

Call for Erasmus+ External Assessors

Higher Education Authority (2025)

Overview of Call

The Higher Education Authority (HEA) is the [National Agency for Erasmus+ higher education in Ireland](#). We manage decentralised Erasmus+ programme actions, specifically the mobility of higher education students and staff (Key Action 131 and Key Action 171) and cooperation partnerships between Irish higher education institutions and their European counterparts (Key Action 220). Further information on these decentralised actions is available from the Erasmus+ programme guide which can be accessed [here](#).

We are inviting suitably qualified and experienced independent experts to undertake quality assessments of applications and final reports relating to the Erasmus+ programmes managed by the HEA. Interested applicants are encouraged to study the [Erasmus+ Guide for Experts on Quality Assessment](#) (in the context of the higher education sector) which outlines the principles of assessment, the process in practice, and how to assess the award criteria for relevant key actions. The lifecycle of the current Erasmus+ programme is between 2021 and 2027 but the HEA will consider extending the panel to assist with the smooth transition into the new programme (2028-2034). Thus, the panel is expected to run for a minimum of two years.

Role and expectations

Assessors will be required to attend training and briefing sessions organised by the HEA, follow evaluator guidelines provided by the European Commission, and study any additional materials supplied by the HEA. Prior to commencing assessments, they must declare a conflict of interest to ensure a fair, impartial and transparent process. Assessors will evaluate applications and/or final reports and adhere to the deadline for submission set by the HEA. Those who agree to examine applications and/or reports are expected to make themselves available during the assessment period (generally between March and May, and October).

The HEA offers its external assessors a competitive fee for the evaluation of Erasmus+ applications and/or reports, ranging from €120 to €360 per application or report. This includes attending its annual training and briefing sessions. As meetings are online and assessments submitted via the European Commission's electronic system, no additional expenses are deemed necessary.

Requirements:

Essential criteria

- Professional background that has a strong association with the education sector
- Evaluator experience in assessing national, European and/or international programme calls
- Experience in project management and/or grant management
- Excellent communication skills and possess a firm grasp of, or fluency in, the English language

Desirable

- Knowledge of project implementation
- Experience in assessing Erasmus+ applications or final reports
- Experience in Irish and/or European policy priorities

Applying

Interested applicants should submit the following information to erasmus@hea.ie:

- Letter of application (1 page max.) outlining how your experience relates to the role advertised
- CV (2 pages max.) including:
 - Contact details
 - Previous roles/responsibilities
 - Relevant experience/achievements
 - Select publications (if applicable)

When your application is received, we create a record in your name, which contains much of the personal information you have supplied. This personal record is used solely in processing your candidature and should you be successful certain information you provide will be held by the HEA. Such information held is subject to the rights and obligations set out in the General Data Protection Regulation (GDPR) legislation.

Please note: the HEA reserves the right to add suitably qualified evaluators to the panel should it be deemed necessary.

Deadline and notification

The deadline for submission is **30 September 2025**. Applications will not be accepted after the closing date. Candidates should expect to be notified by the end of November 2025.