

DELIVERY OF NON-FORMAL TRAINING PROGRAMS
FOR CIVIL SOCIETY ORGANIZATIONS

TERMS OF REFERENCES

1. ABOUT THE ACTIVE PROJECT

Project “**ACTIVE - Accessible Communication Towards Inclusion of Vulnerable and Excluded persons on Western Balkans**” aims at developing the concept of inclusive and accessible communication for disadvantage people in five countries of the Western Balkans (Albania, Bosnia and Herzegovina, Montenegro, Kosovo and Serbia). The local project partners belong to the Caritas network and have worked together on different projects, sharing common values, joint mission and strategies.

One of the specific objectives of the project implies that disadvantaged and excluded people in the project regions make use of the access to relevant information in easy-to-read native languages and accessible native language. As a measure to achieve this objective, training of 30 future multipliers on accessible communication, according to the ToT concept, is planned.

2. OBJECTIVE, RESULTS AND TASKS OF THE SERVICE

Members of the local project teams as well as 20 other participants (media workers, communication officers, pedagogues or other expert/service providers) will receive an extensive training following train-the-trainer concept. The aim is to acquire in-depth knowledge about Accessible Communication. Training will provide knowledge on verbal and written communication, with special focus on design, visuals, usage of font types and colors, creation of accessible website and accessible events organizations. Based on this, training participants will receive support to develop the rules and recommendations for easy-to-read texts. Finally, they will acquire the skills required for conducting further workshops to train. Training will be organized in 5 modules per language group by local specialist and specialists from Austria and Germany.

General tasks of selected service providers:

- To create detailed implementation plan according to tasks of the service
- To create all presentation and other material for the training (exercises, examples etc.)
- To implement training
- To create final report of the trainings

Language: Training will be divided according to the two language groups - Serbian/Bosnian/Croatian/Montenegrin and Albanian language. Trainers will hold training in mother language.

3. TRAINING INFORMATION

Training will be delivered in hybrid format where participants from the same country will be gathered together on one place and follow the training using online platforms. At least 6 participants from each country should be included in training. First module of the training will be delivered in September 2022. Training is organized in 5 modules per language group:

Module 1:

- Basics of easy-to read
- Easy-to-read in European and German-speaking countries
- An overview - Translation and creation of texts in easy-to-read
- Guidelines for easy-to-read.

Module 2:

- Easy language in the Caritas Upper Austria - a practical example
- Exercise in easy-to-read translations
- Translations into easy-to-read / Good practice

Module 3:

- Accessible design of documents
- Exercise in easy-to-read translation

Module 4:

- Barrier-free communication
- Exercise in easy-to-read translation
- Good practice in easy-to-read

Module 5:

- Accessible communication and IT
- Inclusive training method
- Presentation of local guidelines

4. INFORMATION FOR APPLICANTS

Number of training programs:	Under this Call 5 modules are planned for each language group.
Type of contract:	For individuals: service contract based on legal regulations. For legal entities: business cooperation agreement.
Short description of service:	Preparation of training methodology based on the needs expressed in this documents, correction of the curriculum as needed, preparation of presentations, exercises and other materials; realization of training according

	to the agreed schedule, writing report. Trainer will be in charge of facilitating practical exercises for easy-to-read material translation.
Location:	Trainings will be implemented online.
Estimated budget:	Each module is composed by 3 days. Local trainer will be engaged 1 day per module. Trainer fee is up to 350 EUR gross amount per day for countries Albania, Bosnia and Herzegovina, Montenegro, Kosovo and Serbia.
General conditions:	Candidates should have relevant experience and references in the preparation of similar programs, relevant knowledge of the topics for which the training is planned (acquired during the studies or in separate trainings). Preference will be given to candidates with previous experience in working with organizations of people with disabilities.

5. HOW TO APPLY?

All interested candidates should send their applications to the email address: jelena.ankic@caritas.rs no later than **22/07/2022 at 15.00 h**. The application should contain:

- Candidate's CV, which clearly indicates experience, references in performing similar tasks and knowledge of the required topic. Legal entities should also submit the CV of the person (s) who will work on the development of the curriculum.

6. CRITERIA FOR SELECTION OF CANDIDATES

The Project committee will consider all applications and will decide on the selection of candidates. A written report on the selection of contractors will be sent to all candidates who apply for the competition. During the analysis of applications, the Committee will consider the relationship between all the above criteria. The basic criteria for selection are:

- Administration (eliminary criteria): application sent in time, electronically and all documents submitted.
- Knowledge relevant to the topic: 70% of the total points
- Price for service: 10% of the total points
- Experience in trainings delivery and/working with people with disabilities: 20% of the total points

Conflict of interest: This call is not open to natural or legal entities who are in a potential conflict of interest, or persons who may in any way affect the process of objective decision-making. Project team reserve the right to reject an application that is found to be in a potential conflict of interest in accordance with domestic legislation.