

JOB DESCRIPTION

External Evaluator

Enhancement of Research and Innovation Capacity in Georgian Higher Education Institutions (ERIC-GE)

Erasmus+ Capacity Building in Higher Education, Strand 1

Project reference	101237151
Contracting authority	Research Institute TECHINFORMI of Georgian Technical University (GTU-TECHINFORMI)
Position	External Evaluator
Contract type	Short-term consultancy / service contract
Indicative assignment period	August 2026 – September 2027
Location	Georgia; remote work and possible participation in meetings, trainings or site visits

1. Background

The ERIC-GE project aims to strengthen the research and innovation capacity of Georgian higher education institutions through modern research-evaluation approaches, digital tools and institutional practices aligned with European standards.

The project focuses on the development and piloting of an online course in Scientometrics, training modules for academic staff and young researchers, access to Web of Science and InCites tools, modernisation of institutional research policies, quality management, dissemination and sustainability.

2. Purpose of the Position

The External Evaluator will provide an independent, evidence-based assessment of the project's implementation, quality, progress, results and sustainability. The evaluator will assess performance against the approved application, Grant Agreement, work plan, indicators, deliverables and milestones, using the six OECD DAC criteria: relevance, coherence, effectiveness, efficiency, impact and sustainability.

The project is implemented through four work packages:

- WP1 – Management and Coordination
- WP2 – Development
- WP3 – Quality Management
- WP4 – Impact and Dissemination

3. Main Responsibilities

- Review the Grant Agreement, amendments, work packages, deliverables, milestones and monitoring documents.
- Assess progress against project objectives, indicators, targets and implementation timelines.
- Evaluate the quality, relevance, usability and accessibility of project outputs.
- Assess the effectiveness of project governance, coordination, communication and partner engagement.
- Review the quality and implementation of the Scientometrics course, training modules and related capacity-building activities.
- Assess the piloting, uptake and institutional use of project-developed materials and tools.
- Evaluate progress in updating institutional research policies in line with European standards.
- Assess the use and integration of Web of Science and InCites tools.
- Review dissemination, visibility, stakeholder engagement and exploitation activities.
- Assess internal quality assurance, monitoring and risk-management arrangements.
- Examine the efficiency and proportionality of resource use without replacing a formal financial audit.
- Identify achievements, weaknesses, delays, risks, good practices and lessons learned.
- Assess the likelihood that project results will continue after EU funding ends.
- Provide practical, prioritised and time-bound recommendations.
- Present findings to the Project Coordinator, Evaluation Reference Group and consortium representatives.
- Maintain independence, confidentiality and professional objectivity throughout the assignment.

4. Evaluation Methods

The evaluator will propose a proportionate mixed-method approach in the inception report. The methodology may include:

- Desk review of project documentation;
- Interviews with the coordinator, work-package leaders and partner representatives;
- Consultations of focus groups with academic staff, researchers, students and other stakeholders;
- Online surveys, where appropriate;
- Review of attendance, feedback, monitoring and indicator data;
- Observation of selected meetings, training activities or pilot actions;
- Review of project outputs and institutional documents;
- Triangulation of evidence from different sources;

5. Key Evaluation Areas

Criterion	Focus of assessment
Relevance	Whether the project responds to the needs of Georgian higher education institutions, researchers, students and stakeholders.
Coherence	Whether project activities, work packages and outputs are internally consistent and aligned with institutional, national and European priorities.
Effectiveness	Whether objectives, outputs, indicators, deliverables and milestones are being achieved to the required quality and within the planned timeframe.
Efficiency	Whether financial, human and institutional resources are being used in a timely and proportionate manner.
Impact	Whether the project is contributing to changes in research skills, institutional policies, research

	management, visibility, collaboration and innovation capacity.
Sustainability	Whether project outputs, policies, courses, training materials, digital tools and institutional mechanisms are likely to continue after EU funding ends.

6. Expected Deliverables

Deliverable	Minimum content
1. Inception Report	Methodology, refined evaluation questions, work plan, sampling strategy and evaluation matrix.
2. Data-Collection Instruments	Interview guides, surveys and document-review tools.
3. Preliminary Findings / Debriefing Note	Summary of initial observations, key risks and emerging lessons.
4. Interim Evaluation Report	Where applicable, an assessment of implementation progress and corrective recommendations.
5. Draft Final Evaluation Report	Full draft containing findings, conclusions, lessons learned and recommendations.
6. Validation Presentation	Presentation to the consortium or Evaluation Reference Group.
7. Comment-Response Matrix	Record of comments received and responses provided by the evaluator.
8. Final Evaluation Report	Final evidence-based report incorporating justified comments and agreed annexes.

7. Required Qualifications

- Advanced university degree in evaluation, education, public policy, management, research and innovation, or a related field.
- At least five years of relevant professional experience in programme or project evaluation, including at least two assignments related to higher education, research and innovation, institutional development, or EU-funded projects.
- Demonstrated experience applying OECD DAC evaluation criteria.
- Experience evaluating EU-funded/ internationally and nationally funded projects.
- Knowledge of Erasmus+ Capacity Building in Higher Education projects.
- Coordination and managing the EU Projects.
- Experience in higher education, research capacity building, institutional development or international cooperation.
- Strong knowledge of qualitative and quantitative evaluation methods, mixed-method evaluation, indicator assessment, sampling and evidence triangulation.
- Excellent analytical, report-writing, communication, facilitation and presentation skills in English.
- Ability to work independently and objectively in a multicultural consortium.
- Knowledge of the Georgian or Eastern Partnership higher education and research environment will be considered an advantage.

8. Independence and Conflict of Interest

The evaluator must be independent from the project consortium and must not have participated directly in:

- Preparation of the ERIC-GE proposal;
- Management or implementation of the project;
- Development of major project outputs under evaluation;
- Decision-making processes that may affect the evaluator's impartiality.

The selected evaluator must sign declarations covering independence, confidentiality, data protection and absence of actual, potential or perceived conflicts of interest.

9. Application Requirements

- Technical proposal describing the applicant's understanding of the assignment, methodology and work plan;
- Financial proposal indicating the total fee, daily rate, estimated working days, taxes and any travel-related costs;
- Detailed curriculum vitae;
- Examples of relevant evaluation assignments or reports;
- At least two professional references;
- Signed declaration of independence and absence of conflict of interest.

Note: Documentary evidence confirming the required qualifications will be requested from shortlisted candidates following the initial interview and preliminary selection process.

The specific deadlines for deliverables, payment terms, and logistical arrangements will be defined in the contract.

Contact Information

For further information regarding this vacancy, please contact:

Prof. Mariam Razmadze

Project coordinator

Email: Razmadze.m@gtu.ge; tech@gtu.ge

Applications and supporting documents should be submitted by 10th of August of 2026 18:00PM

Please indicate "External Evaluator" in the subject line of your email.