



## **CALL FOR TENDERS:**

### **PROVISION OF TRAINING 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 the following activities listed in chronological order:

**The 1<sup>st</sup> phase** of the training programme will be **5 online training** courses through CLUSTER’s e-learning platform for **at least 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.

Applicants can enrol in at least 1 of the 5 online modules. Each of the 5 modules will be asynchronous and self-paced and will include 2 pre- and self-recorded sessions by the trainer in addition to offline content (i.e., there will not be live sessions). The expected number of hours of completion of each of the 5 modules is 36 hours. These courses are foreseen to end by 15 June 2023.

**The 2<sup>nd</sup> phase** of the 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). This specific sector will be jointly chosen by the hired trainer and the IEMed’s project team. It will last for 25 hours and be held at the premises of the IEMed and with some field visits with the trainees to at least 1 enterprise or SME operating in the same sector as the training module. Out of the online

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trainees who successfully complete the basic level of the same sector module, the best 20 will be selected by the trainer and the IEMed's project team to be enrolled in the onsite training. This training is foreseen in March.

**The 3<sup>rd</sup> phase** of the programme will be the 2 sessions given as part of the 25 hours of the onsite training, with the aim of guiding and coaching the onsite trainees in their development of a **single Corporate Social Responsibility (CSR) initiative**. Note: These 2 sessions will be given by other CSR Coaches and not the hired trainer as part of this call.

**The 4<sup>th</sup> and last phase** of the 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 will be held during March-June 2023. Note: These internships will be managed by the CSR Coaches and not the hired trainer as part of this call.

### **Learning outcomes of courses per topic (the outline of each module is found as Annex):**

#### **1<sup>st</sup> module: Food Processing**

- Understand the strategic importance of the Circular Economy model in the food industry in order to prevent food waste.
- Understand the basic principles of food processing and its application in the Mediterranean Basin regions in a Circular Economy view.

#### **2<sup>nd</sup> module: Hydroponics**

- Understand the strategic importance of the hydroponic as key to revitalise the economy and meeting food demand in Mediterranean countries subject to desertification and climate change.
- Learn the principles of hydroponic and their practical applications and advantages over traditional agriculture.

#### **3<sup>rd</sup> module: Aquaponics**

- Understand the importance of aquaponics as a water management technique in order to conserve and reuse resources (water, fish feed, agricultural materials) in production processes.
- Learn the principles of aquaponics and their practical applications and advantages over traditional agriculture.

#### **4<sup>th</sup> module: Organic Farming**

- Understand the basic principles of sustainable agriculture and its application in the Mediterranean Basin regions.
- Assimilate the main methods and technical principles of organic farming applied to the vegetable sectors.

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## 5<sup>th</sup> module: Soft Employment Skills

- Provide the necessary interpersonal and employability skills to successfully enter the labour market. The programme is based on developing mindsets and behaviours, transmitting knowledge and providing practical tools for NEETs in this respect.

### Purpose and scope:

The main purpose of this ToR is to hire a Trainer/s to assist the IEMed's project team in the **development and implementation of CLUSTER's above-mentioned training programme's phases 1 and 2**. More specifically, for each phase, the tasks of the hired Trainer/s are the following:

#### 1<sup>st</sup> phase (5 online trainings):

1. February: Review, localize, and translate to Spanish the 4 sector-oriented beginner's level training material, as well as the advanced level of soft skills training material (including quizzes and assignments) provided by the IEMed's project team, based on the local Catalan sectors' context, challenges and opportunities. Adapt the changes requested by the IEMed's project team.
1. February: Upload the localised and translated material in the CLUSTER's E-learning Platform.
2. February: Actively collaborate in the (1) preparation of the call for trainees; (2) dissemination of the call through appropriate channels to reach the target groups; (3) evaluation of submitted applications; and (4) selection of 250 online trainees.
3. February: Develop 10 self-recorded learning sessions in Spanish (2 for each topic, lasting around 3 minutes each), with subtitles in English, and upload them in the E-Platform.
4. February – July: Be in charge of correcting and evaluating trainees' assignments and quizzes.
5. February – July: Be available to solve any questions/concerns posed by the trainees.
6. In addition, hired trainer(s) might be interviewed for IEMed to produce videos that will be used to promote and advertise each module. These videos will be disseminated through CLUSTER's and IEMed's social media channels.

#### 2<sup>nd</sup> phase (1 onsite advanced-level training):

1. February: Select (jointly with the IEMed's project team) the specific sector-oriented training topic to be given in Catalonia out of the 4 sector modules.
2. February: Review, localize, and translate to Spanish this selected sector-oriented advanced-level training material (including quizzes and assignments) provided by the IEMed's project team, based on the local Catalan sectors' context, challenges and opportunities. Adapt the changes requested by the IEMed's project team.

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3. February: Develop practical assignments.
4. March: Select (jointly with the IEMed's project team) at least 20 on-site trainees from the pool of online trainees who successfully completed the basic level of the chosen sector module.
5. March: Organise and coordinate at least 1 field visit/trip.
7. March: Be in charge of correcting and evaluating trainees' assignments and quizzes.
6. March: Select (jointly with the IEMed's project team) the best 10 trainees who will later receive the internship sub-grants (as explained in phase 4).
7. February: Identify at least 3 internship sites (i.e., SMEs) for the selected 10 interns, and ensure the agreement of these sites to host them.
8. In addition, hired trainer(s) might be interviewed for IEMed to produce videos that will be used to promote and advertise this training. These videos will be disseminated through CLUSTER's and IEMed's social media channels.

**In addition to the above 2 phases**, the hired trainer(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 training programme; (2) gather feedback from participants on how to best conduct on-site trainings and internships; (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 trainer(s) will then incorporate feedback received from participants into the on-site and online trainings' documents/processes.

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

## Requirements:

- Minimum Bachelor's degree in Sustainable Economy (preferably with specialisation in the 4 topics of the training), Business Administration, Social Science or other relevant fields;
- Extensive experience in designing 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 soft employment skills.
- Expertise in Vocational Training, Development Cooperation, Management, or Sustainable Economy.

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- 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;
- Extensive experience on Learning Management System-LMS; online training creation;
- Preference will be given to those holding a TOT certificate.

### **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 online trainings (phase 1) but also onsite:

- at the IEMed premises (in Carrer de Girona, 20, 08010 Barcelona) for the on-site training (phase 2) as well as the info and networking event.
- at identified SMEs' premises for the on-site training's field visit(s) (phase 2).

**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, extent of the applicant's connection to the vocational training landscape in Catalonia and their access to young NEETs and women who might benefit from CLUSTER's trainings.
- 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\_Training 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 **12,000 Euros** inclusive all taxes and other costs that might occur (including costs incurred by the trainer to visit companies for potential internships for phase 4, etc.). **Offers exceeding the maximum available budget will be rejected.**

### **Payment Terms**

- 50% upon submission of the localised and translated online and onsite training 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**.

## **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

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27 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.

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## ANNEX: CLUSTER Training Curricula Outlines

### 1<sup>st</sup> Module: Aquaponics

#### **Introduction:**

Aquaponics, Aquaponics system, Aquaculture  
Aquaponics benefits, advantages and food benefits  
weakness and disadvantages of aquaponics  
Aquaponics and hydroponics: future of agriculture  
components of Aquaponics system  
Types and shapes of fish farming tanks in aquaponics  
Basic materials Types and shapes of plant growing basins  
Basic material of deep water culture

#### **Operational materials in aquaponics:**

Production components  
The mechanism action of the aquaponics system  
The importance of the biological cycle  
beneficial bacteria (Nitrobacteria)

#### **Introducing and raising fish in Aquaponics:**

Fish transportation and acclimatization  
Fish Feed and breeding  
Duration of fish cycle in aquaponics  
Types of fish raised in aquaponics  
Fish health precautions  
Selection of the agricultural medium (growth medium)  
Types of plants that can be grown in the aquaponics system

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Aquaponics systems and basins

**Deep Water Cultivation Technology DWC (Floating Ponds):**

Nutrient Film Technology (NFT) System

Filtration - mechanical and biological

**Aquaponics growing beds:**

Bio-Balls

The water cycle in the Aquaponics system

Rotate the system and start the bio filter colony

**Bacteria in Aquaponics systems:**

Mineralization

dissolved oxygen

Ultraviolet (UV) rays

Balancing the ecosystem in the aquaponics system

**2<sup>nd</sup> Module: Hydroponics**

**Introduction:**

Why Hydroponics

**Hydroponics production size of a country:**

World soilless production systems and crops grown

The most important advantages of soilless farming systems

Productivity of a few greenhouse crops in some Mediterranean countries

The most important advantages of soilless farming systems

**Water use efficiency (WUE) of some greenhouse crops in the Mediterranean countries:**

Nitrogen use efficiency of some greenhouse crops in the Mediterranean countries

Water consumption per crop in soil and Hydroponics systems under greenhouse conditions

Hydroponic Technology Benefits

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Hydroponics & Sustainability

Crops to grow in soilless agriculture

Types of Hydroponics Systems

**Substrates used in hydroponics:**

Rockwool, cocopeat (coir), perlite, vermiculite, expanded clay, peatmoss

Soilless open system

Soilless closed system

Soilless system types

Ecology and growing systems

Basic parts of hydroponic systems

**Hydroponic growing systems:**

Nutrient Film Technique (NFT)

Wick system, drip system, Ebb & flow, Aeroponics system

How to choose hydroponics system

**Fertilization and watering techniques:**

Effect of water source on nutrient solution shelf-life

Water quality and hydroponics system management

**Nutrient deficiency symptoms:**

Functional rules and deficiency symptoms of common plant nutrients

**Essential nutrients supplied by liquid hydroponics fertilizers:**

Interactions between nutrients

Nutrients solution formula for closed hydroponics system

Micronutrients formula for closed hydroponics system

Dr.Alan Cooper's mix of nutrients for hydroponics and soilless agriculture in an amount of 1000 L.

**Green roofs:**

What is meant by Green Roofs

Why is Green Roofs planting

Green Roofs benefits and impact

Green Roof or Living Roofs

Green Roofs Forms (Examples)

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Practical training in soilless agriculture  
Preparation of nutrient solution  
Nutrient solution for some vegetables and strawberry

### **3<sup>rd</sup> Module: Organic Farming**

#### **Introduction**

#### **Principles of organic farming:**

Health principle

Environmental principle

Principle of justice

#### **The importance of organic farming**

#### **Sustainability:**

Environmental sustainability

Social sustainability

Economic sustainability

#### **Organic farm site:**

Standards for the surroundings of the farm

Standards for the farm

Quality standards for irrigation water

#### **Conversion to organic farming:**

Conversion phase

Preparatory steps for conversion

#### **Conversion steps:**

Gather the correct information

Site analysis

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Knowledge and application of organic agricultural practices

Complete transformation of organic farming

Crop selection criteria during conversion

Conversion period

**Management in the organic farm:**

Characteristics of a successful organic farm manager

The important things that a farmer must make decisions about when starting to work in organic farming

**Crop management:**

Crop rotation

Benefits of using crop rotation

Crop rotation standards

Intercropping

Cover crops

**Soil cover management:**

Benefits of using soil covers

Soil Cover Sources

**Water management:**

How do we conserve water in the soil?

Water harvesting

Water storage

Drip irrigation

Weed management

Weed management methods

**Soil fertility management:**

Organic fertilizers

Compost and worms

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Compost benefits

**Factors affecting the manufacture of compost:**

Signs of compost maturity

How to add compost?

Compost manufacturing methods

Large-scale commercial manufacturing

Small-scale manufacturing

**Green manure:**

Green manure features

Adding green manure

Animal dung

Microbial fertilizer

Mineral fertilizers

**Pest and disease management:**

Prevention practices

The natural enemies

Mechanical control

Biological control

Natural pesticide

Organic Farm Records

Records type

**Organic agriculture certificate:**

What is the benefit of obtaining a certificate

Steps to obtaining a membership certificate

Violations and penalties

**4<sup>th</sup> Module: Food Processing**

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## Introduction

## Food safety

## Getting food safety wrong

## Healthy food

## Food safety responsibility

## The hazard

## The control points

## HACCP

## Cross contamination:

preventing cross contamination

Food poisoning

## Good Manufacturing Practices (GMP):

Difference between GMP and current GMP

Domain coverage practice

The 5 main components of GMP

Advantages and Benefits of GMP

Principles and rules of GMP

Documentation system

Standards

## **Basic Soft Employment Skills curriculum outline that will be included in the above 4 sector-oriented trainings:**

### Job management:

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Planning and building effective indicator

Self-learning

Business Ethics and Etiquette

Dealing with change and understanding workplace culture

**Job search skills:**

Resume writing

Job Interview

Identify future skills Competency

### 5<sup>th</sup> Module: Advanced level Soft Employment Skills

#### **Identify and achieve personal goals:**

Personal Goals Development

The Knowledge acquisitions

Skills building

Enhance thinking skills

#### **Build your own success story:**

The efficiency of positive thinking

Responsibility

Self-discipline

Resilience and endurance

#### **Managing emotions in the work environment:**

Communication

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Teamwork

Emotional Intelligence

Problem-Solving Skills

**Job management:**

Planning and building effective indicator

Self-learning

Business Ethics and Etiquette

Dealing with change and understanding workplace culture

**Job search skills:**

Resume writing

Job Interview

Identify future skills Competency

Future skills and work

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