



Vienna, 5<sup>th</sup> December 2017

## **REQUEST FOR QUOTATION**

### **External Service**

### **Project: CERlecon - Central Europe Regional Innovation Ecosystems Network Evaluation of Project Progress**

#### **Background -The Vienna Board of Education**

The Vienna Board of Education (<http://www.stadtschulrat.at/>) is responsible for all schools in Vienna. Furthermore it is an important partner for all pupils, parents and teachers. The Vienna Board of Education is responsible for 702 schools, 225,000 pupils and almost 25,000 teachers.

The Vienna Board of Education defines itself - beyond the function of being an administrative office and employer - as a driving force for pedagogical development in schools. Numerous innovations, new types of schools, modern teaching techniques and successful pilot projects throughout Austria and beyond, have their origin in initiatives of the Vienna Board of Education.

Beyond that, for more than 20 years special pilot projects have been developed and implemented within the framework of EU-funding programmes.

#### **Project Background**

The current tender concerns the project "CERlecon - CENTRAL EUROPE Regional Innovation Ecosystems Network", funded by the EU-Programme INTERREG CENTRAL EUROPE and the European Regional Development Fund for a period of three years. The project implementation is realized in seven Central European Regions by a partnership of fourteen members. The European Office of the Vienna Board of Education is acting as the Lead Partner (LP).

The CERlecon project aims to develop smart solutions to address the question of how to provide start-ups and SMEs with "adequate human resources". In other words, how to inspire and sustainably improve skills and entrepreneurial competences? The project provides this support through new-type comprehensive innovation ecosystems in the partner regions incorporating and utilising regional RIS3 as drivers for innovation. The ecosystems are linked in a transnational network to accelerate start-up growth and improve SME internationalisation.

More young people in Central Europe need to be inspired to become entrepreneurs and sustainably improve their skills and entrepreneurial competences and, at the same time, gain international business experience to face global challenges. In order to help the start-ups/SMEs to bring their ideas to market and create new firms, synergies with funding initiatives such as national/regional business angels, pan-European crowdfunding platforms will also be established from the outset. The innovation ecosystems and the network aim to inspire and improve the skills and competences of at least 210 start-ups and young SMEs in seven Central Europe Regions during the project lifetime.

Detailed project information: <http://www.interreg-central.eu/CERlecon.html>.



## Performance Description

Due to insufficient internal personnel resources, an external expert is needed to provide the following services.

The European Office of the Vienna Board of Education, in its role as Lead Partner of the CERlecon project, is requesting support in the execution of an external evaluation. Within the framework of the CERlecon project the requested evaluation is required at two points during the project period:

1. Service 1 - due 31<sup>st</sup> March 2018 (mid-term): To establish the effectiveness of project implementation with a view to improvement; results will be presented at the CERlecon project Steering Committee Meeting 4 by the Lead Partner.
2. Service 2 - due 31<sup>st</sup> December 2018 (final): To establish whether the recommended improvements from the mid-term evaluation were implemented successfully and effectively; results will be presented at the CERlecon project Steering Committee Meeting 6 by the Lead Partner.

Period of service is January 2018 until October 2018, place of delivery is Vienna.

## Purpose and Objectives of the Evaluation and Key Questions

The evaluation should be targeted at the following fields:

- Overall project progress: To what extent have the objectives of the project been reached? Are plans being used, implemented and adapted as necessary? Is the overall project action plan used and up-to-date?
- Comparison between planned activities, objectives, implemented activities and the objectives reached so far. Do stakeholders care about the project and believe it makes sense? Where might there be capacity gaps (e.g. in the side project teams, other internal functions or finance, or external organisations as appropriate?)
- Internal communication among partners: How efficient is the working relationship between partners and stakeholders? Are there any major risks or threats that are not currently being taken into account?
- External communication with stakeholders and other beneficiaries: To what extent are resources being (economically) used to deliver the project results?
- Overall project financial implementation: Is financial spending in line with the plan?
- Recommendations for further developments of the project: Which organisations could/ will ensure continuity of project activities in the project area?



- Key lessons learnt to contribute to organizational learning: What do learning processes such as self-evaluation, coordination and exchange with related projects look like?

### **Audience for the Evaluation**

The results of the evaluation will be presented by the LP at the full partner Steering Committee Meetings in order to improve the smooth and successful project implementation. The entire CERlecon partnership is expected to act on the evaluation results that will also be at the disposal for any dissemination purposes.

### **Methodology**

The required service should be performed as a desk-based evaluation (e.g. questionnaires), taking into consideration all relevant project documents such as: Approved Application Form, Partnership Agreements, Rules of Procedure, Minutes of Steering Committee Meetings, Programme Reports, developed methodologies and concepts, developed tools (e.g. Apps), Communication Tools (Website/Social Media), relevant correspondence within and outside the partnership.

### **Required Format for the Evaluation**

The evaluation should be summarized in a readable format.

- **Title Page:** including project title (according to the Application Form), project number (according to the Application Form), project logos (provided by the LP), number of the deliverable of the external evaluation (provided by the LP), date of report, authors and their affiliates, contact point for the evaluation etc.
- **Table of Contents:** List of Acronyms and Abbreviations
- **Executive Summary:** Brief project description and context, objectives of the evaluation, summary of the evaluation methodology, summary of evaluation results per field of evaluation, key recommendations, summary of lessons learned.
- **Main Report:**
  - Objectives of the evaluation
  - Evaluation methodology, including: methodology, data sources, methods for data collection and analysis, participatory techniques, horizontal principles, major limitations of the methodology
  - Project description, including: context, underlying rationale, stakeholders and beneficiaries, conceptual model, results chain or logical framework, and project monitoring system
  - Evaluation findings, documented by evidence:
  - Design: quality and relevance



- Effectiveness (progress towards objectives and results); contributions of stakeholders; constraints or problems encountered
- Efficiency of planning and implementation
- Impact; progress towards vision and goals
- Sustainability and replicability of project/programme impacts; capacity built; institutional and stakeholder issues
- Conclusions: insights into the findings; reasons for successes and failures; innovations
- Recommendations and checklist for short cut improvements from mid-term to final (based on evidence and insights)
- Lessons learned (only for final version) with wider relevance and that can be generalized beyond the project
- **Annexes** to the evaluation report

### **Tender**

The service will be commissioned according to the Austrian direct allocation process § 41 BVerG 2006. Commissioner will be the Vienna Board of Education, European Office.

Interested parties are invited to submit an offer under the following conditions:

- Offer should be submitted in the English language by **17<sup>th</sup> December 2017** in electronic form to the e-mail addresses: [judit.makkos-kaldi@ssr-wien.gv.at](mailto:judit.makkos-kaldi@ssr-wien.gv.at) and [ute.stutzig@ssr-wien.gv.at](mailto:ute.stutzig@ssr-wien.gv.at).
- Price indications (in EUR, excl. and incl. VAT):
  - Global price
  - Daily or hourly rate
  - Price for Service 1 (due 15<sup>th</sup> March 2018)
  - Price for Service 2 (due 30<sup>th</sup> October 2018)

### **Selection and Contact Details**

The Vienna Board of Education will award the commission to the lowest price offered.

The winning bidder will be notified by 20<sup>th</sup> December 2017.

Contact person for questions related to the objective tender:

Ms Ute Stutzig

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