



Co-funded by the  
European Union

# Call for Expression of interest

EIT Urban Mobility – Selection framework for hiring Quality Assurance  
External Expert Reviewer(s) for Academy’s non-degree courses.

EIT Urban Mobility - Mobility for more liveable urban spaces

EIT Urban Mobility

EIT Urban Mobility KIC LE (“Contracting Authority” or “CA”)

Avinguda Diagonal 211,

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Barcelona 10<sup>th</sup> June 2024

[eiturbanmobility.eu](http://eiturbanmobility.eu)

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# 1. Overview of EIT Urban Mobility

EIT Urban Mobility, supported by the European Institute of Innovation and Technology (EIT), acts to accelerate positive change on mobility to make urban spaces more liveable.

EIT Urban Mobility is an initiative of the European Institute of Innovation and Technology (EIT). Since January 2019 we have been working to encourage positive changes in the way people move around cities in order to make them more liveable places. We aim to become the largest European initiative transforming urban mobility. Co-funding of up to € 400 million (2020-2026) from the EIT, a body of the European Union, will help make this happen.



*We create systemic solutions that will **move more people around the city more efficiently and free up public space.***



*We bring **all key players in urban mobility together** to avoid fragmentation and achieve more.*



*We **engage cities and citizens** from the word go, giving them the opportunity to become true agents of change.*

The EIT Urban Mobility S.L delivers breakthrough innovations to the market and breeds entrepreneurial talent for economic growth and improved quality of life in Europe. It does this by mobilising a pan-European ecosystem of European corporations, SMEs, start-ups, universities, and research institutes.

As a Knowledge and Innovation Community (KIC) of the European Institute of Innovation and Technology (EIT), the EIT Urban Mobility S.L is focused on entrepreneurship and is at the forefront of integrating education, research, and business by bringing together students, researchers, engineers, business developers and entrepreneurs. This is done in a pan-European network of Co-Location Centers (CLCs), 5 Limited Liability Companies respectively based in Germany, Czech Republic, Denmark, the Netherlands, and Spain and the EIT Urban Mobility Foundation.

We create systemic solutions that will move more people around the city more efficiently and free up public space.

We bring all key players in urban mobility together to avoid fragmentation and achieve more.

# 1.1 EIT Urban Mobility Academy

The EIT Urban Mobility Academy is a collaborative arena for lifelong learning, helping to build critical capabilities for innovation and transformation. We are training the next generation of urban mobility practitioners, needed by the urban mobility ecosystem of the future. It will close the urban mobility knowledge gap with challenge-based training using the latest education methodologies across disciplines and sectors. The Academy programmes are intersectoral, interdisciplinary, international, and entrepreneurial.

Within the Academy, there are three main segments: the Master School, the Doctoral Training Network, and the Competence Hub. The Master School offers 2-year double degree master programmes together with a number of leading European universities. The Doctoral Training Network offers innovation and entrepreneurship training to urban mobility PhD candidates across Europe. The Competence Hub offers professional learning programmes on hot topics in urban mobility and transport aimed at professionals from different sectors, such as project managers, engineers, city executives and entrepreneurs.

In addition, the EIT Urban Mobility Academy is involved in a number of education initiatives in cooperation with the other EIT Knowledge and Innovation Communities, EIT KICs, such as EIT Food, EIT Health, EIT Climate, etc, led by the Academy's Education Capacity Building team.

The EIT Urban Mobility's degree programmes (Master and Doctoral programmes) have been granted the EIT Label. The EIT Label is a certificate of quality that is awarded only to excellent educational programmes taking into consideration five groups of quality criteria:

- The EIT Overarching Learning Outcomes (EIT OLOs)
- Robust entrepreneurship education
- Highly integrated, innovative 'learning-by-doing' curricula.
- Mobility, the European dimension, and openness to the world
- Outreach strategy and access policy.

In line with the EIT Strategic Innovation Agenda 2021-2027 (SIA), the ambition is to widen the scope of the EIT Label model from degree programmes to lifelong learning activities. As a result, EIT published in August 2022 the first edition of the [EIT Label Handbook for Quality system for non-degree education and training and EIT Competence Certification Model](#).

Due to this aim and to respond to specific EIT requirements on the education portfolio funding allocation, the EIT Urban Mobility has identified and designed a quality control process – the EIT Urban Mobility Quality System for Non-Degree Education and Training – to assess our professional courses and trainings 'alignment with the EIT Label quality criteria. This quality assurance process has been tested in 2023 and will be rolled-out in 2024 with a view of expanding the number of courses aligned with the EIT Label requirements for non-degree education and training.

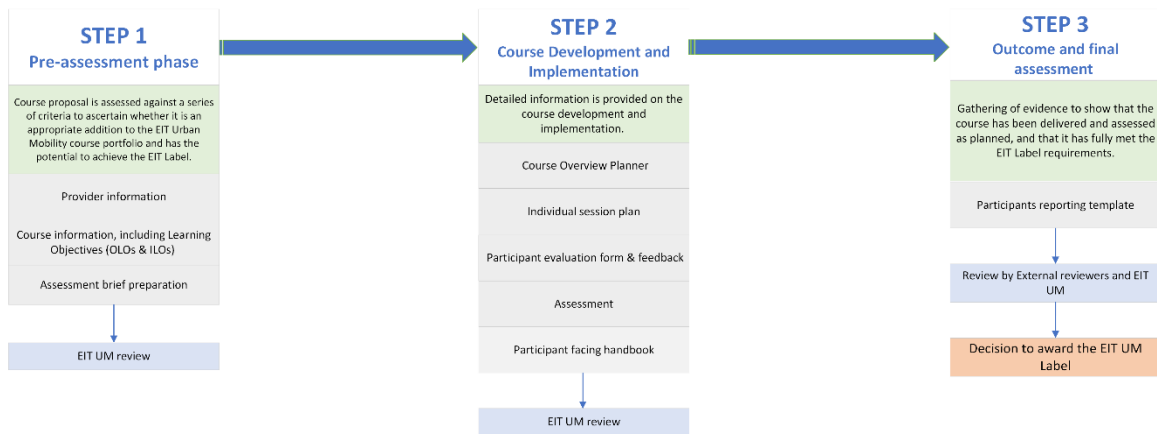


Figure 1: The three-step approach for the assessment as per the EIT Urban Mobility Quality System for Non-Degree Education and Training

The quality assurance process is divided into three steps primarily based on self-assessment to be completed by the course provider. Figure 1 demonstrates the process, and a non-exhaustive description of the three-step approach is explained below:

### 1. Pre-Assessment Phase:

In this initial phase, the course provider is invited to submit a proposal, in line with course specification preconditions set by our professional education team. The proposal will be assessed against a series of criteria to ascertain whether it is an appropriate addition to the EIT Urban Mobility course portfolio and has the potential to achieve the EIT Label.

This process is designed for new courses that are proposed to EIT Urban Mobility with the EIT quality expectations in mind. Existing courses (already developed and/or being delivered), which are seeking the EIT Label as an additional quality mark, can also be submitted. Completing this initial pre-assessment stage will also help the provider to ascertain the types and levels of changes that may be required.

The course provider will be required to supply information describing how the course fits the EIT Label requirements, covering general principles included in the EIT Label Handbook, such as the EIT principles and Overarching Learning Objectives (OLOs), Intended Learning Outcomes (ILOs) and course assessment methods.

#### Examples of major criteria and required evidence:

- Essential information on the course and the provider(s)
- Selection of Overarching Learning Objectives (OLOs)
- Identification of Intended Learning Objectives (ILOs)

- Information regarding teaching and learning design and assessment

## 2. Course Development and Implementation (Full Self-Assessment):

Upon passing the previous phase, the course provider is required to submit a more in-depth description of the course development and implementation. Step two follows the implementation and assessment of the course, including any changes in the intended implementation from step one, and including detailed information on the programme of the course, learning assessment and documents shared with the learners. This aggregated information relative to the development and implementation of the course is then measured against the submitted proposal and the information provided in the pre-assessment phase (step one).

This additional information, together with that provided in step one, will enable the provider to report on the successful delivery of the course at step three 'Outcome and Final Assessment'.

### Example of major criteria and required evidence:

- Course overview planner and individual session plans
- Course Assessment Brief
- Participants' facing handbook

## 3. Outcome and Final Assessment:

Step three is the final part of the quality process for course providers seeking to obtain the EIT label certification. Its primary purpose is to gather evidence that shows that the provider has delivered a well-rounded course as planned and in alignment with the EIT Label requirements. The course is assessed by EIT Urban Mobility with the support of the contracted Quality Assurance External Expert Reviewer(s). Once the course is approved/recommended to obtain the EIT Label, those learners who successfully completed the course (or course cohort) and complied with all its learning validation requirements are awarded with an EIT Labelled certificate.

### Examples of major criteria and required evidence:

- General review of course feedback (good practices, areas for future enhancement) and action plans for improvement in upcoming iterations
- Collection of reporting documentation on course delivery

## 2. Scope of the Quality Assurance External Expert Reviewer(s)

### 2.1. General objectives

In order to achieve our goal of ensuring that our learning offer follows the highest quality standards of education and training, and with the aim of expanding the number of EIT-labelled courses in our portfolio, the EIT Urban Mobility Academy wishes to secure via the current call for expression of interest, support from Quality Assurance External Expert Reviewer(s) to undertake the review and assessment of the courses. Through these reviews, the Reviewer(s) will assess the alignment and compliance of a given course with the aforementioned requirements and criteria of the EIT Label Quality system for non-degree education and training.

### 2.2. Detailed scope of work

EIT Urban Mobility is seeking Quality Assurance External Expert Reviewer(s) to review and evaluate the questionnaires that the course providers are completing as part of the three-step approach of the EIT Urban Mobility Quality System for Non-Degree Education and Training as described in section 1.1 of this Expression of Interest:

1. Self-assessment – Step 1
2. Course development and implementation – Step 2
3. Outcome and final assessment – Step 3.

In order to achieve that, EIT Urban Mobility staff will provide guidance material and organize meetings to familiarize the selected Quality Assurance External Expert Reviewer(s) with the process. The evaluation process involves a comprehensive review of the submitted answers to the questionnaires and a review of the associated supporting documentation to ensure that the courses align with the established criteria for the EIT Label. The Quality Assurance External Expert Reviewer(s) are expected to conduct a holistic review of the three steps, providing detailed feedback, and when necessary, recommendations, taking into account the supporting documents that have been submitted by the provider. This assessment shall result, at the end of the review, in a decision on whether the course complies with the requirements of the EIT Urban Mobility Quality System for Non-Degree Education and Training, and a recommendation on whether the course is fit to receive EIT Label certification or not. Figure (2) below outlines the full process and lifecycle of the courses entering our portfolio.

The review task runs on a self-assessment online platform which is the main interface between the course provider(s), the EIT Urban Mobility team, and the Quality Assurance External Expert Reviewer(s) for the accreditation process. This is a platform where the provider logs in to both insert required information and documentation, and also access guidelines on how to complete the different steps and templates of the process. Quality Assurance External Expert Reviewer(s) will use the platform to review the documentation and

communicate the aforementioned feedback and final recommendation of whether the course cohort is to receive EIT Label certification or not.

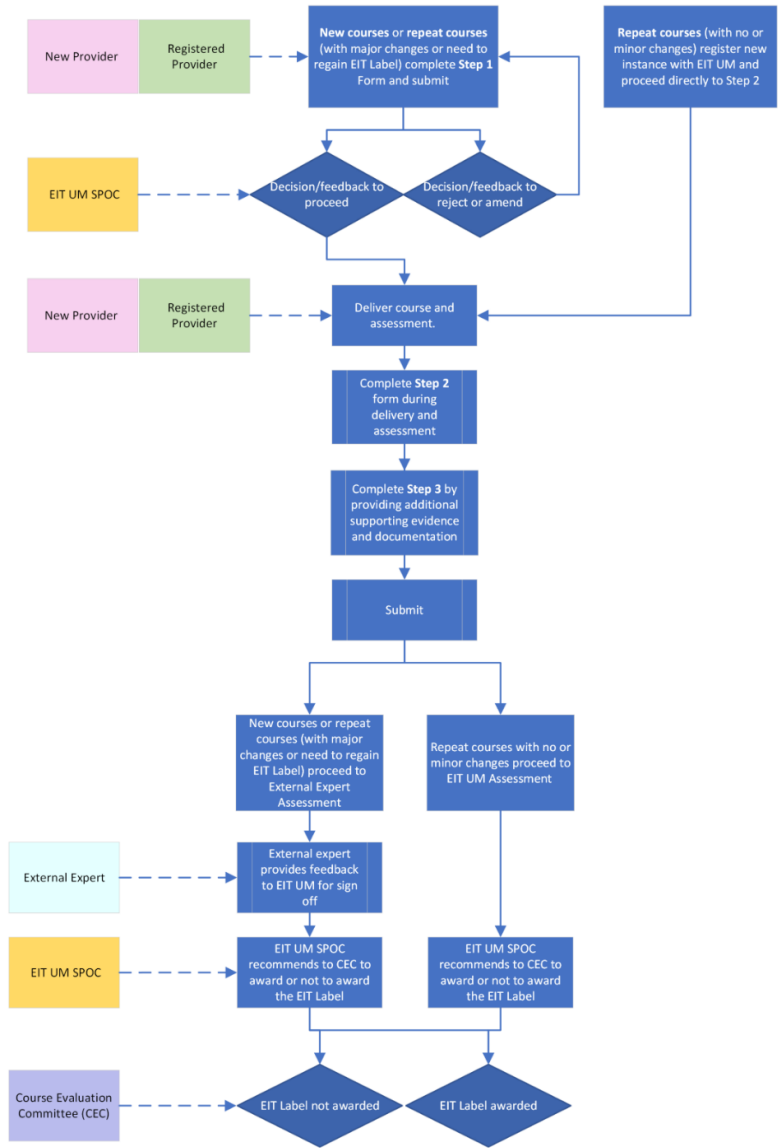


Figure 2: The EIT Urban Mobility Quality System for Non-Degree Education and Training accreditation process workflow



## 3. How to become a registered Quality Assurance External Expert Reviewer(s)

The forms Expression of interest – [Expression of Interest Form – Quality Assurance external Expert Reviewer(s) for Academy’s Competence Hub courses] (Annex 1.1), and Applicant’s declaration form (Annex 1.2) must be completed and sent to [procurement@eiturbanmobility.eu](mailto:procurement@eiturbanmobility.eu). You will receive a confirmation of receipt.

By the submission of a completed expression of interest EIT UM guarantees your registration into the Quality Assurance External Expert Reviewer(s) pool data base. The registration will be valid for 36 months at the moment of acceptance. Assignments will be performed periodically to the registered Quality Assurance External Expert Reviewer(s) based on the Quality Assurance External Expert Reviewer(s)’ experience and the business needs.

The registration by itself does not guarantee the selection for an assignment will occur, however it is mandatory to be fully registered to become eligible for future selections.

The criteria for selection are based on the specificities of the assignment, taking into consideration the professional and technical skills required. Additional considerations may include language skills, geographical, sector and gender balance. If selected for a specific assignment, EIT Urban Mobility staff will contact you to confirm your suitability and availability.

- Proven capacity to work in English is mandatory.

Prior to any work assignment, the chosen Quality Assurance External Expert Reviewer(s) will be provided with guidelines covering a description of tasks, duration, location (remote/physical). The location for fulfilling the assignments associated with this Expression of Interest is foreseen to be fully remote. A specific contact person from EIT Urban Mobility staff will be appointed and the Quality Assurance External Expert Reviewer(s) will be requested to sign a Code of Conduct, including confidentiality, and a Conflict of Interest for each assignment.

Periodically, a call for Quality Assurance External Expert Reviewer(s) Expression of Interest will be reopened to maintain an open, transparent, and fair selection of Quality Assurance External Expert Reviewer(s), and to expand the pool of reviewers.

Personal data will be processed in accordance with Regulation No 2018/1725.

## 4. Payment for Participation

EIT Urban Mobility will pay a service fee of:

- **Quality Assurance External Expert Reviewer(s)** €70per/hr (excluding VAT) with a maximum cap of €560 per course review.

EIT Urban Mobility shall pay the Quality Assurance External Expert Reviewer(s) for their work, or part(s) thereof, within thirty (30) calendar days from the date of the invoice acceptance.

Invoices shall be paid electronically by EIT Urban Mobility to the banking institution/account number provided by Quality Assurance External Expert Reviewer(s).

EIT Urban Mobility reserves the right to refuse to provide financial contribution in case of non-performance or poor performance of the work and/or breach of any substantial obligations, including the obligation of confidentiality, and the no conflict of interest declaration.

EIT Urban Mobility reserves the right to refuse to contribute for any report or other deliverable required by the appointment letter that is submitted beyond the date specified in the appointment letter.

EIT Urban Mobility reserves the right to recover any payment made to Quality Assurance External Expert Reviewer(s) who has breached the obligations arising from the declarations of confidentiality and no conflict of interest.

## 5. Who are we looking for:

Quality Assurance External Expert Reviewer(s)

Applicants for the role of Quality Assurance External Expert Reviewer(s) are required to comply with the following criteria to be included in the pool of Quality Assurance External Expert Reviewer(s):

- A Master's university degree attested by a diploma or equivalent professional experience.
- At least 4-5 years professional experience in quality assurance, preferably in professional/corporate/life-long learning education environments
- Proven experience in international education projects
- Fluency in English (oral and written).

## 6. Award criteria

Candidates will be assessed on their CV and online forms provided at the link below. **Applications will close on 14<sup>th</sup> June 2024 at 23:59 CET.** Selected candidates will be informed by 21<sup>st</sup> June 2024 in case of inclusion in the roster of Quality Assurance External Expert Reviewer(s).

EIT KIC Urban Mobility values diversity and welcomes applications from all suitably qualified candidates regardless of age, gender, race, disability, sexual orientation, religion, or ethnic background.

A declaration of impartiality and confidentiality will be issued for its signature at the same time to be signed with the service agreement.

EIT KIC Urban Mobility will assess candidate's profiles based on the following documents:

- Updated CV
- Application Form
- Signed Annex 1.1 Expression of Interest Form, & Annex 1.2 Applicant's Declaration Form

In the Application Form the candidate, Quality Assurance External Expert Reviewer(s), are requested to provide evidence of their skills, competences, and knowledge by providing concrete examples of previous relevant experiences.

Completed forms are to be sent to [procurement@eiturbanmobility.eu](mailto:procurement@eiturbanmobility.eu) with subject [Application for Quality Assurance External Expert Reviewer(s)] within the deadline defined above.

## Data Protection Disclaimer

Your personal data will be processed with utmost care by the EIT KIC URBAN MOBILITY, S.L. or its subsidiaries. The said processing will allow us to manage the recruitment of the call for expressions of interest - Selection of framework Quality Assurance External Expert Reviewer(s) evaluators and rapporteurs, and more specifically:

- to enable you to submit your application and cv to apply for specific call,
- to match your details with the potential assignments related with the call and to eventually contact you,
- to retain your details and notify you about future opportunities similar to the specific role for which you have contacted us,
- to answer your enquiries,
- You can exercise your data protection rights, writing to [procurement@eiturbanmobility.eu](mailto:procurement@eiturbanmobility.eu).

You may find further information in the full GDPR Compliance privacy note for applicants available here: <https://www.eiturbanmobility.eu/privacy-policy/>

# Annexes

## 1.1 Annex 1 – Expression of interest form: Quality Assurance External Expert Reviewer(s)

Dear Expert,

In completing and submitting the attached Expert Expression of Interest (Eoi) form, you are applying to become a reserve expert to work with EIT Urban Mobility. All Expert Eoi forms are reviewed against specific tasks, assignments, and selection criteria.

The Expert Eoi form will help ensure EIT Urban Mobility chooses the right experts for the right tasks. In the Eoi form you will be requested to:

- 1) Provide personal information for contact purposes.
- 2) Describe your main skills and provide evidence of your expertise for
  - A Master’s university degree attested by a diploma or equivalent professional experience.
  - At least 4-5 years professional experience in quality assurance, preferably in professional/corporate/life-long learning education environments
  - Proven experience in international education projects
  - Fluency in English (oral and written).
- 3) You should attach a CV to the application.

The entire document should then be saved as one single file in .pdf format.

Completed Expressions of Interest should be submitted by **14th June 2024 23:59 (CET)** to [procurement@eiturbanmobility.eu](mailto:procurement@eiturbanmobility.eu). Candidates can be contacted for work assignment from the moment they have a confirmation of Expert Eoi registration.

### Personal Information

<b>Name:</b>	<b>Surname:</b>
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<b>Nationality/ies:</b>	<b>Country of Residence:</b>
<b>Email:</b>	<b>Mobile:</b>
<b>Gender:</b>	<b>Mother Tongue/s:</b>
<b>Languages:</b>	<b>English (C1 min):</b>
<b>Professional Web Profile: (i.e. LinkedIn, ResearchGate)</b>	

**EIT Urban Mobility Quality System for Non-Degree Education and Training: Review and assessment of courses for quality assurance**

Knowledge and experience related to the services described in the detailed scope of work presented in the dossier of EIT Urban Mobility “Selection of Quality Assurance External Expert Reviewer(s) for Academy.

Max. 1000 words.

**Business expertise: Quality Assurance External Expert Reviewer**

Knowledge and experience in quality assurance, preferably in professional/corporate/life-long learning education environments

Max. 300 words.

Experience working in international education projects.

Max. 300 words

How do you approach the evaluation of course content, instructional design, and learning outcomes to ensure they meet industry standards and learner needs?

Max. 300 words.

Examples of using different frameworks for assessing educational programme from a quality assurance perspective.

Max. 300 words.

#### **Knowledge Sharing Quality Assurance External Expert Reviewer(s) expertise**

Ability to review and write clear and concise “review” reports of courses from a quality assurance perspective, with demonstrated capacity to provide recommendations for courses for future improvements to an audience of academic and/or non-academic course provider(s).

Max. 300 words

CV

Please include your CV. Then save the entire document as a single file.

Signed:

[Signature of representative]

[Position of representative]

## 1.2 Annex 2 – Applicant’s declaration form

### Applicant’s declaration form

<Date>

**Contracting Authority:**

EIT KIC Urban Mobility, s.l.u.  
Torre Glories, Diagonal 211  
25th floor  
08018 Barcelona, Spain  
VAT Number: B67513630

**Subject:** EIT Urban Mobility – Call of Interest – Selection of quality assurance external Quality Assurance External Expert Reviewer(s) for Academy’s non-degree courses

In response to your letter of invitation for the above contract I, < Name and position of authorised representative of the firm>, hereby declare that we/I:

are/ am submitting this form for this contract. I confirm that I am not participating in any other call for the same contract in any form (as in a consortium or as an individual candidate).

I confirm that we shall take all measures to prevent any situation where the impartial and objective implementation of the contract is compromised for reasons involving economic interest, political or national affinity, family or emotional ties or any other shared interest (‘conflict of interests’). I will inform the Contracting Authority immediately if there is any change in the above circumstances at any stage during the implementation of the tasks.

I accept that during the implementation of the contract and for four years after the completion of the contract, the supplier must keep confidential any data, documents or other material that is identified as confidential at the time it is disclosed (‘confidential information’).

I accept that during the implementation of the contract and for four years after the completion of the contract, the Contracting Authority has the right for the purposes of safeguarding its financial interests, the proposal and the contract of the supplier may be transferred to internal as well as external audit services.

I understand that if the information provided is proved false, the award may be considered null and void.

Yours faithfully,

<Signature of authorised representative>