

Call for trainers:

Slovak National Agency of the Erasmus+ Programme is looking for **2 trainers**, who will be involved in preparation and carrying out of the **Training Course “Learning for Work”**

Aim of the TC

The training focused on the development of EVS volunteers’ competences in order to promote their employability after the EVS projects. The main aim of the project is to support supervisors and mentors in designing a quality learning process of EVS volunteers that would contribute to their better employability.

Objectives

The idea of the training is to enhance EVS volunteers’ learning process in the view of their better employability after their EVS projects. The main aim of the training would be to support participants in developing a quality learning process for EVS volunteers that would be tailored to volunteers’ needs in order to promote their future careers. As to the objectives of the training, participants would understand the importance of learning process within EVS projects; be able to work with the learning to learn competence in designing a volunteer’s learning process; know different learning styles and be able to use them in developing a volunteer’s learning process; be able to analyse volunteers’ learning needs; be able to develop, monitor and assess a quality learning process for EVS volunteers. The idea of the training is that organisations would meet the volunteers halfway: organisations would not only include volunteers in their regular activities, but they would also be able to reflect volunteers’ learning and employability needs and prepare activities that would be aimed at developing desired competences of volunteers.

More specific objectives can be defined during the preparation meeting.

Participant’s profile

- youth workers,
- youth leaders,
- trainers,
- project managers,
- EVS mentors/tutors.

Bid Evaluation Process

- Bid evaluation will take place no later than **23th April 2018**
- Candidates who meet all the criteria set out in this call will proceed to the selection
- The criterion for selection of the successful tenderer is the lowest unit price for the subject of the contract in € including VAT
- If the tenderer is not VAT payer, the contracting authority will evaluate the price without VAT as a criterion for the evaluation of the tenders
- If they submit more than the same, the most favorable price, the selection criterion for the successful tenderer will be include the criteria for evaluating the enclosed description of the motivation for the leading of the educational activity, the EVS and Youth exchanges training experience in the past, and a description of the proposed training methodology.

Dates and venue

Place: Senec, Slovak Republic

Proposed dates: **30.5.-02.06.2018** (arrival on 30.05. before lunch– departure on 02.06. after lunch, trainers should arrive one day before)

Team

- 2 trainers - responsible for programme flow, methodology and final report
- 1 representative of Slovak NA E+
- 1 foreign representative

Trainers' profile

- have good knowledge on Erasmus+ (with main focus on EVS and Youth exchanges)
- have good knowledge on project management and implementation
- have good knowledge on non-formal methodology in practice
- are experienced in working with mixed ability groups
- have good level of competences on how to stimulate the learning process of young people with fewer opportunities
- are familiar with different employability tools, methods and approaches
- have very good level of spoken and written English language

Trainers can apply in a training pairs, but have to apply individually and name the partner in the application form.

Tasks / duties of trainers

The tasks of the trainers include the following:

- **Attend the preparatory meeting**
- **Programme design & implementation:** Come up with an attractive title, specific objectives, develop concept and programme, select active methodology, ideas for necessary input (programme, best practices, theory,...);
- **Evaluation of the training**
- **Preparation of the final report**

Estimated maximum contract value with VAT/ Trainer's fee

Trainers fee: 1 650 €

5 and half day working days:

- 2 full days for preparation and evaluation (including individual and team preparation, prep-meeting, on-going and final evaluation directly after the training + final report; prep-meeting dates and final report are not extra paid)
- 3 and half day for the activity
- board, lodging and travel costs are covered by organisers

Application procedure & deadline

- Interested candidates should fill-in the application form in English (see: next page) and send it to tomas.toth@iuventa.sk until **23th April 2018**, all the applicants will be informed until the **24th April 2018**.

For more information, please contact:

Tomáš Tóth: tomas.toth@iuventa.sk, +421 908 67 88 20

APPLICATION FORM

Please fill in English.

Full Name		Sex	<input type="checkbox"/> Male <input type="checkbox"/> Female
Working Address		Nationality	
Home Address		Telephone	
Date of Birth		E-mail	

Are you a Free-Lance Trainer? (If NO, please give some details about your current job(s) apart from delivering trainings):

YES NO

Please list your experiences you consider relevant to the topic of the training:

List international training events/ connected with the topic of the training, where you have been part of **the team designing and implementing the event** (indicate: organizer, title of event, your role):

Describe your experience and practice within Erasmus+ and/or Youth in Action, non-formal education, project implementation and management field:

Mention your most relevant (in terms of learning) educational experiences (training courses, youth activities etc.) related to the topic of the training:

Rate your level of English (Fluent-Good-Average-Poor):

How would you work out the theme of the training? Suggest **rough proposal** for the training (structure for the activity, suggestion for programme, methods, follow up activities and concept for documentation)

Describe your motivation to be part of the team of the training (if you are applying in a team, please give here the name of your colleague you are applying with):

Please indicate if you are available on the planned date of the preparatory meeting:

YES NO

Please indicate if you are available on the potential date of the training:
30.5-02.06.2018

YES NO

Specify any special needs (food, mobility, medical condition, etc):

Please give here the contact for recommendation:

1:

2:

Price offer (preferred payment method- order/invoice or contract):