



Food Safety in the Mediterranean



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

## TERMS OF REFERENCE (TOR)

### External evaluation of the Project FoSaMed

Enhancing Food Safety in the Mediterranean

618518-EPP-T-2020-1-PT-EPPKA2-CBHE-JP

In order to complete the internal evaluation assurance, the FoSaMed project will appoint an external evaluator to analyze the monitoring of the implementation of project activities and its achievements, in accordance with the objectives of the logical matrix of the project. This document represents the terms of reference for the prior consultation for the selection of the external evaluator.

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EUROPEAN PARTNERS	MOROCCAN PARTNERS	ASSOCIATED PARTNER
 <p>Unione delle Università del Mediterraneo Mediterranean Universities Union Union des Universités de la Méditerranée إتحاد الجامعات المتوسطية</p>  <p>UNIVERSIDADE DE ÉVORA</p>  <p>UNIVERSITAT DE BARCELONA</p>	  <p>جامعة محمد الأول بوجدة UNIVERSITE MOHAMMED PREMIER OUJDA ⵜⴰⵎⴰⵔⴰⵏⵜ ⴰⵎⴰⵔⴰⵏⵜ ⴰⵎⴰⵔⴰⵏⵜ ⴰⵎⴰⵔⴰⵏⵜ</p>  <p>Université Ibn Tofail</p>  <p>معهد الحسن الثاني للزراعة والبيطرة INSTITUT AGRONOMIQUE ET VÉTÉRAIRE HASSAN II</p>	 <p>fenagri fédération nationale de l'agroalimentaire</p>

## **1. Background information**

FoSaMed is an international project co-financed by the European Commission within the framework of capacity building in the field of higher education, key action 2 of the Erasmus + program (Capacity Building in the field of Higher Education). The duration of the project is 3 years from January 15, 2021.

### **Project partners**

UEVORA | Universidade de Évora | Portugal (Coordinator)

UB | Universidad de Barcelona | Spain

UNIMED | Unione delle Università del Mediterraneo | Italy

IAV | Institut Agronomic y Veterinaire Hassan II | Morocco

IBN | IBN Tofail University | Morocco

ENA | Ecole Nationale D'Agriculture de Meknes | Morocco

UMP | Université Mohammed Premier | Morocco

FENAGRI | Fédération Nationale de l'Agroalimentaire| Morocco (associated partner)

### **Objectives of the project**

FoSaMed aims to bring together Moroccan HEIs that promote inclusive education through curriculum development and teacher education on food safety.

The main specific objective of the project is the development of a joint Master's Programme, within the curricula of the IAV, ENA, IBN and UMP that will receive the support of the project coordinator the University of Évora (UEVORA) together with the University of Barcelona (UB) and the Mediterranean Universities Union (UNIMED).

The specific objectives of the FoSaMed project include the qualification of the Moroccan academics on modern and innovative teaching methodologies, to support Moroccan HEIs in designing a Master Programme on food safety that is associated with the recovery and promotion of the traditional Mediterranean diet and associated to short food supply chains, and to contribute to inclusive higher education in Morocco, that integrates underprivileged groups, such as women, rural populations and refugees and gives them equal access to knowledge and the opportunities it brings.

The following actions will be developed in order to develop innovative pedagogical approaches and new learning settings:

- a) An innovative e-learning training for food safety coordinated by EU partners, using didactic modules and integrated tools.
- b) Workshops coordinated by UEVORA and UB to enhance the quality of the teaching methods.
- c) The development of a MOOC (Massive Open Online Course) about “Food safety in Morocco”.
- d) The implementation of a Joint Master’s Programme on food safety run by the involved Moroccan HEIs, which will be the key focus of the FoSaMed project.

## **2. Scope of the External Evaluation**

The objective of the external evaluation is to assess the progress and success of the activities of the different WPs aligned with the project indicators and to propose actions to improve the overall effectiveness of the results. The evaluator/expert will analyze and interpret data on the project to identify achievement of results and weaknesses, document the status of the project in reports and make recommendations.

The external evaluation will cover the following elements:

- Performance of the partnership;
- Achievement of set objectives;
- Effectiveness and impact of activities and main deliverables;
- Identification, preventive measure and corrective measure of risks;
- Impact of the project activities at the national level (Morocco);

The external expert will be responsible for:

- defining quality indicators for each element to be evaluated and monitoring procedures;
- the design and submission of questionnaires and grids to assess the progress of the project;
- data collection and analysis;
- cooperation with the WP Leader (ENA) and the Management Committee (MC) for integration of results;
- the preparation of evaluation reports according to a schedule set by the evaluation committee.

Reports are generated to indicate the progress of the project and to offer recommendations.

More specifically, the evaluation should:

- Highlight what has been successful and can be replicated elsewhere;
- Indicate shortcomings and constraints in the implementation of the project while, at the same time, identifying the remaining challenges, gaps and needs for future courses of action;

In particular, the evaluator should include recommendations on:

- Subsequent actions needed to improve the effectiveness of the project logframe;
- other actions conducive to ensuring successful attainment of the expected accomplishments of the project.

The results of the evaluation will be shared and discussed within the project Management Committee during its meetings.

### 3. Deliverables and Expected Outputs

Deliverable	Date of submission
<b>Quality assessment plan</b> At the start of his activities, the external evaluator will provide a document relating to the Project's Quality Management Plan. It is a document presenting the strategy to be adopted for the management of quality and evaluation, the tools and the schedule of the evaluation activities and a list of indicators to evaluate the management activities, the methodology, the contents and results of the project.	2 months after the selection/hiring of the external evaluator
<b>Mid-term evaluation report</b> The mid-term evaluation report shows the results of the project process and assesses the quality of the work since the start of the project. The document presents a quantitative and qualitative assessment of the project and includes assessments and recommendations and corrective measures to be taken.	The external evaluator is required to produce the external part of the project's mid-term evaluation report: M18
<b>Final evaluation report</b> The final evaluation report presents the final results of the project activities and the impact they have on the target groups. The document presents an assessment of the quality management of the project as a whole.	The external evaluator is required to produce the external part of the final evaluation report: M36

#### 4. Participation in meetings

The external expert will have to participate in meetings in order to establish direct contact with partner teams and to be able to ensure the quality of his evaluation.

Travel and subsistence costs will be included in the budget provided for in this contract, no supplement will be provided for travel and subsistence costs.

Reason for travel	Place and date
Participation in a teachers training workshop	University of Évora (M11), University of Barcelona (M18) or Institut Agronomic y Veterinaire Hassan II (21)
Participation on the FoSaMED Internacional Conference	IBN Tofail University at Kenitra (M25)
Participation in one Management Committee meeting	To be determined

#### 5. Contract duration

- Start date of the assignment: as soon as possible
- End date of the assignment: January 14, 2024 or at the end of the project (in the case of an extension of the project)

#### 6. Application process

Applicants are required to submit an expression of interest that should include mandatory:

- A detailed CV;
- Documents supporting the candidate's CV: experience/professional competence/expertise, etc. (ex: Diplomas, certificates, attestations, etc.);
- Declaration of availability for the entire period of the project;
- Reference projects;
- A concept note with a draft methodology proposed for the evaluation (2 pages maximum);
- A financial proposal for the execution of the tasks

Fluency in the English language is required. Knowledge of French language are essential.

Proposals must be written in English. Any incomplete file will not be evaluated.

For reasons of neutrality, the candidate cannot belong to one of the member universities of the project.

Applications with the above details should be sent to [sbombico@uevora.pt](mailto:sbombico@uevora.pt) and [mlaranjo@uevora.pt](mailto:mlaranjo@uevora.pt).

Subject of the email: Application\_External evaluation of the FoSaMed project\_Name

The deadline for submission of applications is 25 October 2021.

## 7. Selection criteria

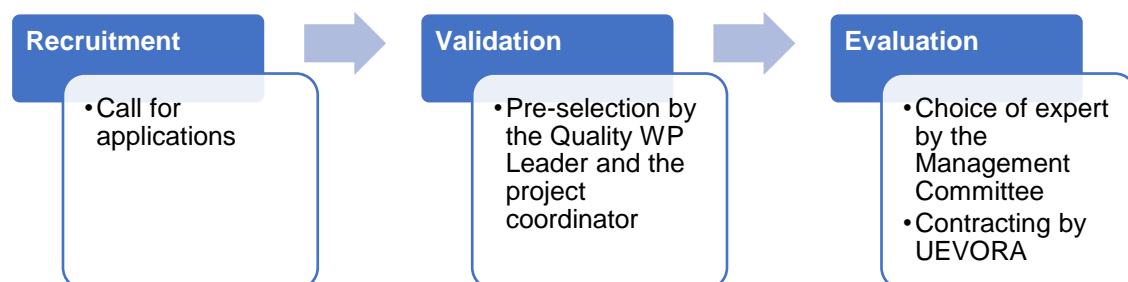
Applicants must meet the following conditions:

- A higher education diploma, preferably in the field of Educational Sciences;
- Have in-depth knowledge of the functioning of higher education system, pedagogy, implementation of training activities and international cooperation;
- Have already participated in external evaluations and contributed to studies on quality assurance;
- Have experience in evaluating capacity building/training projects in the Euro-Mediterranean area within the thematic scope of food studies or food safety;
- Fluency in oral and written English, knowledge of French and fluency in at least one of the other official languages of the project partner countries (Portuguese, Spanish, Italian or Arabic)

The criteria for the selection of candidates are:

- Clarity and relevance of the concept note on the methodology of the project evaluation: 20%
- In-depth knowledge of the functioning of higher education system, pedagogy, training activities and international cooperation (20%)
- Prior contribution to one or more studies on external evaluation and quality assurance: 15%
- Professional experience and reference projects in the Euro-Mediterranean region in the thematic area of food studies or food safety (10%)
- Linguistic skills (15%)
- Financial proposal: (20%)

## 8. Validation and evaluation process



Candidates will be selected on the basis of the above evaluation process.

Please note that any application will receive a response at the end of the recruitment process by University of Évora (UEVORA) and by Ecole Nationale D'Agriculture de Meknes (ENA) as project coordinator and leader of the WP-Quality Evaluation, respectively. The expert will then be selected by the Management Committee (MC).

## **9. Budget**

A maximum budget of 13,500€ (euro) has been allocated for this evaluation activity. It is recalled that the travel and accommodation expenses for participation in the meetings and activities foreseen in the work plan will be covered by this budget.

## **10. Payment schedule**

Payments will be made on the basis of invoices sent by the expert and on presentation of the activity report, as follows:

- 20% upon signature of the contract;
- 50% upon submission of the first report;
- 30% at the end of the project and submission of the final evaluation report.

## **11. Form of contract**

The goods or services required by the FoSaMed project following the call must comply with the contractual conditions of these terms of reference. The project is coordinated by the University of Évora (UEVORA). The terms and conditions are those of the aforementioned organization.

## **12. Contacts**

UEVORA: [udit\\_med@uevora.pt](mailto:udit_med@uevora.pt)

Marta Laranjo – Project Coordinator | [mlaranjo@uevora.pt](mailto:mlaranjo@uevora.pt)

Sónia Bombico – Project Manager | [sbombico@uevora.pt](mailto:sbombico@uevora.pt)

Aadil Bajoub – WP Leader Coordinator | [aliam80@hotmail.com](mailto:aliam80@hotmail.com)

## **13. Data protection**

In carrying out the evaluation of this project, the evaluator must respect the following confidentiality rules:

- All data relating to this project are confidential.
- The information is only accessible to those whose access is authorized.
- The coordinator authorizes the external expert to list the data in paper or electronic media intended to carry out the activities entrusted to him. However, the coordinator does not give the evaluator any right to use, disclose or publish the data or results obtained in the course of his activity.