

## Terms of Reference

**Request for: Self-assessment Skills App for EYVOL Project**

**Technical brief, toolkit promotion, design and maintenance.**

**Service Supplier**

### Purpose

---

#### **1.1 Explanation of the requirement for a Service Supplier**

For a period of 7 months (April 2020 – October 2020), the Service Supplier is requested to support the European Platform for Sport Innovation (EPSI), to develop an interactive application available for electronic devices like tablets and mobile phones. The aim of this Self-Assessment Skills App is to enable young multipliers (youth leaders and civil society activists) and young sports volunteers to identify social, civic and sport skills gap to carry out a sport based volunteering activity. Accordingly, this app is designed to enable youth to be able to define which competences and skills have to be developed whilst providing them with information regarding educational resources available to fill these gaps. The Self-Assessment Skills App will be linked to EYVOL<sup>1</sup> own Educational programs, as well as external resources such as other relevant online contents and courses in order to provide the youth with concrete training opportunity to fill these gaps through their lifelong learning process. Hence, the Service Supplier will be responsible for the design and deliver a Self-assessment Skills Android/iOS application/platform, its implementation and operational activities, as well as its marketing and communication plan.

Concretely, the Self-Assessment Skills App will consist of a set of items or questions that will be answered by the young volunteers directly or with the support of the staff who deal with the volunteer corps in sport organisations and companies (also SMEs and corporations), whose treatment and analysis – made automatically by the app system – will allow to identify the skills deficiencies of the young user in order to develop a volunteer work of high quality in the sport field. This tool will include sign-in and volunteers form, proof of attendance as well as e-logbooks and certificates. It will be produced in a suitable digital and youth-friendly format be linked to EYVOL own Educational programs and accessible from the project website in order to be published for a wider impact, dissemination and transferability across various European organisations active in the field of sport, youth and volunteering at the European level.

The Self-Assessment Skills platform will also be a way to spread the message and disseminate the results of EYVOL (i.e. advertising on the application, emails to users, etc...). Most notably, this could be beneficial in terms of enlarging the network of EYVOL's consortium through new European organisations active in the field of sport, youth and volunteering.

#### **1.2 Brief descriptions of the project objectives**

EYVOL is a 2 year project co-funded by the European Commission in the field of Erasmus+ program. EYVOL represents a transnational cooperation partnership that includes twelve stakeholders from youth, educational and sport backgrounds operating at the forefront across the European Union. EYVOL aims to foster inclusive youth environments by implementing innovative educational methods based on sport to train youth leaders and volunteers. In other words, the main purpose of EYVOL is provide young multipliers (youth leaders and civil society activists) and young people specialized in sport with concrete and action-oriented training tools to be used in youth empowering and capacity building activities based on sport volunteering for social inclusion and with special regard to refugee community focused on the Mediterranean region. The dissemination and impact of the project will also be supported through an engaged network gathering decision makers, chambers of commerce, employers and employees, SMEs, as well as volunteering institutions, events organisations, human resources associations, public executives, media, sport federation and clubs.

---

<sup>1</sup> [Empowering Youth Volunteers through Sport in the Mediterranean Region](#)

### **1.3 Service Supplier's qualifications, special skills and knowledge required**

In order to ensure that the project criteria are met, the following competencies and qualifications are mandatorily requested:

#### **Competencies – Technical Skills:**

- A full service, trusted from at least one big company, providers that can deliver a complete and appropriate youth-friendly app;
- To be able to communicate with stakeholders in the – non technical field- business environment and understand requirements that will be translated into a technical solution;
- A team with experienced developers, motion scientists, user experience designers, data scientists and technologists.

#### **Competencies - Planning and Organisation:**

- The service provider should have the experience to plan and conduct user research, to apply a methodology on stakeholder management and to design specific features;
- To be able to create a prototype and test in the field in collaboration with the key stakeholders and not in isolation;
- To be able to report on the management of the beta test and on the Self-Assessment Skills App.

#### **Competencies - Communication:**

- A service provider that steps outside the boundaries of technical specifications and man-hours, and understands the organisation and its mission (in essence: the big picture) in order to ensure a more productive/effective working relationship;
- Experienced staff that can understand basic fluency in tech-talk while also being familiar with European projects;
- A service provider with the experience to communicate and work with cross European projects, multicultural and multilingual partners in complex projects.

#### **Credentials:**

- Proven Years of Experience
- Track Records of Success in relevant sector at the EU level
- Sectorial Expertise
- Technical Background (Software, ITC, Design and Implementation Apps)
- Heterogeneous team with both empirical and applied knowledge

### **1.4 Ultimate result of services**

*Short description of the service intended to provide.*

- To provide a youth-friendly platform (Self-assessment Skills app) which enable young multipliers (youth leaders and civil society activists) and young sports volunteers to identify social, civic and sport skills gap to carry out a sport based volunteering activity.
- To provide support, as well as an engaging and updated platform to ensure that the Self-assessment includes the latest information/opportunities whilst being linked to EYVOL own Educational programs and relevant external resources to promote lifelong learning process.
- To set up and roll out the marketing and communication plan in close collaboration with EPSI and the project's Leader Partner. The marketing and communication plans will include both offline and online tools and these will run throughout the collaboration period. These are aimed at recruiting organisations/volunteers to adopt the Self-assessment Skills App, as well as sharing its results in a periodic evaluation report.

### **1.5 Duration of contract**

7 Months Contract (April 2020 -October 2020), according with the following milestones:

- March 2020: Launch of the ToR and Choice of the supplier
- April-June 2020: Organisation plan and draft demo of the application
- July 2020: Presentation of the solution during TPM in Rome
- August-September 2020: Marketing and Promotion Self-Assessment Skills App
- October 2020: Launch Self-Assessment Skills App

## **Funding**

---

### **2.1 Source of Funds**

- **Regular Project Budget (X)**
- Extra-budgetary

### **2.2 Budget Line of the project:**

EYVOL, 603159-EPP-1-2018-1-EL- SPO-SCP

### **2.3 Indicative level of remuneration:**

According to the budget line of the project for project management costs – PP8 European Platform for Sport Innovation (EPSI): 13.000€

Please note that exact remuneration depends on the type of support provided in addition to the realisation of the application.

## *Workplan*

---

### **3.1 Objectives, output expectations, and performance indicators:**

The Service Supplier will be in charge of design, development, and delivery of the Self-assessment Skills application to enable young multipliers (youth leaders and civil society activists) and young sports volunteers to be able to define which competences and skills have to develop whilst providing them with information regarding educational resources available to fill this gap. The service supplier will also provide assistance to the European Platform for Sport Innovation in the activities related to implementation and operationalisation.

Hence, the Service Supplier will deliver the following outputs:

- **To design and deliver a youth-friendly Self-assessment Skills application:** To enable young multipliers (youth leaders and civil society activists) and young sports volunteers to identify social, civic and sport skills gap to carry out a sport based volunteering activity.
- **Implementation/Operational Activities:** To update, support and overview both online and offline the enrollment and progress of the Self-assessment Skills App in order to ensure an informed and engaging tool/app.
- **Marketing Plan and Communication Plan for the app:** To design and deliver a marketing plan and communication plan operating throughout the project aimed at recruiting organisations/volunteers to use the Self-assessment Skills App and in sharing its results in a periodic evaluation report.

### **3.2 Reporting lines**

The Service supplier shall report directly to EPSI.

Interested candidates are invited to send a presentation of the company, whilst also including a brief proposal and an offer of the service/tool.

**Please apply at [info@epsi.eu](mailto:info@epsi.eu) by March 2020.**

The assignment will start in April 2020.