**DESCRIPTION OF THE SUBJECT OF CONTRACT**

The subject of the tender is provision of training service for volunteers EVS in a division for packages.

In order to provide diversity of training approaches the ordering party will choose 18 Economic Operators.

The ordering party expects that in countries of the Eastern Partnership (Armenia, Azerbaijan, Belarus, Georgia, Moldova, Ukraine) and in Russian Federation in years 2014- 2015 there will be organized: 30 on-arrival trainings and 34 mid-term meetings. There is a possibility that there will be additional on-arrival trainings and mid-term meetings as well as final EVS events organized.

The number of trainings can be decreased or increased depending on needs of the ordering party.

1. **Planned dates of the trainings**

|  |  |  |
| --- | --- | --- |
| Mid-term meeting | 2014-02-20 | 2014-02-23 |
| Mid-term meeting | 2014-02-25 | 2014-02-28 |
| Mid-term meeting | 2014-05-22 | 2014-05-25 |
| Mid-term meeting | 2014-07-24 | 2014-03-27 |
| Mid-term meeting | 2014-09-25 | 2014-09-28 |
| Mid-term meeting | 2014-11-20 | 2014-11-23 |
| On-arrival training | 2014-02-16 | 2014-02-20 |
| On-arrival training | 2014-05-18 | 2014-05-22 |
| On-arrival training | 2014-07-20 | 2014-07-24 |
| On-arrival training | 2014-09-21 | 2014-06-25 |
| On-arrival training | 2014-11-16 | 2014-07-20 |
| Mid-term meeting | 2015-02-19 | 2015-02-22 |
| Mid-term meeting | 2015-02-24 | 2015-02-27 |
| Mid-term meeting | 2015-05-20 | 2015-05-23 |
| Mid-term meeting | 2015-07-23 | 2015-03-26 |
| Mid-term meeting | 2015-09-24 | 2015-09-27 |
| Mid-term meeting | 2015-11-19 | 2015-11-22 |
| On-arrival training | 2015-02-15 | 2015-02-19 |
| On-arrival training | 2015-05-16 | 2015-05-20 |
| On-arrival training | 2015-07-19 | 2015-07-23 |
| On-arrival training | 2015-09-20 | 2015-06-24 |
| On-arrival training | 2015-11-15 | 2015-07-19 |

The trainings will take place in every subregion of the Eastern Partnership region (in Eastern Europe, i.e. in Belarus, Moldova, Ukraine and in Caucasus, i.e. in Armenia, Azerbaijan and Georgia) and in Russia.

The Economic Operator is obliged to be ready to realize the trainings in all the dates listed above. Each training is run by a pair of trainers.

1. **The ordering party expects the following maximum fees for one trainer running of a training:**
   1. Maximum 160 EUR for one working day.

As a working day we understand every day, when a trainer runs two or more training sessions. The time of duration of a training session should be minimum 90 mins. The fee includes preparation and reporting costs.

The ordering party provides a training centre, in which participants and trainers will be accommodated.

The ordering party will calculate price of the offer on basis of offered unit prices and number of trainings designated by the ordering party in the offer form.

Moreover the ordering party informs, that the price is not the only criteria of selection of offers. The further criteria are listed in the SIWZ in para. 16. The preferred dates of realization of the tender are: **16.02.2014 – 31.12.2015**.

The detailed regulations regarding cooperation of the ordering and contracted parties are specified in the Appendix\_no\_1a\_to SIWZ\_Regulations\_of\_cooperation.

The goal of the EVS Training and Evaluation Cycle is to provide young volunteers with support during their EVS projects. The cycle enhances learning and development processes of young people. It also helps to manage conflict situations, prevents risks and facilitates in evaluation of the experience gained during their EVS projects.

1. **Organization of EVS trainings:**
   1. On-arrival training

*Goal:* Introduction to work in a hosting organization in one of the countries of the Eastern Partnership and in Russia, to a few months long stay abroad; to get to know other volunteers and the EVS programme

*The target group:* young people from Programme Countries realizing projects with duration of minimum 2 months, arriving in organizations in the Eastern Partnership countries and in Russia. More information are available at: <http://erasmusplus.org.pl/wp-content/uploads/2013/12/erasmus-plus-programme-guide_en.pdf>

*Duration of a training:* 5 days

*Number of participants of a training:* min. 6, max. 25 (+2 optionally, after prior agreement with trainers)

*When:* inthe beginning of a project, up to 12 weeks after arrival to a hosting country

*Language:* English or Russian (at volunteers’ request)

*Content:*

1. Basic information about EVS and Erasmus+ programme (duties of hosting and sending organizations, mentors, philosophy of LLPP); visas and insurance of volunteers.
2. Work in a project – Communications, difficult situations, conflicts, support system, group work, local community and influence of a project on a local community
3. Intercultural learning – life of a volunteer abroad, dealing with a culture shock, hosting country through the eyes of volunteers – foreigners about Eastern Europe and Caucasus, information about the region
4. Additionaly the program of the training can include issues of roles in EVS projects, sightseeing of the training’s vicinity, workshops helping to better understand a local culture, Youthpass – the concept and its possible application
5. Mid-term evaluation:

*Goal:* evaluation of the project; exchange of experience; meeting with other volunteers, receiving of information on possible educational and professional possibilities, e.g. other volunteering programs, programmes related to vocational trainings

*The target group:* Young people realizing projects longer than 6 months, arriving to organizations in Eastern Partnership region and in Russia

*Duration:* 4 days

*When:* around a half of the project duration

*Language:* English or Russian (at volunteers’ request)

*Number of participants:* min. 6, max. 25 (+2 optionally, after prior agreement with trainers)

*Content:*

1. Evaluation of a project (working with a organization, intergration, new skills). Exchange of experience with other volunteers. Looking into the future of the project – what can be imporved/changed? Feedback for NAs and SALTO.
2. Problems and conflicts within and beside a projects – specifying of problematic aspects at work and in personal life and working on conflict solution strategy
3. Future plans – what to do after return from the project, how to use the skills achieved during the project in professional life, Youthpass – concept and its possible application
4. Additionaly the program of the training can include sightseeing of the training’s vicinity, workshops helping to better understand a local culture application
5. Final EVS event:

*Goal:* evaluation of experiences gained by volunteers during their EVS projects, reflexion on learning process and gained competences, skills and world outlook. Cultural shock after return to home country. To gain more information and advices about „life after EVS”: labour market, other forms of volunteering, further education.

*Target group:* volunteers from Eastern Partnership countries and from Russia after return to their home countries, 10 – 40 people

*Duration:* 2 days

*When*: up to 12 months after the projects’ end

*Suggested content*:

1. Presentation of projects in which ex-volunteers participated (information, key moments, difficult and positive moments)
2. Intercultural learning, culture shock – in foreign countries and after return to a home country
3. Non-formal education, reflexion in gained skills, competences and world outlook. Emphasis on learning process, strengthening of the individual.
4. Rules, exchange of experience, project management
5. Continuing of learning process, European CV, labour market in countries of the EaP region and Russia as well as in EU; how to set up one’s own NGO, economic activity, other forms of volunteering abroad and in a home country.