



## **CALL FOR TENDERS:**

### **PROVISION OF MENTORING SERVICES (Work package 4)**

**Under the Framework of “CLUSTER – advanCing youth and women social inclusion in The mEditerRanean” (C\_A.3.1\_0014) Project**

#### **About CLUSTER Project:**

The CLUSTER project is funded under the European Union’s ENI CBC Mediterranean Sea Basin (ENI CBC Med) Programme, with the European Institute of the Mediterranean (IEMed) as the Lead Beneficiary and implemented through a consortium of partners from Italy, Cyprus, France, Jordan, Palestine and Tunisia.

The CLUSTER project aims to create a supportive environment for youth/women employment schemes, by equipping young NEETs (Not in Education, Employment, or Training) between 18-30 years of age, as well as women NEETs of 18+ years, with employability skills in four Sustainable Economy sectors (aquaponics, hydroponics, organic farming, sustainable food processing), promoting long-lasting partnerships between Technical and Vocational Education and Training (TVET) institutions and the private sector, and raising awareness of public authorities and policy-makers.

The project consortium is composed of the following partners:

- Lead Beneficiary – The European Institute of the Mediterranean (IEMed), Spain
- Partner 1 – ARCES Association, Italy
- Partner 2 – Cyprus Chamber of Commerce and Industry (CCCI), Cyprus
- Partner 3 – CDE Petra Patrimonia, France
- Partner 4 – National Agricultural Research Center (NARC), Jordan
- Partner 5 – Business Development Center (BDC), Jordan
- Partner 6 – Business Women Forum (BWF), Palestine
- Partner 7 – General Agency for Regional Development (CGDR), Tunisia

The overall objective of CLUSTER is to tackle social exclusion and poverty amongst vulnerable groups in Cyprus, France, Italy, Jordan, Palestine, Spain, and Tunisia, by capitalizing on results of previous projects and equipping young NEETs and women with marketable skills in the Sustainable Economy sectors.

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The project implementation period is 24 months (starting date 01/09/2021– ending date 31/08/2023).

### **Who Will Benefit from the project:**

- NEETs: 18-30 age group and women 18+
- TVET institutions
- Private Sector in particular local SMEs in the Sustainable Economy sectors
- Public authorities and policy-makers in targeted project countries/regions

### **General Information about the CLUSTER Training Programme:**

The CLUSTER project will provide a comprehensive set of targeted training activities that aim to equip **young NEETs (Not in Education, Employment or Training) between 18 and 30 years of age, and women NEETs who are 18 years and above**, with specific employability and technical skills in four sustainable economy sectors (**aquaponics, hydroponics, organic farming, food processing**) complemented by a **soft employment skills training**.

CLUSTER's training programme targeting NEETs (of 18-30 age range, and women 18+) in Catalonia consists of 4 phases listed in chronological order. **Bearing in mind that the hired Mentor(s) through this call will only be involved in phases 3 and 4 of the NEETs training.**

Here is a summary of each phase:

**The 1<sup>st</sup> phase** of the NEETs training programme will be **5 online training** courses through CLUSTER's e-learning platform for 250 NEETs based in Catalonia. These online trainings will consist of 5 modules:

- Beginner level of the 4 sector modules (aquaponics, hydroponics, organic farming and sustainable food processing) including some basic notions of soft employment skills training.
- Advanced level of the soft employment skills module.

**The 2<sup>nd</sup> phase** of the NEETs training programme will be **1 onsite advanced level training** dedicated to only 1 of the 4 sector modules (i.e., either aquaponics, hydroponics, organic farming or food processing). It will last for 25 hours and be held at the premises of the IEMed and with some field visits with the trainees to an enterprise or SME operating in the same sector as the training module. Out of the online trainees who successfully complete the basic level of the same sector module, the best 20 will be enrolled in the onsite training. This training is foreseen in March.

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The **3<sup>rd</sup> phase** of the NEETs training programme will be the 2 sessions given as part of the 25 hours of the onsite training, with the aim of guiding and mentoring the onsite trainees in their development of a **Corporate Social Responsibility (CSR) initiative**. The CSR mentoring involves the following:

- Introduce CSR initiatives and their positive impacts on local communities and how such companies consider the non-financial aspects of their business decisions.
- Mentor trainees to eventually develop their CSR proposal, including a concept note, action plan, and budget estimate.

The **4<sup>th</sup> phase** of the NEETs training programme will be **up to 3 months internships** offered to the best 10 onsite trainees, through a sub-granting scheme. These trainees will apply their knowledge and skills gained in enterprises or SMEs operating in the same sector as the onsite training. These internships are foreseen during March-June 2023.

**Furthermore, in addition to these 4 phases, CLUSTER targets vocational trainers and private sector representatives through an “interchange scheme”**, wherein 3 vocational trainers from TVET institutions will be invited to visit a company working in the same sector as the onsite training, for these trainers to better understand the sector’s needs and accordingly develop their own capacities and training methods in this respect. In the same vein, 3 vocational trainers within private companies will be invited to visit a TVET institution, with the objective to upscale their pedagogical skills. Thus, in total 6 interchanges are foreseen in Catalonia.

### Purpose and scope:

The main purpose of this ToR is to hire a **Mentor(s)** to assist the IEMed's project team in the development and implementation of CLUSTER’s above-mentioned **NEETs training programme’s phases 3 and 4, as well as the interchange scheme**. More specifically, the tasks of the hired Mentor(s) are the following:

#### **3<sup>rd</sup> phase (CSR mentoring as part of the on-site training):**

1. February: Review, localize, and translate to Spanish the CSR learning material provided by the IEMed’s project team. Adapt the changes requested by the IEMed’s project team.
1. March: Deliver 2 in person mentoring sessions for the on-site trainees tasked to design a CSR initiative:
  - a. 1<sup>st</sup> session: introduce the CSR initiative and present their assignment.
  - b. 2<sup>nd</sup> session:

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- i. select and invite at least 1 private sector representative (who attends either online or in-person) to share their own CSR experience and give feedback to the trainees' developed initiative;
  - ii. Evaluate the CSR initiative jointly designed by the trainees.
2. March: Throughout the whole duration of the onsite training, and in addition to these 2 sessions, be available for the trainees (through online channels) for any concerns/questions that may arise in relation to their CSR initiative conceptualisation.
3. In addition, the hired Mentor(s) might be interviewed for the IEMed to produce videos that will be used to promote and advertise this CSR activity. These videos will be disseminated through CLUSTER's and IEMed's social media channels.

#### 4<sup>th</sup> phase (10 internships):

1. March – June: Be the point of contact between the IEMed and the SMEs that are hosting the 10 internships.
2. March – June: Coordinate and supervise the 10 internships by evaluating the periodic internship progress report elaborated by each intern; based on these reports the IEMed will then reimburse the interns.
3. March – June: Conduct one field visit per week to each employer's premises during the whole duration of the internships.

NOTE: IEMed's project team will provide the templates for the Internship evidence such as:

- the MoU to be signed between the SME and the Intern;
  - Questionnaire to be filled on a monthly basis by the intern;
  - Questionnaire to be filled on a monthly basis by the SMEs;
  - Monthly Internship progress report template to be filled by the intern.
4. In addition, hired trainer(s) might be interviewed for IEMed to produce videos that will be used to promote and advertise these internships. These videos will be disseminated through CLUSTER's and IEMed's social media channels.

#### Interchange scheme:

1. March - June: Develop and organise the 6 interchanges in collaboration with the IEMed's project team. More specifically:
  - a. Elaborate a methodology/roadmap for the sound implementation of this scheme.
  - b. Identify, recruit and supervise 3 junior vocational trainers coming from TVET institutions, for them to visit at least 1 of the internship sites (or other companies if necessary) and thus increase their training capacities.

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- c. Identify a TVET institution willing to accept the visit of 3 vocational trainers coming from private companies. (Note: This TVET institution can be the same as the one where the hired Mentor(s) works at.)
- d. Identify, recruit and supervise 3 vocational trainers who are employed by the companies hosting the interns (or other companies if necessary), for them to visit the TVET institution and thus upscale their pedagogical skills.

In addition, to the above tasks, the hired Mentor(s) will collaborate with the IEMed's project team to organise and conduct an in-person **information and networking event** at the IEMed's premises in Barcelona, before the launch of the trainings. This 5-hour event will take place on 13 February and will gather up to 40 local representatives from the private sector and TVET institutions. This event aims to (1) inform them on CLUSTER's NEETs training programme and Interchange Scheme; (2) gather feedback from participants on how to best conduct the NEETs trainings and internships, as well as the Interchange Scheme; (3) recruit SMEs interested in hosting the on-site training/field trips and/or internships; (4) recruit TVET institutions interested to become Internship Mentors. Hired Mentor(s) will then incorporate feedback received from participants into the CSR, Internship and Interchange Scheme documents/processes.

Finally, hired Mentor(s) might be invited to participate in the closing event of CLUSTER in Barcelona and foreseen in July.

## Requirements:

- Minimum Bachelor's degree in Business Administration, Social Science, Psychology, or other relevant fields;
- Extensive experience in designing CSR training material, updating existing materials, and localizing training material to the local context.
- Extensive experience in conducting and facilitating trainings;
- Knowledge of the vocational training landscape in Catalonia (structures, stakeholders, etc.);
- Extensive experience on building capacities, preferably of NEETs, in terms of professional skills and CSR mentoring.
- Expertise in Vocational Training, Management, or Development Cooperation.
- Demonstrated high level of professionalism and an ability to work independently and in high pressure situations under tight deadlines;
- Excellent interpersonal communication skills;
- Demonstrated ability to develop exercises, evaluations and write reports;
- Excellent oral and written communication skills in Spanish;
- Advanced level of English;

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- Expertise in accompanying and mentoring people at risk of social exclusion, preferably in the Catalan context.
- Expertise in coordinating internships and mentoring interns in the process.
- Preference will be given to those holding a TOT certificate, as well as to those with background in any of the 4 sustainable economy sectors of CLUSTER.

### **Duration/Payment/Duty Station:**

This is a consultancy with a foreseen duration until 31 August 2023, starting from the date of signing of the contract. It is a hybrid work: remote for the preparation of the final mentoring material but also onsite:

- at the IEMed premises (in Carrer de Girona, 20, 08010 Barcelona) for the 2 CSR sessions (phase 3) which are part of the on-site training, as well as the info and networking event.
- at the internship sites for the periodic visits (phase 4).
- at the TVET institutions and SMEs (if different from the internship sites) where the interchange scheme will take place.

**Starting Date:** 8 February 2022

### **Evaluation:**

IEMed will evaluate applicants on the basis of their responsiveness to the TOR with a key focus on:

- General and additional qualifications: general education and training, length of experience, positions held, time as a consultant, experience in Catalonia.
- Suitability for the assignment: education, training, experience in the sector and other information relevant to the particular assignment.
- Experience of having undertaken similar assignments in the past (e.g., preparing self-recorded training sessions; organising field visits; administering an e-learning platform, etc.).

The candidates will prove their competences in the above-mentioned fields by attaching their CV, a minimum of 3 examples of previous training workshops developed and implemented, in addition to any other relevant documents. Consultations to the references given for previous assignments may be done to confirm CV.

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## **Presentation of Applications and Selection Procedures:**

The application package must include the following:

- For individual applicants: CV + technical and economical bid (including a proposed timetable and tentative workplan and methodology of the training package). The economic bid should be presented **with all charges and taxes included**.
- For firms: CVs of persons involved from the firm + technical and economical bid (including a proposed timetable and tentative workplan and methodology of the training package). The economic bid should be presented **with all charges and taxes included**.

The application package must be sent by email to [kmelkonian@iemed.org](mailto:kmelkonian@iemed.org). The subject of the e-mail must state the following: “CLUSTER Project\_Mentoring Services”.

Selection will be done based on a competitive bidding process between offers submitted, after comparing applications both on a content level as well as the economic proposal.

For more information about the CLUSTER project, please visit this [link](#).

## **Budget and Payment Terms:**

The maximum budget allocated to this activity is **8,000 Euros** inclusive all taxes and other costs that might occur (including costs incurred by the Mentor(s) to visit internship and interchange scheme sites, etc.). **Offers exceeding the maximum available budget will be rejected.**

### **Payment Terms**

- 50% upon submission of the localised and translated CSR mentoring material.
- 50% post satisfactory completion of the assignment and approval of all deliverables and reporting.

## **Deadline:**

The deadline for submitting applications is **5 February at 23:59 CET**.

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**Treatment of Personal Data:**

In the execution of this collaboration agreement, the parties undertake to comply with the provisions of Organic Law 3/2018, of December 5, on the protection of personal data and guarantees of digital rights, the Regulation (EU ) no. 2016/679 of the European Parliament and of the Council of 27 April 2016, relating to the protection of natural persons with regard to the processing of personal data and the free circulation of such data (GDPR), as well as the regulations remaining that it regulates at all times the protection of personal data.

**ANNEX: CSR Toolkit Outline**

**CSR Toolkit Outline that will be offered in the on-site training:**

**Definition of CSR**

**About the Toolkit:**

Who is the Toolkit for

Trainer’s Guidelines

**The CSR Initiative Design:**

The CSR Initiative Design General Details

The CSR Initiative Introduction Phases

The CSR Initiative Preparation Phases

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