



HEALING  
*Art Therapy Diploma*

## WP5.4 External Evaluation

CALL FOR APPLICATIONS FOR  
THE SELECTION OF ONE  
EXTERNAL INDEPENDENT  
AUDITOR IN THE EU

November 24, 2020



Erasmus+

## 1 INTRODUCTION

In line with the project's proposal, the consortium of the Erasmus+ project entitled "Developing a Multidisciplinary Diploma on Art Therapy in Health Education" with the acronym "HEALING" - hereinafter referred to as "HEALING"- will hire one (1) External Independent Auditor to monitor and evaluate the project's implementation and ensure a neutral review and a consistency assessment of the project deliverables versus project target groups' needs/expectations.

## 2 JOB DESCRIPTION

**Job title:** External Quality Auditor

**Job description:** The implementation of the External Quality Assessment of the Project in close collaboration with all members of the Quality Committee of the HEALING project, will include:

- The use of independent tools (e.g. questionnaires, personal interviews) to assess the implementation of the project and its deliverables;
- The preparation of an External Quality Report every 6 months as described in the Quality and Evaluation Plan of the Project;
- Any other contribution to the project that derives from the Quality and Monitoring Plan and its possible future amendments or specific requests made by the EACEA (Education, Audiovisual and Cultural Agency).

**Deliverables:** 6 Quality Assessment reports

## 3 QUALIFICATIONS/ SELECTION CRITERIA

### 3.1 Required qualifications (exclusion criteria):

- Holder of a higher education diploma (for natural persons and legal entities working team members);
- A minimum of three-year experience in the implementation of national, EU or international projects of various topics;
- A minimum of three-year experience in the quality project management of national, EU or international projects of various topics;

- Excellent knowledge of English (C2) (for natural persons and for at least one of the working team members of the legal entities)

### 3.2 Additional qualifications:

- Experience in the implementation of Erasmus+ Capacity Building for Higher Education projects;
- Experience in the implementation of national, EU or international projects (additional to the obligatory 3-year experience in the implementation of national, EU or international projects of various topics);
- Experience in the implementation of Erasmus+ projects.

## 4 TYPE OF CONTRACT, DURATION AND COMPENSATION

**Type of contract:** Service Agreement with the NKUA

**Duration:** From the day of the signature of the agreement until 15/01/2023

**Compensation:** 8.000€ (eight thousand euros)

## 5 APPLICATION PROCEDURE

Interested parties (natural persons and legal entities) are invited to submit their application to National and Kapodistrian University of Athens (N.K.U.A.), member of the “HEALING” consortium via the email: [tbabalis@primedu.uoa.gr](mailto:tbabalis@primedu.uoa.gr).

### Supporting documents

Each application shall include the following documents:

- For all applicants:
  - o A filled Financial Operator Offer Form [which includes Individual’s or Company’s Data (i.e. name, address, telephone number, etc.), Description - Technical Specifications of the Services, Quantity of Deliverables, Offered Price, Total cost (with and without VAT)] (for details see Annex 1), and
- For natural persons:
  - o A cover letter for the expression of interest and declaration of relevant qualifications;
  - o A *curriculum vitae* (CV), preferably in the European format ([Europass](#));
  - o Testimonies of relevant previous experience (certificates, contracts or other proof) of the applicant, as required by this call and declared by the applicant;

- For legal entities:
  - A profile of the company describing the relevant experience and capacity to carry out the tasks described as well as a description of the work team;
  - A *curriculum vitae* (CV), in the European format ([Europass](#)) for the work team members;
  - A list of similar projects carried out by the company.

### **Deadline for application**

The applications must be sent by 9<sup>th</sup> December, 2020 at the latest. The date of the e-mail sent will be the date of sending.

## **6 SELECTION PROCEDURE**

The selection procedure shall consist of an assessment of the offers performed by N.K.U.A. against the selection criteria, which are a) those listed in chapter 3.1 of this call and b) the most economically advantageous offer based on price. In case this results in a tie, the selection will be done based on the additional criteria listed in chapter 3.2.

## **7 VISIBILITY**

This call will be published to the website of N.K.U.A. and HEALING project.

## 8 FINANCIAL OPERATOR OFFER FORM– ANNEX I

|                                   |  |
|-----------------------------------|--|
| NAME OF CANDIDATE:                |  |
| ADDRESS, Postal Code, CITY HOME:  |  |
| TELEPHONE/FAX/ E-MAIL:            |  |
| TIN- Public Financial Service:    |  |
| LEGAL REPRESENTATIVE:             |  |
| ID Number (Legal representative): |  |

In the context of ..... your invitation for the provision of services ..... for the needs of the code .....  
I offer you the following:

### TECHNICAL AND FINANCIAL OFFER FORM

| S/N | Description- Technical Specifications (1) | Quantity (2) | Product code (to be completed only for supplies) (3) | Offered Price (without VAT) (4) | Total cost (without VAT) (5) |
|-----|---|--------------|--|---------------------------------|------------------------------|
| 1   |   |              |  |                                 |                              |
| 2   |   |              |  |                                 |                              |
| ... |   |              |  |                                 |                              |
|     |   |              |  | <b>Total without VAT</b>        |                              |
|     |   |              |  | <b>VAT amount</b>               |                              |
|     |   |              |  | <b>Final total with VAT</b>     |                              |

With this offer I unreservedly accept all the terms of the invitation and the conditions of Law 4412/2016.

Athens, .....

The Offeror

(Signature)