



**Collegium Civitas invites to call for offers at:**

*Provision of expert services under the "Peace Studies & Conflict Resolution – new perspectives" project implemented by Collegium Civitas (Contract No. POWR.03.03.00-00-M030/16-00) co-financed by the European Union under the European Social Fund, Operational Program Knowledge Education Development 2014-2020; Priority axis III: Higher education for economy and development; Action 3.3. Internationalization of Polish higher education*

*Discernment is realized on the basis of discerning market prices.*

*Price quotes containing the total net and gross price expressed in Polish zloty should be sent in electronic version only to: [magdalena.omen@civitas.edu.pl](mailto:magdalena.omen@civitas.edu.pl) typing in the subject line "Competition-MPK-CEES Expert"*

*Deadline for submission of offers is 30.06.2017 at 14.00*

*The estimated value of the order will not exceed PLN 20 000 net (twenty thousand PLN net)*

The main objective of the project is to increase the availability of high quality international education programs for Polish and foreign students through the implementation of internationalization of Collegium Civitas under three new specializations in International Relation.

The project is being implemented from March 1, 2017 to September 30, 2022.

**CONTEST OF THE COMPETITION**

Within the subject of the competition, recruitment for the position of Expert is conducted within the specialization of *Central and Eastern European Studies* (direction: *International Relation*)

The tasks of the Expert will include participation in the works of the Working Group (included in the Program Board of the project), including:

- development, supervision of the curriculum of specialties, content and didactic forms, teaching methods (adaptation of patterns and experiences abroad) and matching to the needs of employers,
- development of the specialty program and its possible modifications,
- development of the Summer School program.

Detailed scope of tasks of the Working Group, including the Expert:

- develop a curriculum based on learning outcomes integrated with national and international labor market needs using international experience and good practice, including:

\* Analysis of the program's relevance (mainly in terms of demand of domestic and foreign employers, candidates' interests, trends in education and business)

\* Component design (characteristics of subjects, didactic modules - classes or groups of classes with ECTS)

\* Development of learning outcomes

\* Development of program content

\* Developing a study plan

\* Development of teaching methodology

\* Development of rules and forms of apprenticeship

\* Development of effects matrix

- participation in working group meetings (analysis of work results, etc.), including remote work.

Each Working Group consists of: Vice Rector for Didactics and two field experts (one from Poland, the other from abroad)

**CPV Code:** 80300000-7 Higher education services

**Working time:**

according to the scope of the aforementioned the working time will be approximately 50 hours. (Approx.2 meetings /2h/ per week x 3 months), including remote work.



**Work schedule:**

May-August 2017; Work group meetings, remote work according to the above range

July-September 2018; Work group meeting\ remote work, analysis of the needs of possible changes in the specialization program.

**Form of employment:**

civil law contract.

Result Agreement-work; Result of the work: program. The Vice-Rector for Teaching is entrusted with the development of a program of particular subjects according to the specialization of the subject specialist.

**Employment period:** until 31 August 2017.

**Requirements:**

From the applicant for the position of expert we require:

- degree min. PhD
- International Relation knowledge\Central and Eastern European Studies\ on the expert level
- fluent in spoken and written English
- min. 3-year teaching experience, understood as experience in didactics gained outside the Polish academic community or min. 3 years of professional experience in foreign public, scientific, opinion-making institutions relevant to the thematic area of studies

**Final Provisions**

The validity of the call for offer:

1. The binding date for the offer is 30 days. The bid binding period starts with the expiry of the time limit for submission of offers.

*Other informations*

1. *The call for offers will be conducted in accordance with the applicable purchasing regulations implemented at Collegium Civitas within the framework of projects co-financed by the European Union.*
2. *The Ordering Party reserves the right to cancel the call for offers at any stage or to leave the call for offers without a decision and/or without giving a reason.*
3. *The Ordering Party reserves the right to negotiate the price for performing the order.*
4. *The call for offers is conducted with the principles of fair competition, efficiency, openness and transparency.*