**PUBLIC TENDER**

**Tender Reference: 001/2017/SER**

**Date: 4 September 2017**

**Terms of Reference**

**Training of EU4Georgia Volunteers**

EU4Georgia, a EU-funded communication project, is seeking to receive proposals to select a organisation that will conduct a half-a-day soft skills training (team leadership and team working skills) of EU4Georgia volunteers.

**Background**

On 7 May 2017, Europe Day was celebrated in Rike Park, Tbilisi. In order to ‘celebrate new opportunities’, the Euro Village was set-up in the park where EU Delegation to Georgia and all EU Member States were represented in special tents. Besides EU embassies, EU Delegation partners and programmes also took part, namely EUMM, UNDP, EU NATO Info Centre and ENPARD, Skills4Jobs, EU4Business, EU4Justice, Human Rights 4 All, ERASMUS + and other regional projects.

EU Day was organised by EU4Georgia project with the support of the Tbilisi Municipality and more than 200 volunteers. Volunteers played a huge part in the successful implementation of the event. As a sign of appreciation of the work of volunteers, EUD has awarded them with certificates.

In order to build a steady network of volunteers and contribute to their skills development, EU4Georgia project proposes to organise a **EU Volunteers Day** on 23 September 2017 in Vake Park, Tbilisi.

**Objective of the activity**

The main aim of the activity is to show the EUD and EU4Georgia project’s appreciation of the work that has been done by volunteers on 7 May 2017 during the EU Day in Tbilisi and to develop the team leadership and team working skills of the volunteers, which is key to the successful implementation of the project’s large public events. For the project it is also important to have constant communication with the volunteers and to build an open database of volunteers, in order to give them new opportunities for participation and civil activism.

**Scope of Work**

**Event Date:** 23 September 2017

**Event Location:** Vake Park, Tbilisi

**Activation duration:** 14:00 – 20:00

**Type Activity:** Outdoor training activity

The selected organisation is expected to perform the following tasks:

**Training of EU4Georgia Volunteers**

Main objective of the activity is to engage participants in an active process that gives an opportunity to take initiatives, to increase communication level in a group and to feel the importance of working together.

Specifically, the proposal must include the following:

* Development of the training curriculum and materials for this training (maximum duration of the training: 4 hours);
* Train a minimum of 200 of volunteers in approx. 6-7 groups;
* Target Group: students from different universities;
* The curriculum should include the following topics
* Team work
* Team building
* Communication skills
* EU related topics
* During training there should be used different approach and methodology
* Leadership

**Requirements and qualifications**

The selected organisation is required to have prior experience in developing training programmes and providing training. In addition, the selected entity and trainers are expected to have working experience with volunteers and training large groups.

Specifically, the organisation should demonstrate:

* 5 years of organisational experience
* At least 3 years of training experience in the field of team building, working with large groups
* Ability to work on time and to deliver high quality work
* Demonstrated experience in team building and facilitation
* Competitive pricing with a demonstrated capacity to deliver the item/services required
* Ability to deliver the requested according to agreed timeframe
* Experience of working for Erasmus+ and/or other EU funded projects
* Participation at a Tool Fair(s) will be considered as an additional asset

**Submission of proposals**

In order to be considered, technical and financial proposals should be *hand* *delivered in a sealed envelope* to the EU4Georgia office at:

Lado Asatiani 36a Street, Solokali, Tbilisi 0105, Georgia

NO LATER than **13:00 Georgia Time** on Friday, **8 September 2017**.

* Proposal has to be submitted with unit price(s) in GEL
* EU4Georgia project is VAT exempt. Kindly ensure that all price(s) quoted in GEL are excluding VAT
* For transparency of the process we require that the proposals are received in the sealed form (sealed envelopes)
* NOTE that the proposals should be submitted in English. Proposals received in any other manner or after the indicated above deadline will be REJECTED
* **Evaluation criteria** will be based on reliability and experience of the organisation (30 points), suggested methodology and approach, including trainers CVs (50 points) and best price and proposal terms (20 points).

Note that failure to submit proposal in GEL, or in accordance with the requested terms, will result in automatic rejection of the application.

**Technical proposal should include:**

1. Organisational profile and brief description of its activity demonstrating a minimum of 3 years training experience
   1. Working on issues related to youth work and volunteering
   2. Conducting trainings on team building theme
2. Brief project proposal, timeline and the requested budget
3. CVs of the staff members (trainers) involved in the project
4. Provide reference letter from previous implemented activities
5. NGO state registration document
6. Bank Details

Expression of interest has to be placed on the organisation’s letterhead and has to be signed and stamped by the responsible person.

**Payment**

Payment will be done in 2 tranches:

* Advance payment - 1/2 of total budget
* Payment #2 – after the project completion within 7 working days

**Supervision**

The selected organisation will work under the direct supervision of the EU4Georgia officer.

It is to be noted that during the event pictures will be taken and filming will take place; therefore, the selected entity staff will have to sign a video/photographer release.

**Contracting details**

The contact (letter of appointment) will be signed with JCP Srl, based in Italy, which is managing a project EU4Georgia on behalf of the EU Delegation to Georgia.

*For further information, please contact* ***Mr Dragan Barbutovski****, Team Leader of the EU4Georgia Project (+995 591 163 400,* [*dbarbutovski@eu4georgia.eu*](mailto:dbarbutovski@eu4georgia.eu)*)*