

Call for European Solidarity Corps Training Providers 2019

1. Summary

Proposals are invited to provide training to volunteers taking part in projects under European Solidarity Corps (ESC).

The British Council and Ecorys UK work in partnership to provide the Erasmus+ UK National Agency. More information on Erasmus+ can be found at www.erasmusplus.org.uk. Ecorys UK is responsible for UK implementation of ESC. More information on ESC can be found at <https://www.eusolidaritycorps.org.uk/>

The purpose of the training is to prepare ESC volunteers to adapt to a new cultural context, and respond effectively to personal and professional challenges. It will focus on the acquisition of skills in communication and team-working, including inter-cultural competence. It will also encourage individuals to benefit from the friendship and support of other volunteers.

The training will be delivered in the different countries of the UK using non-formal learning techniques, to small groups of young adults (up to 30 participants, aged 17-30) over 1-4 days, usually in a residential setting.

We welcome applications from any of the following:

- One organisation able to deliver the full specification across the UK
- A consortium able to deliver the full specification across the UK. The consortium must appoint a lead partner to submit the bid and sign the contract, taking responsibility on behalf of the consortium for delivery
- Organisations able to deliver in one or more of the four countries of the UK.

Given the nature of the contract training providers are required to be based in the UK.

Upon receiving a Framework Agreement, training providers will be appointed for twelve months from 1 January 2020 in the first instance, with the possibility of an extension of up to a further 12 months. Please see the Procurement Timetable and Dependencies sections (7 and 8) below.

Training providers will be responsible for ensuring the quality of training complies with the EC's guidelines and minimum standards for the ESC Training and Evaluation Cycle. To this end, training providers will collect and monitor feedback from individual volunteers, and will support performance review and professional development for the individual trainers and other professionals involved.

2. Outline specification

We are seeking providers able to deliver the following:

- To provide On-Arrival Training events in each UK country

- To provide Mid-Term Training events in each UK country
- To provide Pre-Departure Training events for UK volunteers in each UK country
- To provide an Annual ESC Evaluation event – for former, current and prospective volunteers from across the UK.

The duration of training is expected to be no less than:

- PDT – 1 day (not residential)
- OAT – 2 days training over 3 days - to allow for travel at each end (residential)
- MTT – 1 day training over 2 days - to allow for travel at each end (residential)
- Annual ESC evaluation event - 1 day (not residential)

On-Arrival and Mid-Term training is demand led, being based on the numbers of volunteers hosted by UK ESC receiving organisations. In the main, ESC sending organisations are responsible for delivering Pre-Departure training, but the National Agency has also delivered some Pre-Departure Training to support diversity and inclusion in ESC projects.

As the training is demand led it is not possible to predict accurately the numbers of participants to be trained or their precise location. It is anticipated that demand will be at least at the level provided during the 2018 European Voluntary Service programme year, with a possibility of some increase due to the growing number of ESC projects.

Numbers participating in European Voluntary Service training events during the 2018 Programme Year (April 18 – March 19) were as follows:

- Pre Departure Trainings (PDT) – 12 participants over 2 events
- On Arrival Trainings (OAT) – 346 participants over 24 events
- Mid Term Trainings (MTT) – 158 participants over 12 events

The approximate country breakdown of events was England: 60%; Northern Ireland: 15% Scotland: 20% and Wales: 5%.

The scope of the training provider role also includes the following tasks:

- To organise the logistics of events – source and manage appropriate venues (including accommodation, where required), catering, materials etc. To work with the UK National Agency and with ESC Accredited Organisations in the UK to collate information on training numbers and needs and to ensure training events are accessible to greatest number of volunteers. To ensure agreed ratios of trainers/trainees are maintained. The UK National Agency will provide the number of eligible trainees and the locations of the beneficiary organisations at least three times a year.
- To ensure appropriate procedures are in place to assess and manage risks to the safety and welfare of participants. These include procedures to enable participants to raise concerns.
- To provide written reports on completed training events (including training delivered, achievement of participant learning outcomes, participant feedback, logistics aspects, budgetary details, and recommendations for future events) to the UK National Agency.

The training provider may also be required to participate in events organised by the National Agency for accredited ESC organisations. The costs payable will fall outside of the fees identified below.

3. Costs

Costs will be payable by the UK National Agency on receipt of required reports and invoices, based on the EC's recommended rates for each trainee. Costs payable under this procurement in 2019¹ are up to:

- On-arrival training: €900
- Mid-term training: €700
- Pre-departure training: €300
- Annual ESC Evaluation event: €400

These rates (payable in Euros) are inclusive of all costs incurred and must include:

- Travel costs for the participant (to and from their place of residence/volunteering to the training venue)
- Venue hire (where incurred)
- Residential accommodation and catering
- Training materials
- Training provider travel and expenses

Note: since payment for ESC training will be made in arrears, it is essential that training providers demonstrate that they have financial and organisational capacity to manage training events successfully.

4. Training requirements

The format and content of training provided will be consistent with the Training and Evaluation Cycle guidelines in the European Solidarity Corps Programme Guide

<https://ec.europa.eu/youth/sites/youth/files/2019-european-solidarity-corps-guide3.pdf>

Requirements for **On-arrival Training** include:

- The participant understands their rights and responsibilities as a volunteer
- The participant understands the support available to them in coping with the transition to the host country (e.g. support from the ESC Hosting Organisation, the Erasmus+ National Agency and the SALTO Resource Centres network)

¹ The European Commission could increase costs in 2020

- The participant understands basic information on the host country's cultural and social conditions, and on how to involve themselves in their local community.
- The participant sets learning goals for their volunteering placement and understands how their learning can be recognised (e.g. through Youthpass).

Requirements for **Mid-term Evaluation** include:

- The participant has the opportunity to review achievements and challenges in their volunteering placement to date, to reflect on learning gained and set new goals for future learning.
- The participant is encouraged to identify practical ways to improve the value of their volunteering placement.
- The participant has the opportunity to make recommendations for their Hosting Organisation and other organisations involved in their volunteering placement.

Requirements for **Pre-departure Training** include:

- The participant understands their rights and responsibilities as a volunteer
- The participant understands the support available to them in coping with the transition to the host country (e.g. support from the ESC Sending and Hosting Organisations, the Erasmus+ National Agency and the SALTO Resource Centres network)
- The participant understands basic information on the practical arrangements for their placement (including visas/residence permit, insurance and payment of allowances)
- The participant sets outline learning goals for their volunteering placement and understands how their learning can be recognised (e.g. through Youthpass).

Requirements for **Annual ESC Evaluation Events** include:

- The participant is encouraged to evaluate their experience as ESC volunteer, to reflect on the knowledge and skills gained, and to communicate their learning to current and future volunteers.
- The participant is encouraged to make recommendations and suggestions for improvement to their Hosting and/or Sending Organisation, and to the National Agency.
- There are opportunities to communicate the impact of ESC to local and national decision-makers and others able to influence young people's participation in social action programmes.

5. Selection criteria

Criteria	Marks available
Experience and skills in designing, delivering and evaluating facilitation and training with international groups of young people	20
Experience and skills in non-formal learning approaches – including non-formal learning with international groups of young people, including those with fewer opportunities	10
Experience in delivering European Voluntary Service or ESC projects (Hosting, Sending or Co-ordinating)	10
Experience in supporting young people in traineeships and/or in job placements	10
Financial and organisational capacity to organise and manage residential facilitation and training events with international groups of people	30
Procedures in place to ensure the safety and welfare of ESC participants	10
Personnel with required experience and qualifications	10

6. How to apply

Please complete the application form and return it, with your last two years audited accounts, to ecstraining@ecorys.com by **14 October 2019 at 23.59 (UK time)**.

Applications received after the closing date will not be accepted.

Please do not submit any other information as selection will be undertaken purely on the basis of the application form.

Applicants may be invited to a clarification meeting or interview.

7. Timetable for procurement process

What	Date	Information
Launch of call	23 September 2019	Application form to be downloaded from ESC UK website.
Deadline for clarification questions	9 October	Any queries should be emailed to esctraining@ecorys.com . All queries will be anonymised and responses will be shared with all applicants who have submitted their expressions of interest. Please do not contact Erasmus+ UK National Agency staff directly.
Deadline for electronic application to be submitted to esctraining@ecorys.com	14 October 2019 at 23.59 (UK time)	Applications received after the deadline will not be assessed.
Assessment of applications and possible interviews	TBC	Please refer to 'Dependencies Procurement' below.
Issuing of Framework Agreement	TBC	Please refer to 'Dependencies Procurement' below.
Handover from current contractor	TBC	Please refer to 'Dependencies Procurement' below.
Delivery of ESC training starts	TBC	Please refer to 'Dependencies Procurement' below.

8. Dependencies Procurement

The Erasmus+ UK National Agency is working closely with the Department for Education and Department for Digital, Culture, Media and Sport on how a no-deal scenario would affect the Erasmus+ and ESC.

The table below sets out the effect of possible scenarios on this procurement.

Scenario	Impact on procurement
If the UK leaves the EU with a deal, or the EU continues to permit the Erasmus+ UK NA to continue to administer Erasmus+ and ESC without a specific agreement in place	Procurement will continue as planned
If the UK leaves the EU without a deal, and no specific agreement is made between the EU and the UK	Procurement will be postponed or called off upon agreement with the European Commission or UK Government
Article 50 is extended and EU exit is postponed	Procurement would either continue as planned or be postponed, subject to the duration of the postponement
The UK decides not to leave the EU	Procurement will continue as planned