**DESCRIPTION OF SUBJECT-MATTER OF CONTRACT**

1. The subject matter of the contract is: Providing in the Eastern Partnership Countries (Armenia, Azerbaijan, Georgia, Moldova, Ukraine) the European Solidarity Corps (ESC) Training and Evaluation Cycle (TEC): on-arrival training and mid-term evaluation for volunteers working in Partnership Countries, annual events of ESC projects coordinators, annual events of former volunteers; 2 persons from Azerbaijan.

The Contracting Entity will select 2 Contractors from Azerbaijan who will submit the most advantageous offers in the offer evaluation criterion and who will meet the conditions in the inquiry and sign contracts with them.

1. Term of the Contract: **from the day of signing to 31 December 2025.**
2. The planned number of participants in each event**:** from 6 to 40 persons.
3. Duration of a single event: from 1 to 7 days, depending on group size and event topic. Every time, the Contracting Entity will agree on the duration and dates of the events with the Contractor’s representative. The duration of any event may be subject to change.
4. **Description of contract execution:**

**The scope of the contract:**

The Contracting Entity will select 2 Contractors from Azerbaijan. The Contracting Entity plans to organise the following events in the Eastern Partnership countries (Armenia, Azerbaijan, Georgia, Moldova, Ukraine) in the period from 1 January 2024 to 31 December 2025: 10 on-arrival training events and 10 mid-term evaluation meetings plus a possibility of conducting additional on-arrival training and mid-term evaluation and final evaluation meetings.

The Contracting Entity reserves that:

- the maximum number of events may be reduced;

- the number of individual events (on-arrival training, mid-term evaluation) forming the maximum number of events may vary depending on the Contracting Entity’s needs.

The Contracting Entity guarantees that the Contractor will provide (in the absence of objective circumstances preventing the organization of events): **1 training.**

The Contracting Entity cannot guarantee that the Contractor will stage final evaluation meetings. The Contractor may be asked to stage such an event in a situation when the Contracting Entity requests staging it and the Contractor confirms that he is capable of providing such service.

The Cycle of Training and Evaluation of volunteering projects in the ESC Programme aims to provide volunteers with continuous support during a project. The cycle contributes to the development of and learning by every young person. Moreover, it helps to resolve conflicts, counteracts risks and facilitates the evaluation of the experience gained during the implementation of a project. Detailed principles for staging training are described here: <https://europa.eu/youth/solidarity_en>

Events will be staged, depending on the number of participants, in Armenia, Azerbaijan, Georgia, Moldova and Ukraine.

The Contractor is required to be ready to offer training during the duration of the contract. Each training is to be given by one or two trainers, depending on the number of participants. Due to the epidemiological situation or other extraordinary situations, the training can take place online, then it is possible to hire an additional trainer. In the case of an exceptionally large group, it is possible to employ more than 2 trainers for residential training.

At the stage of contract execution, the Contracting Entity will indicate the dates of providing training by each Contractor.

The Contracting Entity foresees the following **maximum fee for providing one training by one trainer: EUR 30 gross per one hour of training (amounting to 45 min.), not more than 8 hours of training per day.** The remuneration will comprise the preparation and reporting costs.

The Contracting Entity will provide a training venue, where the participants of training and the trainers will be accommodated.

**Types of training within the framework of** ESC volunteering projects**:**

1. ***On-arrival training***

*Objective***:** providing basic information and preparing for work at a host organisation in one of the Eastern Partnership countries and for a few month’s stay in the region; providing an opportunity to meet other ESC volunteers and learn about other volunteering projects.

*Target group:* young volunteers from the programme countries carrying out projects lasting longer than 2 months coming to organisations in the Eastern Partnership countries.

*Duration of a single training*: 5 days.

*The number of participants of one training:* 6 at the minimum, 35 at the maximum (+2 as an option, to be agreed with trainers)

*Training date:* at the beginning of stay, up to 12 weeks at the maximum from the beginning of the action.

*Language:* English

*Contents:*

1. Reminding of basic information on ESC volunteering projects and Erasmus+ programme (e.g. obligations of the supporting and hosting organisation, mentor, LLP philosophy). Verifying the situation concerning insurance and visas of volunteers;
2. Project work -- communication, working with target group, difficult situations, conflicts, support system, teamwork, local community and project’s impact on the local community;
3. Intercultural education - the life of volunteers in a foreign country, coping with culture shock, the host country in the eyes of volunteers -- what do foreigners think about Eastern Europe and the Caucasus, information about the region;
4. Moreover, contents of on arrival training may include: different roles in volunteering projects: a volunteer, mentor, etc., city tour, workshop presenting the characteristics of the region, Youthpass - concept and possible use.
5. ***Mid-term evaluation***

*Objective:* Evaluation of the course of the project; exchanging experiences; staging another meeting of volunteers and providing them with an opportunity to meet other volunteers; providing information about various educational and professional opportunities, e.g. other volunteering programmes and programmes related to professional training.

*Target group:* young volunteers carrying out projects lasting at least 6 months coming to organisations in the Eastern Partnership countries.

*Duration:* 4 days.

*Training date:* approximately halfway through the project.

*Language :* English.

*The number of participants:* 6 at the minimum, 35 at the maximum (+2 as an option, to be agreed with trainers).

*Contents:*

1. The evaluation of the course of the project (working in the organisation, integration, new skills, experiences); Exchange of experiences with other volunteers; Reflecting about the other half of the project - what can be improved/changed and how? Feedback for the NA;
2. Problems and conflicts in the project and outside of it - the identification of problematic aspects of professional and private life and developing a strategy for conflict resolution;
3. Plans for the future - what to do when you return to your country and how to use the newly acquired skills on the labour market, Youthpass - introducing the concept and its possible use;
4. Moreover, contents of mid-term evaluation may include: city tour; sightseeing; workshop presenting the characteristics of the region related to the meeting sessions.
5. ***Annual Event for ex-volunteers***

*Objective:* Evaluation of the experience gained by the volunteers during the Erasmus+ volunteering project abroad; reflection on the learning process, acquired competence, skills and worldview. Discussing possible culture shock related to coming back to the country. Providing further information and practical advice on navigation in the labour market, looking for other forms of voluntary activities, and pursuing further training.

*Target Group:* volunteers in the Eastern Partnership countries who returned home after the completion of projects abroad: 10 - 40 persons.

*Duration:* 2 days.

*Training date*: Approximately 12 months after volunteers’ return after the completion of projects abroad.

**Contents of the training may include:**

1. Presentation of projects by volunteers (interesting titbits, key moments, difficult and positive experiences);
2. Intercultural education, including culture shock resulting from being exposed to the culture of a foreign country and the one experienced upon return to home country;
3. Informal education, reflection on acquired skills, competences and world view; Focusing attention on the learning process and development of individuals;
4. Principles, exchange of experiences, project management;
5. Continuing the learning process, i.e. life after the project; European CV; conditions on the labour market in the countries of the region and the European Union; how to establish a non-governmental organisation, start a business or take up other forms of volunteering at home and abroad.
6. ***Annual Event for Coordinators of European Solidarity Corps Projects***

*Objective:* sharing experiences, ideas and practices, showcasing success stories, and developing and reinforcing networks/partner building.

*Target Group:* securing organizations with the Solidarity Corps Electronic Quality Mark (hosting and sending organizations).

*Duration:* 2-3 days.

*Training date*: 1 time per year, generally from June to December

**Contents of the training may include:**

* 1. The opportunity to remind the core values and features of the programme.
  2. Assessing the difficulties encountered by organisations
  3. Analyze the reasons for the inactivity of some Quality Labelled organisations.
  4. Empowerment, motivation and learning process of ESC volunteer;
  5. Ideas on how to attract volunteers for supporting/hosting; partner-finding;
  6. Practical directions on visa issues, insurance etc.

**For online training:** the concept, duration, and number of participants will be agreed upon with the team of selected trainers based on their online experience.

**II. Other conditions of contract execution**

1. During the term of the contract, the correspondence between the Economic Operator and the Contracting Entity will be conducted by e-mail in English.
2. Upon the completion of each service, the Contractor will submit a report on provided training within seven calendar days and issue relevant financial documents within 14 days from the closing of each event.
3. Prior to performing the tasks under the contract, the Contractor will make a declaration on keeping professional secrecy and on non-existence of conflict of interests, which could impact on unbiased and objective performance of the contract concluded with the Foundation for the Development of the Education System. A conflict of interest could arise in particular as a result of economic interest, political or national affiliation, family or emotional reasons and because of any other common interest. A template of the declaration is contained in Annex no. 3 to the Contract.
4. Performing the function of a coordinator of European Solidarity Corps projects within 12 months preceding the date of signing a contract with the Contracting Entity and during the term of such a contract will be considered by the Contracting Entity as a conflict of interest.
5. The Contractor undertakes to submit to the Contracting Entity a current certificate of residence once a year.