

## Call for tenders [06.2021/2<sup>A</sup>]

### VET and Curriculum Design Expert

#### for the INTERNISA Project funded by the ENI CBC MED

**Title:** Developing the INTERNISA network of synergies to increase the number of digitally skilled women employed in the ENI CBC MED territories via matching demand and supply in the labour market

#### Introduction

ActionAid is an independent international civil society organization, fighting poverty and injustice in Greece and all over the world. Since 1972 it has been training people and supporting their communities, so that they can claim a life of dignity and a fairer world for all. Through education, collective action and solidarity, ActionAid brings definitive change to the lives of the most marginalized people. ActionAid collaborates closely with local organizations, works with entire communities and puts pressure on agencies and governments to combat policies and practices that perpetuate poverty and social exclusion.

In the context of collaboration with civil society organizations in Greece and Europe, ActionAid is looking for a **VET and Curriculum Design Expert** to join the working team of ActionAid Community Center in Athens and to participate in the implementation of the INTERNISA project funded by the ENI CBC Mediterranean Sea Basin Programme, according to GA [Ref. Nr. B\_A.3.1\_0064]. The project is implemented together with 8 partner countries from the Mediterranean basin. It aims to the development of the INTERNISA network of synergies to increase the number of digitally skilled women employed in the European Neighbourhood Instrument (ENI) territories via matching demand and supply in the labour market.

#### The context

INTERNISA project, led by the Region of Central Macedonia, aims at bridging the digital gender gap and reducing unemployment of women in the European neighborhood area, through interventions in labour demand & supply and innovative employment services. INTERNISA will transform the labour market in four sectors (agri-food, textiles, financial, tourism) via the development of a network and interventions for the match-making of labour demand and supply therein based on the Search and Matching Theory. The project will develop: a) Materials to train women on necessary digital skills to work in the digitalizing agrifood, textile, tourism and financial sectors, b) Training materials for businesspeople aiming to learn about digitalized business models, the application of which will lead to increased hirings of digitally skilled women, c) Portal, mobile app and offline spots allowing women and employers to come into contact for traineeships, crowdworking & full-time hirings. The project will also identify good policies and practices for advancing women's employment and digitalization.

The VET and Curriculum Design Expert will be based on ActionAid Community Center in Athens. In collaboration with the career counsellors and the Community Center Manager, will develop the outputs of the Project. In the context of INTERNISA Project ActionAid Hellas has undertaken the development of learning outcomes and online and offline training curricula & tools providing digital skills & competences to women aiming to find work in the tourist sector. The main task of the VET and Curriculum Design Expert will be the development of the training curricula addressed to young women as well as the organization and implementation of the required seminars to women, businesspeople and public sector employees, applying the training curricula and tools developed by the partners.

The project, funded by ENI CBC MED, is the largest Cross-Border Cooperation (CBC) initiative implemented by the EU under the European Neighborhood Instrument (ENI). The implementation of the project has started in October 2020 and will last for 30 months.

Description of the activities	Project outputs	Duration
Based on the research conducted on the previous Work Package, develop learning outcomes with soft skills that women need to work in four sectors (agri-food, textiles, financial, tourism).	Learning outcomes with soft skills	(M1)
Based on the learning outcomes and practical examples that partners conducted, develop 2 sets of training curricula & tools providing digital & soft skills to women for tourist sector. The training curricula will consist of online and offline version.	1 online and 1 offline set of training curricula & tools providing digital & soft skills for women in tourist sector	(M1 – M2)
Contextualise all the sets of training materials & tools that partners developed providing digital & soft skills to women to the requirements of the vocational training in Greece.	3 sets (online & offline) of contextualized training materials & tools for women (agriculture, finance, textile)	(M1 – M2)
Contextualise all the sets of training materials that partners developed (toolkits for businesses & SMEs aiming to make use of digital innovations) to the requirements of the Greek market.	4 sets (online & offline) of contextualized training materials & tools for businesspeople (tourism, agriculture, finance, textile)	(M1 – M2)
Contextualise the set (online and offline) of training toolkits that partners developed for public sector employees, aiming to promote women's integration in the labour market and digitalization.	1 set (online & offline) of contextualized training materials & tools for public sector employees	(M1 – M2)
Give feedback to partners' training materials & tools and other deliverables.		(M1 – M2)
Participate in consortium's meetings.		(M1 – M6)

Based on partner's guidelines, organize one supportive 5-day seminar providing digital & soft skills to 60 women aiming to find job in the tourist sector. In the seminars, the expert will apply the training curricula & tools developed in the previous steps.	Plan of the supportive 5-day seminar to women	(M3 – M5)
Conduct the recruitment process of 60 unemployed, young women (18-30 yo), focusing on NEETs, to participate in the seminar for the tourist sector.	Participation list	(M3 – M5)
Implement the 5-day seminar providing digital & soft skills to women, in collaboration with the employability team of ActionAid Community Center in Athens.		(M3 – M5/ based on guidelines that will be provided)
Assess the seminar's impact and make necessary modifications.	60 assessment forms of online and/or offline seminar(s)	(M3 – M5/ based on guidelines that will be provided)
Based on partner's guidelines, organize one supportive 5-day seminar with 20 businesspeople providing knowledge about applying digital innovations in tourism. In this seminar. The Expert will apply the training curricula & tools developed in the previous steps.	Plan of the supportive 5-day seminar to businesspeople	(M3 – M5)
Conduct the recruitment process of 20 businesspeople from tourist sector to participate in the seminar.	Participation list	(M3 – M5)
Implement the 5-day seminar providing knowledge about applying digital innovations to businesspeople in tourism, in collaboration with the employability team of ActionAid Community Center in Athens.		(M3 – M5/ based on guidelines that will be provided)
Assess the seminar's impact and make necessary modifications.	20 assessment forms of online and/or offline seminar(s)	(M3 – M5/ based on guidelines that will be provided)
Based on partner's guidelines, organize one supportive 5-day seminar with 20 public sector employees aiming to promote women's integration in the labour market and digitalization of ENI CBC MED economies. In the seminar. The Expert will apply the training curricula & tools developed in the previous steps.	Plan of the supportive 5-day seminar to public sector employees	(M3 – M5)

Conduct the recruitment process of 20 public sector employees to participate in the seminar.	Participation list	(M3 – M5)
Implement the 5-day seminar providing knowledge about advancing good policies for the (re)integration of women in the labour markets and the digitalization of ENI CBC MED economies, in collaboration with the employability team of ActionAid Community Center in Athens.		(M3 – M5/ based on guidelines that will be provided)
Assess the seminar's impact and make necessary modifications.	20 assessment forms of online and/or offline seminar(s)	(M3 – M5/ based on guidelines that will be provided)
Train career counsellors in ActionAid Community Center in Athens on distance learning methods providing relevant tools.	Distance learning methodology, including tools and case studies	(M2-M6)

### Project Remuneration

The total fee of the project will be up to 50,000 euros (including VAT and other bookings).

**Type of contract:** Project contract

**Contract duration:** The assignment of the partner will be completed in accordance with the required deliverables. The duration of the cooperation is expected to last for 6 months, possible extension if needed.

**Eligible for applying:** Individuals or legal entities able to issue invoice

### Necessary Experience / Knowledge / Skills

- Expertise in training curriculum development with digital content for the Education and Technology sectors
- Expertise in Training Solutions, e-Learning Courses (synchronous & asynchronous) & Technology Platforms
- Expertise in educational & training programs development in person
- Expertise in career counselling/ consulting & soft skills development
- Experience in business development strategies and models
- Expertise in adult education, group facilitation & training
- Experience in education and training in tourism will be considered as asset
- Experience in European projects or educational development programs
- Creative approach and innovation, aiming to cultivate learning motivation
- Very good understanding of human rights, inequality and development issues
- Familiar with socially vulnerable groups (preferably in NEETs)

- Excellent use (both oral & written) of Greek and English language
- Ability to compose information, analytical and critical thinking
- Strong organizational skills
- Ability to work creatively in a problem-solving environment
- Academic degree in humanitarian, social or economic field and relevant publications / announcements or presentations at conferences will be considered as assets

**The award criterion will be the best value for money tender, based on the following quality criteria:**

35% - Methodology, steps and tasks for the effective implementation of the contract

35% - Relevant experience

15% - Cost effectiveness

10% - Understanding of the objectives and requirements of the contract (context, requirements, goals, deliverables, quality)

5% - Time plan of tasks and deliverables

An interview will be held in case the committee considers it necessary.

#### **Submission of Nominations**

Price and non-price criteria are evaluated, in order to ensure the objectivity and the quality of the project in the tender-award decision.

- A technical offer, with the description of the implementation of the requested deliverables and activities and the qualitative elements of the tender
- A financial offer, with the analysis of the remuneration of the requested tasks

**Send the envelop via post with the sign: INTERNISA Project [06.2021/2A]**

-your CV or profile of the company

-a technical offer and

-a separate financial offer

to **204, Mesogeion Ave. 15561, Athens, Greece, until June 30, 2021.**

-a formal notice via mail to the project manager (Anastasia Sidera, [Anastasia.sidera@actionaid.org](mailto:Anastasia.sidera@actionaid.org)) that you have submitted the proposal. You will receive a confirmation that your proposal has been received.

For any further information contact **Anastasia Sidera**

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