**DESCRIPTION OF THE SUBJECT MATTER OF THE PROCUREMENT**

1. **Place of the procurement implementation.**
2. In the framework of the procedure the Awarding Entity shall appoint **external experts** to conduct the accreditation of organisations from the Eastern Partnership (EaP) countries (Armenia, Azerbaijan, Georgia, Belarus, Moldova, Ukraine) and the Russian Federation, applying for the status of accredited organisations and monitor already accredited organisations within the Erasmus+ Volunteering Projects, in accordance with the description of the subject of the procurement.
3. **Scope of the subject matter of the procurement.**

Subject matter of the request for proposal shall be the provision of service consisting in **conduct of the accreditation of organisations** from the Eastern Partnership countries (Armenia, Azerbaijan, Georgia, Belarus, Moldova, Ukraine) and the Russian Federation applying for the status   
of accredited organisations within the Erasmus+ Programme - KA 1 Learning Mobility Volunteering Projects and **monitoring already accredited organisations.**

In accordance with the EC guidelines, obtaining accreditation is the prerequisite to act   
as partner in applications for financial support for the implementation of the Volunteering Projects. Accreditation is intended to provide a uniform and high standard projects. It also confirms that the organization has adequate resources, conditions and preparation to implement Volunteering Projects in accordance with formal and qualitative requirements of the Erasmus + Programme.

The accreditation process is supplemented by monitoring of previously accredited organizations in order to control the qualitative implementation of the volunteering projects. Organizations are selected for monitoring randomly but it may also happen that monitoring   
is necessary due to justified reservations concerning the operation of a particular organization received by SALTO. The monitoring may result in the change of previously granted accreditation decision and, in the case of serious violations of the Erasmus+ Volunteering Projects Rules by the organization, even in revocation of accreditation.

Within the delegated services the experts shall perform following activities:

1. Accreditation of the organisation:
2. verification of the application for accreditation submitted by the organization on the basis of merit;
3. conduct of the accreditation meeting with the representatives of the organisation   
   (in the case of the second accreditation, if the organisation is in the course   
   of implementation of the Volunteering Projects, the meeting may include conversation with currently hosted/former volunteers);
4. preparation of the report from the accreditation meeting on SALTO form  
   and in the OEET system (IT tool used by SALTO);
5. all other activities not mentioned expressly in the subject matter of the procurement and the draft contract, required for proper implementation of the subject matter

of the procurement.

1. Monitoring of the organisation:
2. verification of the application for accreditation submitted by the organization another documentation regarding the organisation on the basis of merit;
3. conduct of the accreditation meeting with the representatives of the organisation (the meeting as far as possible should include conversation with currently hosted/former volunteers);
4. preparation of the report from the accreditation meeting;
5. all other activities not mentioned expressly in the subject matter of the procurement and the draft contract, required for proper implementation of the subject matter   
   of the procurement.

Accreditation meetings and monitoring shall be held at the headquarters of the organization  
applying for accreditation of the monitored organisation (in exceptional cases another location or remote accreditation are also possible). During the meeting, the visiting expert shall discuss the organization's assumptions regarding the implementation of Volunteering Projects presented in the application for accreditation and verify organization’s preparation and capabilities in this area. In exceptional cases, for example when the organization is located in an area hardly accessible for the expert (e.g. Asian part of Russia), remote accreditation is possible, carried out using computer programs enabling real-time conversation.

The expert, based on the information contained in the application for accreditation and received during the meeting, shall assess whether the organization is able to implement Erasmus+ Volunteering Projects in accordance with formal and qualitative requirements of the Programme and verify organisation’s assumptions concerning the implementation   
of prospective projects. Evaluation at various stages shall be made on the basis of criteria established by the European Commission contained in the actual Guide to the Erasmus+ Programme and subsidiary documents (application for accreditation and other documents of European Commission). The conclusions of the meeting, together with the recommendation regarding the decision on accreditation or monitoring shall be communicated by the expert to SALTO EECA in a written report. The final decision on accreditation shall be made by the Awarding Entity, based on the assessments of two experts (external expert and SALTO employee).

The expert shall perfectly know the rules of the Erasmus+ Programme, including the European Voluntary Service and the characteristics of functioning of the III sector, in EaP countries and Russia. He/she should be a self-assured person with highly interpersonal and communication skills. He/she should also have the ability to assess the situation efficiently and objectively   
as well as formulate conclusions and recommendations in English both in oral and written form.

An additional asset is knowledge of one or more official languages of the EaP region and Russia.

In order to ensure efficient implementation of the accreditation process, the following are necessary:

1. availability of the expert (understood as readiness of performing at least minimum 2 accreditations/monitoring per year),
2. punctuality,
3. capability of self-management at work.
4. **Deadlines related to the subject matter of the contract.**
5. Orders of provision of the service covered by the subject matter of the procurement shall be submitted by the Awarding Entity to 28 of February2019**,**
6. Specific deadlines for performance of various accreditations shall be adapted to the guidelines of the European Commission (in accordance with the Erasmus+ Programme Guide accreditation of one organization should last up to 6 weeks, however due to the large geographical span of the regions of the Eastern Partnership and the Russian Federation, its duration may be prolonged) and shall be verified on the ongoing basis by the Awarding Entity.
7. **Number of accreditations, rates for carrying out accreditations**
8. The Awarding Entity anticipates approximately **120 accreditations and monitorings** to be carried out in the course of the contract’s duration to be divided among **22 economic operators**. Final demand shall depend on the number of applications for accreditation submitted (applications may be submitted by organizations at any time throughout the duration of the contract) and the demand for monitoring.
9. The Economic Operator is obliged to stay in readiness to carry out at least 2 accreditations/monitoring per year in the area of EP and Russia. Detailed deadlines of their performance shall be determined on the ongoing basis by the Awarding Entity and the Economic Operator.
10. **The Awarding Entity provides for maximal remuneration in the amount of EUR 120 for carrying out one accreditation (EUR 12 per one hour).**
11. **The Awarding Entity provides for maximal remuneration in the amount of EUR 120 for carrying out one monitoring (EUR 12 per one hour).**
12. In addition to the remuneration for accreditation/monitoring, **The Awarding Entity** shall provide reimbursement of travel costs as well as accommodation and food related to the carrying out of the accreditation. Reimbursement of costs referred to above shall be based on the submitted cost reimbursement form with attachments in the form of original documents (i.e. tickets, receipts, invoices, bills). The above mentioned costs should be settled in the calendar year of the accreditor’s visit in the organization applying for accreditation/ in the monitored organization.
13. **Conflict of interests and keeping professional secret.**

The expert, prior to the assessment/examination of the application for accreditation, shall submit the statement on maintaining professional secret and lack of the conflict of interest, which affect the impartial and objective performance of the contract concluded with the Foundation for the Development of Education System. Such conflict of interests might arise in particular as the result of economic interest, political or national affinity, family or emotional reasons or any other common interests. The model of the statement is contained in **Annex 4 to the Contract.**

**As having the character of the conflict of interest shall be deemed by the Awarding Entity inter alia holding the function of the European Voluntary Service projects’ coordinator up to 12 months before signing the contract and during implementation of the contract with the Awarding Entity.**

1. **Additional terms of cooperation.**
2. The experts usually work individually. In justified cases it is possible to work in pairs – in such the case both persons shall familiarize themselves with the documentation of an organization, and then shall jointly visit the accredited organization and prepare report.
3. The experts are obliged to participate in organizational meetings with the Awarding Entity. The Economic Operator shall be informed of the dates of the meetings well in advance via e-mail.
4. The experts shall also be invited to participate in international trainings for experts in the field of accreditation aimed at improving skills and exchange of experiences with other accreditors (participation in such trainings shall be voluntary).