**DESCRIPTION OF SUBJECT-MATTER OF CONTRACT**

1. The subject matter of contract is: providing on arrival training and evaluation meetings for Erasmus+ volunteers working in the Eastern Partnership countries (Armenia, Azerbaijan, Belarus, Georgia, Moldova, Ukraine) and in Russia; meetings of Erasmus+ volunteering project coordinators; annual meetings of former volunteers; training for youth workers; contact seminars; meetings of persons responsible for youth policy; meetings of trainers and persons responsible for the accreditation of youth volunteering organisations; meetings of the SALTO network.
2. Term of the Contract: **From 1 March 2018 to 31 December 2020.**
3. The planned number of participants in each event**:** from 15 to 70 persons.
4. Duration of a single event: from 2 to 7 days, depending on group size and event topic. Every time, the Contracting Entity will agree the duration and dates of the events with the Contractor’s representative. The duration of any event may be subject to change.
5. **Description of contract execution:**

**The scope of the contract:**

The Contracting Entity will select 15 Contractors. The Contracting Entity plans to organise the following events in the Eastern Partnership countries (Armenia, Azerbaijan, Belarus, Georgia, Moldova, Ukraine) and in Russia in the period from 1 March 2018 to 31 December 2020: 30 on arrival training events and 36 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:

- **3 on arrival training events at the minimum**;

- **3 mid-term evaluation meetings at the minimum**.

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 Erasmus+ volunteering projects 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 in the document entitled: *E+ volunteering training and evaluation cycle guidelines and minimum quality standards*.

Events will be staged parallel to one another in each of the subregions of the Eastern Partnership region and Russia, i.e. in Eastern Europe (Belarus, Moldova, Ukraine), the Caucasus (Armenia, Azerbaijan and Georgia) and in Russia.

The Contractor is required to be ready to offer training during the duration of the contract. Each training is to be given by two trainers.

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 25 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** Erasmus+ 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 in Russia and for a few month’s stay in the region; providing an opportunity to meet other Erasmus+ 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 and in Russia. For more information, see the link below: <http://ec.europa.eu/programmes/erasmus-plus/sites/erasmusplus2/files/files/resources/erasmus-plus-programme-guide_en.pdf>

*Duration of a single training*: 5 days.

*The number of participants of one training:* 6 at the minimum, 25 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 or Russian (at the request of the volunteers) *Contents:*

1. Reminding of basic information on Erasmus+ volunteering projects and Erasmus+ programme (e.g. obligations of the sending and host institution, 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 and in Russia.

*Duration:* 4 days.

*Training date:* approximately halfway through the project.

*Language :* English or Russian (at the request of the volunteers).

*The number of participants:* 6 at the minimum, 25 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. *Final evaluation*

*Objective:* Evaluation of the experience gained by the volunteers during the Erasmus+ volunteering project abroad; reflection on the learning process, acquired competence, skills and world view. 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 and in Russia 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.

**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 Voluntary Service 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.