



To: Whom it may concern

Date: April 8, 2014

Subject: Public Open Tender FFE-YE 01/2014 - Monitoring, evaluation and impact assessment (Entrepreneurial Skills Pass project)

Contractor: Fonden for Entreprenørskab - Young Enterprise Denmark (FFE-YE)

Dear Sir/Madam,

You are hereby invited to submit a bid for the above tender, in accordance with the procedures laid in this Invitation to Tender, with the Specifications, and with all related annexed, including the Terms of Reference. Please take careful note of all of the information contained in these documents, since bids received which are not in conformity with the requirements specified cannot be accepted.

1. Submission of the Bids

Bids must be drawn up in one of the official languages of the European Union. Each bid must contain one original and four copies. Tenderers may submit offers:

- (a) Either by post, by courier or by hand, **no later than May 30, 2014**, in which case the evidence of the date of dispatch shall be constituted by the postmark or the date of the deposit slip, to the following address:

Fonden for Entreprenørskab - Young Enterprise Denmark (FFE-YE)
Ejlskovsgade 3D
5000 Odense - Danmark

The FFE-YE office is open from 08.00 to 16.00 Monday to Thursday, 8.00-13.00 on Fridays. It is closed on Saturdays, Sundays and the official holidays. Tenderers must be submitted in a sealed envelope itself enclosed within a second sealed envelope, addressed as indicated under (a) above. The inner envelope must bear, in addition to the address under (a), the words, "Invitation to tender FFE-YE 01/2014 – Not to be opened by the mail service." If self-adhesive envelopes are used, they must be sealed with adhesive tape and the sender must sign across that tape.

2. OPENING OF THE BIDS

A committee will be set up to open the tenders and to check whether the procedures for the submission of tenders have been complied with. **This committee will open the tenders on June 2, 2014 at 10 a.m. in FFE-YE office.**



3. TENDERERS

Tenderers must be:

- 4.1. Drawn up preferably on the Tenderer's headed paper;
- 4.2. Perfectly legible in order to rule out any doubt whatsoever concerning the words or figures;
- 4.3. Signed by the Tenderer or his duly authorized representative.

4. DOCUMENTS TO BE PROVIDED BY THE TENDERER:

- 4.1 The completed offer from Tenderer's company
- 4.2 The offer should include all elements required at the Tender's Specification under Annex 1 of this Invitation
- 4.3 Company's CV and list of projects you have realized in the past

5. PERIOD OF VALIDITY OF BIDS

Tenderers must keep their bids open, in respect of all the conditions therein, for a period of six months after the deadline for the submission of bids. The conditions set out in the Tenderer's bid may not be varied in any respect during that period.

6. TENDER PRICE

- (1) The price must be quoted in Euros.

The price shall be fixed and not subject to revision for the initial period of performance of the Contract.

- (2) Unit costs must be clearly indicated.

They must be fixed and inclusive of all costs (project management, quality control, training of contractor's employees, back-up resources, etc.) and expenses (company management, secretariat, social security, salaries, travel and office expenses, etc.) directly or indirectly connected with the provision of the service. In the event that the Tenderer is awarded the contract, these prices will be binding.

- (3) Prices must be quoted with VAT included

- (4) The Tenderer must sign each page of the official offer, Price Tables and Company's CV

- (5) The costs incurred in preparing and submitting tenders are borne by the tenderers and cannot be reimbursed

7. Contract

The Contracting Authority and the service provider will sign the Contract and the Contract will be valid until December 2016. The Contracting Authority will draft the Contract and send to the service provider before the both parties signed it. The Contract will define the all conditions and periodically payments will be delivered. The Contracting Authority will make all the payment upon receive the official invoice from service provider's side.



8. CONTACT BETWEEN THE CONTRACTING AUTHORITY AND THE TENDERERS

Tenderers will be informed of the outcome of their bids, which is expected to be known by June 9, 2014.

After the opening of tenders If clarification is required or if obvious clerical errors in the tender need to be corrected, the contracting authority may contact the tenderer provided the terms of the tender are not modified as a result.

For more information, please contact Veronica Mobilio (veronica.mobilio@ja-ye.org) or Camilla Ryge Leth (camilla@ffe-ye.dk).

I look forward to receiving your bid in response to these tender documents.

Yours Sincerely,

Christian Vintergaard
CEO, FFE-YE

**Enclosed: Annex 1: Offer's Specification:
*Entrepreneurial Skills Pass - Monitoring, evaluation and impact assessment***



ANNEX 1: Offer's Specification

Entrepreneurial Skills Pass - Monitoring, evaluation and impact assessment

1. About ESP

The Entrepreneurial Skills Pass (ESP) is a **3-year project** (October 1, 2013 - September 30, 2016), co-founded by the European Commission, DG Education and Culture, under the Leonardo da Vinci Programme. Focusing on vocational schools (VET), it aims at developing a **new international qualification** that certifies students who have had a real entrepreneurship experience, have gained the necessary knowledge, skills and competences to start a business or to be successfully employed.

Main goals:

- To improve students job prospects and act as more comprehensive proof of the skills and competences employers are looking for;
- To train and certify more teachers in vocational schools to use the tools that lead to the certification;
- To engage and involve business and industry by having them participate in entrepreneurship education activities in schools, as well as endorse the certificate by offering further opportunities for successful candidates.

Main results:

The main result of the project is linked to the development of the ESP package for VET schools, including online training tools for teachers and students. It will be available in 9 languages and, after a pilot that will take place in 100 VET schools in 9 countries (Austria, Czech Republic, Denmark, Estonia, Greece, Italy, Romania, Slovakia and Switzerland), it will be rolled-out to 100 more VET schools, training 200 VET teachers, reaching 5.000 students who will have the opportunity to obtain the certificate and involving 200 businesses which will offer opportunities to young persons.

Certification package available in 9 languages

Online tools for teachers and students available in 9 languages

200 participating VET schools

200 VET teachers trained

5.000 students who successfully obtain the certificate

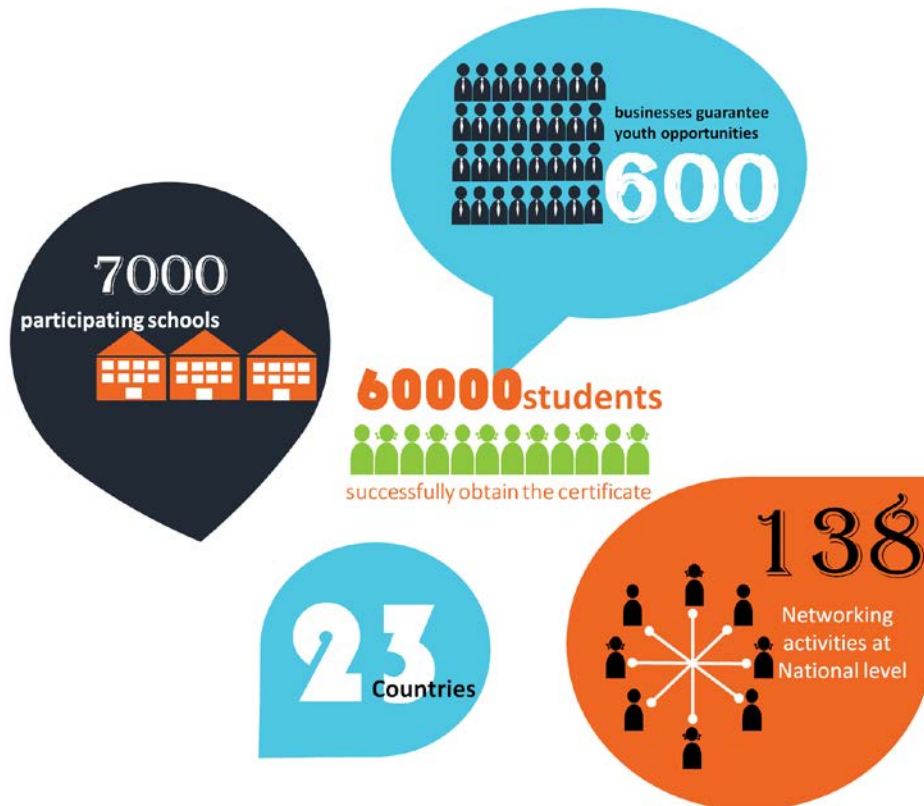
200 businesses which guarantee youth opportunities

54 Networking activities at national level (NFGs)

3 international events and 3 network meetings



Beyond these numbers, once the operating model will be formalized, the consortium will pursue an expansion plan that will extend ESP to more countries, incentivizing more VET educators to move into entrepreneurship education and ensuring a broad-spectrum engagement from small, medium and large enterprises. Through the establishment of some National Focus Groups (NFG) at national level, the project will generate strong local stakeholder support and drive to a more constructive collaboration between key actors in the entrepreneurship education ecosystem:



For more information about the project have a look at its [website](#) and [e-Briefs](#).



2. Objective of the call for tender

The external subcontractor should design the **quality assurance system** for ESP **and carry out the project evaluation**, producing a final evaluation report to be published at the end of the project (Nov 2016).

The quality assurance system has the objective to ensure the project success by:

- defining the **evaluation methodology** that will be used to assess the project activities and outcomes as well as the quality of its outputs and/or deliverables,
- setting down the **quality metrics** each member of the consortium have to comply with.

The project evaluation must be focused on the key elements of the Quality European Project Management (Relevance, Efficiency, Effectiveness, Impact and Sustainability)¹ and it is expected to:

- Include on line or/and paper based questionnaires issued to a representative sample of project participants in order to collect feedbacks about the impact of the process.
- Ensure evaluation data are available from every event and activities.

The quality assurance system should focus on all the project target groups (see the information in the box below) and adopt **qualitative and quantitative metrics**. Measurable indicators can be easily identified, but together with them it is important to focus also on qualitative elements such as the analysis of the skills acquired by the students and the type of further opportunities offered by companies endorsing the project.

Example of measurable indicators

- Number of VET schools engaged in the project
- Number of teachers trained
- Number of students completed the student company experience
- Outcomes of student self-assessments
- Number of students complete the written exam (75% minimum score)
- Number of businesses which endorse the ESP
- Quantity and quality of the development opportunities offered by business partners

¹ For more information: EC, [Project Cycle Management Guidelines](#), March 2004.



Target groups and expected impact

9 VET school directors will be invited by the NFGs to implement ESP at their school. They will be able to offer good quality entrepreneurship education which will improve their profile in the community.

200 VET teachers will be invited by their school directors to participate in the ESP teacher training program and run the project in their school. They will take part in meetings of the NFGs at local and international level, gaining valuable knowledge and skills in entrepreneurship education methods.

5.000 VET students will be reached through their teachers and will complete one entrepreneurial experience and an exam leading to a certificate of their competence and knowledge about entrepreneurship. Successful students will have access to a list of businesses interested in offering them further opportunities.

Parents will be informed by the school directors that their children are being offered this special qualification opportunity.

200 businesses and business people will be approached through CSR Europe, JA-YE Europe and the NFGs. They will benefit by having access to a well-articulated skills profile when hiring young or first-time employees. Those who choose to be mentors will also be able to share their technical and business expertise with young people.

Ministries and policy makers will be engaged through the NFGs. ESP will be for them an opportunity to go some of the distance to satisfying the needs of VET as far as entrepreneurship competences are concerned.

3. Deliverables

1. Quality plan

Working document (confidential, only for members of the consortium including EACEA and Commission services and project reviewers)

The impact of the project will be evaluated using a series of stakeholder questionnaires and assessment forms which will be completed by teachers, students and business representatives engaged in the project.

2. Project evaluation

Public report

The project will produce a final evaluation at the end of the 3 year project comprising analyses of questionnaires and assessment forms as well as face-to-face interviews with teachers and business volunteers. The final evaluation will assess the project as a whole and will analyse the future plans and sustainability of the project.