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## PART A Terms of Reference (ToR)

### SUMMARY OF SERVICE REQUESTED

<b>Title of this service A</b>	<b>Call for trainers for implementation of training of trainers GET YES</b>
<b>Expected Start and End date</b>	18.09.2016 – 02.10.2016
<b>Project name (Global Exchange and Training for Youth Employment Services Agreement Nr - 2015 - 1910 / 001 - 001)</b>	Awarded within the Erasmus+ Programme Key Action 2: Cooperation for innovation and the exchange of good practices

### 1. BRIEF BACKGROUND RELEVANT FOR THE SERVICE

CEFE Macedonia [www.cefe.mk](http://www.cefe.mk) is an organization formed in 2008 in Skopje, Macedonia. The organization is formed by CEFE trainers which met and participated in Training of Trainers in 1997 in Macedonia. Our main activities are trainings, consultancy and workshops.

We work in the fields of promoting and raising entrepreneurship and self-employability skills. Our members of experts have organized over 100 business trainings according to the CEFE methodology, we are offering business knowledge for expansion of already existing companies and we are devoted to reduction of unemployment through regional and international cooperation and exchange.

CEFE Macedonia, as a coordinator, and its partners, are implementing a capacity building project named "Global Exchange and Training for Youth Employment Services" [www.getyesproject.com](http://www.getyesproject.com) which aims to foster cooperation, exchanges, upgrade and roll out of good practices between the participating organizations specialized in employment generation; thus enhancing their capacities for reduction of youth unemployment, professionalization of youth workers and support of entrepreneurship.

Project is co-funded by the European Union Erasmus + Program under the Key Action 2: Cooperation for innovation and the exchange of good practices.

Partners in the project: CEFE International GmbH, Germany; Business Works Limited, Jamaica; Plataforma Áurea, Chile; Philippine CEFE Network Foundation, Philippines.



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## 2. OBJECTIVE AND EXPECTED RESULTS OF THE SERVICE

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Through this ToR, CEFE Macedonia intends to conclude a contract for service A according to the activities of the project “Global Exchange and Training for Youth Employment Services”.

Due to the nature of the services required, CEFE Macedonia are seeking training experts, which will ensure a strong output.

### **SERVICE A: Call for trainers for implementation of training of trainers GET YES in Macedonia**

In order to successfully deliver the project outputs for the service A for the specific activities of the project, CEFE Macedonia will need to assign training experts who will:

- Train 24 people from Macedonia, Germany, Chile, Jamaica and Philippines to be successful trainers and entrepreneurs according to experiential methodology;
- Empower candidates to become independent and self-sustainable trainers;
- The training experts will enable candidates to realize their potential during the training and be prepared to serve as a project TASKFORCE (to realize multiplying events after going back in their countries);
- The provided training will create competent trainers and leaders to be licensed entrepreneurship trainers who will use experiential training Methodology
- This activity will comprise of 13 working days training + 2 days preparatory activities

### 2.1 Requested trainer profile

- 1 trainer with minimum 5 years experience in business field and thorough knowledge of entrepreneurship;
- Working language is English (means the trainer must be able to facilitate a course in English);
- Experience in international youth work as a trainer or facilitator can be considered as an advantage;
- Knowledge and experiences in delivering trainings in experiential methodology.

## 3. SPECIFIC ACTIVITIES

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### 3.1 Activities of the Contractor related to SERVICE A

The main task is to work on the methodology and provide it in order to reach the objectives of the activity. The other activities include:

- One preparatory meeting: 18 September 2016, (being available to arrive before that date);
- Programme design & implementation: develop the methodology of the program with close cooperation with the international team, ideas for necessary input (programme, best practices, theory...);
- The Contractor shall efficiently organise online project meetings and events, taking into account their specific needs as per the ToR and in all cases ensuring that all logistics are organised to a high standard and in a timely manner to allow for smooth implementation and ideal working conditions.
- Training course: 19 September - 02 October 2016 (being available for that date)
- Document the concept of the course so that it can be repeated;
- Evaluate the course and concept;
- Prepare the final report with the other trainers;
- Cost for travel and accommodation will be covered by the organizers



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### 3.2 The work includes:

- preparation (preparatory meeting and essential preparation)
- activity (welcome evening and thirteen full days of the training)
- evaluation
- reporting
- documentation

### 3.3 Team composition

The training will be run in a team of three trainers, two trainers from CEFE International pool of trainers and one trainer experienced in business field and youth work. There will be involved one project coordinator and volunteers from CEFE Macedonia.

## 4. HOW SERVICES WILL BE CONTRACTED UNDER THE CONTRACT FRAMEWORK

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A contract is a legal agreement between two parties - in this case, CEFE Macedonia and 'the Contractor'. It acts as the basis for possible future purchase of services A by CEFE Macedonia. The contract contains, among others, the scope of services that can be purchased by CEFE Macedonia, contractor's activities, methodology, timing and fees to be respected by the Contractor.

At no stage in the process is CEFE Macedonia legally bound to issue payment. Therefore CEFE Macedonia has no legal commitment to the contractor in case the agreement is not reached on the budget, or an activity is cancelled, etc.

No legal commitment exists on behalf of either party until the contract is counter-signed by the contractor and has been received by CEFE Macedonia.

In the course of contract implementation, the contractor should bear in mind that any changes in the nominated staff and/or changes in the methodology described in the contractor's technical proposal, must be communicated to CEFE Macedonia for approval.

The Contractor shall also ensure that any member of his personnel working in the context of this Contract, including the personnel at the local office, fulfils all legal obligations with respect to social security contributions, insurance and fiscal regulations.

## 5. MONITORING PROGRESS

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The contractor will maintain regular communication with CEFE Macedonia, in English online communication services, phone and email, as necessary to ensure clarity on the progress of the service.

Upon request, during the life of the contract, the contractor will provide to CEFE Macedonia brief ad-hoc progress reports as requested by CEFE Macedonia.

## 6. PAYMENT PLAN

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Payment will be made upon successful completion of the service A in accordance with the ToR and specific contract signed between CEFE Macedonia and the Contractor for final approved documents provided to CEFE Macedonia.



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## Part B Preparing for ToR: required documents

### 1. Selection and supporting documentation

The applicants must have the following technical and professional capacity to perform the contract:

- A minimum of five years' experience in developing this type of services (service A) as described in the terms of reference.
- All interested Applicants must submit a CV (max 2-3 pages);
- Offered methodology for implementation of training (practical and theoretical – short review);
- Referent list of previous projects experience or similar assignments undertaken in previous years (including information on contract value, contracting entity/client, project location/country, duration, main activities and objectives);
- Financial offer for service A

All applicants must provide a full set of documents for the following service, which the evaluation committee of CEFE Macedonia and GET YES project will assess.

### 2. Evaluation criteria

The following criteria will be used for evaluation of tenders received:

	Criteria	Points
1	Relevant experience	20
2	Methodology	30
3	Referent list of previous projects	20
4	Price	30
	TOTAL	100



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## Part C: Application

### 1. How and where to apply

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All documents must be submitted to CEFE Macedonia evaluation committee according to the Deadline for submission of CVs in the time table at:

**To:** info@cefe.mk;

**Cc:** e.stojanovska@cefe.mk

**Subject:** Trainer application for ToT GET YES (*your name and surname*)

### 2. Timetable

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The timetable for this ToR procedure and signature of the resulting contract(s) is as follows:

Activity	Date
ToR launch date	25 July 2016
Deadline for submission of CVs and training methodology	21 August 2016
Evaluation of CVs and training methodology	5 days
Notification of award	26 August 2016
Contract signature	10 September 2016

### 3. Information

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We encourage you to contact us for any required information to: e.stojanovska@cefe.mk (Mrs. Elena Stojanovska)



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