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MEETT

MEETT - Call for tenders

Design and development of the MEETT website and self-paced learning course

Terms of Reference

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e-graine · grdr Migrations Citoyenneté Solidarités · asinitas centro interculturale · Medeber Teatro · UNHCR ACNUR La Agencia de la ONU para los Refugiados comité español

1. Background and scope of the services

The European Erasmus+ project **MEETT - Migration Education Evaluation Transformative** Tools, co-funded by the EU, aims to bring together European stakeholders in migration education around a common challenge: demonstrating and disseminating our shared impact on social cohesion in the field of migration education.

Coordinated by the Union des associations e-graine, the project brings together five European associations. The partners have developed a shared monitoring and evaluation (M&E) approach and a toolkit comprising five complementary M&E tools, tested by national communities of practice. These tools support the observation and understanding of the effects of migration education activities on participants.

These services build on this collective work and form part of the project's dissemination and sustainability activities. **They aim to make the resources produced accessible and support their adoption beyond the teams involved in the project.**

The services cover the design and development of:

- **a dedicated website** presenting MEETT and providing access to the project outputs;
- **a self-paced learning course** enabling new education stakeholders to use the MEETT Suitcase.

The consortium will provide the course content, learning objectives and pedagogical progression.
The service provider will support their transformation into a course suitable for independent learning, produce the materials and develop the website.
A detailed presentation of the project and its partners is provided in the annex.

2. Target audiences and learning objectives

The self-paced learning course will be aimed at education professionals, including facilitators, educators, youth workers and organisations seeking to develop the monitoring and evaluation of their migration education activities.

It will be designed for people who have not participated in the MEETT project and who have varying levels of familiarity with monitoring and evaluation.

By the end of the course, participants should be able to:

- identify the aims and main issues addressed by migration education;
- understand the value of monitoring and evaluating these activities and identify the effects they wish to observe;

- choose the MEETT tools suited to their objectives and facilitation contexts;
- prepare and facilitate the use of these tools, then collect and organise the data;
- understand the proposed analysis method and use the findings to reflect on their educational practices.

The introduction to migration education will provide a foundation for understanding the evaluation approach and tools. It is not intended to provide training on migration as a subject.

3. Expected content and outputs

3.1. A resource website dedicated to the MEETT project

The website will enable users to discover the MEETT project, access the self-paced learning course and easily find the resources needed to use the tools.
It will provide access in particular to:

- a presentation of the project and its partners;
- the general introduction to the MEETT Suitcase;
- the materials for the five tools and their facilitation guidelines;
- data collection templates and the data analysis method;
- documents relating to consent and personal data protection;
- the good-practice guide and lessons learned from the testing phase;
- the self-paced learning course.

The website must be available in **French, English, Spanish and Italian.** The consortium will provide the translations, as detailed in section 4.4.
It will be accessible on computers, tablets and mobile phones, with attention paid to accessibility, readability and ease of navigation.
We welcome proposals that incorporate eco-design principles to reduce the environmental impact of the website and course.

The website and its resources will be accessible free of charge, without creating an account.
The **website is not intended to collect evaluation data from participants in educational activities.**

The service provider will propose the website structure and a technical solution enabling the team to manage its day-to-day content.

3.2. A self-paced learning course

The course will be designed for independent use and will bring together three main components:

- **Introducing migration** education: its aims and main issues.
- **Introducing monitoring and evaluation of these** activities: the value of the approach, the intended effects and the Markers of Change (MoC) identified in MEETT.
- **Supporting the use of the five MEETT tools:** choosing them according to objectives and contexts, preparing and facilitating their use, then collecting, organising and analysing the data.

The self-paced learning course must be available in **French, English, Spanish and Italian.** The consortium will provide the translations, as detailed in section 4.4.
It will be accessible free of charge, without registration.

Based on the content and pedagogical progression provided by the consortium, **the service provider will propose the formats and materials best suited to independent learning.** A variety of materials is desirable, while keeping the course simple and ensuring consistency across the sections devoted to the five tools.

Videos presenting or demonstrating the tools are among the options envisaged. The service provider may develop this option or suggest other approaches, explaining their benefits.

The course duration and the volume of materials to be produced have **not been set. The proposal will define a realistic scope in relation to the objectives, budget and** schedule, specifying the sections, media and activities included.
No certification or certificate-of-completion functionality is required.

3.3. Hosting and maintenance

The service provider will **provide hosting and maintenance for the website and self-paced learning course for** five years, within the allocated budget.
The proposal will specify when this period begins, the maintenance services included - in particular technical updates and bug fixes - and the support arrangements.

All costs required to operate the website and self-paced learning course during the five-year period must be included in the proposed price.
Project resources and any course videos must be hosted as part of the proposed solution, without relying on public video-sharing platforms.

The software required to run the website and course must be free and open source. Applicants should identify the proposed software, its licences and the hosting provider, and briefly describe the host's environmental and data protection practices.

4. Resources provided and collaboration

4.1. Contributions from the consortium

The consortium will contribute its expertise in migration education, the monitoring and evaluation approach and the MEETT tools. It will provide:

- the general introduction to the MEETT Suitcase and the project's methodological resources;
- the five tools, their materials and facilitation guidelines;
- existing training content and materials;
- the MEETT visual identity and available graphic assets;
- other resources to be included on the website, according to their production schedule.

The toolkit comprises **Step Into Action, Are We Laughing OK?, The Power of Words, Perception Cards and Time & Space Capsule.**

Drawing on these resources, the consortium will provide the learning content and its progression. The service provider will turn these into digital sections and materials suitable for independent use.

The data analysis method will be made available in March or April 2027. The production schedule must take this availability into account.

4.2. Collaboration with the project's graphic designer

A graphic designer is already working on the project and will provide graphic assets consistent with the visual guidelines used for the MEETT tools.

The scope of any additional illustrations to be produced with her will be specified before publication of the call.

4.3. Service provider responsibilities and approvals

The service provider will develop the self-paced learning course using the content and pedagogical progression provided by the consortium, produce the agreed materials, and design and develop the website. It will integrate the content and its language versions, then carry out testing and any necessary corrections before delivery.

Communication will be coordinated by the Union des associations e-graine, in liaison with the European partners. The consortium will approve the content and proposals at the agreed stages.

The proposal will specify:

- the collaboration arrangements and approval stages;
- the contributions expected from the consortium, particularly for writing, preparing media and reviewing materials;
- the revision rounds included in the services.

The service provider must be able to work in English with the consortium.

4.4. Language versions and content adaptation

The website, course and accompanying materials must be available in English, French, Italian and Spanish. The consortium will provide the translations. The service provider will integrate and format them across the website and course materials, including translated subtitles and on-screen text where applicable.

The service provider will work with the consortium to ensure that presentation choices, such as visuals and examples, are appropriate for audiences in different cultural contexts.

4.5. Collaborative working session in Brussels

The consortium will **meet in Brussels from 16 to 18** March 2027. This meeting may be used to produce content with the partners and demonstrate the use of the tools.

The service provider will indicate whether it proposes to make use of this opportunity, the preparation required and the associated costs. Alternative arrangements may be proposed.

5. Deliverables and handover

The expected deliverables are:

- a proposal for the website structure and for adapting the consortium's educational content into a self-paced learning course, specifying formats, materials and navigation, to be approved before production;
- the website and self-paced learning course, operational in all four project languages, with the agreed media and downloadable resources;
- the access credentials and documentation required to administer the website and update its content.

At the end of the five-year hosting period, the consortium must be able to keep the website, course and associated files publicly accessible, either by arranging continued hosting with the same provider or by transferring them to another provider. The handover documentation must enable that transfer.

A familiarisation session will be organised for the team responsible for administering the website.

The proposal will specify which files will be supplied in an editable format to enable future updates to the materials, together with the software and any licences needed to edit them.

The proposal will specify the rights granted to the consortium to use, disseminate and update the outputs, and any restrictions associated with the proposed resources or solutions. These terms will be formalised in the contract.

6. Budget and schedule

6.1. Budget

The maximum budget for the services is €20,000 **inclusive** of VAT, covering all services and expenses necessary for delivery, as well as hosting and maintenance for five years.

The quotation will itemise the main work packages, the volume of production included and the cost of hosting and maintenance over this period.

Any travel expenses must be explicitly identified and included in the proposed price.

6.2. Schedule

The services will begin **on 4 January** 2027, with final delivery **no later than 1 June 2027.**

The indicative schedule is provided in the annex. The service provider will propose a delivery plan covering consortium contributions, design, production, translations, approvals, testing and handover.

7. Required expertise and application process

7.1. Required expertise

The service provider or team will bring expertise in:

- adapting educational content into self-paced learning courses;
- producing digital learning materials, including audiovisual materials if proposed;
- designing and developing multilingual websites.

The ability to understand a pedagogical progression and translate it into digital materials suitable for independent learning is required.
Knowledge of the community education sector, active and participatory learning approaches or migration-related issues will be an asset.

A team comprising several contributors may apply, with **one main contact responsible for coordinating the entire assignment.**

7.2. Application requirements

Applications must include:

- a presentation of the team and its expertise;
- relevant references, with examples available to view where possible;
- a statement of intent setting out the understanding of the need, the proposed approach to turning the supplied content into a self-paced learning course, and the proposed technical choices;
- the proposed scope of the course and materials to be produced;
- a delivery schedule and proposed arrangements for working with the consortium;
- a detailed quotation specifying the services included and the budget breakdown.

Applicants are welcome to suggest alternative approaches to the website structure, technical setup or course formats, provided they meet the requirements and fit within the available budget.

Applicants may briefly describe how their approach addresses the environmental impact of the website and course.

7.3. Selection and submission of applications

Proposals will be assessed on:

- understanding of the project and its issues;
- the suitability of the proposed formats, materials and technical choices in relation to the learning objectives;
- ease of use and administration of the outputs;
- the team's expertise and references;
- the feasibility of the proposal in relation to the budget and schedule.

The use of free and open-source tools for design and production will be considered favourably. Applicants may indicate the main tools they plan to use.

Application deadline:
Your proposal must be submitted by email no **later than 2 December 2026 at 18:00, Paris time (UTC+1).**

Email address: quentin.rouaux@e-graine.org - Quentin Rouaux, responsible for e-graine's contribution to the MEETT project.

An online interview will be held between **7 and 18 December 2026 with** candidates shortlisted following review of their applications, for the assignment to start on **4 January 2027.**

8. Annexes and reference resources

- **Annex 1 - Indicative schedule**
- **Annex 2 - Presentation of the MEETT project and partners**
- **Reference resources:** links to the MEETT Suitcase presentation, materials and facilitation guidelines for the five tools, and the MEETT visual identity.

ANNEXES

Annex 1 - Indicative schedule

Stage	Indicative timing
Publication of the call for service providers	13 November 2026
Deadline for receipt of proposals	2 December 2026
Interviews with shortlisted candidates	Weeks commencing 7 and 14 December 2026
Selection and contracting	December 2026
Kick-off meeting and agreement on the work schedule	January 2027
Proposal for the website structure and digital presentation of the course, followed by consortium approval.	Start of the assignment - dates to be proposed
Production of materials, website development and content integration	According to the schedule agreed at kick-off
Consortium meeting in Brussels - opportunity for an in-person working session	16-18 March 2027
Online consortium meeting - opportunity for a remote working session	14-15 April 2027
Integration of language versions, testing and corrections	Before final delivery - dates to be proposed
Familiarisation with website administration and handover of deliverables	End of the assignment
Final delivery of the website and self-paced learning course	**No later than 1 June 2027**

The delivery stages may overlap. The service provider will propose a detailed schedule taking into account content availability, partner contributions and the time required for consortium approvals.

Annex 2 - Presentation of the MEETT project and partners

The MEETT project

Migration **Education Evaluation Transformative Tools (MEETT)** aims to bring together European stakeholders in migration education around a common challenge: demonstrating and disseminating our shared impact on social cohesion in the field of migration education.

It seeks to extend the reach and promote the effects of educational initiatives, particularly among young people, and make them visible to education stakeholders, policymakers and the media. This approach aims to facilitate the adoption of monitoring and evaluation methodologies and the sharing of migration education practices.

The partner associations share the observation of an increasingly fragmented Europe and the overrepresentation of migration in the media and political discourse. They see migration education as a response to a shared European societal challenge, generating new narratives and encouraging dialogue.

Within MEETT, the partners share the following definition:
"Migration Education aims to generate new narratives and foster dialogue on migration through the construction of permeable communities."

The project has four specific objectives:

- **Knowledge sharing and instructional** design: co-develop a method for monitoring and evaluating the effects of migration education programmes for young people.
- **Capacity building:** enable members of national communities of practice to adopt and use the monitoring and evaluation tools developed within the project.
- **Social impact analysis:** assess the impact of migration education programmes delivered over the year using the co-developed tools.
- **Dissemination and** sustainability: sustain the development of a European migration education community of practice around collective monitoring and evaluation approaches.

The partners

The project brings together five European associations that all deliver migration education activities.

Union des associations e-graine - France, project coordinator
Founded in 2006, e-graine is a global citizenship education movement that encourages civic engagement through educational initiatives. Its regional associations are supported by the Union des associations e-graine, the movement's coordinating network body.

In 2018, e-graine launched the migration education programme "Un Univers Citoyen", which aims to address the complexity of migration issues and challenge prejudices in order to strengthen a sense of belonging to a common humanity.

Asinitas - Italy
Asinitas is an organisation focused on education and social intervention. It develops education, training, reception and advocacy activities for minors and adults, both Italian and foreign nationals.

Its initiatives are aimed in particular at asylum seekers, migrants and migrant women with children. They include Italian language teaching, storytelling and testimony sharing, intercultural mediation and education, and social inclusion activities.

España con ACNUR - Spain
España con ACNUR has a dual mandate of fundraising and awareness-raising to support the work of the United Nations High Commissioner for Refugees.

It promotes education for sustainable development through activities that encourage participation, commitment to social transformation and critical thinking. In particular, it raises awareness of refugees' rights and the causes and consequences of forced displacement.

Grdr Migration-Citoyenneté-Solidarités - France
Founded in 1969 at the initiative of West African nationals living in France, Grdr carries out development activities in countries of origin, transit and destination, in West Africa, the Maghreb and France.

Its migration education projects aim to challenge misconceptions, connect migration with the Sustainable Development Goals, and demonstrate how migration contributes to achieving them.

Medeber Teatro - Belgium
Medeber Teatro is a multidisciplinary, activist arts project, part of whose activity is dedicated to cultural and artistic mediation.

The association encourages the general public, and migrants in particular, to use artistic languages to move beyond dominant narratives and express emotions, opinions and complex thoughts, regardless of their language proficiency. It fosters encounters and dialogue between residents through theatre.

Communities of practice

The partners have mobilised national communities of practice bringing together migration education professionals. These communities have been trained to use the MEETT tools and have participated in testing them. Their feedback contributes to refining the tools and developing recommendations for their use.

Reference resources

The following documents introduce the MEETT approach, the existing tools and the visual identity to be used for the assignment:

- **General introduction to the MEETT Suitcase:** monitoring and evaluation approach, framework for analysing change, presentation of the five tools and recommendations for use.

- **Materials and facilitation guidelines for the tool Perception Cards.**

- **MEETT visual identity:** visual guidelines and initial graphic assets available for designing the website and course materials.