

Procurement Call: Mapping and Gapping Analysis of Erasmus+ and European Solidarity Corps Projects and Initiatives for Media and Information Literacy and Digital Participation (2021-2022)

1. Background: SALTO Participation and Information Resource Centre (hereafter also referred to as SALTO PI) is seeking proposals from qualified service providers to conduct an in-depth analysis of projects funded under the Erasmus+ and European Solidarity Corps programmes. The primary aim of this procurement is to explore and evaluate the integration of Media and Information Literacy (hereafter also referred to as MIL) and Digital Participation (hereafter also referred to as DP) within projects and initiatives in the youth, education, and training sectors. We are looking for a research team that carries out quantitative research, conducts focus group interviews and possesses sufficient expertise to analyse the data in terms of MIL, DP and democratic participation topics.

2. Context: SALTO PI is a resource centre which focuses on the horizontal priority [“Participation in democratic life, common values and civic engagement”](#) (hereafter also referred to as the priority or participation priority) within the Erasmus+ and European Solidarity Corps programmes. Furthermore, since January 2023, SALTO PI has expanded to education and training field as well. The ongoing digital transformation and the need for effective MIL are crucial considerations for enhancing engagement and participation and working towards implementation of the participation priority.

3. Project Rationale: SALTO PI intends to create a comprehensive analysis resulting in a report to provide evidence-based insights for its work on Media and Information Literacy and Digital Participation and how they relate to the participation priority within Erasmus+ and European Solidarity Corps programmes in the youth field and education and training field. The goal is to identify project trends, best practices, challenges, and gaps in the integration of MIL and DP within the Erasmus+ and European Solidarity Corps programmes, specifically focusing on how these topics relate to the participation priority. Media and Information Literacy analysis needs to be done for education and training field projects from 2021 until the end of 2022 and for youth field projects only for 2022, as there is already an existing youth field [report](#) about 2021 youth projects. Digital Participation analysis needs to consider projects from 2021 until the end of 2022 across both fields.

4. Goals for Recommendations:

The analysis aims to achieve several objectives, including:

- Gaining clarity on the incorporation of Media and Information Literacy and Digital Participation within the Erasmus+ and European Solidarity Corps programmes.
- Providing guidance for National Agencies in supporting beneficiaries to effectively address MIL and DP in relation to the participation priority.
- Fostering conditions for high-quality projects integrating MIL and DP in the Erasmus+ and European Solidarity Corps.
- Enhancing understanding of diverse dimensions within MIL and DP and their holistic application.

5. Team:

The research project team comprises:

- Kadri Maripuu (SALTO Participation & Information Resource Centre)
- Kelly Hrupa (SALTO Participation & Information Resource Centre)

- Service provider's research team to analyse the projects, conduct MIL and DP survey and focus group interviews and create the final report consisting of an introduction, MIL section and DP section and a one-pager or two-pager summary that can later be used by SALTO PI as a basis for an independent online and/or printed leaflet if needed. The research team is expected to work together to define the best way to present the results in the given format.

6. Timeline:

- September 2023: call for service providers is out, SALTO PI selects the service provider based on submitted proposals, followed by initial briefing, establishment of the team and ways of collaboration, as well as clarifications of the expected outcomes.
- October-November 2023: service provider's research team conducts project analysis in the [project results platform](#), designs and carries out the survey and conducts focus group interviews, as agreed with SALTO PI during September briefing.
- December 2023: service provider's research team writes and delivers the report.
- December 2023 and/or January 2024: service provider's research team advises SALTO PI on report design and reviews designs organised by SALTO PI team (exact timing will be determined upon mutual agreement and availability).

7. Tasks: The selected service provider will be responsible for:

- **Data Collection:** Collecting project data from the Erasmus+ and European Solidarity Corps databases for the years 2021 (only from education and training field for MIL and across both fields for DP) and 2022 (across both fields for MIL and DP). Analysing Erasmus+ and European Solidarity Corps projects (2021-2022) in Youth and Education and Training fields based on jointly defined quality criteria. Data collection also includes designing and carrying out a survey and focus group interviews for National Erasmus+ Agencies active in youth field and education and training field, as well as stakeholder organisations defined by SALTO PI. Surveying and interviewing will be carried out in parallel with collecting data about the projects with the aim to learn more about MIL and DP projects, as well as map other initiatives of MIL and DP. We are open to proposals from the service provider as to how exactly surveying and interviewing could be carried out best (i.e. whether it is done as one survey with breakout blocks for different types of respondents and one bigger focus group interview or as several separate surveys and interviews).
- **Mapping:** Identifying projects and initiatives that either fully or partially tackle Media and Information Literacy and Digital Participation within projects.
- **Categorisation:** Defining a framework for categorising projects and initiatives that tackle MIL and DP topics in the [project results platform](#).
- **In-Depth Analysis:** Conducting a thorough analysis of the identified projects and initiatives to ascertain the extent of integration of Media and Information Literacy and Digital Participation concepts and how they are related to the horizontal priority "Participation in democratic life". This will involve reviewing project and initiative objectives, methodologies, outcomes, and any relevant indicators of MIL and DP. Providing concrete examples from each Key Action of Erasmus+ Programme and European Solidarity Corps Programme.

- **Report Creation:** Compiling a comprehensive report that summarises the findings of the analysis. The report should highlight best practices, challenges faced, and recommendations for enhancing the integration of MIL and DP in future projects.
- **Design Consultation and Review:** Providing SALTO PI team with advice on how to best proceed with designing the report to yield the most optimal visual appearance. SALTO PI will organise and procure the design service accordingly and then ask the service provider to review the draft version of the report design.

8. Deliverables:

The service provider is expected to deliver the following:

- A detailed research plan outlining the methodology, timeline, and approach to be adopted.
- Categorized statistics of Erasmus+ and European Solidarity Corps projects for 2021 (only regarding education and training field projects for MIL and across both fields for DP) and 2022 (MIL and DP), with a specific focus on MIL and DP.
- Categorized overview of initiatives identified by surveying and interviewing stakeholders.
- An in-depth analysis report highlighting the presence and impact of MIL and DP within the identified projects with separable findings between MIL and YP topics. This report should be well-structured, data-driven, and include relevant examples. The report integrates both MIL and DP findings as separate general sections of the report. The MIL and DP sections of the report should be created in a similar manner as the report on [Media- and Information Literacy 2021](#). Additionally, the report must include a short general introduction and a short general summary about the key findings and recommendations for MIL and DP topics as related to the participation priority. The report should consist of:
 - How MIL and DP are represented within Erasmus+ and European Solidarity Corps programmes and in relation to the participation priority.
 - Recommendations for promoting enhanced integration of MIL and DP in future projects within the Erasmus+ and European Solidarity Corps Programmes youth, education, and training fields.
 - Good practices from different Key Actions across both fields.
 - Clear conclusions and gaps.

9. Eligibility Criteria:

Interested service providers must meet the following eligibility criteria:

- Demonstrated experience in conducting research, analysis, and reporting in the fields of education, youth, and training.
- Demonstrated experience with MIL and Digital Participation
- Familiarity with the Erasmus+ and European Solidarity Corps programmes and their project databases.
- A proven track record of producing high-quality reports and analyses.

10. Working Conditions and Payment:

- Contract duration: September 2023 to January 2024.

- Research team is expected to present regular updates to SALTO PI and participate in up to 3 online meetings.
- Working language: English.
- All work to be conducted online.
- Payment will be done in one installment upon finalising the contract in the end of December 2023, unless there is a reasonable justified need to split the payment into two installments (i.e. the first one in the middle and the second one in the end of the contract period). The payable amount is based on the submitted price offer and remains unchanged for the contract.

11. Proposal Submission:

Interested parties are requested to submit their proposals electronically to

participation@salto-youth.net no later than **13 September 12:00 CEST**. The proposal should include:

- A cover letter introducing the service provider/team (including CVs) and highlighting their relevant experience as detailed in eligibility criteria.
- A detailed research project plan outlining the proposed methodology, timeline, and approach.
- A budget breakdown, including all costs associated with the research project.

12. Evaluation and Selection:

The evaluation and selection process will be based on the following criteria:

- Submitted offers will be evaluated by three SALTO PI employees regarding the:
 - Required experience/qualification (40% weight on the total score) presented in the CVs and the cover letter.
 - Required experience/qualification will be evaluated on a 1-10 point scale by each evaluator based on how well the documents meet the eligibility criteria.
 - Relevance and quality of the research project plan, methodology, timeline and approach (30% weight on the total score).
 - Relevance and quality will be evaluated on a 1-10 point scale by each evaluator based on how well the proposed research project meets the needs specified in this call (i.e. sections 3, 4, 6, 7 and 8).
 - Price offer (30% weight on the total score).
 - Price offer will be evaluated based on the most competitive price, so the lowest offered price gets a maximum of 30 points (i.e. 30% weight on the total score) and other price offers are scored relative to the lowest offered price.

SALTO PI team will inform about the selection by 15 September and organise an online briefing meeting with the selected service provider on 18 or 19 September.

For any questions about this call, please contact us at participation@salto-youth.net.