# Terms of Reference for External Evaluator

| Project title | University Business Engagement in Indonesia: Supporting Employability and Transition into the Graduate Labour Market |
|---|---|
| Project acronym | SMART |
| Project reference number | 610106-EPP-1-2019-1-ID-EPPKA2-CBHE-JP |
| Coordinator | Institut Teknologi Sepuluh Nopember - ITS |
| Project start date | 15/01/2020 |
| Project duration | 36 months |

| Reference no and title of work package | WP4. Quality Control & Monitoring |
|---|---|
| Institution | Agora Institute for Knowledge Management |
| Document status | Final |
| Dissemination level | Public |

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# II Terms of Reference (ToR) for external evaluator

**Subcontracting authority:** Agora Institute

**Scope**: Erasmus+ project SMART

**Duration of assignment**: 27 months

**Expert fee**: Defined by the project budget

**Documents**:

1. **CV** (Europass format).
2. **Motivation Letter**

**Language:** All documents should be provided in English.

**Deadline:** 30.09.2020

**Procedure:** Documents should be sent to the project coordinator: Agora Institute for Knowledge Management, Alicante, Spain

## Background information

**Funding**: Erasmus+
**Key Action**: KA2 Capacity Building in Higher Education
**Type of project**: Joint Projects
**Coordinating Institution:** Institut Teknologi Sepuluh Nopember - ITS

The instrumental role of universities in socio-economic development is today widely recognised. Enhancing links and cross-fertilisation between Higher Education Institutions (HEIs) and their business environment in the interest of graduates' employability, improved competitiveness and growth is high on the agenda of policy makers and HEIs around the globe. SMART project  proposes a set of focused and complementary activities for enhanced university-business cooperation at Indonesian HEIs to help them identify opportunities for development, generate research-based knowledge, and contribute to the on-going education in the field. The project will facilitate the transfer of good practices from the EU to the PC HEIs; the set-up of professional units (Business Engagement Centres) at 7 PC HEIs and training to their staff to let them accompany students and researchers in making their business

ventures a reality. The creation of a University-Business Network, as a platform for dialogue and exchange of experiences, and the Start-Up Nights and other stakeholders' events will also contribute to inspiring nation-wide change.

## Objectives of external evaluation

The primary task of external evaluator(s) 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 January 2023 (1 report every project year with constructive comments)
- Assess effectiveness and efficiency of the budget spending
- Evaluate the project as a whole

Monitoring reports should reflect on relevance, impact, dissemination, efficiency, effectiveness, and sustainability of the project outputs and provide recommendations for all project partners. 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. The project management board is responsible to provide all project documents and deliverables to the external evaluator(s) on request.

### Expertise needed:

- At least 5 years of experience engaging in University Business Engagement in Indonesia

- 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 Indonesia
- Experience in working with the European Commission and/or other international organisations
- Research experience in the field of higher education
- Knowledge and understanding of Erasmus+ programme
- Experience in implementing Erasmus+ Capacity Building in Higher Education projects
- Experience in conducting monitoring and evaluation of Erasmus+ Capacity Building in Higher Education projects

## Additional criteria

- Language:   One of the partner country languages i.e. Bahasa Indonesia
  Native English language: C1
- Readiness to work in cooperation with an expert coming from a programme country and chosen as an additional EU external expert.

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