



## CALL FOR TENDER FOR CAPITALISATION SERVICES

(Work package 2)

### Under the Framework of “CLUSTER – advanCing youth and women socialInclUSion in The mEditerRanean” (C\_A.3.1\_0014) 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 NEETs (Not in Education, Employment, or Training), in particular women, between 18-30 years of age, with employability skills in four Sustainable Economy sectors (Blue Economy, Circular Economy, Green Economy and Sustainable Agriculture), 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’s total budget is € 1,108,162.62 and it is financed for an amount of € 997,346.36 (90%) by the European Union (2014-2020 ENI CBC Med Programme) through the European Neighbourhood Instrument.

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

### 1. General Objective and Duration

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 capitalising on results of previous projects and equipping young NEETs and women with marketable skills in the Sustainable Economy sectors.

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



## 2. What Will Be Improved?

CLUSTER will equip young NEETs, in particular women, with soft and technical employability skills in in four sustainable economy sectors, and will reduce the mismatch between the labour market demand and youth skills, thus increasing their job opportunities, reducing the brain drain and unemployment rates in the concerned territories. CLUSTER will lead to strengthening of partnerships between TVET institutions, the private sector and social economy actors through dialogue, exchange and networking activities, securing the signature of 7 Agreements between those actors. CLUSTER's objective is to mainstream at policy level the identified good practices and support policy-makers in the design of inclusive employment policies.

## 3. Who Will Benefit?

- Young NEETS and women
- TVET institutions
- Private Sector in particular local SMEs in the Sustainable Economy sectors
- Public authorities and policy-makers in targeted project countries

## 4. Scope, Responsibilities and Activities Required by WP2 – Communication

As part of the project activities, the **Project management team (PMT)** of the IEMed (Lead Beneficiary) is seeking the provision of Capitalisation services for the CLUSTER project in Catalonia, Spain. The applying firm/person, hereinafter referred to as **Tenderer**, must have the demonstrable capability to carry out the scope of work of this assignment and must have the capacity and experience in the field of capitalisation of good practices and the building of synergies with other projects.

The selected firm/person should provide support to the PMT through Technical Consultancy in charge of Capitalisation in WP2 of the project. The aim of WP2 is to raise awareness and visibility of the activities of the CLUSTER project, through efficiently reaching out to target groups, disseminating the project's results and building synergies with similar initiatives. In this framework, the **design and implementation of a capitalisation strategy is foreseen**, developed in parallel to technical WPs and development of key outputs. The activity will cover all aspects of capitalisation, namely **identification of efficient and successful practices of the CLUSTER Project, transfer and sharing of results with other relevant stakeholders and/or projects, networking and community building, advocacy and awareness raising**. In this sense, synergies with other projects (especially those funded by ENI CBC Med and developed under [A.3.1 and A.1.1 priorities](#)) and/or stakeholders will be exploited in order to increase resource efficiency, ensure outreach, sustainability and long-term impact of project's results. Through this Capitalisation Strategy, CLUSTER intends to promote active and operational synergies with other initiatives in the Mediterranean, to identify, promote and transfer good practices while feeding public policies at the local level.

The Service Provider appointed by the IEMed will be in charge of elaborating this

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strategy for the project as a whole, in collaboration with the other Capitalisation Experts hired by the Project Partners who will provide input on the local synergies to be adopted in their respective countries/regions. Thus, the Service Provider is directly responsible for writing the consolidated strategy of the CLUSTER project on the one hand, and for the development and implementation of the strategy of Catalonia on the other.

**In particular, the Service Provider appointed by the IEMed, Lead Beneficiary of CLUSTER, will have to carry out the following activities:**

- a) November 2022: Preparatory meeting with PMT to discuss the objectives of this assignment.
- b) November – December 2022: Be in charge of the elaboration of the 1<sup>st</sup> draft of a capitalisation strategy, including a 1<sup>st</sup> mapping of suitable local and regional target groups. This strategy will have a local (i.e., Catalonia) and regional scope (i.e., the other 7 countries/regions of the project).
- c) November – January 2023: Collaborate in the identification of tools to use and transfer to other actors and project regions the project’s key outputs (namely (i) the new model of intervention related to fostering marketable skills among NEETs, in particular women (including trainings, e-platform, coaching sessions); (ii) trainee-oriented, TVET-oriented and private sector-oriented catalogues; (iii) Regional and Cross-Border Action Plans with policy recommendations).
- d) January 2023 – February 2023: Prepare the final version of the strategy, following the progress of the project while incorporating feedback received from the other Capitalisation Experts
- e) Throughout the project lifetime: Plan and implement the capitalisation activities in Catalonia together with the IEMed’s PMT, and assist the other Capitalisation Experts for their regions/countries, if needed.
- f) Throughout the project lifetime: Assist in the transfer and sharing of project’s results, networking and community building, cross-border capitalisation and awareness raising campaigns.
- g) Throughout the project lifetime: Lead a group of Capitalisation Experts assigned in the other project targeted countries, and organise and attend meetings on a regular basis with them.
- h) Throughout the project lifetime: Collaborate in the optimisation of the project implementation in the Catalan territorial context.
- i) February 2023 (2<sup>nd</sup> Progress Report); September – October 2023 (last Interim Report): Collaborate in the elaboration of the capitalisation section of the Narrative Reports.

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## 5. Requirements

- a) Expertise in Vocational Training, Development Cooperation, Management, or Sustainable Economy.
- b) Knowledge of the vocational training landscape in Catalonia (structures, stakeholders, etc.).
- c) Experience in mapping stakeholders/target groups to be engaged in the project.
- d) Fluency in verbal and written English and Spanish is required.
- e) Knowledge of Catalan will be considered an asset.
- f) Strong organisational skills, time management, team working, team building and problem-solving skills.

### Preference will be given to applicants with:

- a) Previous experience in European project dealing with **social inclusion** (i.e., unemployed women, young people especially NEETs) and with the promotion of **sustainable economic models** (Blue, Green and Circular Economy, as well as Sustainable Agriculture).
- b) Previous experience in ENI CBC Med projects.
- c) Previous experience in project management and communication at the Euro-Mediterranean level.
- d) Experience in the implementation of project capitalisation strategies in Catalonia targeting NEETs and young unemployed people as well as SMEs operating in the Circular, Blue and Green Economy sectors.
- e) Knowledge and skills in Sustainable Economy to facilitate the organisation of online capitalisation campaigns and project events in general and create contents on the project topics.

## 6. 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: mainly remote but also onsite if needed at the IEMed premises in Carrer de Girona, 20, 08010 Barcelona. When hired, the Service Provider and the IEMed will agree on a timetable to implement the capitalisation activities.

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Total compensation for the duration of the engagement, including VAT and any eventually social, security and welfare costs, is € **9,800**. Payments will be progressively done upon submission of reports with their corresponding deliverables, to be agreed with the Tenderer.

**7. Tentative Starting Date:** November 2022

## **8. 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), considering the maximum amount offered is € **9,800**.
- For firms: CVs of persons involved from the firm + technical and economical bid (including a proposed timetable), considering the maximum amount offered is € **9,800**.

The application package must be sent by email to [kmelkonian@iemed.org](mailto:kmelkonian@iemed.org) with [pgomila@iemed.org](mailto:pgomila@iemed.org) in copy.

The subject of the e-mail must state the following: “**CLUSTER Project\_Capitalisation Services**”

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

## **9. Deadline**

The **deadline** for submitting applications is **8 November 2022 at 23:59hrs CET**.

## **10. Treatment of Personal Data**

The data that will come into the possession of the IEMed will be processed pursuant to and for the purposes of the Legislative Decree 196/2003 and in compliance with article 13 and article 14 of Regulation (EU) no. 2016/679 of the European Parliament and of the Council of 27 April 2016 relating to the protection of individuals with regard to the processing of personal data, as well as to the free movement of such data (general data protection regulation, hereinafter also referred to as “regulation” or “GDPR”) and which repeals Directive 95/46 / EC.

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