



# Call | independent experts wanted for assessment of Erasmus+ projects in education, training and sport

The Flemish National Agency for Erasmus+ (Epos vzw) is looking for experts from education, training and sport to assess project applications and final reports. Epos is currently working with about 50 experts. We would like to expand this group with new experts for the call fall 2024 and the following calls.

## CONTEXT

The Erasmus+ programme runs from 2021 to 2027. Every year, the European Commission launches a call for proposals under this programme. These are accreditation applications and mobility projects (Key Action 1) and partnership projects (Key Action 2) in the fields of school education, vocational education and training, adult education, higher education and sport.

For the assessment of project applications and final reports, Epos calls on external experts.

## PROFILE OF THE EXPERTS

### Selection criteria

- You have a high level of expertise in one or more sectors of education and/or training and/or sport and excellent knowledge of the education and/or training system in Flanders.
- You have knowledge of project cycle management.
- You have knowledge of the Erasmus+ programme and in particular of the actions concerned.
- You have knowledge of European education and training policy and/or sport policy.
- You have experience in project evaluation, ability to analyse, summarise and comment in Dutch and English (reading European level C1, writing European level B2). Experience of participation in a European project is a plus.
- You can support your decisions to the co-assessor, but are also open to another point of view.
- You can write a substantiated evaluation in Dutch and English in an objective manner.
- You can analyse and evaluate the relevance of the requested budgets.
- You have good computer skills enabling the use of online evaluation tools of the European Commission.
- You can follow and respect strict deadlines.

### Availability for assessing applications (subject to change)

This is the **preliminary** schedule for the coming year. This is therefore a target calendar:

	<b>Key Action 120 (round 1)</b>	<b>Key Action 122 (round 2)</b>	<b>Key Action 210 (round 2)</b>	<b>Key Action 182 (round 2)</b>
Training experts	28/09	/	/	/
Submission deadline	01/10	01/10	01/10	01/10
Individual assessment	10/10-18/11	08/10- 25/10	08/10- 25/10	08/10- 25/10
3rd readings	25/11-29/11	04/11-08/11	n/A	04/11-08/11
Pre-consolidation	25/11-06/12	04/11-15/11	n/A	04/11-15/11
consolidation	17/12-19/12	19/11-20/11 (SCH/VET) 26/11 (ADU)	04/11-07/11	19/11-20/11
Post-consolidation (budget & scores)	19/12-20/01	20/11-02/12	07/11-02/12	20/11-02/12

### Availability for assessing final reports (subject to change)

The assessment of final reports runs throughout the year. Interested and selected experts will be contacted for this purpose for each final report separately.

### Conflict of interest and duty of confidentiality

To avoid conflicts of interest and to ensure discretion, all selected experts will be required to sign a declaration on honour.

Experts will be excluded from assessment in a given selection round if they are themselves (in)directly involved in a decentralised application in education and training in the same selection round, organised by Epos: the assignment as expert is incompatible with being a project counsellor or project applicant of projects assessed within the national agency Epos.

If an expert comes to the conclusion that he/she cannot assess an assigned project because there could be a conflict of interest, he/she must immediately inform Epos

## Contract and fees

The experts receive a contract that lists the rights and duties as an expert, as well as the fee.

The fees for the **call 2024** are set as follows:

Applications	Expert (per application)	Expert-consolidator (per application)
KA120: Accreditation application	200 €	300 €
KA122: Short-term project	100 €	200 €
KA182 : Sport (including training)	50 €	75 €
KA130: Erasmus accreditation for higher education mobility consortia	100 €	200 €
KA210: Small-scale partnership	160 €	260 €
KA220: Cooperation partnership	200 €	300 €
KA171		100 per application + 60 € per region
Final reports		
KA182: final report Sport	100 €	
KA2: final report	240 €	260 € (only KA220)
Other		
Training	60 €	
Travel costs	25 €	

In accordance with the deontological code of the Flemish government, an expert connected to the Flemish government does not receive any financial remuneration.

Experts may act on behalf of a legal entity or as a natural person. If an expert acts on behalf of a legal entity, the fees and any travel expenses are paid on the basis of an invoice submitted by the legal entity to Epos vzw.

If an expert acts as a natural person or as a legal entity without VAT being stated on the invoices, the fees are declared for taxes via a tax form 281.50 insofar as these fees exceed €250 on an annual basis. This sheet also mentions the expenses paid. As no social security contributions are deducted from these fees, the persons receiving fees must pay social security contributions themselves as self-employed persons and provide additional insurance or include this in the personal income tax return.

The performance of the assignment does not require travel. Only the training, consolidation meetings and the return session may require travel for those living in Belgium. In this case, travel expenses will be reimbursed on the basis of a fixed contribution of €25.

### Interested?

To apply as an expert, submit the online application form together with your (Europass) CV by **the 13<sup>th</sup> of September 2024**.

### More info

If you would like to learn more about the role of an expert before applying, please contact **Charlotte Haeck** ([charlotte.haeck@epos-vlaanderen.be](mailto:charlotte.haeck@epos-vlaanderen.be) / +32 2 553 19 17).