**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 (EP) countries (Armenia, Azerbaijan, Georgia, Belarus, Moldova, Ukraine) and the Russian Federation as well as from other partner countries named by the European Commission applying for Quality Label as part of the European Solidarity Corps and to monitor already accredited organisations, 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 and the Russian Federation as well as from other countries named by the European Commission applying for Quality Label as part of European Solidarity Corps (ESC) and **monitoring of already accredited organisations.**

In accordance with the European Commission guidelines, holding a Quality Label by an organisation is a prerequisite for its participation in European Solidarity Corps projects. The Quality Label accreditation is intended to provide a uniform and high standard projects. It also confirms that the organisation has adequate resources, conditions and preparation to implement volunteering projects in accordance with formal and qualitative requirements of the programmes.

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

Within the delegated services the experts shall perform the following activities:

1. Accreditation of the organisation:
2. verification of the application for Quality Label submitted by the organisation 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 ;
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 Quality Label submitted by the organisation 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 organisation
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 organisation's assumptions regarding the implementation of volunteering projects presented in the application for accreditation and verify organisation’s preparation and capabilities in this area. In exceptional cases, for example when the organisation 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 organisation is able to implement 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 European Solidarity Corps 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 awarding Quality Label or monitoring shall be communicated by the expert to SALTO EECA in a written report. The final decision on awarding Quality Label shall be made by the Awarding Entity, based on the assessments of two experts (external expert and SALTO employee).

An expert shall have thorough knowledge of the rules of the European Solidarity Corps programme and of the characteristics of functioning of the third sector, in EP 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 EP 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 within 2 years after signing the contracts with the experts**,**
6. Specific deadlines for performance of various accreditations shall be adapted to the guidelines of the European Commission (in accordance with the European Solidarity Corps Guide accreditation of one organisation 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 **200 accreditation and monitoring exercises** to be carried out in the course of the contract’s duration to be divided among **20 economic operators**. Final demand shall depend on the number of applications for Quality Label submitted (applications may be submitted by organisations 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 1 and max 20 accreditation/monitoring exercises 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. **Remuneration:**

**a) The Awarding Entity provides for maximum remuneration in the amount of EUR 120 gross for carrying out one standard accreditation (EUR 12 per one hour of work).**

**b) For carrying out accreditation of the entity applying for Quality Label for several locations, the total remuneration will depend on the final number of visited entities (locations) and will be calculated in the following way: EUR 120 gross (12 EUR for working hour, max. 10 hours) for carrying out accreditation of the applicant entity and 60 EUR gross (12 EUR for working hour, max. 5 hours) for on-the spot visit of each additional location.**

**c) For carrying out accreditation of the umbrella entity applying for Quality Label on behalf of affiliated entities, the total remuneration will depend on the final number of visited entities and will be calculated in the following way: EUR 120 gross (12 EUR for working hour, max. 10 hours) for carrying out accreditation of the applicant entity and 60 EUR gross (12 EUR for working hour, max. 5 hours) for on-the spot visit of each affiliated entity.**

1. **The Awarding Entity provides for maximum remuneration in the amount of EUR 120 gross for carrying out one monitoring exercise (EUR 12 per one hour). In case a monitoring includes visits to several locations or affiliated entities, the remuneration will be calculated as described in points 3 b) and 3 c).**
2. 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 organisation applying for accreditation/ in the monitored organisation.
3. **Conflict of interests and keeping professional secret.**

An 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.**

**Having performed the function of a coordinator of European Voluntary Service or European Solidarity Corps projects by an expert within 12 months preceding the conclusion of the contract and performing it during the performance of the contract with the Awarding Entity shall be deemed by the Awarding Entity as conflict of interests.**

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 organisation, and then shall jointly visit the accredited organisation and prepare report.
3. The experts are obliged to participate in organisational 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).