

Call for experts Erasmus+

The Erasmus+ programme which runs from 2014 to 2020 is the successor of, among others, the Life Long Learning Programme. Its scope is to support initiatives and projects that efficiently use the potential of Europe's human and social capital, while conforming the principle of lifelong learning by linking support to formal, non-formal and informal learning throughout the education, training and youth fields. The programme can be divided in three key actions:

- Key action 1: Mobility of individuals
- Key action 2: Cooperation for innovation and the exchange of good practices
- Key action 3: Support for policy reforms

EPOS vzw, the National Agency of the Dutch speaking part of Belgium is the executive agency for most actions falling under Key action 1 and Key action 2. In order to insure an objective and timely selection process as well as a high quality evaluation of the reports of the selected projects, the support of external experts is required.

Call for experts

EPOS vzw is looking for experts who can evaluate project applications and/or interim or final reports of approved projects under the Erasmus+ programme. The projects are all situated in the domains of adult education, higher education, VET, primary or secondary education. Projects can be either sectoral or cross-sectoral. Cross-sectoral projects are projects which are relevant for more than one domain.

The purpose of the call is to create a pool of external experts with a varied domain of expertise who are able to:

- Evaluate Erasmus+ project proposals
- Evaluate interim reports of approved projects
- Evaluate final reports of approved projects

Admission criteria

The candidates are

- natural persons living in Belgium or in any other programme country of Erasmus+
- available for short assignments

Minimum Requirements

The external expert should at least have:

- Knowledge of recent developments and/or recent work experience in one or more fields of education and training
- An excellent command of English (oral and written) (for Key Action 2)
- An excellent command of Dutch (oral and written) (for Key Action 1)
- Capability of working with IT-tools (The evaluation will be done through the Online Expert Evaluation Tool (OEET).)

Assets

- Experience in assessing international cooperation projects
- Sufficient knowledge to analyze and evaluate the requested project budget
- Basic knowledge of the differences between education systems across Europe

The applications for external experts will be evaluated by the National Agency based on the above mentioned selection criteria and the final decision will have to be approved by the director of EPOS vzw. It is possible that candidate-experts will be invited for an interview as to obtain more information concerning his or her expertise.

Contract in 2014

The selected external experts will receive an annual contract where all the conditions will be stated in detail. All experts who evaluate applications, interim or final reports for the Call 2014 will have the following financial reimbursement:

Type of activity	Amount in EURO ¹ (per project) in 2014
KA1 – Mobility application	€90 per project
KA2 – Strategic partnership - application	€180 per project
KA2 – Strategic partnership – interim report	TBA
KA2 – Strategic partnership – final report	TBA

In case the experts are requested to attend a formal meeting, travel costs will be reimbursed.

¹ These rates will be determined annually.

Tasks will be assigned to the different external experts on the basis of the required skills and expertise and in accordance with the principles of non-discrimination, equal treatment and absence of conflict of interest.

Duties

After selection, the external experts will be briefed in a formal meeting about the Programme Guide of Erasmus+, the Guide for Experts, the assessment forms and the OEET User Guide. Participation to this formal meeting is required to function as an external expert.

The external expert will then have to evaluate one or more applications, interim or final reports, following the rules and guidelines defined by the Erasmus+ programme. The applications will as much as possible be distributed in accordance with the relevant expertise of the various experts. After evaluation, the external expert might have to consult the fellow experts, in case of multiple experts evaluating the same project.

Most duties can be done from home. Only the formal meeting and possible reconciliation with other experts require the experts to come to Brussels during the day.

Availability

For the assessment of the project proposals for Call 2014, availability is required from half March till the end of April for Key Action 1 and/or from the first week of May till the beginning of July for Key Action 2.

Conflict of interest

In order to avoid any conflict of interest, all selected external experts must sign a declaration of honour regarding the absence of conflicts of interest and the obligation of confidentiality; stating that (1) there is no special connection with any organization or person participating in a given selection round or specific application that would prevent an honest and objective evaluation of the project and (2) that all the documents under review will be treated with confidentiality. Experts will be excluded from all assessment for a given selection round if they themselves are directly involved in any of the applications submitted in the same domain of the same Key Action.

How to apply?

Applicants must send their CV (Europass) and the application form either electronically or by snail mail to

EPOS vzw

Koning Albert II-laan 15

1210 Brussels

Belgium

e-mail: info@epos-vlaanderen.be

Deadline

The deadline for submitting an expression of interest for Call 2014 is **15 February 2014**. In principle, every application is valid until the end of the Erasmus+ programme in 2020. Obviously it is possible to withdraw or to apply after the above indicated deadline for the assessment of projects for later Calls.