

## Consultation letter

Independent external evaluation expert  
**Data literacy in the Age of AI for Education (AI-DL)**

### I - Contracting authority

France Education international (formerly CIEP - Centre international d'études pédagogiques), a public body created by decree no. 87-325 of May 12, 1987, governed by articles D 314-51 et seq. of the French Education Code, under the supervision of the French Ministry of National Education.

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### II - Purpose of the consultation

This consultation pertains to an expert mission focused on evaluation and analysis for the 'Data Literacy in the Age of Education' project. FEI seeks an expert in the evaluation of European projects, with specific expertise in educational technology, particularly in data literacy, artificial intelligence (AI) and generative AI use in education.

**The deadline for receipt of offers is 30 September 2025 at 6PM CET.**

### III - Terms and content of offer submission

Offers must be submitted in English. They should be sent by email to [uecoop@france-education-international.fr](mailto:uecoop@france-education-international.fr) and [riviera@france-education-international.fr](mailto:riviera@france-education-international.fr) and include the following documents:

1. **A detailed CV**, including education, certifications, qualifications, and relevant professional experience of the expert.
2. Technical offer: An **explanatory note** outlining the methodology, timeline for implementation, activities, provisional indicators for the evaluation, and tools to be used to carry out the mission. This document will serve, upon contract award, as an annex constituting a binding commitment under the present contract. Please note that a revised version may be requested following the negotiation phase.
3. Financial offer: The **total cost of the service in euros** (fixed lump sum), including a **detailed explanation** of the expenses and how this amount was calculated. Please include the number of working hours/days, travel and subsistence expenses to in-person consortium meetings, and any other relevant expenses.
4. Candidates must be legally registered to operate as independent professionals or entities in their country of residence. Candidates must provide a **certificate of incorporation or equivalent official company registration document**. Candidates must also specify whether they are applying individually or with a consortium.

If your offer is selected, you will be required to submit additional documentation to confirm that your company is not subject to any exclusion criteria under the French Public Procurement Code before signing the engagement agreement. These documents will include the most recent social security compliance certificate, most recent tax compliance certificate and a signed declaration on honour confirming the absence of exclusion grounds and conflicts of interest.

#### **IV - Selecting candidates, evaluating offers & awarding the contract**

Before examining the offers, if FEI acknowledges that documents requested are missing or incomplete, FEI may decide to ask the candidate concerned to produce or complete these documents within a given timeframe, which is identical for all candidates and may not exceed 5 days from receipt of the request. All other candidates are informed that they can complete their offer within the same timeframe.

➤ **Evaluation Criteria for Offers:**

**1. Criterion 1: Price of the contract**

Assessed based on the overall lump-sum breakdown. In addition to the price level, the consistency of the proposed pricing with the described methodology will be evaluated.

**2. Criterion 2: Methodology**

Assessed based on the technical offer (explanatory note), which must present a detailed work methodology (phases, methodology, etc.) and tools aligned with the objectives described in the specifications document. The coherence of the proposed approach will also be evaluated.

**3. Criterion 3: Provisional timeline**

The candidate must propose a detailed provisional timeline for the assignment. Beyond the overall duration, the consistency between the timeline and the proposed methodology will be assessed.

**The weighing of the evaluation criteria is as follows:**

- Price of the contract: **40%**
- Methodology: **50%**
- Provisional timeline: **10%**

#### **Negotiations**

FEI reserves the right to enter into negotiations with the top-ranked candidates who have submitted appropriate offers.

Any such negotiations may concern the content of both the technical and financial offers. Following the negotiation phase, each candidate may either maintain their initial offer or submit a revised offer with additions and/or modifications, within the deadline set by FEI.

#### **Contract Award**

FEI will request the highest-ranked candidate to sign an engagement agreement provided by FEI. This document must be completed and signed by a person authorized to legally bind the candidate, using an electronic signature certificate compliant with applicable regulations. A copy of the agreement, signed by the Director General of FEI, will then be sent to the selected candidate as formal notification.