



Co-funded by the
European Union

Call for Expression of interest

Selection of a framework for Hiring Quality Assurance
External Expert Reviewer(s) for Academy's non-degree
courses.

EIT Urban Mobility - Mobility for more liveable urban spaces

EIT Urban Mobility

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eiturbanmobility.eu

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1. Overview of EIT Urban Mobility

EIT Urban Mobility, supported by the European Institute of Innovation and Technology (EIT), acts to accelerate positive change on mobility to make urban spaces more liveable.

EIT Urban Mobility is an initiative of the European Institute of Innovation and Technology (EIT). Since January 2019 we have been working to encourage positive changes in the way people move around cities in order to make them more liveable places. We aim to become the largest European initiative transforming urban mobility. Co-funding of up to € 400 million (2020-2026) from the EIT, a body of the European Union, will help make this happen.



*We create systemic solutions that will **move more people around the city more efficiently and free up public space.***



*We bring **all key players in urban mobility together** to avoid fragmentation and achieve more.*



*We **engage cities and citizens** from the word go, giving them the opportunity to become true agents of change.*

The EIT Urban Mobility S.L delivers breakthrough innovations to the market and breeds entrepreneurial talent for economic growth and improved quality of life in Europe. It does this by mobilising a pan-European ecosystem of European corporations, SMEs, start-ups, universities, and research institutes.

As a Knowledge and Innovation Community (KIC) of the European Institute of Innovation and Technology (EIT), the EIT Urban Mobility S.L is focused on entrepreneurship and is at the forefront of integrating education, research, and business by bringing together students, researchers, engineers, business developers and entrepreneurs. This is done in a pan-European network of Co-Location Centers (CLCs), 5 Limited Liability Companies respectively based in Germany, Czech Republic, Denmark, the Netherlands, and Spain and the EIT Urban Mobility Foundation.

We create systemic solutions that will move more people around the city more efficiently and free up public space.

We bring all key players in urban mobility together to avoid fragmentation and achieve more.

1.1. EIT Urban Mobility Academy

The EIT Urban Mobility Academy is a collaborative arena for lifelong learning, helping to build critical capabilities for innovation and transformation. We are training the next generation of urban mobility practitioners, needed by the urban mobility ecosystem of the future. It will close the urban mobility knowledge gap with challenge-based training using the latest education methodologies across disciplines and sectors. The Academy programmes are intersectoral, interdisciplinary, international, and entrepreneurial.

Within the Academy, there are three main segments: the Master School, the Doctoral Training Network, and the Competence Hub. The Master School offers 2-year double degree master programmes together with a number of leading European universities. The Doctoral Training Network offers innovation and entrepreneurship training to urban mobility PhD candidates across Europe. The Competence Hub offers professional learning programmes on hot topics in urban mobility and transport aimed at professionals from different sectors, such as project managers, engineers, city executives and entrepreneurs.

In addition, the EIT Urban Mobility Academy is involved in a number of education initiatives in cooperation with the other EIT Knowledge and Innovation Communities, EIT KICs, such as EIT Food, EIT Health, EIT Climate, etc, led by the Academy's Education Capacity Building team.

The EIT Urban Mobility's degree programmes (Master and Doctoral) have been granted the EIT Label. The EIT Label is a certificate of quality that is awarded only to excellent educational programmes taking into consideration five groups of quality criteria:

- The EIT Overarching Learning Outcomes (EIT OLOs)
- Robust entrepreneurship education
- Highly integrated, innovative 'learning-by-doing' curricula.
- Mobility, the European dimension, and openness to the world
- Outreach strategy and access policy.

In line with the EIT Strategic Innovation Agenda 2021-2027 (SIA), the ambition is to widen the scope of the EIT Label model from degree programmes to lifelong learning activities. As a result, EIT published in August 2022 the first edition of the EIT Label Handbook for Quality system for non-degree education and training and EIT Competence Certification Model.

Due to this aim and to respond to specific EIT requirements on the education portfolio funding allocation, the EIT Urban Mobility has identified and designed a quality control process – the EIT Urban Mobility Quality System for Non-Degree Education and Training – to assess our professional courses and trainings 'alignment with the EIT Label quality criteria. This quality assurance process has been tested in 2023 and rolled-out in 2024 with a view of expanding the number of courses aligned with the EIT Label requirements for non-degree education and

training. In late 2024 and the beginning of 2025, the EIT Label Quality Assurance System for Non-Degree Education and Training was reviewed and updated. The updated model adopts a two-step structure—before and after programme implementation. Between these steps, an independent external review provides a good, satisfactory, or negative recommendation based on alignment with EIT Label standards.

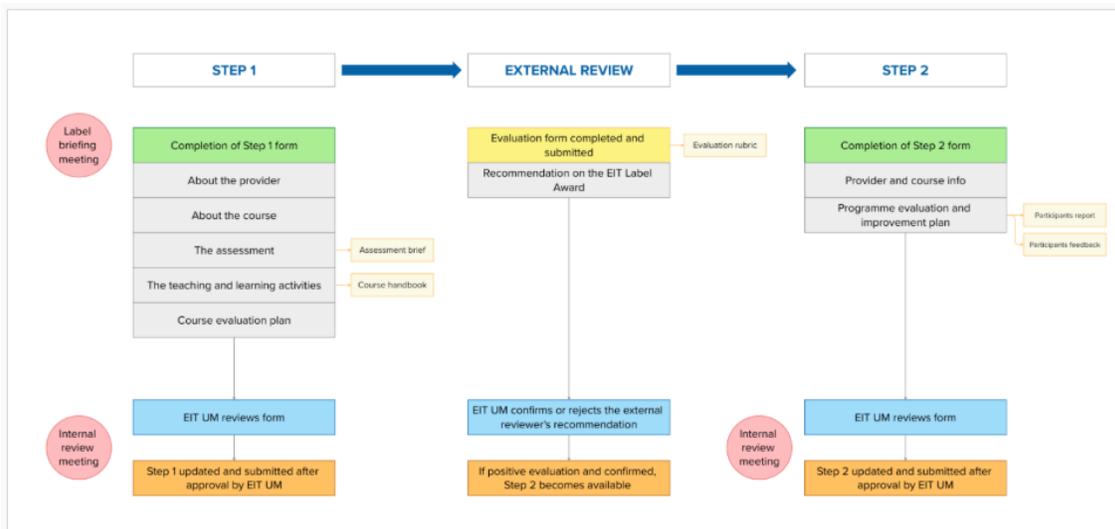


Figure 1: EIT Urban Mobility Quality System for Non-Degree Education and Training Label 2.0 - 2 step process

Step 1 – Before implementation

On the EIT Label platform, the provider lays out the requested information about the course’s design plan, including the planned actions for course evaluation.

Through continuous feedback, the EIT UM Academy team supports the provider in developing their programme, so it has the highest quality, and it meets the EIT Label standards.

External review phase

An external reviewer, contracted by EIT UM, reviews the course’s design plan information against the quality standards and fills in a reviewers’ rubric to evaluate the programme’s alignment with the EIT Label quality standards.

The external reviewer can:

- Recommend the EIT Label with “Good” evaluation: the programme fully meets all the EIT Label standards.

- Recommend the EIT Label with “Satisfactory” evaluation: the programme meets all the EIT Label standards at a minimum.
- Not recommend the EIT Label: the programme does not meet the EIT Label quality standards.

The external reviewer must provide feedback about the course quality, which can include:

- Recommendations for further enhancement, not strictly necessary to meet the EIT Label standards.
- Conditions, mandatory changes required to meet the EIT Label standards.

The provider can react to the reviewers' feedback before the programme starts. In case conditions are given, the EIT UM Academy team verifies if the provider made the requested amendments.

Step 2 – After implementation

If a programme is recommended the EIT Label, the provider uploads the results of the course evaluation (the participants attendance and success data and the results of the participants' evaluation survey), identifies strengths and areas for enhancement, and suggests an action plan for improvement.

2. Scope of the Quality Assurance External Expert Reviewer(s)

2.1. General objectives

By the present procurement procedure, EIT Urban Mobility (hereinafter being referred to as “EIT UM”) launches a call for Expression of Interest to create a Pool of Quality Assurance External Expert Reviewers (hereinafter being referred to as “Expert”).

In order to achieve our goal of ensuring that our learning offer follows the highest quality standards of education and training, and with the aim of expanding the number of EIT-labelled courses in our portfolio, the EIT Urban Mobility Academy wishes to secure via the current call for expression of interest, support from external Quality Assurance External Expert Reviewer(s) to undertake the review and assessment of the courses. Through these reviews, the external Quality Assurance External Expert Reviewer(s) will assess the alignment and compliance of a given course with the aforementioned requirements and criteria of the EIT Label Quality system for non-degree education and training.

2.2. Detailed scope of work

EIT Urban Mobility is seeking Quality Assurance External Expert Reviewer(s) to review and evaluate the questionnaire that the course providers are completing as part of the two-step approach of the EIT Urban Mobility Quality System for Non-Degree Education and Training as described in section 1.1 of this Expression of Interest:

1. Before programme implementation – Step 1
2. After programme implementation – Step 2

In order to achieve that, EIT Urban Mobility staff will provide guidance material and organize meetings to familiarize the selected external Quality Assurance External Expert Reviewer(s) with the process. The evaluation process involves a comprehensive review of the submitted answers to the questionnaire and a review of the associated supporting documentation to ensure that the courses align with the established criteria for the EIT Label. The Quality Assurance External Expert Reviewer(s) are expected to conduct a holistic review/analysis of the first step, providing detailed feedback, and when necessary, recommendations or conditions, taking into account the supporting documents that have been submitted by the provider. This assessment shall result, at the end of the review, in a decision on whether the course complies with the requirements of the EIT Urban Mobility Quality System for Non-Degree Education and Training, and a recommendation on whether the course is fit to receive EIT Label certification or not.

Figure (2) below outlines the full process and lifecycle of the courses entering our portfolio.

The review task runs on a self-assessment online platform which is the main interface between the course provider(s), the EIT Urban Mobility team and the Quality Assurance External Expert Reviewer(s). This is a platform where the provider logs in to both insert required information and documentation, and also access guidelines on how to complete the different steps and templates of the process. Quality Assurance External Expert Reviewer(s) will use the platform to review the documentation and communicate the aforementioned feedback and final recommendation of whether the course cohort is to receive EIT Label Certification or not.

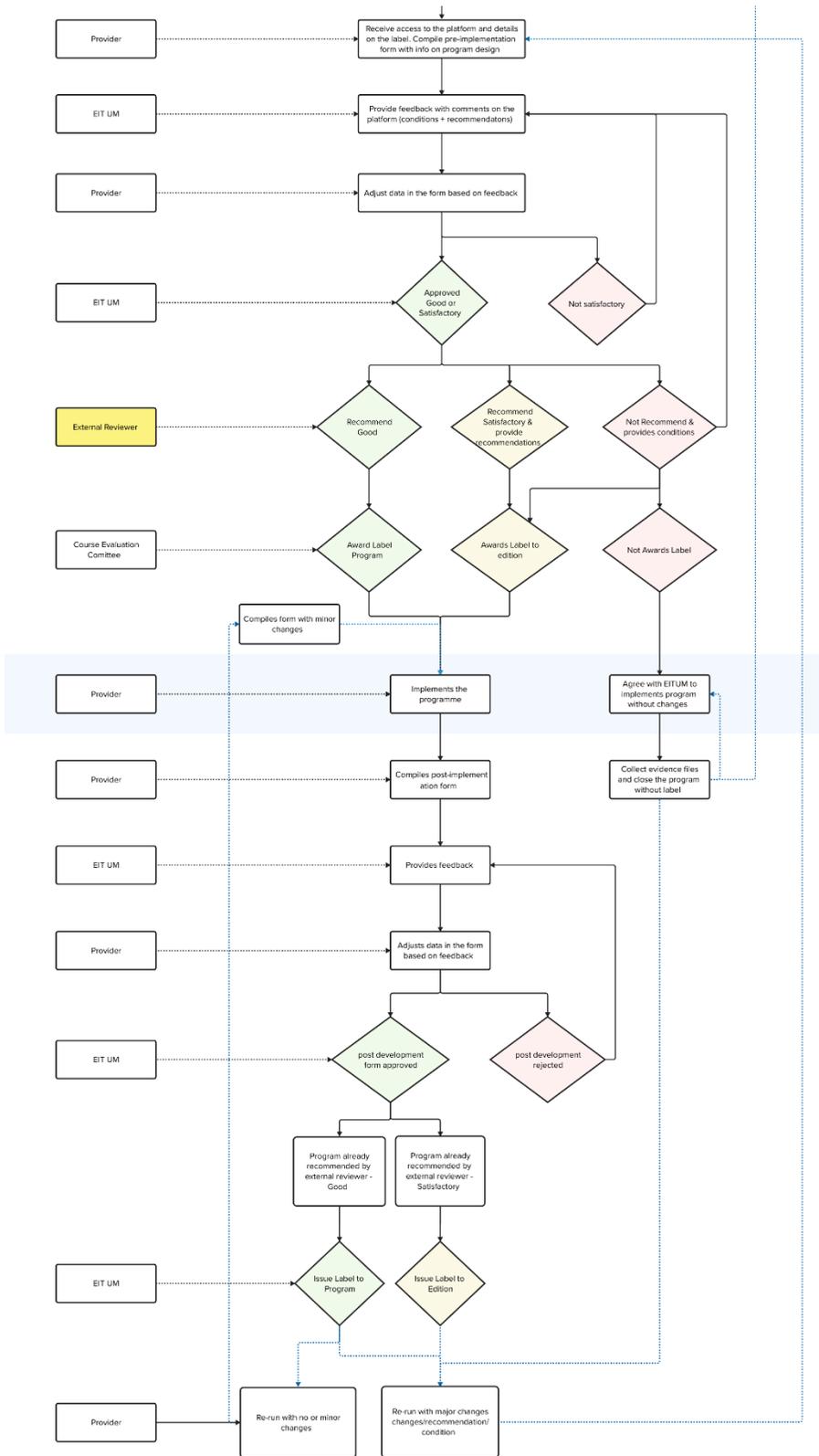


Figure 2: The EIT Urban Mobility Quality System for Non-Degree Education and Training accreditation process workflow.

2.3. How to become a registered Quality Assurance External Expert Reviewer

The forms Expression of interest – Expert [Quality Assurance External Expert Reviewer] (Annex 1), Expression of interest and Applicant’s Declaration Form must be fully completed, signed and sent to procurement@eiturbanmobility.eu. You will receive a confirmation of receipt will be issued after the submission deadline has passed.

Subject : EOI Call for Experts Quality Assurance External Expert Reviewer(s)

By the submission of a completed expression of interest EIT UM guarantees your registration into the Quality Assurance External Expert Reviewer(s) pool data base. The registration will be valid for 36 months at the moment of acceptance. Assignments will be performed periodically to the registered Quality Assurance External Expert Reviewer(s) based on the Quality Assurance External Expert Reviewer(s)’ experience and the business needs.

The registration by itself does not guarantee the selection for an assignment will occur, however it is mandatory to be fully registered to become eligible for future selections.

The criteria for selection are based on the specificities of the assignment, taking into consideration the professional and technical skills required. Additional considerations may include language skills, geographical, sector and gender balance. If selected for a specific assignment, EIT Urban Mobility staff will contact you to confirm your suitability and availability.

- Experience with EU-funded projects will be considered an asset.
- Proven capacity to work in English is mandatory.

Prior to any work assignment, the chosen Quality Assurance External Expert Reviewer(s) will be provided with guidelines covering a description of tasks, duration, location (remote/physical). A specific contact person from EIT Urban Mobility staff will be appointed and the Quality Assurance External Expert Reviewer(s) will be requested to sign a Code of Conduct, including confidentiality, and a Conflict of Interest for each assignment.

Periodically, a call for Quality Assurance External Expert Reviewer(s) Expression of Interest will be reopened to maintain an open, transparent, and fair selection of Quality Assurance External Expert Reviewer(s).

Personal data will be processed in accordance with Regulation No 2018/1725.

2.4. Payment for Participation

EIT Urban Mobility will pay a service fee of:

- **Quality Assurance External Expert Reviewer(s) €70per/hr (excluding VAT) with a maximum cap of €350 per course review.**

EIT Urban Mobility shall pay the Expert for their work, or part(s) thereof, within thirty (30) calendar days from the date of the invoice acceptance.

Invoices shall be paid electronically by EIT Urban Mobility to the banking institution/account number provided by Expert.

EIT Urban Mobility reserves the right to refuse to provide financial contribution in case of non-performance or poor performance of the work and/or breach of any substantial obligations, including the obligation of confidentiality, and the no conflict of interest declaration.

EIT Urban Mobility reserves the right to refuse to contribute for any report or other deliverable required by the appointment letter that is submitted beyond the date specified in the appointment letter.

EIT Urban Mobility reserves the right to recover any payment made to Expert who has breached the obligations arising from the declarations of confidentiality and no conflict of interest.

2.5. Who are we looking for:

2.5.1. Expert Quality Assurance External Expert Reviewer(s)

Applicants for the role of Quality Assurance External Expert Reviewer(s) are required to comply with the following criteria to be included in the pool of Quality Assurance External Expert Reviewer(s):

- A Master's university degree attested by a diploma or equivalent professional experience.
- At least 4-5 years of professional experience in a professional/corporate/life-long

- learning education environment.
- Proven experience in international education projects
- Fluency in English (oral and written).

2.6. Award criteria

Candidates will be assessed on their CV and online forms provided at the link below. Applications will close on **10th April 2026 at 23:59 CET**. Selected candidates will be informed by 20th April 2026 in case of inclusion in the roster of experts.

EIT KIC Urban Mobility values diversity and welcomes applications from all suitably qualified candidates regardless of age, gender, race, disability, sexual orientation, religion, or ethnic background.

A declaration of impartiality and confidentiality will be issued for its signature at the same time to be signed with the service agreement.

EIT KIC Urban Mobility will assess candidate's profiles based on the following documents:

- Updated CV
- Application Form
- Signed Annex 1.1 Expression of Interest Form, & Annex 1.2 Applicant's Declaration Form

In the Application Form, candidate experts are requested to provide evidence of their skills, competences, and knowledge by providing concrete examples of previous relevant experiences.

Completed forms must be sent to procurement@eiturbanmobility.eu with subject [Application for Quality Assurance External Expert Reviewer(s)] within the deadline defined above.

Data Protection Disclaimer

Your personal data will be processed with utmost care by the EIT KIC URBAN MOBILITY, S.L. or its subsidiaries. The said processing will allow us to manage the recruitment of the call for expressions of interest - Selection of framework expert evaluators and rapporteurs, and more specifically:

- to enable you to submit your application and cv to apply for specific call,
- to match your details with the potential assignments related with the call and to eventually contact you
- to retain your details and notify you about future opportunities similar to the specific role for which you have contacted us;
- to answer your enquiries.
- You can exercise your data protection rights, writing to procurement@eiturbanmobility.eu.

You may find further information in the full GDPR Compliance privacy note for applicants available here: <https://www.eiturbanmobility.eu/privacy-policy/>

Annexes

1.1 Annex 1 – Expression of interest - Quality Assurance External Expert Reviewer(s)

Dear Expert,

In completing and submitting the attached Expert Expression of Interest (EoI) form, you are applying to become a reserve expert to work with EIT Urban Mobility. All Expert EoI forms are reviewed against specific tasks, assignments, and selection criteria.

The Expert EoI form will help ensure EIT Urban Mobility chooses the right experts for the right tasks. In the EoI form you will be requested to:

- 1) Provide personal information for contact purposes.
- 2) Describe your main skills and provide evidence of your expertise for
 - A Master's university degree attested by a diploma or equivalent professional experience.
 - At least 4-5 years professional experience in a professional/corporate/life-long learning education environment.
 - Proven experience in international education projects
 - Fluency in English (oral and written).
- 4) You must attach a CV to the application.
- 5) The entire document should then be signed as indicated and saved as **one single file in .pdf format.**

Completed Expressions of Interest should be submitted to the EIT Urban Mobility Secretariat by **10th April 2026 at 23:59 CET** to procurement@eiturbanmobility.eu.

Candidates can be contacted for work assignment from the moment they have a confirmation of Expert EoI registration.

Personal Information

Name:	Surname:
Nationality/ies:	Country of Residence:
Email:	Mobile:
Gender:	Mother Tongue/s:
Languages:	English (C1 min):
Professional Web Profile: (i.e. LinkedIn, ResearchGate)	

External Expert Reviewer Expertise

3.1 EIT Urban Mobility Quality System for Non-Degree Education and Training: Review and assessment of courses for quality assurance

Knowledge and experience related to the services described in the detailed scope of work presented in the dossier of EIT Urban Mobility “Selection of Quality Assurance External Expert Reviewer(s) for Academy”.

Max. 1000 words.

3.2 Business Quality Assurance External Expert Reviewer expertise

Knowledge and experience in quality assurance for professional/corporate/life-long learning education environment

Max. 300 words

3.3 Experience working in international education projects.

Max. 300 words.

3.4 How do you approach the evaluation of course content, instructional design, and learning outcomes to ensure they meet industry standards and learner needs?

Max. 500 words.

3.5 Examples of using different frameworks for assessing educational programme from a quality assurance perspective.

Max. 500 words.

3.6 Knowledge Sharing Expertise

Ability to review and write clear and concise “review” reports of courses from a quality assurance perspective, with demonstrated capacity to provide recommendations for courses for future improvements to an audience of academic and/or non-academic course provider(s)

Max. 500 words.

3.7 CV

Please include your CV. Then save the entire, signed, document as a single file.

Signed:

[Signature of representative]

[Position of representative]

1.2 Annex 2 – Applicant’s Declaration Form

<Date>

Contracting Authority:

EIT KIC Urban Mobility, s.l.u.
Carrer de Pamplona, 104,
08018 Barcelona, Spain
VAT Number: B67513630

Subject: EIT Urban Mobility – Call of Interest – Selection of a framework contractors for expert external Quality Assurance External Expert Reviewer(s) for Academy’s non-degree courses

In response to your letter of invitation for the above contract I, < Name and position of authorised representative of the firm >, hereby declare that we/I:

are submitting this form for this contract. I confirm that I am not participating in any other call for the same contract in any form (as in a consortium or as an individual candidate);

I also confirm that we shall take all measures to prevent any situation where the impartial and objective implementation of the contract is compromised for reasons involving economic interest, political or national affinity, family or emotional ties or any other shared interest (‘conflict of interests’). I will inform the Contracting Authority immediately if there is any change in the above circumstances at any stage during the implementation of the tasks;

I accept that during the implementation of the contract and for four years after the completion of the contract, the supplier must keep confidential any data, documents or other material that is identified as confidential at the time it is disclosed (‘confidential information’).

I accept that during the implementation of the contract and for four years after the completion of the contract, the Contracting Authority has the right for the purposes of safeguarding the its financial interests, the proposal and the contract of the supplier may be transferred to internal as well as external audit services.

I understand that if the information provided is proved false, the award may be considered null and void.

Yours faithfully,

<Signature of authorised representative>