**DESCRIPTION OF THE SUBJECT-MATTER OF THE CONTRACT**

The subject matter of the contract shall be the provision of a service consisting in **carrying out the accreditation of organisations** from the countries of the Eastern Partnership and Russia, applying for the status of European Voluntary Service accredited organisations under the Erasmus+ programme – KA 1 Learning Mobility of Individuals.

Accreditations will be held in the Eastern Partnership countries (Armenia, Azerbaijan, Belarus, Georgia, Moldova and Ukraine) and in the Russian Federation.

In accordance with the European Commission’s guidelines, acquiring an accreditation is indispensable for being listed as a partner in grant applications for the implementation of EVS projects. Accreditation is meant to ensure a uniform and high project standard and serve as confirmation that a given organisation has proper resources, conditions and preparation to implement an EVS project in accordance with the formal and quality requirements of the Erasmus+ programme.

The Awarding Entity shall appoint **24 accreditors** in the course of the procedure.

Accreditors should be assertive, direct, with high interpersonal and communicative competences. They should possess highly developed analytical skills, including the ability to assess a situation competently and objectively and to formulate conclusions/recommendations in an oral and written form. Moreover, due to the international nature of this cooperation, accreditors should be proficient in English (oral and written). Due to the absence of requirements to speak English in order to gain an accreditation and to the general low level of English in the region, a good command of Russian and of one of the official languages of the Eastern Partnership region is a requirement in selected lots.

As the cultural diversity of the regions is considerable, knowledge of the customs and traditions of Russia and the countries of the Eastern Partnership is indispensable.

Due to the specificity of work, it is necessary to possess knowledge of European Voluntary Service issues, confirmed by experience in the scope of previous EVS organisation accreditations, EVS project management, being an EVS volunteer and working with volunteers.

To ensure the prompt implementation of the accreditation process accreditors have to:

1. be available (understood as the readiness to carry out at least 1 accreditation per year in the territory of the Eastern Partnership regions and Russia as a visiting or desk accreditor)
2. meet deadlines
3. be able to manage their own work

Most of the time accreditors work in pairs, whereas one of them is a visiting expert, the other one – a desk expert. Both of them read documents provided by the organisation, but the former expert visits the organisation and meets its workers, then shares his observations with the partner and they both prepare an accreditation report.

**The scope of accreditor tasks in the accreditation process involves:**

* quality assessment of the Accreditation Application lodged by an organisation;
* holding an accreditation meeting with organisation representatives;
* preparing an accreditation report.

The accreditation meeting is held at the seat of the organisation applying for accreditation (in exceptional circumstances another venue is possible or even remote accreditation). The visiting accreditor discusses the plans of an organisation pertaining to the implementation of EVS projects, presented in the Accreditation Application, and verifies the preparation and capacity of the organisation in this scope. Then the accreditor submits conclusions from the meeting and an accreditation decision recommendation to SALTO EECA in the form of a written report.

**The role of SALTO EECA in the process of accreditation consists in:**

* the registration and formal verification of Accreditation Applications;
* informing accreditors about the need for an accreditation and about the time to hold meetings;
* submitting Accreditation Applications to accreditors;
* making the final decision on the accreditation on the basis of the accreditor’s report and communicating it to the organisation.

The accreditation process for one organisation lasts about 6 weeks (although due to the large geographical area of the Eastern Partnership regions and the Russian Federation its length may be extended) and is managed by SALTO EECA supported by a team of accreditors.

The detailed rules of the accreditation process are provided in the document “EVS Accreditation Guidelines” (Annex 1B to SETC). The detailed rules of cooperation between the Awarding Entity and the Economic Operator are set out in the annex “Rules of Cooperation” – Annex 1A to SETC.

**Planned accreditation dates**

**Preferred contract execution dates: 14.04.2014 – 31.12.2015**

The Awarding Entity plans about 300 accreditations to be carried out within this time span, which will be divided among 24 Economic Operators. The final demand shall depend on the number of accreditation applications lodged (applications can be lodged by organisations at any time throughout the whole period of contract execution). It is planned that one Economic Operator shall perform a minimum of 2 and a maximum of 40 accreditations, whereas the final number of contracts for individual Economic Operators depends on the current demand and SALTO EECA’s decision as well as the availability of individual accreditors.

Economic Operators are obliged to be **ready to perform at least 1 accreditation per year in the region of the Eastern Partnership and in Russia.** Specific performance times shall be agreed between the Awarding Entity and Economic Operators on an ongoing basis.

**The Awarding Entity** **shall offer the following maximum rate for one accreditation, that is EUR 100.00 gross.**

Apart from remuneration for performing an accreditation, the Awarding Entity shall reimburse travel expenses and accommodation and subsistence costs linked to the accreditation. The above mentioned reimbursement takes place on the basis of a cost claim form together with enclosures, such as original documents (e.g.: tickets, bills, invoices, receipts). The above mentioned costs should be cleared in the same calendar year in which the accreditor’s visit to the organisation applying for accreditation takes place.