H2VEN networking and their impact on the Skills Ecosystem in the corresponding regions, (6) compliance with the work plan, (7) efficiency of communication, exploitation, dissemination, and sustainability.

Specific tasks for External Evaluators (EE) will be:

- Contribute to developing the Evaluation and Quality Book (Milestone 4)
- Prepare the specific evaluation procedures and collection of data
- Conduct independent external evaluation exercises of the achieved results (Milestone 6)
- Produce individual evaluation reports
- Produce joint recommendations based report findings (Deliverables 2.1)
- Present findings and recommendations
- Evaluate suggested enhancement measures and Follow-Up plans
- Attend digital group and consortium meetings

- Attend physical consortium events (predefined under contract and payment plan)

## Project milestones and deliverables (WP2)

### MS4 - Evaluation and Quality Book – M8

Evaluation and quality assurance strategy, methodology, procedures and tools will be developed by the project QG and will be collected and published in the Evaluation & Quality Book: Besides, the Book will contain a detailed Quality Plan. The QL will present it before the 2nd SC meeting to the members of the PC for preliminary reviews. The Book and the Plan will be discussed and adopted at the SC (mid of Year 1).

### MS6 - External Evaluation Exercise – M9, M15, M18, M24, M30, M36, M42, M46

The EEs will carry out at least 7 sessions of:

- monitoring of the project progress and
- quality control of the achieved results

Each of the 7 external Evaluation Exercises will be described in detail (the target audiences, methodology, procedures, timelines, tools) in the Evaluation and Quality Book

### D2.1 – Recommendations by the QG (report, public) - M9, M15, M18, M24, M30, M36, M42, M46

After each of the initially planned evaluation exercises carried crosssectionally by the QOs (internally) and by the EEs (externally), QG will make corresponding recommendations based on the profound analysis of the evaluation findings. The recommendations will be made by the QOs and EEs independently and forwarded to the PC. The documents in the project will be made in English, which is the language of the project.

## Tentative timeline of deadlines

Project planning - most important deadlines			2024		2025		2026		2027		
WP NR	Project Activity	Deadline	M8	M9	M15	M18	M24	M30	M36	M42	M46
			Oct	Nov	May	Aug	Feb	Aug	Feb	Aug	Dec
WP 2	<i>Evaluation and Quality</i>	<i>M01-M48</i>									
MS4	Evaluation and Quality Book	M8									
T2.1	Internal Quality Assurance	M9-M46									
MS5	Internal Evaluation Exercise										
T2.2	External Quality Assurance	M9-M46									
MS6	External Evaluation Exercise										
T2.3	Follow-up Enhancements	M9-M46									
D2.1	Recommendations by the QG										
D2.2	Follow-up plan										

Quality Officers and External Experts will be expected to deliver and execute according to the updated plan in the Evaluation and Quality Book.

## Expertise needed

We are looking for experienced evaluators with expertise in one or several areas listed underneath

- Experience with Erasmus+ large scale projects in general, and/or Centres of Vocational Excellence specifically
- Experience with evaluation and quality checks of Erasmus+ projects
- Experience with multi-sectoral liaising in large scale projects
- General knowledge of VET education and skills
- General knowledge of EHEA and EEA
- Excellent communication skills in English (written and oral) and ability to write clear reports
- Excellent analytical skills and readiness to cooperate with fellow experts

## Contract and payment plan

Total estimated budget for External Evaluator: 20 400 EUR.

A specific procurement contract will be set up between the subcontracting authority and the External Evaluator.

Tentative payment schedule is as follows:

- 20% - M4 (June 2024) advance payment upon signing the contract
- 20% - M16 (June 2025) after completion of activities due M8, M9 and M15
- 20% - M28 (June 2026) after completion of activities due M18, M24
- 20% - M40 (June 2027) after completion of activities due M30, M36
- 20% - M48 (February 2028) after completion of activities due M42, M46

All payments are subject to the completion of the expected tasks, milestones and deliverables.

EE is expected to participate in the following two physical project events:

- Steering Committee meeting in Innsbruck to present the Evaluation and Quality Book.
- Final Project Conference in Groningen
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## Application and selection procedure

The application should include the following documents:

- Letter of interest
- CV(s) of the evaluator
- EE budget (total request for remuneration of expert services in daily rate/hourly rate, expected travel costs for participating in project events, any other costs)

To apply, documents should be sent to the WP2 leader, Western Norway University of Applied Sciences at the following e-mail address: [h2cove@hvl.no](mailto:h2cove@hvl.no) (subject field: External Expert application)

**Deadline: 13. May 2024**

Final selection of External Evaluators will be made by the project Steering Committee.



## Appendix 1

### Data Protection Notice - CALL FOR EXPERTS – H2CoVE

All personal data are dealt with in accordance with Regulation (EU) No 2018/1725 on the protection of personal data by the Union institutions, bodies, offices and agencies<sup>1</sup> ("the data protection regulation").

<sup>1</sup> Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC Text with EEA relevance, *OJ L 295, 21.11.2018, p. 39.*

Western Norway University of Applied Science (HVL) is asking interested experts to apply for engagement as external experts in a 4 year period. The following Data Protection Notice outlines the policies by which HVL collects, manages and uses the personal data of the concerned individuals within the event.

#### 1. Who is responsible for processing your personal data (data controller)?

The controller is Western Norway University of Applied Science (HVL). Email: [h2cove@hvl.no](mailto:h2cove@hvl.no)

The person designated as being in charge of the processing operation is the WP2 leader

#### 2. Which personal data are processed?

Letter of interest and CVs of applicants.

#### 3. For which purpose do we process your data?

In order to recruit candidates as external expert.

#### 4. Who has access to your personal data and to whom is it disclosed?

HVL administrative staff (HR and legal department), Quality Leader, Steering Committee members

#### 5. How long do we keep your personal data?

Application documents will be deleted after the selection of quality officers/ external experts are completed, and no later than 3 months after the application deadline.

**6. What are your rights concerning your personal data and how can you exercise them?** Request to access the personal data HVL holds about you;

- Request a rectification of your personal data where necessary;
- Request the erasure of your personal data;
- Request the restriction of the processing of your personal data;

#### 7. Your right to have recourse in case of conflict on any personal data issue

In case of conflict on any personal data protection issue you can address yourself to the Controller at the above mentioned contact details.

#### 8. On which legal basis are we processing your personal data?

The Processing of your personal data is based on the following legal basis:

**Art. 6(1)(a)** the data subject has given consent to the processing of his or her personal data for one or more specific purposes;

*By applying consent is given to process your personal data in the application documents and keep these until the recruitment process is completed.*



## Appendix 2

### Work Package 2

Work Package 2: [Quality and Evaluation]				
Duration:	M01 - M48	Lead Beneficiary:	Western Norway University of Applied Sciences - HVL	
Objectives				
<p>Work package objective: Support the project management with quality assurance and evaluation activities</p> <p>This work package does not have specific objectives as under WP 3-6. The overall work package objective is clear enough to ensure the content of the activities. The quality assurance work has been set up as a separate work package and will be led by Western Norway University of Applied Sciences (HVL). HVL has expertise in this area for evaluation and quality monitoring of large EU projects. HVL and VCC work together on several projects and are in close contact. This solution therefore enhances the management of the project and will ensure good quality management.</p> <p>Output indicator 2.1 - 7 Recommendations for project enhancements</p> <p>Output indicator 2.2 - 7 Follow-up plans</p>				
Activities and division of work (WP description)				
Task No	Task Name	Description	Participants	

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Call: [ERASMUS-EDU-2023-PEX-COVE](#) — [ERASMUS-EDU-2023-PEX-COVE](#)

EU Grants: Application form (ERASMUS BB and LS Type II): V2.0 – 01.06.2022

(continuous numbering linked to WP)			Name	Role (COO, BEN, AE, AP, OTHER)	In-kind Contributions and Subcontracting (Yes/No and which)
T2.1	Internal Quality Assurance	<ol style="list-style-type: none"> <li>The 3 QOs will carry out evaluation exercises of monitoring the progress and checking the quality of the achieved results. At least 7 internal evaluation exercises (in M9, M15, M18, M24, M30, M36, M42, and M46) will be carried out according to the Evaluation and Quality Book (strategy, methodology, and tools). Each time, the subject group for evaluations will be identified together with the 2 EEs. The results of the evaluation exercises will be published on the H2 VEN web Platform. The QOs make a joint paper of recommendations based on the profound analysis of the evaluation findings. The recommendations will be forwarded to the PC for their proposal of follow-up enhancements in the project to the SC for adoption.</li> <li>When necessary, the 3 QOs will be summoned by the PM to estimate the risks and evaluate problems; report on those together with recommendations for mitigating the risks and tackling the problems by the PM and the SC.</li> </ol>	HVL All other full partners	COO BEN	Yes, staff hours for additional evaluations meetings, ad hoc meetings with project partners, additional risk management and problem tackling meetings
T2.2	External Quality Assurance	The 2 EEs will carry out evaluation exercises of monitoring the progress and checking the quality of the achieved results. At least 7 external evaluation exercises (in M9, M15, M18, M24, M30, M36, M42, and M46) will be carried out according to the Evaluation and	HVL All other full partners	COO BEN	Yes, staff hours for additional evaluations meetings, ad hoc meetings with project partners, additional risk management

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Call: [ERASMUS-EDU-2023-PEX-COVE] — [ERASMUS-EDU-2023-PEX-COVE]

EU Grants: Application form (ERASMUS BB and LS Type II): V2.0 – 01.06.2022

		Quality Book (strategy, methodology, and tools). Each time, the subject group for evaluations will be identified together with the 3 QOs. The results of the evaluation exercises will be published on the H2 VEN Platform. The EEs make a joint paper of recommendations (independently of the internal QOs) based on the profound analysis of the evaluation' findings. The recommendations will be forwarded to the PC for their proposal of follow-up enhancements in the project to the SC for adoption.			and problem tackling meetings Subcontracting external experts for evaluation	
T2.3	Follow-up Enhancements	Based on the Quality Group's recommendations (cross-made by the QOs and EEs), the PC will make at least 7 proposals (in M9, M15, M18, M24, M30, M36, M42, and M46) to of follow-up enhancements in the project to the SC for adoption.  Based on the recommendations of the internal and external evaluators and the adoption of the PM's proposals for project enhancements by the SC, the PM will make a Follow-up Plan for follow-up enhancements of the action, which will be continuously updated after each new quality evaluation by the QG.	HVL All other full partners	COO BEN	Yes, additional staff time for unexpected ad hoc meetings and preparations for them	
<b>Milestones and deliverables (outputs/outcomes)</b>						
Milestone No (continuous numbering not linked to WP)	Milestone Name	Work Package No	Lead Beneficiary	Description	Due Date (month number)	Means of Verification
MS4	Evaluation and Quality Book	2	HVL	Evaluation and quality assurance strategy, methodology, procedures and tools will be developed by the project QG and will be collected and published in the Evaluation & Quality Book. Besides, the Book will contain a detailed Quality Plan. The QL will	M8	Publication on the H2 VEN Platform

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Call: [ERASMUS-EDU-2023-PEX-COVE] — [ERASMUS-EDU-2023-PEX-COVE]

EU Grants: Application form (ERASMUS BB and LS Type II): V2.0 – 01.06.2022

				present it before the 2nd SC meeting to the members of the PC for preliminary reviews. The Book and the Plan will be discussed and adopted at the SC (mid of Year 1).			
MS5	Internal Evaluation Exercise	2	HVL	The QOs will carry out at least 7 sessions of: - monitoring of the project progress and - quality control of the achieved results  Each of the 7 internal Evaluation Exercises will be described in detail (the target audiences, methodology, procedures, timelines, tools) in the Evaluation and Quality Book.	M9 M15 M18 M24 M30 M36 M42 M46	Publications on the H2 VEN Platform; Recommendations for project enhancements by the internal QOs	
MS6	External Evaluation Exercise	2	HVL	The EEs will carry out at least 7 sessions of: - monitoring of the project progress and - quality control of the achieved results  Each of the 7 external Evaluation Exercises will be described in detail (the target audiences, methodology, procedures, timelines, tools) in the Evaluation and Quality Book	M9 M15 M18 M24 M30 M36 M42 M46	Publications on the H2 Platform; Recommendations for project enhancements by the external EEs	
Deliverable No (continuous numbering linked to WP)	Deliverable Name	Work Package No	Lead Beneficiary	Type	Dissemination Level	Due Date (month number)	Description (including format and language)
D2.1	Recommendations by the QG	2	HVL	[R — Document, report]	[PU — Public]	M9, M15, M18, M24, M30, M36,	After each of the initially planned evaluation exercises carried cross-sectionally by the QOs

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Call: [ERASMUS-EDU-2023-PEX-COVE] — [ERASMUS-EDU-2023-PEX-COVE]

EU Grants: Application form (ERASMUS BB and LS Type II): V2.0 – 01.06.2022

						M42, and M46	(internally) and by the EEs (externally). QG will make corresponding recommendations based on the profound analysis of the evaluation findings. The recommendations will be made by the QOs and EEs independently and forwarded to the PC. The documents in the project will be made in English, which is the language of the project
D2.2	Follow-up Plan	2	HVL	/R — Document, report/	/PU — Public]	M9, M15, M18, M24, M30, M36, M42, and M46	Proposals of PC on enhancements in the project and follow-ups to the SC for consideration, discussions, and adoption. The follow-up plan will initially be composed (in M10 at the latest) by the PC based on the QG's recommendations and decisions/adoptions by the SC. According to the plan all the partners and the project's bodies will be obliged to make qualitative changes in their performance. After each new quality evaluation, the Plan will be updated respectively (in M15, M18, M24, M30, M36, M42, and M46).

To insert work packages, copy WP1 as many times as necessary

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...end of work plan...