**TERMS OF REFERENCE**

**“KA2 – Cooperation for innovation and the exchange of good practices – Capacity Building in the field of Higher Education”**

**Project title: Internationalization at Home: Embedding Approaches and Structures to Foster Internationalization at Western Balkans – INTERBA**

**Contract title: Creation of Moodle based structures for the delivery of e-learning**

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Principal |  | European University of Tirana |
| Location, Date |  | Tirana, June 2021 |

**Table of Contents**

[1 Project description 3](#_Toc78194935)

[1.1 Short description of the project: 3](#_Toc78194936)

[1.1.1 The INTERBA project and the Procurement 3](#_Toc78194937)

[1.1.2 Purpose of the specification 4](#_Toc78194938)

[1.1.3 Business objectives 4](#_Toc78194939)

[2 Technical Requirements for the Moodle based LMS 5](#_Toc78194940)

[2.1 LMS Platform specifications 5](#_Toc78194941)

[**3** **SELECTION AND AWARD CRITERIA** 6](#_Toc78194942)

[3.1 Contact Data: 7](#_Toc78194943)

Project description

## Short description of the project:

The project **Internationalization at Home: Embedding Approaches and Structures to Foster Internationalization at Western Balkans – INTERBA** is funded by the ERASMUS + “KA2 – Cooperation for innovation and the exchange of good practices – Capacity Building in the field of Higher Education”. It is going to be implemented in United Kingdom, Germany, Italy, Albania, Kosovo, Bosnia and Herzegovina from 15 November 2019 up to 14 November 2022.

Internationalization of HEIs in the Balkan region so far has given a significant effect in

modernizing the curriculum and exposure to different teaching and learning methodologies providing a better understanding on the role of education in XXI century. However, because the number of students and staff involved in these projects was limited, the impact has been asymmetric where some departments have reaped the benefits of these projects more than others. Thus, approaching internationalization on a more holistic way, by embedding and strengthening “internationalization at home”, is vital. The aim of the project is to strengthen international, intercultural and global dimension via Internalization at Home (IaH) implementation at partner HEIs in order to enhance the quality of education and to make a meaningful contribution to the society

The objectives of the project include:

• to formulate a coherent and detailed IaH concept that could be mainstreamed into the partner HEIs Roadmaps following on from their specific exigencies.

• to level up the scope and viability of IaH activities implemented in partner HEIs.

• to train expert pool capable of developing and integrating IaH into HEI environment.

• to launch an online platform as a tool for IaH implementation.

• to establish/modernize the existing structure/entities responsible for IaH at HEIs.

The project does not start from the scratch, but it tries to build upon the existing initiatives. During the first year the project tries to conduct an analysis of all previous international projects implemented in each country within the field of internationalization. This will not only produce an overview of mechanisms used to boost internationalization but will also provide a gap analysis which opens the gate to further and systematic improvement. This will allow to formulate a coherent and unified concept of IaH in all countries which will facilitate the understanding and application of the concept in practical terms. An online platform will be launched for all partners to support the e-learning process, to monitor the training and translation of documents.

The INTERBA project and the Procurement

UET, as lead partner is responsible for the subcontracting: “E-learning platform and tools for delivery, support and exchange of existing and new knowledge capital” in the project:

INTERnationalization at Home: Embedding Approaches and Structures to Foster Internationalization at Western BAlkans/ INTERBAin the framework of the ERASMUS+ programme.

For this project UET is tendering E-learning platform, for an open learning environment which is multilingual and multifunctional and provides a seamless learning space consisting of a Learning Management System - LMS. The software will contribute to fully open learning environment.

The software should not only be fully responsive but also include an app based on moodle which is both fully mobile (for smartphones and tablets) and connected to the LMS thus being able to utilize the learner management functionality.

To provide this the tenderers have to show profound experiences in the field of

* Web application programing and mobile app programming based on OS (open source) software

Purpose of the specification

Moodle LMS platform created for project purposes. The platform is instructed by Programme countries institutions and is agreed and adopted by all project partners.

European University of Tirana will be the lead partner for WP5. Considering that UET has already an LMS system operating in campus, IT experts are very familiar to the usage of Moodle system. UET will ensure that the system will continue to work after the lifespan of the project, by including the server as integral part of UET IT systems. UET will handle the full maintenance of the platform after it is delivered by the contractor. This WP includes the creation of Moodle structures for the delivery of e-learning and its monitoring for the lifespan of the project and beyond, the support of the introduction of materials, the monitor of translation of key documentation.

Business objectives

A further aim of the overarching project is to develop a sustainable open learning platform that meets general learning standards, requirements of Higher Education Institutes related to online and mobile learning which can also be used and further developed beyond the scope of the project.

The software has to be multilingual.

The main tasks that will be achieved through this platform are:

1. Creation of Moodle structures for the delivery of e-learning.
2. Moodle platform agreed and adopted to projects results
3. Support of the introduction of materials delivered by EU partners
4. Monitor and conduct the translation of key documentation
5. Monitor the use of the platform during training and re-training
6. Maintain the platform for the next years after the project has ended

Technical Requirements for the Moodle based LMS

LMS Platform specifications

|  |  |  |  |
| --- | --- | --- | --- |
| **Area** | **Functionality** | **Properties** |  |
| Groups Functionality |  |  |  |
|  | Communication |  |  |
|  |  | Forums |  |
|  |  | News ( e.g. Emails) |  |
|  |  | Chats |  |
|  |  | RSS-Feeds |  |
|  |  | Calendar |  |
|  |  |  |  |
|  | Collaboration |  |  |
|  |  | Wiki |  |
|  |  | Blog |  |
|  |  | Glossar |  |
|  |  | Forums |  |
|  |  | Course |  |
|  |  | Workshop |  |
|  |  |  |  |
| general features |  |  |  |
|  | save |  |  |
|  |  | Files |  |
|  |  | Webpages (WYSIWYG, …) |  |
|  |  | Labels (for structuring) |  |
|  |  | Databases |  |
|  |  | Portfolios |  |
|  | evaluation |  |  |
|  |  | Quizzes |  |
|  |  | Gradebooks |  |
|  |  | Feedback |  |
|  |  | Votes |  |
|  |  | Assignments |  |
|  | general |  |  |
|  |  | Surveys |  |
|  |  | Games |  |
|  |  | Podcast |  |
|  |  | Widgets |  |
|  |  |  |  |
| Administration |  |  |  |
|  | Roles |  |  |
|  | Users/Individuals |  |  |
|  | Site statistics |  |  |
|  | Hosting of the site |  |  |
|  |  |  |  |
|  |  |  |  |
| Connectivity |  |  |  |
|  | LTI to/from e-Portfolio |  |  |
|  |  |  |  |
| Multilingualism |  |  |  |
|  |  | Software |  |
| Mobility |  |  |  |
|  | availability as IOS and android |  |  |
|  | Availability of H5P plugins |  |  |
|  | Multilayer Naviagtion |  |  |
|  | reduction of functionalities |  |  |

**3. SELECTION AND AWARD CRITERIA**

**3.1. Selection criteria**

The following selection criteria will be applied to the tenderers.

**1) Technical capacity of tenderer**. The reference period which will be taken into account will be the last three years from submission deadline.

**Criteria for legal persons:**

1- the tenderer has provided services under at least one contract which [were] implemented at any moment during the following period the past three years.

**Criteria for natural persons:**

1- the tenderer has worked successfully on at least one project in fields related to this contract in the past three years.

**4. LOGISTICS AND TIMING**

**4.1 Starting and finishing dates:**

The assignment will start in June 30th, 2021 and will last until September 30th, 2021.

**4.2 Duration of the Assignment**

3 months.

**4.3 Location of assignment:**

The assignment will be carried in Tirana, Albania.

**4.4 Deadline for submitting an offer:**

**15 June 2020**

Applicants are required to submit the following documents:

* Work plan and methodology;
* Offer in EUR.

from 01 June to 15 June 2021, until 17:00 p.m, electronically or handy at the following address:

Contact Data:

|  |  |
| --- | --- |
| Contact Details for submitting clarifications/questions: | **Dr. Ketrina Çabiri Mijo**  Head of Office for Project Development and Partnership, UET  Department of Applied Social Sciences, UET  **Mob.:**   +355 (0) 67 27 91 229  **E-mail:** [ketrina.cabiri@uet.edu.al](mailto:ketrina.cabiri@uet.edu.al) |