

## **Notice of open partner recruitment**

Notice of open recruitment of the partner for cooperation in implementation of the project “Managers of universities” under the Operational Programme Knowledge Education Development 2014-2020

Based on art. 33 of the Act of 11 June 2014 on the principles of implementation of the programmes within the scope of cohesion policy financed in financial perspective 2014 - 2020 (Journal of Laws of 2018 items 1431, 1544, and of 2019 items 60, 730), the Minister of Science and Higher Education announces the open recruitment of Partner for joint preparation and implementation of the project “Managers of universities,” which will constitute a non-competitive project under the Operational Programme Knowledge Education Development, Priority III, Measure 3.4 Management in higher education institutions.

### **I. Objective of the partnership**

The objective of the partnership is the joint elaboration of concept and implementation of the project entitled “*Managers of universities*,” which will be implemented in partnership with the Ministry of Science and Higher Education (hereinafter referred to as MNiSW), within the non-competitive project under the Operational Programme Knowledge Education and Development, Priority III, Measure 3.4 Management in higher education institutions.

The project’s objective is to educate management staff of Polish universities in the area of improving their competencies necessary for efficient management of universities.

### **II. Thematic scope of the partnership**

Increasing managerial competencies of management staff of Polish universities using the potential and experience of the foreign Partner, by conducting a cycle of courses modelled on Master of Business Administration studies in university management.

The programme of courses will include in its thematic scope the following areas:

- financial management (disposition of subsidies, material aid for students and Ph.D. students, investments in infrastructure, salary policy),
- change management (restructuring of organizational units, formal and legal adaptation of the university to the changes in socio-economic surrounding);
- human resources management (human resources policy, improving employees’ competencies, creating appropriate professional pragmatism);
- process and operation management (didactic process management, research process management, cooperation with external environment);
- strategy – its elaboration and implementation (elaboration and implementation of the university development strategy);
- marketing (planning the process of students and Ph.D. students recruitment, “marketing mix” techniques for the university);
- management of didactic and research projects,

- case method characteristic (learning on the basis of good practices of foreign universities, solving individualized problems, which will occur in the higher schools of the participants of the project “Managers of universities”).

Within the partnership, the Partner’s task will be:

1. participation in creating the programme of a cycle of courses (5 editions) modelled on MBA studies in university management for people who perform managerial functions in Polish public and non-public higher schools, on the basis of the system of good practices applied by the Partner. Each course will include 125 sessions, including 50 group work sessions. The period of course implementation will take up to 17 training days in Warsaw and at least 3 training days in a foreign university. A single course will be conducted during one academic semester;
2. conducting of courses by the Partner’s academic staff, on the basis of the prepared programme of courses specified in pt. 1.

The Partner’s activities will be funded in the project’s budget up to the sum of 10 million PLN.

### III. Requirements for the Partner

Only entities that jointly meet the following requirements will be qualified for the procedure and evaluation of offers:

1. The entity is a foreign academic centre or a legal entity appointed to operation by the academic centre that holds the position from 1<sup>st</sup> to 10<sup>th</sup> in one of the three MBA schools ranking: Financial Times Executive Education Rankings, Bloomberg Best Business Schools, The Economist MBA Ranking;
2. holds experience in conducting MBA studies or courses targeted for public institutions;
3. has the human and organizational and technical potential necessary to pursue the tasks in the project;
4. will submit the necessary document in response to the notice of open Partner recruitment.

### IV. Number of Partners

Within the recruitment, MNiSW plans to appoint one partner.

### V. Necessary documents

The entity applying for appointment as the Partner is obliged to submit the following documents:

1. Signed “Letter of Intent” compliant in terms of the content with the example attached to the notice.
2. Filled in “Tender Form” compliant in terms of the content with the example attached to the notice, including the required statements along with the list of the academic staff (e.g. lecturers, educators) appointed to conduct the courses, including their brief biographical notes, hereinafter referred to as the “Tender”.

### VI. Selection criteria

1. Compliance of the actions of the potential partner with the objectives of the partnership – from 0 to 10 points.
2. Declared contribution of the partner to implementation of the partnership objective, including: contribution in the form of the human as well as organizational and technical potential necessary for implementation of the activities proposed in the project – from 0 to 20 points, out of which:
  - a. human potential, i.e. academic staff – from 0 to 10 points

- b. organizational and technical potential, i.e. accommodation resources, equipment etc. – from 0 to 10 points
3. Experience of the candidate for Partner in implementing projects of similar character – from 0 to 10 points.

Evaluation of submitted applications shall be conducted in line with art. 33 of the Act of 11 July 2014 on the principles of implementation of programmes within the scope of cohesion policy financed in financial perspective 2014-2020.

MNiSW reserves the right to ask the Partner to present additional explanations, information and documents.

In case there occurs the necessity of some additional clarifications regarding the scope of the partnership in the project, MNiSW provides for the possibility of conducting bilateral negotiations with the candidates for Partners before the submission of the tenders.

#### VII. Partner selection procedure

1. The Commission shall perform the evaluation of documents submitted by candidates for a Partner.
2. MNiSW reserves the right to negotiate the financial part of the Tender with the Partner.
3. MNiSW intends to appoint one Partner from among the applicants.
4. Information on selection of the Partner shall be made public on the website of MNiSW.

#### VIII. Date, place and method of submitting the Tender

1. The Tender and the Letter of Intent shall be submitted in Polish and/or English version in writing according to the example attached hereto.
2. The Tender shall include all information according to the requirements specified in the present Notice.
3. The tender and all statements submitted within the scope of recruitment as well as the Letter of Intent should be signed by the person/persons authorized to represent the entity, according to the principles of representation of the entity or based on the power of attorney (original power of attorney should be attached to the tender).
4. The Tender and the Letter of Intent should be signed in a way enabling the identification of the signatory (e.g. legible signature consisting of complete name and surname or a signature with a name stamp).
5. The Tender and the Letter of Intent shall be submitted in a closed envelope with indication of the entity to the address of the entity announcing the recruitment: Ministry of Science and Higher Education, ul. Wspólna 1/3, 00-529 Warszawa and sent in the form of a scan to the following e-mail address: Robert.Dorczak@mnisw.gov.pl The Letter of Intent can be submitted on a date different than the Tender, subject to provisions of point 6.
6. The deadline for submitting Tenders is 40 days from the date of announcement of the present notice on the website of MNiSW. The deadline specified in the previous sentence shall be considered kept if before its end the Letter of Intent and the Tender have been delivered to the address of MNiSW.

7. Upon the date specified in point 6, the Commission shall immediately open the tenders, and then conduct the activities of examining and evaluation of the submitted tenders in order to select the tender.
8. From among the evaluated tenders, the tender that meets all formal and substantive requirements and obtains the highest number of points shall be selected. The condition for selection is obtaining at least 30 points.
9. The entities applying for selection for the Partner that submit the tender, shall be immediately informed about the results of the recruitment via e-mail of MNiSW.
10. MNiSW shall offer the selected entity the conclusion of the partnership agreement, which shall specify in details the tasks in the project of the Leader and Partner as well as the costs of their implementation, the rules of project management, method of transferring the financial funds for implementation of tasks as well as other key issues connected with the project implementation, provided that it is co-financed.
11. This recruitment shall not constitute an obligation to conclude the agreement.