



Co-funded by the European Union

ERASMUS+ VET PROGRAMME

Call: ERASMUS-EDU-2025-CB-VET

AgroTrain: Digital Skills for New-age Agriculture
Project Number: 101242565

As part of the quality assurance and monitoring processes, the AgroTrain project will appoint an external evaluator to analyze and monitor the implementation of project activities and their outcomes, in accordance with the objectives of the project. This paper outlines the guidelines for discussing and deciding on the process of choosing an external evaluator.

Lead Beneficiary	**INT@E UG, Leipzig**
Deliverable	**D4.2 Quality Report**

Copyright © 2026 AgroTrain Project

EXTERNAL EVALUATION

Work Package 4: Quality Assurance and Monitoring
Duration: M12-M24
Task 4.4: External Evaluation
Due Date: M12
Description: The Project Quality Board will choose an external evaluator for the project during its lifetime. The external evaluator will evaluate all project activities.
Lead Beneficiary: INT@E UG
Project partners: PULS, INT@E, AgriWatch, AAMUSTED, KNUST, and Agrigrowth
Issue date: 15TH August,2025
Project Website: https://agrotrain.aamusted.edu.gh/
Responsible authors: INT@E UG
Contributors: Yarhands Arthur, Ali Abkar

Disclaimer

Funded by the European Union. Views and opinions expressed are however those of the author(s) only and do not necessarily reflect those of the European Union or the European Education and Culture Executive Agency (EACEA). Neither the European Union nor EACEA can be held responsible for them.

Co-funded by the European Union

Table of Contents

Table of Contents 3
1. Introduction 4
2. Project Consortium 4
3. Objectives of the Project 4
4. AgroTrain Project Specific Objectives and Indicators 5
5. AgroTrain External Evaluation 5
6. Extent of the External Evaluator 6
7. External Evaluation Deliverables and Expected Outputs 7
8. Meetings of External Evaluator 7
9. Duration of External Evaluator's Contract 8
10. External Evaluators' Application Procedure 8
11. Selection Criteria 8
12. The criteria for the selection of candidates are: 9
13. Evaluation process 9
14. Payment process 9
15. Contract of External Evaluator 9
16. WP Leaders' Contacts 9
17. Security and Confidentiality 10
18. References 10

Co-funded by the European Union

1. Introduction

The AgroTrain project is part of the Erasmus Plus VET Programme for capacity building in Vocational Education and Training, co-financed by the European Commission. The AgroTrain project spans two years, from January 1, 2026, to December 31, 2027.

2. Project Consortium

The project consortium consists of Three EU partners and three Ghanaian partners. The EU partners of the consortium include PULS, INT@E and AgriWatch while the Ghanaian partners AAMUSTED, KNUST, and Agrigrowth:

1) AgriWatch R&D Company (AgriWatch), The Netherlands
2) Poznan University of Life Sciences (PULS), Poland
3) Int@E UG (Int@E), Germany
4) Akenten Appiah-Menka University of Skills Training and Entrepreneurial Development (AAMUSTED), Ghana
5) Kwame Nkrumah University of Science and Technology (KNUST), Ghana
6) Agrigrowth Africa Association (Agrigrowth), Ghana

3. Objectives of the Project

The main objective of this project is to enhance productivity, sustainability, and innovation of the agricultural sector by integrating digital skills. This will be achieved by establishing 2 AgroTrain centres in Ghana that will serve as centres of excellence for research, training, curriculum development, networking, and agribusiness incubation in Ghana. The 2 AgroTrain centres will be stationed in two VET-provider universities in Ghana.

3.1 Specific Objectives

i. Establish a network and exchange of good practices (start with 6 partners as a baseline and will be expanded to over 50 partners during project execution);
ii. TVET system requirements analysis in GH in the Agri-Food sector: generating a comprehensive report including current and future shortages of skilled human resources, required curriculum or appropriate technology and eLearning experiences, and experience in university-business cooperation;
iii. Establish Innovative Centres (in total 2 centres) in all GH university partners (AgroTrain centre) to conduct training and vocational courses (to improve the lack of skilled human resources in GH); One of the missions of the AgroTrain centre is to encourage youth working in agriculture sectors by using innovative technology (Youth

Co-funded by the European Union

loves smart tools) which will increase the usage of technology and skilled human employment and reflect the whole society;

iv. Design and develop six vocational courses, including eLearning materials, focused on innovative agri-food technologies, delivered in cooperation with universities and partner companies in the EU. Each partner university will create one course on innovative tools for precision agriculture and another course on agrarian trade and marketing. As digital farming practices reshape supply chains, the connection between precision agriculture (PA) and agrarian trade is becoming increasingly important. Key links between these areas include enhanced productivity and sustainability. These topics will be further explored in the developed courses (for details, see T2.3 in WP2).

v. Deliver two courses (both in-person and online) from the six developed courses for students, staff, and professionals engaged with stakeholders in the agri-food value chain.

4. AgroTrain Project Specific Objectives and Indicators

i. 1. Provide Comprehensive Training Programs: o Indicator: Number of individuals trained. o Unit of Measurement: Trainees. o Baseline Value: 0 (limited existing training programs). o Target Value: 100 individuals trained within the first year. 200 for 2 years

ii. Develop Relevant Curriculum: o Indicator: Number of new/updated curriculum modules developed and integrated. o Unit of Measurement: Curriculum modules. o Baseline Value: 0 (current curriculum lacking integration with modern technology). o Target Value: 10 new curriculum modules developed and integrated within the first year.

iii. Foster Networking and Collaboration: Indicator: Number of networking events and collaborations established. o Unit of Measurement: Events and collaborations (MoUs signed). Baseline Value: 0 (limited existing networking platforms). o Target Value: 5 networking events and 25 collaborations established with MOUs within the first year.

iv. Support Business Incubation: Indicator: Number of start-ups incubated and supported. Unit of Measurement: Start-ups. Baseline Value: 0 (lack of structured business incubation support). Target Value: 20 start-ups incubated and supported within the first year.

5. AgroTrain External Evaluation

An external evaluator with scientific expertise in the fields and Erasmus projects. She/he will verify the quality of the project and the achievement of milestones and objectives and evaluate the results of each WP on the mid-term and final report as well as on audits with the project partners. An external independent evaluator will be hired to evaluate the project and elaborate

Co-funded by the European Union

a mid-term report of project documents, analysis of outputs and achieved results, stakeholder interviews and context analysis. The report will take into consideration the following 5 aspects: a) relevance; b) efficiency; c) effectiveness; d) first impact; e) sustainability. The report will consider cross cutting issues such as gender and minorities' rights.

6. Extent of the External Evaluator

During the AgroTrain project implementation, the external evaluator will provide support and further opportunities for the consortium to enable them to manage the project effectively and efficiently. The work of the external evaluator will also improve both project processes and the intellectual output of the AgroTrain project output generated.
The AgroTrain project external evaluator will focus and take special interest in ensuring networking among the project consortium beneficiaries as well as ensuring effective communication among these project beneficiaries. With strong communication and collaboration among the beneficiaries will help the AgroTrain project deliver short-term and long-term targets, i.e., assessment and benchmarking of the channels used and quality outcomes.

Furthermore, the external evaluator, as part of ensuring quality AgroTrain project deliverables, will place a premium on the European added value brought on board during project implementation. The external evaluator will assess and closely monitor the project achievements and outcomes, and how they advance EU partnerships, to help the project collect data about partnership collaboration and project implementation.

The main objective of the external evaluator is to assist the AgroTrain consortium in achieving its specific project objectives and further ensure that the AgroTrain project complies with the funding requirements. Additionally, the external evaluator is expected to evaluate, from an objective point of view, the project design and implementation by analyzing the following.

i. Efficient use of AgroTrain project resources such as budget and equipment, as well as the training provided by the EU partners.
ii. Relevance – How do the AgroTrain project objectives address the specific stakeholders and in-country needs?
iii. Efficiency -How does the program provide inputs promptly and within the estimated budget?
iv. Effectiveness – How the planned intellectual outputs and project purpose are achieved within the planned time.
v. Impact – How the overall project objectives and purpose contribute to discipline and engage with its community.
vi. Sustainability – How the project will be used by GH and EU partners, as well as the project being able to sustain its activities over time, after the external support stops.
vii. Transparency – How the project actively involves other partners to ensure they see what kind of actions are performed and how these actions are being performed.

Co-funded by the European Union

viii. The external evaluator will monitor, assess and evaluate the project implementation in order to undertake effective and quality actions by AgroTrain partners during project implementation.
ix. Examine how efficiently the project is managed with respect to its stated objectives.
x. Measure the quality of AgroTrain project activities undertaken within WPs (service learning, pathways, short-term mobility, staff training, innovative pedagogies).
xi. Collaborate with the Quality Board and experts to produce external quality reports based on the data collected and analyzed.
xii. Independently compare the results of the external evaluator with the internal quality assurance results.
xiii. Prepare reports based on the results from the external evaluation by proposing methods and recommendations and clearly communicate the report both internally and externally.

7. External Evaluation Deliverables and Expected Outputs

7.1 Midterm Report on External Evaluation

The AgroTrain project external evaluator is expected to present a midterm external evaluation report after careful analysis of the AgroTrain project implementation in accordance with the proposed work plan and make relevant recommendations for improvement. The midterm report will be delivered on M12+2.

7.2 Final Report on External Evaluation

After the midterm external evaluation report is presented, the AgroTrain consortium will be required to work on the necessary recommendations from the external evaluator. The external evaluator will then present the final evaluation report after evaluating project implementation using the planned project activities, outcomes, and project proposal as a reference. The final report will be delivered on M24+2.

8. Meetings of External Evaluator

The external evaluator will work closely with the work package leader, i.e., Int@E and Agrigrowth. The external evaluator can establish direct contact with the work package leader to help them with all necessary information regarding smooth implementation of the external evaluation. This direct contact could be established by participating in the project team meeting where necessary. The project will provide travel and subsistence costs in the project budget as part of the contract.

Co-funded by the European Union

9. Duration of External Evaluator's Contract

It is expected that the external evaluator will start his work as soon as the contract is awarded. The contract is expected to end by 28th of February 2028 (M24+2), when the project finally comes to an end, or in case there is an extension of the project by the EU.

10. External Evaluators' Application Procedure

To hire a qualified external evaluator, an advertisement will be posted on the project website inviting applicants to submit an expression of interest that must include the following:

- CV highlighting applicants' experiences
- Short motivation letter (Maximum one page)
- Documents supporting the candidate's (experience/professional competence/expertise, etc.)
- Declaration of availability for the entire period of the project.
- Reference projects (EU projects, others)
- A concept note with a draft methodology proposed for the evaluation (2 pages maximum)
- A financial proposal for the execution of the tasks

The applicant should be able to communicate effectively in English, as it is a requirement. All proposals must be submitted in English, and any incomplete submissions will not be reviewed. To ensure impartiality, candidates should not be affiliated with any of the member organisations involved in the project.

Applications with the above details should be sent to Int@E UG

- Email: info@intate.de
- Eamil: Alsaqer25@hotmail.com
- The subject of the email: External Application of the AgroTrain project Name

The deadline for submission of applications is 30th August 2026

11. Selection Criteria

Applicants would be assessed based on the following criteria

- Relevant experience and expertise in the implementation of Erasmus+ projects.
- Quality and clarity of the proposed methodology.
- Understanding of the project context
- Value for money
- In-depth knowledge of the functioning of the vocational education system, implementation of training activities and international cooperation in Vocational Education and Training
- Participation in external evaluations and contribution to studies on quality assurance.

Co-funded by the European Union

- Experience in evaluating capacity building/training projects
- Fluency in oral and written English, and fluency in at least one of the other official languages of the project partner countries

12. The criteria for the selection of candidates are:

- In-depth knowledge of the functioning of the higher education system, training activities and international cooperation
- Prior contribution to one or more studies on external evaluation and quality assurance
- Professional experience in capacity building/training projects and in Vocational Education and Training
- Financial proposal

13. Evaluation process

Selection of candidates will follow the evaluation process outlined below:

i. Announcement of application opportunities
ii. Selection by the AgroTrain Project Steering Committee
iii. Appointment of evaluators and contracting by EU-Track.

14. Payment process

Payments will be made based on invoices sent by the expert and on the presentation of the activity report, as follows:

- 10% will be paid when the contract is signed
- 30% will be paid upon submission of the first report
- 20% will be paid after the second EU payment
- 40% at the end of the project and submission of the final evaluation report, provided there is no budget cut from the EU.

15. Contract of External Evaluator

The Work package 4 (Quality Assurance and Monitoring) is coordinated by the Int@E UG in Germany. The terms and conditions are those of the aforementioned organisation.

16. WP Leaders' Contacts

Int@E UG

Eamil : info@intate.de
WP Leader: Alsaqer25@hotmail.com

Co-funded by the European Union

17. Security and Confidentiality

The AgroTrain project external evaluator is responsible for maintaining confidentiality in the processes of evaluating the outcome of the project.

i. The external evaluator must maintain confidentiality for all data related to the AgroTrain project
ii. Information required for the execution of the external evaluator's responsibilities is restricted to individuals with authorization and access to the information.
iii. The external evaluator may be authorized by the AgroTrain project coordinator to document data in either electronic or paper format for conducting the external evaluation.
iv. The AgroTrain evaluator has no right during and after the evaluation process to utilize, disclose, or publish the data or results obtained during the external evaluation activity.

18. References

AgroTrain Consortium. (2025). *AgroTrain: Digital Skills for New-age Agriculture* (Grant Agreement No. 101242565) [Approved Erasmus+ Capacity Building in Vocational Education and Training project proposal]. European Union Erasmus+ Programme.

Co-funded by the European Union

Co-funded by
the European Union