# TERMS OF REFERENCE
LONG TERM AGREEMENT FOR THE SET UP A OF A GLOBAL LEARNING SELF-ASSESSMENT TOOL FOR SCHOOLS

## Tender dossier

| Latest Expected Delivery date and Time | Will be determined at the time of award of a contract |
| Delivery schedule                     | Not required                                    |
| Preferred Currency of Quotation       | Euro                                           |
| Deadline for the submission of quotation | January 19, 2018 within 12.00 cet time           |

**Submission**

- Exclusively via e-mail: francia@cisp-ngo.org
- Only proposal submitted by email will be considered.
- Incomplete applications and applications sent after the deadlines will be excluded from further consideration.
- Only selected candidate will be notified.
- Any request for clarification must be sent in writing, or by standard electronic communication to the e-mail francia@cisp-ngo.org.

All the request for information as well as the answers and explanation to the queries will be regularly published and updated in the tender dedicated page of CISP website https://goo.gl/JSgVYF

<table>
<thead>
<tr>
<th>Working language</th>
<th>English</th>
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| Documents to be submitted | ✓ Duly accomplished Form as provided in Annex 2, and in accordance with the list of requirements in Annex 1; ✓ Organization profile; ✓ Valid proof of VAT registration whichever is applicable, if not fiscal code ✓ CV’s of at least 2 researchers ✓ At least one sample of previous Global Learning assessment tool designed and tested |

| Period of Validity of Quotes starting the Submission Date | 60 days |

| Payment Terms | ✓ An advance payment (10% of the total amount) at the contract signature ✓ 30% after the accomplishment of the task n.1 and the delivery of the related deliverables ✓ 30% after the accomplishment of the task |
TERMS OF REFERENCE
LONG TERM AGREEMENT FOR THE SET UP OF A GLOBAL LEARNING SELF-ASSESSMENT TOOL FOR SCHOOLS

1. Consultancy information

Title: Consulting organization for the design and set up of a global education self-assessment tool for schools

Reports to: Director of Geographic Area European Union and Italy

Duty Station: self-employment office/12 EU countries

Duration of the assignment: the Long Term Agreement will cover a period of 3 years for foreseen 135 working days

II. Background

CISP (Comitato Internazionale per lo Sviluppo dei Popoli) is the lead applicant of the Europeaid DEAR project (Lot 1, option 1) "GET UP AND GOALs! Global education time: an international network of learning and active schools for SDGs" (Contract N° CSO- LA/2017/388-124).

Duration
The project starts on 1st November 2017 and ends on 31st October 2020

Geographical cover
Activities will cover different geographical areas of Europe (here they are listed according to EuroVoc classification): Western (Austria, Ireland, Netherlands, UK), Southern (Portugal, Spain and Italy) and Eastern (Bulgaria, Czech Rep, Hungary, Poland, Romania).

General objective of the project
To contribute to structurally link formal education to Global Citizenship Education (GCE) and awareness on SDGs.

Main outcomes of the project
OC 1a: European teachers and other stakeholders (schools managers, institutions in charge for education) are aware of GCE and of the SDGs.
OC 1b: Teachers participating in training have the competencies and the adequate materials to embed it in their teaching of SDGs, and to support their students to achieve Outcome 2.
OC 2: Students have improved their commitment on project issues through the participation in public awareness actions on SDGs.
OC 3: Increased the coherence of quality assessment of GCE learning outcomes, in formal education, at a European level.

Main activities of the project
0.1 Establishment of a steering committee for the overall coordination
0.2 Realization and implementation of a project web site
0.3 Visibility action
0.4 External/Internal evaluation
1.1.1 Realization of a European-wide sensitization campaign through the web, social media and YouTube, to build teacher awareness of, and committed to GCE;
1.2.1 - 36 National teacher training sessions with GCE learning objectives, focused on SDG content and the use of TLUs;
1.2.2 - 5 International teacher trainings and seminar sessions on SDGs, GCE good practice exchange;
1.3.1 - Collection, classification, adaptation, and testing with students, the best existing TLUs on SDG issues in the 12 partner countries;
1.3.2 - Develop, and test with students, a European teaching and learning global geo-history manual based on SDG issues;
2.1.1 - Student implementation of 120 actions to raise awareness of SDGs issues in their local communities,
3.1.1 - Designing and implemented, by teachers and schools involved in the action, in the 12 partner countries, an agreed set of ‘Global School’ self assessment tools

III. Objective of assignment
The objective of this service is to provide, through a participatory and process, the lead applicant and all the project partners in the 12 countries with a self-assessment tool designed to enable schools and teachers to: a) Better plan for the delivery of Global Learning across the life of the school; b) Resource teachers and NGOs with the tools to measure the impact of their GCE teaching on students.

IV. Scope of work Expected Results/Deliverables/Final Products
The development of the tool originates from some relevant considerations:
i) the importance of evaluating GCE activities but the difficulty to do it with frameworks
coming from another area (development, cooperation, humanitarian aid...);  
ii) the need of developing new approaches that take into consideration all the specificities of  
the field (education, behaviors, values and attitudes, belief...);  
i) the GCE assessment as a “hot issue” now among researchers and practitioners in Europe.

The tool will facilitate self-assessment by participating teachers of the impact on their school  
of involvement in project activities (i.e. impact on professional development, Global learning in  
classrooms through curriculum content and Active engagement of students). The assessment  
system will be divided into a number of operational tools and in a user manual. Both will be  
user-friendly and will also be usable beyond the schools directly involved in the action. Where  
possible the whole school management will be involved in the process. The principles of the  
evaluation system will be inspired by the UNESCO text 2015: “GCE, Topic and learning  
objective”, Global Competency for an inclusive world and recent research, e.g. DEEEP 2015,  
Monitoring Global Education for Global Citizenship.

Task 1 Designing

The service provider shall design an agreed set of ‘Global School’ tools. They will be designed  
drawing on the expertise of School Management Teams and classroom teachers, so that they  
address the needs of and take into account the constraints faced by practitioners.  
A trans-national whole-school Global Learning Assessment Framework will be developed to  
enable schools to measure institutional delivery of GL and plan for more in-depth and  
systematic provision of Global Learning across the school. The tools shall allow teachers to  
measure the impact of their GCE teaching on students, in relation to specific lessons and  
modules which they teach. In this way it will close the existing gap between the general  
Global Learning Frameworks which currently exist, and the needs of teachers to assess what  
they actually teach.  

Deliverables  
The service provider will develop sets of Subject/Theme-Specific assessment frameworks  
together with accompanying Reflection and Assessment tools. A short guide to using Global  
Learning Assessment Methodologies will be produced.

Task 2 Adaptation to 12 national contexts

The service provider shall give project partners training about Assessment methodologies  
during two international workshops, where the designed key assessment tools will be  
discussed and refined in order to review their implementation into the Whole Schools  
Framework in each country and to develop nationally-specific assessment tools.  
The service provider will facilitate each partner contribution to the development of the Key  
Theme Analyses (on which Reflection/Assessment tools will be based) and to relate these to  
the opportunities within their National School Curriculum/Programs. The 2nd workshop will  
review the Assessment Programme and publish a Revised tool, which will be circulated across  
the European and International Development Education networks.  
Deliverables: Final and reviewed Self Assessment Tool

Task 3 Support and mentoring

The service provider shall offer support and mentoring to teachers and schools involved in the  
action during the process of Implementation of the “European Global School” self-  
assessment tools, in the 12 partner countries.
The service provider shall collect feedback from partners about the Assessment Tools and methodologies and produce a short guide on Impact Assessment.

FINAL PRODUCTS
1) Global Learning Self Assessment Tool for Schools
2) Global Learning Self Assessment Tool for Schools - Users Guide on Global learning impact assessment

V. Qualifications & Experience of Organization

The organization:
I) should have a minimum of 5 years of experience in global learning in schools
II) Should have previously developed Global learning assessment tools
III) Should have previously provided technical assistance to other organizations and public institutions in the framework of Global Learning EC projects

Preference will be given to:
- No profit organizations
- Organizations based in one of the countries where the GET UP AND GOALS! Project will be implemented

Annex 2
FORM FOR SUBMITTING SUPPLIER’S QUOTATION
We, the undersigned, hereby accept in full the CISP General terms and conditions, and hereby offer to supply the items listed below in conformity with the specification and requirements of CISP as per RFQ Reference No. 1/2018

TABLE 1: Offer for the set up of a global citizenship education self-assessment tools for schools

<table>
<thead>
<tr>
<th>Description of service</th>
<th>Rate</th>
<th>Indicative Time frame</th>
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<tbody>
<tr>
<td>Design of an agreed with project partners set of “Global School” self assessment tool</td>
<td></td>
<td>January 2018 – September 2018</td>
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<tr>
<td>Total price of service</td>
<td></td>
<td></td>
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<tr>
<td>VAT (Where applicable)</td>
<td></td>
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<tr>
<td>Total Final and All inclusive Price Quotation</td>
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TASK 2: Adaptation to 12 national contexts

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<td>Support and mentoring to teachers and schools involved in the action during the process of Implementation of the “European Global School” self-assessment tools, in the 12 partner countries. Collecting feedback from partners about the Assessment Tools and methodologies and produce a short guide on Impact Assessment.</td>
<td></td>
<td>September 2019-September 2020</td>
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The service provider shall offer support and mentoring to teachers and schools involved in the action during the process of Implementation of the “European Global School” self-assessment tools, in the 12 partner countries.