

Annex: Award criteria: Requirements for the provider

ESK_104_TOSCA: Team of Trainers

The contract will be awarded to the most economical tender. The most economically advantageous tender is determined on the basis of the best price-performance ratio.

In addition to the price or costs, the organisation, availability, qualifications and experience of the personnel entrusted with the execution of the contract are also taken into account.

JUGEND für Europa has the following expectations of the service provider:

1. Lot 2: Two Trainers

1.1 Eligibility criteria

Eligibility criteria	
<i>Trainer's Experience and Education</i>	<i>Persons who have no proven experience in implementing non-formal educational activities in the youth sector are excluded from applying.</i>
<i>Knowledge of the language of instruction</i>	<i>Persons who have no proven knowledge of the language of instruction are excluded from applying (C1-Level is required).</i>

1.2 Evaluation criteria

Besides these exclusion criteria, the service provider is expected to convince us by abiding to the following criteria (evaluation criteria):

Evaluation criteria	
<i>Knowledge of EU Volunteering</i>	Comprehensive knowledge of EU Volunteering (EU Program European Solidarity Corps, European Voluntary Service)
<i>Experience as trainer</i>	Experience and methodological knowledge in the design and implementation of non-formal educational events in the youth sector
<i>Competence in project management</i>	Organizational skills, project management experience in a lead role and the ability to work collaboratively in a team

<i>Expertise in the TOSCA Quality Compass</i>	Trainer should have expertise in working with the TOSCA Quality Compass
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1.3 Media Consent

Media Consent	
<i>Other</i>	As part of the project's communication activities, photos and videos may be taken during the events. Trainers participating in the project will be asked to consent to the use of images and video recordings in which they are recognizable for JUGEND für Europa's public relations work.

1.4 Degree of fulfillment: Evaluation criteria

Here below is further explanation of how the evaluation criteria will be assessed. A prerequisite for consideration in the further evaluation process is achieving a minimum score of **60 points** (out of a maximum of 100 points). Offers that do not reach this minimum score will be excluded from further evaluation.

Criteria	Points	Target achievement
<i>Knowledge of EU volunteering (40 %)</i>	26 - 40	Comprehensive knowledge of EU volunteering (EU-Program European Solidarity Corps, European Voluntary Service) possibly own participation as a volunteer
	13 - 25	Good knowledge of EU Volunteering
	0 - 12	No to basic knowledge of EU Volunteering
<i>Experience as trainer (30 %)</i>	20 – 30	At least 3 trainings are mentioned. Comprehensive knowledge of methods in non-formal education and many years of experience in designing and conducting educational events are available.
	10 – 19	At least 2 trainings are mentioned. Experience in the conception and implementation of non-formal educational events is available.
	0 - 9	No more than one training is mentioned. Basic knowledge in the conceptualization and implementation of non-formal. Educational events are either non-existent or barely present.
<i>Competence in project management (20 %)</i>	14 – 20	Very good organizational skills and project management experience in a leading role (e. g. time management, communication and teamwork, monitoring, documentation). Multiple examples are provided and explained in detail.
	8 - 13	Good organizational skills and project management experience in a lead role. Multiple examples are provided.
	0 - 7	Few to no organizational skills and project management experience in a lead role. No to few examples are provided.

<i>Expertise in the TOSCA Quality Compass (10%)</i>	8 – 10	Comprehensive knowledge of the TOSCA Quality Compass and used it as a tool for trainings
	4 - 7	Good knowledge of the TOSCA Quality Compass
	0 - 3	No to basic knowledge of the TOSCA Quality Compass

1.5 Evaluation matrix

The table below summarises the exclusion and evaluation criteria, together with the related evaluation keys, and the relevant documents that should be submitted with the bid.

Criterion	Weight	Maximum reachable score	Documents to be submitted, required evidence
<i>Knowledge of EU volunteering</i>	40 %	40 points	<ul style="list-style-type: none"> • Catalogue of criteria • CV
<i>Experience as trainer</i>	30 %	30 points	<ul style="list-style-type: none"> • Catalogue of criteria • CV
<i>Competence in project management</i>	20 %	20 points	<ul style="list-style-type: none"> • Catalogue of criteria • CV
<i>Expertise in the TOSCA Quality Compass</i>	10 %	10 points	<ul style="list-style-type: none"> • Catalogue of criteria • CV