



NACIONĀLAIS  
ATTĪSTĪBAS  
PLĀNS 2020



EIROPAS SAVIENĪBA  
Eiropas Sociālais  
fonds

I E G U L D Ī J U M S T A V Ā N Ā K O T N Ē

International Cosmetology of Cosmetology Ltd  
Reg. No. 40003253478

In accordance with European Social Fund Operational Program "Growth and Employment"  
8.2.3. specific support objective "Ensure Better Governance in Higher Educational  
Institutions" project No. 8.2.3.0/1/A/002 "International College of Cosmetology - a  
participant in sustainable economic growth and good governance",

## CALL TO PARTICIPATE IN PRICE TENDER

July 7th, 2019

Riga

1. Subject of the procurement (task)	The service of providing ((hereinafter - Service) international comparative analysis (Peer-Review) of the International College of Cosmetology (hereinafter - ICC)
2. Job Task	

2.1. Prepare and submit a Report on activities carried out within the project in the scope of higher education institution's (HEI) internal management, quality management, e-solutions.

2.2. The report must include:

- an assessment of how the activities carried out within the project have addressed the problems identified in the current situation analysis of the particular HEI (including analysing strengths and weaknesses and identifying key issues and obstacles);
- An assessment of how the carried out activities have contributed to the achievement of HEI's targets that are defined in the strategy and in the 8.2.3. SSO project.
- Information about how the quality system development and certification, as well as the development of e-solutions impacts or will impact the study content and the quality of study process, including how the study content is improved based on the activities carried out;
- Assessment whether the rating, of provided services, including the ratings given by students, will be higher after the changes
- Recommendations and actions for further development.

- An assessment of how changes made in the administrative processes impact the improvement of study content and the quality of the study process, in line with the [guidelines for quality assurance in the European Higher Education Area](#);
- the evaluation and the recommendations therein must be prepared in comparison with good practice and experience of other country/countries HEIs implementing equivalent activities (HEI's internal management, quality management, e-solutions).

2.3. A report is to be prepared for each aspect of the evaluation:

2.3.1. Evaluation of ICC's management and improvement activities - findings, conclusions, recommendations;

2.3.2. Evaluation of ICC's quality management system and improvement activities - findings, conclusions, recommendations;

2.3.3. Evaluation of e-solutions and improvement activities - findings, conclusions, recommendations.

3. application submission date and place	<p><b>June 28th, 2019</b></p> <ul style="list-style-type: none"> <li>• electronically: info@skk.lv ,</li> <li>• in paper: Graudu Street 68, Riga, LV – 1058, Building C , 3rd floor, International College of Cosmetology</li> </ul>
4. Report submission information	Each stage separately or both together

No.	Title of the stage	Deadline
Stage 1	Assessment of Quality Management System and HEI's Management Process Improvement and Recommendations for Further development	July, 2019
Stage 2	Evaluation of the development of e-solution and recommendations for further development	September, 2019
TOTAL	Stage 1 and Stage 2	September, 2019

5 . Information about the Customer	See. Annex 1
6 . Contact person	Director, Ingūna Kaļķe, ph. +371 26131999, inguna@skk.lv
7 . Questions about the Call to Participate	Send in writing by e-mail: info@skk.lv

8 . Documents to be submitted	<ol style="list-style-type: none"> <li>1) Financial offer, according to the attached form in Annex 2 (Financial tender is submitted for the 2 stages separately or for the entire amount as a whole);</li> <li>2) A proof that the applicant has no tax debt;</li> <li>3) A description or a CV indicating relevant experience, demonstrating the ability to perform the tasks described in point 1 and 2 and adherence to the requirements for the expert described in point 9;</li> <li>4) A description of the methodology to be used to evaluate the education institution’s quality management system, internal management, e-solutions and their improvement activities;</li> <li>5) Confirmation that the expert does not represent ICC and that there are no circumstances that could cause a conflict of interest (Annex 3).</li> </ol>
9 . Requirements for an expert (an independent foreign expert who does not represent ICC and whose activities do not allow for a conflict of interest)	<ul style="list-style-type: none"> <li>- Understanding of the specifics of HEIs, evidenced by past work experience in an equivalent HEI;</li> <li>- The expert has participated in or evaluated equivalent activity profile, field, specializing in HEI’s internal management, quality management and e-solution implementation and implementation of processes, as evidenced by the description of equivalent work experience, indicating the time the work was performed (to the extent possible, provide proof: link to educational institution's website, reference to recommendations made)</li> </ul>
10 . Criteria for the selection of the tender	Lowest price for the entire volume of the offer / or for each stage

Prepared by:  
**Inguna Kalke**  
**ICC Director**

### INFORMATION ABOUT THE CUTOMER

Number of students per academic year	260
Number of teachers (average per school year)	35
Number of employees (average)	10
Study directions	1
Number of study programs	2
Number of study courses per program	Cosmetology - 40 Therapeutic Massage – 56
Schedules for tuition fees	4 options
Accounting system	Tilde Jumis
European Social Fund Operational Program "Growth and Employment" 8.2.3. specific support objective "Ensure Better Governance in Higher Educational Institutions" project No. 8.2.3.0/1/A/002 "International College of Cosmetology - a participant in sustainable economic growth and good governance" application and work program (in English) <i>[to be delivered at fulfilling the task]</i>	
ICC strategy for 2017-2022 (in English) <i>[to be delivered at fulfilling the task]</i> ICC strategy for 2019-2024 (in English)	

**FINANCIAL OFFER**

We, \_\_\_\_\_(name, address, registration number), offer to provide the service according to the specified requirements and volume :

No.	Title of the stage	Date of Execution	Price (before tax)
Stage 1	Assessment of Quality Management System and HEI Management Process Improvement and Recommendations for further development		
Stage 2	Evaluation of the development of e-solution and recommendations for further development		
TOTAL	Stage 1 and Stage 2		
	<b>Total Amount Before Tax</b>	<b>x</b>	

Contract Type:

Service Agreement (includes VAT)
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Enterprise / Private Agreement (Includes Personal Income Tax)
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**CONTACT INFORMATION:**

<b>Company Name</b>	
<b>Name and Surname</b>	
<b>Address</b>	
<b>Tel. / Fax</b>	
<b>E-mail address</b>	

\*\* Total Amount includes all costs associated with providing the service (e.g. transport / hotel expenses). If necessary, the fees and other expenses (such as transport expenses, hotel expenses) can be specified in detail.





European Social Fund Operational Program "Growth and Employment" 8.2.3. specific support objective "Ensure Better Governance in Higher Educational Institutions" No. 8.2.3.0/1/A/002 "International College of Cosmetology - a participant in sustainable economic growth and good governance"

**Confirmation**

**to participate in providing the service of**

*International Comparative Analysis (Peer-Review) of the International College of Cosmetology*  
Riga

I who have signed this document certify that I have read and received the information necessary for the provision of the service relating to the price tender "International peer review of the International College of Cosmetology" and certify that:

- I am an independent foreign expert who does not represent a HEI;
- there are no circumstances that could lead to a conflict of interest.

Name and surname	
Signature	
Date	